

ALTINBAŞ UNIVERSITY
DIRECTIVE ON OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

PART I

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to ensure occupational health and safety at Altınbaş University, to determine the duties, roles and responsibilities of the Occupational Health and Safety Committee, as well as its operating procedures and principles.

(2) The "Occupational Health and Safety Committee" has been established by the provisions of this directive with the purpose of ensuring that the health and safety conditions, equipment, machines, materials, etc. required by Occupational Health and Safety Act No. 6331 are fully present in Altınbaş University, identifying measures and tools to prevent the diseases and bodily accidents that may arise due to the presence of such equipment, making proposals to the employer or their representative, implementing safety measures and controlling the necessary tools to prevent occupational accidents in the workplace, teaching the staff the necessary health and safety measures they have to comply with in order to help prevent accidents and diseases.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the operating procedures and principles of Altınbaş University Occupational Health and Safety Committee.

Legal Basis

ARTICLE 3- (1) This Directive has been drawn up based on the provisions of the Occupational Health and Safety Act No. 6331 published in Turkish Official Gazette No. 28339 of 20/6/2012 and the provisions of the Regulation on Occupational Health and Safety Committees No. 28532 dated 18.01.2013.

Definitions

ARTICLE 4- (1) As used in this Regulation, the following terms shall have the meanings specified below,

a) Emergency: Events such as fire, explosion, spread of dangerous chemical substances, natural disaster that may occur in the whole or in a part of the workplace and that require emergency response, first aid or evacuation,

b) Subcontractor: A natural or legal person or entity or unincorporated institutions and organizations who provide workers to perform auxiliary jobs related to the production of goods or services at Altınbaş University, or jobs that require technological expertise in part of the main work due to the nature of the task or the job, and who employ their workers assigned for this job only offered by Altınbaş University,

c) Employee: Employees, regardless of their status, employed at Altınbaş University under the Turkish Labour Law No. 4857 and the Occupational Health and Safety Act No. 6331,

ç) Employee representative: The employee who is authorized to participate in the work related to occupational health and safety, to monitor the work, to request protective measures, to make proposals and to represent the employees in similar matters,

d) Occupational safety specialist: Inspectors who are authorized by the Ministry of Labour and Social Security to work in the field of occupational health and safety, who have a certificate of occupational safety expertise, who inspect working life in the Ministry and related institutions, as well as graduates of engineering and architecture schools, and technical staff,

e) Employer representative: Secretary General of Altınbaş University,

f) Workplace: All campuses and units of the University including all main, auxiliary, and accessory buildings and structures, such as leisure and recreation areas, lactation rooms, dining halls and cafeterias, sleeping areas, bathrooms, examination and care units, physical and vocational training areas, laboratories, application and research units, classrooms, and courtyards, as well as places affiliated with the workplace where the tangible and intangible elements and the employees are organized together under the same management in order to produce goods and/or services,

g) Workplace physician: A physician who holds a license to be employed in workplaces and who is authorized by Turkish Ministry of Labour and Social Security to work in the field of occupational health and safety,

h) Committee: Altınbaş University Occupational Health and Safety Committee,

i) Risk: The possibility of loss, injury or other harmful outcomes arising from the danger,

i) Risk assessment: It refers to determining the hazards that exist in the workplace or that may come from outside, the factors that cause these hazards to turn into risks, analysing and grading the risks arising from the hazards, and deciding on control measures.

PART II

Structure of the Occupational Health and Safety Committee, Its Duties and Powers

Structure of the Occupational Health and Safety Committee

ARTICLE 5- (1) The Committee consists of the following members:

Employer Representative	Secretary General
Occupational Safety Specialist	On-Campus Occupational Safety Specialist
Workplace Physician	On-Campus Physician
Human Resources, Staff, Social Affairs or Administrative and Financial Affairs Officers	<ul style="list-style-type: none">• Director of Occupational Health and Safety Research Centre• Head of Human Resources• Head of Procurement
Civil Defence Officers	<ul style="list-style-type: none">• Mahmutbey Campus Administrative Affairs Specialist• Bakırköy Campus Administrative Affairs Specialist• Gayrettepe Campus Administrative Affairs Assistant Specialist
Forman, Overseer or Worker	<ul style="list-style-type: none">• Head of Construction, Technical and Administrative Affairs• Director for Administrative Affairs
Employee Representatives	<ul style="list-style-type: none">• 1 faculty member from Mahmutbey Campus• 1 administrative officer from Mahmutbey Campus• Director of Student Dormitories• 1 administrative officer from Bakırköy Campus• 1 faculty member from Gayrettepe Campus• 1 administrative officer from Gayrettepe Campus
Chief employee representative	One of the employee representatives

Duties and Powers of the Committee

ARTICLE 6- (1) Altınbaş University occupational health and safety committee makes recommendations on the health and safety hazards that may lead to accidents, diseases or harm in the workplace, the precautions that need to be taken against such hazards, and the training of the employees about the health and safety in the working environment. The committee's recommendations shall cover all students and full-time employees of Altınbaş University as well as the subcontractors that carries out work for the University. The committee also issues decisions regarding the implementation and improvement of occupational health and safety practices.

(2) The roles and responsibilities of the committee are as follows:

- a. Draw up a draft of occupational health and safety internal directive suitable for the nature of the workplace, submit it to the approval of the employer or employer's representative, monitor whether the provisions of the directive are properly implemented, report the monitoring results, determine the measures to be taken to improve the OHS practices in the campus, and put these results and the associated measures on the agenda of the committee,
- b. Guide employees through occupational health and safety related matters,
- c. Run an assessment of potential health and safety hazards at the workplace and determine the precautions to avoid these hazards regarding occupational health and safety in the workplace, notify the employer or employer's representative accordingly,
- d. Conduct the necessary investigation in case of a work accident as well as events with the potential to damage the workplace or work equipment, which are not considered work accidents, or in case of an occupational disease or an occupational health and safety hazard, and determine the measures to be taken and submit them to the employer or employer's representative in the form of a report,
- e. Plan occupational health and safety classes for employees, prepare training programmes covering occupational health and safety, submit them to the approval of the employer or employer's representative before offering them to the employees, monitor the implementation of these programmes and provide feedback in case of deficiencies,
- f. Plan the necessary safety measures in maintenance and repair works to be carried out in the workplace and monitor the implementation of these measures,
- g. Monitor the adequacy of measures taken against fire, natural disaster, sabotage, and similar hazards in the workplace,
- h. Prepare an annual report on the occupational health and safety level of the workplace, evaluate the works performed throughout the year, determine the important practices to be included in the next year's work programme based to the experience gained during the current year, and offer a formal proposal accordingly to the employer,
- i. Convene urgently to decide on the requests for the right to abstain from work due to potential hazard, which is stated in article 13 of the Occupational Health and Safety Act No. 6331,
- j. Work towards developing a consistent and general prevention policy that addresses to the effects of factors associated with technology, work organization, working conditions, social relations and working environment in the workplace.

(3) As per the Regulation No. 28532 on Occupational Health and Safety Committees enacted on 18.01.2013, the rights of the committee members shall not be restricted, they shall not be subjected to ill-treatment while performing the duties assigned to them.

PART III

Responsibilities and Obligations of the Committee

Responsibilities and Obligations

ARTICLE 7- (1) The Committee must take into consideration the situation of the workplace and the resources the employer possesses when offering proposals, making recommendations and decisions in workplace health and safety related matters.

(2) The members of the Committee must keep confidential what they see and learn about the construction and production techniques, trade secrets and economic status of the workplace.

(3) The Committee is responsible for assisting the Ministry's labour inspectors and facilitating their work in their inspections and examinations at the workplace.

Rules of Procedure of the Committee

ARTICLE 8- (1) The Committee operates in a system that encompasses examination, monitoring and warning while adhering to the following rules:

- a. The Committee members shall meet at least once a month. However, the Committee, taking into account the hazard class of the workplace, may decide to set this meeting cycle as 'every two months' in hazardous workplaces and 'every three months' in less hazardous workplaces.
- b. The agenda, venue, day, and time of the meeting shall be notified to the members at least forty-eight hours before the meeting. The agenda is determined according to the priority order of problems and, if any, projects related to occupational health and safety. Committee members may request changes in the agenda. If this request is deemed appropriate by the board, the agenda is changed accordingly.
- c. Any member of the Committee may call for an extraordinary meeting in cases of death, loss of limb or severe work accident or in the event of an important incident that requires special measures. Proposals on such events must be submitted to the committee chair or the secretary of the committee. The time of the meeting shall be determined according to the urgency and importance of the issue.
- d. The Committee meetings shall be held during the office hours. The time spent in the meetings shall be counted towards the daily working time.
- e. The Committee shall convene under the chairpersonship of the employer or the employer representative with the absolute majority of the total number of members and make decisions with the absolute majority of the participants. Each member present shall not abstain from voting. The Chair of the meeting has a casting vote in the event of equality of votes. In cases where the majority is not achieved or the meeting is not held for any other reason, a minutes shall be drawn up detailing the situation.
- f. A minute shall be drawn up at each meeting, containing the decisions made on the matters discussed. The minutes shall be signed by the chair and the members attending the meeting. The signed decisions are deemed to be notified to the employer without the need for any further action. Signed minutes and decisions are kept in their separate files.
- g. Decisions issued at the meeting are announced to the relevant parties. Also, matters that are deemed useful to be announced to the employees shall be announced in the workplace.
- h. In each meeting, the chairman or the secretary of the committee shall provide the committee members with the necessary details about the decisions made in the previous meeting and their implementation.

(2) decisions announced by the Committee at the workplace are binding on employees and students.

(3) The Committee shall convene urgently for the requests regarding the right to abstain from work specified in article 13 of the Occupational Health and Safety Act No. 6331, regardless of the period determined in the first paragraph (a) of the same article. The decision made at the meeting shall be communicated to the employee and employee representative in writing.

PART IV

Miscellaneous and Final Provisions

Obligations of the Employer or the Employer Representative

ARTICLE 9- (1) The general provisions regarding the obligations of the employer or employer's representative are as follows:

- a. The employer must protect and maintain the health and safety of all Altınbaş University academic and administrative staff, students, and workers in all work-related matters.
- b. The employer's using the services of another specialist or consulting organisation outside the in-house occupational safety specialist shall not relieve him of his responsibilities to protect and maintain the health and safety of all Altınbaş University members.
- c. The obligations of the employees at Altınbaş University regarding occupational health and safety shall not affect (change or diminish) the employer's responsibility whatsoever.
- d. The employer or employer's representative shall provide a venue and the necessary equipment for the committee meetings.
- e. The employer or employer's representative shall keep the meeting minutes prepared by the committee, the investigation reports of work accidents and other incidents, and the committee reports on the results of the audits carried out by the committee at the workplace, in order to enable the labour inspectors to examine them.

Employees' Obligations

ARTICLE 10- (1) Employees must comply with the rules, prohibitions and decisions and measures implemented by the occupational health and safety committees in order to help protect and improve health and safety at the workplace.

(2) Employees must cooperate with the committees to determine and implement occupational health and safety measures in the workplace and comply with these measures.

(3) Employees shall inform the committee through employee representatives about the difficulties they experience in putting these committee decisions into practice.

Students' Obligations

ARTICLE 11- (1) Students must comply with the rules, prohibitions and decisions and measures implemented by the occupational health and safety committee in order to help protect and improve health and safety at the workplace.

Committee Training

ARTICLE 12- (1) The training of the Committee members and their substitutes shall cover at least the following subjects:

- a) Duties and powers of the Committee,
- b) National legislation and standards on occupational health and safety,
- c) Causes of the most common workplace accidents and hazardous incidents,
- ç) Basic principles of occupational hygiene,
- d) Communication techniques,
- e) Emergency measures,
- f) Occupational diseases,
- g) Hazards and risks specific to the workplace,
- ğ) Risk assessment.

(2) Both employers are jointly responsible for providing training in case there is a joint committee present responsible for the main (primary) employer-sub-employer relations.

ARTICLE 13- (1) This Directive shall become effective upon approval by the members of the University Senate.

ARTICLE 14- (1) The provisions of this Directive shall be executed by the President of Altınbaş University.