

# **Regulations of the Health, Safety, and Environment (HSE) Council of Isfahan University of Medical Sciences**

## **Introduction**

Given the importance of health, safety, and the environment in the diverse activities of the university, and in order to organize these matters, the establishment of a Health, Safety, and Environment (HSE) system in educational, research, health, laboratory, and technological centers is essential for maintaining and enhancing the safety and health of employees and clients. Therefore, to implement this policy, Isfahan University of Medical Sciences has decided to form an HSE Council in its various operational areas. The goal of implementing this system is to improve the safety and health of employees and clients, as well as to protect the environment in educational and research activities. Additionally, it aims to prevent potential hazards arising from work activities by applying scientific methods and necessary national standards.

## **HSE System Policy in the University**

Isfahan University of Medical Sciences has taken significant steps to improve the quality of its services in the areas of education, research, health, customer satisfaction, and the enhancement of environmental indicators, safety, and employee health. To this end, the university has established an HSE system at all levels and considers itself obligated and committed to the following principles:

- 1) Preservation and enhancement of the safety and health of employees.
- 2) Prevention of accidents and reduction of environmental pollution, along with the provision of environmentally friendly services.
- 3) Compliance with national standards and legal requirements related to safety, health, and the environment.
- 4) Development of a culture of safety, health, and environmental awareness.
- 5) Practical and targeted training for employees aimed at the continuous improvement of safety, health, and environmental indicators.
- 6) Enhancement of employee morale and motivation through their participation in issues related to safety, health, and the environment.
- 7) Promotion of healthy working conditions through the adoption of practical mechanisms for hazard control and adherence to matters such as personal hygiene, mental health, and employee treatment.

To achieve these principles, Isfahan University of Medical Sciences has implemented the HSE system at all levels and is committed to the continuous and effective improvement of the HSE system. At the beginning of each year, the university sets HSE objectives in line with these regulations and periodically conducts audits to assess the achievement of the defined HSE goals.

## **Article 1: Definitions**

**University:** In this regulation, it refers to Isfahan University of Medical Sciences and health care services in the province of Isfahan.

**HSE:** It refers to the Health, Safety, and Environment system.

**Council:** It refers to the organization responsible for macro-level policy-making and oversight of health, safety, and the environment at the university level.

**Committee:** It refers to the organization responsible for operational planning and execution at the level of organizational units.

## **Article 2: Purpose of Implementing the HSE System**

The purpose of implementing the HSE system is to enhance safety levels, maintain and improve the health of employees in the university sector, and uphold environmental standards and the university's accreditation in order to eliminate or control potential hazards that threaten health, safety, assets, equipment, and environmental resources at the university and all its affiliated units.

## **Article 3: Duties of the HSE Council of the University**

- Drafting and approving the guidelines for HSE committees in independent educational, administrative units, and affiliated units.
- Drafting and approving regulations for electrical safety, building safety, fire safety, laboratory safety (educational and research), safe disposal of hazardous waste, and other necessary regulations in the field of HSE.
- Drafting and implementing a program for periodic examinations of all university employees and affiliated units based on exposure to occupational risk factors.

- Drafting and launching HSE training workshops for laboratory staff and graduate students in accordance with their educational and research activities, and issuing the relevant certificates.
- Continuous oversight of the implementation of the regulations approved by the council.
- Approval of the necessary budgets for the implementation of the HSE system at the university.
- Evaluation of incidents that have occurred and analysis of major threats and hazards in the HSE domain in order to provide recommendations for preventive corrective actions and to prevent similar incidents.
- Supervision of the regular holding of safety committees in subsidiary units and determining the scope of authority of safety committees.
- Review of reports related to the committees.
- Determination of the relevant committees.

#### **Article 4: Composition of the HSE Council members of the university:**

- President of the university (Chair of the council)
- Vice President for Management Development and Resources (Deputy Chair of the council)
- Health Deputy
- Treatment Deputy
- Three experts in the field of HSE (one of whom is the secretary of the council) appointed by the council president.

**Note 1:** As needed, the council president may invite experts as guests without voting rights.

#### **Article 5: Duties of the HSE Council Secretary**

- Collecting issues and problems in the field of HSE from the safety committees of the units and presenting them in the council.
- Developing programs for identifying and assessing hazards and how to propose corrective suggestions in the field of HSE at the university and presenting them to the council.
- Preparing and proposing regulations, agreements, bylaws, and instructions within the scope of the covered community and the activities of the HSE area and presenting them to the council.

- Developing training programs related to HSE topics in educational, research, and clinical laboratories for faculty members, staff, and graduate students, and presenting them to the council.
- Following up and implementing the council's decisions and providing progress reports at specified intervals.
- Coordinating externally (e.g., with the Environmental Protection Organization, Standards Organization, Municipality, Fire Department, etc.) and internally (e.g., with the university health vice presidency, university treatment vice presidency, hospitals, etc.) to implement programs aimed at enhancing HSE levels.

### **Article 6: Conducting Council Meetings**

- Council meetings shall be held at most once every three months.
- The meetings become official with the presence of at least two-thirds of the members.

### **Article 7: Composition of the HSE Unit in the Executive Unit**

- Head of the Executive Unit (Chair of the Committee)
- Two Deputy Heads of the Executive Unit
- HSE Liaison Officer of the Executive Unit
- Occupational Health Expert appointed by the Chair of the Committee (Committee Secretary)

**Note 1:** The Chair may invite experts as guests without voting rights as needed.

### **Article 8: Duties of the HSE Unit in the Executive Unit**

- Implementing programs for identifying and assessing hazards and providing corrective suggestions in the field of HSE in the Executive Unit.
- Implementing regulations and approved instructions of the HSE Council.
- Conducting training programs related to HSE topics in educational, research, and clinical laboratories for faculty members, staff, and graduate students.
- Conducting regular and documented visits regarding HSE issues with a commitment and support approach.
- Presenting safety and health issues and problems in committee meetings aimed at ensuring a safe work environment and addressing deficiencies.
- Preparing necessary instructions for safe and hazard-free work and supervising their implementation.

- Monitoring and implementing decisions made by the HSE Unit and providing progress reports at specified intervals.
- Coordinating between departments and within the department to implement HSE enhancement programs in the Executive Unit.
- Proposing the required annual budget for the HSE area of the Executive Unit and following up for approval in the HSE Council.
- Reviewing and commenting on programs and proposals received from higher authorities (such as accreditation, etc.) related to the Executive Unit.
- Following up and supervising the implementation of decisions made by the HSE Unit.

### **Article 9: Conducting HSE Unit Meetings**

- Committee meetings will be held monthly.
- Meetings become official with the presence of at least two-thirds of the members.

**Note 1:** In urgent situations, an emergency meeting will be held upon the proposal of the Committee Secretary and with the agreement of the Chair of the Committee.

### **Article 10: Term of the Council's Activity**

The term of activity for the council is two years, and re-appointment of members in subsequent terms is not allowed.

### **Article 11: Location of the Council's Secretariat**

The HSE Council's secretariat will be established within the university presidency.

### **Article 12: Responsibility for HSE Implementation and Supervision**

The responsibility for the implementation and supervision of this regulation lies with the President of the university.

This regulation was approved in 12 articles and 3 notes on the date of ..... by the University Council, and its implementation is required from the date of approval in all vice presidencies, faculties, hospitals, health and treatment networks, research centers, and administrative and executive buildings.