

Health, Safety and Environmental (HSE) Policy

Contents

1.0	INTRODUCTION- Health, Safety and Environmental (HSE) Policy	2
1.1	Scope and Applicability	3
2.0	Principles, Rules and Definitions	4
2.1	Our Commitment as a Technical University	Error! Bookmark not defined.
2.1.1	Cape Coast Technical University strives for sustainability	4
2.1.2	Caring about the health and for the safety of our associates	4
2.1.3	Caring for the environment	5
2.2	Compliance, Continual Improvement and Communication.....	6
2.2.1	By this policy, CCTU will comply with local laws and regulations as well as	6
2.2.2	Educating and Engaging Stakeholders to enable active participation in HSE.....	6
2.2.3	Striving for Continual Improvement to our HSE Management Systems and	7
2.2.4	We Communicate Transparently.....	7
2.2.5	Definitions.....	7
3.0	Implementation of the HSE Policy	7
3.1	Training	7
3.2	Reporting Potential Misconduct / Non-Retaliation.....	8
3.3	Breach of this Policy	8
3.4	Exceptions	8
3.5	Implementations	8

1.0 INTRODUCTION-

HSE Policy is an umbrella term for laws, rules, guidance and processes designed to help protect employees, public and the environment. Cape Coast Technical University having been upgraded to a technical university status (CCTU) is committed to the training of highly skilled human resources in close collaboration with the industry per the law that established it (Technical University Law 2016). CCTU in designing this policy takes cognizance of protecting its staff, students, and the community in which the institution finds itself. It also seeks to provide a healthy and safety environment for its staff and students as well as those in the university environment. This policy document is aimed at addressing the principles and management practices that will enable CCTU to be a leading institution in all aspects of occupational health, safety and environmental protection.

Per its current status, the university is aimed at offering highly quality career-oriented vocational and technical education, research and consultancy for national development. This being its vision can only be achieved when HSE policy is designed to protect the quality that the university desires to achieve. More so, this vision can only be achieved in a healthy and sound environment.

The policy is again designed to describe the university's approach to minimize healthy, safety and environmental risks and impacts.

It will spell out the basic expectations for all staff and students and will serve as foundation for following mandatory internal HSE guidelines. Though HSE is every-one's responsibility, management of Cape Coast Technical University is responsible for implementing and maintaining good health, safety and environmental practices in areas under its control.

1.1 Scope and Applicability

The policy is applicable to all stakeholders including but not limited to staff and students within the university and its associates or collaborators (in industry and community at large). The policy contains principles and management proctors and is aligned with applicable loans and industry codes such as the international management standards for environment. The policy will be implemented within and outside the university as required by local laws or regulations where these are more stringent.

2.0 PRINCIPLES, RULES AND DEFINITIONS

2.1 CAPE COAST TECHNICAL UNIVERSITY STRIVES FOR SUSTAINABILITY

By protecting the health and safety of its staff, students, neighbours, and others who are affected by our business activities as well as protecting the environment within which it operates.

While Management is responsible for implementing and maintaining good health, safety and environmental practices for all, and leading by examples (by demonstrating responsible behavior), it is expected that the stakeholders and other collaborators and associates would understand and respond to the HSE matters with equal importance. Such associates are expected to perform their duties with all assiduousness and sense of responsibility.

2.2 HEALTH CARE AND SAFETY FOR ASSOCIATES

In achieving the HSE policy, the university would do the following:

By maintaining and improving the health and well-being of the staff, students and all associates by encouraging them to take advantage of voluntary health programmes and to adopt healthy behaviour such as:

- community to exercise regularly,
- adding additional movement into daily routines,
- making healthy food choices through organization health talks,
- participating in health screening with the help of staff of the university clinic
- organizing health walk periodically with assistance by the university Sports coach
- granting annual leave to staff to relieve them of work pressure

Management is expected to assist its stakeholders in their efforts to lead healthy lifestyle.

Management to provide staff and students with safe working and classroom conditions and to strive to protect them from potential health hazards and injuries. A risks assessment such as a process Risks Analysis or work place health Risks Assessment must be carried out before any potentially hazardous work is conducted.

In caring about the health and safety of associates, staff and students, management is responsible for facilitating risk assessment and directing protective measures in co-operation with all. Staff, students and associates must also familiarise themselves with local safety requirement and respect them. These include:

- wearing of adequate personal protective equipment when required
- respecting safety warning signs and alarms – providing fire extinguishers at vantage points
- taking part in training and observational programmes – e.g. training for drivers, security etc.
- reporting unsafe acts, conditions and safety risk.

2.3 CARE FOR THE ENVIRONMENT

As a technical university, we strive to use natural resources responsibly and to minimize the environmental impact of our activities. For example, conserving water through rain harvesting, maximizing energy efficiency in our operations as part of our overall climate change goals.

- Staff, students and associates do their best to minimize entire environmental foot print in daily work, including applying the hierarchy of waste prevention measures (avoid, reduce, recycle and re-use of materials).

Efficient use of energy:

This can be done when stakeholders consider the efficient use of energy and see opportunities to reduce energy consumption at the work places – this include switching off lights and office / laboratory equipment when leaving the offices or not in use.

- Introduce solar wind, and biogas by the Engineering Departments,
- Use of renewable energy
- The Development Office should consider the efficient use of energy when establishing and designing office space and other room condition set points (temperature humidity and air change rates) within the standardized ranges and based on regulatory or compliance standards.
- Projects are reviewed for energy efficiency and use of renewable energy

Recycling or minimization of waste

- All stakeholders should avoid creating waste and use recycling options when the need arises.
- At the laboratory , we should incorporate techniques to reduce and recycle solvents

Efficient of Water

- We should always consider the best use of water and identify possibilities to reduce water usage at the workplace.

2.4 COMPLIANCE, CONTINUAL IMPROVEMENT AND COMMUNICATION

2.4.1 By this policy, CCTU will comply with local laws and regulations as well as conform to internal requirements

Management shall comply with HES established suggestions and regularly conduct audits and management systems review to ensure conformance with these guidelines as well as compliance with applicable local laws and regulations.

Staff and students in collaboration with the industry will participate in industry networks to exchange best practices.

For continual improvement in our HSE Management, systems and performance, Management will set annual objectives and target, regularly measure performance against them, and associates are expected to take early action if deviations occur. Associates are committed to honest reporting of HSE key performance indicators.

All stakeholders will draw lessons learned from accidents and events, and use them to raise and improve our standards and communicate these in order to prevent recurrences.

2.4.2 Education and Engagement of Stakeholders

- We must note that HSE competence is assured through appropriate recruiting, training and development. Associates, staff and students are responsible for ensuring their commitment and participation when the opportunity is given. All stakeholders must be committed to understanding their HSE accountabilities and responsibilities and carry them out to the best of their capabilities.

- Management is expected to take seriously any HSE related concerns that are raised in order to improve our HSE performance.

2.4.3 Continual Improvement of HSE Management

Management must set annual objectives and targets and regularly measure performance against them and associates are expected to take early action when deviation occur.

We draw lessons concerned from accidents and events, and use them to raise and improve our standards and communicate these in order to prevent recurrence.

2.4.4 Transparency in Communicate

We openly communicate HSE results internally and externally. Report relating to our HSE performance should be transparent according to best-in-class international reporting initiatives. Emphasis is placed on recognizing and addressing any community and stakeholder concerns about HSE matters.

2.4.5 Definitions

Health, Safety and Environment (HSE) deals with occupational health, safety and environmental protection. This is included but not limited to; health promotion and protection, bio-safety, reduction of emission of air and water, minimizing waste and the conservation of natural resources, water and emerging.

Stakeholders or associates referred to in this policy document are all persons who work in Cape Coast Technical University and those in the industries that the university has close collaboration with.

2.5 IMPLEMENTATION OF THE HSE POLICY

2.5.1 Training

All associates and stakeholders are expected to be abreast with this policy and participate in HSE training sessions to be held periodically by the Management of Cape Coast Technical University.

2.5.2 Reporting Potential Misconduct / Non-Retaliation

Stakeholders or associates are expected to strictly observe all relevant laws and regulations as well as guidelines and principles applicable to the institutions. Any stakeholder who learns of a potential violation applicable to laws has the right to report their suspicion promptly. Anyone who reports a possible violation of applicable laws or this policy will be protected from retaliation in any form.

2.5.3 Breach of this Policy

Breaches of obligations in this Policy will not be tolerated and can lead to disciplinary and other actions up to and including termination of employment.

2.5.4 Exceptions

There are no exceptions granted to this policy. Where there is change due to unforeseen circumstances, corporate HSE will facilitate such change.

2.5.5 Implementations

It is the responsibility of every Head of Department / Section to implement this policy within his or her area of functional responsibility, to lead by example, demonstrating safe, health and environmentally responsible behaviour, and to provide guidance to any stakeholder reporting to him or her.

- Management must ensure provision of adequate and appropriate resources to comply with this policy.

Periodic auditing of the HSE using the standard guidelines and

*check corporate HSE.