



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY  
Occupational Health and Safety  
Principles and Procedures**

**CHAPTER ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** - (1) These Occupational Health and Safety Principles and Procedures; in accordance with the relevant legislation; are prepared with the aim of;

- a) Fulfillment of all legal obligations related to the workplaces, buildings, extensions and the vehicles belonging to the workplaces,
- b) Ensuring occupational health and safety in all academic and administrative units,
- c) Ensuring the safety of life and property by aiming to minimize possible occupational accidents and diseases that may occur,
- ç) Ensuring the protection of all kinds of facilities and materials with precision,
- d) Ensuring environmental awareness and creating healthier and safer environments, that are within Yaşar University.

**Scope**

**ARTICLE 2-** (1) These Principles and Procedures; shall cover all staff, apprentices, trainees and part-time students and sub-employers working in all the open and closed areas, workplace buildings, extensions, and vehicles belonging the workplaces within the Yaşar University Selçuk Yaşar Campus and Student Dormitories; within the scope of the workplaces included in the Occupational Health and Safety Law numbered 6331 and dated 20.6.2012;

(2) Provisions and principles regarding the management and the purpose, fields of activity, management organs, the functions and working principles of the governing bodies of Occupational Health and Safety Unit (OHSU), the Board of Occupational Health and Safety (BOHS) are also within the scope of these Principles and Procedures.

(3) Yaşar University has two (2) line of work activity with different hazard classes.

- a) **Less Hazardous** class line of work that Academic, Administrative Staff are affiliated,
- b) **Highly Hazardous** class line of work that Construction Maintenance-Repair, Technical Affairs team are affiliated,

These Procedures and Principles shall cover "Less Hazardous" and "Highly Hazardous" service classes and term of office.

**Basis**

**ARTICLE 3** - (1) These Principles and Procedures; are prepared on the basis of regulations, notices and legislation in accordance with the Occupational Health and Safety Law No. 6331, The 8th Article of the Regulation on Boards of Occupational Health and Safety, 6331 numbered Occupational Health and Safety Law.

**Definitions**

**ARTICLE 4-** (1) In these Principles and Procedures;

- a) Ministry refers to: Ministry of Labor and Social Security,
- b) Rector refers to: Rector of Yaşar University,
- c) University refers to: Yaşar University,
- ç) General Directorate refers to: General Directorate of Occupational Health and Safety (GDOHS),
- d) Employer refers to: Rectorate of Yaşar University
- e) Representative of the Employer: (Chairperson of the OHS Committee) refers to: Chairperson of the

Yaşar University Board of Occupational Health and Safety who is appointed by the Rector's Office of Yaşar University as the representative of the employer and has the authority to sign and spend related to occupational health and safety.

f) Workplace refers to; All the office buildings, all open/closed areas within the borders of the workplaces and the vehicles belonging to the workplace within Yaşar University.

g) Occupational Health and Safety Unit (OHSU) refers to: The unit to be established to carry out occupational health and safety services within Yaşar University, and which has the necessary equipment and staff,

ğ) Committee refers to: Yaşar University Board of Occupational Health and Safety (BOHS),

h) Protected persons refer to: All staff (Administrative and Academic), part-time staff, apprentices and interns, all students, visitors, sub-employers.

## CHAPTER TWO

### Duties, Powers and Liabilities of Employers and Employees

#### Liabilities

**ARTICLE 5-** (1) Protected persons are obliged to comply with the health and safety rules specified in these Principles and Procedures. Protected persons are responsible to the Rectorate of Yaşar University and competent authorities if they do not comply with these rules.

(2) To ensure that all protected persons comply with the health and safety rules set out in these Principles and Procedures;

- a) Rector,
- b) Board of Occupational Health and Safety,
- c) Vice Rectors,
- ç) Staff of Academic Administrative Board (Deans, Vice Deans, Heads of Departments),
- d) Secretary General and Vice Secretary General,
- e) Occupational safety specialist,
- f) Occupational physician
- g) Authorized Instructors and Administrative Staff, are

responsible to Yaşar University.

#### **The general liability of the employer, principles of protection from risks, occupational health and safety services**

**ARTICLE 6-**The general liability of the employer, principles of protection from risks, occupational health and safety services; shall be executed as defined Labor Law No. 4857, Occupational Health and Safety Law No. 6331, related regulations issued on the basis of this law,

#### **Registration and notification of occupational accidents and diseases.**

**ARTICLE 7-** (1) Registration and notification of occupational accidents and diseases; shall be done at the times specified in the legal legislation and necessary records shall be stored by Directorate of Accounting and Personnel and Directorate of Human Resources Department of Yaşar University, on behalf of the employer.

#### **Liabilities of protected persons**

**ARTICLE 8-** (1) Protected persons are liable for participating and not endangering the health and safety of themselves and their employees or other employees affected by their work in accordance with the instructions of the employer regarding the occupational health and safety.

(2) The liabilities of the protected persons in accordance with the training and instructions given by the employer are defined in the legal legislation stated in the basis part.

#### **Employee representative**

**ARTICLE 9-** (1) The Rectorate of Yaşar University shall ensure that the necessary appointment and employee representative selections are made according to the Notice Regarding Principles and Procedures for Qualifications and Selection of the Employee Representative on Occupational Health and Safety.

(2) Since Yaşar University has (501) to (1,000) employees, it shall provide the assignment of four (4) employee representatives with selection in the workplace.

#### **Liability of assignment an occupational safety specialist**

**ARTICLE 10-** (1) Rector's Office, to provide occupational health and safety services to cover

occupational risks, including prevention studies of occupational risks; shall carry out the assignment of occupational safety specialist among the employees in accordance with the required hazard classes through the İSKATİP portal; according to the Regulation on the Duties, Powers, Responsibilities and Training of Occupational Safety Specialist.

**Liability of assignment an occupational physician and other health staff**

**ARTICLE 11-**(1) Rector's Office, to provide occupational health and safety services to cover occupational risks, including prevention studies of occupational risks, shall make the appointment of workplace physicians and other health staff taking into account the employees with the required qualifications, the danger class of the workplace and the number of employee according to Regulation on Duties, Powers, Responsibilities and Training of Occupational Physicians and Other Health Staff.

**CHAPTER THREE**

**Occupational Health and Safety (OHS) Unit, Board of Occupational Health and Safety (OHS), and Coordination**

**Workplace health and safety unit**

**ARTICLE 12-** (1) Yaşar University shall carry out the assignments of occupational safety specialist, occupational physician and assistant health staff who are necessary for establishment of workplace health and safety unit according to occupational health and safety regulation.

**Board of Occupational Health and Safety (BOHS)**

**ARTICLE 13-**(1) Rector's Office shall create the Board of Occupational Health and Safety and make the necessary assignments to work on occupational health and safety. The operation of the Committee shall be maintained as stated in the legal legislation.

**Formation of the board of occupational health and safety**

**ARTICLE 14-** (1) The Committee shall consist of the following members as stated in the relevant regulation:

- a) Representative of the employer,
- b) Occupational Safety Specialist (Class A),
- c) Occupational physician
- ç) Human Resources Manager,
- d) Administrative Affairs Manager,
- e) Representative of the Directorate of Technical Affairs,
- f) Representative of academic staff,
- g) Representative of administrative staff,

(2) The chairperson position of the Committee shall be executed by the representative of employer who is appointed by the Rector's Office and has the authority to sign and spend related to occupational health and safety and secretariat of the committee shall be executed by the occupational safety specialist. If the occupational safety specialist does not work full-time, the secretariat of the committee shall be executed by the Human Resources Manager.

**The way of work and principles of the Committee**

**ARTICLE 15-** (1) The Committee shall work in a system which requires review, monitoring and warning and taking into consideration the following principles.

(2) The Board of Occupational Health and Safety shall convene routinely at least once (1) a month. However;

(3) The Committee may plan to convene no later than three (3) months in accordance with the regulation during the summer holiday (July and August) due to the absence of the majority by reason of annual permits, and at other times, due to the special reasons and intensity of work schedule of members of the committee.

(4) The Committee maintains its operations according to the relevant legislation.

(5) Recommendations taken at the meeting shall be sent to the Rector's Office for approval. Decision-making authority belongs to the Rector's Office.

(6) Minutes of the meeting shall be notified to all committee members in writing. They are archived in the digital media created in the intranet and in the folder that the members of the committee have right to access.

## **SECTION FOUR**

### **Provisions related to occupational health and safety**

#### **Occupational health and safety policy**

**ARTICLE 16-** (1) Yaşar University; is responsible for preparing an occupational health and safety policy in compliance with Labor Law No. 4857, Occupational Health and Safety Law No. 6331 and other legal legislation and auditing the implementation of this policy.

#### **Penal provisions**

**ARTICLE 17-** (1) Yaşar University; has the right to take disciplinary action against the protected persons who do not comply with the provisions of these Principles and Procedures.

#### **Notification responsibility**

**ARTICLE 18-** (1) Notification Requirements; Directorate of Accounting and Personnel and Directorate of Human Resources Directorate and occupational physician, in accordance with legal regulations, are responsible for;

a) Notifying immediately to the competent law enforcement officers of the occupational accidents occurring in the workplace,

b) Notifying the accidents occurring in the workplace to the Social Security Institution no later than three (3) working days after the accident,

c) Notifying the occupational diseases notified to him/her by healthcare providers or occupational physicians to the MOLSS Regional Directorate, Social Security Institution and Law Enforcement Officers in writing within three (3) days after learning the disease,

Ensuring the selection of the employees in accordance with the work they will do,

d) Serving the OHS related documents when reporting the employment,

e) Also Occupational physicians or healthcare providers; are responsible for referring the cases of pre-diagnosis of occupational disease to the healthcare providers authorized by Social Security Institution.

#### **Security**

**ARTICLE 19-** (1) Yaşar University are responsible for; protection of all office buildings and extensions, dormitory buildings and extensions, all open and closed areas, and vehicles belonging to the workplaces within University against sabotage,

(2) Intervention and resolution of panic in the management of the Emergency Crisis Desk Team in case of emergency,

(3) Being in contact with the related institutions and organizations,

(4) Providing emergency and fire trainings and ensuring the organization of the practice to be made at least once a year the training,

(5) Ensuring that OSH instructions are given to the people (Customer, Sub-employer, Visitor, etc.) coming to the all workplace buildings and extensions, dormitory building and extensions, all indoor and outdoor areas, within Yaşar University and driving or getting on vehicles belonging to the workplace,

(6) Not letting in the all sub-employer and companies from the outside without prior written permission form approved by technical chief of administrative affairs with regard to maintenance, repair, renovation and construction work and checking the names of incoming persons by looking the names of persons reported in the permission form by the security team,

(7) Ensuring that all people coming to all workplaces and extensions, student dormitory buildings and extensions, indoor and outdoor areas within Yaşar University;

(8) Use their entrance card if they are staff,

(9) Give their identity card to the security if they are visitors, and receive visitor card for entrance and deliver it to the security on the way out,

(10) Not letting in vehicles with LPG tank entering the parking area located in new building,

(11) Ensuring that all vehicles parked in the parking garage are registered with their license plates,

(12) For all vehicles parked in indoor and outdoor parking areas; making written notifications to park the car backwards in the parking area to all vehicle drivers by Rector's Office, to ensure immediate evacuation in case of emergency, making the necessary reminders with the help of warning signs and figures in the parking area, ensuring that audits are carried out regularly by the security team.

## **Procurement Unit**

**ARTICLE 20-** (1) Procurement Unit is responsible for; Procurement of Material Safety Data Sheets (MSDS) related to chemicals to be taken to the workplace, forwarding a copy to the Board of Occupational Health and Safety to the end user who will use the chemicals,  
(2) Notifying the requested documents in accordance with the legal legislation related to Occupational Health and Safety to all sub-employers who work and will work in the workplace,  
(3) According to the relevant legislation from all companies to be bought service with the contract, is also responsible for the submission of;

- a) Risk Analysis Assessment related to the work to be carried out,
- b) Training participation certificates showing that the personnel to be trained have received occupational health and safety training,
- c) The medical reports showing that the personnel who will be employed is eligible,
- ç) Medical reports showing that it is appropriate for the personnel to be employed to work in heavy and hazardous works,
- d) Documents indicating that the personnel who will work at height participated in working at height training and medical report indicating the personnel is eligible for working at height,
- e) Training certificate showing the relevant professional qualifications of all employee, who will work in Hazardous and Highly Hazardous works, from the companies that give external service to University,

## **General safety rules**

**ARTICLE 21-** (1) Employer, shall ensure that the security work related to all workplace buildings and extensions, dormitory building and extensions, all outdoor and indoor areas and vehicles belonging the workplaces within Yaşar University is carried out according to the following "workflow":

- a) Communicating verbal or written instructions to the staff, ensuring that the Occupational Safety Specialist is informed by e-mail or telephone about the works,
- b) Concerning work and changes to be made in the workplace, buildings and extensions, informing the Occupational Safety Specialist for the purpose of ensuring that they are maintained in accordance with occupational health and safety legislation and general occupational safety rules in the areas of planning, organization and implementation of the work, including the condition, maintenance, selection and materials used in design, machinery and other equipment, selection, supply, use, maintenance, storage and testing of personal protective equipment,
- c) Ensuring the Directorate of Technical Affairs of Maintenance and Repair fill out necessary maintenance, repair, renovation, construction work permit forms and ensuring the follow-up, according to the instructions received,
- ç) Forming a work team according to the work to be done,
- d) Preparing all necessary equipment and personal protective occupational safety equipment,
- e) Supplying the appropriate equipment,
- f) Preserving the tools and personal protective equipment, carrying out their maintenance periodically, and keeping the tools and equipment ready for use at any time,
- g) Checking first whether sanitary conditions are available for the work to be done, ensuring environmental safety (receiving safety strips and security staff support), is created well,
- ğ) Wearing necessary personal safety equipment if sanitary conditions are available,
- h) Planning the work to be done and identifying the sources of danger,
- ı) Eliminating the sources danger identified using occupational safety materials and ensuring a safe occupational environment,
- i) Rechecking and confirming that the occupational environment is reliable,
- j) Ensuring that the Maintenance Repair Team performs their work safely under the supervision of the Chief of Technical Affairs,
- k) Confirming and verifying the accuracy of the work done,
- l) Eliminating the measures in relation to occupational health and safety taken before the work started, at the end of work,
- m) Normalizing the workplace,
- n) Notifying the completion of the work to the Directorate/Chief of Technical Affairs,
- o) Ensuring the forms about the completion of work to be filled out and ensuring that the work is

written in the fault log book.

### **Procedures to be followed in Occupational Health and Safety**

**ARTICLE 22-** (1) Employees are required to undergo a health check before start working and obtain a report that they are healthy. Persons with disabilities and persons who are considered non-eligible by the physician are not employed in heavy and hazardous works. For employees, it is necessary to;

- a) Ensure that a health report indicated "can work at height" is received for people to work at height
- b) Report the employment of the employee the day before the start of work or on the day when the work started, according to the line of work he works and notify it (with the e-Statement of Employment) to Social Security Institution on the same day, for social insurances,
- c) Give an Occupational Safety Training is given to the employees in accordance with the work they will do.
- ç) Prepare a training certificate and keep in the file of the employee.

### **Risk Assessment**

**ARTICLE 23-** (1) Yaşar University; is responsible for the establishment of the Risk Analysis Assessment team in the specifications specified in the legislation and performing "Risk Assessment", (2) Identifying hazards and risks with "Risk Assessment" in specific to each department, and taking the necessary control measures, with the participation of the staff appointed by the managers of administrative affairs and technical affairs directorate and all the faculties and their departments taking into account their working areas, equipment, materials they use.

### **Periodic Checks and Safety Measures**

**ARTICLE 24-** (1) Yaşar University; is responsible for carrying out periodic checks and tests of work machines, lifting machines, cranes, elevators, boilers, compressors and pressure vessels in all workplace buildings and extensions, dormitory building and extensions, and all outdoor and indoor areas within the University by accredited organizations and preparing a technical report and keeping it in the workplace. (2) Periodic checks, measurements to be made, security measures to be taken according to the relevant regulations, notices are under the responsibility of Yaşar University.

## **CHAPTER FIVE Miscellaneous and Final Provisions**

### **Situations not covered by this Principles and Procedures**

**ARTICLE 25-** (1) In situations not covered by this Principles and Procedures, other regulation provisions shall be applied.

### **Executive**

**ARTICLE 26-** (1) The provisions of these Principles and Procedures shall be executed by the Rector of Yaşar University.

### **Effective Date**

**ARTICLE 27-** (1) These Principles and Procedures shall enter into force on the date of approval by the Rector of Yaşar University.

\*In cases of any discrepancy, Turkish version of this document shall apply.

Adopted on 17.04.2015