



Office of Occupational Health and Safety

Office of the Vice-Chancellor

University of Guyana

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PURPOSE

This policy establishes the requirements for safety and health training at the University of Guyana. One of the goals of the University is to prevent workplace injuries and illnesses for all staff, students, volunteers, contractors and visitors. Training is among the primary means to achieve this. Health and safety training is the shared responsibility of faculty, staff, visitors and those with supervision and management responsibilities. This policy builds upon the training section (principles, procedures, approaches) of the University of Guyana's Health and Safety Policy by defining procedures to:

- (i) Ensure all staff, students, volunteers, contractors and visitors receive the safety training they require to carry out their jobs as safely as is practicably possible.
- (ii) Assist management in identifying appropriate training based on an employee's job role and work activities.
- (iii) Incorporate health and safety awareness into the induction process.
- (iv) Ensure compliance with health and safety legislation and University policy.

SCOPE

This policy applies to all members of staff, students, researchers, visiting academics, contractors and other personnel at locations under the management of the University of Guyana.



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DEFINITIONS

Contractor: a person or firm that undertakes a contract from the University to provide materials or labour to perform a service or do a job.

Hazard: any source of potential damage, harm or adverse health effects on something or someone.

Near miss: means a close call where there is potential for accident, injury, occupational illness and hazardous material spill or release.

Risk: means a combination of the likelihood and severity of harm arising from a hazard.

Student: a person who is registered and pursuing a course or programme at the University of Guyana.

Supervisor: an employee who may have authority to hire personnel, evaluate performance, direct assignments, recommend disciplinary measures, direct resources to correct identified safety issues.

Technical areas: any location where the use or storage of hazardous materials or equipment may present a potential hazard. It includes, but is not limited to: research laboratories; teaching laboratories; quality assurance/quality control and analytical laboratories; stock rooms; storage rooms; waste accumulation areas/locations; machine and other workshops; and vivaria.

Training Needs Assessment: Assessment of the training requirements of a target group of people in terms of (a) risk of hazards present in work activities, (b) their educational and professional background, (c) regulatory requirements for training.

Worker: For purposes of this policy, a worker is an individual who actively performs work functions at the University of Guyana. A worker may be faculty, staff, intern, student, volunteer or a visitor or visiting academic.



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HEALTH AND SAFETY TRAINING RESPONSIBILITIES

Vice Chancellor has overall responsibility for compliance with health and safety requirements of all facilities and programs under the control of the University of Guyana.

Directors/Deans/Department Heads are responsible for communicating, promoting and enforcing this policy in areas under their control.

Faculties /Departments/Schools

- (a) Ensure that workers, contractors, and students receive appropriate and timely health and safety information and training.
- (b) Submit written records of the content of training sessions and the identification of the trainer and all attendees to the Office of Occupational Health and Safety.
- (c) Ensure that proper training or other required pre-qualification has been implemented before a student or worker begins work.
- (d) Each department shall be responsible for ensuring new hires are provided with safety orientation training from the Office of Occupational Health and Safety within two weeks of their start date.

Supervisors are responsible for:

- (a) Complying with the training requirements outlined in this policy and ensuring staff under their purview comply with this Policy.
- (b) Conducting a Safety Training Needs Assessment for their department and/ reviewing and approving the assessment if conducted by the Office of Occupational Health and Safety.
- (c) Ensuring that staff under their purview complete at minimum, the mandatory training as determined by their job classification outlined in the University of Guyana's Health and Safety Training Matrix.
- (d) Ensuring that before any worker is granted unescorted access to technical areas, they would have successfully completed a training offered/managed by the OOHAS.



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Workers are responsible for

- (a) Knowing the training requirements for areas in which they work or enter.
- (b) Completing required training and assessments.
- (c) Reporting new and emerging hazards which have not been addressed in previous training sessions.

Office of Occupational Health and Safety (OOHAS) is responsible for:

- (a) Overseeing the University's Health and Safety Training Program, including development, implementation and evaluation of the program.
- (b) Conducting training needs assessments and providing consultation and tools to assist supervisors in performing training needs assessments.
- (c) Developing a training matrix based on job titles and activities.
- (d) Communicating general health and safety training requirements.
- (e) Reviewing safety training courses to ensure proper qualifications of the trainer and training content.
- (f) Developing and providing either online or in-person instructor-led safety training sessions to workers and contractors. Publishing dates, times and locations for instructor-led safety training sessions.
- (g) Providing departments with follow-up summaries of employees attending each training class as requested.
- (h) Maintaining written records of the content of each training session and the identification of the trainer and all attendees.
- (i) Updating and modifying policies and procedures as necessary.



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HEALTH AND SAFETY TRAINING - GENERAL REQUIREMENTS

- (a) The University will commit available resources to ensure all workers and students receive safety and health training.
- (b) Training may be provided by the Office of Occupational Health and Safety, qualified or competent faculty or department staff and/ approved external trainers.
- (c) The Policy will be reviewed every three (3) years and/or in the event of any changes in legislation or mandatory training needs. A Training Needs Assessment shall be conducted in conjunction with the revisions of this policy by the Office of Occupational Health and Safety.

MANDATORY SAFETY TRAINING MATRICES

- (a) Safety training needs shall be identified using a training needs matrix that identifies training via activities and job roles.
- (b) Training identified using the matrix is mandatory. However, in certain circumstances (i.e. proof of appropriate training at a previous place of work) an exemption may be granted by the Director of the Office of Occupational Health and Safety.
- (c) The matrix does not provide an exhaustive list of training and in some circumstances the responsible person (with advice from the Office of Occupational Health and Safety) may require particular staff to attend additional training courses or external training courses, not listed in the matrix.

HEALTH AND SAFETY TRAINING - CONTENT

Safety Induction

- (a) All new workers at the University shall complete a general health and safety induction training within two (2) weeks from the date of commencement of employment. This training shall include at minimum, information relating to:
 - i. The University of Guyana's OSH Policy;
 - ii. The employee's safety responsibilities;
 - iii. The employer's safety responsibilities;
 - iv. Local safety procedures and rules, for example personal protective equipment

requirements and restricted areas etc.

- v. Hazard communication and signage;
- vi. Fire safety, first aid and emergency response procedures;
- vii. Procedures for reporting safety violations, accidents/incidents, near misses; and
- viii. Consultation procedures, for example names and contact details of health and safety representatives.

(b) After completion of the general safety induction, all staff shall receive further mandatory health and safety training relevant to their job role and work activities. Further training shall also be provided for any additional site-specific or safety sensitive tasks, before the employee is allowed to conduct the specific task such as confined spaces or working from heights.

(c) Technical area workers are required to receive an additional safety orientation specific to their unique work location and the processes common to their worksite. This safety orientation shall be performed by the supervisor on the first day the worker is granted access to, or assigned work in the technical area. This training orientation must be documented.

Specialised, High Interest Areas, or Specific Subject Matter Training

(a) Additional specialised training (such as work with radiation, chemical respirator use, hazardous and biological pathogens, materials handling etc.) as offered/managed by the Office of Occupational Health and Safety, may be provided for workers of technical areas. This training may be via instructor-led, web-based, or both. Where offered and applicable, web-based training can be completed in the interim period before the next live training is offered.

(b) Workers may also receive specialised or high interest safety training such as first aid/CPR which needs to be conducted by experts outside the University. These training sessions may be arranged by the Office of Occupational Health and Safety or by the faculty with OHAS copied for awareness.



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(c) Supervisors will be given special “train the trainer” training on:

- (i) Detecting and correcting hazards in their departments and work areas;
- (ii) Providing physical resources and psychological support to carry out assigned tasks that promote safe work;
- (iii) Providing performance feedback and holding subordinate workers accountable;
- (iv) On the elements of the safety management system; and
- (v) Their responsibility to communicate the Safety and Health Program goals and objectives to their employees;

Additional /Refresher Training

(a) Refresher training shall be completed for all employees every two (2) years. This should also include a repeat of specialist courses.

(b) Workers shall complete additional or refresher training when:

- i. new processes, equipment or methods of work are introduced
- ii. their job changes with new responsibilities
- iii. new legislation/regulation /policy is introduced
- iv. identified by a risk assessment
- v. recommended in an appraisal

(c) Where it becomes evident that additional / refresher training is necessary for a particular department before the stipulated time, due to observed trends in accidents or incidents, remedial training should be provided in the form of weekly tool box talks.

Student training

(a) Under the guidance of the Occupational Health and Safety Unit, Faculty are responsible for student safety training prior to any activity that has a potential for a safety concern (e.g. laboratory, field trip, internship, field study, etc.)

(b) All students must receive information about emergency procedures at general and faculty orientation sessions.



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- (c) Students may also require additional training relevant to their study. Higher Degree Research students, such as PhD students, must have full safety induction, which must cover job specific information and have their training needs assessed. They must also receive the relevant training to address any identified risks prior to their project commencing.

Contractor Training

- (a) All contractors shall complete a safety and health induction training conducted by the Office of Occupational Health and Safety before commencing work at any University facility.
- (b) Routine refresher training will be conducted in the form of weekly tool box talks for contractors. Additional/ refresher training shall also be provided when:
- i. new processes, equipment, job completion plan or methods of work are introduced
 - ii. their job changes with new responsibilities
 - iii. new legislation/regulation /policy is introduced
 - iv. identified by a risk assessment
 - v. a new employee is hired

DOCUMENTATION AND RECORD KEEPING

- (a) Training records must be maintained as evidence of training delivery and assessment of competence.
- (b) As a minimum, a training record form should be signed for each safety training / meeting. Training record forms should contain the following information:
- (i) Date
 - (ii) Subject
 - (iii) Material covered
 - (iv) Presented by / trainer; and
 - (v) Names, signatures, departments and organisations of all attendees



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- (c) Faculties and schools are required to submit to the Office of Occupational Health and Safety, induction and training records for their students and research higher degree students in their area, including site/task/work specific training records.
- (d) All safety training shall be documented in writing and/ electronically. Additionally, a record retained by the Office of Occupational Health and Safety and the Human Resources Department for a period of no less than thirty (30) years.