

CECOS UNIVERSITY OF IT & EMERGING SCIENCES

Ref No. CU/Reg/225-7564

Dated: April 20, 2023

NOTIFICATION

HEALTH & SAFETY POLICY

The President, CECOS University is pleased to approve the "Health and Safety Policy" as mentioned below, with immediate effect:

Policy Statement

1. CECOS University of IT and Emerging Sciences recognizes its health & safety duties and is committed to providing a safe and healthy working environment for all students, staff, and visitors. The university recognizes that health and safety are an integral part of its operations and will take all reasonable steps to ensure that all activities are carried out in a safe and healthy manner.

Scope

2. This policy applies to the staff, students, and visitors of CECOS University of IT and Emerging Sciences. It also covers all activities, operations, and facilities of the university, including classrooms, labs, offices, and common areas.

Purpose

3. The purpose of the CECOS health and safety program is to:
- a) Provide students, faculty, and staff with a safe and healthy work environment.
 - b) Develop safety awareness among employees and others engaged in work for CECOS so that accidents (personal injuries and property damage) and occupational illnesses will be reduced to a minimum.
 - c) Identify and control safety, public health, and environmental hazards associated with their operations.
 - d) Work constructively with government agencies and others to develop and implement laws, regulations, and standards to protect public health, safety, and the environment.
 - e) Work with the University administration to assure adequate funding and staffing for environmental health and safety programs.

Responsibilities

4. **Individual** All University employees have an individual responsibility to:
 - a) Know and follow all health and safety rules, policies, and procedures for the area in which they are working.
 - b) Maintain a safe work environment.
 - c) Use good judgment.
 - d) Report to the respective HSE Coordinator immediately all - unsafe conditions, accidents, and work-related injuries and illnesses (every occupational accident or injury) must be reported immediately by filling Accident/illness Form. Forms must be returned to HSE Coordinator.
 - e) Know the hazards of the materials and equipment they work with and follow the specified precautions.
 - f) Properly use all safety equipment provided.
 - g) Participate as needed in exposure hazards measurement programs.
 - h) Participate as needed in safety training programs.

5. **Department Level H&S Coordinator & HSO:** HSE manager and departmental coordinator are responsible for being knowledgeable of and implementing applicable policies and directives and taking other action, as required, to assure that the personnel and operations they supervise comply with applicable requirements. This includes taking positive action to determine and reduce, to as low as reasonably achievable, the accidents and incidents associated with their operations, informing employees of the safety hazards associated with their work, instructing employees in safe work methods, keeping the individual performing the specific tasks apprised of the most recent procedure and trained in its implementation, and ensuring that they perform their work according to requirements.

6. **Deans, Directors, and HoDs:** Deans, Directors and Department Heads have the primary responsibility for operations according to the hierarchy of their section and for taking the necessary measures to make certain that all division or department-related activities comply with established safety requirements. They shall comply with all components of the CECOS safety program as set forth in the CECOS Health and Safety Management Plan, including all CECOS policies and procedures applicable to their operations, as well as other directive memoranda.

7. The Deans are directly responsible to the Vice Chancellor for all aspects of safety in their respective faculty. Within their faculties, management is responsible for conforming facility

operations and all other activities under their direction to the requirements specified by the CECOS Health and Safety Management policy and its implementing plans and procedures.

8. **Vice Chancellor:** Within the University, the Vice Chancellor has the ultimate responsibility for safety. That responsibility is met by establishing requirements for all operations.

Procedure

9. Following procedure will be adopted for ensuring safety at all levels:
- a) Regular health and safety inspections will be carried out to identify and correct any hazards.
 - b) All incidents, accidents, and near-misses will be reported and investigated to determine the cause and prevent a recurrence.
 - c) Emergency evacuation procedures will be in place and regularly practiced.
 - d) Staff and students will be provided with appropriate training and information to enable them to work in a safe and healthy manner.
 - e) All hazardous materials will be properly stored, labelled, and used in accordance with relevant regulations.
 - f) Personal protective equipment will be provided and used where necessary.
 - g) First aid facilities will be available on campus.
 - h) Emergency contact information of the concerned government agencies will be updated and maintained on regular basis.

Review

10. This policy will be reviewed at least once a year or as needed by the HSE committee for making recommendations for improvement.

Implementation

11. This policy will be communicated to all staff, students, and visitors and will be prominently displayed on the university's website.



REGISTRAR

Copies: Vice President, Vice Chancellor, Deans, All Academic & Admin HoDs, Director QEC