

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

CORPORATE HS POLICY



Organization and Arrangements for Health and Safety Policy Statement

1. ANNOUNCEMENT

Our developing Vision 2028 seeks to position AIMS as the top careers-led Campus in Sri Lanka, a place where the future of learning and work is advanced today and promise is realized. AIMS will help to enhance careers and lifestyles, as well as increase mental wealth, generate jobs, grow businesses, and link communities. Our pupils will improve their emotional, social, and physical intelligence, as well as their digital competence and cultural knowledge. To ensure the fulfillment of our goal, our Compliance and Risk Committee (CRC) will be completely linked with it. The CRC will aid in the development of an excellent, career-ready staff, as well as meeting specific health, safety, and welfare goals.

The CRC will help to produce an excellent, career-ready workforce, fulfill specific health, safety, and wellbeing demands for our civic engagement projects, provide a first-rate student and staff experience, and foster a vibrant research culture.

We declare our corporate responsibility for all health and safety issues as outlined in the Occupational Health & Safety Act no 38 of 2009 and any other relevant health and safety laws applicable to our operations. We shall maintain a working environment that ensures the health and safety of our employees, students, and others. We will not only comply with applicable regulations, but we will also take whatever proactive steps are necessary to prevent illness, injury, and loss, as well as to promote welfare, good practice, and continual progress.

This policy statement delegated management and functional tasks to help us achieve our Health and Safety goals. The Board of Governors, Vice Chancellor, Heads and Directors are committed to maintaining high standards. Our Health and Safety arrangements are comprised of this policy statement, as well as the sub-policies, advice, and procedures provided in the Health and Safety Handbook. In consultation with the Board of Governors, staff, and students, we will take all reasonably practicable steps to promote and maintain a positive safety culture and high standards of safety throughout our premises, paying special attention to and empowering our managers to achieve the following goals:

1. To guarantee that any important risks originating from our activities are identified and suitable control mechanisms are put in place, with relevant records kept;
2. To create and maintain a safe and healthy plant, structure, fabric, equipment, and working environment;
3. To base the design, operation, and maintenance of safe systems of work on good risk management concepts;
4. To give relevant and suitable information, teaching, training, and supervision to our actions.
5. To provide and maintain safe access and egress to and from all locations and places of work;
6. To monitor, assess, and audit the efficacy of health and safety plans and strategies;
7. To bring the yearly review of the Health and Safety Policy Statement to the attention of personnel.
8. Statement of Corporate Health and Safety Policy

2. RESPONSIBILITY FOR HEALTH AND SAFETY MANAGEMENT

Effective health and safety management requires everyone's dedication, cooperation, and effort. Identifying responsibility and accountability for health and safety within the institution is a critical component of both the safety management system and the creation of a strong safety culture.

All employees, whether in or out of management, are responsible for adhering to this Health and Safety Policy. Supervisors in labs, workshops, and practical classrooms, at any level, have a duty to guarantee that students' and staff's health and safety are not jeopardized. The responsibilities of school or service safety coordinators are outlined in this Health and Safety Policy. Managers are both accountable and liable for the health and safety of their employees and pupils.

Managers are both liable and accountable for the health and safety of their employees, students, and visitors under their jurisdiction. All personnel and students are responsible for their own health and safety, not endangering others, and completely cooperating with these health and

safety measures. Any work scenario that might represent an urgent and significant threat must be reported immediately by all employees to their line manager.

To implement or complement this policy and the additional information offered in the Health and Safety Handbook, all Faculties and Services must create their own documentation, processes, and procedures.

3. Implementation Organization and Arrangements

3.1 Board of Governance

The ultimate responsibility for creating a healthy and safe environment for its employees, students, and visitors rests with the Board of Governance. The Board of Governance has mandated that all faculties and services commit to full compliance with the standards of our Compliance and Risk Committee, as well as all related policies and procedures. The Board receives an annual report on all health, safety, and well-being issues.

3.2 The Compliance and Risk Committee

The Compliance and Risk Committee is accountable to the Board of Governance for ensuring, to the greatest extent possible, compliance with the Board's health and safety policy framework, as well as full management commitment. All Health and Safety reports are brought to the notice of the Board of Governance, as are frequent progress updates on follow-up activities.

The Compliance and Risk Committee serves as a venue for focusing communications and consultation on health, safety, and welfare issues, as well as providing leadership in effective health and safety management.

The terms of reference of the Compliance and Risk Committee require it to:

1. Have an effective safety management system in place and monitor compliance through audit and inspection reports;
2. Oversee that faculties and services hire workers with a focus on health and safety;
3. Ensure that personnel receive enough and relevant health and safety training, and those students are appropriately introduced in health and safety;

4. Maintain our legal duties and health and safety standards under review, and ensure that the BOG is fully informed of any important developments and their potential impact on AIMS;
5. Monitor and supervise the development and execution of health, safety, and welfare policies;
6. Promote best practices in safety systems and occupational health, including First Aid; and
7. Establish national standards for excellent health and safety practice at AIMS
8. Receive and review reports of accidents, incidents, and "near misses," ensuring appropriate corrective action is implemented and, if required, providing recommendations to the BOG for improved health and safety;
9. Keep an accurate record of all accidents and illnesses;
10. Receive and review minutes and reports from faculties, staff, students and coordinators and make recommendations to the BOG for improved health and safety;
11. Have the ability, through its Chair, to halt or suspend any activity or restrict the operation of equipment and machinery if such action is judged essential to avert serious harm or illness;
12. Publish an annual report to our Board of Management.

3.3 The Health and Safety Officer (HSO)

The Health and Safety officer reports to the Compliance and Risk Committee and his/her job is to help satisfy the duties under health and safety regulations. The HSO assists the Board of Management and their subordinates in the following:

1. Educates employees and management on all elements of general health and safety, fire safety, and occupational health, including updates on health and safety regulations and counseling those in charge of obtaining insurance for specific dangers.
2. Gives management advice and assistance so that they may take appropriate and prompt corrective action after being alerted to hazards with unacceptable levels of risk;
3. Provide adequate information, education, and training

4. Audits the efficacy of health and safety performance and ensures, if needed, that company policy is implemented;
5. Gives guidance on health surveillance; and
6. Serves as the point of contact with enforcement agencies.
7. Communicates with professionals, including referral for treatment and evaluation;
8. Compiles and reports on incident and ill-health statistics;
9. Creates an annual Health and Safety Plan in cooperation with the Compliance and Risk Committee; and
10. Supports and advises Heads of Faculties, as well as Directors of Service, in compiling and maintaining up-to-date health and safety records.

The Health and Safety Officer will have the right to stop or suspend any activity that poses a substantial imminent threat if required.

3.4 Faculty Heads and Service Directors

Heads and Directors are ultimately accountable for the health and safety of their departments, students, and visitors. They are the principal health and safety managers of AIMS in terms of achieving our health and safety objectives. They may, however, assign day-to-day administration of health and safety obligations to their Health and Safety Officer and other designated personnel. Heads and Directors must ensure that:

- a member, or members, of staff are nominated as "Faculty/Department Health and Safety Co-coordinator," and that AIMS Head of Health & Safety is informed in writing of the nomination, and that the name or names are displayed on noticeboards;
- They have nominated an appropriate number to reflect the size or complexity of the school or service;

- Such Health and Safety Co-coordinators and others with health and safety responsibilities have sufficient authority and resources to carry out their safety duties;
- The Health and Safety Co-coordinators have sufficient authority to act on behalf of the Head / Director, including the authority to halt activities that pose an immediate danger while an investigation is conducted.

4. Risk Evaluation

Health and safety risks are consistently assessed, and appropriate control measures are implemented in accordance with the Occupational Health & Safety Act No 38, 2009 as well as any additional relevant regulations. That work is not authorized to begin in any activity involving risks unless an adequate and sufficient risk assessment has been completed.

That work in any activity with attendant risks is not permitted to begin unless a suitable and sufficient risk assessment has been completed and appropriate control measures have been implemented;

Risk assessments are reviewed on a regular basis - risk assessment forms and related guidance can be found in the Health and Safety Handbook.

5. Inspection Groups

Faculty/Department inspections are conducted at least once per semester, with a record of all inspections and corrective actions kept for three years; and

Inspection team members are given adequate time to carry out their duties.

6. Arrangements on the ground

A written Faculty/Department Health and Safety policy and arrangements, outlining local health and safety arrangements, is current and in force;

Appropriate and timely remedial action is taken when hazards with unacceptable levels of risk are identified; and

An up-to-date set of health and safety records is maintained.

7. Accidents, Incidents, and Reporting Procedures

- i. The Head/Director must ensure that all incidents, accidents, dangerous occurrences, hazards, fires, malicious fire alarms, violent incidents, and ill-health are reported to the Head of Health & Safety on the appropriate form;
- ii. If facts of any reportable accident/incident are established, wherever possible, before the site is disturbed, or evidence removed; and
- iii. Ill-health, accidents, or incidents are investigated and recorded to ensure lessons are learned and preventive measures are implemented;
- iv. Accidents or incidents resulting in certain specified injuries and/or more than 7 days of sickness absence must be reported to the Compliance and Risk Committee. It is the Head/Director's responsibility to determine whether the accident or incident must be reported to the CRC.

8. Knowledge, Teaching, and Training

1. Adequate health and safety information and induction training are provided to both current and new employees;
2. Everyone who works in the faculty/department or service receives information on health and safety issues. This includes visiting lecturers, contractors, cleaners, and maintenance staff;
3. Students are given induction and relevant training in health and safety matters, including fire safety, which can be verified (e.g., by signing off);
4. Relevant safety information and instructions issued by the Health and Safety Officer are provided to all staff and students; and
5. Safety training needs are identified, and staff and students are provided with training relevant to their roles.

9. Consultation

Consultation to ensure efficient communication and proper consultation about health and safety with all employees and staff representatives. Our students and student representatives will be consulted where appropriate.

10. Staffing and supervision

Preparations for deputizing are developed to guarantee appropriate cover for staff absences, including ensuring that students have alternate supervision.

11. Fire

Safety measures and procedures are followed, and the fire evacuation method is conspicuously displayed at appropriate spots throughout the faculty/department and service areas, such as next to all fire alarm call points.

10. Electrical

All portable electrical equipment are examined, tested, and labeled on a regular basis (in line with current standards), and fixed installations are evaluated at least every five years.

Co-coordinators of School or Service Health and Safety

1. Procedures and policies

- be thoroughly conversant with the AIMS' Health and Safety Policy as well as their faculty or service's Health and Safety Policy;
- examine health and safety procedures within their area of responsibility on a regular basis.

2. Examine and revise Check that:

- safe working practices and procedures, as well as any necessary risk assessments for project work (especially for postgraduate students), are followed;
- adequate precautions are taken regarding any special hazard in, or about to be introduced into, the faculty or service; and
- plant, equipment, and processes are in good working order.
- that plant, equipment, and processes within their areas are maintained in accordance with any applicable statutory provision, and that staff and students are appropriately informed, instructed, trained, and supervised to avoid risks to their health and safety;

- that a high standard of housekeeping is maintained within their areas; and v. that adequate suitable personal protective equipment is available and used within their areas.

3. Examinations and investigations

- Statement performs or coordinates systematic health and safety inspections and accident investigations to detect dangerous or unhealthy working conditions or practices and to ensure that preventative action is proposed and pursued.

4. Consultation, connection, and communication

- Liaise with the Health & Safety Officer
- Advise and assist their Head/Director on any revision of the school or service health and safety policy;
- Disseminate health and safety information and reports and pass such reports to appropriate members of staff and students within their faculty or Service; act with the Head/Director's delegated authority in matters of urgency;
- Must refer promptly to their immediate supervisor/manager

5. Records

Keep proper health and safety records, as required by applicable legislative legislation, AIMS, or safety policy.

The Health and Safety of Students

We have H&S duties to our students, and Heads are responsible to ensure that students get enough information, teaching, and induction, as well as appropriate consultation and communication about safety issues where applicable. All students must take reasonable precautions to ensure their health and safety. They must follow the norms and regulations and work of AIMS with supervisors to fulfill their responsibilities. They must not intentionally or carelessly interfere with or misuse anything supplied for health and safety.

Minors on AIMS' Grounds

Children (under the age of 16) may be granted access to general teaching areas with the express permission of the relevant Department, but only in rare situations, with proper supervision, and where it does not disturb instruction. Employees' children may be brought to work, but only in extraordinary situations, with the agreement of the employee's line manager and after careful assessment of the effect on the danger level of the area in question. Staff and students have no entitlement to bring their children to AIMS; this is a privilege that may or may not be provided.

Except when children or young people have been left in the care of officially designated nursery staff, it is the obligation of parents/visitors to monitor and follow children and young people at all times when authorization has been granted by the Department. In any event, children must never be left alone on AIMS' grounds.

Children should not be permitted into potentially hazardous places such as labs and workshops unless they are part of an approved research project, visiting a faculty/department, or participating in open days. Wherever such open days or visits with children are held, a reasonable and sufficient risk assessment must be carried out, and appropriate control measures must be applied.

Everyone on the team

All employees are responsible for their own health and safety, as well as the health and safety of others who may be affected by their activities, and must:

- Follow health and safety policies and procedures, and support the implementation of safety arrangements;
- Not intentionally or recklessly interfere with anything provided for health and safety purposes;
- Report any failings in health and safety policies or procedures, or any situations or incidents in which they believe they or others are in immediate or imminent danger;
- Report all accidents and incidents to their line manager;
- Employ any equipment, material, or substance supplied as part of any training and/or instruction.

AIMS employees are required to report any incidents involving health and safety.

- Employ any equipment, material, or substance supplied as part of any training and/or instruction.

Any health and safety issues that AIMS personnel are unable to handle immediately must be reported to their line manager, Head/Director, or Health and Safety Officer. They may then submit any such issues that cannot be handled locally to the Compliance and Risk Committee and then to the BOG.

REVIEW

This Policy is reviewed at least once a year, and any modifications are communicated to all employees.

SUB-POLICIES AND CODES OF PRACTICE IN HEALTH AND SAFETY

AIMS creates extensive sub-policies and codes of practice as appendices to this policy, some of them are given below:

- Procedures for Reporting Accidents and Dangerous Occurrences
- Asbestos
- Contractors
- Legionellosis Control
- Control of Substances Hazardous to Health
- Faculty/Department/ service inspections
- Display screen equipment (DSE / VDU)
- Electrical safety
- Emergency procedures
- Extracurricular and weekend activities on AIMS' premises
- Fire and Evacuation procedures for wheelchair users & others with restricted mobility
- First aid
- Health and Safety law (general)
- Late working in Laboratories and Unattended Experiments
- Handling by hand
- Office safety

- Work permit system
- Personal security
- Risk assessment
- Smoking
- Working alone
- Working at heights
- Working at home

Heads/Directors may need to establish specialized codes of practice (CoP) to handle distinct dangers in their domains if generic policies and codes of practice do not fully cover them. This may involve a stricter implementation of current CoPs in potentially high-risk locations such as laboratories and workshops. On request, the CRC can assist in the development of such CoPs: