



# **BENEDICT XVI CATHOLIC INTERNATIONAL INSTITUTE**

of Higher Education

## **HEALTH & SAFETY POLICY**

# HEALTH & SAFETY POLICY

## Document Control

|                           |                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Title:</b>      | Health and Safety Policy                                                                                                                                                                                                                                                                                                                                            |
| <b>Institution:</b>       | Benedict XVI Catholic International Institute of Higher Education (BCI Campus)                                                                                                                                                                                                                                                                                      |
| <b>Policy Owner:</b>      | Quality Assurance Unit                                                                                                                                                                                                                                                                                                                                              |
| <b>Approved By:</b>       | Academic Board and Governing Council                                                                                                                                                                                                                                                                                                                                |
| <b>Effective Date:</b>    | 31/01/2026                                                                                                                                                                                                                                                                                                                                                          |
| <b>Version:</b>           | 1.0                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Next Review Date:</b>  |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Related Documents:</b> | <ul style="list-style-type: none"><li>• Factories Ordinance (No. 45 of 1942) – Sri Lankan workplace safety law.</li><li>• National Institute of Occupational Safety and Health Act (No. 38 of 2009).</li><li>• National Occupational Safety and Health Policy of Sri Lanka.</li><li>• Relevant UGC/MOE health and safety guidelines for higher education.</li></ul> |
| <b>Contact:</b>           |                                                                                                                                                                                                                                                                                                                                                                     |

# **1. Overview**

BCI Campus is committed to maintaining a safe and healthy environment for all staff, students, visitors, and contractors. The institution recognises that health, safety, and welfare are fundamental to its duty of care and essential to the delivery of teaching, learning, research, and administrative functions.

BCI acknowledges that inadequate health and safety practices can lead to injury, illness, legal non-compliance, reputational damage, and disruption to academic and operational activities.

This policy establishes a comprehensive framework to ensure proactive management of health and safety risks, compliance with Sri Lankan law, and the promotion of a culture of safety and wellbeing across the campus.

## **1.1 Purpose**

The purpose of this policy is to:

- Ensure full compliance with relevant Sri Lankan health and safety legislation, including the Factories Ordinance (No. 45 of 1942) and the National Institute of Occupational Safety and Health Act (No. 38 of 2009) and associated national policies promoting workplace safety and health practices.
- Provide a consistent and systematic approach to identifying, assessing, and managing health and safety risks.
- Protect the physical and mental wellbeing of students, staff, and all campus stakeholders.
- Promote awareness, training, and education on health and safety responsibilities and best practices.
- Support BCI's educational and operational functions through a safe and secure campus environment.

## **1.2 Scope**

This policy applies to all persons and activities associated with BCI Campus, including:

- Academic faculties and departments
- Registry and examinations
- Finance division
- Human Resources and recruitment
- IT Services
- Facilities, maintenance, and grounds
- Students (internal, external, postgraduate)
- Staff (full-time, part-time, visiting, contract)
- Applicants, alumni, contractors, visitors, and third-party service providers

It covers all campus environments, including buildings, classrooms, labs, workshops, communal spaces, and any site used for official BCI activities.

### **1.3 Legal & Regulatory Framework**

BCI's Health & Safety Policy aligns with the following legal and regulatory requirements:

- Factories Ordinance (No. 45 of 1942), governing general health and safety of workplaces.
- National Institute of Occupational Safety and Health Act (No. 38 of 2009), which promotes occupational safety standards and training.
- National Occupational Safety and Health Policy of Sri Lanka supporting workplace health culture and prevention of accidents.
- UGC and Ministry of Education guidelines related to student and staff safety within higher education settings.
- Relevant CMI health and safety guidance as applied to educational institutions and assessment environments.

## **2. Definitions**

### **2.1 Health & Safety**

Measures, practices, and policies designed to protect individuals from risk, injury, illness, and hazards in the campus environment.

### **2.2 Hazard**

Any source with the potential to cause harm (e.g., physical, chemical, biological, ergonomic, psychosocial).

### **2.3 Risk**

The likelihood that a person may be harmed by a hazard, combined with the severity of possible harm.

### **2.4 Incident**

An unplanned event that causes or could cause injury, illness, damage, or loss.

### **2.5 Emergency**

A serious situation requiring immediate action to protect health, life, property, or the environment.

## **3. Policy Principles**

BCI adheres to the following principles in managing health and safety:

- Prevention – Identify and mitigate hazards before they cause harm.

- Legal Compliance – Ensure adherence to applicable health and safety laws and codes of practice.
- Shared Responsibility – Engage senior management, staff, students, and contractors in safety practices.
- Training & Awareness – Provide education to relevant stakeholders on risks, controls, and emergency procedures.
- Continuous Improvement – Review safety performance, investigate incidents, and implement corrective actions.

## **4. Responsibilities**

### Senior Management

- Provide leadership and resources for health and safety programmes.
- Approve and periodically review health and safety strategies.

### Health & Safety Committee

- Chaired by the Rector/President, with members from key campus divisions.
- Develop and evaluate health and safety procedures.
- Monitor compliance and review incidents.

### Supervisors & Department Heads

- Implement risk assessments and safety controls within their areas.
- Report hazards and support training needs.

### Staff & Students

- Comply with safety instructions and participate in training.
- Report hazards, incidents, and near misses promptly.

## **5. Risk Management & Hazard Control**

### BCI shall:

- Conduct regular risk assessments across campus facilities.
- Implement control measures to eliminate or minimise identified hazards.
- Provide appropriate personal protective equipment where necessary.
- Maintain and inspect safety systems (fire alarms, exits, first aid kits).
- Ensure safe handling and storage of potentially hazardous materials.

## **6. Training & Awareness**

BCI will:

- Provide orientation and ongoing training on health, safety, and emergency procedures.
- Ensure staff and students know how to respond to medical emergencies, fires, earthquakes, and other foreseeable events.
- Promote wellbeing and mental health resources.

## **7. Incident Reporting & Investigation**

- All accidents, injuries, near misses, and dangerous conditions must be reported immediately.
- A formal investigation will be conducted to identify root causes and prevent recurrence.
- Records of incidents, actions taken, and outcomes will be maintained.

## **8. Emergency Preparedness**

BCI shall:

- Develop and communicate emergency response plans.
- Conduct regular drills (fire, evacuation).
- Ensure appropriate communication systems are in place for warnings and instructions.

## **9. Monitoring, Audit & Review**

This policy and its implementation will be reviewed:

- Annually, or
- When there are significant changes to legislation, operational risks, or institutional requirements.

Reviews and updates require recommendations from the Health & Safety Committee and approval from the Governing Council.

## **10. Promulgation & Implementation**

- This policy will be published on the BCI Campus website and included in handbooks.
- It will be communicated to all staff and students.
- Training will be provided for relevant individuals, especially those responsible for implementing health and safety measures.

## 11. References

- Factories Ordinance (No. 45 of 1942) – Sri Lankan workplace safety law - [https://employers.lk/wp-content/uploads/2021/03/1\\_Factories-Ordinance-No.-45-of-1942.pdf](https://employers.lk/wp-content/uploads/2021/03/1_Factories-Ordinance-No.-45-of-1942.pdf)
- National Institute of Occupational Safety and Health Act (No. 38 of 2009) - [https://documents.gov.lk/view/acts/2009/7/38-2009\\_E.pdf?utm\\_source=chatgpt.com](https://documents.gov.lk/view/acts/2009/7/38-2009_E.pdf?utm_source=chatgpt.com)
- National Occupational Safety and Health Policy of Sri Lanka - [https://www.eohfs.health.gov.lk/occupational/images/pdf/National-occupational-safety-and-health-policy-of-Sri-Lanka.pdf?utm\\_source=chatgpt.com](https://www.eohfs.health.gov.lk/occupational/images/pdf/National-occupational-safety-and-health-policy-of-Sri-Lanka.pdf?utm_source=chatgpt.com)
- Relevant UGC/MOE health and safety guidelines for higher education.

---- End ----