



UNIVERSITY OF LAY ADVENTISTS OF KIGALI (UNILAK)

OCCUPATIONAL HEALTH AND SAFETY POLICY

February 2024

| POLICY STATEMENT | |
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| 1. Preamble/ background | <p>1.1 MINISTERIAL ORDER N°01 OF 17/05/2012</p> <p>The Minister of Public Service and Labour, Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003, as amended to date, especially in Articles 120, 121 and 201; Pursuant to Law n° 13/2009 of 27/05/2009 regulating labour in Rwanda, especially in Article 95; In a bid to ensure safe and healthy workplaces, Rwanda is committed to enhancing the establishment of different instruments that form a legislative framework.</p> |
| 2. Purpose | <p>2.1 The purpose of the policy is so that all parties affected by the policy ensure and maintain an environment that is healthy, risk-free, and safe to all.</p> |
| 3. Scope | <p>3.1 This policy applies to all Faculties, Academic and Support Departments, permanent and contract employees, students, contractors as well as visitors of UNILAK</p> |
| 4. Definitions and abbreviations | <p>"Employer" Any person who employs or provide work for any person and remunerates that person.</p> <p>"Employee" Any person who is employed by UNILAK</p> <p>"OHS" Occupational Health and Safety</p> <p>"Hazardous" Involving or exposing one to risk.</p> <p>"UNILAK" University of Lay Adventists of Kigali</p> |
| 5. Guiding principles | <p>5.1 The provision and maintenance of a safe and healthy environment.</p> <p>5.2 Ensure that the necessary resources are available for all mandated to comply with the policy.</p> <p>5.3 Risk awareness.</p> <p>5.4 Produce manuals or protocols that will assist in the management of hazardous chemicals.</p> <p>5.5 Creating OHS awareness to all who should know about the policy.</p> <p>5.6 Management to continuously monitor the implementation of the policy to improve effectiveness.</p> |

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| <p>6. Policy/procedure</p> | <p>6.1 Policy Statement</p> <p>UNILAK is committed through this policy to ensure that all work-related activities are carried out in a safe environment and that the wellbeing of all the relevant stakeholders are of high concern. The below are areas of importance in the policy.</p> <p>6.2 Hazards Management</p> <p>This should form an integral part of the areas and activities under the control of all managers day-to-day responsibilities.</p> <p>6.2.1 UNILAK should develop and maintain procedures to identify hazards.</p> <p>6.2.2 Develop procedures to assess and do risk control of all new and existing elements in the work environment.</p> <p>6.2.3 Avail resources to successfully implement these risk control measures.</p> <p>6.2.4 Monitoring the implementation of the policy by assigning responsibilities in relation to implementation of the policy and procedure.</p> <p>6.3 Incident Management</p> <p>Management of Incidents, injuries, illnesses, and emergencies forms an essential element of the University's health and safety responsibilities.</p> <p>6.3.1 UNILAK will develop, publish, and maintain procedures for the:</p> <ul style="list-style-type: none"> a) Appropriate treatment of injuries and illnesses b) Reporting and investigation of incidents, injuries, and illnesses c) The Implementation of corrective actions following incidents. d) Management of possible emergencies and critical incidents. <p>6.3.2 Keep UNILAK community informed of the procedures.</p> <p>6.3.3 Arrange and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, First Aiders, Evacuation Leaders, Fire Wardens.</p> <p>6.3.4 Avail resources for the implementation of incident, injury, and emergency management measures.</p> <p>6.3.5 Monitoring the implementation of the policy by assigning responsibilities in relation to implementation of the policy and procedure.</p> |
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6.4 OHS Training

Employees of UNILAK have a right to effective representation on Health and Safety aspects. To ensure this, the university will:

6.4.1 Ensure an environment for employees to:

- a) Attend health and safety training sessions.
- b) Prepare for health and safety Team meetings.
- c) Consult with employees and other representatives.
- d) Do regular inspections.
- e) Participate in accident investigations and doing the follow-up corrective action.

6.5 Health and Safety

UNILAK is committed to provide a reasonable environment without risk that is healthy to the members of the university community. UNILAK will ensure this through:

- a) Assigning responsibility to Senior Managers for all health and safety aspects in their areas of accountability.
- b) Reporting structure where those appointed, need to report to on a quarterly basis on all relevant Health and Safety aspects.

6.6 Service Providers / Contractors

- a) UNILAK needs to ensure that the Health and Safety procedures are known to the contractors and service providers of the university.
- b) They should also be informed of any safety concern or hazard that is relevant to the activity the contractor needs to perform. Contractors must only perform tasks that they are competent to do and always adheres to the health and safety procedures of the

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| 7. Responsibility | <p>7.1 Management</p> <p>University management shall provide and maintain as fast as reasonably practicable, a working and learning environment that is safe and without risk to health and of his/her employees and students.</p> <p>7.2 Employees</p> <p>Every employee at work shall take reasonable care for his/her own health and safety and that of other persons who may be affected by his or her acts or omissions' roles and responsibilities regarding OHS</p> |
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| 8. Accountability and Authority: | |
| 8.1 Implementation: | 8.1.1 University Estates |
| 8.2 Compliance: | 8.2.1 Vice Chancellor - Finance and Administration |
| 8.3 Monitoring and evaluation: | 8.3.1 University Estates |
| 8.4 Development/review: | 8.4.1 Occupational Health and Safety |
| 8.5 Approval authority: | 8.5.1 Board of Directors |
| 8.6 Interpretation and advice: | 8.6.1 University Estates 8.6.2 Occupational Health and Safety |
| 9. Who should know this policy? | |
| <ul style="list-style-type: none"> 9.1 UNILAK Occupational Health and Safety Committee 9.2 Supervisors and managers 9.3 Health and safety representatives 9.4 Contractors 9.5 All other staff 9.6 Students <p>All stakeholders must comply with the relevant requirements of the policy and related procedures. They must keep themselves aware of incident and emergency instructions by attending relevant training opportunities.</p> | |

Annexure A

UNILAK Policy on Occupational Health and Safety

Occupational health and safety are of foremost importance in conducting our business activities.

We believe that:

- 1) All accidents and unhealthy work environment can be prevented
- 2) Every task can be done without risk to health and safety in the workplace
- 3) Management is responsible for the occupational health and safety of those they control in the workplace
- 4) Everybody has a duty to work without risk to health and safety and to encourage others to do likewise.

It is the policy of UNILAK to:

- 1) Create and maintain a healthy and safe place to work
- 2) Establish healthy and safe working practices/procedures
- 3) Train all employees to work without risk of health and safety
- 4) Eliminate unhealthy and unsafe acts and conditions stimulate interest and enthusiasm towards healthy and safe working
- 5) Require out contractors to abide by our standards
- 6) Promote the establishment of sound and workable occupational health and safety codes of practise and statutes.

We are committed to:

- 1) Protect the occupational health and safety of our employees
- 2) Protected the occupational health and safety of all who may be affected by our business activities.