Health and Safety Policy

DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Team

Responsible for review: AIC Academic Team

Current version review: September 2024

Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended September 2022		

The persons/group answerable for this document reserve the proper to amend this document at any time should the requirement arises. All appropriate staff are going to be informed should this occur.

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The Purpose

The purpose of this policy is to enable AIC Campus to meet its duty of responsibility for the health and safety of employees, students and third parties (including visitors who are not University employees or students) whilst on the AIC Campus premises and in other locations where they might be affected by the campus operations.

All employees, students and other persons on the University College's premises must co-operate with the Health and Safety Policy thus ensuring the University College complies with its statutory legal duty and requirement. The successful implementation of this policy requires total commitment by all persons and as stakeholders all persons are obliged to take reasonable care of themselves and others who may be affected by their acts or omissions. The policy should also establish roles and responsibilities, promote communication and cooperation between all parties involved, and comply with all relevant laws, regulations, and standards. Ultimately, the goal of the health and safety policy is to create a culture of safety that fosters well-being, productivity, and success for all members of the college community.

The key aims of this policy statement is to achieve the following:

- To ensure the health, safety, and welfare of all individuals who are affected by the activities of the college, including students, staff, faculty, contractors, and visitors.
- To promote a culture of safety, well-being, and responsibility across the college community, and to encourage everyone to take an active role in identifying and addressing health and safety hazards and risks.
- To comply with all applicable laws, regulations, and standards related to health and safety, and to continuously monitor and improve the effectiveness of the college's health and safety management system.
- To establish clear roles and responsibilities for health and safety management, and to ensure that appropriate resources, training, and support are available to enable these responsibilities to be fulfilled.

- To assess, control, and minimize the risks associated with college activities, including teaching, research, administration, events, and maintenance, and to ensure that appropriate procedures and measures are in place to respond to accidents, incidents, and emergencies.

- To communicate health and safety information effectively to all members of the college community, and to foster a collaborative and consultative approach to health and safety decision-making.

- To regularly review and update the health and safety policy statement and related policies and procedures, and to consult with relevant stakeholders to ensure that they remain fit for purpose and relevant to the needs of the college.

AIC is committed to pursuing high health and safety standards with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.

Signed

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Honorary Dean

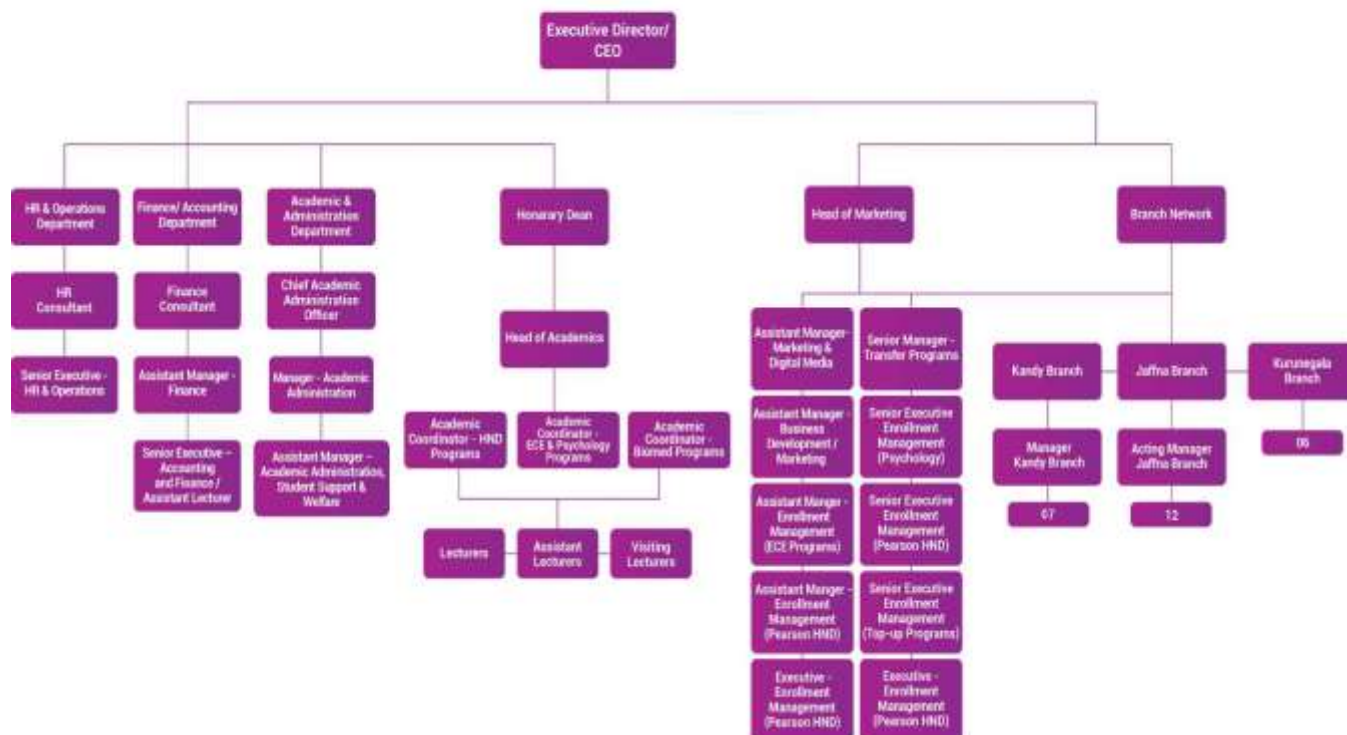10/09/2022

AIC Campus Responsibility

According to the "Occupational Safety and Health Act No. 38 of 2009" and the "Public Health Ordinance Section 2 of Act 8 of 1959" of Sri Lanka, AIC is legally obligated to safeguard all individuals associated with the organization against potential harm or illness caused by its workplace activities. To fulfill this responsibility, AIC has issued a Health and Safety Policy Statement in September 2022, which aims to ensure adherence to these obligations and align with the company goals.

It's the responsibility of AIC Campus, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the campus, Heads of Departments, Senior Managers and Managers. The operations department monitors and evaluates risk assessments, and reports on risk assessment to the senior management of AIC Campus. The operations department will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfill this responsibility and undertake effective risk assessments.

The Heads of Departments, Senior Managers or Managers have control over the activities in their respective department and therefore need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Heads of Departments, if applicable, or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Heads of Department or Managers should ensure that risk assessments are stored on the shared area for ease of access and reference. Heads of Department or Managers should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis. Line managers are expected to ensure this happens.

Roles, responsibilities and accountabilities

AIC ACADEMIC AND ADMINISTRATION ORGANIZATIONAL STRUCTURE

Executive Director/ CEO

- HR & Operations Department
  - HR Consultant
    - Senior Executive - HR & Operations
- Finance/ Accounting Department
  - Finance Consultant
    - Assistant Manager - Finance
      - Senior Executive – Accounting and Finance / Assistant Lecturer
- Academic & Administration Department
  - Chief Academic Administration Officer
    - Manager - Academic Administration
      - Assistant Manager – Academic Administration, Student Support & Welfare
- Honorary Dean
  - Head of Academics
    - Academic Coordinator - HND Programs
    - Academic Coordinator - ECE & Psychology Programs
    - Academic Coordinator - Biomed Programs
      - Lecturers
      - Assistant Lecturers
      - Visiting Lecturers
- Head of Marketing
  - Assistant Manager - Marketing & Digital Media
  - Senior Manager - Transfer Programs
  - Assistant Manager Business Development / Marketing
  - Senior Executive Enrollment Management (Psychology)
  - Assistant Manager - Enrollment Management (ECE Programs)
  - Senior Executive Enrollment Management (Pearson HND)
  - Assistant Manager - Enrollment Management (Pearson HND)
  - Senior Executive Enrollment Management (Top-up Programs)
  - Executive - Enrollment Management (Pearson HND)
  - Executive - Enrollment Management (Pearson HND)
- Branch Network
  - Kandy Branch
    - Manager Kandy Branch
    - 07
  - Jaffna Branch
    - Acting Manager Jaffna Branch
    - 12
  - Kurunegala Branch
    - 06

Responsibilities of all Staff

Specialist training is given to those whose work requires it. However, staffs are responsible for taking reasonable care of their own safety, together with students and visitors.

1. All individuals who are part of the university, including staff, students, contractors, and visitors, are subject to the policy.

2. It is the duty of every member of the university community to contribute to the university's compliance with legal health and safety obligations by actively cooperating and providing support.

Not adhering to the AIC's policies and procedures could result in disciplinary measures being taken.

Board of Directors

The Board of Directors of AIC, being the employer, is responsible for ensuring the health, safety, and well-being of its employees, as well as anyone who may be impacted directly by its operations, such as students and visitors. Although various employees are assigned the duties and responsibilities for managing the health and safety operations at AIC, the Board of Directors remains accountable for ensuring the standards are met.

The Board holds a significant responsibility in leading health and safety practices and receives yearly updates on performance while being informed of any significant incidents.

Finance Director and Chief Executive Officer

The Finance Director of AIC and the CEO as members of the Board of Directors of AIC Campus, will annually review and allocate the required budget for the implementation of all the necessary safety measure to be in place to ensure the safety of all AIC students and staff.

To effectively manage Health and Safety, the responsibilities of the Finance Director and CEO include:

- Advising the Board of Directors on their legal obligations related to Health and Safety
- Ensuring the establishment of appropriate systems and adequate resources to support the management of Health and Safety
- Conducting sufficient consultations with support services, employee representatives, and other parties concerned before introducing any changes that may impact employee Health and Safety

- Ensuring that all managerial staff understand and accept their responsibilities for Health and Safety and that they make necessary arrangements for fulfilling those responsibilities

- Ensuring the existence of effective communication channels for passing information about Health and Safety to all AIC employees and students.

- Reporting to the Board of Directors on the AIC's Health and Safety management performance.

- Seeking and receiving assurances on the effective implementation of the Health and Safety Policy through the regular Committee meetings with stakeholders, other Board of Directors, Dean, Academic Head, Programme Coordinators, Health and Safety Reports, accident reports, advice from lecturers and other executive staff members.

- Take prompt actions promptly with regards to:
    - Any issues raised by Health and Safety Executive Inspectors, namely regular visits by the COVID 19 pandemic Public Health Inspectors and Dengue Control Inspectors.
    - Any worries or concerns expressed by employees or other individuals regarding health and safety standards;
    - Any enhancement or prohibition notifications;
    - Any occurrences of accidents and incidents that involve AIC employees and students.

- Take regular set audits to ensure highest standards of Health and Safety are maintained.

- Make sure that health and safety performance is assessed on a regular basis and the Policy is reviewed periodically.

Officers in charge of Health and Safety

The Board of Directors will appoint different staff members, including technical support team, admissions and academic team as Health and Safety Officers.

To effectively manage the Health and Safety, the responsibilities of the Officers in charge include:

- Ensuring that all their staff and students know and accept their individual responsibilities regarding Health and Safety, and have the necessary authority, training and resources to discharge them.
- Ensuring awareness of the importance of complying with accident and incident reporting, investigation and prevention initiatives;
- There are effective communication and adequate consultation concerning Health and safety with members of staff, students and their representatives;
- They are aware of the principal hazards and risks present in the areas under their control, that appropriate and up to date risk assessments of all hazardous items, areas and activities are in place, and that work is being carried out in accordance with specified controls and safe working practices; abiding rules present in the said Health and Safety Policy.

General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities. The operations department will work with all departments to provide advice and support. General risk assessments should consider the following generic hazards:

- Safeguarding of pupils
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used

- Lone working

- Substances hazardous to health

- Noise

- Access and egress

Medical and First Aid

Accident forms are kept in the Operations department, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Head of Departments, Academic Head and the relevant senior member of staff.

Students are:

- Given a safety briefing before participating in medium and higher risk activities.

- Expected to wear personal protective equipment provided and assessed as required for the activity.

- Expected to follow instructions. All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at AIC Campus. Senior Leaders arrange for specialists to carry out risk assessments concerning the following:

- Fire

- Asbestos

- Legionella

- Gas

- Electricity

Special third-party agreement to clear laboratory waste.

Disposal of all laboratory chemicals are by a third-party disposal agency who clear all waste materials periodically every time need arises with laboratory work.