Environment, Health & Safety Newsletter

December 2015

UNIVERSITY OF NICOSIA
ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ

Academic year 2014-2015

GREETINGS!

Environment, Health and Safety Office
University of Nicosia



Environment Health and Safety (EH&S) is the office in a company or an organization involved in safety at work, occupational health and safety, compliance and best practices. EH&S ensures a systematic method of prevention of accidents and emergencies including fire, improving health and safety of employees, employee ergonomics and confirming a risk free workplace.

In this issue you will be informed of:

1. **The most momentous events of 2014-2015 of the EH&S Office**
2. **Antismoking campaign**
3. **Floor Leaders Training**
4. **First Aid Training**
5. **Website information**

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A. Events and Seminars Organized

Academic Year 2014-15

Anti-smoking campaign

"SMOKE FREE IS THE WAY TO BE" campaign

Every year, the EH&S Office dedicates some of its efforts in promoting a smoke-free environment for students and employees.

In collaboration with the Cyprus Ministry of Health, a booth was set-up outside the Gallery Restaurant during the Clubs and Societies registration week. As a result, we had the opportunity to interact with students and employees, to give them valuable information as well as some leaflets, regarding the effects of smoking in their lives. Additionally, the Cyprus Ministry of Health took carbon monoxide measurements which quickly became a very popular activity!!!

The University of Nicosia in compliance with the Cyprus legislation on Smoking has been kept smoke- free since 1st January, 2010. The H&S Committee endorsed all the provisions of the before mentioned law and declared ALL its premises SMOKE FREE.

SUMMARY OF THE MOST MOMENTOUS EVENTS

The EH&S Office in collaboration with the CRM Consultants conducted Risk Assessments to all the buildings of UNIC. Furthermore, 2 seminars were arranged on 12th and 16th of November, 2014 where all the members of the EH&S Committee including some other key personnel have participated.

This academic year brought EH&S Office to new challenges as the University of Nicosia has decided to upgrade the Health & Safety Management System, according to the requirements of the international standard **OHSAS 18001.** This standard was developed by the OHSAS Project Group and the purpose of it is to help organizations to manage and control their occupational health, safety risks and improve occupational health and safety performance. OHSAS 18001 provides guidance for establishing, implementing and improving on OH&S management system which promotes a safe or healthy work environment. The University of Nicosia plans to be certified against OHSAS 18001 in early 2016.

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Students with Special Educational Needs

The University of Nicosia acknowledges that it is its proactive duty to serve the educational needs of all its students. As such, it is committed to providing equal opportunities for people with disabilities in accordance with the policy of the University by doing its utmost to secure the necessary means, facilities and personnel.

In our effort to inform and support faculty and staff we organized a seminar titled “How to Work with Students with Special Educational Needs”. Through the seminar we informed our faculty and staff about the services available at KESY and the ways of identifying and communicating with students with special educational needs.

Further information can be found in our handbook “How to work with students with special educational needs”.

With the help of Mediazone, recorded one of the seminars and was introduced to the Distance Learning professors.

Trainings

Floor leaders

In last year’s issue we were discussing First Aider’s responsibilities, duties and the trainings, which are essential in order to be ready to save one’s life. This year we have decided to introduce you to the Floor leader’s duties, general responsibilities and the purpose of having such a position at the University of Nicosia.

Floor Leader is an employee whose responsibility is to safeguard the lives of people during an emergency such as fire, flood or earthquake.

Floor leaders are employees that have been appointed by the University of Nicosia to contribute in enforcing the Environment, Health and Safety Policy and Practice of the University.

It is important that Floor leaders know, among others, how to prevent fires and what they should do if a fire occurs.

In order to have all these properties, floor leaders are given practical information and training about the fire precautions at work-place and what to do in the event of a fire/ flood/ earthquake.

On March 17th and 18th, 2015 two trainings took place at Europa Building. 38 employees of University of Nicosia had been officially certified as Floor Leaders.

Special thanks to Mr. Andreas Papadopoulos (AP Fire Prevention Consultants LTD) for delivering the trainings.

FIRST AID TRAINING

First aid is the assistance given to any person suffering a sudden illness or injury with care provided to preserve life, prevent the condition to get worse, and/or promote recovery.

Every 3 years he First Aid Certificates must be renewed in order to improve the knowledge of the First Aiders.

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B. Website

Academic Year 2014-15

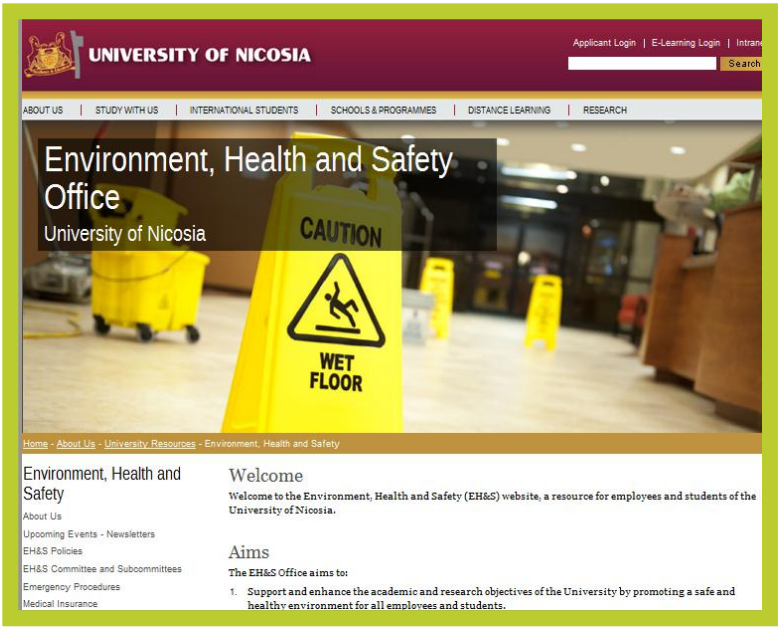
The EH&S website is a great resource for employees and students of the University of Nicosia. One can find the main aims and policy of the EH&S Office as well as Emergency Procedures documents or safety guidelines established for all employees, students and visitors in the event of emergency.

For our employees, our website is a valuable source of information with useful forms that relate to the areas of emergency, complaints, indemnity and medical insurance.

Furthermore, information regarding the University Environmental policy, EH&S Committee and Subcommittees and Students with special educational needs are provided.

Our website can be accessed at:

http://www.unic.ac.cy/about-us/university-resources/environment-health-and-safety



D. Manuals

The Environment, Health and Safety Office keeps up-dating the following manuals:

1. Environment, Health and Safety Policy and Practice
2. Instructions to Faculty and Staff for Environment, Health and Safety Issues
3. Students with Special Educational Needs for Faculty and Staff
4. Students with Special Educational Needs for Students
5. Floor Leaders Manual on Environment, Health and Safety at Work Issues
6. Emergency Evacuation Plan

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F. Environment, Health and Safety Committee and Sub-Committees

Under the Health and Safety at Work Law, safety committees have the function of keeping under review the measures taken to ensure the health and safety at work of employees and others.

The objective of the committee is to promote cooperation between employers and others in instigating, developing and carrying out measures to ensure Environment, Health and safety at work.

For the Academic year 2014/15 the EH&S Committee consisted of:

- Dr Solomou Emilios, Executive Vice President for Administration
- Dr Antonaras Alexandros, Director of Institutional Excellence & Business Services
- Dr Hadjigeorgiou Photos, Associate Dean of the Human Biology Department
- Dr Petronda Stella, Phsychologist at KESY
- Dr Stasinos Demetrios, Professor at Education Department and specialized for people with special educational needs
- Dr Valiantis Marios, Director of the Environmental Unit / Ecognosia
- Dr Kyriakides Ioannis, Assistant Professor of Electrical Computer Engineering
- Ms Ellina Liana, Head Receptionist and Head First Aider
- Ms Makrides Voula_Head of Facilities Department
- Ms Pelides Katia, Associate Lecturer of the Nursing Programme and ex-EH&S Officer
- Ms Stavrou Maria, Environment, Administrative Assistant, EH&S Officer
- Ms Thrassou Myria, Head of Student

The four sub-committees that deal with specific issues and report to the EH&S Committee for 2014/15 consisted of:

Environment subcommittee:
Dr Valiantis Marios (chair), Dr Antonaras Alexandros, Ms Stavrou Maria, Ms Makrides Voula

Disabilities subcommittee:
Dr Stasinos Demetrios (chair), Dr Petronda Stella, Ms Ellina Liana, Ms Pelides Katia, Ms Stavrou Maria, Ms Thrassou Myria, Ms Perdikogianni Maria, Ms Ioannou Skevi

Laboratory safety subcommittee:
Dr Kyriakides (chair), Ioannis, Dr Demoliou Kaiti, Mr Orphanides Nicolaos, Mr Chad Schou, Mr Georgiou Michalis and Ms Korae Eva

Facilities and Risk Assessment subcommittee:
Dr Solomou Emilios, Ms Makrides Voula,Ms Maria Stavrou and Dr. Alexandros Antonaras

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EVENTS	MONTH	
Orientation – New Faculty	September	
UNISCO - Orientation	September	
Medical School – Orientation	September	
Anti-Smoking Campaign	October	
Students with Disabilities – Seminar	October	February
EH&S Sub-Committees Meetings	October	March
Trainings- First Aid	As needed	
EH&S Committee Meeting	November	April
EH&S Coordinators Meeting	November	April
Insurance Liability Committee Meeting	June	December
Medical Scheme Insurance Committee Meeting	As needed	
Trainings – Floor Leaders	As needed	

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