



Occupational Health Safety & Environment Policy

1. Intent

The Occupational Health Safety & Environment (OHSE) Policy intends to guide the University to implement its commitment to OHS for all stakeholders and assets of the University.

OHSE at the University will be undertaken in line with the PNG University of Technology (PNGUoT) Act 1986, and other laws on occupational health and safety and the Industrial Safety Welfare Regulations Act.

It sets out in detail the specific roles and responsibilities of all stakeholders to ensure that the University fulfills its moral and legal obligations.

2. Scope

The policy covers all staff, students, dependents, contractors and visitors of the University.

3. Definitions

3.1	CONTRACTORS	Persons or companies engaged by the University for provision of various services to the University
3.2	CONTRIBUTORY NEGLIGENCE	Failure of an injured party to act prudently, considered to be a contributing factor in the injury which they have suffered.
3.3	DEPENDENTS	Persons who are declared officially in the University records as dependents of a University staff
3.4	OHS	Occupational Health and Safety
3.5	STAFF	Persons who are employed on contract, permanent and temporary basis by the University.
3.6	STUDENT(s)	Person(s) who is / are officially registered as student/s at the University in an academic year.

4. Policy

4.1 Responsibility of the University

- 4.1.1 PNGUoT will comply with the requirements of Health and Safety Act of Papua New Guinea.
- 4.1.2 Demonstrate strong leadership, direction and commitment in occupational health and safety aspects.
- 4.1.3 Ensure a consistent approach to the management of occupational health and safety issues across all campuses.

- 4.14 Consult and communicate with employees and stakeholders on occupational health and safety issues.
- 4.1.5 Educate and train the workforce about risk management, occupational health, safety and environmental principles.
- 4.1.6 Respect employees right to work in an environment where they feel risks are adequately controlled/ minimized.
- 4.1.7 Promote the health and wellbeing of our employees; Measure occupational health and safety performance and ensure quality control comply with statutory obligations

4.2 Obligation of Staff and Students

- 4.2.1 Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to equipment and properties.
- 4.2.2 Take reasonable care of the health and safety of themselves and others.
- 4.2.3 Wear personal protective equipment and clothing at all times at work place.
- 4.2.4 Comply with any direction given by the Management for health and safety
- 4.2.5 Not misuse or interfere with anything provided for health and safety
- 4.2.6 Report all accidents and incidents on the job immediately, no matter how trivial
- 4.2.7 Report all known or observed hazards to their supervisor or manager.
- 4.2.8 Contributory Negligence is applicable for breach of the Law

4.3 Obligations of Contractors and Visitors

- 4.3.1 All contractors engaged to perform work on any of UOT sites must as part of their contract sign off on a check list regarding OHS safety policies, procedures and programs, before, at the start, during and after the contract.
- 4.3.2 Failure to comply will be considered a breach of contract and sufficient grounds of termination of contract.
- 4.3.3 All visitors are expected to follow OHS policies and procedures whilst on the premises and not to adversely affect their own health and safety or that of others.
- 4.3.4 The University will not be held liable. Contributory Negligence is applicable for breach of the Law

4.4 Scope of application

- 4.4.1 The Senior Executive Management must have high level of commitment in the prevention of accidents from the University Council, the Executive Management to all level of managerial responsibilities within the University. Each level of management shall be responsible and accountable for safety performance as set out below.

- 4.4.2 The Senior Executive Management shall be responsible for the implementation of the PNG PNGUoT OHS Policy, and to provide support and leadership to supervisory levels.
- 4.4.3 Divisional Management shall be fully responsible for the implementation of the OHS Policy within their Divisions. They provide leadership and personal support to Supervisors and general staff through the implementation of the OHS Policy.
- 4.4.4 All supervisors shall be responsible and accountable for policy implementation within their sections.
- 4.4.5 All employees are responsible for safe working environment by removing hazards from work sites, wearing safety gears at all times as provided, reporting accidents and hazards promptly to their supervisors and by observing all safety instructions and issues to maintain the highest standards of personal safety and the safety of others.

4.5 Occupational Health Safety & Environment Program

- 4.5.1 The OHSE Program of activities and procedures will implement the general provisions of this policy, and continually updated and effectively carried out. The program will relate to all aspects of occupational health safety & environment including;
 - i. OHSE training and awareness;
 - ii. Provision of information to employees, students,
 - iii. Contractors and visitors;
 - iv. Development of safe work procedures;
 - v. Emergency procedures and drills;
 - vi. Provision of OHS equipment, service and facilities;
 - vii. Regular workplace inspection and evaluations; and Reporting and recording of incidents, accidents, injuries and illnesses.

4.6 Environmental Monitoring and Aspects

- 4.6.1 Consideration under this policy shall include potential environmental aspects and impacts. Identifying pollution points or sources and devising control mechanisms to reduce its likely impacts shall be a key commitment of this University.
- 4.6.2 This institution shall embark on envisaging the "Reduce, Reuse and Recycle" strategy into its management plans. This is to comply with relevant legal requirements and key policies to mitigate any notable impacts.
- 4.6.3 Critically developing and implementing a waste management strategy that incorporates sound disposal options that are in line with industry best practices.
- 4.6.4 Utilizing the academic resources within the University to continuously identify innovative ways to reduce its carbon footprint.

4.7 Governance, management roles and accountabilities

4.7.1 Council

The Council, (established under Section 9 of Papua New Guinea University of Technology Act 1986, is ultimately responsible for the existence, monitoring and implementation of the Occupational Health and Safety Policy, under the Law on Occupational Health and Safety.

4.7.2 Vice-Chancellor

As Chief Executive Officer and exercises powers under Papua New Guinea University of Technology Act 1986, is also responsible for the implementation of this policy in terms of the necessary process systems and procedures on institutional level.

4.7.3 Head of Departments (HOD) & Managers

Campus Managements (through the Head of Departments, Managers and three affiliated institutions) are responsible for the implementation of this policy in terms of the necessary process systems and procedures on Department/divisions/campus level.

4.7.4 The OHSE Officer and respective OHSE Representatives

Are responsible for the administration, implementation and monitoring of the health and safety management system.

4.6.5 All PNGUoT Staff and Students

Under Occupational Health and Safety Laws all PNGUoT Staff and Students Are responsible for Occupational Health and Safety in their immediate workplace/ places of study, and any other areas of responsibility allocated to them.

4.8 Process for Incident Reporting

4.8.1 PNGUT recognizes that the health and safety of its employees/students is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimized.

4.8.2 PNGUoT understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimize the workplace accidents or dangerous occurrences.

4.8.3 PNGUoT to preventing workplace accidents and minimizing dangerous occurrences and will endeavor to:

- i. Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- ii. Investigate accidents to determine the root cause with the objective of preventing a recurrence;
- iii. Obtain statistical information about the accident or incidents;
- iv. Meet legislative requirements for reporting accidents and incidents.

- 4.8.4 All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the UOT medical Centre and Occupational Health and Safety Officer, Registry Department.

5. Related Policy Instruments

- 5.1 Work Place Harassment Policy

6. Schedules/Appendices

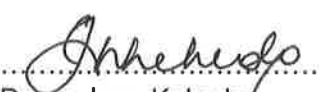
- 6.1 OHSE Program of Activities and Procedures

7. Related documents and legislation

- 7.1 *The Papua New Guinea University of Technology Act, 1986*

- 7.2 *Industrial Safety, Health and Welfare Act, 1961*

8. Approval Details

Policy Sponsor	Registrar
Approval Authority	Chancellor  Dame Jean Kekedo
Date for next Major Review (in accordance with the Policy on Policies)	November 2024

25/08/2022
Date

9. Revision History

Version	Approval date	Implementation date	Details	Author
HR_ER&PHSE_OHSEP 001	18/11/2021	18/11/2021	Policy established	OHS Officer

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