



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



OCCUPATIONAL HEALTH AND SAFETY POLICY AND OPERATIONAL PROCEDURES

AUGUST, 2025

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ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immuno Deficiency Syndrome
DAHRM	Director of Administration, and Human Resource Management
DP-PFA	Deputy Principal Planning, Finance and Administration
DTC	Dar es Salaam Teachers' College
DUCE	Dar es Salaam University College of Education
DARUSO	Dar es Salaam University Students' Organisation
EIA	Environmental Impact Assessment
HIV	Human Immunodeficiency Virus
KIU	Kampala International University
MSDs	Musculoskeletal Disorders
NCDs	Non-Communicable Diseases
OHS	Occupational Health and Safety
OHSS	Occupational Health and Safety Standards
OSHA	Occupational Safety and Health Authority
PPE	Personal Protective Equipment
PSRP	Public Service Reform Programme
TANESCO	Tanzania National Electrical Supply Company
THTU	Tanzania Higher Learning Institutions Trade Union
TPA	Tanzania Ports Authority
URT	United Republic of Tanzania
UDASA	University of Dar es Salaam Academic Staff Assembly

FOREWORD

The DUCE Occupational Health and Safety Policy provides an opportunity for effective implementation and coordination of health and safety activities within the institution. However, its successful execution requires a comprehensive institutional and legal framework, adequate resources, and commitment of all members of the College community.

This policy has been developed to guide occupational health and safety issues within the College by providing strategic approaches that align with long-term institutional goals. The College must strive to ensure that the community remains healthy by establishing strategies that proactively address occupational safety concerns to prevent long-term complications.

I urge all members of the College community to adhere to safety regulations in their respective work areas. Additionally, I encourage staff, students, and service providers to actively participate in the implementation of this policy to ensure its effectiveness.

The College Management is dedicated to ensuring that its community and visitors remain healthy and safe from occupational hazards. Furthermore, in cases where health and safety concerns arise, the College is committed to providing a clear framework and necessary resources to address these issues promptly without disrupting core institutional functions.

Prof. Stephen Oswald Maluka
Principal
July, 2025

CHAPTER ONE

OVERVIEW, POLICY ENVIRONMENT AND RATIONALE

This chapter is organized into several sections which correspond to the over view of occupational safety and health; description of the policy environment; rationale; guiding principles; objectives; scope and definition of the key terms used in the context of this policy.

1.1 Occupational Safety and Health: An Overview

Occupational health and safety is a multidisciplinary field that focuses on the health, safety and welfare of people at work. It is a discipline that deals with prevention of work-related injuries and diseases as well as protection and promotion of the health of the employees. It also aims at improving working conditions and environment.

In Tanzania, occupational health and safety services are important for sustainable development of the country, as they reduce occupational accidents and diseases which can have huge economic burden to individuals, enterprises and the nation as a whole. Therefore, improving the health and safety of workers will significantly increase productivity at workplaces and also encourage more investments, increase job creation, trigger higher morale and job satisfaction hence industrial harmony.

Since independence in 1961, occupational health and safety standards in Tanzania were guided by the Factories Ordinance Cap. 297 of 1950. During that time, the emphasis on occupational health and safety was centred on factories alone; and there were no policy and appropriate programmes to enhance promotion of occupational health and safety at other workplaces. However, after nationalization in 1967, most of the factories were owned and managed by the Government. Nevertheless, enforcement of occupational health and safety standards was not effective due to the fact that the Government played the roles of employer, enforcer and regulator. Therefore, shortcomings in occupational health and safety were not well redressed.

After the introduction of privatization policy in 1990s, most of the factories were privatized. The management which took over did not consider occupational health and safety matters as important as other production goals, particularly financing of accident prevention. Moreover, privatization introduced new and diverse technologies which added more challenges in the field of occupational health and safety while standards remained the same.

In view of the shortcomings observed, the Government through the Public Service Reform Programme (PSRP) established Occupational Safety and Health Authority under the Executive Agency Act No. 30 of 1997. OSHA was officially launched on the 31st August, 2001, with a view to improving the health and safety of workers at all workplaces through enforcement and promotion of occupational health and safety practices. Improvement of health and safety at work reduces accidents and occupational diseases, which ultimately achieves better productivity.

The establishment of the Agency was followed by enactment of the Occupational Health and Safety Act in the year 2003 to repeal the Factories Ordinance. This Act broadened the scope of application to cover all workplaces. Occupational health and safety matters are cross cutting and therefore need holistic approach in their management. This has necessitated the need to have an occupational health and safety policy which will provide a broad framework to guide occupational health and safety programmes and activities at the College as a workplace.

1.2 Policy Environment

The principles that inform this policy are consistent with underlying international labour standards, particularly the International Labour Organisation Convention 155 of 1981 which deals with occupational safety and health and working environment; which is also ratified by Tanzania. Since then, Tanzania has localised most of its provisions especially through its Occupational Health and Safety Act 2003 and the National Occupational Health and Safety Policy of 2009.

The genesis of the Dar es Salaam University College of Education can be traced back to 1965 when it was established as the Dar es Salaam Teachers' College (DTC). Later, DTC was transformed to a Constituent College of the University of Dar es Salaam (UDSM) through Government Notice No. 202 published on 22nd July 2005, under Section 55 (1) of the University of Dar es Salaam Act No. 12 of 1970. The Order came into operation on 1st September 2005. DUCE is located on Plot No. 324 and 325 Block 'T' at Chang'ombe in Temeke Municipality, Dar es Salaam Region, about 5 Kms from the City Centre via Kilwa Road. The College owns various infrastructures including buildings where its daily activities are conducted.

By June, 2024, the College staffing included 606 employees, out of whom 260 were females (43%) and 346 were males (57%). The current College students' population is 5,797 which includes undergraduate and postgraduate students. The College also runs demonstration schools which accommodate 110 pre-school children, 934 primary school pupils and 630 Secondary School students.

Furthermore, the College serves a large number of community members whose need for safety and health cannot be underrated in order to achieve its goals. In addition, depending on the nature of their routine activities, some staff may be at an increased risk of suffering from occupational related diseases. It is, therefore, important that their safety is well guided and taken care of.

This Policy is intended to achieve one main objective and eight specific objectives which will be realized through thirteen policy priority areas. Further to that, the Policy stipulates the institutional arrangements for its successful implementation. While the College has various policies addressing health and safety concerns, there has been a need for a consolidated Occupational Health and Safety Policy to enhance consistency and comprehensiveness. This policy provides a structured approach to ensuring workplace safety and health. This Policy is organized into four chapters. Chapter one contains the introduction and institutional overview, rationale, scope, legal framework and objectives. Chapter two provides the situational analysis; Chapter three covers major policy areas, policy issues, policy statement and implementation strategies. Chapter four covers the implementation arrangement, monitoring and evaluation.

1.3 Rationale

Employers are legally required to maintain occupational health and safety standards. Although DUCE has been addressing OHS issues through different policies, there has been no dedicated framework to guide these efforts. For example, issues related to health are covered in two policies, namely the Health Services Policy (2023) and Operational Procedures and the HIV/AIDS and Non-Communicable Diseases Policy (2022). At the same time, issues that are understood as

disastrous are handled through the DUCE Disasters Policy (2022) while issues that are cross-cutting such as gender equality, inclusion, induction of new employees in their respective jobs are handled by different policies, including DUCE Gender Policy and Operational Procedures (2023), DUCE Environmental Policy and Operational Procedures (2023) and DUCE Staff Regulations, 2022. For this reason, there are high chances of being inconsistent in operation while overlooking some occupational health and safety matters. Having these issues handled under one respective umbrella, which is the Occupational Health and Safety Policy, will not only harmonise and include all occupational health and safety matters under one umbrella but also improve consistency and process in handling the matters. This policy harmonizes all OHS-related matters, providing clear guidelines for their prevention and management.

1.4 Guiding Instruments

1.4.1 Occupational Health and Safety Act 2003

This Policy has been developed in compliance with the Occupational Health and Safety Act, 2003. According to Section 96 of the Act, any employer with more than four employees in a workplace is required to prepare a written policy that outlines the protection of employee health and safety, including details on how it will be implemented. Furthermore, the employer must develop guidelines for implementing the contents of the policy, display the policy prominently within the workplace and distribute copies of both the policy and guidelines to all employees.

Under Section 95 of the Act, the employer is obliged to take all reasonably practicable steps to ensure the health, safety and welfare of all employees at work, as well as to provide for the rehabilitation of any employees who are affected. Additionally, Section 93 of the Act mandates that all employees in the workplace must use the tools and equipment provided to ensure their health, safety and welfare.

Therefore, the Occupational Health and Safety Act, 2003 sets out the requirements and standards for ensuring safe working conditions, preventing workplace accidents and protecting workers' health.

This Policy serves as an institutional framework for planning and sustainably managing occupational safety and health issues in a coordinated, holistic and adaptive manner; taking into consideration the prevailing and emerging safety and health challenges.

1.4.2 Workers' Compensation Act, [CAP.263 R.E 2015]

The Act deals with the compensation of employees who suffer injuries, disabilities or death as a result of work-related accidents or occupational diseases by compensating affected employees or their dependants. Under Section 46 of the Act, employers, including universities, are required to compensate employees who experience work-related injuries or illnesses. This section establishes the employer's responsibility for ensuring that affected workers receive appropriate compensation for their injuries or diseases arising from their employment.

Section 34 of the Act obligates employers to report any workplace accidents to the Workers' Compensation Fund within a designated timeframe. This requirement ensures that all incidents are properly documented and addressed, facilitating timely support for injured employees.

1.4.3 The Environmental Management Act, 2004

The Environmental Management Act addresses environmental factors that can have significant implications for the health and safety of workers. Employers are required to ensure that their operations comply with the environmental standards set out in the Act to protect both the environment and the health of their employees. Some of the related provisions of the Act include: Section 8, which requires any project or activity that may have a significant impact on the environment, including those undertaken by universities, to undergo an Environmental Impact Assessment. This includes the management of hazardous materials and waste on university campuses. Similarly, Section 107 imposes obligations on institutions, including universities, to control pollution and manage waste in a manner that does not endanger health or the environment.

1.4.4 DUCE Staff Regulations, 2022

These Staff Regulations were established to provide fair and impartial solutions to all routine issues related to service administration. Regulation 124 requires the College to take all necessary measure to ensure that occupational safety standards are upheld and maintained, in order to prevent any unnecessary health risks. Additionally, the College will, when necessary, facilitate annual medical checkups for every employee. Furthermore, each employee is responsible for taking all reasonable precautions, in accordance with current health practices, to protect their own health.

1.4.5 DUCE Health Service Policy and Operational Procedures, 2023

Section 5.5 stresses the importance of ensuring prevention of and protection against injuries and illness and promotion of safe and healthful actions and attitudes.

1.5 Policy Goal

The aim of this policy is to outline the principles and provisions that would guide the College towards becoming universally compliant with occupational health and safety to laws and regulations. The policy offers an overarching framework for promoting occupational health and safety standards. It does this by designating appropriate structures, guidelines and processes that guide the overall undertaking in issues related to occupational health and safety within the College premises.

1.6 Objectives

The Policy is intended to achieve one main objective which will be realized through thirteen policy priority areas. Generally, the Policy is intended to create and maintain a safe and healthy environment for all employees, students and service providers. Specifically, it is intended to:

- i. minimize the risks of injuries, illnesses and accidents within the College premises;
- ii. ensure that the College complies with all applicable occupational safety and health regulations and standards, both at the national and institutional levels;
- iii. foster a culture of safety across the College, where safety practices are integrated into daily operations and where everyone is aware of their role in maintaining a safe environment;

- iv. establish a clear and accessible system for reporting accidents, incidents and near misses, along with procedures for investigating these events to prevent future occurrences;
- v. develop comprehensive emergency preparedness and response plans that can be effectively implemented in case of emergencies, such as fires, chemical spills, or natural disasters;
- vi. improve the ergonomic design of College work facilities, reducing the risk of musculoskeletal disorders and other injuries associated with poor workplace design;
- vii. prioritize the health and safety of vulnerable groups within the College, such as staff and students with disabilities, ensuring that they are protected and accommodated in all safety procedures; and
- viii. establish mechanisms for continuous review and improvement of safety policies and procedures, ensuring they remain effective and relevant to the College needs.

1.7 Scope of the Policy

This policy applies to all DUCE staff and students, and may also extend to individuals who have a contractual work relationship with DUCE, including service providers. Each member of the College community has a responsibility of familiarizing oneself with this policy to ensure that their conduct does not violate the principles and the spirit of this policy. In this respect, this policy applies to Dar es Salaam University College of Education as a whole; that is, the physical and non-physical environment of living, learning and teaching, which includes the academic, co-curricular and community spaces.

1.8. Benchmarking

In the course of development of this policy, various existing policies at the National and Institutional level have been taken into consideration. Similarities of working environment and hence the likelihood of occurring or possible implementable preventive strategies for occupational related injuries or diseases are essential factors in determining areas and strategies that can be adopted from other institutional policies. The United Republic of Tanzania Safety and Health Policy 2009 has been used to prepare the general framework of the College Safety and Health Policy. In addition, major areas of the policy were derived from the review of other institutional policies that operate in a similar environment to the College. These Policies include the KIU Safety and Health Policy 2019 and TANESCO Occupational Health and Safety Policy (3rd Ed) (2023).

1.9 Definition of Key terms

Accident	Means an event arising out of and in the course of an employee's employment resulting in an injury, illness or death of the employee
College	Dar es Salaam University College of Education
Contractor	Means any person engaged or contracted as such by an employer to perform independently any task for and on behalf of the employer
Danger	Means any injury or damage to persons, property or environment
Employee	Means person who is employed by Dar es Salaam University College of Education
Employer	Means Dar es Salaam University College of Education
Environment	Includes the physical factors of the surroundings of human beings, including air, land, water, climate, sound, light, odour, taste, micro-organism, the biological factors of animals and plants, cultural resources and the social-economic factors of aesthetics which include both the natural and the built environment and the way they interact
Environmental health	Means and comprises aspects of human health and disease that are determined by factors in the environment
Gender	Means the male or the female sex, especially when considered with reference to social and cultural differences rather than biological ones
Hazard	Means a source of or exposure to danger
Hazardous substance	Means any chemical, waste, gas, medicine, drug, plant, animal or microorganism which is likely to be injurious to human health, life or the environment
Hazardous waste	Means any solid, liquid, gaseous or sludge waste which by reasons of its chemical reactivity, environmental or human hazardousness, its infectiousness, toxicity, explosiveness and corrosiveness is harmful to human health, life or environment
Health and safety equipment	Means any article or part thereof which is manufactured, provided or installed in the interest of the health or safety of any person, property or environment
Occupational disease	Means any disease arising out of or in the course of employment
Occupational health	Includes occupational hygiene, occupational medicine and biological monitoring
Risk	Means the probability that injury of or damage to person, property or environment will occur
Risk assessment	Means the evaluation of the direct and indirect risks to human and animal health, the environment, biological diversity and to the socio-economic conditions and ethical values of the country or its populace which may be posed by the import, contained use and deliberate release
Supervisor	Means a person who supervises activities or people, especially workers or students

Waste	Means any matter whether liquid, solid, gaseous or radioactive, which is discharged, emitted or deposited in the environment in such volume, composition or manner likely to cause an alteration of the environment
Worker	Means an employee or a self-employed person, and for such purpose an employer or a self-employed is deemed to be at work during the time that they are in the course of employment.
Workplace	Means any premises or place where a person performs work in the course of their employment

CHAPTER TWO

SITUATIONAL ANALYSIS

The College conceptualizes occupational health and safety as paramount in realising the mission and vision of the College. As an organisation, the College has a lot of activities and interaction and thus, occupational safety and health are inevitable. Some of occupational hazards which may occur at the College include injuries and accidents to staff while carrying out their routine activities. However, since its existence, the College has been operating without having in place an Occupational Safety and Health Policy to guide matters related to occupational hazards. The Directorate of Administration and Human Resource Management in liaison with the Health Centre and Estates and Works Management Unit have been undertaking occupational health and safety measures at the College. The following sections describe major areas and their challenges pertaining to occupation health and safety at the College:

2.1 Health and Safety Induction and Training

Health and safety induction is an important component when welcoming new employees to the organisation and preparing them for their new role. It ensures workers are fully informed about the organisation and are aware of their work and responsibilities, along with the risks and hazards that may come with their job. It also serves as a starting point for an organisation to introduce a culture of safety in the workplace. In addition, similar training is important to the existing employees in order to refresh and enhance safety at work place.

Employees without proper safety induction and regular training tend to have a higher tendency for negligence or non-adherence to health and safety regulations. Moreover, such employees are also prone to injuries and fatalities because of misinformation or inadequate knowledge to properly deal with hazards in the work place. Although the College regularly conducts induction seminars for new employees and some training on health, they are often not comprehensive; and the occupational safety component is not addressed.

2.2 Accident Reporting and Recording

The importance of reporting and recording occupational accidents, as stipulated in the Occupational Health and Safety Act, 2003, section 101 (1) (c), cannot be underestimated. Proper recording and surveillance of occupational accidents and hazards serve as key indicators for improving hazard prevention strategies. Under-reporting and under-recording of occupational accidents are common challenges at both the organisational and individual levels. This phenomenon distorts the true picture of health and safety within organisations.

To address consistent occupational accidents and combat under-reporting and under-recording, collaborative efforts are essential among members to create a safer environment. The College experiences various challenges in reporting and recording of accidents due to low awareness among staff and inadequate system for reporting and recording occupational accidents.

2.3 Constructions Works

In construction industry, health and safety guideline is particularly important for construction workers as it helps to recognise and protect them against health and safety hazards. Everyone in workplace has a direct responsibility for health and safety, and each workplace on a construction project has certain duties and responsibilities that make it a safe and healthy workplace.

Construction workers provide vital services, but they are prone to many risks. Environmental factors like excessive noise and airborne contaminants pose serious health risks. According to statistics taken in different construction sites, some common risks observed depending on site conditions include; slips, trips, falls, burns, electrical incidents and material handling injuries. Therefore, effective risk assessment and management are pivotal to maintaining a safe construction environment. Identifying potential hazards early on is crucial for preventing accidents and ensuring the well-being of all personnel on site.

2.4 Access to Premises and Safety Meetings

Uncontrolled access to any institution premises may be associated with high level of insecurity to that community. The Security Services Unit is responsible for issuing permits to enter College sites and premises. In addition, safety meetings are opportunities for workplaces to introduce safety requirements, reinforce safety standards and increase employee awareness of potential risks. A productive safety meeting can solidify and clarify expectations for new and current employees, which can help College avoid any harmful situations and remind employees of the best practices. Although the College uses security officers to control access at different points, procedures for screening entrants to the premises are weak. Furthermore, safety meetings at the College are not regularly conducted in conformance to the OSHA regulations.

2.5 Staff Working Regulations

Staff working regulations are rules and guidelines set by the College to outline the responsibilities, expectations and procedures for employees while they are on the job. These regulations cover various aspects related to health, safety, conduct and performance to ensure a productive and safe work environment for everyone involved. Some of these College regulations include; Health Services Policy (2023) and Operational Procedures; the HIV/AIDS and Non-Communicable Diseases Policy (2022); Disasters Recovery Policy (2022); Gender Policy and Operational Procedures (2023), Environmental Policy and Operational Procedures (2023) and DUCE Staff Regulations, 2022. These regulations comprise a wide range of measures aimed at preventing accidents, injuries and illnesses, as well as promoting a culture of safety and well-being at the College. However, the existing guidelines are not effectively enforced, and some have not covered aspects of safety protocols.

2.6 Occupational Health and Safety Manual

A health and safety manual in a workplace serves as a comprehensive guide outlining policies, procedures and guidelines to ensure the well-being of employees and visitors. It typically covers areas such as risk assessment, training, emergency procedures, personal protective equipment, handling of hazardous material and incident reporting. The manual aims to promote a culture of safety, to prevent accidents and injuries, and ensure compliance with relevant regulations. The College lacks a comprehensive health and safety manual hence employees may not be aware of potential hazards or how to mitigate them, thus increasing the likelihood of accidents and injuries.

2.7 Personal Protective Equipment (PPE)

Personal protective equipment in a workplace refers to various types of specialized equipment worn by employees to protect themselves from workplace hazards and prevent injuries or

illnesses. In a College setting, where employees may be exposed to different types of risks depending on their roles and activities, the need for PPE is crucial. PPE in a workplace includes items such as gloves, goggles, helmets, masks, safety footwear and protective clothing, designed to protect workers from hazards and injuries in their specific work environments. Employers are typically responsible for providing appropriate PPE and ensuring its proper use and maintenance to ensure workers' safety. The awareness level for some staff on the importance of PPE in their place of work is low and therefore may expose themselves to hazardous environment unnecessarily. Additionally, supply of PPE is required to be consistent.

2.8 Risk Assessment

Risk assessment at workplace is the process of evaluating the risk to the health and safety of workers while at work arising from circumstances of the occurrence of hazards at workplace. Once risk assessment is done, it is possible to decide upon the most appropriate action to be taken to minimise the likelihood of anyone being hurt by either burning, falling, or cutting, or acquiring illness or disease related to occupational health hazards. DUCE is legally obliged to make suitable and sufficient assessments of the risks to the health and safety of all workers who may be affected by the College undertakings

Currently, enough measures at the College have not been taken to ensure risks are assessed and managed; or risk assessment is carried out to enable risk management and decision to be made.

2.9 Disasters and Emergencies

Emergencies and disasters can strike anywhere and at any time bringing workplace injuries and illnesses with them. Employers and employees may be required to deal with an emergency when it is least expected and proper planning before an emergency is necessary to respond effectively. The best way to protect employees is to expect the unexpected and to carefully develop an emergency action plan to guide everyone in the workplace when immediate action is necessary. The building failure, fire outbreaks and chemicals explosion are possible eminent dangers the College community may face. However, clear and practical measures to deal with disaster and emergencies at the College are inadequate and the existing guidelines are not effectively enforced. Planning in advance helps ensure that everyone knows what to do when an emergency occurs.

2.10 Office Safety

This refers to the working environment within the College offices and it encompasses all factors that impact the health, wellbeing and safety of those who work there. According to Staff Regulations (2022) (R.124) and Public Service Regulations (2022) Regulation 105 (1) and (2), the College is required to take all reasonable precautions to ensure occupational safety standards are observed and maintained in order to avoid unnecessary health hazards and to facilitate, where necessary, annual medical check-up for every employee in the College. The Staff Regulations also require that every employee take all reasonable precautions in accordance with the modern health practices for proper protection of their health. Furthermore, all employees are required to be responsible in maintaining cleanliness of their working environment. Low awareness among DUCE community and inadequate enforcement of existing guidelines is likely to compromise with office safety.

2.11 Gender, Impairment and Disabilities

Addressing gender-related impairments and disabilities in the workplace requires a comprehensive approach that includes inclusive policies, a supportive environment, and increased awareness of diversity and inclusion. Key measures include ensuring accessibility, offering flexible work arrangements, conducting sensitivity training, and promoting equal opportunities regardless of gender identity or disability.

When incorporating gender-related impairments and disabilities into health and safety policies at the College, it is essential to ensure inclusivity and accommodate diverse employee needs. This involves providing accessible facilities such as ramps and elevators, implementing disability-sensitive emergency evacuation plans, accommodating specific health conditions, and training staff to support colleagues during emergencies. Additionally, policies should address workplace harassment and discrimination to foster a safe and respectful environment.

Gender differences in workplace health and safety are often overlooked, as gender is typically quantified rather than assessed qualitatively. While occupational hazards impact men and women differently, awareness of these disparities remains limited. Traditional health and safety efforts have mainly focused on visibly hazardous jobs, often performed by men, while neglecting women's occupational health issues, such as work-related stress and musculoskeletal disorders. Women are particularly vulnerable to psychosocial risks, including stress, burnout, violence, discrimination, and harassment. Gender-based labour division, biological differences, employment patterns, and social roles expose men and women to different risks, highlighting the need for gender-responsive Occupational Health and Safety (OHS) policies. Additionally, workers with special needs, including individuals with disabilities and the elderly, often face unsuitable work environments. To improve safety and minimize risks, workplaces should be designed to accommodate their physical and mental capabilities.

2.12 HIV and AIDS

The severity of the impact of occupational injuries and diseases on society can be exacerbated by HIV and AIDS. For example, AIDS-related illnesses may increase the severity of the consequences of occupational accidents and disease, resulting in a greater loss of working time and personnel. Similarly, loss of human capital due to HIV infection will negatively impact on skills and training levels, thereby increasing the cost of OHS preventive measures.

The HIV, AIDS and NCDs situation analysis at the College indicates that majority of the College community members are at increased risk of HIV infections based on various risk indicators that need attention in terms of intervention. For example, comprehensive knowledge about HIV and AIDS among students and the HIV risk perception is also reported to be low, which makes the majority of the community members susceptible to HIV infections. Moreover, students' sexual behaviour is characteristically risky, as evidenced by high level of multiple sexual partnership and low condom use (Maluka & Sangeti, 2022). It is, therefore, important to set up specific procedures which are geared towards stepping up the College responsiveness to HIV and AIDS.

2.13 Working Environment

Work environment is the settings of social features and physical conditions in which one performs their daily tasks, and it is made up of actual space where work is performed, the culture and the general conditions of the employees. The College working environment is required to adhere to the working occupational health and safety standards (OHSS) such as setting rules, guidelines and measures for prevention and control of occupational hazards so as to safeguard the whole College community.

Moreover, biological hazards for people working in open environments such as cleaners can be exposed to contaminated bird droppings, and blood for those working at dispensary, which can result in various diseases such histoplasmosis. Others can also be exposed to unseen hazards such as long exposure to heat for cooks, ultra-violet rays, radiations, and loud noise which can lead to hearing loss among workers exposed to extremely loud noises.

Electrical hazards are also possible for electrical technicians working either underground or overhead or who work at heights on scaffolding close to power lines. Other hazards can be caused by incorrect handling of electrical tools or machinery which can lead to accidents or electrocution.

Ergonomic hazards can have either psychological physical or cognitive effects to workers, which can lead to muscle disorders, ligaments and tendons disorders caused by bad sitting posture or awkward postures. Other factors which affect workers in working environment include pollution in general such as air pollution, noise pollution land pollution and air contaminants, which include dust, smokes and fumes.

The working environment can be detrimental and lead to unnecessary stress, bum out depression and anxiety among workers and hinder the overall growth and performance of the organization.

When working in unsafe environment, the College Community may contract some diseases such as dermatitis, respiratory illnesses, musculoskeletal disorders (MSDs) hearing loss, blindness, cancer, stress and mental health disorders and infecting diseases such as T.B and HIV. Moreover, poorly designed and badly managed or poorly developed work environments can seriously affect employee motivation factors such as lighting and temperature, noise, layout of internal or external design and views. These can all have negative impact on worker's motivation and productivity.

CHAPTER THREE

SWOT ANALYSIS

In attempt to address Occupational Health and Safety, DUCE had to analyse its Strengths, Weaknesses, Opportunities and Threats as presented below.

3.1 Strengths

- i. DUCE is a well-established institution and has been operational for 20 years;
- ii. Existence of various Committees responsible for overseeing Staff health related issues such as Health Committee and Staff welfare committee;
- iii. Existence of various departments such as Health Centre as well as Directorate of Administration and Human Resource Management which are crucial for daily monitoring and maintenance of Staff Health and safety;
- iv. Existence of various policies and guidelines addressing issues related to health and safety. These Policies and guidelines include: DUCE Health Service Policy 2022, DUCE Staff Regulations 2022, DUCE HIV, AIDS and NCDs Policy 2022; DUCE Environmental Policy and Operational Procedures 2023 and DUCE Disaster Recovery Policy 2023.

3.2 Weaknesses

There are however certain areas that can be termed as setbacks for Health and Safety at DUCE:

- i. Low level of awareness among the College community pertaining to occupational safety and health issues;
- ii. Lack of safety alarms in some buildings;
- iii. Lack of a specific policy that deals with safety and health issues; and
- iv. Inadequate funding to address all safety and health matters.

3.3 Opportunities

- i. Existing linkages and collaboration with OSHA and WCF;
- ii. Presence of supportive national laws, guidelines and policies; and
- iii. Availability of technical expertise internally and externally capable of providing technical support on Occupational Health and Safety at the College.

3.4 Threats

- i. The socio-economic impacts of emerging pandemic; and
- ii. Major International and National Policy Changes in regard to Occupational Safety and Health.

CHAPTER FOUR

POLICY FOCUS AREAS, ISSUES, STATEMENTS AND STRATEGIES

This chapter is organized into various sections that describe major policy areas in Occupational Health and Safety, various issues related to occupational health and safety, policy statements and the strategies laid down for each issue.

4.1 Health and Safety Induction and Training

4.1.1 Policy Issue

Employees without proper safety induction and regular training tend to have a higher tendency for negligence or non-adherence to health and safety regulations. Moreover, such employees are also prone to injuries and fatalities because of misinformation or inadequate knowledge to properly deal with hazards in the work place. Although the College regularly conducts induction seminars for new employees and some training on health, they are often not comprehensive; and the occupational safety component is not addressed.

4.1.2 Policy Statement

The College shall prepare and conduct comprehensive induction training on health and safety.

4.1.3 Strategies

The College shall ensure that:

- i. supervisors are trained and knowledgeable on the safety and health hazards to which employees and students under their immediate direction and control may be exposed and shall be knowledgeable of current practices and safety requirements in their fields;
- ii. employees and students are provided with the knowledge to protect themselves from hazards in their working and learning environment. Supervisors shall ensure that employees and students have received appropriate training and information regarding:
 - a) general health and safety practices of the workplace or laboratory, including emergency procedures;
 - b) job-specific health and safety practices and hazards;
 - c) recognition and assessment of health and safety risks;
 - d) how to minimize risks through sound safety practices and use of protective equipment; and
 - e) awareness of appropriate practices to protect the environment.
- iii. training will be conducted when:
 - a) an employee is hired or student is new to the laboratory;
 - b) an employee or student is given a new assignment for which training has not previously been received; and
 - c) new hazards are introduced by new substances, processes or equipment.

4.2 Accident Reporting and Recording

4.2.1 Policy issue

Under-reporting and under-recording of occupational accidents are common challenges at both the College and individual level. This phenomenon distorts the true picture of health and safety within College environment. Low level of awareness among staff and inadequate system for reporting and recording occupational accidents within the College are common reason for accident underreporting and under recording

4.2.2 Policy Statement

The College in collaboration with other stakeholders shall develop a reliable system for collection, recording, notification and dissemination of occupational accidents Information.

4.2.3 Strategies

The College shall ensure:

- i. awareness creation among staff on the importance of reporting accidents is in place;
- ii. a system of accident recording including reporting forms, accident recording book and Computerized Reporting System are established;
- iii. accident surveys are conducted; and
- iv. an officer responsible for collecting, recording and reporting accidents is appointed.

4.3 Construction Works

4.3.1 Policy Issue

Common risks observed on construction site includes but not limited to slips, trips, falls, burns, electrical incidents and material handling injuries. Identification of potential risks early on is crucial for preventing accidents and ensuring the well-being of all personnel on site. Therefore, effective risk assessment and management are pivotal to maintaining a safe construction works environment. The safety and health measures within the College construction sites are inadequate hence need to be strengthened.

4.3.2 Policy Statement

The College shall ensure that all safety and health measures on working in construction sites strengthened.

4.3.3 Strategies

The College shall:

- i. promote safety culture through being proactive in managing risks and having collective commitment in looking out for one another's well-being;
- ii. perform regular risk assessment in order to identify and mitigate potential hazards;
- iii. provide training and education on equipping employees with the necessary skills and knowledge to work safely;
- iv. provide leadership commitment in establishing a strong, health and safety programme within a construction company;
- v. ensure effective communication and reporting mechanisms are followed and incidents are promptly addressed;

- vi. ensure implementation of safety protocols on construction sites; and
- vii. uphold regular inspections and audits in constructions to optimize protection.

4.4 Access to Premises and Safety Meetings

4.4.1 Policy Issue

Safety meeting can solidify and clarify expectations for new and current employees, which can help the College avoid any harmful situations and remind employees of the best practices. Safety meetings at the College are not regularly conducted in conformance to the OSHA regulations. On the other hands, the College receive visitors on daily bases for various reason. Although the College uses security officers to control access at different points, procedures for screening entrants to the premises are weak.

4.4.2 Policy Statement

The College shall ensure that protocols on conducting safety meetings and access to sensitive areas are observed.

4.4.3 Strategies

The College shall ensure:

- i. permission to enter sensitive installations is sought;
- ii. CCTV cameras are installed in all sensitive areas;
- iii. awareness raising campaigns about potential risks are conducted; and
- iv. regular safety meetings for both management and employees are conducted.

4.5 Staff Working Regulations

4.5.1 Policy Issue

The College prepared various instruments that cover various aspects related to health, safety, conduct and performance to ensure a productive and safe work environment. Some of these College regulations include; Health Services Policy (2023) and Operational Procedures; the HIV/AIDS and Non-Communicable Diseases Policy (2022); Disasters Recovery Policy (2022); Gender Policy and Operational Procedures (2023), Environmental Policy and Operational Procedures (2023) and DUCE Staff Regulations, 2022. However, the existing guidelines are not effectively enforced, and some have not covered aspects of safety protocols.

4.5.2 Policy Statement

The College shall ensure staff working regulations are adhered to and safety protocols are developed.

4.5.3 Strategies

The College shall ensure that:

- i. all staff working regulations are enforced;
- ii. all employees are well-informed about these regulations through training sessions; written policies and procedure dissemination and any other forms of communication;

- iii. all employees receive a comprehensive health and safety training, covering emergency procedures, safe work practices, equipment usage, hazardous material handling and ergonomic principles; and
- iv. regular drills are performed to ensure staff readiness.

4.6 Occupational Health and Safety Manual

4.6.1 Policy Issue

Occupational Health and Safety manual aims to promote a culture of safety, to prevent accidents and injuries, and ensure compliance with relevant regulations. The College have no in place a comprehensive health and safety manual hence employees may not be aware of potential hazards or how to mitigate them, thus increasing the likelihood of accidents and injuries.

4.6.2 Policy Statement

The College shall prepare and distribute a comprehensive health and safety manual for employees to ensure they understand workplace hazards and how to mitigate risks effectively.

4.6.3 Strategies

The College shall ensure that an occupational health and safety manual is prepared and disseminated to the College community, covering all relevant aspects of occupational health and safety, including risk assessment, emergency procedures, personal protective equipment (PPE), hazardous material handling and incident reporting.

4.7 Personal Protective Equipment (PPE)

4.7.1 Policy Issue

PPE in a workplace are designed to protect workers from hazards and injuries in their specific work environments and employers are responsible for providing appropriate PPE and ensuring its proper use and maintenance to ensure workers' safety. The awareness level for some staff on the importance of PPE in their place of work is low and therefore may expose themselves to hazardous environment unnecessarily. Additionally, supply of PPE is required to be consistent.

4.7.2 Policy Statement

The College shall create enabling environment for the use of PPE among College employees.

4.7.3 Strategies

The College shall ensure that:

- i. a thorough assessment of workplace hazards to identify the types of PPE required for each task or area is conducted;
- ii. appropriate PPE that provides adequate protection against those specific hazards is available;
- iii. a comprehensive training to employees on the proper use, maintenance, and limitations of PPE is provided; and
- iv. protocols for regular inspections, fit testing, maintenance, storage and cleaning of PPE to ensure its ongoing effectiveness are established.

4.8 Risk Assessment

4.8.1 Policy Issues

Risk assessment at work place is crucial to be taken to minimise the likelihood of anyone being hurt or acquiring illness or disease related to occupational health hazards. Currently, enough measures at the College have not been taken to ensure risks are assessed and managed; or risk assessment is carried out to enable risk management and decision to be made.

4.8.2 Policy Statement

The College shall develop a comprehensive risk assessment procedure for prevention of occupational diseases and injuries at the College.

4.8.3 Strategies

The College shall ensure that:

- i. a framework is developed to identify hazards, assess the risks, control the risks, record findings and review the controls regularly;
- ii. all operational units and departments collaborate with each other so as to have an integrated system to assess and manage risks at workplace;
- iii. special consideration at work place is given to people who are most vulnerable to risks such as expectant mothers, and visitors of disabled persons who are new to the environment;
- iv. before commencing any technical or construction work, all risk assessments relevant to the work must be reviewed and addressed for awareness; and
- v. support and fund risk assessment activities that enhance DUCE wellbeing as well as those which are of national importance.

4.9 Disasters and Emergencies

4.9.1 Policy Issue

Emergencies and disasters such as the building failure, fire outbreaks and chemicals explosion are possible eminent dangers the College community is exposed to it. These emergencies can strike at any time bringing workplace injuries and illnesses with them. Having in place an emergency action plan to guide everyone in the workplace when such events occur is likely to minimize impacts related to disasters and emergencies. However, clear and practical measures to deal with disaster and emergencies at the College are inadequate and the existing guidelines are not effectively enforced.

4.9.2 Policy Statement

The College shall develop comprehensive guidelines for disaster and emergency management.

4.9.3 Strategies

The College shall ensure that:

- i. emergency action plan is developed and implemented and will at least include evacuation and assembly procedures, posted evacuation maps, reporting and communication practices, training, and drill;

- ii. dangers to employees and students are minimised through provision of safe exit points;
- iii. alarm systems with a distinctive signal to warn employees of fire or other emergencies are installed and maintained;
- iv. protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, are provided, used, and maintained in a sanitary and reliable condition;
- v. there is readily availability of medical personnel for advice and consultation on matters of college community health; and
- vi. where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area.

4.10 Office Safety

4.10.1 Policy Issue

Staff Regulations require that every employee take all reasonable precautions in accordance with the modern health practices for proper protection of their health. Furthermore, all employees are required to be responsible in maintaining cleanliness of their working environment. However, awareness among DUCE community on office safety is low and enforcement of existing guidelines is inadequate.

4.10.2 Policy Statement

The College shall enforce office safety measures to its employees in order to avoid occupational health hazards at the work environment.

4.10.3 Strategies

The College shall:

- i. ensure that employees commit to safety and develop a stronger and resilient safety culture;
- ii. assign a team or personnel to conduct regular office walkthroughs and observe safety protocols;
- iii. pay close attention to various environments in the workspace and observe employees' working circumstances to identify possible risks or hazards such as obstacles, poor lighting and environmental toxins;
- iv. employees keep work areas neat and tidy as well as sanitizing;
- v. employees dress appropriately and when necessary personal protective equipment should be worn;
- vi. employees observe proper handling procedures, example proper lifting and bending techniques be instilled in employees to avoid physical injuries;
- vii. have a system in place for reporting unsafe conditions; and
- viii. employees should familiarize themselves with emergency procedures.

4.11 Gender, Impairment and Disabilities

4.11.1 Policy Issue

Gender-based labour division, biological differences, employment patterns, and social roles expose men and women to different risks, highlighting the need for gender-responsive Occupational Health and Safety (OHS) policies. Additionally, workers with special needs, including individuals with disabilities and the elderly, often face unsuitable work environments. To improve safety and minimize risks, workplaces should be designed to accommodate their physical and mental capabilities. Although, the College have taken various initiatives to address this matter, more effort and dedication is required.

4.11.2 Policy Statement

The College shall ensure that gender considerations in occupational health and safety matters and work environments are adapted to accommodate workers with both gender and special needs.

4.11.3 Strategies

The College shall:

- i. conduct training to raise awareness of the essential linkages between gender, elderly, disabilities and occupational health and safety (OHS) policies, aiming to minimize danger and health risks at work;
- ii. enhance awareness among workers regarding different hazards at workplace and their varying health effects on workers based on their sex, gender, age and disability;
- iii. design and conduct training to enhance female workers' work-life balance;
- iv. design and conduct awareness as well as empowerment training related to elderly health and safety issues and risks,
- v. adhere to guidelines and standards for designing buildings; and
- vi. maintain work environments adapted to the physical and mental needs and capabilities of workers with special needs, ensuring inclusivity and accessibility.

4.12 HIV and AIDS

4.12.1 Policy Issue

The HIV, AIDS and NCDs can result into loss of human capital through disability or death hence will negatively impact on skills and training levels, thereby increasing the cost of OHS preventive measures. The situation of HIV, AIDS and NCDs analysis at the College indicates that majority of the College community members are at increased risk of HIV, AIDs and NCDS due to the health risk behavior that need attention in terms of intervention.

4.12.2 Statement

The College shall develop and support workplace programmes on HIV and AIDS prevention, care and support.

4.12.3 Strategies

The College shall ensure that:

- i. HIV and AIDS preventive programmes at workplaces are enhanced;
- ii. quality treatment, care and support services are provided to the community members living with HIV/AIDS and those affected by NCDs;
- iii. HIV and AIDS programmes and activities are mainstreamed within the institutional strategic framework;
- iv. equal treatment in dealing with all staff, including job applicants living with HIV and AIDS; and
- v. measures against breaches of confidentiality are strengthened, and promote the right to privacy for all DUCE community members.

4.13 Working Environment

4.13.1 Policy Issues

The working environment can be detrimental and may lead to unnecessary stress, burn out depression and anxiety among workers and hinder the overall growth and performance of the organization. In addition, poorly designed and badly managed or poorly developed work environment have negative impact on worker's motivation and productivity. Hence, safer and well-designed work environment is necessary for prevention of occupational health-related disorders, diseases and injuries.

4.13.2 Policy Statement

The college shall maintain proper and conducive working environment for students, staff and visitors for wellbeing and growth of the organization.

4.13.3 Strategies

The College shall ensure that:

- i. staff, students and visitors are provided with Ergonomic working tools and equipment for fulfillment of their daily duties such as ergonomic chairs, tables scaffolding e.tc;
- ii. all buildings are provided with enough windows of standard size which will allow enough light and ventilation to get access to and from the office building and also to allow clear vision;
- iii. all workers especially cleaners are provided with education against unnecessary burning which releases smokes and fumes to the environment;
- iv. conducive environment is maintained by minimizing noises or installing sound proofs in some buildings and reducing air contaminants such as dust by constructing of tarmac roads all around the campus and prohibit unnecessary car horn blowing;
- v. personal protective equipment is provided to all workers such as gumboots and safety boots especially technical staff such as electricians to avoid diseases and injuries;
- vi. solid and garbage wastes are well collected and disposed of on time to avoid contagious diseases such as cholera, diarrhea and dysentery; and
- vii. high standard cleaning and sanitary accommodation facilities, toilets, baths, sinks, and canteen sheds to avoid contaminations;

CHAPTER FIVE

GOVERNANCE OF THE POLICY

This chapter describes various organs and stake holders responsible for implementation of this Policy.

5.1 Organisation and Mandate

The office of the Deputy Principal for Planning, Finance and Administration (DP-PFA) shall be an overseer of the implementation of all activities stipulated in the policy. Thus, the office of the DP - PFA shall have the mandate to ensure that the directorate of Administration and Human Resource Management, Faculties/Departments/Units and College Health Center comply with the policy on Occupational Health and Safety and Operational Procedures. Hence, the Director of Human Resource Management and Administration (DAH RM), Deans, Heads and Medical Officer In-charge shall be held accountable to the DP - PFA in making follow-up for effective implementation of the health and safety policy.

5.2 Roles of Different Stakeholders

The implementation of the College Occupational Health and Safety and Operational Procedures shall be facilitated by various stakeholders outside and inside DUCE who provide health and safety services directly or indirectly to employees who are at risks in work place, including OSHA and other agencies; as well as international organizations such as the International Labour Organization (ILO). Stakeholders within DUCE include the office of DP - PFA, Faculties, Department, Units and other agencies such as: Deans of students' office, Gender Studies Unit, Counseling Unit, Auxiliary police and the DUCE Dispensary. The stakeholders shall implement the policy according to the strategies stipulated in the policy document.

5.2.1 Ministry of Education, Science and Technology (MoEST)

The MoEST shall:

- i. provide financial and infrastructure support, facilities and equipment for employees at the College.
- ii. collaborate with the College on various projects and activities on occupational health and safety.

5.2.2 Office of the Deputy Principal (Planning, Finance and Administration)

The office shall:

- i. oversee and monitor the implementation of the policy objectives;
- ii. oversee workplace safety and health at the College;
- iii. set mechanisms at the workplace for preventing occupational accidents and diseases; and
- iv. allocate special budget to address employees with occupational accidents and diseases.

5.2.3 College Health Committee

The Committee shall:

- i. act as an oversight Committee for the College in fulfillment of the responsibilities in respect of development, implementation and monitoring of the College health, environmental and safety policies;
- ii. monitor and safeguard health, safety and environment at the College to ensure compliance with applicable laws, legislation and policies as they relate to health and environment;
- iii. recommend actions for developing policies, programmes and procedures to ensure that the principles set out in the College policies as related to health, safety and environment are adhered to and achieved;
- iv. monitor the implementation of the College Rolling Strategic Plan with respect to health, safety and environment by carrying out the recommended actions and activities;
- v. review and recommend for approval the College objectives as they relate to health, safety and environment and monitor the performance against the objectives;
- vi. report on a timely basis to the College appropriate organs on the progress and status of health, safety and environment issues and the state of compliance with applicable laws and legislation and adherence to the policies of the College, and;
- vii. review injury data, accident reports, and workers' compensation records and advise accordingly.

5.2.4 Heads of both Academic and Administrative Departments

The heads of academic and administrative department shall serve as institutional working group under the organization of the Directorate of Administration and Human Resource Management They shall be responsible for ensuring that:

- i. programs for the safe use of hazardous radiological, biological, and chemical substances and lasers are developed under their department;
- ii. training materials, assistance, and programs in safe work practices are provided to staff under their department
- iii. guidance on effective emergency management and business continuity programmes, and providing emergency response services for incidents involving hazardous materials are provided;
- iv. safety guidelines and procedures to address identified hazards at their department are created and updated;
- v. safety programs, such as training, inspections, and emergency procedures are put into action;
- vi. areas under their management have adequate resources for health and safety programmes, practices, and equipment; and
- vii. areas under their management are in compliance with College health and safety policies, practices and programmes.

5.2.5 Faculty, Staff and Student Responsibilities

Faculty, staff and students are responsible for:

- i. keeping themselves informed of the conditions affecting their health and safety;
- ii. participating in safety training programmes as required by College policy and their supervisors and instructors;

- iii. adhering to health and safety practices in their workplace, classroom, laboratory and student campus residences; and
- iv. advising on or reporting to supervisors, instructors or EH&S potentially unsafe practices or serious hazards in the workplace, classroom or laboratory.

5.2.6 Dar es Salaam University College of Education Administrative Organs

The organs of the College shall ensure the provision of their services respond to this Policy on Occupational Health and safety and operational procedures. These organs include Health Committee and Estates Committee whereby the former oversees estates and works implemented by Estates and Works Unit. It also guides and recommends on Estates matters. The later, on the other hand, acts as an oversight Committee for the College in fulfilment of the responsibilities in respect of development, implementation and monitoring of the College health, environmental and safety policies.

CHAPTER SIX

OPERATIONAL PROCEDURES

This chapter explains the policy operations by indicating specific College units with their roles and specific procedures to be used in implementing the policy strategies.

6.1 Health and Safety Induction and Training

6.1.1 Policy Statement

The College shall prepare and conduct comprehensive induction training on health and safety.

6.1.2 Operational Procedures

The College through:

- i. DP-PFA shall ensure that all supervisors from all faculties, departments and units at the College are trained and are knowledgeable in the safety and health hazards to which employees and students under their immediate direction and control may be exposed and that are knowledgeable of current practices and safety requirements in their field. Training to be conducted whenever there is a new entry of supervisors and introduction of new equipment with new safety measures.
- ii. Supervisors from faculties, departments and units shall ensure that employees and students in their respective units are provided with the knowledge to protect themselves from hazards in their working and learning environment. Supervisors shall ensure that employees and students have received appropriate training and information regarding:
 - a) general health and safety practices of the workplace or laboratory, including emergency procedures;
 - b) job-specific health and safety practices and hazards;
 - c) recognition and assessment of health and safety risks;
 - d) how to minimize risks through sound safety practices and use of protective equipment; and
 - e) awareness of appropriate practices to protect the environment.
- iii. Training will be conducted as follows:
 - a) once a year as a reminder to general safety rules;
 - b) when an employee is hired or student is new to the laboratory;
 - c) when an employee or student is given a new assignment for which training has not previously been received; and
 - d) new hazards are introduced by new substances, processes or equipment.

6.2 Accident Reporting and Recording

6.2.1 Policy Statement

The College in collaboration with other stakeholders shall develop a reliable system for collection, recording, notification and dissemination of occupational accidents information.

6.2.2 Operational Procedures

The College through:

- i. DAHRM shall ensure that there is regular awareness creation among staff on the importance of reporting accidents;
- ii. DAHRM shall establish and use a system of accident recording including reporting forms, accident recording book and Computerized Reporting System that will be available to all supervisors.
- iii. Supervisors shall ensure accident surveys are conducted; officer responsible for collecting and recording accident information shall collect accident information daily, report accidents to the DAHRM for actions and write quarterly reports to College management; and
- iv. Deputy Principal -PFA shall appoint an officer responsible for collecting, recording and reporting accidents.

6.3 Construction Works

6.3.1 Policy Statement

The College shall ensure that all safety and health measures on working in construction sites are in place.

6.3.2 Operational Procedures

The College through:

- i. Manager of Planning and Development shall perform regular risk assessment in order to identify and mitigate potential hazards. By proactively managing risks, construction managers can create a more predictable and controlled project environment, ultimately leading to improved safety and project outcomes;
- ii. Manager of Estates and Works shall provide training and education to equip employees with the necessary skills and knowledge of work safely. By fostering a culture of continuous learning, construction firms can stay ahead of the curve, ensuring that their teams are not just meeting, but exceeding industrial standards;
- iii. Manager of Estates and Works shall ensure implementation of safety protocols on construction sites; and
- iv. Manager of Estates and Works shall conduct regular inspections and audits in construction to optimize protection.

6.4 Access to Premises and Safety Meetings

6.4.1 Policy Statement

The College shall ensure that protocols for conducting safety meetings and access to sensitive areas are observed.

6.4.2 Operational procedures

The College through:

- i. Manager of Estates and Works and the Head of Auxiliary Police shall oversee protocols and permission to enter sensitive areas;
- ii. Deputy Principal – PFA shall ensure that CCTV cameras are installed in all sensitive areas;

- iii. Manager of Estates and Works shall ensure there are continuous awareness raising campaigns about potential risks; and
- iv. Manager of Estates and Works shall conduct quarterly safety meetings for both management and employees.

6.5 Staff Working Regulations

6.5.1 Policy Statement

The College shall ensure staff working regulations are adhered to and safety protocols are developed.

6.5.2 Operational Procedures

The College through:

- i. DAHRM shall ensure that all staff working regulations are enforced;
- ii. Faculty Deans, Managers and Heads of College departments and units shall ensure that all employees are well-informed about these regulations through training sessions; written policies and procedure dissemination and any other forms of communication;
- iii. DAHRM shall ensure regular (at least once a year) drills are performed to ensure staff readiness.

6.6 Occupational Health and Safety Manual

6.6.1 Policy Statement

The College shall prepare and distribute a comprehensive health and safety manual for employees to ensure they understand workplace hazards and how to mitigate risks effectively.

6.6.2 Operational Procedures

The College through: -

- i. DAHRM shall ensure availability of occupational health and safety manual covering all relevant aspects of occupational health and safety, including risk assessment, emergency procedures, PPE, hazardous material handling and incident reporting. The manual shall be disseminated to the College community.
- ii. DAHRM shall ensure all staff in all Faculties, Department and Units go through Occupational Health and Safety Manual.

6.7 Personal Protective Equipment (PPE)

6.7.1 Policy Statement

The College shall create enabling environment for the use of PPE among College community.

6.7.2 Operational Procedures

The College through:

- i. Manager of Estates and Works shall ensure assessment of workplace hazards to identify the types of PPE required for each task or area;

- ii. Manager of Estates and Works shall ensure availability of appropriate PPE that provides adequate protection against those specific hazards;
- iii. Manager of Estates and Works shall ensure a comprehensive training on the proper use, maintenance, and limitations of PPE is provided to risky individual; and
- iv. Manager of Estates and Works shall ensure Protocols for regular inspections, fit testing, maintenance, storage and cleaning of PPE to ensure its ongoing effectiveness are established.

6.8 Risk Assessment

6.8.1 Policy Statement

The College shall develop a comprehensive risk assessment procedure for prevention of occupational diseases and injuries at the College.

6.8.2 Operational Procedures

The College through:

- i. DAHRM shall ensure a framework that will be used to identify hazards, assess the risks, controls the risks records findings and review the controls regularly is developed;
- ii. DAHRM shall ensure all operational units and departments collaborate so as to have an integrated system to assess and manage risks at workplace;
- iii. DAHRM shall ensure special consideration at work place is given to people who are most vulnerable and exposed to risks such as expectant mothers and visitors of disabled persons who are new to the environments;
- iv. Manager of Estates and Works shall ensure before commencing any technical or construction work, all risk assessments relevant to the work must be reviewed and addressed for awareness; and
- v. DP-PFA shall ensure support and fund risk assessment activities that enhance DUCE wellbeing as well as those which are of national importance.

6.9 Disasters and Emergencies

6.9.1 Policy statement

The College shall develop comprehensive guidelines for disaster and emergency management.

6.9.2 Operational Procedures

The College through the Manager of Estates and Works shall ensure that:

- i. emergency action plan is developed and implemented and will at least include evacuation and assembly procedures, posted evacuation maps, reporting and communication practices, training, and drill;
- ii. dangers to College community minimized through provision of safe exit points;
- iii. alarm system with a distinctive signal to warn individual of fire or other emergencies is installed and maintained;

- iv. protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, are provided, used, and maintained in a sanitary and reliable condition;
- v. in collaboration with the DP-PFA, there is readily availability of medical personnel for advice and consultation on matters of college community health; and
- vi. where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area.

6.10 Office Safety

6.10.1 Policy Statement

The College shall enforce office safety measures to its employees in order to avoid occupational health hazards at the work environment.

6.10.3 Operational Procedures

The College through:

- i. DAHRM shall ensure employees commit to safety and develop a stronger and resilient safety culture;
- ii. Manager of Estates and Works shall assign a team or personnel to conduct regular office walkthroughs and observe safety protocols;
- iii. Manager of Estates and Works shall ensure close attention to various environment in the workspace and observe employees' working circumstances to identify possible risks or hazards such as obstacles, poor lighting and environmental toxins;
- iv. Manager of Estates and Works shall ensure employees keep work areas neat and tidy as well as sanitizing;
- v. DAHRM shall ensure employees dress appropriately and when necessary personal protective equipment should be worn;
- vi. DAHRM shall ensure employees observe proper handling procedures; for example, proper lifting and bending techniques be instilled in employees to avoid physical injuries;
- vii. DAHRM shall ensure a system is in place for reporting unsafe conditions; and
- viii. Manager of Estates and Works shall ensure employees familiarize themselves with emergency procedures.

6.11 Gender, Impairment and Disabilities

6.11.1 Policy Statement

The College shall ensure that gender considerations in occupational health and safety matters and work environments are adapted to accommodate workers with special needs.

6.11.2 Operational Procedures

The College through:

- i. The Environmental Health Officer in collaboration with Head of the Diversity Unit and the Medical Officer in charge of the College and OSHA shall design and conduct training to

- a) raise awareness of the essential linkages between gender, elderly, disabilities and occupational health and safety (OHS) policies, aiming to minimize danger and health risks at work;
 - b) raise awareness among workers regarding different hazards at workplace and their varying health effects on workers based on their sex, gender, age and disability;
 - c) enhance female workers' work-life balance; and
 - d) ensure awareness and empowerment of elderly staff on issues related to elderly health and safety issues and risks.
- ii. Manager of Estates and Works shall ensure building designs adhere to guidelines and standards for designing buildings;
- iii. DP – PFA shall ensure work environments are adapted to the physical and mental needs and capabilities of workers with special needs, ensuring inclusivity and accessibility.

6.12 HIV and AIDS

6.12.1 Policy Statement

The College shall develop and support workplace programmes on HIV and AIDS prevention, care and support.

6.12.3 Operational Procedures

The College through:

- i. Medical Officer In-charge shall ensure HIV and AIDS preventive programmes at the workplace are enhanced;
- ii. Medical Officer In-charge shall ensure quality treatment, care and support services are provided to the community members living with HIV/AIDS and those affected by NCDs;
- iii. Medical Officer In-charge shall ensure HIV and AIDS programmes and activities are mainstreamed within the institutional strategic framework;
- iv. DAHRM shall ensure equal treatment in dealing with all staff, including job applicants living with HIV and AIDS; and
- v. DAHRM shall ensure measures against breaches of confidentiality are strengthened; and promote the right to privacy for all DUCE community members.

6.13 Working Environment

6.13.1 Policy Statement

The College shall maintain proper and conducive working environment for students, staff and visitors for the wellbeing and growth of the organization.

6.13.3 Operational Procedures

The College through:

- i. DAHRM shall ensure staff, students and visitors are provided with Ergonomic working tools and equipment for fulfillment of their daily duties such as ergonomic chairs, tables scaffolding etc.;
- ii. Manager of Estates and Works shall ensure all buildings are provided with enough windows of standard size which will allow enough light and ventilation to get access to and from the office building and also to allow clear vision;
- iii. Manager of Estates and Work shall ensure all workers especially cleaners are provided with education as to avoid unnecessary burning which releases smokes and fumes to the environment;
- iv. Manager of Estates and Work shall ensure conducive environmental by minimizing noises or installing sound proof in some buildings and reducing air contaminants such as dust through construction of tarmac roads all around the campus and prohibit unnecessary car horn blowing;
- v. Manager of Estates and work shall ensure PPE is provided to all workers such as gumboots and safety boots especially for technical staff such as electricians to avoid diseases and injuries;
- vi. Manager of Estates and Works shall ensure solid and garbage wastes are well collected and disposed of on time to avoid contagious diseases such as cholera, diarrhea and dysentery; and
- vii. Manager of Estates and Works shall ensure high standard cleaning and sanitary accommodation, toilets, baths, sinks, and canteen sheds to avoid contamination.

CHAPTER SEVEN

MONITORING AND EVALUATION

7.1 Purpose of Monitoring and Evaluation

The aim of monitoring and evaluation of this Occupational Health and Safety Policy is to obtain feedback on the progress of the implementation of the policy and assess the outcomes against its original objectives and expectations. Similarly, evaluation is also vital in appraising the College in relation to its objectives. Specifically, evaluation will focus on the effectiveness, efficiency and impact of the agreed strategies. Monitoring and evaluation shall be carried out at all levels of the College. The Deputy Principal Planning, Finance and Administration office shall coordinate and facilitate the support needed for organization, monitoring and evaluation the Policy.

7.2 Implementation

The implementation of this Policy on Occupational Health and Safety requires collective commitment of all stakeholders. In that regard, the implementation will be participatory, involving all stakeholders from all Faculties, Departments and Units.

7.3 Reporting

The Director of Administration and Human Resource Management, shall prepare and submit quarterly reports to the Health Committee for review.

7.4 Policy Review

The DUCE Policy on Occupational Health and Safety shall be reviewed after every five years and whenever need arises. The review intends to appraise Policy effectiveness and incorporate new developments, amendments and strategic plans within the College. Deputy Principal Planning, Finance and Administration shall form a review team and mandate it to undertake the review exercise.

7.5 Effective Date

This policy will become effective after approval by the College Governing Board.

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APPENDIX ACCIDENTS REPORTING AND RECORDING FORM

University of Dar es Salaam
Dar es Salaam University College
of Education (DUCE)

Accident or Injury Report Form

(The employee must complete this report form as soon as possible following an accident or injury)



Name of Employee :-----Designation :-----
Department :-----Date of Accident/Injury :-----Time :-----
Date of Birth :-----Phone Number :-----
Employment Category (Tick one) : Permanent ☐ Contract ☐ Part Time ☐
Employment Date: -----
Home Address :-----

Witness :-----Attach statement for each

Name :-----Title :-----Phone Number-----

Name :-----Title :-----Phone Number :-----

Name :-----Title :-----Phone Number :-----

Exact location of the injury occurred :-----Duties being performed :-----

Describe the circumstances causing the injury :

Personal Protection Equipment Used

<input type="checkbox"/> Foot protection	<input type="checkbox"/> Respiratory protection	<input type="checkbox"/> Fall Protection
<input type="checkbox"/> Eye/Face Protection	<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Head Protection
<input type="checkbox"/> Belt/Back Protection	<input type="checkbox"/> Apron	<input type="checkbox"/> Lifting Assistance Device
<input type="checkbox"/> None	<input type="checkbox"/> Other Objects, Equipment or substance which caused injury/accident	

Choose factor(s) which directly or indirectly caused the injury/accident to occur

<input type="checkbox"/> Struck by flying object	<input type="checkbox"/> Caught in/between/under object	<input type="checkbox"/> Temperature Extreme
<input type="checkbox"/> A fall	<input type="checkbox"/> Struck by an object/person	<input type="checkbox"/> Rubbed/Abraded by an object
<input type="checkbox"/> Bodily reaction	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Struck against object
<input type="checkbox"/> Fluid/blood exposure	<input type="checkbox"/> Other disease exposure	<input type="checkbox"/> Noise exposure
<input type="checkbox"/> Vehicle/Equipment accident	<input type="checkbox"/> Toxict material exposure	<input type="checkbox"/> Repetitive motion
<input type="checkbox"/> Client caused	<input type="checkbox"/> Client assault	<input type="checkbox"/> Other...Describe please

Nature of Injury

<input type="checkbox"/> Head	<input type="checkbox"/> Groin	<input type="checkbox"/> Shoulder(s)
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<input type="checkbox"/> Chest	<input type="checkbox"/> Skin	<input type="checkbox"/> Arm (s)
<input type="checkbox"/> Neck	<input type="checkbox"/> Digestive	<input type="checkbox"/> Wrist
<input type="checkbox"/> Back	<input type="checkbox"/> Respiratory	<input type="checkbox"/> Finger (s)
<input type="checkbox"/> Trunk	<input type="checkbox"/> Circulatory	<input type="checkbox"/> Hips
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Hand(s)	<input type="checkbox"/> Ankle (s)
<input type="checkbox"/> Foot/Feet	<input type="checkbox"/> Toe(s)	<input type="checkbox"/> Other.....

Medical Treatment

<input type="checkbox"/> No treatment	<input type="checkbox"/> Medical treatment
<input type="checkbox"/> First Aid	<input type="checkbox"/> Employee health clinic

Employee Signature :.....Designation :.....Date :.....

Supervisor :..... Designation :.....Date :.....