

AZERBAIJAN STATE OIL AND
INDUSTRY UNIVERSITY



Health, safety and wellbeing policy



SECTION 1

1.1. Introduction

Azerbaijan State Oil and Industry University is firmly committed to providing a safe and healthy environment for its employees, students, visitors, engaged contractors, members of associated businesses, and other individuals or external organisations who may be impacted by its operations. This commitment recognises that everyone has the right to a safe and healthy working environment, and that it is the individual's primary obligation to contribute to the preservation and improvement of all university work health, safety, and wellness measures. The University intends to carry out its duty of care by guaranteeing the health, safety, and well-being of its employees, students, and visitors during University activities. This includes doing all necessary to mitigate and minimize hazards to people's health, safety, and well-being, as well as following all compliance obligations.

1.2. Aims:

* The University aims to integrate Health Safety and Wellbeing (HSW) into mainstream management systems and align HSW activities with the University's mission, vision, values and strategic objectives.

* The University aims to minimise the risk of injury and illness to its workers and other persons by adopting a planned and systematic approach to the management of HSW including the identification, assessment and control of hazards.

* The University will monitor, measure, and evaluate HSW activities and performance, to ensure these are not only effective but are also continually improved.

* The University will communicate and consult with workers and key stakeholders and encourage their contribution to the decision-making processes affecting the HSW of all persons at the University.

* The University will utilise appropriate internal or external expertise when required in all HSW activities.

1.3. Current Situation:

The current situation for the respective direction is as follows:

University Policlinic:

- Health care services, including physical, gynecological, reproductive, and other services.

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- Informational and awareness campaigns.
 - Free of charge for students and employees.

Psychological Counseling Service:

- Support individuals in realizing their full potential.
- Establish a framework for active engagement in social and academic life.
- Mental health support.
- Cognitive behavioral treatment.
- Counseling in various areas (depression, anxiety, post-traumatic stress disorder, sexual problems, couple counseling, personal development, sleep disorders, family counseling, elimination of harmful habits).
- Inviting clinical psychologists to present on various psychological topics.

Law Clinic Assistance:

- Assistance provided to the needy, underprivileged, elderly, refugees, people with disabilities, and students.
- Guidance in defending interests at state and other organizations, legal document preparation.

Wellbeing: The University places a high priority on the health of all staff and students, and it understands that well-being plays an important role in workforce and student success. The University will create a working and learning environment that supports a healthy, safe, and engaged university community, as well as proactive support for staff and student welfare in order to maximize their potential. The University will put in place procedures to identify psychological dangers and apply risk-mitigation strategies.

Campus Environment:

No Smoking Policy:

- Smoking (cigars, cigarettes, pipe tobacco, electronic cigarettes) not permitted in any university area.
 - Prohibited in buildings, residence halls, clinics, labs, classrooms, offices, plazas, vestibules, etc.
 - No smoking near covered walkways, ventilation systems, building entrances, or on campus property.
- Dormitory Monitoring:**
- Fire alarms, smoke detectors, surveillance cameras in dorms.
 - Identification of possible emergency situations.
 - Notification of authorities in case of emergencies.

STUDENT CITY

The university has a wide range of institutions, such as a library with a col-

lection of about 1 million books, an information computing center, a publishing house, a student campus, 3 educational buildings, a polyclinic, a hospital, a sports complex and a recreation area.

The primary residence hall at ASOIU is known as Univerium. Erected in 2018, this dormitory offers lodging for over 650 students across its rooms. It boasts a triple-layered security system, comprising electronic access cards at the main entrance, floor entrances or elevators, and individual room doors, ensuring the safety of its occupants around the clock. The architectural design of Univerium was conceptualized by “Design Lab Architects,” a British firm, and brought to fruition by the Bridge Groups of Companies. Situated at the junction of Bakikhanov and Jeyhun Hajibeyli streets, Univerium enjoys close proximity to Baku’s major universities, metro stations, parks, and shopping centers. Its central location allows easy access to various educational institutions in Baku, with convenient transportation options such as bus routes and nearby Ganjlik and 28 May Metro stations. Moreover, several appealing parks are within walking distance of Univerium.

Univerium is dedicated to providing a secure, comfortable, and supportive living environment conducive to academic and personal achievement, as well as the well-being of its residents. These values are reflected in their interactions with students, parents, clients, vendors, and employees:

Commitment to Excellence and Professionalism in Services: Univerium strives to deliver outstanding services to students and universities across all facets of its operations, with a strong emphasis on professionalism and responsiveness to student needs.

Fostering an Inclusive and Diverse Community: Univerium is committed to fostering a student community founded on respect for oneself, others, and the environment, ensuring inclusivity and diversity are upheld.

UNIVERSITY POLICLINIC

The ASOIU Polyclinic, situated on the second floor of the main building, offers medical services to both faculty and students of the university. Its primary goal is to provide healthcare to the large population of teachers and students, ensuring their well-being. Staffed with one doctor and two paramedics, the clinic conducts biochemical and clinical analyses in its laboratory. Amid the COVID-19 pandemic, the polyclinic facilitated vaccinations for students and personnel. Furthermore, ASOIU collaborates with prominent national clinics to arrange health check-ups for its members regularly. The clinic

receives medication and essential medical supplies from the Baku General Health Authority.

SECTION 2

2.1. Policy Purpose:

The primary objective of this policy is to provide guidance to staff members and students regarding their obligations concerning Health, Safety, and Wellbeing within the University. By doing so, it aims to establish clear expectations for both the University and its constituents. Azerbaijan State Oil and Industry University endeavors to cultivate a culture that prioritizes health, safety, and wellbeing, considering them essential elements of the working environment. This culture is upheld through the implementation of safe work systems, proper governance, training initiatives, management frameworks, and operational tactics.

2.2. Implementation:

* Azerbaijan State Oil and Industry University is committed to ensuring, to the extent reasonably achievable, the health, safety, and wellbeing of its employees, students, contractors, visitors, and all others engaged with the University. The implementation of this policy involves:

* Establishing a standardized process for managing health, safety, and wellbeing risks to address workplace hazards, aiming for their elimination or, if elimination isn't feasible, their identification, assessment, control, and regular review.

* Developing preventative health and safety strategies focused on eradicating work-related illnesses and injuries by continually enhancing systems.

* Allocating adequate financial and physical resources to facilitate the effective execution of this policy.

* Providing and disseminating relevant health and safety information, instruction, training, and supervision to employees, students, and visitors. Additionally, establishing and maintaining a process for engaging and consulting with all employees, whenever reasonably practicable, in decision-making processes that affect their health and safety while at work.

SECTION 3

3.1. Mission

This policy underscores the University's commitment to ensuring the protection of the health, safety, and wellbeing of all individuals engaged in activities associated with the institution.

3.2. Objectives

The aim of this policy is to provide guidance to University staff and students regarding their responsibilities concerning Health, Safety, and Wellbeing. This is designed to set clear expectations for both parties.

3.3. Scope of the policy

This policy applies to all individuals involved in activities with Azerbaijan State Oil and Industry University, including Council members, Council Committee members, staff, students, visitors, contractors, and volunteers.

SECTION 4

4.1.Planning, Support and Controls:

Azerbaijan State Oil and Industry University will undertake the following actions to address risks and opportunities:

- Identify, assess, and control all foreseeable physical and psychosocial risks to prevent or minimize harm.
- Establish health and safety objectives.
- Allocate resources to uphold and continuously enhance the safety management system.
- Plan, implement, monitor, and sustain processes aimed at reducing hazards, managing changes, facilitating safe procurement, and overseeing contractors.
- Ensure readiness and responsiveness in emergencies.
- Report and investigate incidents, injuries, illnesses, and other work-related harm, and implement and communicate preventive measures.

4.2. Monitoring and Reporting

All staff members with line management responsibilities play a crucial role in establishing performance standards for their specific areas of responsibility and continuously monitoring these standards. The University will take proactive measures to address risks and opportunities by:

- Leading the overall team to ensure integrated service delivery for health, safety, and wellbeing.
 - Establishing systems for strategic policy development and management,
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communication, training, support, audit, and monitoring.

- Supervising the development of the University Health, Safety, and Well-being Policy.

- Ensuring the implementation, monitoring, and evaluation of this policy and associated protocols.

- Spearheading the accreditation process for health, safety, and wellbeing management systems.

- Developing a service delivery strategy aligned with the University's overarching strategy.

- Conducting regular reviews of the policy, protocols, and accredited health, safety, and wellbeing management systems.

- Ensuring the presence of systems to respond to emergency situations and major incidents.

- Soliciting feedback and engaging in consultation with the University community, staff, Health and Safety representatives, students, their representatives, and management.

- Conducting performance-focused reviews by management to assess the effectiveness of University-wide health, wellbeing, and safety risk mitigation strategies, controls, and annual Health, Wellbeing, and Safety Plan objectives.

- Obtaining feedback from staff via the biennial Staff Survey.

SECTION 5

5.1. Resource Allocation

To achieve the objectives outlined in this policy, the following resources will be allocated by respective units, committees, and working groups:

1. Competent and Trained Human Resources:

- Ensure that employees involved in health, safety, and wellbeing management are competent and adequately trained.

- Develop training programs focusing on emergency response, risk assessment, and general health and safety practices.

2. Adequate Financial Resources:

- Allocate sufficient funds to support health, safety, and wellbeing initiatives.

- Provide financial resources for safety equipment, awareness campaigns, and ongoing training programs.

3. Physical Infrastructure:

- Maintain and enhance physical infrastructure to meet health and safety standards.
- Invest in essential facilities, including well-equipped health centers, safety signage, and emergency response systems.

Responsible departments, committees, and working groups will collaborate to ensure the effective utilization of these resources in alignment with established policies and objectives. Regular reviews and evaluations will be conducted to optimize resource allocation for continuous improvement in health, safety, and welfare across the University.

POLICLINIC GALLERY

