

UNIVERSITY FOR DEVELOPMENT STUDIES



HEALTH AND SAFETY POLICY

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Table of Contents

| | |
|--|-------------------------------------|
| Table of Contents | i |
| Foreward | Error! Bookmark not defined. |
| Acknowledgements | iv |
| Write Up History | v |
| 1. Introduction..... | 1 |
| 2. Scope | 1 |
| 3. Purpose..... | 1 |
| 4. Policy Objectives | 2 |
| 5. Roles and Responsibilities..... | 3 |
| 5.1 The University Council..... | 3 |
| 5.2 Vice-Chancellor | 4 |
| 5.3 Health and Safety Committee..... | 4 |
| 5.4 Heads of Campus/Faculty/Directorates/Departments | 5 |
| 5.5 Campus Health and Safety Management Committee | 5 |
| 5.5.1 Eateries on campus..... | 5 |
| 5.5.2 Infectious diseases..... | 6 |
| 5.5.3 Biosafety and Hazardous Waste Disposal | 6 |
| 5.5.4 Fire Safety | 6 |
| 5.5.5 Road Safety | 7 |
| 5.5.6 Medical Assistance..... | 8 |
| 5.5.7 Maintenance of building and installations | 9 |
| 5.5.8 Work on campus and other facilities | 9 |
| 5.5.9 Lone Working | 12 |
| 5.5.10 Stress and Job Burnout | 13 |
| 5.5.11 Annual Health Screening..... | 13 |
| 5.6 Staff, students, and visitors..... | 13 |

5.7 Pregnant Women,Nursing Mothers and People Living With Disabilities.....14

5.8 Contractors.....14

5.9 Food vendors14

5.10 Tenants15

6.0 Orientation and Policy Dissemination.....15

7.0 Audit, Monitoring and Review.....15

Reference.....16

Foreword

The vision of the University for Development Studies is “to be the home of world-class pro-poor scholarship”. This is reflected in its motto “Knowledge for Service”, as well as its Problem-Based Learning methodology of teaching, research, and outreach/internship [including our flagship programme, Third Trimester Field Practical Programme]. UDS seeks to achieve its vision by promoting an equitable socio-economic transformation of communities through practice-oriented, community-based, problem-solving, as well as gender-sensitive and interactive research, teaching, learning activities.

The impetus to implement our activities successfully is to ensure that our workplace is high-risk free without much detriment to our wellbeing. The co-operation and active involvement of all staff, students, contractors, visitors, and food vendors is essential to work towards zero harm at our workplace.

The common effort of all and sundry to make this policy document available is heartily acknowledged.

Prof Gabriel Ayum Teye

VICE-CHANCELLOR

Acknowledgements

The contributions Committees and Boards that initiated, developed and approved this Health and Safety Policy are duly recognised.

All members (staff, students, contractors and visitors) of the University Community who shall endeavour to ensure a sound and safe working environment for themselves and others, and positively contribute to our “zero-harm” vision of the workplace. Thank you.

Write Up History

| Version | Drafted by | Amendment History | Submitted | Approved by | Date |
|----------------|-------------------------|--------------------------|------------------|--------------------|-----------------|
| 1.0 | Surv. Dr. Akibu | First Draft | VC | - | - |
| 1.1 | Prof Abantanga led team | Second Draft | UDS Council | No | |
| 1.2 | Prof Amagloh led team | Third Draft | | | 7 & 8 May, 2020 |

1. Introduction

The Health and Safety Policy is geared towards effective performance of the University by providing an enabling environment for staff, students, contractors, food vendors, and visitors to reduce or eliminate health and safety risks in the discharge of their duties.

Our vision with respect to health and safety, is to see the operations of the University in an environment that supports optimal performance of duties or activities by all stakeholders who have engagement with us. This vision is supported by our ambition to develop and maintain a resilient and responsive health and safety culture from all our operating facilities for attainment of zero-harm for all stakeholders from any activity they are engaged in with the University.

It is our collective responsibility as a University Community to ensure that our workplace is high-risk free without much detriment to our wellbeing. The co-operation and active involvement of all staff, students, contractors, visitors, and food vendors is essential to work towards zero-harm.

Teaching, Third Trimester Field Practical Programme (TTFPP), research, commercialisation activities, residential accommodation for both staff and students, recreational and management activities are subject to this Policy.

2. Scope

This Policy covers all university employees (faculty and staff), students, contractors, visitors, tenants/third parties, and food vendors operating from our facilities.

3. Purpose

UDS is committed to providing an enabling environment (safe and secure) for the University community and guests. Section 118 of the Labour Act, 2003 Act 651, the Act on Occupational Health and Safety to ensure safe and healthy working environment in Ghana is the bedrock of this University's Policy.

According to Section 118 of the Labour Act 2003, Act 651(PART XV), the University has the responsibility to:

- *ensure that every worker employed works under satisfactory, safe, and healthy conditions.*

- *provide and maintain at the workplace, plant and system of work that are safe and without risk to health.*
- *ensure the safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances.*
- *provide the necessary information, instructions, training and supervision having regard to the age, literacy level and other circumstances of the worker to ensure, so far as is reasonably practicable, the health and safety at work of those other workers engaged on the particular work;*
- *take steps to prevent contamination of the workplaces by, and protect the workers from, toxic gases, noxious substances, vapours, dust, fumes, mists and other substances or materials likely to cause risk to safety or health.*
- *supply and maintain at no cost to the worker adequate safety appliances, suitable fire-fighting equipment, personal protective equipment, and instruct the workers in the use of the appliances or equipment.*
- *provide separate, sufficient, and suitable toilet and washing facilities and adequate facilities for the storage, changing, drying, and cleansing from contamination of clothing for male and female workers.*
- *provide adequate supply of clean drinking water at the workplace; and*
- *prevent accidents and injury to health arising out of, connected with, or occurring during, work by minimizing the causes of hazards inherent in the working environment.*

The Act also requires the faculty, staff, students, contractors, visitors, tenants/third parties, and food vendors to:

- *use the safety appliances, fire-fighting equipment and personal protective equipment provided by the employer in compliance with the employer's instructions.*
 - *An employer shall not be liable for injury suffered by a worker/student/contractors/visitor whose injury is caused solely by noncompliance.*

4. Policy Objectives

The University will take the following steps to make our operational environments (work, research, and learning) conducive, safe and health-promoting:

- Proactively identify and manage risk and to implement reasonably practical steps to reduce/eliminate hazard risks and unsafe behaviours.

- Near misses, incidents, injury, and illness are truthfully reported and lessons learnt are widely circulated to the University Community.
- Develop and actively review strategies to handle infectious diseases and natural disasters.
- Make resources available for periodic training to maintain a zero-harm working and learning environment.
- Implement a support system to ensure the early return to work or study after injury and/or work-related illness.
- Design, construct and operate Campus facilities to support risk-free/low work and be disability friendly.
- Assess permits issued by Food and Drugs Authority to reduce risk of foodborne illness.
- Health and safety strategies will be reviewed and monitored, and performance will be reported, and corrective actions will be taken if the need arises.

5. Roles and Responsibilities

This Policy is about the University's community creating a culture to promote safe working habits and behaviour ethics among all stakeholders with leadership playing a leading role. The University requires those responsible for all University activities, whether on or off campus, to comply with relevant work health and safety legislation, professional codes of practice, as well as University policies and procedures. Staff, students, and contractors and other guest of the University, have, as a responsibility to take care of their own and others health and safety by undertaking a risk assessment; adopting sound work practices to avoid injury or illness; stopping any activity they reasonably believe will cause injury or illness to themselves or others.

5.1 The University Council

The University Council has the oversight responsibility to monitor performance of the health and safety strategy.

Council receives reports on health and safety performance at each scheduled council meeting by the Vice-Chancellor; Annual Report on Health and Safety shall be presented to Council by the University's Health and Safety Committee co-chaired by Directors of University Health Services, Works and Physical Development, and Estates Directorates.

5.2 Vice-Chancellor

The Vice-Chancellor is accountable to the Council for health and safety performance and has executive authority for setting policy for the management of health and safety.

The Vice-Chancellor has delegated authority for the daily management of the University's Health and Safety strategy to the University's Health and Safety Committee co-chaired by Directors of University Health Services, Works and Physical Development, and Estates Directorates.

5.3 Health and Safety Committee

This Committee is co-chaired by Directors of Health, Works and Physical Development, Estates Directorates and shall be responsible for the daily management of the University's Health and Safety strategy to have a risk-free/low work and be disability friendly working and learning environments. The Committee monitors the health and safety performance of the University through the Campus Health and Safety Management Committee. The Committee shall review the Health and Safety Register from campuses, review incidents and provide corrective measures to reduce risk at the workplace. The Committee is responsible to the Vice-Chancellor and shall meet and update the Vice-Chancellor fortnightly on the performance of this Policy.

The Committee will receive an annual review from the Campus Health and Safety Management Committees at a workshop for preparation of the annual report to be submitted to the University Council.

The Campus Health and Safety Management Committee shall coordinate the Health and Safety Committee training workshops (at least once during each trimester) separately for staff, students, and food vendors on our campuses.

The activities of the Committee shall be ICT-driven. The University Community shall be regularly informed with safety tips at the workplace (e.g., Vodafone customers get SMS messages on health and other related matters). When there is any risk identified on campus, (e.g., flooding, unidentified person with a weapon, etc) prompt SMS and emails shall be sent to all stakeholders. A website shall be maintained by the Health and Safety Committee with information on avoiding or reducing risks in our work and learning environments, review, and *host* on the website trends of incidents and any lessons learnt from them.

The Committee shall maintain a register (UDS Health and Safety Register) of all work-related injuries, illnesses and near misses and shall critically review and use the information to advise stakeholders on potential risks and how to prevent them.

5.4 Heads of Campus/Faculty/Directorates/Departments

Persons with management roles are responsible for ensuring that the environments for work, learning and research are conducive with respect to health and safety. They are the gatekeepers to ensure health and safety of stakeholders who daily engage the University. It shall be the Heads priority that all staff, students and other stakeholders will always return home at least in the health state they came to work or lecture or other engagements. They must be aware of health and safety issues within their areas of responsibility and the necessary risk control measures and ensure that these measures are effectively implemented.

In conjunction with the Health and Safety Committee, the Campus Health and Safety Management Committee shall be established to supervise the daily health and safety issues on our various campuses.

5.5 Campus Health and Safety Management Committee

This committee shall be chaired by the Principal (or representative) and there shall be weekly meetings to discuss all work-related injuries, illnesses and near misses and shall critically review and use the information to advise stakeholders on potential risks and how to prevent them. The other committee members shall be the Deans of schools and faculties on a campus, representatives of the Director of Works and Physical Development, Director of University Health Services, Director of Estates, and a representative from the Guidance and Counselling Unit. The Secretary to the Committee shall be the Campus Registrar (or equivalent).

The Campus Health and Safety Management Committee in consultation with the Health and Safety Committee shall provide protocols for monitoring and reviewing the following:

5.5.1 Eateries on campus

The Committee shall ensure that all owners of eateries have active registration with the Food and Drugs Authority, Ghana. The Committee shall randomly select microbiologists from the University to carry a routine quality control check. Microbial swab to assess for total coliform and other pathogenic microbes if the need be.

5.5.2 Infectious disease

Infection prevention and control shall be done according to best practice with the aim of preventing the spread of infection. Education to limit the spread of infectious diseases (e.g., HIV, Cholera, and other virus and bacteria disease outbreaks) is our primary goal. This shall be a shared responsibility of stakeholders of the University and the Management to prevent the acquisition and spread of infectious diseases. The Campus Health and Safety Management Committee shall aim for early detection, isolation and containment of any infectious disease outbreak from UDS operating facilities.

In the case of imminent danger of a major outbreak, the Health and Safety Committee shall immediately communicate to the Vice-Chancellor on how the issue needs to be handled with minimal disruption of academic, research and other general functions of the Universities.

The Health and Safety Committee shall regularly update the University Community on externally infectious outbreaks.

5.5.3 Biosafety and Hazardous Waste Disposal

The control of hazards presented by bloodborne pathogens, infectious and/or pathogenic material, and waste is of biosafety concern. Human blood, tissue, or bodily fluids that contain pathogenic organisms are infectious medical waste that could be carried by scalpels, needles, syringes, etc. used in medical services or research. Such wastes should have a plan for its proper disposal by the departments generating them, and such plans should be approved by the Health and Safety Committee before engaging in activities generating them.

Departments dealing with chemicals and reagents shall develop and implement chemical hygiene plans as recommended by international agencies and approved by the Health and Safety Committee.

5.5.4 Fire Safety

All University buildings are declared non-smoking facilities. The adherence to this non-smoking policy eliminates one of the main ways in which a fire can start. Inferno occurs because of the fire triangle made of oxygen, heat, and fuel. The Campus Health and Safety Management Committee shall ensure that:

- all electrical equipment and sockets are inspected and certified annually by registered electricians. Proof of inspection shall be a sticker with the date the electrical equipment was assessed, the status and next inspection where applicable.

- storage of large volumes of paper, cardboards, and plastics, which constitute a significant fire risk, are stored in secured places on campuses and facilities.
- waste from combustible materials are arranged for collection and recycling.
- there is no obstruction to ventilation of electrical equipment or placement of combustible materials on top or close to electrical equipment.
- electrical sockets are not overloaded in any office. This will be done through unannounced monitoring visits to UDS facilities.
- all inflammable liquids (organic solvents, gasoline, diesel, kerosene, etc) and materials for any work (teaching, research, cleaning, construction, etc) are stored in fire-safety cabinets after use.
- fire belts are created and maintained around our facilities, where possible.
- community firefighters task force team will be created and maintained in communities surrounding our facilities if practicable.
- all facilities have functional fire extinguishers.
- fire wardens are identified and trained to be first fire control officers on all floors of our buildings.
- emergency contacts (fire wardens, national fire service and national ambulance service) are displayed on each floor of our facilities; and
- emergency assembly areas are clearly marked around all our facilities.

There shall be a manual on fire safety developed and regularly updated by the directorates of Works and Physical Development and Estates. A pocket-size page of the summarised version of the fire safety manual will be laminated and perforated for easy attachment to key rings and be given to students and staff yearly.

5.5.5 Road Safety

Road traffic incidents are a major cause of injuries and deaths worldwide. Therefore, as stated in the University Transport Policy, all vehicles owned by the University shall be regularly serviced by a competent garage (<https://uds.edu.gh/wp-content/uploads/2019/11/UDS-TRANSPORT-POLICY-FINAL.pdf>). Members, contractors, and visitors to the university facilities should make all efforts to prevent road traffic accidents. The Campus Health and Safety Management Committee will implore Campus Security to enforce the following:

- All vehicles entering any of our facilities have a valid registration number.
- Motorcycles shall not be used for commercial purposes within any University premises.

- No person using a motorcycle without a crash helmet shall be permitted to access any of the University facilities.
- Everyone driving or seated in a car entering or on the campus shall ensure that their seat belt is securely fastened.
- The use of hand-held mobile phones while driving/riding is prohibited within any University premises.
- Driving under the influence of alcohol and other intoxicants is strictly prohibited on the University Campuses.
- Speed limit for all vehicles on campuses and other facilities shall be 30 km/h or lower.
- At nowhere on the University-owned facility shall be used for riding or driving lessons.

Anyone found to be contravening these provisions shall be authorised to stop and/or leave our facilities. Insistence by the offender may lead to arrest by our security officers.

5.5.6 Medical Assistance

Should serious illness and/or accident occur to any one at the workplace, the National Ambulance on 112 or the emergency contacts for the University Clinics **[Insert these contacts here]** shall be contacted. The person aiding the injured or ill individual, should follow the following procedures.

Dial the National Ambulance on 112 or the University Clinic Hotlines **[Insert these contacts here]** from any phone and provide the following information:

- Caller's name.
- Victim's name, if known.
- Description of illness or injury.
- Victim's location.
- Meeting point for the Ambulance operator to lead them to the location of the victim.
- The aider should not panic but give pertinent information as requested by the operator before dropping the call.

➤ First Aid

The Director of University Health Services shall designate one person on each campus and other University-operated facilities as a Coordinator for the administration of first aid. The name of the designated Coordinator and the office number and phone number should be placed on Notice Boards on the Campuses.

The Director of University Health Services shall also designate one person on each campus as a Mental Health First Aid Coordinator.

The University Clinics shall be the first contact on all cases of emergencies and health care.

The Directorate of Health Services shall roll out a continuing medical education programme on first aid for all members of the University Community.

5.5.7 Maintenance of building and installations

The Directorates of Works and Physical Development and Estates shall fully be responsible for ensuring that the environment is safe and conducive to all University employees (faculty and staff), students, contractors, visitors, tenants/third parties, and food vendors as outlined in the UDS Maintenance Policy (<https://uds.edu.gh/wp-content/uploads/2019/11/MAINTENANCE-POLICY-FINAL.pdf>).

5.5.8 Work on campus and other facilities

There are all forms of work that are performed daily in all our facilities. The following have been selected to ensure our stakeholders are performing at maximum level in their specific endeavours with minimal risk to their health and safety. This section takes full cognisance of Section 118 of the Labour Act 2003, Act 651(PART XV) places a duty on the University to ensure that every worker employed by him or her works under satisfactory, safe, and healthy conditions. Stakeholders are required to learn how to use the safety appliances, fire-fighting equipment and personal protective equipment provided by the employer in compliance with the employer's instructions.

➤ Manual Handling & Back Care

Manual handling covers a wide range of activities including lifting, lowering, pushing, pulling, and carrying. If any of these tasks are not carried out appropriately there is a risk of injury. Back injury resulting from manual handling is a common cause of lost time and accidents. Injury to the lower back, caused by a momentary lapse of good practice, may result in the individual not recovering fully.

Cuts, bruising of hands and feet are injuries which can occur when manual handling is not done correctly. Members of the University Community should observe the following guidelines:

- Size up the job before attempting to lift any item. If in doubt of your ability to lift or carry an item, discuss it with your immediate supervisor.

- Seek help with heavy or awkwardly shaped loads. Always look at the possibility of moving the load in an easier way (e.g., use a trolley or some other form of mechanical means).
- Push or rather pull heavy items.
- Reduce carrying distances where possible.
- Sitting for long periods, e.g., more than an hour should be discouraged. Employers are to physically leave their desk and stretch for about 5 minutes before continuing.
- Assume a good sitting or standing posture when working. Details should be circulated and maintained on the Health and Safety website.

Departmental heads are responsible for completing risk assessments for manual handling tasks for their staff and students.

➤ *Slip, trips, and fall*

People must be able to move around the workplace safely. Slips, trips, and falls are among the most common causes of accidents and injury at work. Visitors may also be at risk, both inside and outside of our premises.

Most slips and trips are caused by poor lighting, trailing cables, unsuitable floor coverings, uneven or damaged floor surfaces, contaminated floor surfaces (e.g., liquid or grease), poor housekeeping (e.g., slipping over something left in a walkway).

To reduce the risk of slips, trips, and falls, the following basic housekeeping protocols shall be implemented:

- Ensure floor coverings are suitable and adequate cleaning and maintenance systems are in place.
- Make repairs or replace the floor surface if required.
- Ensure personnel wear suitable and appropriate footwear, this includes visitors.
- Assess the cause of slippery surfaces and treat accordingly, for example treat chemically and use appropriate cleaning methods.
- Warn of risks at any change in surface, for example dry to wet, even to uneven, traffic routes, by using signs, mats, or markings.
- Where there is a change in surface level, ensure good visibility and lighting, provide handrails, and add tread markers or other floor markings as required.

- Clean up all spillages immediately. If the floor is wet, use appropriate signs to tell people that extra care is needed or use another route until the spillage or wetness is gone.
- make sure rugs or mats are securely fixed and that edges do not present a trip hazard.
- avoid cables crossing pedestrian routes and use cable guards to cover where required.
- implement a defect reporting system to ensure the hazards are identified and addressed as soon as possible.

The Campus Health and Safety Management Committee in conjunction with the Health and Safety Committee shall roll out periodic training and supervision of the workplace to ensure slip, trip and fall risks are reduced.

➤ *Use of Substances Hazardous to Health*

It is essential that all employees and students recognise that the use of controlled substances or the misuse/abuse of alcohol constitutes a threat to the educational mission of the University. The University is committed to prevent and prohibit the use of controlled substances and misuse of alcohol on property (broadly defined as any property, facilities, and/or vehicles) owned, operated, leased, or controlled by the University, or in association with any University-related duties or activities.

Improper use of drugs or alcohol can cause serious injuries or health problems, impair performance, and endanger the safety and well-being of students, faculty, staff, and members of the public.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited on any property owned, operated, or controlled by the University or in association with any University-related duties or activities. It is not a violation of this policy to be using a prescribed controlled substance by a licensed medical officer.

The sale, delivery, possession, and consumption of alcoholic beverages is prohibited on any property owned, leased, operated, or controlled by the University except our guest houses.

The University has a responsibility and will refer employees to trained medical officers when it becomes apparent, they have issues with substance misuse or alcohol abuse.

➤ *Work at Height*

Work at height is work in any place including a place above ground level where a person could be injured if he/she falls from that place. Falls from height are one of the major causes of injury and death and must be looked at carefully. Working at height activities must never be performed alone and competent personnel must perform the task or activity. This applies to any work where the worker is more than 2.0 meters above ground or wherever there is a risk of a fall to a lower level.

The Campus Health and Safety Committee should ensure that:

- All working height activities must be performed using a personal fall arrest system, consisting of a full body harness, shock absorber and lanyard.
 - ✓ The fall arrest system and associated equipment must be visually inspected prior to use and immediately removed from service if any defect exists.
 - Individuals working at height must always remain attached to a suitable anchor point.
 - Where movement at height is necessary a double lanyard will be used.
 - Workers are trained in the correct wearing and use of fall arrest or fall restraint equipment.
 - A rescue plan and associated equipment must be in place prior to the commencement and/or continuation of an activity at height.
 - Do not block access or egress routes or ladders.
 - Weather conditions are considered.

5.5.9 Lone Working

Lone workers are those who work by themselves without close or direct supervision. This includes people (who work outside normal working hours, weekends, and public holidays).

The Campus Health and Safety Committee shall be made aware of lone workers and lone workers are expected to do the following:

- Shall seek approval from their supervisors (or inform next in command) to work alone.
- Shall take reasonable care to look after his/her safety and health.
- Shall report all accidents, injuries, near misses and other dangerous occurrences to the supervisor immediately.
- Shall be aware of appropriate emergency contacts to reach when the need arises.

5.5.10 Stress and Job Burnout

Stress is a physical, mental, or emotional factor that causes bodily or mental tension. Stress can be external (from the environment, psychological or social situations) or internal (illness or from a medical procedure). Stress could be acute or chronic and these would have their own manifestations and management.

Job burnout is a special type of work-related stress – a state of physical or emotional exhaustion that also involves a sense of reduced accomplishment and loss of personal identity. Job burnout can affect the physical and mental health of the employee.

If an employee has all or some of these symptoms, he/she should consider talking to a doctor or mental health provider because these symptoms can also be related to health conditions such as depression.

Staff and students shall not be burdened with official duties on weekends and holidays. Employees shall be mandated to take annual leave while teaching staff shall also go on sabbatical leave when they qualify as stated in the 2018 UDS's Administrative Manual.

The Directorate of Health Services shall roll out training on work-life balance separately for staff and students.

5.5.11 Annual Health Screening

The University Management should be committed to implementing an annual health screening programme for staff. The criteria for screening shall be determined by the Director of University Health Services in consultation with the Registrar.

The Director of University Health Services shall organise annual health screening for staff. The report of the health screening shall be confidential to the staff. However, the Vice Chancellor or the Registrar may be immediately informed of a serious health condition of a staff if so, required in the professional judgment of the Director of University Health Services.

5.6 Staff, students, and visitors

Every stakeholder: staff; student; visitor or contractor has a responsibility to take care of their own health and safety and take full recognition that the health and safety of other members accessing our facility largely depend on their action or inaction. Everyone must adhere to the University's policies and standards at all times.

Should any individual member of staff feel concerned over the safety aspects of his or her work or a more general concern about health and safety at the University, he/she should communicate with the immediate Head. Students should raise concerns through their Heads of Department and the Dean of Students (or representative on campus).

Individuals have a duty to co-operate with the University in complying with Policy requirements that relate to their activities and actions in case of emergencies. Failure to do so could result in disciplinary action. In addition, there is a duty to report accidents/incidents and any concerns they have on health and safety.

5.7 Pregnant Women and Nursing Mothers and People Living With Disabilities

All staff and students are entitled to a safe and secure environment to discharge their daily duties. The University is obligated by law to ensure such an environment exists. Employees and students who become pregnant or have disabilities/become disable should inform their immediate supervisor about their conditions and what they require to be done for them.

The Directorate of Health Service and the Campus Health and Safety Management Committee shall review the requirement and advise accordingly.

In emergency situations where people need to be evacuated, such vulnerable populations shall be the responsibility of the immediate supervisor or representative.

All facilities on Campus shall be disability friendly and the Directorate of Work and Physical Development is mandated to ensure this.

5.8 Contractors

One individual doing construction work or installations on contract shall adhere to the University Health and Safety Policy as well as other health and safety values of the contractor's professional body.

5.9 Food vendors

According to the Public Health Act, 2012, Act 851 Section 97 (1): "*A person shall not manufacture, import, export, distribute, sell or supply food or expose food for sale unless the Authority has registered the food*" (<http://extwprlegs1.fao.org/docs/pdf/gha136559.pdf>). Anyone

who displays for sale from any UDS-owned facility or campus shall have registration from the Food and Drugs Authority. It is expected that all food vendors shall operate under good hygiene practices and good manufacturing practices.

5.10 Tenants

Anyone occupying locations on campus including occupants of university-owned accommodation is directly responsible for all health and safety matters for oneself or employees/occupiers of one's facility. But all tenants/third parties must adhere to all current health and safety legislation and the University's current Health and Safety Policy where applicable. Failure to do so could be classed as a breach of the tenancy agreement.

6.0 Orientation and Policy Dissemination

As a new policy, a workshop shall be organised by the Health and Safety Committee with the support of the Registry for all staff members and students. Subsequently, newly employed staff should be given education on the Health and Safety Policy of the University and copies of the policy given to them for reference. Links to an electronic copy of the policy shall be circulated via the

Health and Safety Committee and the University website.

7.0 Audit, Monitoring and Review

The Health and Safety Committee is responsible for monitoring the effectiveness of this policy. The Committee will receive an annual review from the Campus Health and Safety Management Committee at a workshop for preparation of the annual report to be submitted to the Council. Campus Health and Safety Management meetings on various campuses as well as the fortnightly meeting between the Health and Safety Committee shall be for monitoring purposes as at these meetings there will be a need to review the Health and Safety Register and evaluate our reactive measures.

This policy shall be reviewed after the first year of ratification by the Academic Board. Subsequently, reviews shall be done every five years or sooner as may be determined by the Academic Board.

Reference

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