



HEALTH, SAFETY, AND WELLBEING POLICY

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SECTION 1: INTRODUCTION ABOUT THE CURRENT SITUATION

1.1 Introduction

The University is unwavering in its commitment to fulfilling its duty of care by ensuring:

- The health, safety, and well-being of its staff, students, and visitors are prioritized during activities conducted at or for the University.
- Risks to the health, safety, and well-being of individuals are systematically identified, mitigated, and minimized to a reasonably practicable extent.
- Adherence to all compliance requirements is rigorously maintained.

1.2 Current situation

The current situation for the respective direction is as follows:

University Policlinic:

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

Law Clinic Assistance:

- Free legal aid by highly educated lawyers from BSU's law faculty.
- 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.

BSU Volunteers:

- Approximately 1,000 volunteer students.
- Active participation in various events and actions.
- Instrumental pillar of social and civic engagement within the university and the larger community.

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 student campus of BSU includes student dormitory No. 1 (Student House) and student dormitory No. 2. The 5-story, 220-seat "Student House" of BSU was commissioned in 2021. Designed for both foreign and local students, the dormitory has 104 standard student rooms and 2 guest rooms for short-term visitors to BSU. Conditions meeting modern standards have been created in the "Student House", the rooms are equipped with necessary furniture, household appliances, heating system. There is a library equipped with the necessary literature and reading room, a meeting room, a leisure room, a kitchen, a laundry room, and a dining room equipped with all the necessary equipment. In the courtyard of the dormitory, sports equipment has been installed and a recreation corner has been created for students to spend their free time effectively.

There are 24 double and 2 triple rooms on each floor of the dormitory. The rooms are provided with a table, chair, modern bed furniture and wardrobe with individual, special

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design and color for each student. Two kitchens and two utility rooms are at the service of students on each floor. Refrigerators and other necessary equipment are placed in the kitchen to ensure students' comfort. The rooms are equipped with high-speed internet. Fire-fighting equipment is installed on all floors and rooms of the dormitory, which is equipped with a central heating system. There is a medical center provided with necessary equipment and medicines in the dormitory. Security in the dormitory area is regularly monitored by cameras.

UNIVERSITY POLICLINIC

Polyclinic No. 30, located on the territory of the University, provides medical services to BSU faculty and student contingent. The main task of the polyclinic, which started operating in 1990, is to provide medical services to the university's many thousands of teachers and students, and to protect their health. 19 doctors and 18 paramedics work in the polyclinic. The polyclinic has laboratory, therapy, ophthalmology, physiotherapy, surgery, dentistry and other medical rooms. Here, patients are examined using an ultrasound examination device, physiotherapy equipment, stomatological and other devices. Biochemical and clinical analyzes are carried out in the polyclinic's laboratory. In the biochemical analysis, rheumatism, triglycerides, cholesterol, sugar, ALT, AST, hormones, and in the clinical analysis, the general analysis of blood, hemoglobin, ECS, feces, urine and leukocytes are checked. Malaria testing is also carried out in the laboratory. The polyclinic is provided with medicines and necessary medical supplies by the Baku General Health Department.

PSYCHOLOGICAL COUNSELING SERVICE

The Psychological Assistance Sector of Baku State University (BSU) was established in 2019. The aim of the psychological assistance sector, which was created for the first time among Azerbaijan higher education institutions in Baku State University, is to help the professional personal development and growth of university employees and students, to provide their psychological protection, to maintain and strengthen their psychological health, and to help students realize their abilities. Favorable socio-psychological and socio-pedagogical conditions for training activities have been created in the sector. The compliance of psychological service activities with the modern principles of the higher education system, the unity of scientific, applied and practical aspects of psychological service in higher schools, the development of diagnostic, predictive and management

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functions in relation to all higher school subjects are the main organizational and operational principles of the Psychological Assistance Sector.

The Psychological Assistance Sector contributes to the creation of an atmosphere of mutual understanding and mutual respect between the professor-teacher, administrative-technical and student staff. This activity was especially important in preventing the emotional and mental crisis that may arise in students during the pandemic. Conducting training on "Stress and stress management", "Depressive state", "Psychosomatic problems", "Couple relations", "Personal development", "Mood disorders", "sleep disorders", "Family counseling" in the sector. Services such as anxiety disorders, posttraumatic stress and related disorders, sexual problems, couple counseling, and harmful habits are provided.

The sector regularly carries out educational activities among employees and students. Taking into account the moral and psychological condition of the students and employees who stayed at home during the special quarantine regime, he provided psychological support to them through official social media accounts. During the pandemic, the sector considered more than 300 individual applications of employees and students, and provided professional assistance in eliminating their individual psychological problems.

SPORTS AND HEALTH CENTER

Sports and Health Center of Baku State University was established in 2020 at the base of the Sports Club. The main task of the center is to instill high moral, voluntary and physical qualities, national moral values in university employees and student-young people, to help organize their free time effectively, to prepare them for work and defense of the motherland, and to help them to form healthy, modern, comprehensive personalities. A healthy lifestyle and sports have a great role in training active and capable specialists of the modern era. Taking this into account, BSU has created all conditions for employees and students to systematically engage in sports, to organize their free time effectively, and to train athletes regularly. Chess, volleyball, football, basketball, handball, badminton and other sports teams have been formed in the center, consisting of employees and students. Teams are prepared by highly qualified coaches. The staff, female, and male student teams of BSU regularly train and represent the University well in competitions and contests held at the BSU and at the national level.

CULTURE-CREATIVE CENTER

The Culture and Creativity Center of Baku State University (BSU) was established in 2020 on the basis of the self-activity club. Its main task is to hold cultural-mass events, competitions and festivals, to create conditions for employees and students of the University to reveal and develop their creativity, to organize their free time in an efficient way, as well as to educate young students in the spirit of patriotism, to inform students of the essence of the cultural policy carried out in the country. inculcation, preservation of universal and national-spiritual values, promotion of multicultural and spiritual values in the university, etc.

The Center regularly participates in social projects implemented at the University as an organizer of mass events, literary and artistic evenings, new compositions, competitions, exhibitions and conferences. BSU works to ensure the active participation of employees and students in large-scale projects and various literary and artistic events in the country and plays an active role in revealing the self-development of talented students. The center has an instrumental and dance ensemble of female and male students, a choir, art and drama club.

1.3 Legal base

Health and safety commitment: The University underscores its dedication to health and safety through the implementation of a comprehensive safety management system. This system is designed to support governance arrangements, objectives, and principles related to health, safety, and well-being. It encompasses safety risk management, incident reporting, injury management, and compliance with legal requirements. All these standards have to follow Labor Code of The Republic of Azerbaijan(<https://e-qanun.az/framework/46943>) and Law of The Republic of Azerbaijan on education (<https://e-qanun.az/framework/18343>).

Wellbeing: The University places a high value on the health of its staff and students, recognizing that well-being significantly influences workforce and student performance. The University is committed to cultivating a working and learning environment that fosters a healthy, safe, and engaged community. Proactive measures will be taken to support the welfare of staff and students, optimizing their potential. The University will implement measures to identify psychosocial hazards and establish controls to mitigate associated risks.

SECTION 2: MISSION, OBJECTIVES AND SCOPE OF THE POLICY

2.1. Mission of the policy

This policy articulates the University's dedication to safeguarding the health, safety, and well-being of all individuals involved in activities associated with the institution.

2.2. Objectives of the policy

The purpose of this policy is to guide University staff and students on their obligations concerning Health, Safety, and Wellbeing. By doing so, it aims to establish clear expectations for both parties.

2.3. Scope of the policy:

This policy applies to all individuals affiliated with the University, including staff members and students.

SECTION 3. PLANNED ACTIVITIES, MONITORING, AND REPORTING

3.1. Planned activities

Short-Term Actions:

Immediate Awareness Campaigns:	<ul style="list-style-type: none"> • Launch immediate awareness campaigns regarding the existing health and safety services such as the University Polyclinic, Psychological Counseling Service, Law Clinic Assistance, and other support services. • Utilize various communication channels, including social media, emails, and physical posters, to ensure widespread awareness.
Training Sessions:	<ul style="list-style-type: none"> • Conduct training sessions for staff and students on the existing health and safety measures, including the no-smoking policy, emergency procedures, and proper use of facilities.
Emergency Response Drill:	<ul style="list-style-type: none"> • Organize an emergency response drill to ensure that all individuals on campus are familiar with evacuation procedures and emergency contacts.
Feedback Mechanism:	<ul style="list-style-type: none"> • Establish a feedback mechanism for individuals to report any immediate concerns or issues related to health, safety, and wellbeing.

Long-Term Actions:

Continuous Monitoring and Evaluation:	<ul style="list-style-type: none"> • Implement a systematic monitoring and evaluation process for the effectiveness of health and safety measures. • Regularly review incident reports, identify trends, and update policies accordingly.
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Expansion of Support Services:	<ul style="list-style-type: none"> Evaluate the effectiveness and demand for existing support services like the Psychological Counseling Service and consider expanding services based on the needs of the university community.
Infrastructure Enhancement:	<ul style="list-style-type: none"> Plan for the enhancement of infrastructure, especially in student dormitories and healthcare facilities, to ensure they meet modern standards. Regularly assess and upgrade safety features in dormitories, including fire alarms and surveillance systems.
Wellbeing Programs:	<ul style="list-style-type: none"> Develop and implement long-term wellbeing programs that promote a healthy lifestyle and mental health awareness among staff and students. Introduce workshops, seminars, and activities that focus on stress management, work-life balance, and overall wellbeing.
Collaboration with External Entities:	<ul style="list-style-type: none"> Explore collaborations with external entities, such as health organizations or government agencies, to enhance the University's health and safety initiatives.
Technology Integration:	<ul style="list-style-type: none"> Explore the integration of technology for health monitoring, emergency alerts, and communication to enhance the overall safety of the campus.
Regular Policy Review:	<ul style="list-style-type: none"> Establish a schedule for regular reviews of the Health, Safety, and Wellbeing Policy to ensure its continued relevance and effectiveness. Involve stakeholders in the review process to gather diverse perspectives.
Community Engagement:	<ul style="list-style-type: none"> Foster a sense of community engagement through initiatives like the BSU Volunteers program, encouraging students to actively participate in community service and events.
Data-Driven Decision Making:	<ul style="list-style-type: none"> Implement a data-driven approach to decision-making by collecting and analyzing data related to health, safety, and wellbeing. Use data insights to identify areas for improvement and allocate resources strategically.
Sustainability Initiatives:	<ul style="list-style-type: none"> Integrate sustainability initiatives into the Health, Safety, and Wellbeing Policy, promoting a healthy and environmentally conscious campus

3.2. Execution, Monitoring and Reporting

The University will proactively address risks and opportunities by:

- Identifying, assessing, and controlling both physical and psychosocial foreseeable risks to prevent or minimize harm.
- Establishing health and safety objectives.
- Allocating resources for the maintenance and continual improvement of the safety management system.

- Planning, implementing, controlling, and maintaining processes to reduce hazards, manage change, support safe procurement, and manage contractors.
- Ensuring emergency preparedness and response.
- Reporting and investigating incidents, injuries, illnesses, and other harm resulting from work processes, and implementing and communicating preventative strategies.
- Staff and students will receive appropriate training and support to:
 - Undertake activities safely and adhere to the University's safety requirements.
 - Report unsafe conditions.
 - Participate in the continual improvement of safety measures.

LEADERSHIP COMMITMENT AND CONSULTATION

University senior management will exhibit leadership and commitment to health, safety, and well-being by:

- Consulting with staff to ensure the effectiveness of safety management systems and regular review of health and safety issues.
- Continuously improving and measuring health and safety performance through staff consultation, health and safety committee meetings, and the issue resolution process.

SECTION 4: RESOURCE ALLOCATION

4.1. Resource Allocation

For achieving the objectives of this policy, the following resources will be allocated by respective units, committees, and working groups:

1. Competent and Trained Human Resources:

- Ensure that staff members involved in health, safety, and wellbeing management are competent and well-trained.
- Training programs for emergency response, risk assessment, and general health and safety practices.

2. Sufficient Financial Resources:

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

- Financial provisions for safety equipment, awareness campaigns, and ongoing training programs.

3. Physical Infrastructure:

- Maintain and upgrade physical infrastructure to meet health and safety standards.
- Invest in necessary facilities, such as well-equipped healthcare centers, safety signage, and emergency response systems.

The responsible units, committees, and working groups will work collaboratively to ensure effective utilization of these resources in alignment with the outlined policies and objectives. Regular reviews and assessments will be conducted to optimize resource allocation for continuous improvement in health, safety, and wellbeing across the University.