



AVID COLLEGE
GATEWAY TO  LIFELONG LEARNING

HEALTH AND SAFETY POLICY

Policies can be established or altered only by the Academic Board
Procedures may be altered by the Rector

DISCLAIMER: This policy is designed to inform about the procedures, the activities, and the services of Avid College and its departments. While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s) or, its staff, volunteers or partners, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information or guideline only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the author(s) or its partners for any known or unknown consequences that may result from reliance on any information provided in this publication.

AC/P11/QAD/22/HSP-01

AVID COLLEGE, 2022

Name Health and Safety Policy		Policy No. AC/P11/QAD/22/HSP-01	Version: 1
Compiled by Quality Assurance Department	Checked by Dr. Suneena Rasheed	Date Approved: 09.11.2022 Date to be revised: 09.11.2024	

This document has been permitted to proceed on (DD/MM/YEAR)

.....

Dr. Suneena Rasheed

Rector



Health and Safety Policy

Approved Date: February 09, 2022

1. STATEMENT

Avid College is committed to maintaining the highest possible standard of health, safety and well-being for all employees and students (and others) while they are at work within the College. The College recognises the importance of integrating the continuous improvement of health and safety into all organisational activities, ranking this equal with all other operational considerations. This policy and supporting guidelines describe the framework and responsibilities for the management of occupational health & safety at the Campuses, Faculties, Centres and Departments of the College.

2. SCOPE

This policy applies to all management, staff, students, visiting academics, contractors and volunteers of the College and where appropriate to all other visitors. The Head of Human Resource Department is responsible for implementing this policy.

3. THE POLICY

3.1. The College requires all management personnel to implement and maintain a comprehensive Occupational Health & Safety management system (OHSMS) in all areas under their control. They should regularly monitor the system, in order to protect staff, students and visitors from risks to their health, safety and welfare, whilst engaged in education, research or other work-related activities of the College.

3.2. The College will ensure that injured workers receive prompt, effective rehabilitation and that any Workers Compensation claims are managed effectively, consistent with legislative requirements and Workcover standards.

3.3. This will be achieved in consultation with employees and student representatives, using systematic hazard management processes. Appropriate hazard identification,



risk assessment, inspection and audit systems will be used, to **Identify** measurable objectives and targets for improvement of OH&S across the College. These will be detailed in formal OH&S Action Plans at the Campuses, Faculties, Centres and Departments of the College.

- 3.4. The College will comply with all OH&S-related legislative requirements of Maldives and will endeavour to attain best practice in OH&S Standards.

4. GUIDELINES

- 4.1. The College HR Department will from time to time develop guidelines for the implementation of this policy and will also develop supporting policies and procedures, addressing key risks, issues and programs related to occupational health, safety, welfare, rehabilitation and workers compensation in the College.
- 4.2. All of these supporting policies (and where appropriate, the supporting guidelines and procedures) should be developed in consultation and should be suitably endorsed by the College Council.
- 4.3. In addition, areas may develop and implement local policies and procedures, consistent with the overall College OH&S-related policies, which should be appropriately authorised the College Council.

5. OBJECTIVES

The objectives of this policy are to:

- 5.1. Prevent injuries and illnesses of College staff, students and visitors and provide effective rehabilitation and support to those whose health has been affected by their work or study activities;
- 5.2. Ensure prompt, fair and equitable management and resolution of workers compensation claims;
- 5.3. Minimise property damage due to accidents in the workplace; and
- 5.4. Fully integrate health and safety with all other operational responsibilities of the College.
- 5.5. The College will implement and maintain a comprehensive OH&S management system (OHSM) in all areas, which will ensure the following:



- a. Ongoing identification and evaluation of existing hazards and implementation of suitable control measures to prevent injury or illness;
- b. where possible, the prevention of the introduction of new hazards;
- c. staff, students and visitors are adequately informed about the hazards remaining and are instructed in ways of working with them safely;
- d. procedures are in place to minimise the severity of injuries, illnesses and property damage when accidents do occur;
- e. Staff (and where appropriate, students) are consulted on any matters (and actively participate in resolving issues) which are likely to affect their health, safety and welfare whilst at the College;
- f. the College, Campuses, Faculties, Centres and Departments:
 - monitor OH&S activities and management systems, using inspections, audits, incident statistics, accident investigations (etc) to identify any non-conformances and opportunities for improvement;
 - develop detailed OH&S Action Plans to ensure continuous improvement in the management of OH&S responsibilities across the College; and
 - maintain adequate records to demonstrate that the system is operating effectively and to permit review and improvement where necessary.

6. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS)

6.1. Framework

- a. The HR Department of the College will maintain an Occupational Health & Safety Unit to provide a consultancy service to the College community, to assist areas to maintain of the highest possible standards of health, safety and well-being for all staff and students. It manages the College OH&S Audit program to ensure compliance with reasonable OH&S standards and continuous improvement by the effective implementation of OH&S plans. The Unit also provides rehabilitation support, manages Compensation claims and other direct OH&S services.



- b.** In addition, a College Health & Safety Committee (comprising representatives of all areas of the College) will monitor the management of OH&S across the College, resolve major OH&S issues and make recommendations on improvements to the OHSMS.
- c.** Faculties, Centre and Departments will establish occupational health and safety committees to monitor and address issues at the local levels.
- d.** Faculties, Centre and Departments will also designate Health & Safety Officers (HSO's), to assist managers to implement and maintain the OHSMS within their areas. HSO's will be provided with sufficient training and other resources to permit them to carry out their roles effectively.
- e.** Health & Safety Representatives (HSR's), elected by staff, will be consulted and, where possible, actively involved in identification, assessment and control of hazards, investigation of accidents and issues and resolution of disputes concerning any matter which may affect the health, safety or welfare of staff in their areas. HSR's will be provided sufficient training in accordance prevailing legislations to carry out their roles affectively.

6.2. Reporting Arrangements

- a.** The College Health & Safety Committee reports directly to its convenor, the Head of Human Resource Department.
- b.** OH&S Unit will provide regular reports to the Rector and College Council on the College's OH&S performance (including implementation of the College OH&S Plan, accident and compensation performance statistics and the results of workplace OH&S Audits).

6.3. Policies

- a.** This policy describes the overall OHSMS of the College and is supported by such additional policies and guidelines (etc) to provide clear information about management of OH&S across the College. Where appropriate, Faculties, centres and Departments and Campuses may need to develop and implement local policies and specific safe operating procedures (SOP's) in areas under their control.



- b. All College OH&S policies (new and revised) are to be developed in consultation with OHS Committees and relevant staff and are endorsed by the Academic Board, before being formally approved by the College Council. Supporting guidelines (etc) are developed by OH&S Unit.

6.4. Processes & Procedures

- a. Committees: All OH&S Committees have terms of reference requiring them to meet (at least once a Semester) in order to monitor and discuss OH&S issues in their areas.
- b. Consultation: Managers and Supervisors should consult with staff on any matter of concern about existing health & safety issues or any proposed changes which might affect health & safety.
- c. OH&S Induction & Training: All new staff and students must receive appropriate induction into their OH&S rights and responsibilities within the College. In addition, they must be provided with relevant hazard-specific training to enable them to carry out their work or study safely. Such induction and training should be of at least equivalent standard as is expected in industry in general. All staff, students and contractors, casuals or other personnel working on College premises must be adequately trained so they can carry out their duties in a safe manner.
- d. Inspection Program: All areas must maintain regular workplace inspections, recording hazards and issues identified, assessing their relative risk (priority) and recording short-term and long-term control measures to be put in place.
- e. Accident/Incident Reporting & Investigation: All accidents, incidents and near misses must be reported (by the staff or students involved) and forwarded to the supervisor to investigate, before implementing remedial action and forwarding the report to OH&S Unit. OH&S Unit will record all reports and provide statistical feedback on any trends identified.
- f. Documentation: Adequate documentation must be kept at all levels in order to demonstrate that the OHSMS is being implemented and to assist identification of areas for improvement. Documentation shall include the following:-
- Induction records (including general OH&S induction, local induction);
 - Training needs analysis and resultant training plans, records of training



provided (including where appropriate, course content, feedback from participants (etc);

- Policies, guidelines, local safe operating procedures (SOP's), any other OH&S-related instructions;
 - Register(s) of hazards and hazardous work (including Plant and Chemical Registers, research proposals, fieldwork procedures etc), risk assessments and proposed control measures;
 - Records of inspections, dates, risk assessments and remedial action implemented;
 - Accident/incident reports, any risk assessments and remedial action, statistical reports;
 - Campus, Faculty, Centre and Department OHS plans (monitored quarterly and updated annually);
 - Emergency management plans and local evacuation plans, records of evacuation drills (etc);
 - Agenda's and minutes of all OH&S meetings (or meetings where OH&S is discussed), including any monitoring or amendments to the OH&S plan);
- g.** OH&S Planning: The College, its Faculties, Centres and Departments will develop and implement OH&S Plans (which may be integrated into business or strategic plans, as appropriate). These plans will be monitored regularly, updated where necessary and revised annually, to ensure that they reflect the current priorities for improving health, safety and welfare of staff and students.
- h.** OH&S Auditing: OH&S Unit will maintain an annual OH&S Audit Program, which will provide a comprehensive review of the effectiveness of the OHSMS in the College and areas, each year. The Audit Program will endeavour to permit all areas of the College to undergo scrutiny over a 5-year period, with higher-risk areas being audited more frequently. The Audit will provide valuable feedback to Heads on opportunities for improvement in their areas and will provide an overview of the status of the OHSMS across the College.



7. RESPONSIBILITIES

7.1. Employer's Responsibilities

Members of Council, the Rector, and the Vice-Rectors, Executive Directors and Deans have ultimate responsibility for meeting the aims and objectives of this policy as well as the duties and responsibilities under prevailing legislation in the Maldives.

7.2. Responsible Officer's Responsibilities

The Rector, as Chief Executive Officer of the College, is the 'Responsible Officer' under the OH&S legislation and is therefore held legally accountable for the health, safety and welfare of the College's employees and students whilst at work.

The Rector has delegated to the respective staff Faculties, centres and Departments, the task of developing and monitoring the overall OH&S management system (to be implemented by managers across the College), to enable effective monitoring of OHS&W performance, participation in the resolution of issues of concern and determination of priority allocation of resources.

7.3. Audit, Compliance and Risk Committee Responsibilities

The Audit, Compliance and Risk Committee will monitor the implementation of the College's OHS&W Management plan and regularly review its progress, through the College Health & Safety Committee.

7.4. Faculty, Centre, Department and Campus Heads' Responsibilities

Senior Management must ensure that all supervisory personnel under their control can effectively implement and maintain the OHSMS; they must ensure adequate resources are available for health & safety programs, OHS-related training (including Health & Safety Representative training), maintenance and, where necessary, upgrading of the work equipment (to ensure adequate safety standards are maintained) under their control. In particular, they must:

- a. ensure that all employees and students are aware of their rights and responsibilities under the relevant legislation;
- b. consult with employees/students and/or their representatives on any issues that



affect the health, safety and welfare of staff and students while they are at work

- c. determine appropriate standards for OH&S in the College, giving consideration to statutory requirements, government, industry and community expectations and resource implications;
- d. allocate sufficient resources, according to priorities, to enable these standards to be achieved; and
- e. promote OH&S and rehabilitation as priority issues for integration into all Faculty, Centre, Department and Campus activities.

7.5. Supervisors' Responsibilities

For the purposes of this policy, a supervisor is any person, academic or non-academic, who provides guidance and/or instruction regarding the activities of another person at work/study.

- a. Supervisors have primary responsibility for management at the operational level, they must also assume responsibility for the health and safety of staff and students working under their supervision, or in areas under their control.
- b. The supervisor is responsible for implementing and maintaining the OH&S program at the worksite level. This includes ensuring that all personnel are:
 - fully informed about the hazards associated with work/studies activities;
 - adequately trained and instructed in safe working procedures; and
 - appropriately supervised.
- c. In consultation with elected Health and Safety Representatives (HSR's) and Health and Safety Officers (HSO's), supervisors will:
 - ensure regular workplace inspections (of facilities, tools and electrical equipment) are carried out;
 - identify hazards;
 - evaluate risks;
 - develop and implement appropriate control measures;
 - investigating accidents and incidents; and
 - develop controls to prevent their recurrence.

7.6. Staff, Students and others (including Students, Contractors, Volunteers and other visitors to the College)

- a. Staff, Students, Contractors, Volunteers and other visitors to the College must comply with OH&S legislative requirements and with OH&S-related College policies, guidelines, rules and instructions.
- b. In particular, in this context, they must:
 - obey all reasonable OH&S instructions and safe working procedures;
 - identify and report to their Supervisor, any hazards, risks or unsafe situations or practices (both verbally and using the approved Incident Report;
 - participate in drills, training and instruction as deemed necessary by management; and
 - participate in evaluation and development of controls or other preventive measures, in relation to hazards within their workplaces.

8. REVIEW PROCEDURE

8.1. This policy will be reviewed every TWO years and, if necessary, amended to ensure that it is kept up to date.

8.2. The policy will be made available to all staff and students at induction, on the College website and to other interested parties on request.



7. REVISION HISTORY AND RESPONSIBLE PEOPLE

<i>Revision No</i>	<i>Revised by</i>	<i>Revised Date</i>	<i>Amendment</i>



7. RESPONSIBLE STAFF

The below mentioned staff of Avid College have gone through the *Health and Safety Policy* and are aware of the policy. If any responsible person neglects any of this policy, they will have to be answerable.

<i>Name</i>	<i>Faculty and Position</i>	<i>Date</i>	<i>Signature</i>