



TAKORADI TECHNICAL UNIVERSITY

HEALTH, SAFETY AND ENVIRONMENTAL

POLICY

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1.0 INTRODUCTION

Takoradi Technical University aspire to be sustainable by means of a balanced consideration of financial matters, our staff and students, the local community and of the environment around us. The University shall be committed to providing teaching, conducting research of the highest quality, engaging in knowledge transfer and enterprise and reaching out to the community, whilst at the same time taking good care of our staff and students. The University shall not only protect our natural environment at both local and regional levels, but shall actively seek opportunities to enhance it.

1.1 Environmental Management System

The University shall be committed to further the development of our Environmental Management System, achieve continual environmental improvement, and attain registration under the internationally recognised Environmental Management Standard, ISO14001.

Therefore, Our EMS shall be designed to:

1. Provide an understanding of our environmental impacts through an initial comprehensive baseline review.
2. Establish processes and procedures to reduce our most significant environmental impacts through actions in accordance with defined objectives and targets.
3. Ensure compliance with relevant environmental legislation.
4. Raise awareness of environmental issues amongst staff and students through effective communication and training.

1.2 Environmental Manual

This Environmental Manual is designed as a navigational guide EMS ISO14001.

2.0 ENVIRONMENTAL POLICY

Takoradi Technical University shall be wholly committed to managing active and new practices in all of our locations so as to minimise the environmental impact of our services and to support the principles of sustainable development. In providing high quality education we recognise the significance of driving in continuous environmental improvement in our institution. We are a responsible organisation that aims to be a centre of excellence in environmental management through engagement with our staff, our customers and our suppliers and visitors to promote environmental best practice. In order to manage our environmental aspects, impacts and risks we have committed to;

1. Ensuring compliance with all relevant environmental legislation, regulations and other requirements as a minimum.
2. Taking account of sustainable construction principles in new builds and refurbishment through the formulation and implementation of sustainable construction guidance.
3. Reducing the environmental impact of procurement through the formulation and implementation of a sustainable procurement plan.
4. Preventing pollution by managing and reducing emissions to air and discharges to water.
5. Encouraging the development of curriculum and extra-curricular activities to promote environmental awareness and responsibility amongst the University community and to enable individuals to develop values, skills and knowledge to contribute to sustainable development by providing appropriate communication and training.
6. Managing the University grounds to create and enhance wild-

life habitats through the formulation and implementation of a Biodiversity Action Plan.

7. Promoting resource efficiency through preventing and minimising waste production and diverting waste from landfill through increasing re-use, recycle and recovery.
8. Reviewing all our activities on a regular basis in order to continually improve our environmental performance in relation to all activities and services.

The University Council, the Office of the Vice Chancellor and Health Safety and Environmental Officer shall be responsible for environmental management and performance at the University. All staff and students shall share this responsibility and shall be supported by key staff to help promote best practice, continual improvement and monitor performance.

2.1 Aspects and Impacts

Takoradi Technical University shall maintain procedures for identifying environmental aspects of the activities and for evaluating these aspects to determine those that have or can have a significant impact to the environment. The Health Safety and Environmental Officer provides this information to Leadership. Procedure for Identifying Environmental Aspects When there is a change or addition to the activities on campus, and shall help out the departments in identifying the environmental aspects and impacts associated with the new activity.

2.2 Legal and Other Requirements

Legal and Other Requirements Compliance with Statute is a basic requirement of any EMS. The University shall identify a number of legal and other requirements relevant to the University activities, which shall be documented The Health Safety and Environmental Officer shall ensure that the Legislation remains up to date

by monthly review of environmental updates from the Environment Agency’s “Business Environmental Update” as well as relevant publications, bulletins etc. Any new environmental legislation and other requirements relevant to the University.

2.3 Objectives and Targets

In order to facilitate a structured approach towards achieving continual environmental improvement, the University shall establish environmental objectives and targets on an annual basis. When setting objectives and targets, the University shall ensure that they are consistent with the environmental policy, the significant environmental aspects and the requirement for legislative compliance. In addition, technological options, financial, operational and business requirements shall be considered. The University shall also take steps to assess the environmental performance of our supply chain, ensuring wherever applicable that they are aware of, and comply with, our Environmental Policy and related procedures.

3.0 IMPLEMENTATION AND OPERATION

3.1 Resources, Roles, Responsibility and Authority

The Health Safety and Environmental Officer shall have the overall responsibility for implementing the EMS. Members of staff with specific responsibilities for implementing and overseeing the EMS are detailed below;

3.1.1 The Vice Chancellor

The Vice Chancellor shall have overall responsibility for the EMS, including the Environmental Policy and providing adequate resources for implementing and maintaining the system on a strategic basis.

3.1.2 Health Safety and Environmental Officer

Responsible for administering the system on a day-to-day basis, including the following specific duties;

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1. Ensuring the Environmental Policy is implemented through the requirements of the EMS.
 2. Ensuring the EMS is established, implemented and maintained in accordance with ISO14001 requirements.
 3. Reporting on the performance of the EMS to top management for review and to provide a basis for improvement of the system Raising Staff Awareness.
 4. Ensuring that objectives and targets are being monitored, and progress is reported.
 5. Publish an annual Environmental Report.

3.1.3 Heads of Schools / Heads of Services

The Heads have responsibility for ensuring compliance with the EMS within their relevant units.

3.1.4 All Staff and Students

All Staff and Students are to comply with the requirements of the EMS, including conforming to the requirements of the Environmental Policy, Objectives and Targets and Legal and other requirements.

3.2 Training, Awareness and Competence

Heads of Faculties/ Service Department shall ensure that only personnel with the suitable qualification and experience are employed on work tasks, which have the potential to cause a significant environmental impact. They shall take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored. All personnel are appraised with respect to competence. All new staff shall submit themselves to environmental awareness training as part of the

induction process. Key staff shall receive higher-level training as required. Records of training, education, qualification and experience shall be maintained.

3.3 Communication

The University shall establish procedures for dealing with internal and external communications, including complaints. Where such communications relate to environmental issues, they shall be referred to the Health Safety and Environmental Officer, either for a direct response, or for the provision of an input into a corporate response as appropriate. To facilitate effective communication of environmental issues, all external communications relating to our environmental performance, ISO14001 standards shall be referred to the Environmental Officer, who shall be responsible for recording and responding to such communications.

3.4 Environmental Management System Documentation

Our Environmental Management System shall be developed, and maintained, in accordance with a range of defined procedures. Documents that are necessary to meet the requirements of the EMS shall be maintained as evidence of compliance.

3.5 Document Control

All EMS documentation shall be approved for issue and reviewed and updated as necessary in accordance with our Document Control Procedure. The revision status and page numbering of documents shall be implemented to ensure that incorrect documents are not by mistake used. The Health Safety and Environment Officer shall be responsible for ensuring that only reliable versions of documents are available for use and that all such documentation is identifiable and legible.

3.6 Environmental / Operational Control

Activities associated with our significant environmental aspects shall be subject to necessary controls and operating criteria.

Where required, documented procedures shall be prepared, implemented and maintained to define the operational controls necessary to minimise the environmental impacts. The Health Safety and Environment Officer shall maintain a record of all relevant operational control procedures.

3.7 Emergency Preparedness and Response

The potential for accident and emergency situations shall be identified in the Register of Environmental Aspects and Impacts and detailed in the Pollution Prevention Plan. Procedures shall be established to address our response to emergencies. The Health Safety and Environment Officer shall be responsible for;

1. Ensuring that all environmental incidents are investigated and recorded on the Environmental Incident Report Form.
2. Arranging emergency procedures to be tested where practical.
3. Ensuring that the potential for environmental incidents is reviewed annually.

4.0 CHECKING AND CORRECTIVE ACTION

4.1 Monitoring and Measuring

The Health Safety and Environment Officer shall be responsible for monitoring and reporting on:

1. Compliance with Environmental Management System documentation.
2. Compliance with statutory and other requirements.
3. Performance against our objectives and targets.
4. Any University activities likely to adversely impact upon the environment.

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5. Performance shall be reviewed regularly and remedial actions implemented where appropriate.

4.2 Evaluation of Compliance

The Health Safety and Environment Officer shall be responsible for managing the evaluation of compliance with relevant environmental legislation and other requirements inspection of relevant activities and sites. Evidence of evaluation shall be recorded and maintained by the Health Safety and Environment Officer.

4.3 Non Conformity, Corrective and Preventative Action

Non-conformance may arise from a number of situations, including;

1. Failure to observe the requirements of the environmental management system.
2. A result of environmental audits (internal and external).
3. Failure or risk of failure to comply with environmental legislation.
4. Complaints from within or outside the University.

The Health Safety and Environment Officer shall be responsible for ensuring that any identified environmental problems are investigated and that, action is taken to prevent or mitigate any impacts, and avoid recurrence. All such occurrences shall be recorded and reported to the leadership, and other staff as necessary. Lessons learned from such incidents shall be communicated to the appropriate personnel. Problem Identification, Correction and Prevention shall be a standing agenda item on the annual Management Review meeting.

4.4 Control of Records

The Health Safety and Environment Officer shall be responsible

for the identification, maintenance and disposal of all documentation associated with the EMS. The Health Safety and Environment Officer shall hold all paper records on the EMS and will be responsible for controlling all electronic versions.

4.5 Audit of the Environmental Management System

The audit of our EMS shall be based on a one-year succession and will be carried out by the Health Safety and Environment Officer, Heads of Development and additional staff as necessary who will be fully trained to carry out this function. The audit programme will be designed and reviewed on an annual basis by Health Safety and Environment Team.

5.0 MANAGEMENT REVIEW MEETING

An Annual Management Review meeting is used as the pivotal means of ensuring that the EMS is fully implemented and effective. The review meeting is structured in accordance with the following agenda:

1. Introduction
2. Actions from Previous Meeting
3. Environmental Policy
4. Significant Environmental Aspects
5. Objectives and Targets
6. Current Performance
7. Improvement Opportunities / Invest to Save Initiatives
8. Environmental Incidents /Corrective and Preventative Action
9. Internal Audits
10. Legal Compliance
11. Communications (Internal / External)
12. Training and Awareness
13. Recommendations

The Health Safety and Environment Officer shall provide suitable information to allow an effective review to be undertaken. The

review shall address the possible need for changes to the policy, objectives and targets, and any other element of the system in the light of the audit findings, changes in circumstances and the commitment to continual improvement. The minutes of the review will be maintained as an EMS record.