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# **OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY**

**July 2017**

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**APPROVED BY: VICE CHANCELLOR**

**CHAIRMAN: BOG**

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**REFERENCE AUTHORITY: Director Human Resource**

## **Foreword**

Working institutions exist and smoothly run their businesses with support from well managed human capital. University of Tourism, Technology and Business Studies (UTB) is also interested in managing well its employees through various ways. In this framework and in order to enable UTB staff to be easily knowledgeable of their rights and obligations and to abide by them, Occupational Health and Safety Policy was established and approved by competent organs. The policy comes in to protect all staff through assuring Health and Safety at workplace. On behalf of UTB management and on my own behalf, I invite UTB staff to be knowledgeable of their rights and obligations through regularly reading this policy for a better service delivery and rights entitlements at UTB.

The University's Mission is to provide all round quality education, to develop a highly qualified human resource, to enhance professionalism and to improve standards in the field of hospitality and tourism, culture, environment and business through training, reseach and services to the community. Our people are at the heart of everything we do, therefore to achieve our goals it is paramount that they are healthy and work safely whilst in the pursuit of excellence. The University is committed to providing and maintaining a safe and healthy workplace and study environment for our employees, students, contractors, labour hire, volunteers, visitors and others associated with university business. Our people are invaluable, therefore maintaining or enhancing their health and safety is a high priority and integral to our core business.

**KABERA Callixte**

Vice Chancellor

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## **OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY**

### ***1. Cleanliness at work place***

UTB keeps working premises clean and equips them with health, safety and protection facilities. During the induction of the new recruit as well as when it is deemed necessary, UTB educates its employees on health and safety and regularly posts in the work premises those safety and health instructions to be observed with regard to safeguarding health and prevention of hazards.

### ***2. Protection equipments***

UTB management regularly puts at the employees' disposal all necessary and appropriate protection equipments, look after their correct use and train employees on such ways and means.

### ***3. Premises and equipments not detrimental to employees' health***

UTB working premises comply with the health and safety standards. Before these premises are built, the construction, extension, transformation or renovation plan is subject to the social environmental impact assessment.

### ***4. Declaration of occupational risks***

UTB declares to the social security organ and to the Labour Inspector of its jurisdiction, within four (4) working days of occurrence, all occupational risks or occupational diseases noted. Where UTB fails to make a declaration, the employee who is the victim of the accident or suffers a disease or his/her legitimate representatives declares occupational risks within a period not exceeding two (2) years from the date of the occurrence of the accident or disease.

## ***5. Emergency box and medical care***

UTB plans and avails, at its own cost, an emergency box of first aid needed in case of accident. In case of work accident, the employee must evacuate the injured and the patients to the nearest health centre.

## ***6. Implementation***

The strategies to implement this policy include:

- Providing adequate human and financial resources including internal or external expertise and funding as required
- Producing relevant and practical policy and procedures for use in our teaching, learning, research, support services and administrative environments whilst incorporating legal and ethical requirements
- Focusing on hazard management and risk mitigation strategies that are developed in consultation with our people and communicated through multiple vehicles including electronic media, notice boards and face to face presentations. Hazard management activities take into account planning for business continuity should unplanned events occur
- Allocating responsibilities and accountabilities, detailed in plans, position descriptions and procedures and providing education, instruction, guidance and support around implementation
- Establishing measurable objectives and targets to facilitate continual improvement of health safety and injury management and communicating them to divisions and portfolios.
- Reviewing the system to identify gaps and developing further strategies for improvement
- Provision of opportunities for employees to engage in activities that improve wellbeing
- Continuing to build a culture that values and sustains health and safety.

In the event that an employee incurs an injury or illness, we will support them through the provision of high quality injury management practices including equitable worker's compensation and effective rehabilitation and return to work practices.

Our injury management program recognizes the value of early intervention and is designed to support our people to remain at, or return to, work during their recovery phase. We will guide our employees and their managers through the worker's compensation and rehabilitation process to minimize the impact of injury or illness on the person, their family, colleagues and community. We will be guided by contemporary, evidence based knowledge and legal requirements. We will consult and communicate regularly on workers compensation and rehabilitation matters with all relevant parties, including treatment providers, to achieve the best outcome for our employees and the university.

## ***7. Responsibilities***

Risk Management Committee and the Senior Management are responsible for:

- Ensuring an effective health safety and injury management system is in place
- Providing adequate human and financial resources
- Overseeing the system and monitoring its effectiveness
- Providing direction at a strategic level.

Heads of Departments and Dean of Students are responsible for:

- Ensuring the systems are implemented
- Maintaining current knowledge of the activities undertaken in their area of responsibility
- Ensuring that adequate and effective resources are provided to eliminate or mitigate risk
- Arranging to be advised of adverse situations by their staff through effective reporting processes
- Monitoring and measuring progress against planned activities.

Human Resource Manager, Academic and Technical Supervisors are responsible for:

- Implementing relevant system requirements and injury management activities in their area of responsibility, taking into account university requirements and their own local business priorities and procedures

- Ensuring that risk controls and injury management programs are effective in their work environment
- Taking action where a need for improvement is identified.

Employees and students are required to follow reasonable instructions and work practices to maintain the health and safety of themselves and others, particularly when conducting experimental or untested activities.

Professional health safety and injury management staff are responsible for:

- Analyzing identified problems and assisting the university to find effective solutions that have an overall goal of eliminating or minimizing harm to any person
- Providing guidance, training and technical expertise at an operational level
- Providing tools and documentation to support the implementation of the system.

Team member are also responsible for conducting internal audits to measure and evaluate performance, identify and communicate areas of success and consult with workplaces on activities requiring corrective action.

### ***8. Review***

The university's senior management and the risk management committee will review this policy regularly to ensure continued suitability and effectiveness. Review of the policy is part of the management system review process that analyses whether the system and programs are effective and support the university's strategic direction

**Last reviewed:                      July 2016**

**By**

**DVC Finance, Planning and Administration**

**Director of Human Resources**