

AZERBAIJAN STATE OIL AND
INDUSTTRY UNIVERSITY



HEALTH, SAFETY AND WELLBEING POLICY





Azerbaijan State Oil and Industry University

Those charged with governance

Sustainability Committee

Health, Safety and Wellbeing Policy

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An official copy of this policy can be obtained upon request.

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SECTION 1

1.1. Introduction

Azerbaijan State Oil and Industry University (ASOIU) is committed to maintaining a safe, healthy, and respectful environment for all individuals on campus. This commitment extends to employees, students, visitors, and external partners. ASOIU actively works to minimize potential risks and ensure full compliance with all relevant legal and institutional obligations.

1.2. Aims:

Azerbaijan State Oil and Industry University (ASOIU) prioritizes the integration of Health, Safety, and Wellbeing (HSW) principles within its existing management and operational frameworks. All HSW initiatives are strategically aligned with the University's mission, vision, values, and long-term strategic objectives.

ASOIU is committed to implementing a comprehensive and systematic HSW management program designed to minimize the risk of injury and illness among its workforce and the wider university community. The University aims to achieve a 10% annual reduction in health-related incidents by proactively identifying hazards, assessing risks, and applying effective control measures.

Key Commitments:

Continuous Improvement

The University will actively monitor, measure, and evaluate its HSW program to ensure it remains effective, adaptive, and continually improving.

Collaborative Approach

ASOIU will foster a culture of open communication and collaboration with employees and stakeholders, encouraging active participation in HSW-related decision-making processes.

Utilizing Expertise

The University will engage internal and external specialists as required to support the success and sustainability of its HSW activities.

1.3. Current Situation:

The ASOIU Polyclinic, located on the second floor of the university's main building, provides essential medical services to both faculty and students. Its primary mission is to support the health and well-being of the university community, particularly its large population of educators and students.

The clinic is staffed by one physician and two paramedics and is equipped with a laboratory for conducting both biochemical and clinical analyses. During the COVID-19 pandemic, the polyclinic played a vital role by organizing and administering vaccinations to students and staff.

ASOIU maintains partnerships with leading national healthcare institutions to facilitate regular health check-ups for university members. Additionally, the polyclinic receives medical supplies and medications from the Baku General Health Authority, ensuring consistent access to essential resources.

University Polyclinic Services:

- Comprehensive health services, including physical examinations, gynecological and reproductive healthcare, and other essential medical services
- Educational and awareness-raising campaigns focused on health and well-being
- All services are provided free of charge to students and university employees

Psychological Counseling Service:

- Facilitate personal development to help individuals achieve their full potential
- Develop a structured approach to encourage meaningful participation in both academic and social spheres
- Provide access to mental health services and psychological support
- Offer cognitive-behavioral therapy (CBT) as part of comprehensive mental health care initiatives

- Provide counseling services addressing a wide range of issues, including depression, anxiety, post-traumatic stress disorder, sexual health concerns, relationship and family dynamics, personal development, sleep disturbances, and the cessation of harmful habits
- Organize presentations and seminars delivered by clinical psychologists on diverse psychological themes

Law Clinic Assistance:

- Provision of support services to vulnerable groups, including economically disadvantaged individuals, the elderly, refugees, persons with disabilities, and students
- Assistance in safeguarding personal interests through representation before governmental and non-governmental institutions, as well as support with the preparation of legal documentation

Wellbeing: The University prioritizes the health and well-being of its staff and students, recognizing that overall wellness is integral to academic and professional success. It is committed to cultivating a working and learning environment that fosters health, safety, and active engagement across the university community. To support the welfare of both staff and students and enable them to reach their full potential, the University will implement procedures aimed at identifying psychological risks and introducing appropriate mitigation strategies.

Campus Environment: Smoking is strictly forbidden in all University buildings, at building entrances, and in any vehicles operated for University-related purposes (excluding privately owned vehicles used personally). This prohibition applies at all times and to all individuals, irrespective of their relationship with the University.

The objectives of this policy are to:

- Protect the health and well-being of staff, students, and visitors by minimizing their exposure to secondhand smoke.
- Reduce environmental pollution and fire hazards associated with smoking by ensuring the availability of designated smoking areas.
- Provide educational resources and cessation support to assist members of the University community in their efforts to quit smoking.

Student City

The University encompasses a variety of facilities, including a library housing approximately one

million volumes, an information and computing center, a publishing house, a student campus, three academic buildings, a polyclinic, a hospital, a sports complex, and a recreational zone.

The main student residence at ASOIU is **Univerium**, a dormitory established in 2018 that accommodates more than 650 students. It features a comprehensive three-tier security system, incorporating electronic keycard access at the main entrance, at floor-level entrances or elevators, and at individual room doors, thereby ensuring 24/7 security for its residents. The architectural design of Univerium was developed by the UK-based firm *Design Lab Architects*, and its construction was executed by *Bridge Groups of Companies*. Located at the intersection of Bakikhanov and Jeyhun Hajibeyli streets, the dormitory enjoys a strategic location near major universities in Baku, with convenient access to public transportation, including bus lines and the Ganjlik and 28 May Metro stations. Additionally, several recreational parks are within walking distance, enhancing the residential experience for students.

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.

SECTION 2

2.1. Policy Purpose:

The principal aim of this policy is to offer clear guidance to staff and students concerning their responsibilities related to Health, Safety, and Wellbeing (HSW) within the University. In doing so, it seeks to define and communicate mutual expectations between the institution and its members. Azerbaijan State Oil and Industry University is committed to fostering a culture where health, safety, and wellbeing are integral to the campus environment. This commitment is realized through the establishment of secure working systems, robust governance structures, targeted training programs, effective management strategies, and practical operational approaches. **Implementation:**

Commitment: Azerbaijan State Oil and Industry University (ASOIU) places paramount importance on the health, safety, and wellbeing of all individuals on campus. To uphold and enhance these standards, the University is committed to aligning its Health, Safety, and Wellbeing (HSW) initiatives with the ISO 45001 framework. This alignment ensures that ASOIU's safety management system meets internationally recognized best practices, promoting a safe, resilient, and supportive campus environment.

Risk Management: A standardized process will identify, assess, control, and regularly review workplace hazards, aiming for elimination whenever possible.

Prevention: We develop preventative strategies to continuously improve systems and minimize work-related illnesses and injuries.

Resources: ASOIU dedicates sufficient resources to ensure the effective implementation of its Health, Safety, and Wellbeing (HSW) policy. The University is committed to investing in advanced safety technologies, such as campus-wide emergency alert systems, environmental monitoring sensors, and digital health tracking tools designed to support the wellbeing of both staff and students. These investments reinforce ASOIU's proactive approach to creating a secure and health-conscious campus environment.

Training & Communication: ASOIU dedicates sufficient resources to ensure the effective implementation of its Health, Safety, and Wellbeing (HSW) policy. The University is committed to investing in advanced safety technologies, such as campus-wide emergency alert systems, environmental monitoring sensors, and digital health tracking tools designed to support the wellbeing of both staff and students. These investments reinforce ASOIU's proactive approach to creating a secure and health-conscious campus environment.

Employee Consultation: ASOIU encourages employee participation in health and safety decisions

impacting them (whenever practical)

SECTION 3

3.1. Mission

This policy reaffirms the University's dedication to safeguarding the health, safety, and wellbeing of all individuals involved in its academic, administrative, and extracurricular activities.

3.2. Objectives

The purpose of this policy is to offer clear guidance to University staff and students about their responsibilities in relation to Health, Safety, and Wellbeing, thereby establishing well-defined expectations for all members of the university community.

3.3. Scope of the policy

This policy is applicable to all individuals engaged in activities associated with Azerbaijan State Oil and Industry University. This includes members of the University Council, Council Committees, staff, students, visitors, contractors, and volunteers.

SECTION 4

4.1. The Health, Safety and Wellbeing Strategic Plan:

ASOIU places a strong emphasis on maintaining a safe and healthy environment by:

- Identifying and managing both physical and mental health risks.
- Establishing safety objectives and allocating appropriate resources.
- Planning and monitoring operations to minimize hazards, manage changes effectively, ensure safe procurement practices, and supervise contractors.
- Preparing for emergencies and ensuring effective incident response protocols.
- Investigating accidents thoroughly and applying preventative measures.

The Health, Safety, and Wellbeing (HSW) Strategic Plan—formulated with input from employees—defines:

- Core objectives focused on addressing high-risk areas and improving system vulnerabilities.
- Programs aimed at fostering continuous enhancement of safety within academic and workplace environments.

To support this commitment, ASOIU will conduct quarterly risk assessments in critical areas such as laboratories, workshops, and the dormitory. Furthermore, emergency preparedness drills—including fire evacuations and natural disaster response exercises—will be held twice a year.

Individual faculties and departments, in collaboration with the HSW team, will create and implement customized HSW plans tailored to their unique activities and requirements.

SECTION 5

5.1. Faculty and unit health, safety and wellbeing responsibilities:

To meet their Health, Safety, and Wellbeing (HSW) responsibilities under the Act, individuals reporting directly to the senior executive must:

- Ensure adherence to this policy by developing, implementing, and monitoring relevant faculty or unit HSW plans in collaboration with staff.
- Incorporate HSW risk management practices into operational, academic, and

administrative activities.

- Promptly report all incidents or injuries and establish measures to prevent recurrence.
- Ensure that managers, supervisors, and staff understand their responsibilities by providing adequate resources, delegating tasks appropriately, offering training, and promoting relevant procedures.
- Require all staff to complete mandatory HSW training.
- Hold supervisors and managers accountable for their assigned responsibilities, and address instances of non-compliance.
- Ensure that staff conduct appropriate risk assessments related to HSW for curriculum delivery, research, and consulting where applicable.
- Encourage the integration of HSW risk management into academic curricula and research projects.

Associate Deans, Heads of Schools, and equivalent faculty-based academic leaders must:

- Embed HSW risk management into their faculty's operational, teaching, research, and consulting functions, including all associated work environments.
- Provide necessary support and resources to supervisors and managers for effective implementation of faculty or unit HSW plans.
- Reinforce the responsibility of managers and supervisors to report all incidents and injuries promptly.

- Hold supervisors and managers accountable for fulfilling their responsibilities and addressing any instances of non-compliance.

Supervisors and managers must, as far as reasonably practicable, ensure the safety of both the work environment and the tasks performed. Their responsibilities include:

Ensuring that staff receive adequate training before starting any work and are properly supervised throughout.

Identifying, assessing, and managing risks related to health, safety, and wellbeing.

Actively consulting with staff (including affiliates) on matters affecting their health, safety, and wellbeing—particularly during risk assessments, when deciding on risk control measures, and while reviewing those assessments.

Embedding health, safety, and wellbeing risk management into all operational areas, including teaching, learning, research, and consulting, within environments under their control.

Promptly reporting, investigating, and addressing all hazards, accidents, and incidents, and implementing appropriate actions to control and prevent risks.

5.2. Responsibilities of students:

In fulfilling their responsibilities for health, safety, and wellbeing at ASOIU, students are expected to:

- Act responsibly and collaborate with efforts to safeguard their own health, safety, and wellbeing, as well as that of others around them.
- Follow safe work practices at all times, including the correct use of any personal protective equipment provided.
- Seek guidance from a staff member before beginning new or unfamiliar activities.
- Report all incidents, accidents, and potential hazards related to health, safety, and wellbeing to a staff member as soon as possible.
- Adhere to emergency evacuation protocols and follow all instructions from designated emergency personnel.

Additionally, the University will establish a certification program for staff assigned health, safety, and wellbeing duties. This initiative will ensure they remain informed of the latest standards, legal obligations, and best practices in the field.

5.3. Responsibilities of visitors:

In taking responsibility for health, safety, and wellbeing at ASOIU, visitors are expected to:

- **Induction Training:** Complete the mandatory health, safety, and wellbeing induction training upon arrival.
- **Safety Measures:** Exercise reasonable care and cooperate with all safety protocols in place to protect themselves and others.
- **Incident Reporting:** Immediately report any health, safety, or wellbeing accidents, incidents, or hazards to a staff member.
- **Emergency Preparedness:** Follow all evacuation procedures and instructions from emergency personnel in the event of an emergency.

SECTION 6

6.1. 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 focused 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.