


UGANDA CHRISTIAN UNIVERSITY

HEALTH AND SAFETY POLICY



A Centre of Excellence in the Heart of Africa

Schedule

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HEALTH AND SAFETY POLICY

Revised 16th February 2015

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ABBREVIATIONS

AGHC	Allan Galpin Health Centre
AMA	Annual Medical Allowance
CRC	Crisis Response Coordinator
DMS	Director of Medical Services
H&SC	Health & Safety Committee
H&SP	Health & Safety Policy
MCOUH	Mukono Church of Uganda Hospital
MOH	Ministry of Health
UCU	Uganda Christian University

1. PREAMBLE

Uganda Christian University (UCU) is committed to protect and promote the health and safety of all staff, students, visitors and others who are part of the UCU community.

In order to achieve the goal of protecting and promoting health, there is a need to foster a positive health and safety culture within the University supported by Management at the highest level and promoted by effective communication, training, and community involvement. Aims in forming a policy governing health and safety therefore include:

1. Promoting and maintaining health and safety.
2. Promoting and maintaining a healthy and safe environment.
3. Promoting and maintaining occupational health and safety.

These aims can be achieved through:

- a) Prevention and treatment of illnesses,
- b) Information dissemination and promotion of good health and safety practices,
- c) Periodic inspection of University facilities, and
- d) Coordinated management of University activities.

Health and safety go hand-in-hand, particularly at this time when cases of arson, insecurity, HIV/AIDS and many other problems are of great concern in Uganda's institutions of learning. As a result, the safety, health and well being of those who come to UCU is of primary importance and constitutes a collective responsibility of everybody.

This document provides a policy to govern administration of the University's health programs. The original Health and Safety Policy (H&SP) was implemented in July 2005 and was reviewed in 2009 to reflect changes in student and staff populations, general/nation-wide prevalent/emerging health and safety concerns, as well as the available health services and insurance options.

This policy should not be read/ interpreted in isolation; it has been made in context of the overarching University statutes, policies and regulations, and therefore its interpretation should be made with reference to them.

The University H&SP is superseded by the laws of the Government of Uganda, including provisions of the Employment Act.

1.1 THE HEALTH AND SAFETY POLICY FORMULATION FRAMEWORK

Health is a resource that can be squandered and can be expensive. UCU provides access to appropriate medical services that are provided at a reasonable cost. For this reason, this policy outlines a series of criteria for defining those who are eligible for health benefits and processes for referrals as well as limits of benefits. This will help guide the management of the health resources available. The University may elect, at its discretion, to temporarily fund or expand certain benefits to meet extraordinary requirements.

The challenge with a written policy for health and safety programs and health benefits is to remain mindful that there is always a need to balance compassion for the individual with the financial stewardship of the institution. The University needs to balance its long term economic viability with implementing health and safety programs and services in a way that addresses staff and student needs.

1.1.1 BIBLICAL FOUNDATIONS FOR HEALTH AND SAFETY PROGRAMS AT UCU

UCU's core values uphold the primacy of scripture as God's revelation to His people. The Bible speaks directly to the issues in establishing a health and safety policy for the University. It speaks on:

- a) **Health:** Health and healing are continually mentioned throughout scripture.
- b) **Holiness:** UCU programs are designed to encourage people to rise above the sins of the world and live a life pleasing to God.
- c) **Compassion:** all members of the community are exhorted to demonstrate compassion as Jesus Christ demonstrated compassion for the least and last of our society.
- d) **Witness:** UCU health and safety programs and policies are geared towards reflecting the love and grace of Jesus Christ.
- e) **Stewardship:** UCU aims at balancing the need for compassion with reasonable costs.

1.1.2 THE VISION OF HEALTH AND SAFETY PROMOTION AT UCU

UCU's mission is as follows:

The University is dedicated, through teaching, scholarship, service, spiritual formation, student development and social involvement, to preparing students for thoughtful, productive lives of Christian faith and service in their respective professions and places.

Healthy students and staff who choose healthy and holy lifestyles will be more likely to achieve this mission. UCU therefore aims at:

- Expanding the understanding of health and wellness among all students and encourage students to take initiative for health and safety programs on campus;
- Assuming more visible leadership in the community, in Uganda and beyond, especially by creating a capacity for professional health education;
- Continuing to encourage excellence in health, safety, and a clean campus environment so that staff and students are attracted to UCU by choice.

The opportunity that a H&SP creates is to outline a set of health and safety benefits and services that reflects the complexity of real life circumstances faced by members of the community. Many individuals, for example, have overlapping challenges and problems. The problem is that some chronic health conditions and disabilities require additional work to meet people's needs. Some families live in desperate circumstances and have less knowledge or resources to confront health challenges. Therefore this policy creates the basic standard for health and safety programs that caters for the majority of staff, families,

and students, and creates the context for discussions to help people live a positive and healthy life.

1.2 DEFINITIONS

In this policy, “health” is defined to be the integrated sense of physical, emotional, social and spiritual “wellness.” Health is not merely the absence of disease. Health is influenced by a person’s fitness (physical, spiritual, and emotional) and the support a person receives for healthy behaviours from family, friends, and the community. Therefore, improving health depends on treating or preventing disease as well as creating a community that encourages healthy lives and fitness.

Safety is defined to be protection against all sort of dangers, failures, and accidents, errors that can result in many types of physical, social, financial or emotional harm. Safety can include protection from exposure to an event, to protection from the health or economic losses resulting from an event. While safety can include protection of possessions, this policy focuses on safety related to people.

1.3 HEALTH AND SAFETY PROGRAMS AT UCU

As of October 2014, the University population in Mukono and at the campus in Kampala totalled over 8000 students, 750 staff members, and about 1500 dependents of staff. In addition, house helpers, visitors, and seminar and conference members who stay on campus also have health and safety needs.

1.3.1 HEALTH EDUCATION AND PROMOTION AT UCU

The majority of students are young adults (20-40 years). Though expected to be basically healthy, they suffer from malaria, acute respiratory diseases, diarrhoea, sexually transmitted diseases including HIV/AIDS and other infectious diseases, they are prone to accidents from sports or student activities; and they all struggle with stress-related problems due to financial, academic, and other issues. Approximately 70% of the students stay outside the campus in hostels.

Students need health and safety education and preventive services as well as treatment for various conditions.

At the time of review, the following were observed:-

- i) Malaria affects 4000 members of the UCU community each year; over 70% of students and staff have at least one episode of malaria. And yet, few students sleep under mosquito nets and some window screens may be torn. Doors are left open until late in the evening. Students move around on and off campus at night.
- ii) High-density living conditions mean certain infectious diseases may be transmitted through toilets or public places, resulting in diarrhoea, urinary tract infections or other problems.

- iii) Water and food in Mukono may be contaminated from poor water sources or unhygienic conditions. And yet, a number of people may not boil water as required by the stipulated health standards, or protect against unhygienic foods.
- iv) Some students and other members of the community smoke tobacco, drink alcohol, or abuse other drugs. This is a concern especially in the halls of residence and hostels, and also presents a problem for security when students seek to enter campus in the middle of the night.
- v) Some students and members of staff are over 40 years and have age related health problems like hypertension and diabetes.
- vi) Young families have children who suffer from childhood diseases.

1.3.2 FACILITIES AT UCU AND MUKONO

UCU has provided on-campus health services to students and staff for over 60 years. UCU operates the Allan Galpin Health Centre (AGHC), named after a person who contributed heavily to the work of the Health Centre. Beyond this Health Centre there is the Mukono Church of Uganda Hospital (MCOUH), with theatre, x-ray and ultra-sound services; and physicians and dentists.

The AGHC has grown substantially, though not at a rate commensurate with the University's population. There is always a need to compare the population that is served, the conditions they encounter, and the quantity and quality of facilities and services available. There is also a need to keep in mind the development of facilities in the local area, for example the addition of x-ray services at the MCOUH constitutes a helpful addition in the services now available in Mukono, reducing the need to send students and staff to Kampala.

However, services in Mukono town remain very limited, and many patients still require referral to the more advanced services available in Kampala. Mukono town is still growing and more services should expand towards it with time.

1.3.3 HEALTH CARE IN KAMPALA

There are more hospitals in Kampala in 2014 than was the case in 2005. Mission and government hospitals remain static, including Mulago (national referral hospital), Mengo (Anglican), Rubaga and St. Francis Nsambya (both Catholic) hospitals. Private hospitals have also added a tier of excellent services and access to modern technology. Several excellent outpatient clinics have opened and provide general and specialist care. Laboratories and diagnostic centres provide modern lab and testing services, including computerized tomography (CT) scans.

The AGHC generally makes referrals for more complicated cases which require more elaborate facilities and expertise. Beyond Mukono, most patients must travel to Kampala for care. The nearest tertiary care hospitals are at least forty-five (45) minutes' drive away, and basic services ranging from radiological services to optometric services can only be found in Kampala.

Mulago, the national referral hospital, is being re-equipped and has most of the facilities for all conditions. The consultants originate from there. Being a teaching hospital is an added advantage. There is always a senior house officer (on postgraduate studies) on call together with a consultant. There is a paying private wing where quick attention and management can be obtained.

The lack of attendants available in hospitals presents a significant challenge for UCU students and staff. There is nobody available to monitor patients, feed and clean them, and at the moment, such care must be catered for by the patients themselves. As such, UCU has hired the services of a firm providing Health Care Assistant services to fill this gap, and the cost is met by the patient.

1.3.4 HEALTH INSURANCE OPTIONS

Uganda's options for health insurance have expanded since the first H&SP was implemented in 2005. Insurers now offer inpatient and outpatient benefits, typically with no limitation on outpatient services provided the patient uses the insurer's defined network, and with limited inpatient services also in specified hospitals. Several Kampala employers have contracted with these insurers, but few if any Universities have done so as yet. Insurers typically offer policies to individuals rather than families, meaning that if an employee contracts for health insurance, they must decide whether or not to insure their family members as well.

1.3.5 SAFETY RESOURCES

Risk management is a growing field in Uganda. Police and authorities now prosecute for poor safety. Higher education institutions must comply with regulations. However, there are few resources available to advise and coach on strategies to improve safety. UCU must therefore put in place adequate resources to advise and implement strategies to improve safety in the broadest sense.

2. POLICY ON HEALTH BENEFITS AND SERVICES

2.1 SCOPE

This policy applies to the staff and students registered at the UCU campus in Mukono and Kampala. It provides the framework and outlines structures to manage and improve upon the health and safety of those people in the UCU community. Currently, the affiliated campuses have their own governance and policies. This policy may guide these other colleges form or revise their own. When different campuses become constituent colleges of UCU, they will be encouraged to develop similar policies.

This policy governs the activities of the AGHC, the Health and Safety Committee (H&SC), any activities related to public health from the Dining Hall, Estates/Projects, and health promotion activities carried out by any academic and non-academic departments on campus.

2.2 HEALTH POLICY STATEMENT

As a matter of policy, all those entitled to use the AGHC will be treated equally at the University medical facility, irrespective of their gender, age, race, tribe, nationality, or religion. To support development of UCU's community's health and safety, the University will seek to:

- i) Commit support and action from the senior staff, the Council and the Senate of the University for University health programs;
- ii) Assure that adequate resources, finances, and facilities exist for the programmes and services outlined in this policy
- iii) Prepare and deliver health and safety programmes that are effective, relevant, practical and timely;
- iv) Formulate preventive measures and arrangements that are based upon accurate risk assessment;
- v) Ensure effective communication in relation to health and safety plans and arrangements;
- vi) Promote a positive health and safety culture and provide training to ensure that students, staff, and others know their roles and responsibilities in health and safety for themselves and the community. In this regard, the University will seek to encourage students and staff, while at work, to take care of their own health and safety and that of others, and to co-operate with the University in any health and safety measures that it adopts.
- vii) Supply necessary and high quality diagnostic and treatment services for members of the community;
- viii) Continually assess and review health programs to assure health and safety measures are both workable and effective;
- ix) Provide adequate health and safety training to all key student groups and staff both at induction and as required throughout their tenure at the University;
- x) Provide specialized additional training for staff and students who have specific responsibilities for health and safety;

2.3 COMMUNITY EMERGENCIES

The Director of Medical Services (DMS) is responsible for coordinating the University's response to health and safety emergencies that could, or have, pose(d) serious risk, illness, or injury to the University community. Such emergencies include localized or national epidemics and injuries from large accidents on campus. The DMS shall notify and coordinate with the Crisis Response Coordinator (CRC) and other University and external authorities as required by law or as needed for timely interventions and services.

UCU shall therefore maintain a cooperative working relationship with the Government of Uganda's health divisions including the Ministry of Health (MOH), and with Local Government representatives and health officials. The AGHC shall be registered with the

MOH. The University is expected to participate in community prevention and treatment initiatives.

2.4 MONITORING ACCESS, COSTS, AND QUALITY OF HEALTH CARE SERVICES

UCU medical services shall be periodically evaluated against standards established by Management. In addition, the University shall, at regular intervals, review health care utilization and expenditure data in an effort to balance the needs for compassion against the cost of unlimited and unmanageable health care. This review should be conducted prior to new or proposed changes in health benefits.

This assessment should consider:

- a) Medical expenses borne annually by UCU, staff and students
- b) Utilization of the AGHC and other health services
- c) Comparative costs of health services provided through established facilities and referral mechanisms with options in the area.
- d) Availability, costs, and benefits of available third party insurers.

2.5. BENEFIT ELIGIBILITY

2.5.1 STAFF AND THEIR FAMILIES

All full-time staff members working at UCU are entitled with eligible family members to University-sponsored health benefits. Eligible persons include:

- i) All full time staff members;
- ii) One spouse (wife or husband) per employee, validated by marriage certificate;
- iii) Four (4) biological or adopted children, who are unmarried, under the age of twenty- five (25) years, validated by birth certificates or certified adoption papers.

The spouse and all eligible children must be registered with the Administration (personal file) including all validating papers, as well as with the AGHC. Photos of children should be attached and updated every five (5) years. Staff must sign a form verifying that covered children are entirely economically dependent on the parent.

All eligible staff, spouses and children must be resident in Uganda. Benefits will only extend to services sought and provided in Uganda.

Provision for Staff Who Travel Outside Uganda

Persons who travel outside Uganda should obtain separate health coverage for their time out of Uganda. Family members remain eligible for services so long as the employee continues to draw a salary from the University, or at the discretion of Management. Eligibility extends to those staff appointed by UCU Mukono who are posted temporarily or permanently to work in other parts of Uganda.

2.5.2 REGISTERED STUDENTS

All students registered by the University and studying at either the Mukono/Ntawo or Kampala campus) are eligible for health benefit, with the following requirements.

- i) All registered students are required to pay a medical fee as stipulated by Management. This non-refundable fee is used to contribute to the availing of University health and safety programmes, including Health Centre services, hospital coverage, and health promotion activities. The fee applies to all Mukono day and evening students, recess students, Kampala campus students and any others stipulated by Management.
- ii) Students are eligible for health benefits during periods in which they are registered to study and NOT during holidays.
- iii) Students who are required by the University to be on campus for Sports or other activities are eligible during recess periods.
- iv) All new students are required to have a medical examination completed prior to first registration and thereafter registered with the AGHC as per regulations of the University.
- v) Students' family members may be treated at the AGHC at private rates stipulated by Management.

2.5.3 PART-TIME, TEMPORARY, CASUAL, CONSULTANTS STAFF, VISITORS AND OTHER DEPENDANTS

These categories of staff may be treated at AGHC. Visitors and other dependants may be given treatment at the AGHC and charged appropriately. Referrals from the AGHC for additional care constitute no commitment on the part of the University to pay for additional services that are received.

2.6 SERVICES

2.6.1 ALLAN GALPIN HEALTH CENTRE

Eligible individuals may obtain routine care from the AGHC during normal and other working hours as prescribed by Management. The health centre is open and offers services over 24 hours, 7 days a week.

The AGHC shall provide the following services:-

- i) Medical examinations
- ii) General outpatient treatment of diseases
 - o Diagnosis and treatment of diseases
 - o Laboratory investigations
 - o I/V treatment for rehydration and medication
 - o Minor operations (e.g., suturing, opening and draining of abscesses)

- Counselling for medical and non-medical issues
- Under-Five Clinic Immunisation, Growth Monitoring and Health Education
- Antenatal

iii) In-patients - Simple observation and parental medication.

2.6.2 HOSPITALIZATION

2.6.2.1 OFFICIAL REFERRAL CENTRES

Inpatient care shall be covered, subject to limits to be determined by Management, at government and mission hospitals including those up country as determined by Management. Exceptions to this must be endorsed by the DMS.

2.6.2.2 STUDENT HOSPITALIZATION

Students shall be hospitalized in hospital general wards. UCU will pay 100% of the cost of a general ward bed and accompanying treatments (e.g., medications), while the patient is admitted in the hospital, and up to a maximum rate to be determined by Management.

Students who are referred to the hospital while eligible will have their charges covered, subject to the limitations of this policy.

There shall be a maximum hospitalization benefit at a level to be determined by Management.

Student families should be notified immediately when a student needs hospitalization so they may attend to the student.

2.6.2.3 STAFF HOSPITALIZATION

Hospitalization shall be covered, subject to the limitation outlined below, at government and mission hospitals, including up-country facilities as shall be determined by Management.

Staff and registered family members may be hospitalized in the general ward. The limitation of hospital coverage is that UCU will pay for hospitalization of staff and eligible covered persons at a general ward bed at government or mission hospitals, and accompanying procedures and treatments delivered while the patient is admitted in the hospital. Any balance of the private bed cost as well as any additional charges associated with other hospitals is the responsibility of the patient, and can be paid out of the Medical Savings Account. Staff in categories CU1-4 is entitled to a Private Wing at a Government or Mission Hospital.

Where recommended drugs or diagnostic procedures/services are not available at a referral facility and AGHC, patients shall call AGHC Medical/Clinical Officers for authorisation to procure from elsewhere and be refunded from UCU account.

For eligible staff and registered spouse, UCU will make a reimbursement for normal and complicated deliveries at a rate to be determined by Management from time to time (see Schedule A).

2.6.2.4 Limitations of In-Patient Benefits

Hospital benefits shall be available up to a maximum limit that is determined by Management. This limitation may be expressed in per-day charges, per-episode, and/or per annum.

2.6.3 OUTPATIENT SERVICES OFF-CAMPUS

Treatment outside the AGHC shall continue for cases that cannot be managed at the centre. In this case, the following shall apply:-

- i) Staff and students will be referred to specified, contacted recognized treatment providers or private clinics as recommended by the DMS.
- ii) A number of specified services will be reimbursed by the University up to limits determined by Management.
- iii) Charges for non-reimbursable services or those which exceed limits set by Management may be paid back to the employee out of the AMA.
- iv) Staffs who seek emergency care outside of the AGHC must seek permission or notify the centre at their first opportunity if they wish to be reimbursed by the University. Reimbursement is only permitted if claims are submitted within three(3) months of treatment

2.6.4 EMERGENCIES

In the event of an emergency, the following steps are required:-

- i) All emergency cases arising after working hours and weekend must be immediately reported to the AGHC for justification and certification of the resultant expenditure.
- ii) All emergency cases arising during working hours must be reported to the Health staff on duty for Management.
- iii) Cases which cannot be managed should be referred to recommended health facilities.

2.6.5 TRANSPORT

UCU shall arrange transport to qualified referral facilities for students or staff in order to prevent delays, worsening of conditions, and preventable deaths. A vehicle that can be summoned quickly for emergencies shall be available at all times. Emergency retrieval and transport is available for staff and students, within a 60km radius of the main campus.

2.6.6 PERSONS WHO REQUIRE CONTINUOUS MEDICAL ATTENTION

The DMS shall maintain a data bank of all staff members and students who require continuous medical attention. Every effort shall be made to serve such individuals in the AGHC or to encourage them to attend specialty clinics. When this is not possible, the employees will access their Medical Savings Accounts for their care.

2.6.7 PAYMENTS AND REFUNDS

Services shall be provided through the AGHC when they are available and appropriate to the patient's need. Charges for services received elsewhere that were available at the AGHC will not be reimbursed unless they were referred or approved by the DMS.

2.6.8 MEDICAL SAVINGS ACCOUNTS

The University shall set aside an AMA to be used for health care for eligible persons. The account shall accrue funds on a rate to be determined by Management. These savings can build over years, allowing accumulation of emergency medical funds. Unspent sums can be withdrawn at the time an employee leaves University employment. Out of these funds, eligible persons can receive reimbursement for medical care costs they have incurred, (provided genuine claims are submitted within three (3) months of receiving treatment and care), subject to approval by the DMS and including but not limited to:

- a) Outpatient examinations and treatments received outside the AGHC that is not approved or reimbursed by the AGHC
- b) Inpatient care not covered as part of the Hospitalization benefit
- c) Treatment for mental conditions by psychiatrist or psychiatric hospital,
- d) Treatment for alcohol/drug disorders,
- e) Family planning including vasectomy etc.

2.6.9 EXCLUSIONS FROM BENEFITS

The following services are not covered by UCU for staff and students:-

- a) Elective procedures and surgeries.
- b) Illegal and unbiblical medical procedures such as elective induced abortions, euthanasia, female genital mutilation, cultural male circumcision, witchcraft and similar traditional health services, or other services as determined by Management.
- c) Antenatal and delivery services are not provided for students or any children of staff or house helpers.

2.6.10 DEATH OF COMMUNITY MEMBERS

The University will offer families of students who die while currently registered a contribution toward their funeral expenses as stipulated in the Protocol At Time of Death. In the event that an employee or eligible person dies, a death benefit is provided that is outlined separately in the Staff handbooks and in the *Protocol At Time of Death*.

Summary of Services for Different Eligible Groups

Note: "Health Centre" means services area accessed directly from the AGHC. "Referral" means the AGHC refers the individual and pays directly to the provider (unless noted).

NB: HC is Health Centre.

	Staff, Spouse, and Eligible Children		Student		Visitors		Part-Time and Casual Workers	
	HC	Referral	HC	Referral	HC	Referral	HC	Referral
Medical diagnostics								
X-Ray		Yes		Yes		No		No
CT Scan		Yes		Yes		No		No
Ultrasounds		Yes		Yes		No		No
Testing blood, urine, etc	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Emergency care								
HC only	Yes		Yes		Yes		Yes	
Hospital		Yes		Yes		No		No
Transportation	Yes		Yes					
Medications								
"Basic" medications	Yes		Yes		Yes		Yes	
Chronic care meds	Yes		Yes		Only if HC has		Only if HC has	
Prescribed by other docs	If approved		If approved		If approved		Only if HC has	
In-Patient								
Inpatient – bed cost		100%, up to limit		General Ward, 100%, up to limit		No		No
Surgery/other		100%, up to limit		General Ward, 100%, up to limit		No		No
Outpatient								
Diagnosis and treatment	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Pregnancy Care								
Antenatal	Yes	No						
Delivery		Married staff or spouse, up to limit		No		No		No
Critical care for mother		Yes		No		No		No
Critical care for newborn		Yes		No		No		No
Well baby care		Yes		No		No		No
Other								
Physio-therapy	Yes	Yes		Yes		No		No
Eye injuries and disease		Yes		Yes		No		No
Eye glasses		Staff member, up to limit		No		No		No
Dental extraction		Yes		Yes		No		No
Transportation								
Routine care/follow-up	No	No		No		No		No
Emergency response, in 60km	Yes			Yes		No		No
Emergency response beyond 60km	No			No (generally)		No		No

3.0 PERSONAL SAFETY

Personal safety at UCU is assured by a conscious effort to maintain proper equipment and physical conditions, and by sober judgement of staff, students and visitors regarding appropriate use of equipment and facilities. Accidents resulting in harm are most likely to be the result of lapses in maintenance or in human judgment.

Lapses and errors may occur. UCU should have adequate insurance coverage for both damage of property and liability of persons injured or affected when the University and its agents are the cause.

3.1 APPROPRIATE USE OF EQUIPMENT AND FACILITIES

All University equipment and facilities should be used for the intended purposes only. Use of facilities or equipment in an unsafe manner may result in disciplinary action against the individual and/or their supervisors as the case may warrant.

3.2 SAFE INTERACTIONS AMONG STAFF AND STUDENTS

1. Students and staff must treat each other with professional and Christian conduct in line with the student code of conduct and the staff handbook.
2. Violence or harassment, including physical, sexual and emotional abuses, are not tolerated.
3. Staff must be careful to avoid situations in which they use their position of authority over any student or more junior member of staff.
4. Grievance policies must be spelled out in the student code of conduct and the staff handbooks in the event that violations have occurred.
5. Staff and students should all wear identification on their bodies in easy view.

3.3 FAMILY AND PERSONAL SAFETY

1. Individuals should walk in well lit areas or seek to use torches while moving along dark paths.
2. Individuals, particularly women, are encouraged to be sensitive to personal risks when they move alone particularly in secluded or dark areas at night and the early morning hours.
3. Guards should be strategically placed around campus.
4. Alarm systems should be available on campus in the event of an emergency.

3.4 VEHICULAR AND ROAD SAFETY

1. All vehicles owned by UCU must be maintained in safe working order.
2. Vehicles must be annually inspected for maintenance and safety concerns.
3. Drivers are responsible to make sure all occupant seat belts are fastened.

4. Vehicles must have detailed log books and proper license/documentation.
5. Drivers must be properly qualified and have legal licenses for the vehicles they are assigned to drive.
6. Drivers must be extremely cautious on the roads. Principles of safe driving must always take precedent.

3.5 FIRE SAFETY

The University has a Fire Safety Policy (approved by cabinet on 28 July 2008). The following are extracted from cross-cutting policy measures in that more comprehensive policy document:

1. Flammable liquids and other fire accelerants should be banned from dorms entirely, and stored a safe distance from housing and office structures.
2. Candles should be banned from dorms/hostels and discouraged in homes on campus.
3. University electricians must approve installation of high-load appliances.
4. University-approved electricians must approve or carry out work in University buildings.
5. Evacuation plans are needed for all University buildings.
6. 24 hour emergency numbers should be published, and fire alarm systems installed.
7. H&SC inspections of dorms, hostels, offices, and classrooms are needed annually, and of housing periodically.

3.6 OCCUPATIONAL SAFETY

1. Staff must be properly trained for use of equipment or for work in places that pose danger to themselves or others.
2. Staff must have access to and utilize protective gear when carrying out high risk duties.
3. Offices must be a safe and habitable environment.
4. Selection and placement of chairs, desks, and other office furniture and equipment should be 'ergonomic' and minimize potential harm to the employees.
5. Safe and up to date equipment must be provided to reduce chance of injury.
6. Physical paths and roads must be maintained in good order.
7. Negligence among staff members will result in disciplinary action.
8. Supervisors are expected to monitor the workplace and hazards that their staff face.

3.7 CAMPUS EVENT SAFETY

Large numbers of people and vehicles enter the University during key events such as sporting/games, graduation, and different celebrations. The following precautions are needed.

1. Notify the RDC and Police of upcoming events
2. Notify Public Relations to coordinate information flow
3. Notify Estates and Security
4. Demarcate “no go” zones - areas where guests and visitors should not be allowed in large numbers (e.g., library, dining) unless invited
5. Hire or access sufficient numbers of traffic managers, including students or security
6. Assure adequate sanitation and hand washing facilities are in place.

3.8 BUILDINGS, PROCUREMENT AND MAINTENANCE

1. Building and construction materials must conform to accepted standards. Any goods and materials purchased must be verified and validated as complying with quality standards.
2. Drawings and plans must be reviewed and approved by local urban authorities before construction begins (for new projects and major renovations of existing structures).
3. Any work that is found to be substandard in quality such that it poses risk of harm in the UCU community should be rectified.

3.9 SPORTS AND ACTIVITY SAFETY

1. Playing fields should be free from unnecessary obstacles and hazards.
2. Students or staff participating in sports or other voluntary high risk activities should sign a waiver of indemnity.
3. Gym weights should be utilized in appropriate weight ranges for the individual.
4. Instructors should be available.

3.10 GENERAL CAMPUS SAFETY AND SECURITY

1. Fencing should be installed around campus so as to minimize unauthorized access.
2. Alarm systems should be available in major buildings and path crossing points.
3. Adequate lighting should be available around major foot traffic areas.
4. Adequate quality locks should be installed on all doors, particularly in campus houses.

5. People must be 'security and safety conscious' and never assume that all risks have been mitigated.
6. Preparedness for and responses to emergency and other security situations are laid out in the University's Crisis Response Plan.

4. PROMOTING HEALTH AND SAFETY FOR THE UCU COMMUNITY

4.1 HEALTH PROMOTION

The University, through the H&SC, should assure that the health promotion occurs, and should therefore:-

- i) Hold one or more health fairs per academic year, with information tables and routine access to nurses and experts in nutrition and hygiene.
- ii) Observe and plan health education programs around the international and national health days such as World AIDS Day.
- iii) Orient new students and staff to health promotion and preservation activities on campus
- iv) Promote the Health and Wholeness core course for students and a brief programme for staff.
- v) Assure that First Aid kits are kept in well marked but secured locations around the campus.
- vi) Assure that fitness programs are available for staff and students.
- vii) Promote the spiritual aspect of healing and health - prayer and counselling.
- viii) Otherwise assure that there is effective communication regarding health and safety issues in the community.

4.2 INSPECTION AND REQUIREMENTS FOR UNIVERSITY FACILITIES

The H&SC shall assure that regular (at least annual) inspections take place of all University facilities where staff/students work and gather. Inspections shall include safety and security of persons and property, following a set of standards that shall be developed and approved by Management.

4.2.1 GROUNDS MANAGEMENT

Grounds shall be inspected and cause correction for deficiencies in health and safety issues following standards to be determined by Management.

4.2.2 SOLID WASTE MANAGEMENT

Waste shall be separated: consumable (by animals), compostable (to bury) and permanent waste which must be hauled from campus. Permanent waste also includes hazardous items (batteries, toner) and bulk items (furniture or cookers).

4.2.3 HUMAN WASTE MANAGEMENT

The H&SC shall establish and implement standards for toilets on campus including assuring adequate numbers of toilets, cleanliness of toilets, and clean and safe disposal of women's sanitary products.

All the sewage facilities shall be monitored and periodically tested to assure safety and health of the population on campus and in adjacent communities.

4.2.4. SAFE FOOD AND WATER MANAGEMENT

1. The H&SC be responsible for all University-sponsored or affiliated facilities where staff, students, and visitors eat or drink. Inspections shall be made following standards to be determined by Management.
2. All eating establishments shall have local government certification.
3. All staff that prepare or serve food in University eating establishments have all required food handling and/or hygiene certificates.
4. The Clean Water system on campus shall be periodically tested and regularly monitored for proper operation and safety.

4.2.5. NUTRITION MANAGEMENT

The committee shall render advice on nutrition, including menu plans and food preparation techniques dining/kitchens on campus, including the Dining Hall and Canteens.

4.2.6 REVIEW OF SITE AND CONSTRUCTION PLANS

The Committee is charged with reviewing and advising on the health and safety issues in plans to locate and construct facilities on the campus. This should occur prior to and during construction phases.

4.3 HIV/AIDS POLICY AND PROGRAMS

4.3.1 HIV PREVENTION

The University has launched an HIV/AIDS Initiative to extend and expand HIV/AIDS programs and services. All HIV prevention programs are conducted with due consideration to the Christian Identity of the University, and encouraging Christian discipline and compassion. Following are areas for emphasis in resulting policies and programs:

- i) Encouraging the promotion of Christian life skills, especially abstinence outside marriage and faithfulness within marriage, as the preferred strategy for preventing HIV transmission;
- ii) Making HIV/AIDS awareness and service programs routine;
- iii) Incorporating HIV/AIDS subjects into appropriate University courses;

- iv) Providing HIV/AIDS counselling and testing at the Health Centre as well as through periodic community events to encourage a positive and health lifestyle.
- v) Minimize stigma and discrimination against people living with HIV/AIDS at UCU;
- vi) Providing necessary equipment and training on HIV risk reduction for at-risk staff, particularly medical staff;
- vii) Develop additional and enact strategies to protect persons from contracting HIV.

4.3.2 CARE FOR THOSE AFFECTED BY HIV

UCU has and should maintain a relationship with any service provider who/which can extend treatment to UCU community members who have HIV, including access to anti-retroviral drugs as well as strategies to maintain health.

4.3.3 SAFEGUARDING STUDENT OR EMPLOYMENT STATUS

UCU does not discriminate based on HIV Status when it comes to hiring decisions or enrolling individuals as students. Having HIV is no reason to disqualify or terminate an individual from being either a student or employee.

Having HIV does not, however, exempt any individual from requirements for performance, according to University policies for students and staff. Existing provisions in student and staff policies provide guidelines for individuals who become unable to perform their duties.

4.3.4 CONFIDENTIALITY OF HIV STATUS INFORMATION

HIV status, as with any other medical-related information, shall be held in strict confidence and may not be shared without the individual's consent with anybody, including the AGHC and members of the University Management.

4.3.5 RESPONSIBILITIES OF THOSE LIVING WITH HIV/AIDS

Persons who have HIV/AIDS have a special obligation to ensure that they behave in such a way as to preserve and protect their own health and the health of those around them.

4.4 WORK-RELATED INJURY PREVENTION AND MANAGEMENT

The Committee shall assure that periodic inspections take place of worker behaviours and workplace conditions. The committee shall also work to identify and reduce risks and put in place protective measures to safeguard the health and safety of those doing the work or others in the community.

If an individual is injured during the course of performing regular work, the University shall assume 100% of all reasonable costs for medical care and restorative care, as per the services outlined above.

The University shall comply with Uganda laws regarding workers compensation insurance and periodically review workers compensation insurance policies.

4.5 CONFIDENTIALITY OF PERSONAL HEALTH INFORMATION

All personal health information including medical reports/information shall be regarded as confidential except in instances where the observance of such confidentiality may result in the person being at risk of injuring themselves or other people as determined by Director of Medical Services. Use of such medical report/information in reports or planning is permitted as a regular course of the work of the University but only insofar as a person's identity can never be disclosed or determined. Information may only be shared with the written consent of the individual.

4.6 OVERSIGHT AND RESPONSIBILITY FOR HEALTH AND SAFETY

UCU health programs shall have a multi-tiered structure of responsibility and authority for governing programs and implementing activities. The **University Council** has the ultimate responsibility for health and safety in the University. The University Council would normally delegate responsibility for health and safety to the Council's Appointments and Staff Welfare Board, and day-to-day responsibility for health and safety to the Deputy Vice Chancellor for Finance and Administration (DVC F&A). This Board shall provide strategic guidance to the University's H&SC.

The H&SC undertakes the executive management role for health and safety at the University. It is responsible for the development of University policy for health and safety and for the implementation of that policy. The H&SC reports to the University's Management Committee (Administrative).

4.6.1 THE HEALTH AND SAFETY COMMITTEE

MEMBERSHIP

1. Chair: Deputy Vice Chancellor (Finance and Administration)
2. Vice Chair: Head of Department of Health Sciences
3. Secretary: Director of Medical Services
4. Director of Student Affairs
5. Estates Manager
6. Projects Manager
7. Events Coordinator or Manager
8. One representative from each of the following:
 - o AGHC Staff Representative
 - o Development and External Relations
 - o Academic Staff
 - o Administrative Staff
 - o Group Employees
 - o Support Staff
 - o Student Guild

One individual may serve in more than one role of the Committee, as appropriate. The Vice Chancellor may elect to participate as desired or needed.

The term of office of the other members shall be three years, except for the Student Guild representative who shall rotate annually. These members may serve for more than one term of office. The Committee may agree on arrangements to ensure that retirements from Committee are phased as to preserve continuity.

Members who represent constituencies who miss more than two (2) consecutive will need to meet with the Chair of the H&SC.

The Committee shall have the power to co-opt additional members.

Actions from the Committee may be taken by vote of a simple majority present.

DUTIES

The duties of H&SC include the following:

1. Preparing and maintaining an up-to-date University Health & Safety policy;
2. Preparing, at appropriate intervals, a University health and safety plan;
3. Ensuring adequate organization of health and safety and support services;
4. Ensuring access to appropriate technical and managerial advice on health and safety;
5. Monitoring and reviewing health and safety plans;
6. Drawing the attention of the University, through the Management Committee (Administrative), to its obligations relating to occupational health and safety to ensure the safety of staff, students and any other persons who may be affected by the work of the University.
7. Advising the University's Management Committee (Administrative) on the development of health and safety policy to fulfil the above obligations.
8. Regularly monitoring and reviewing health and safety policies, practices, regulations and procedures, and their implementation at the University.

The Committee shall:

- i) Receive and consider the minutes of the Management Committee (Administrative) pertaining to health and safety issues.
- ii) Submit minutes of its meetings to the Management Committee (Administrative).
- iii) Receive reports from *ad hoc* subcommittees on health and safety.
- iv) Receive and consider reports prepared by committees of inquiry and make recommendations to the Management Committee (Administrative) for health and safety arising out of these reports.
- v) Meet at least once per semester and on such other occasions as the chairman may decide. Additionally the chairman shall convene a meeting of the committee upon receipt of the request in writing by any three members, except in case of an emergency when the chairman may call a meeting without notice, seven days notice of meetings and their business shall be given in writing.
- vi) Have a quorum of one-third of members.

4.6.3 RESPONSIBILITIES OF THE COMMUNITY

All staff and students are responsible for cooperating with their deploying school/faculty/department or department and the University on all matters of health and safety. This includes following any verbal or written guidance, participating in risk assessment procedures, undergoing appropriate training, and ensuring that other people in the workplace are not adversely affected by their work activities. Staff should ensure that members of the public who are visiting their work area are made aware of any appropriate health and safety requirements, and that adequate procedures are in place to ensure their visitors' safety during disease prevention, or other reasonably foreseeable emergency that may arise.

Staff should also assist Management by bringing to its attention any matters of health, safety and welfare that arise during their work activities. It is the responsibility of the University to ensure that staff are made aware both of these individual responsibilities and of the reporting and control procedures through which they can report matters of health and safety.

Staff, students, and visitors will be held responsible if they are found to have, through wilful intent.

Approved

Vice Chancellor

01 March 2011

Revised Version Approved

Vice Chancellor

16th February 2015

SCHEDULE A

Reimbursement for Deliveries as at 16th February 2015

1. Deliveries

- a) For normal deliveries the University shall reimburse up to a maximum of Four hundred thousand Uganda shillings (UGX 400,000/=)
- b) For Caesarean Section (CS), the University shall reimburse up to a maximum of Seven hundred thousand Uganda shillings (UGX 700,000=)

2. Spectacles

- a) The University shall reimburse up to a maximum of Two hundred thousand Uganda shillings (UGX 200,000/-)

Claims for re-imburement for costs incurred as a result of delivery of a baby by a member of staff or spouse duly registered should be submitted within three (3) months of delivery.

UGANDA CHRISTIAN UNIVERSITY
MAJOR CHANGES IN THE HEALTH AND SAFETY POLICY
EFFECTIVE 1ST JULY 2015

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2.5. BENEFIT ELIGIBILITY

2.5.1 STAFF AND THEIR FAMILIES

All full-time staff members working at UCU are entitled with eligible family members to University-sponsored health benefits. Eligible persons include:

- (iii) Four (4) biological or adopted children, who are unmarried, under the age of twenty-five (25) years, validated by birth certificates or certified adoption papers.

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2.6 SERVICES

2.6.1 ALLAN GALPIN HEALTH CENTRE

Eligible individuals may obtain routine care from the AGHC during normal and other working hours as prescribed by Management. The health centre is open and offers services over 24 hours, 7 days a week.

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2.6.3 OUTPATIENT SERVICES OFF-CAMPUS

Treatment outside the AGHC shall continue for cases that cannot be managed at the centre. In this case, the following shall apply:-

- (iv) Staffs who seek emergency care outside of the AGHC must seek permission or notify the centre at their first opportunity if they wish to be reimbursed by the University. Reimbursement is only permitted if claims are submitted within three (3) months of treatment.

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2.6.5 TRANSPORT

UCU shall arrange transport to qualified referral facilities for students or staff in order to prevent delays, worsening of conditions, and preventable deaths. A vehicle that can be summoned quickly for emergencies shall be available at all times. Emergency retrieval and transport is available for staff and students, within a 60km radius of the main campus.

For eligible staff and registered spouse, UCU will make reimbursement for normal and complicated deliveries at rate determined by management. Claims for re-imbusement for costs incurred as a result of delivery of a baby by a member of staff or spouse duly registered should be submitted within three (3) months of delivery.(see Schedule A).