

DAMBAI COLLEGE OF EDUCATION



HEALTH AND SAFETY POLICY

DACE/HSP001/2020

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HEALTH AND SAFETY POLICY

DACE/HSP001/2020

1. INTRODUCTION

The College staff and student teachers are known to be at a higher risk of various forms of hazards, injuries, accidents and infectious diseases due to their exposure to physical, chemical, biological and psychological stressors. Most of the staff and students are often unaware of any corrective measures to be taken to prevent hazards, diseases, injuries and accidents before they occur, apart from their little knowledge of first aid. There is therefore the need to have a comprehensive provision for **Safety** and **Health** standards and practices that provide suggested approach in improving on the practice, management and monitoring of health and safety related issues in the College.

This document outlines the health and safety policy of the College. It contains information on safety policy and the responsibilities of employees, employers, safety coordinators and instructors of the institution. It is the responsibility of all employees to observe these rules, practices and procedures and behave in a safe and reasonable manner whilst on campus. Failure to comply with these policy rules shall lead to disciplinary actions. The breach of Health and Safety Legislation is a criminal offence that may result in heavy fines or imprisonment. This is because the 1992 constitution and the Labour Act 2003 mandated certain responsibilities on every citizens in Ghana to observe safety rules. The College will therefore encourage staff and students to become familiar with this policy guideline to act in a sensible manner and adhere to instructions.

2. POLICY STATEMENT

The College is committed to creating a safe work environment that promotes health and safety practices and that seeks to prevent the occurrence of hazards associated with work and the work environment. All members of the College community shall support the implementation of this policy.

To facilitate compliance with this policy, the College Management and other staff shall:

- a. Ensure that staff, student teachers and other workers of the College are trained and accountable for preventing work-related hazards, injuries and illnesses.
- b. Support health promotion programmes that contribute to productivity, health and well-being of everyone.
- c. Ensure that systems are in place to maintain, monitor and carry out risk assessments, which shall improve safety.
- d. Ensure that the institutional and facility operations comply with relevant national occupational health and safety laws and regulations.
- e. Provide clear and accurate information about occupational health and safety to staff, students, the public and relevant regulatory authorities.
- f. Notify suppliers, contractors and partners of the College's occupational health and safety standards and encourage them to adopt the practices.
- g. In collaboration with appropriate national and international institutions, establish sustainable training schemes to ensure that members of the College community are trained to observe effective occupational health and safety rules.
- h. Develop and implement appropriate strategic action plans to achieve the desired outcomes for safety and effective control of risks.

2. PURPOSE/OBJECTIVES

The purpose of this policy is to achieve and maintain the overall well-being, quality of life and work performance of College staff and students in order to minimize the impact of work on their physical and mental health,

The objectives of this policy are to;

- a. Promote a safe and healthy work environment, work practices and procedures for all staff and student teachers of the College.
- b. Establish a hygienic College canteen.
- c. Promote a culture of safe and healthy attitudes, and practices.
- d. Ensure the provision of portable drinking water.

- e. Ensure food vendors screening and certification
- f. Ensure the possession of NHIS cards by College staff and student teachers.
- g. Ensure provision of well-furnished sick-bay for the College community
- h. Promote the incorporation of the policy educational programmes in the College's activities.
- i. Facilitate compliance to College Health and Safety policy by suppliers and contractors of the College.

3. SCOPE OF THE POLICY

This policy applies to:

- a. all staff and their family
- b. contractors
- c. casual works and health worker
- d. Student teachers
- e. visitors to the College community.

4. SUPPORTING PROCEDURES

A. Confidentiality

Information regarding the health status of a staff or student obtained shall be treated with utmost confidentiality.

B. Professional Advice

Professional advice shall be sought on planning design, selection and maintenance of machinery and other equipment and substances used in the College.

C. Information on Health and Safety Dissemination

The information on health and safety shall be widely disseminated.

D. Preventive Actions

Preventive actions shall be adopted to promote health and safety. These include the following:

i. System for Hazard Identification, Assessment, and Control

The College shall ensure that hazards in the work environment are recognized and addressed.

ii. Control of Hazards

Identified hazard will be managed to avoid the risk of it causing injury and diseases. This shall involve:

- Assessing the intensity or level of identified hazards (physical, chemical, biological, & psychosocial) in the working environment.
- Assessing students and workers' exposure to physical, chemical, biological and psychosocial hazards in the College
- Assessing the effect of the hazard on the staff.

E. Medical Examination

The College shall request of all student teacher upon admission and newly recruited staff to do medical examination to build health and safety record. There shall also be a periodic medical examination of all staff and catering service providers. The medical monitoring protocol shall include pre-placement, periodic medical examination and post sickness medical report by;

- Completion of medical history form
- Medical examination
- Final medical assessment report

The results of health examination carried out on staff, student or worker shall remain confidential between the individual and the College Management only. The various types of medical examination are described below:

i. *Pre-placement (Pre-employment) Examination*

This examination is to ensure that the individual is fit to undertake the job without risk to themselves and other persons. The baseline medical examination conducted at the start of employment will define the initial health status. Subsequent examinations shall be used to evaluate the evident health effects of the work environment and other working conditions.

ii. ***Periodic Examination***

This consists of examinations conducted periodically on staff, student teachers, and catering services providers to identify individual who may have contagious health issues. The frequency and types of examinations will be determined for each category of persons by the College.

iii. ***Post Sickness Absence Examination***

This is to ensure that staff and students who have been absent with a medical condition for a considerable length of time are fit to resume their usual activities. On the other hand, it will facilitate the rehabilitation or temporary or permanent resettlement of those who are not fit to return to their usual occupations.

F. Prevention of Communicable Diseases

The College shall take all necessary steps to prevent the transmission of infections through surveillance, screening and Immunization.

G. Protection of Employees from Harassment and Abuse

In the event that staff or student teacher suffer from or is threatened with physical, sexual, or psychological abuse from any persons or group, the individual shall immediately or at the earliest opportunity report to the appropriate authority.

H. Accident and Incident Reporting

Proper documentation of accidents and incident shall be conducted to keep records of every incident. Every incident and accidents shall be reported to the appropriate authorities, which will lead to finding solutions and preventive measures for future occurrences.

All accidents that happen to staff, student teachers, and visitors shall be reported through the Incident Reporting System which will be followed up and, where necessary, a new risk assessment undertaken.

I. Health and Safety Promotion

The College shall adopt health and safety promoting strategies such as training and education, counselling services and information provision in addressing health and safety issues.

i. Education and Training

Managements shall provide education and training in health and safety to all staff and student teachers as part of their responsibility to provide a healthy and safe workplace.

The following strategies shall be adapted;

- Induction training for new staff and students shall be carried out immediately after recruitment and admissions on the information about workplace standards, hazards, risks, controls, the use of personal protective equipment, accident reporting system, and emergency procedures;
- In-service training;
- Club meetings;
- Training for those with designated roles and responsibilities such as health and safety coordinators and representatives, health and safety committee members and first-aiders.

ii. Provision of information

The College shall provide information to staff and student teachers about that current health and safety policy. This shall include:

- All identified hazards
- Control of significant hazards
- The use of and care for personal protective equipment where necessary
- Any hazards that employees may create during work and how to control the likelihood of harm to themselves or others
- The review of any new work processes, products or equipment, where hazards have been identified and the measures taken to control any likelihood of harm

- Standards for work practices
- The emergency procedures for the healthcare facility

iii. Information for Visitors to the Workplace:

A system of information dissemination shall be developed to ensure that visitors who visit the College are made aware of and comply with the health and safety requirements of the facility.

This shall include:

- Display of emergency plans and procedures at the facility
- The observance of all instructions and warning
- The use of suitable safety warning signs in areas where there are hazards
- The exclusion of visitors from certain work areas where they may be adversely affected
- Organization of periodic awareness campaigns on potential emergency situations

iv. Other Health Promotion Actions

Health education and other promotional activities shall be organized to sensitize all staff and student teachers. The emphasis of health promotion activities will be on:

- self-responsibility;
- prevention of illness and injury;
- enhanced health status;
- participation in health related programs;
- equity in accessibility of health facilities.

v. Counselling Service

The College shall ensure access for all staff and student teachers to a confidential counselling service unit.

vi. Curative Strategies

The College shall put in place the following curative strategies:

- **First Aid**

The College shall have adequate first aid facilities and assign personnel to be in charge of First Aid services.

- **Rehabilitation Strategies**

The College shall facilitate the resumption to duty of staff and student teachers with disabilities due to disease/injuries via:

- Ensuring access to rehabilitation services e.g. physiotherapy, occupational rehabilitation, counselling services etc.
- Appropriate compensation where indicated

Retirement on medical grounds shall be granted where necessary.

J. Emergency Procedures and Contingencies

These guidelines are meant for the management of emergency situations that could arise from fire explosions, flooding, earthquakes and electrical accidents.

Readiness Measures

- i. Emergency telephone numbers of Fire Service, Police, National Disaster Management Organization (NADMO) and other emergency service agents shall be posted at visible places in all facilities.
- ii. Unique emergency sound Alarm system shall be provided and maintained at all facilities.
- iii. Set out escape plan indication such as designated escape routes from building, escape doors and whom to report to.
- iv. Indicate high risk areas such as kitchen, autoclave/boiler/refrigeration rooms and hazardous material storage areas on a diagram on the building/service facility
- v. Designate duties of assessment for shut down equipment, checking floors and corridors, etc., and train accordingly
- vi. Institute search and rescue team
- vii. Use of personal protective equipment (PPE) such as suits, breathing apparatus, etc

Emergency Response and Evacuation

The following command order shall be adhered to in case of emergencies:

- In case of a disaster due to fire explosion, fire outbreak from electricity, flooding or any threatening situation, immediately notify the supervisory officer, switch board or fire service.
- Power supply to any machines in affected area should be switched off immediately.
- Shut down machines and potentially dangerous equipment.
- For firefighting, use of installed appropriate extinguishers and train staff in their use. The extinguishers should be serviced regularly.
- Under the supervision of the safety officer, carry out rescue/evacuation of people from affected areas.

K. Alcohol and Other Substances

The abuse of alcohol and other substances can cause job related injuries, increase absenteeism as well as reduced job performance and morale within the institution.

Therefore, every individual in the College has a responsibility to avoid the use of alcohol or other substances that has adversely impacts on work performance or safety. To achieve these, the College shall ensure that alcohol or other drugs are not consumed during working hours or on work premises.

L. The Disciplinary Procedure

Persons involved in the usage and abuse of drugs on/at duties shall face disciplinary action.

M. Social Functions

The following guidelines are to assist in planning and hosting College gatherings or functions when alcoholic beverages are to be served:

- i. A nominated person agreed upon by both management and staff will have the responsibility for overseeing any function where alcohol is served.
- ii. People shall not be compelled to either drink or not drink.
- iii. No individual should return to duty under the influence of alcohol or other substances.

**N. Monitoring of Occupational Health and Safety Programme
Health and Safety Audit and Performance Review**

Periodic auditing and performance review of Health and Safety Protocols shall be carried to assess the following key indicators:

- Achieved specific objectives
- Adherence and compliance with health and safety standards
- Identification of areas that fall short of standards
- Analysis of incident, accident, and ill health data

5. OVERSIGHT RESPONSIBILITIES

- a. The Academic Board
- b. The Health and Safety Committee

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background/affiliation in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Principal
- b. The Academic Board
- c. The Health and Safety Committee

8. RESPONSIBILITY FOR MONITORING

- a. The Principal
- b. The Academic Board
- c. The Health and safety Committee

9. KEY STAKEHOLDERS

- a. The College Governing Council
- b. The Academic Board
- c. The Staff
- d. The Student teachers
- e. The Colleges of Education Teachers Association of Ghana (CETAG)
- f. The Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG)

10. EFFECTIVE DATE

16th September, 2020

11. REVIEW DATE

2023

12. SPONSOR

The College Principal

13. AUTHOR

The College Principal

14. APPROVAL AUTHORITY

The College Governing Council

15. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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16. GLOSSARY

CHS: College Health and Safety Policy

Accident: Any unplanned, sudden event which causes or is liable to cause injury to people or damage to buildings, plants, materials or the environment.

Incident: The occurrence of an event that interrupts normal procedure(s). It may be a minor event that results in crisis such as an accident.

Employee: A person who is under a contract of employment with an enterprise, (including management, teaching and non-teaching staff and casual workers)

Contractors: They include all contractors and subcontractors.

Occupational Disease: Any disease caused by exposures at the workplace.

Hazard: An inherent property of a substance, agent, source of energy or situation having the potential of causing undesirable consequences e.g. chemicals, slippery floor, while working using a ladder, fire outbreak.

Safety: A situation without unacceptable risks. For purposes of this text, "safety" embraces health, safety and environmental protection, including protection of property.

Safety Audit: A methodical in-depth examination of all or part of a total operating system with relevance to safety.

Risk: The probability that damage to life, health, and/or the environment will occur as a result of a given hazard (such as exposure to a toxic chemical). Some risks can be measured or estimated in numerical terms (e.g., one chance in a hundred). The risk or probability of injury or ill-health resulting from a hazard(s) is a factor not only of the inherent nature of the hazard, but also of the controls in place to mitigate the hazards.

Risk Management: Actions taken to achieve or improve the safety of an installation and its operation.

Risk Assessment: An organised process used to describe and estimate the amount of risk of adverse human health effects from exposure to a toxic chemical or other hazards (how likely or unlikely it is that the adverse effect will occur). How reliable and accurate this process is depends on the quantity and quality of the information that goes into the process. The four steps in a risk assessment of a toxic chemical are hazard identification, dose-response assessment, exposure assessment, and risk characterization.

CETAG: Colleges of Education Teachers Association of Ghana

DACE: Dambai College of Education

Policy: A guide which is put in place to solve problems

NCTE: National Council for Tertiary Education

Verbal: Including unwelcome remarks, cut calls, suggestions and propositions, malicious jokes and banter base on health