



GABORONE UNIVERSITY COLLEGE OF LAW AND PROFESSIONAL STUDIES

HEALTH AND SAFETY POLICY

Approved date: 20/10/2015

Monitored by: The Health and Safety Committee

1.1. Introduction

Gaborone University College of Law and Professional Studies (GUC) is a registered and accredited tertiary education institution specializing in Law, Early Childhood Education and Business courses. It is a privately owned college. We offer high quality and valuable education which builds the trainees into committed and responsible leaders who have an entrepreneurial spirit to benefit the industry and society. We aim to contribute to the growth, global competitiveness and development of Botswana's economy through providing valuable human capital that the local and global market can rely on. GUC is a private institution registered by the Human Resources Development Council (HRDC) of Botswana. GUC offers programmes accredited by the Botswana Qualifications Authority (BQA)

1.2. Policy Statement

Health and safety is a core value Gaborone University College of Law and Professional Studies (GUC) is committed; the college is committed to continued advancement of safety culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental and health and safety laws and regulations.

Management and leadership of GUC will:

- Take necessary steps to promote occupational safety, health and wellness
- Protect the health and safety of, staff and students and visitors who come to do business with the college
- Provide accurate and updated information to staff, and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report potential hazards;
- Conduct activities in a manner protective of the environment, and inform the community regarding environmental impacts associated with institutional operations; and
- Maintain a risk-based emergency management program to reduce the impact of emergency events to the college community.

1.3. Responsibilities

Generally, every member of the college community is responsible for health and safety; however specific responsibilities for health and safety management are distributed accordingly as follows:

1.3.1. Management

The management of the college is responsible for:

- Ensuring legal compliance of the college in matters relating to health and safety.
- Implementation of appropriate health and safety policies, practices and programs in the college environment
- Adequate resourcing of departments, work areas and offices for health and safety programs and practices monitoring the day to day activities of faculties, departments and support areas for compliance with GUC health and safety policies, practices and programs.
- Consult staff on matters that may affect health and safety.
- Getting feedback from and communication with staff in all branches on matter regarding health and safety

1.3.2. Heads of Departments.

Heads of departments are responsible for protecting the health and safety of employees, students and visitors working under their direction or supervision. This responsibility entails:

- Being current with and implementing the health and safety policies, practices and programs of the college
- Ensuring that workplaces, including laboratories, and equipment are safe and well maintained
- Ensuring that workplaces or laboratories are in compliance with GUC policies, programs and practices, and
- Ensuring that employees, students and visitors under their supervision or within their work areas have been provided with appropriate safety training and information, and adhere to established safety practices

1.3.3. Academic and Support Staff

Lecturers and Support Staff are responsible for:

- Keeping themselves informed of conditions affecting their health and safety;
- Participating in safety training programs as required by Stanford policy and their supervisors and instructors;
- Adhering to health and safety practices in their workplace, classroom, laboratory and student campus residences;
- Advising or reporting to supervisors, instructors or EH&S potentially unsafe practices or serious hazards in the workplace, classroom or laboratory.

1.3.4. Students

The responsibilities of students are to:

- Comply with health and safety instructions, including the college:
 - Classroom rules
 - Library rules
 - Science laboratory rules
 - Commuter laboratory rules
 - Reading area rules
- Avoid misuse or damage of equipment provided by the college for use in learning
- Follow reasonable instructions given by lecturer or any member of staff
- Carry out a task required for the health or safety of others.

1.3.5. Health and Safety Committee

The committee is charged with responsibility of assessing the health and safety status of the learning environment and make recommendations to the Director. The responsibilities include but not limited to:

- Producing statistics on accident records, ill health, sickness of students and staff.
- Accidents investigations and subsequent action.
- Inspection of the college environment by enforcing authorities, management, or employee health and safety representatives.

- Risk assessment.
- Health and safety trainers.
- Emergency procedures and changes in the college affecting Health Safety and welfare of students and staff.

In respect of accidents the committee should:

- Look at the facts in an impartial way.
- Consider what precautions might be taken.
- Recommend appropriate action.
- Monitor the progress with implementation of health and safety interventions.

The Managing Director may call for a meeting with this committee at any time to discuss college health and safety matters. The Chairperson must ensure updated reports are kept in respect of the Health and Safety conditions of the college.

1.4. Monitoring and Review

The monitoring of health and safety in the college is charged to the health and safety committee which reports directly to the managing director. The policy can be reviewed if there are changes in the requirements from the regulatory authorities. The Board of Governors review the policies on an annual basis taking into consideration the reports presented by the management in respect of each policy.