



**KAMPALA
INTERNATIONAL
UNIVERSITY
IN TANZANIA**



HEALTH AND SAFETY POLICY


2019



Foreword

The Kampala International University in Tanzania prescribes to the highest standards of education and research. With this, comes the responsibility for the health and safety of the staff, students, visitors and all others who may be affected by our activities.

The University will take all reasonable measures necessary to provide a healthy and safe working environment for staff, students and visitors. Compliance with all statutory obligations is the minimum standard, as prescribed in the National Public Health Act No. 1 of 2009 (in particular, Part VI Section 162 – 164). It is the duty of every employee to take care of his/her safety and health and that of others who could be affected by their acts or omissions. In addition, employees have a duty to bring to the attention of the Management any failings in the arrangements made for health and safety. The University Health and Safety Policy can only be effective if there is commitment by all staff, students, visitors and others at the University.



Prof. Jamidu H.Y. Katima

Vice Chancellor

30th July 2019



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Definition of Terms

Term	Definition
Accident	An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.
Hazard	Any source of potential damage, harm or adverse health effects on something or someone. Workplace hazards can come from a wide range of sources. General examples include any substance, material, process, practice, etc. that has the ability to cause harm or adverse health effect to a person or property
Hazardous waste	Is waste that has substantial or potential threats to public health or the environment. Characteristic hazardous wastes are materials that are known or tested to exhibit one or more of the following hazardous traits: Ignitability.
Housekeeping	Is not just cleanliness . It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.
Occupation health and safety	Is generally defined as the science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment
Personal Protective Equipment	is protective clothing , helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.
Risk	Is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.
Unsafe conditions	Are hazards that have the potential to cause injury or death to people. Some of these hazards include erroneous safety procedures, malfunctioning equipment or tools, or failure to utilize necessary safety equipment such as goggles and masks.

1. Principles

1. KIUT considers the health and safety of each of our employees, students and visitors to be of primary importance.
2. Our objective is to conduct our business in the safest possible manner as provided in Chapter 13 of the KIUT Human Resource Manual and consistent with the Tanzanian Occupational Health & Safety Act No. 5 of 2003, applicable regulations and good workplace practices.
3. Management recognizes the right of workers and students to work in a safe and healthy work environment.
4. All employees, students, sub-contractors, supervisors, and guests will be held accountable for their health and safety performance. .
5. KIUT makes all reasonable efforts to:
 - a) Promote occupational and personal safety, health and wellness;
 - b) Protect the health and safety of KIUT faculty, staff, students and visitors;
 - c) Provide information to faculty, staff, and students about health and safety hazards;
 - d) Identify and correct health and safety hazards and encourage faculty, staff, and students to report potential hazards;
 - e) Conduct activities in a manner protective of the environment, and inform the KIUT community regarding environmental impacts associated with institutional operations; and
 - f) Maintain a risk-based emergency management programme to reduce the impact of emergency events on the KIUT community.

2. Accident Prevention and Reporting

6. Accident prevention is a large part of safety and is everyone's responsibility. Management leadership, faculty, staff and student participation is essential for ensuring that all hazards are identified, addressed and accidents are prevented before they occur. Preventing accidents can be completed through the following:

a) Know the Hazards

- i. Be aware of your surroundings. Look around and identify potential workplace hazards that could cause harm.
- ii. Look for ways to reduce or eliminate hazards, and implement them.
- iii. Report unsafe areas or practices.
- iv. Use the Environment, Health and Safety (EHS) [Job Hazard Analysis](#) tools to identify hazards associated with job types.

b) Create a Safe Work Area

- i. Keep an orderly workplace. Poor housekeeping can cause serious health and safety hazards. The layout of the workplace should have adequate egress (is it not exit?) routes and be free of debris.
- ii. Inspect vehicles before and after use. DRIVE SAFELY.
- iii. Continually cultivate safety standards.
- iv. Take breaks and move around regularly throughout the day. Small breaks (standing up and moving around) can make a big difference in combating the dangers of staying in a static position all day long.
- v. Pay attention to workstation ergonomics.

c) Use Safe Lifting Techniques

- i. Follow the following safe lifting practices:
 - Lift from a position of power
 - Keep the load close
 - Use a staggered stance
 - Don't twist while lifting
- ii. Training in body mechanics can reduce strain injuries and keep employees safe during lifting and moving.

d) Personal Protective Equipment

- The proper use of Personal Protective Equipment (PPE) can dramatically reduce the risk of injury. Examples of PPE include gear such as earplugs, hard hats, safety goggles, gloves, air-purifying respirators and safety shoes.

e) Regular Communication

- i. Notify supervisors about safety hazards.
- ii. Speak up and be involved in safety planning.
- iii. Continually cultivate high safety standards.

f) Education and Training

- i. Ensure everyone has the proper safety training relating to the potential hazards of the job.
- ii. Take advantage of Environmental Health and Safety [online training](#) programmes.

7. It is each **employee's** responsibility to take an active role in maintaining safety.
8. If an accident does occur, no matter how slight, it should be reported to DVC FA. Reporting all accidents and injuries provides a learning opportunity, a chance to identify root causes and to implement corrective actions.

3. Responsibilities

9. Adherence to good health and safety practices and compliance with applicable health and safety regulations are a responsibility of all faculty, staff, and students. Line responsibility for good health and safety practice begins with the supervisor in the workplace, laboratory or classroom and proceeds upward through the levels of management.
10. In academic areas, supervisors include faculty/principal investigators, laboratory supervisors, class instructors, or others having direct supervisory and/or oversight authority. Academic levels of management are the department chairperson or Lab Supervisor, Dean, the Director of Postgraduate Studies and Research, and the Vice Chancellor. Administrative levels of management include Managers, Directors, and Vice Chancellor. *Final responsibility for health and safety policy and programmes rests with the Vice Chancellor of the University.*
11. The Deputy Vice Chancellor responsible for Finance and the University Committee on Health and Safety are responsible for recommending University-wide health and safety issues to the VC for incorporation in the Policy.
12. The DVC FA is responsible for ensuring overall institutional compliance with applicable policies, statutes, and regulations; monitoring the effectiveness of the safety programmes; and providing central health and safety services and support to all areas of the University.

A. Supervisory Responsibilities

13. Heads of Departments shall appoint Coordinators of Health and Safety in the Department. Health and safety issues shall be discussed in the departmental meetings.
14. Deans shall appoint Faculty Coordinators of Health and Safety. Health and safety issues shall be discussed in the Faculty Board Boards
15. The Departmental and Faculty Coordinators shall constitute the University-Wide Health and Safety Committee under the Chairmanship of the DVC FA
16. University supervisors, including Lab Technicians, academic staff /supervisors and Principal Investigators (PIs), are responsible for protecting the health and safety of employees, students and visitors working under their direction or supervision. This responsibility entails:
 - a) Being current with and implementing KIUT health and safety policies, practices and programmes;
 - b) Ensuring that workplaces, including laboratories, and equipment are safe and well maintained;

- c) Ensuring that workplaces or laboratories are in compliance with KIUT policies, programmes and practices, and
- d) Ensuring that employees, students and visitors under their supervision or within their work areas have been provided with appropriate safety training and information and adhere to established safety practices and requirements.

B. Managerial Responsibilities

17. University managers, academic and administrative, are responsible for ensuring that:
- a) Individuals under their management have the authority to implement appropriate health and safety policies, practices and programmes;
 - b) Areas under their management have adequate resources for health and safety programmes, practices, and equipment; and
 - c) Areas under their management are in compliance with KIUT health and safety policies, practices and programmes.

C. Environmental Health and Safety Responsibilities

18. Environmental Health and Safety (EH&S) Committee is responsible for:
- a) Reviewing legislation, recommending policies, and monitoring compliance with environmental and health and safety statutes and regulations and University health and safety policies and programmes;
 - b) Developing institutional safety and compliance programmes and assisting schools, departments, faculty, and managers with implementation;
 - c) Providing guidance and technical assistance to supervisors and managers in the schools, departments, and other work units in identifying, evaluating, and correcting health and safety hazards;
 - d) Developing programs for the safe use of hazardous radiological, biological, and chemical substances and lasers;
 - e) Providing training materials, assistance, and programs in safe work practices;
 - f) Providing guidance on effective emergency management and business continuity programmes, and providing emergency response services for incidents involving hazardous materials;
 - g) Providing fire prevention, inspection, engineering and systems maintenance services; and
 - h) Hazardous waste management and disposal services.
19. While EH&S is responsible for developing and recommending relevant health and safety policies, institutional policy approval rests with other University authorities,(e.g., VC,

Deputy Vice Chancellors and Director of Postgraduate Studies and Research, Faculty, University Senate, University Council) depending on the content of the proposed policies.

D. Faculty, Staff, and Student Responsibilities

20. Faculty, staff and students are responsible for:

- a) Keeping themselves informed of conditions affecting their health and safety;
- b) Participating in safety training programmes as required by KIUT policy and their supervisors and instructors;
- c) Adhering to health and safety practices in their workplace, classroom, laboratory and student campus residences;
- d) Advising on or reporting to supervisors, instructors or EH&S potentially unsafe practices or serious hazards in the workplace, classroom or laboratory.

E. Visitors' Responsibilities

21. Visitors must undertake the following while at the University:

- a) take reasonable care for their own health and safety;
- b) take reasonable care for the health and safety of others;
- c) comply with any reasonable instruction from the University; and
- d) co-operate with any reasonable policies and procedures of the University.

F. Safety Performance

22. Each individual at KIUT is expected to perform all work safely. Managers and supervisors shall establish and maintain a system of positive reinforcement and escalated discipline to support good health and safety practices. Safety performance shall be a part of every individual's role and responsibility as well as performance expectation and evaluation.

4. Providing a Safe Workplace

23. KIUT's programme for providing a safe workplace for faculty, staff and students includes: facility design; hazard identification, workplace inspection and corrective action; shutdown of dangerous activities; medical surveillance: and emergency preparedness.

24. In addition to this general institutional health and safety policy, additional hazard specific policies and requirements may apply to different work and learning environments at KIUT and will be found in the Research Policy.

A. Facility Design

25. Facilities will be designed in a manner consistent with health and safety regulations and standards of good design. The Estates Department, which is charged with primary responsibility for the design, construction, and/or renovation of facilities, together with DVC FA shall ensure that there is appropriate health and safety review of facility concepts, designs, and plans, including provision of safe movement and work space for the disabled.
26. In case of disagreement between DVC FA and the cognizant facilities department, the conflict shall be resolved by the Vice Chancellor in consultation with the cognizant Dean (or designate).

B. Hazard Identification and Correction

27. KIUT encourages employees and students to report health and safety hazards to their supervisors, managers, or Director of Estates. Employees and students shall not be discriminated against in any manner for bona fide reporting of health and safety hazards to KIUT Management. Supervisors shall inform students and employees of this policy and encourage reporting of workplace hazards.
28. Supervisors, both faculty and staff, shall assure that regular, periodic inspections of workplaces are conducted to identify and evaluate workplace hazards and unsafe work practices.
29. The University Health and Safety Committee shall meet once every three months to review health and safety aspects.
30. Means of correcting discovered hazards and/or protecting individuals from the hazards shall be determined and implemented appropriately.
31. Unsafe conditions which cannot be corrected by the supervisor or manager must be reported to the next higher level of management. Any individual, supervisor or manager who becomes aware of a serious concealed danger to the health or safety of individuals shall report this danger promptly to the Estates Department and to the faculty, staff and students who may be affected.

C. Shutdown of Dangerous Activities

32. The DVC FA has the authority to curtail or shut down any University activity considered to constitute a clear and imminent danger to health or safety. In the event of such

curtailment or shutdown, the cognizant Dean, Director or DVC and the VC (or designate) shall be immediately notified.

33. In cases of dispute, an order to curtail or shutdown will remain in effect until the VC or the Deputy Vice Chancellors and Director of Postgraduate Studies and Research (or their respective designates) determine in writing that the danger has passed or been mitigated or that the order should be rescinded for other reasons.
34. Should the DVC FA disagree with a determination to restore a curtailed or shutdown activity (in para 35), the DVC FA may promptly appeal the matter to the VC. In the event of an appeal, the order to curtail or shutdown shall be in effect until the VC determines otherwise.

D. Emergency Response and Preparedness

35. EH&S Officer, coordinates overall emergency response planning for the institution and provides guidelines for departmental emergency response plans. Every department shall have an individual emergency response plan for each building (depending on its health risk profile) and shall develop business continuity and contingency plans and implement appropriate mitigation programmes to reduce the impact of emergency events.
36. Schools and departments shall maintain local departmental emergency operations centers and communications capabilities according to guidelines in the campus emergency plan. Multiple departments located within individual buildings will jointly develop comprehensive building-based life safety response plans.
37. Emergency plans shall include evacuation and assembly procedures, posted evacuation maps, reporting and communication practices, training, and drills.

5. Safety Communication and Training

38. Safety and compliance required training shall be communicated in a manner readily understandable to faculty, staff and students, in accordance with the communication policy outlined below.

A. Systems of Communication

39. Managers and supervisors, both faculty and staff, shall establish, implement and maintain a system for communicating with employees and students about health and safety matters. Information should be presented in a manner readily understood by the affected employees and students. Due attention must be paid to levels of literacy and language barriers. Verbal communications should be supplemented with written materials or

postings if appropriate. Whenever appropriate, statutes and policies affecting employees and students shall be available in the workplaces.

B. Communication about Hazards

40. Faculty, staff, and students who may come in contact with hazardous substances or practices either in the workplace or in laboratories shall be provided information concerning the particular hazards which may be posed, and the methods by which they may deal with such hazards in a safe and healthful manner. In areas where hazardous chemicals or physical agents are used, handled, or stored, communication about these hazards shall conform to the Research Policy and EH&S Requirements for laboratory facilities.

C. Training

41. Supervisors, including faculty, shall be experienced, trained or knowledgeable in the safety and health hazards to which employees and students under their immediate direction and control may be exposed, and shall be knowledgeable of current practices and safety requirements in their field.

42. Faculty, staff and students shall have or be provided with the knowledge to protect themselves from hazards in their working and learning environment. Supervisors, both faculty and staff, shall ensure that employees and students have received appropriate training and information regarding:

- a) General health and safety practices of the workplace or laboratory, including emergency procedures;
- b) Job-specific health and safety practices and hazards;
- c) Recognition and assessment of health and safety risks; and,
- d) How to minimize risks through sound safety practices and use of protective equipment; and
- e) Awareness of appropriate practices to protect the environment.

43. Training shall occur when:

- a) An employee is hired or student is new to the laboratory;
- b) An employee or student is given a new assignment for which training has not previously been received; and
- c) New hazards are introduced by new substances, processes or equipment.

44. Faculty, staff and students should, periodically, be retrained or be required to demonstrate an understanding of current standard safety practices and requirements for their areas.

D. Documentation and Recordkeeping

45. Documentation and records as required by regulation shall be kept to demonstrate compliance with applicable statutes, regulations and policies. Requirements and procedures for such record keeping can be found in the Research Policy and at the EH&S website.

6. Compensation in Case of Accidents

46. Compensation in case of accident shall be handled according to the Workers Compensation Act Cap 263 of 2015.

For and on behalf of the KIUT Council



Chairman of the Council

Date: 30th July 2019