

UNILAG Health & Safety Policy
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University Of Lagos

**Health and Safety Policy
and
Procedures**

CONTENT

- 1. General**
- 2. The Health and Safety Policy Statement**
- 3. Statement of Responsibilities**

1. General

The University Health and safety is drawn in line with the requirement of Occupational Safety and Health in the Factories Act (1958, 1987 & CAP.126 L.F.N.1990, CAP. F1 L.F.N.2004) of Federal Republic of Nigeria.

The policy is intended to provide the University with the basic structure required for effective management of its health, safety and environmental obligations to its staff, students and visitors to prevent possible hazards associated with the university's activities.

2. The Health and Safety Policy Statement

It is the policy of University of Lagos under the University Council to:

- ❖ Regard compliance to health and safety guidelines as first and major conditions to all activities on campus.
- ❖ Regard health and safety as a core management function.
- ❖ Adopt proactive attitude to acts, conditions and arrangement with potential health or environmental hazard.
- ❖ Develop a clear structure which identifies health and safety responsibility at all management levels across the university.
- ❖ Promote an attitude of safe working by employees, students and contractors in all aspects of the University's work underpinned by appropriate disciplinary procedures.
- ❖ Drive discussion and consultation between management, employees, students and contractors on safety, health and environment issues through the establishment of Health, Safety and Environment Committee and health safety department.
- ❖ To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.

- ❖ Ensure safety compliance of premises, plant and equipment with the university.
- ❖ Ensure the provisions of appropriate resources: human, material, equipment, training and supervision to meet health and safety requirement.
- ❖ Ensure prompt and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
- ❖ Develop a system of risk inspection, monitoring and auditing to ensure that acceptable standards of risk management are being achieved across the University.
- ❖ Review this Health and Safety Policy not less than once every two years.
- ❖ Ensure all contractors maintain their responsibilities to Health, Safety and Environment to a standard acceptable to University management.

The Vice Chancellor will be responsible for the day to day discharged of the responsibility on behalf of the University Council.

3. Statement of Responsibilities

3.1 The Vice Chancellor

The Vice Chancellor is responsible for achieving the objectives of the University's Health and

Safety Policy, namely to:

- ❖ Ensure that all management levels know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety of the University policy are met
- ❖ Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements
- ❖ Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change to the health and safety of employees
- ❖ Establish and maintain suitable health and safety programme to achieve zero accident potential
- ❖ Maintain adequate communication channels for the awareness of health, safety and environment issue.

3.2 Provost

- ❖ Implement and enforce the Health and Safety Policy in all facilities and operations under their control.

3.3 Directors/ Deans/Department Heads

- ❖ Implement the Health and Safety Policy and communicate its requirements to faculty, students, and staff.
- ❖ Designate and empower a safety team as necessary to address and coordinate safety efforts and work with safety officer within departments/units.
- ❖ Designate and empower safety representative(s) for departments, units, or sections to ensure compliance with the Health and Safety Policy and program requirements. This representative will work with health safety departments to develop and maintain safety programs.
- ❖ Receive all accidents, job-related illnesses, and work site injuries report. Also, conduct a review and investigation of all job-related illnesses, accidents, and work site injuries as needed to complete the Employer's Accident Report and to identify if there are workplace hazards that need to be corrected.
- ❖ Determine whether safety needs for units/departments are met (e.g., training, personal protective equipment, and corrective measures including non-mandated items identified in safety audits).
- ❖ Incorporate workplace safety requirements and responsibilities into each appropriate job description and ensure that workplace safety expectations are communicated to each employee.
- ❖ Ensure that periodic safety self-audits of work areas and/or facilities are conducted.
- ❖ Ensure that emergency action preparedness plans are developed and communicated to all personnel in order to ensure familiarity and coordination between facility personnel and emergency responders.
- ❖ Submit annually updated departmental safety action plans (SAPs)

3.4 Safety officer

- ❖ Implement the university's Health and Safety Policy and all other university safety programs in work areas under their supervision/control.

- ❖ Require all staff members and students under their direction to attend and maintain current required safety training.
- ❖ Maintain workplaces and equipment under their control in a safe, well-kept condition. Ensure compliance with the Health and Safety Policy in these workplaces.
- ❖ Assure that hazards are proactively identified and corrected by implementing engineering or administrative controls, or by assuring use of necessary personal protective equipment.
- ❖ Monitor disposal of waste properly and in accordance with university requirements.

3.5 Employees and Students

- ❖ Comply with this policy and all other university health and safety programs.
- ❖ Attend required health and safety training.
- ❖ Inform a supervisor or instructor of any safety or health hazards in the workplace on university property, or in areas tenanted or used by the University.
- ❖ Know his/her role in an emergency.

3.6 Contractors

- ❖ Comply with the University *Safety Requirements for Contractors and Subcontractors* program