



**Lupane State University**

*Building Communities through Knowledge*

**SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT  
POLICY**



**Lupane State University**

*Building Communities through Knowledge*

# **SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT POLICY**

<b>TITLE:</b>	<b>SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT POLICY</b>
<b>MANAGEMENT POLICY NUMBER:</b>	<b>HR 06/16/LSU</b>
<b>COMPILED BY:</b>	<b>HUMAN RESOURCES</b>
<b>APPROVED BY:</b>	<b>SALARIES AND CONDITIONS OF SERVICE COMMITTEE</b>

# **SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT POLICY**

## **1. INTRODUCTION**

The purpose of the Safety, Health and Environmental Management Policy is to provide a guide for establishing and maintaining healthy and safe working conditions at Lupane State University and to promote safe practices by all staff, students and visitors. The policy is to be used as the basis of safety programmes established and implemented by University units. It seeks to prevent and reduce accidents and protect the staff, students and visitors.

## **2. SCOPE**

This Safety, Health and Environmental Management Policy is applicable to all staff and students of the University on and off site, contractors at the University as well as all visitors to the University.

## **3. OBJECTIVES**

The University shall, through this policy:-

- 3.1. Minimise hazards to students, staff and visitors;
- 3.2. Comply with all applicable safety, health and environmental safety laws and regulations;
- 3.3. Report hazards and potential violations of safety and health requirements;
- 3.4. Participate in the review of sound safety, health and environmental management rules and regulations;
- 3.5. Promote and encourage sustainability through efficient and appropriate use of resources;
- 3.6. Recommend improvements to support safety, health and environmental management activities and participate in these efforts;
- 3.7. Encourage those who do business with the University to perform their work in a manner that protects the University from safety, health and environmental risks;
- 3.8. Consult and communicate with staff, students and other stakeholders on occupational health and safety issues;
- 3.9. Educate and train staff and students on risk management, safety and environmental principles;
- 3.10. Monitor occupation safety, health and environmental effectiveness and ensure compliance.



- 3.11. Provide the resources (material, human and financial) for the successful implementation of Safety Health and Environmental Management Systems.
- 3.12. Ensure a consistent approach to the Safety Health and Environmental Management issues across the campuses.

#### 4. **GUIDING PRINCIPLES**

##### 4.1. **Compliance**

The University shall comply with relevant Safety, Health and Environmental Policy legislations which apply in the country.

##### 4.2. **Management**

The University will implement a Safety, Health and Environmental System comprising an integrated suite of policies, procedures, plans, positions and resources from different University units or workplaces to prevent injuries and to systematically manage work, health and safety at workplaces owned, controlled or managed by the University.

##### 4.3. **Resourcing**

The University shall provide adequate resources, including finances, to facilitate the fulfillment of the University's Safety, Health and Environmental Management Policy.

##### 4.4 **Induction and Training**

The University shall identify, develop and provide appropriate information, instruction and training to equip students, staff and visitors with the knowledge and skills necessary to meet their responsibilities.

##### 4.5. **Identification, Assessment and Management of Safety, Health and Environmental Hazards and Risks**

The University shall identify safety, health and environmental hazards associated with the tasks and activities undertaken at the University. All such hazards will be eliminated unless it is not reasonably practicable to do so.

Where it is not reasonably practicable to eliminate a hazard, the University will select the most appropriate measures to mitigate the risks associated with the hazard.

4.6. **Safe Systems**

The University shall provide, monitor and maintain safe systems of work for use, handling, storage and transportation of people, equipment and substances.

4.7. **Safe Facilities at Work**

The University shall provide facilities required for staff and students and to conduct their activities in a safe and healthy environment.

4.8. **Consultation**

The University shall undertake adequate consultation with all its staff and students to enhance the effectiveness of the Safety Health and Environmental Management System.

The University supports the election of Employee Safety Representatives within defined work groups and establishes a Safety Health and Environmental Committee to facilitate formal consultation on Safety Health and Environmental matters.

4.9. **Review of Safety, Health and Environmental Management System**

The University shall regularly review and evaluate the Safety, Health and Environmental Management System through audits and workplace inspections.

The University aspires to eliminate work related injury and illness and shall establish targets to measure its progress towards this aspiration.

5. **Responsibilities**

5.1. The University Council is ultimately responsible for the existence and monitoring of the implementation of the Safety, Health and Environmental Policy.

5.2. The Vice-Chancellor is responsible for the effective implementation of this policy in terms of the necessary process systems and procedures at the institutional level.

5.3. The Health and Safety Committee in collaboration with the Safety, Health and Environmental Representatives, is responsible for the development, administration, implementation and monitoring of comprehensive and practical Safety and Health Management Systems.

5.3.1. The Health and Safety Committee shall cause the various units to generate relevant Rules and Regulations.



5.3.2. The Committee shall coordinate and monitor the implementation of various Safety, Health and Environmental Rules and Regulations at University units.

5.3.3. The Committee shall hold regularly scheduled meetings on health and safety issues and report activities to the Vice-Chancellor and to Senate.

5.3.4. The Committee shall review and maintain copies of all reports of occupational accidents, injury or illness of staff, students and visitors.

5.3.5. The Committee shall assist in the investigation of all accidents.

5.4. All heads of Department/Section shall report all accidents within five days.

5.5. All University staff, students and visitors are responsible for the Safety, Health and Environmental issues in their immediate environment and any other areas of responsibility allocated to them.

6. **Interpretation**

The interpretation of this Safety, Health and Environmental Management Policy rests with the office of the Registrar.

7. **Effective Date**

The policy shall take effect on the date it is signed by the Chairperson of the Salaries and Conditions of Service Committee.

8. **Review of Policy**

This policy shall be reviewed as and when the need arises.

Approved: K. A. A. I. O.  
Chairperson – Salaries and Conditions of Service Committee

Date: April 19<sup>th</sup> 2017