



HEALTH AND SAFETY POLICY

IBS COLLEGE OF TVET

01st January 2024


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Document Control No:	Version No.	Approval date:	

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1. INTRODUCTION

Under Occupational Health and Safety Regulations the wellbeing of an employee in terms of health and safety in a working environment is mandatory. IBS College has a responsibility to protect the health and safety of its students, staff and visitor at all times. IBS College health and safety policies and practices affect an individual's physical and psychological health and safety.

2. PURPOSE

The purpose of this Policy Manual is to outline these interrelated functions in one document for convenience, as a quality manual, when relating to them for implementation. Rather than having them as standalone policies that keeps one continuously looking here and there to relate to the policies the manual is more a handbook that is readily available for access.

3. OBJECTIVES

The objectives of these Policies are:

- (i) To ensure that these functions provide an efficient and systematic support service that is needed by IBS College to run its operations
- (ii) To ensure that employees oblige to the guidelines and follow the processes and procedures in place for accountability and transparency
- (iii) prevent accidents and injuries at work and on college, including school related illnesses.
- (iv) To be accessible at the minimal time possible before implementation
- (v) To be the quality manual that is providing the guidelines on the services provided

4. SCOPE

The policies outlined here are not isolated policies but are contained within the Laws and Acts of the PNG Constitution, such as;

- (i) Industrial Safety; Health and Welfare (Amendment) Act 2016.
- (ii) Occupational Health and Safety Act 1991

5. DEFINITIONS

Health	the well-being and sound mental and physical state of an employee or student of IBS that is disease and sickness free.
Patient	a staff or student or anyone deemed appropriate who has visited the health bay and is awaiting medical attention.
Referral	when a staff or student or anyone deemed appropriate who have visited the health bay and after diagnosis have been recommended by the nurse

to seek further attention or treatment at a public or private hospital of choice.

Safety the condition of being protected from or unlikely to cause danger, risk or injury.

6. ROLES & RESPONSIBILITIES

Development Manager responsible for the implementation and upkeep of the policies pertaining to the Transport and Logistics functions.

HR Manager responsible for the development, training and implementation and upkeep of the policies pertaining to Health, Safety and Security functions.

QA Manager responsible for ensuring that this Policy Manual is reviewed at end of each year by incorporating any precedent decisions made being incorporated into policy clause.

Board responsible for developing policy objectives and vision of the IBS College.

IBS College Nurse a caregiver to the students, staff and their family, including any visitor that has any physical injuries/accidents and sudden onset of illness that occur on sit, i.e., on campus or field trip events. And also, the IBS College Nurse is responsible for training the designated first aider on basic first aid procedures.

SSD responsible for ensuring that relatives are well informed on health and safety status of the students.

Employees responsible for taking an active role in health and safety awareness by engaging in training and development provided by the Human Resource Department.

Students responsible for taking an active role in learning by recognizing that they are responsible for their health and safety on and off the campus in order to achieve academic excellence.

7. HEALTH & SAFETY GUIDELINES

- (a) This policy very much covers the operations and use of the health bay on college for convivences to both staff and students and any other persons accessing the facility.
- (b) Lost time injuries at the workplace and student time loss in attending classes are all related to the cause of ill-health. Compliance to policy guidelines related to health can minimize such from happening.
- (c) Taking heed of health programme awareness are important in order for all to avoid unhealthy habits and behaviours to stay healthy should be a concern for all.

- (d) It is the responsibility of the IBS College Nurse to ensure that the health bay is equipped at all times in order to be serving its purposes. Drug Requisition For [HSST0003] should be completed if there is a need of supply replenishment. Maintenance of the health bay rest with the IBS College Nurse, with the support of the Human Resource Department.
- (e) IBS College Nurse should be available at health bay during office hours, unless in emergency cases and as requested by the management for specific task.
- (f) Health bay shall have attendance logs. Clinic Registration Form [HSST0001] and Daily Health Bay Attendance [HSST0002] shall be filled up by the patient, or in serious cases, patient's companion or the IBS College staff.
- (g) Having a health bay or health bay that is serving its purpose is not just for reasons of health but complying to the Occupational Health and Safety Act of PNG as well as the Department of High Education Research Science & Technology (DHERST) standards

8. STAFF ACCESS TO HEALTH BAYS

IBS has two health bays set up in two different campuses. These two health bays have the basic medical equipment that can cater for the first line of response with start does of treatments then refer them to a much bigger hospital for further treatment.

- (i) The health bay is accessible for both staff and students
- (ii) IBS staff should visit our company health bay when feeling sick before proceeding to other health bays for treatment during working hours.
- (iii) All staff shall go through a staff medical screening process for staff medical profiling
- (iv) All staff shall get a sick slip and get their department manager and HR to approve when seeking sick days' off. However, the Staff shall come with a medical report to prove his sick days off.
- (v) All staff are responsible for their own medical insurances. The company provides basic medical diagnosing and treatment with the Company medical professional. Company is not liable to pay for referral fees for the staffs
- (vi) Start doses will be given to ill staff and referrals will be made to the nearest health bay.
- (vii) All staff shall present their health bay book when visiting the health bay
- (viii) All prescription drugs will be signed off by the Registered Head nurse only

9. STUDENT ACCESS TO HEALTH BAYS

Students are the major part of clients that the services are provided for, therefore they are entitled to medical services once on campus.

- (a) All students are entitled to medical service provided
- (b) Students visiting the health bay for health reason should register in Health Bay Registration Form [HSST0001]. Staff visiting should also need to register at Daily Clinic Attendance Log [HSST0002].
- (c) Health bay will provide the basic diagnosis and first doses of treatment. IBS College Nurse shall complete Patient Medical Record Form [HSST0006].
- (d) All cases beyond control will be referred to the nearest hospital for further treatment
- (e) All students shall present their health bay book when visiting the health bay

- (f) All prescription drugs should be signed off by the Registered Head nurse only [HSST0007 – Prescription Form].
- (g) All emergency should be referred to the nearest hospital's accident and emergency department. IBS College Nurse shall complete the Medical Referral Form [HSST0008] and should be hand over to the attending Nurse at the hospital.
- (h) All maternal cases should be assessed and referred to the nearby health bays
- (i) The IBS College Nurse should complete Medical Certificate Form [HSST0005] for reference.

10. PATIENT CONFIDENTIALITY

- (a) The patient's records shall always be maintained with high level of privacy. These records are maintained by medical records staff who are trained to ensure that these files are complete, confidential and accessible only by the nurse. The privacy and confidentiality of records is protected by law under the privacy laws of Papua New Guinea.
- (b) The most common reasons for use of health information are for treatment and health care operations. Health information may be used for the purposes listed below. Health information shall not be disclosed without a signed consent.
- (c) How information can be used for treatment purposes:
 - (i) Setting up an appointment with patient
 - (ii) Referring patient to another health care provider
 - (iii) Getting copies of patient's health information from another health care provider

11. PATIENT'S RIGHTS

- (a) The patient has the right to:
 - (i) Privacy and confidentiality regarding medical care.
 - (ii) Expect that medical records shall be kept confidential and that access to information should be limited to those legitimately involved in patient care. Patient medical records will be released only in cases of medical emergencies, in response to court-ordered summons or to persons specified with written consent from patient.
 - (iii) Receive the necessary information to participate in decisions about patient care, including cost, risk benefits, limitations of and alternatives to diagnostic and therapeutic modalities.
 - (iv) Give informed consent before any diagnostic or therapeutic procedure is performed.
 - (v) Information concerning diagnosis, treatment and prognosis of an illness or health related condition.
 - (vi) Request a health care professional of either gender or particular treatment approach.

- (vii) Be treated in a professional, courteous and caring manner that does not discriminate because of age, race, disability, handicap, national origin, religious beliefs, gender, sexual orientation or veteran status.
 - (viii) A second opinion or appropriate referral.
 - (ix) Express suggestions and concerns in an appropriate manner.
 - (x) Know the names and positions of people involved in patient care by official name tags or personal introduction.
 - (xi) A full explanation of any research or experimental procedure proposed for evaluation or treatment, and the opportunity to give informed consent before participating in a research study.
 - (xii) Request that health care services be communicated in native language and that efforts should be made to accommodate that request.
 - (xiii) Appropriate assessment and effective management of pain.
- (b) Patient has the responsibility to:
- (i) Ask questions if diagnosis, treatment, prognosis or any instructions explained is not understood.
 - (ii) Follow instructions concerning medications, follow-up visits, education recommendations, other essential steps in patient treatment plan and to notify the health care provider if this plan cannot be followed or if problems develop.
 - (iii) Treat the IBS Health Bay personnel in a respectful manner.
 - (iv) Arrive as scheduled for appointments and to notify the IBS Health Bay in advance in case of cancelled appointments.
 - (v) Following all rules and regulations that are posted within the IBS
 - (vi) Carry adequate health insurance, be familiar with policy coverage and provide information necessary to process insurance claims.
 - (vii) Pay any charges billed with.
 - (viii) Help health care provider assess needs with respect to pain and to work with health care provider to develop a pain management plan.

12. TREATMENT POLICY

- (a) IBS will recruit an IBS College Nurse who will be in charged and authorized to provide medical treatment
- (b) IBS health bay will provide basic medicine for at-the-counter treatment after the diagnosing for further treatment
- (c) The patient will be referred to the hospital for further treatment
- (d) Hand over medical notes shall be given to the hospital doctor from the IBS health bay nurse for further Diagnosing and Treatment

13. REFERRAL POLICY

- (a) All patients shall be referred to the nearest hospital for further treatment. The IBS health bay nurse will accompany the patient to the hospital if it is serious case to explain to the medical officer of the hospital patient's records.
- (b) Transportation for students will be depending on the situations and the staff will be provided the transportation.

14. SAFETY GUIDELINES

- (a) Under Occupational Health and Safety regulations at workplace, just like the Health and Safety aspects, is of equal importance in order to have workforce that is at ease. The safety of each employee is paramount for them to be going home safe and healthy every day.
- (b) The First Aid Policy is important not only for staff and students, but relates to every person who enters the IBS College premises or uses the institution's facility. It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the IBS College First Aid Policy, procedures and practices.
- (c) IBS College Safety Policy also complies with <OHS National Standards, codes of practice, PNG Standards> and best practice recommendations from recognized authorities. IBS College shall regularly review policies in collaboration with educators, families, and if appropriate, students; and seek recommendations from recognized authorities.
- (d) Having good safety policies and safety equipment in only one part of the equation. Instilling the culture of safety with the accepted safety behaviour is another part of the equation in order to experience minimum lost time injuries at workplace. And, with the students there are less absences due to health and safety issues.
- (e) Timely responses to emergencies and proper application of first aid shall be of high priority to minimize as much the possibility of any incidences becoming acute or fatal.
- (f) Upkeep and safe keeping of safety equipment and apparatus are compliance to acceptable safety practices
- (g) There shall be no compromise with safety if there is to be an injury free work and school environment

15. STANDARD EVACUATION PROCEDURES

Upon hearing the alarm or when directed by a warden;

- (a) Prepare to evacuate
- (b) Get your workplace ready to be left unattended. Shut down computers, turn off gas and electrical equipment, if safe to do so and collect all your valuable items
- (c) For fire, close the doors as you go – do not lock them
- (d) Assist any person in immediate danger

- (e) Leave the building via the nearest safe route as instructed by your campus warden- Two Master Points: A&B
- (f) Master Point A (Carpark Area)
- (g) Master Point B (Tyre Run Area)
- (h) Obey all directions from wardens
- (i) Move calmly to the assembly point or other advised area and stay there until the ALL CLEAR has been given
- (j) Follow closely the instructions of emergency services personnel and campus wardens
- (k) Warden to do head count and roll check to make sure every person is on site at the emergency area
- (l) Call help (Police, Security, Fire Department)
- (m) Wait for the OK to re-enter the building or evacuate the campus.

16. SAFETY WEARS AND APPLIANCES

16.1. Safety Wears

All staff and students shall wear correct Personal Protective Equipment (PPE) at all times when handling items or when involved in work where safety is highly recommended. No work should be carried out if correct PPE is not worn.

Prior to work being carried out there shall be;

- (a) Short brief by supervisor on work to be carried out
- (b) Supervisor to check and ensure all personnel are in correct PPE
- (c) Supervisor to check and ensure correct tools and equipment are available
- (d) Execution of the tasks


16.2. Safety Appliances

All safety appliances installed within the campus shall be in good condition and within expiry dates. HR Department or designated Safety person shall carry out scheduled inspections on all installed appliances and equipment to ensure they are in good condition and within user by dates.

- (a) HR Department to nominate or employ a certified safety officer
- (b) Schedule regular safety checks and inspection
- (c) Carry out the safety checks and inspection and report accordingly
- (d) Carry out fire alarm and drill test once every three months.
- (e) Carry out street signs and street lights inspections once every three months

16.3. Fire Extinguishers

- (a) All Institutional buildings and property must have fire extinguishers in them
- (b) Fire drill must be organized with the PNG Fire Office of Service provider for all team members half yearly (OHS&E - HRD)
- (c) Maintain register for all Fire Extinguishers and cost involved
- (d) Service scheduled must be organized with the service provider
- (e) Repairs & Maintenance forms must be completed to log the jobs for action and report to Management accordingly
- (f) History of Maintenance of all fire extinguishers must be kept accurately including the costs.

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