



POLICY NUMBER: 1

OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY

Prepared by: Division of Estates and Facilities

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1. POLICY STATEMENT OF INTENT

The Fiji National University is committed to providing an excellent working and learning environment for its employees, students, visitors and stakeholders in and within the precincts of the University. This policy aims to assist staff and students to understand their responsibilities concerning health, safety, and wellbeing at the University.

The University will, within all its powers:

1. Comply with the requirements of the Health and Safety at Workplace Act 1996.
2. Ensure that the Health & Safety Program and Procedures are effectively implemented and regularly updated.
3. Provide and maintain buildings, facilities, equipment, and systems of work that are safe and do not pose undue risk to the health of individuals within the precincts of our campuses.
4. Provide relevant information, directives, training, and supervision necessary to ensure the health and safety of staff, students, visitors, contractors and members of the general public at the university are protected and enhanced.
5. Ensure the efficient dissemination of information to all stakeholders to prevent the escalation of health and safety risks within the precincts of the University.
6. Promote wellness through targeted initiatives for staff and students.
7. Ensure the regular monitoring and review of the University's OHS Policy.

8. Ensure that all hazardous chemicals and materials are safely managed to safeguard the students and staff from injury and the assets of the University and its surrounding environment from contamination.
9. Promote safety leadership and an organizational culture where health and safety are an integral part of management, work, study and research.
10. Maintain communication and consultation on work health and safety with staff, students, and health and safety representatives to improve workplace safety and injury management standards.
11. Implement a process to monitor and audit the safety and suitability of our infrastructure and facilities, ensuring that Occupational Health and Safety and National Fire Authority standards are met.

2. OCCUPATIONAL HEALTH AND SAFETY (OH&S) STATEMENT

2.1 Fiji National University:

- 2.1.1 Is committed to ensuring a safe and healthy working environment for all its employees, students, contractors and visitors.
- 2.1.2 Recognizes that in carrying out any task, the prevention of injury and ill health is equally important as all other aspects of the work.
- 2.1.3 Recognizes that its managers and supervisors have primary responsibility for providing and maintaining a working environment that is safe and without health risks.
- 2.1.4 Is committed to supporting the roles of the OHS Committee Chairperson and safety representatives.
- 2.1.5 Will plan and adapt a systematic risk management approach to identifying, assessing, and eliminating risks and hazards and implementing control measures.
- 2.1.6 Will provide effective support to staff and students to optimize recovery in the event of related injuries and the management of workers' compensation claims promptly and equitably.
- 2.1.7 Will develop a database risk register which is kept and updated for all records of critical incidents, injuries, or hazard been identified, assessed and ensure appropriate control measures are adopted.
- 2.1.8 Will develop and deliver ongoing training and promote awareness campaigns for safety, health, wellness and hygiene issues to staff and the students.



3. VICE-CHANCELLOR

The Vice-Chancellor is accountable for the implementation of this policy and responsible for:

- The management of health and safety and the implementation of the University's Health & Safety Policy.
- Reporting issues related to the management of health, safety and welfare to the FNU Council as and when required.

The Vice-Chancellor delegates management responsibility for health and safety to members of the Executive.

4. SENIOR LEADERSHIP TEAM

The Fiji National University's Senior Leadership Team is responsible for the implementation of this Policy. It acknowledges its obligations to:

- Provide and maintain a workplace that is healthy and safe.
- Continuously consult staff, student representatives and experts on the development, promotion, implementation and evaluation of an effective health and safety program.
- Provide the necessary training and awareness of OHS matters to all staff and students.
- Provide appropriate resources to meet the OHS statutory requirements of the University.
- Promote wellness through the provision of resources and development of specific programmes for all staff and students.

5. MANAGEMENT & SUPERVISORS (RESPECTIVE HEAD OF CAMPUS AND HEAD OF SCHOOLS)

All managers and supervisors are equally responsible and accountable for the safety of all individuals working under their supervision. All staff must ensure they adhere to the OHS requirements of the University, and work within the scope of their authority to take all practical measures to ensure that:

- Substances are used properly, and plant/equipment is in safe working order and maintained to a high standard.
- Information, induction and on-the-top job safety training are provided, ensuring that safe work procedures are clearly understood and consistently observed.
- Staff follow instructions and do not put others at risk.
- The tasks required for the successful implementation of the organization's OHS management programmes are undertaken.

- All plant, substances, and work systems used are suitable for their intended purpose in the workplace and meet safety requirements.
- Adequate training, information, instruction, and supervision are provided so that work is conducted safely.
- Contractors and visitors are made aware of safety procedures.
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity.
- The attention of senior leaders is promptly brought to any relevant health and safety issues.
- All accidents and injuries are properly recorded and reported, and an investigation is carried out to determine causal factors.
- Safe access to and exit from the workplace are maintained at all times.
- Develop effective channels of communication for their staff and conduct regular risk assessments and maintain the risk register.

6. EMPLOYEES

All respective employees are responsible and will be held accountable, within the scope of their authority, for taking all practical measures to ensure that they:

- Carry out their duties in a manner that does not adversely affect their health and safety or that of others.
- Cooperate with measures introduced in the interests of workplace health and safety.
- Undertake any training provided concerning OHS.
- Immediately report all matters which may affect workplace health and safety to their supervisor.
- Correctly use any information, training, personal protective equipment, and safety devices provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report to their immediate supervisors any defects in the plant, machinery, equipment, slip/trip hazards, or system of work.
- Undertake only those tasks for which they have authorization and/or necessary training, and for which all necessary safety arrangements are in place.

7.CONTRACTORS, VISITORS, AND STUDENTS

- a. All contractors engaged to perform work on any of FNU sites must as part of their contract sign off on a checklist regarding OHS safety policies, procedures and programs, before, at the start of, during, and after the contract.
- b. Failure to comply will be considered a breach of contract and sufficient grounds for termination of the contract.
- c. All visitors and students are expected to follow OHS policies and procedures whilst on the premises and not to adversely affect their health and safety or that of others.
- d. All students taking part in university teaching and other curriculum activities must take care of their health and safety and the health and safety of others. They must comply with university policies, safe systems of working and safety procedures and immediately report hazardous conditions to their teaching supervisors or staff.

8.DEPUTY DIRECTOR OPERATIONS

The Deputy Director Operations is responsible for:

- a. Ensuring that the physical infrastructure, facilities, and services within the University are safe and fit for the purpose.
- b. Maintaining relevant statutory compliance requirements including fire safety compliance and obligations.
- c. Ensuring that all risks are identified, assessed, and mitigated.

9.DIRECTOR ESTATES AND FACILITIES

Director Estates and Facilities is responsible for administering the efficient and effective implementation of the OHS Policy.

10. MANAGER OCCUPATIONAL HEALTH AND SAFETY

The Manager OHS is responsible for:

- a. Defining the risk profile of the University, by conducting risk and safety inspections and audits to ensure appropriate risk response strategies are implemented.
- b. Providing advice, guidance, and support to the University and ensuring that all relevant compliance and legislative requirements related to OHS are met.

Division of Estates and Facilities

- c. Working in close collaboration with respective OHS Chairpersons, campus representatives, and Student Association on all OHS matters including assistance and engagement through training and awareness programs.
- d. Providing the OHS report on compliance, inspections, risks, and performance to the Senior Leadership Team through the Director of Estates and Facilities.
- e. Representing the University on all OHS-related matters with the relevant Ministries, statutory authorities, and other agencies when required.
- f. The Manager OHS, in consultation with the Vice-Chancellor may suspend or cancel any work activities, programmes, or projects deemed to be an imminent threat or possess a serious risk to the health and safety of people.
- g. Assisting the Division of Human Resources on matters relating to accident and compensation cases, and any investigations or audits required.
- h. Leading the planning and organization of campus fire drills and emergency simulation exercises, as well as training and awareness programs for staff and students.
- i. Ensuring that all fire safety programmes and compliance are adhered to by the University at all times and that all buildings have emergency evacuation plans placed with proper signage.
- j. Ensuring that all matters relating to the handling, storage, and disposal of chemical waste are undertaken following all legislative and environmental requirements.
- k. Promoting safe systems of work by creating and maintaining an effective health and safety culture.
- l. Ensuring that all campuses/centres have nominated OHS Chairpersons, who provide monthly OHS inspection reports.

11. OCCUPATIONAL HEALTH AND SAFETY OFFICER/REPRESENTATIVES

The Occupational Health and Safety officer/Reps will promote and support all areas of occupational health and wellbeing:

- a. To work closely with respective campus staff and student reps on all related matters to Health and safety matters.
- b. To provide assistance and guidance to the Division of Human Resources on matters related to accidents, compensation claims, injuries, or cases of OHS non-compliance.
- c. To help with the assessment, procurement and distribution of all safety gear or Personal Protective Equipment (PPE).
- d. To assist with the provision and management of all campus first aid kits, safety training and emergency fire drills on campus.



- e. To ensure that relevant safety inspections and audits are undertaken on each campus and that any non-compliance matters are reported.

12. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

To implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out. The program will relate to all aspects of occupational health and safety including:

- i. OHS training and education.
- ii. Provision of information to employees, students, contractors, and visitors.
- iii. Development of safe work procedures.
- iv. Emergency procedures and drills.
- v. Provision of OHS equipment, service, and facilities.
- vi. Regular workplace Inspection and evaluation of building safety plan.
- vii. Reporting and recording of incidents, accidents, injuries, and illnesses.
- viii. Provision of fire safety inspections, training, and achieving compliance with statutory requirements.

13. APPLICATION

This policy applies to all the University's worksites, including campuses, centres, and any other worksite whether temporary, permanent, or where the university has a presence.

14. REVIEW

The policy will be regularly reviewed following every related legislative or organizational change, and/ or as and when required.

15. RELATED POLICIES, PROCEDURES, AND FORMS


- * Incident Management Policy
- * Incident Management Plan
- * Business Continuity Planning Framework
- * Risk Management Framework
- * Asset Maintenance Policy



- * SOP for Critical Incident
- * SOP for Handling and Disposal of Hazardous Material and Chemicals
- * Capital Project Policy
- * Facilities and Space Management Policy

Contact for Further Information

If you have any queries regarding the content of these procedures or need further clarification, contact the Manager OHS & Emergency Management: MOHSE@fnu.ac.fj and the Director Estates and Facilities: def@fnu.ac.fj



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