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## Health and Safety Policy

This policy presents STC Higher Education's Health and Safety regulations, responsibilities and procedures that are meant to ensure the safeguarding of all staff members, students and visitors.

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## 1. INTRODUCTION

STC Higher Education (STC) is committed to safeguarding the health and safety of everyone in its community, including staff members, students and visitors. STC also commits to nurture a positive health and safety culture in order to ensure a safe and secure working and learning environment.

This policy is compliant with Malta's legislative requirements, in particular the [Occupational Health and Safety Authority Act \(No. XXVII of 2000\)](#) and subsequent amendments, which affirm that everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work and their acts or omissions. Moreover, everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others. Any concerns or any breaches of this policy must be brought to the management team's attention immediately.

## 2. AIMS

This policy aims to affirm the commitment of STC to:

Provide and maintain an environment that, as much as possible, is without risks and hazards to the health and safety of its staff members, students, visitors and contractors (referred to as community from here onwards).

- Take all reasonable steps to prevent any work-related ill-health and injury.
- Ensure that the premises and all equipment meet approved safety standards.
- Plan the management of any incidents and emergencies.
- Make the necessary arrangements to secure effective communication and implementation of this policy, including the provision of all the necessary resources, training, information, supervision and advice aimed at maintaining safe working and learning practices.
- Give all staff members adequate consultation in relation to the health and safety issues that affect them at work and encourage a high concern for health and safety amongst its community.
- Respond and react to any changing or exceptional circumstances that could have a negative impact on the health and safety of any member of its community.
- Carry out risk assessments and the necessary follow-ups and monitoring on a regular basis.
- Carry out the necessary reporting, notification and investigation of any injuries and incidents that take place on STC premises. Please refer to Appendix A: Accident/Incident Report Form
- Provide prompt, effective work-based rehabilitation for any work-related injuries.
- Adhere to all legal obligations and requirements of health and safety regulations set by authorities in Malta.
- Keep the Health and Safety Policy under regular review.

### 3. RESPONSIBILITIES

At STC we believe that everyone has a role to play to ensure the health and safety of each member of the community. Every individual has the right to protection but also the responsibilities according to the role that she or he has within the community.

This section identifies the responsibilities assigned to the different members of the community at STC to ensure a lawfully safe and healthy environment.

#### 3.1 Management

The Management is responsible for ensuring that structures, systems and procedures are in place to secure effective implementation of this Policy. A clear understanding and oversight of the operations and activities undertaken at STC is expected from each member of the management team.

Responsibilities include:

- Ensuring that STC successfully manages the implementation of this policy and all related procedures.
- Mitigate any risks to protect every member of the community.
- Accessing competent health and safety advice and surveillance as deemed necessary. This is pertinent in exceptional circumstances which may require the temporary partial or complete closing down of STC's buildings, operations or activities.
- Auditing STC's health and safety performance on a regular basis, including a biannual review of emergency and fire evacuation plans to ensure effectiveness.
- Ensuring that the risk profile and identified control measures continue to be effective and fit for purpose and in compliance with legislative requirements.
- Ensuring that risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately.
- Identifying training and competency needs in keeping with health and safety responsibilities.
- Assigning adequate resources to implement safety management processes and procedures. This includes the provision of funds and materials for risk assessment procedures and all the necessary follow-ups and any necessary training of staff members (in particular the management team and administration team) in first aid and fire control.
- Ensuring that staff members, within their remit, receive induction, training, any necessary resources (including time), advice and support, and are supervised where necessary until deemed competent to carry out a task. It is vital that all staff members understand what is expected of them in terms of ensuring a safe and healthy environment.
- Ensuring that any new equipment is adequately checked for hazards and that all users are trained on safe systems of work and risk control measures.

- Embedding the necessary health and safety arrangements during procurement of contractors and ensuring that all safe systems and control measures are followed by workers.
- Considering the health and safety implications of any research proposals and strategic decisions such as large projects. In this case, the involvement of the respective Academic Course Leader is pertinent.
- Taking appropriate action when health and safety are likely to be compromised. If necessary, an activity should be suspended pending reassessment of the risk.
- Ensuring that effective communication strategies are in place in order to disseminate information to all stakeholders.
- Ensuring appropriate confidentiality whenever a staff member or a student notifies them of any form of disability, disease or medical condition and make appropriate arrangements or give the necessary provisions within the limitations of the institution.
- Ensuring that all statutory requirements as identified in STC's codes of practice are implemented in their work area.
- Raising any issues of non-compliance through STC's line management structure.
- Holding the right people to account when it is fair to do so, without seeking to blame people for genuine errors and mistakes.

Reviewing any accidents and incidents and ensuring that lessons learnt from investigations are embedded into revised procedures.

### 3.2 Staff Members

All staff members at STC are advised of STC's regulations, standards, policies, procedures and reporting requirements upon employment. Any updates or changes are communicated to them via official sources of communication as necessary. All staff members are expected to comply with all the health and safety measures that are put in place at STC as specified in this Policy and by law.

Responsibilities include:

- Taking reasonable care of themselves and the students in their care.
- Carrying out their duties safely in compliance with this Policy and any instructions given by the management.
- Halting an activity if they feel that it poses any form of threat to their health and safety and that of others.
- Making proper use of anything that is provided by STC for health and safety purposes.
- Utilising equipment with care and for its intended purposes only.

- Reporting without delay any unsafe equipment, suspected faults in buildings or unhealthy working conditions to the management.
- Bringing any breaches of this Policy to the attention of the management immediately.
- Reporting to the management without delay any accident at work, even if minor, as well as every dangerous occurrence, including 'near misses' incidents.
- Notifying the management of any disability, disease or medical condition which may be caused by, or made worse, by any activity related to work.
- Raising the alarm immediately if a fire is suspected or discovered.
- Leaving by the closest emergency exit if an emergency alarm rings.
- Taking part in any health and safety related drills, training and induction as advised by the management.

### 3.3 Students

All STC students are advised of STC's regulations, standards, policies, procedures and reporting requirements during induction. Any updates or changes are communicated to them immediately via the official sources of communication. All students are expected to co-operate at all times, in order to ensure a safe and healthy environment at STC.

Responsibilities include:

- Making themselves familiar with their responsibilities as outlined in this Policy and other STC Policies that are meant to safeguard the wellbeing of every member of the community.
- Carrying out their duties safely in compliance with this Policy and any instructions given by the lecturers and members of the management team.
- Halting an activity if they feel that it poses any form of threat to their health and safety and that of others.
- Utilising equipment and anything provided by STC for health and safety purposes with care and for its intended purposes only.
- Reporting any unsafe equipment or suspected faults in buildings to their lecturer or member of the management team without delay.
- Bringing any breaches of this Policy to the attention of the management immediately.
- Reporting any accident that occurs on STC premises, even if minor, as well as every dangerous occurrence, including 'near misses' incidents, to the management.
- Notifying the management of any disability, disease or medical condition which may be caused by, or made worse, by any learning activity.

- Raising the alarm immediately if a fire is suspected or discovered.
- Leaving by the closest emergency exit if an emergency alarm rings.
- Taking any drills related to health and safety seriously.


**APPENDIX A: ACCIDENT / INCIDENT REPORT FORM TEMPLATE**

Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

RESULT OF ACCIDENT / INCIDENT					INCIDENT INFORMATION	
Head			LEFT	RIGHT	Incident description	
Face		Shoulder				
Neck		Armpit				
Upper back		Upper arm				
Lower back		Lower arm			Tasks leading to incident	
Chest		Elbow				
Abdomen		Wrist				
Pelvis/groin		Hand				
Lips		Buttocks			Additional information	
Teeth		Hip				
Tongue		Thigh				
Nose		Lower leg				
Fingers		Knee			Witness name and contact	
Toes		Ankle				
Other: _____		Eye				
_____		Ears				

**VERIFICATION**

Name: \_\_\_\_\_

Reported to: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Additional Information: \_\_\_\_\_

 \_\_\_\_\_  
 \_\_\_\_\_