

COLLEGE OF BUSINESS EDUCATION



PROPOSED STAFF HEALTH AND SAFETY POLICY

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EXECUTIVE SUMMARY

The College of Business Education has endeavored to promote the Staff Health and Safety at the working place with a need to stimulate pace in carrying out its day to day operations. This has triggered a need for Staff Health and Safety Policy that is meant to provide guidance on the implementation of Health and Safety matters at the College. The rationale for the establishment of Staff Health and Safety Policy includes: - to clearly demonstrate management's full commitment to its employees and Students health and safety; to clearly state the College's safety beliefs, principles, objectives, strategies and processes to build buy-in through all levels of the College; to ensure that employees, Students and College's Community are properly trained to assess risks and are able to use various Staff health and safety equipment; to identify significant hazards and take appropriate action to correct hazards or risks that endangers health and safety of employees, students and visitors.

The proposed Staff Health and Safety Policy has five chapters. Chapter one highlights CBE background information; vision, mission, College core values, and functions. It also provides definition of Staff Health and Safety Policy and its objectives. Chapter two provides SWOC analysis related to the implementation of Staff Health and Safety Policy. It highlights the Strengths, Weaknesses, Opportunities and Challenges encountered by the College. One of the weaknesses revealed in the SWOC analysis is lack of Staff Health and Safety Policy.

Chapter three presents staff Health and Safety major areas at the College. It highlights policy issues, policy statements, strategies and operational procedures. The following major areas covered in this chapter includes: Establishment of College Dispensary Services; Compliance to OSHA Standards; Drug Abuse; Assessment of Hazards; and Endemic, Epidemic and Pandemic diseases;

Chapter four is about the governance of the Policy, roles of different stakeholders in its implementation and administration. In chapter five, the policy gives details of monitoring and evaluation activities on the implementation of the Policy as well as requirements and key players for the monitoring and evaluation activities.

List of Abbreviations

AIDS	-	Acquired Immune Deficiency Syndrome
CBEHSP	-	College of Business Education Health and Safety Policy
CCTV	-	Closed Circuit Television
CSP	-	Corporate Strategic Plan
HIV	-	Human Immune Virus
ILO	-	International Labour Organization
OHS	-	Occupational Health and Safety
OSHA	-	Occupational Safety and Health Act
SWOC	-	Strength, Weakness, Opportunities and Challenge

CHAPTER ONE

INTRODUCTION

1.1 Background

The College of Business Education (CBE) was established in 1965 by the Parliament Act No. 31 of 1965 [Cap 315 R.E. 2002]. The Act has been amended thrice through the amendments Acts No. 17 of 1968, No. 38 of 1974, and miscellaneous amendment Act No.2 of 2010. Since the establishment of the College, it has been headed by the Director as its Chief Executive Officer (CBE, 2014). Currently the title has changed to Rector, who is directly supervised by the Governing Body. The legislation prescribed the role of the Governing Body as well as the operational aspects of College of Business Education. The three subsequent amendments defined more explicitly the functions of the College, tying the College to teach middle – level managerial personnel in the area of Business Administration. They provided more oversight of the parent Ministry as well as more details in the schedule to the Act. In the last ten years, the College of Business Education has substantially expanded its activities to meet the increased demand for Business Administration and Education in Tanzania (CBE, 2014).

The College has just started implementing its Corporate Strategic Plan (CSP) 2015/2016 – 2019/2020.

1.2 Functions of CBE

The main functions of the College of Business Education are to:

- i. Provide facilities for study and training in the principles, procedures and techniques of: Procurement and Supplies, Business Administration, Accountancy, Marketing Management, Legal and Industrial Metrology, Information and Communication Technology, E-commerce and any other related disciplines as the College may from time to time decide.
- ii. Conduct quality and practice oriented programmes in the disciplines specified in item one above, conduct examinations and grant awards at basic certificate, ordinary diploma, professional degrees and postgraduate diploma levels.
- iii. Conduct quality and efficiency oriented short and special courses in the disciplines specified in item one above.
- iv. Engage in applied research and discipline specified in (i) and use the results to improve teaching, learning and to offer quality public services.
- v. Provide consultancy in counselling, arbitration and business advisory services.
- vi. Engage in income generation activities that are within the mission of the College.
- vii. Engage in any other educational activities which in the opinion of the governing body are necessary, expedient or conducive for the promotion of the business education in the United Republic of Tanzania.

1.3 Vision of CBE

To be a dynamic, well equipped, world-wide known and recognized centre of excellence in competence based training, research and consultancy services in business and related disciplines.

1.4 Mission Statement

To provide high quality demand-driven competence based education through training, research and consultancy services in business and related disciplines.

1.5 Core Values

1.5.1 Academic Freedom

The College independently cherishes and defends free inquiry and scholarly responsibility.

1.5.2 Advancing and Sharing Knowledge and Skills

The College supports scholarly pursuits that contribute to knowledge and understanding within and across disciplines, and seeks every opportunity to share them broadly.

1.5.3 Excellence

The College, through its staff, students, and alumni, strives for excellence and trains students to the highest level of standards.

1.5.4 Integrity

The College acts with integrity, fulfilling promises and ensuring open, respectful relationships among its stakeholders. CBE abides with ethical code of conduct and respect for laws.

1.5.5 Mutual Respect and Equity

The College values and respects all members of its community, each of whom individually and collectively makes a contribution to create, strengthen, and enrich teaching and learning environment.

1.5.6 Public Interest/ Customer Care

The College embodies the highest standards of service and stewardship of resources and works within the wider community to enhance societal good satisfaction.

1.6 Definition of CBE's Staff Health and Safety Policy

According to World Health Organization (WHO), health is defined as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. Radiant health is a fundamental right of all people. CBE has mandate to offer the best of health to its employees and their families and students, by providing essential health services, and education.

Based on this broad definition of health, CBE's Health Policy coverage include **Emergency Medical care** (attending sick individuals), **Special needs** facilities (people with disabilities) and **Public health care; *Water supply*** (Water source, treatment, pumping and distribution), ***Buildings and installations*** (offices, laboratories, classrooms, halls, workshops, students hostels, cafeterias, staff houses, toilets and other utilities and machine houses, and all their waste disposal systems), ***Liquid waste disposal*** drainage systems (Waste chambers and channels), ***Solid waste disposal*** and processing systems (Biological, glass, wood, paper, plastic, metal and others - collection and transportation), ***Outside environment*** (gardens, trees, grass, roads, pathways, pavements, sports and games grounds, vehicle parking areas and others) and ***Mobile machines*** and motor vehicles (Private and public machines, cars, trucks, tractors, motor cycles, bicycles and others - movement and noise control), ***Safety and security*** at places of work within and outside CBE campuses and ***Community social services*** for physical, mental, and social well-being to prevent diseases (In door games, CBEs newsletter, assisted increase in wages, efficient services, friendly atmosphere, colleague-ate and other actions to enhance health).

1.7 Objectives of Health and Safety Policy

The overall objective of the Staff Health and Safety Policy is to continuously prevent work related accidents and diseases that may lead to injury and ill-health to our staff, students and visitors or clients.

1.8 Specific Objectives for establishing Staff Health and Safety Policy.

- i. To provide as far as reasonably practicable safe and health working environment, safe premises and facilities for staff, students and visitors.
- ii. To develop and improve health programs and procedures to ensure compliance with all applicable laws and regulations.
- iii. To ensure that CBE personnel are properly trained to assess risks and are able to use various health and safety guidelines and equipment
- iv. To identify significant hazards and take appropriate preventive action to correct hazards or risks that endangers health and safety of staff, students and visitors.

1.9 Rationale for the establishment of the Health and Safety Policy

Policy formulation is a mandatory requirement as provided in the guidelines of OSHA Act under Section 90 that every employer with more than four (4) employees should make a policy on OHS (OSHA, 2003). Establishment of this policy goes parallel with the CBEs desire to offer good and quality health care services following growing number of staff and students around CBEs campuses who requires basic right of health and medical care.

Furthermore, the rationale for the Organization to formulate OSH policy is to clarify the following issues:

- i) To clearly demonstrate management's full commitment to their employee's health and safety.

- ii) To clearly state the College's safety beliefs, principles, objectives, strategies and processes to build buy-in through all levels of the College.
- iii) To clearly outline employer and employee accountability and responsibility for workplace health and safety.
- iv) To set out safe work practices and procedures to be followed to prevent workplace injuries and illness.
- v) To remove all possible threats that may affect human health in working environment.
- vi) To improve programmes relating to improvement of staff health.
- vii) To ensure that the College will collaborate with other stakeholders in promoting staff health and safety

CHAPTER TWO

SWOC ANALYSIS

The College encounters Strengths, Weaknesses, Opportunities and Challenges as presented below:

2.1 Strengths

Strengths are essentially areas where the College is performing fairly well or artefacts that the College possesses. The key ones are detailed below:

- i. Existence of first aid treatment in case of injury or emergencies.
- ii. The College have health and safety equipment like fire detector and fire extinguisher.
- iii. Having less hazardous working environment due to the nature of the College activities.
- iv. Existence of good campuses security services.
- v. Improved hygiene facilities.
- vi. Proper waste disposal and waste management.
- vii. Existence of HIV and AIDS Policy.
- viii. Existence of Quality Assurance and Control Policy.
- ix. Allocation of emergency funds for handling health emergency cases.
- x. All CBE Community members have insurance cover on health..

2.2 Weaknesses

Weaknesses consist of critical areas where improvements need to be made in order to enhance performance of the institution. So, apart from the above named strengths, CBE has the following weakness related to Health and Safety Policy.

- i. Inadequate health and safety promotion statements displayed in College campuses.
- ii. Lack of clear health and safety management procedures or guidelines.

- iii. Lack of employees' awareness on the use of available health and safety equipment.
- iv. Inability of the staff and students to identify risks in hazardous environment
- v. Lack of health and safety committees.
- vi. Lack of health and safety coordinators.
- vii. Inadequate facilities for disabled staff and students.
- viii. Lack of staff counselling unit.
- ix. Lack of stress management programmes.
- x. Lack of disaster preparedness programs.
- xi. Inadequate health and welfare services i.e. Supply of drinking water, sanitary convenience.
- xii. Insufficient and obsolescence of infrastructure.
- xiii. Inadequate security facilities e.g. CCTV camera.
- xiv. Inadequate number of health practitioner staff.
- xv. Shortage of health facilities in the College.
- xvi. Inadequate College owned transport facilities dedicated for health issues.

2.3 Opportunities

Opportunities consist of chances or favourable conditions that exist, which one needs to capitalise on and pursue vigorously for the betterment of institutional performance. So far CBE can be said to have the following opportunities:

- i. Existence of Health insurance services to CBE community.
- ii. Location of the College being accessible to various Hospitals and health centres.
- iii. Accessibility of reliable means of transport for getting in and out of campuses.
- iv. Existence of OSHA Act, 2003
- v. Existence of Workers Compensation Act, 2008
- vi. Existence of National Health Policy (2003-2007)
- vii. National Occupational Health and Safety Policy, 2009

2.4 Challenges

The following are the challenges encountered by CBE.

- i. Complicated regulatory requirements for establishment of health services at the College.
- ii. Low compliance to OSHA standards.
- iii. Increased drug abuse in urban communities
- iv. Location of College and its campuses being at city centres pose accidents risk to staff and students.
- v. The threat of outbreak of epidemic diseases.
- vi. In sufficient funds to cater for Staff Health and Safety services.

CHAPTER THREE

MAJOR AREAS, ISSUES, POLICY STATEMENTS, STRATEGIES AND OPERATIONAL PROCEDURES

3.1 Establishment of College Health Services

3.1.1 Situational analysis

The College has been trying to establish College dispensary including hiring qualified health practitioners and allocate a building facility to serve as College dispensary unit. However, due to inability to meet regulatory requirements, it has been difficult to accomplish this goal.

3.1.2 Policy issues

- i. Lack of sufficient building for establishment health services.
- ii. Lack of sufficient qualified health practitioners.
- iii. Lack of standard equipment for provision of health services

3.1.3 Policy Statements

- i. The College shall provide space for establishment of health services unit.
- ii. The College shall hire enough and qualified health staff.
- iii. The college shall procure standard equipment for provision of health services

3.1.4 Strategies

- i. The College shall set aside funds for building health facilities.
- ii. The College shall set aside funds for purchasing standard equipment for health facilities
- iii. The College shall seek approval for personnel emolument budget from the Government.

3.1.5 Operational Procedures

- i. The College shall appoint a team for creation of health facilities.
- ii. The College shall budget for personnel emolument.
- iii. The College shall set budget for standard equipment
- iv. Management shall provide all guidelines regarding running of health facilities.

3.2 Compliance to OSHA Standards

3.2.1 Situational analysis

Currently, the College is implementing OSHA guidelines as stipulated in OSHA's Act. However, the College failed to follow OSHA standards as stipulated in OSHA's Act.

3.2.2 Policy issues

- i. The College is still not registered with OSHA.
- ii. Lack of health and safety committee as well as health and safety representatives.

3.2.3 Policy Statement

The College shall comply with OSHA guideline and standards.

3.2.4 Strategies

- i. The College shall establish health and safety committee.
- ii. The College shall register with OSHA.

3.2.5 Operational Procedures

- i. The College shall appoint a health and safety committee.
- ii. The College shall work towards acquire a certificate of registration from OSHA.

3.3 Drug Abuse

3.3.1 Situational Analysis

The College is taking measures to combat and fight against drug abuse in all campuses. This is done through establishment of social clubs and counselling programmes. However, the College has no guideline to combat and fight against drug abuse in all campuses.

3.3.2 Policy issue

- i. Keeping the College free from doing abuse and its effects.
- ii. The College has no policy regarding drug abuse

3.3.3 Policy Statement

- i. The College shall strive at ensuring that is free from drug abuse and its effects.
- ii. The College shall comply with National drug abuse Act regarding fighting against drug abuse.

3.3.4 Strategies

- i. The College shall establish mechanisms for ensuring that it is free from drug abuse and its effects.
- ii. The College shall develop drug abuse committee and establish mechanisms.
- iii. The College shall develop counselling unit.
- iv. The College shall form social clubs.

3.3.5 Operational Procedures

- i. The College shall appoint drug abuse committee.
- ii. The College shall form and facilitate counselling unit.
- iii. The College shall facilitate the operations of social clubs.

3.4 Assessment of Hazard and Treatment

3.4.1 Situational analysis

The College is doing enough to avoid risks associated with hazards although some more measures have to be taken. However, the College is lacking guidelines to assess and take measures against hazards.

3.4.2 Policy issue

The College has no policy guidelines regarding hazard identification, assessment and treatment.

3.4.3 Policy Statement

The College shall endeavor to ensure that the CBE community is safe and secure from hazards.

3.4.4 Strategies

- i. The College shall set aside some funds in the budget to support hazard assessment.
- ii. The College shall develop hazard identification, assessment and treatment guidelines.

3.4.5 Operational Procedures

- i. The College shall conduct hazard assessment.
- ii. The College shall provide equipment and protective gears to deal with hazards.
- iii. The College shall create awareness about the available hazard
- iv. The College shall facilitate inputs required to combat risks associated with work hazards.
- v. The College shall set funds to compensate staff who will be injured/be incapacitated while fulfilling their responsibilities at the College.

3.5 Endemic, Epidemic and Pandemic diseases

3.5.1 Situational analysis

Currently the College has managed to maintain its environment and there is no threats related to epidemic and pandemic diseases. However, there are no guidelines related to endemic, epidemic and pandemic preparedness and responses.

3.5.2 Policy issue

The College has no guidelines regarding prevention, treatment of endemic, epidemic and pandemic diseases at the College.

3.5.3 Policy Statement

The College shall prepare guidelines regarding prevention, treatment of endemic, epidemic and pandemic diseases

3.5.4 Strategies

- i. The College shall set aside funds for endemic, epidemic and pandemic preparedness and responses
- ii. The College shall raise community awareness on endemic, epidemic and pandemic diseases.
- iii. The College shall form a committee to deal with health services within the CBE community.
- iv. The college shall provide counselling services to employees and students on various diseases.

3.5.5 Operational Procedures

- i. The College shall prepare budget for endemic, epidemic and pandemic preparedness and responses

- ii. The College shall conduct seminars/workshops to raise community awareness regarding endemic, epidemic and pandemic diseases.
- iii. The College shall appoint a committee to deal with health services.
- iv. The College shall put in place appropriate measures to prevent all possible dangers of outbreak and spread of endemic, epidemic and pandemic diseases.

3.6 Public Health and Sanitation Environment

3.6.1 Situational analysis

Effective health education and sanitary environment can significantly improve health of CBE community. Requirement for clean water, buildings, and places for food services, waste disposal and the like are important.

3.6.2 Policy Issues

The College has no public education and sanitary guidelines.

3.6.3 Policy Statement

- i. The College shall provide public health and sanitary/cleanliness guidelines.
- ii. The College shall ensure that the environment is clean.

3.6.4 Strategies

- i. The College shall set aside funds for cleanliness and sanitary services.
- ii. The College shall adopt waste disposal standards.
- iii. The College environment shall be taken care of to maintain good looking.
- iv. Health service unit will organize and conduct health education programmes.

- v. All CBE community members shall be required to follow cleanliness standards and not be a hindrance to the effort
- vi. All sensitive areas such as toilet, cafeterias, and sewerage systems will be regularly cleaned, inspected and maintained.

3.6.5 Operational procedures

- i. The College shall prepare public health and safety guidelines.
- ii. The College shall place garbage collection containers around office and places that are prone to littering.
- iii. The College shall ensure availability of clean water at all places where water is necessary.
- iv. The College shall disseminate environmental health, water and sanitation promotional materials.
- v. The College shall conduct day to day environmental monitoring to maintain hygiene and sanitation.

3.7 Staff and Students Residential Facilities

3.7.1 Situational analysis

Small number of staff and students secure accommodation at the College residential houses and hostels respectively. At the College residential houses and hostels, staff and students are vulnerable to both communicable diseases and non-communicable diseases. The infrastructure is old in such a way that, some important parts are not in good conditions. The wardrobes, mosquito mesh, roofing, paints, fence, sewage system and clean water system to mention just few, need frequent rehabilitation.

In some occasion, the residential houses and hostels are reported to be invaded with disease vectors such bed bugs, cockroaches and rodents. The cleanliness of residential houses' surroundings, hostel rooms, corridor and washrooms is not satisfactory.

3.7.2 Police issues

- i. Inadequate rehabilitation of the College infrastructures.
- ii. Lack of important health information for residents facilities
- iii. Insufficient control of vectors such vermin and rodents

3.7.3 Policy Statements

- i) The College shall continue doing rehabilitation of College residential facilities depending on the available resources.
- ii) The College shall solicit health information from all residential areas for monitoring purposes.
- iii) The College shall ensure effective fumigation to control vectors such vermin and rodents.

3.7.4 Strategies

- i) To assure a two way communication in a way that when a medical emergency occurs at the College residents and hostels, all parties are informed promptly.
- ii) To set funds for rehabilitation of the College residential areas and hostels.
- iii) To appoint a staff responsible for the health related matters at their residents and floor leaders or block leaders to report any health-related matter at the College hostels.
- iv) To conduct regular cleanliness inspection at the staff residential areas and at students hostels.

3.5.5 Operational Procedures

- i) The College shall establish the basis for regular reviewing residential staff and students' health care needs.
- ii) The College shall ensure that sanitary bins are installed in all female washrooms.
- iii) The College shall supply disinfectants and other important preventive materials in toilets.

3.6 Occupational Health, Safety and Emergencies

3.6.1 Situational Analysis

The Government of Tanzania established the Occupational Safety and Health Authority and charged it with the responsibility of ensuring safe and healthy working conditions in all workplaces. The College of Business Education continues to support these efforts in every aspect so as to improve the safety of teaching/ learning environment. Despite of all notable efforts, occupational hazards of various forms are imminent to CBE community due to lack of emergency exit in College buildings, lack of fire hydrants, shortage of fire extinguishers, Lack of friendly infrastructure to assist visually and physically impaired staff, students and visitors.

Health complication or accidents are imminent at any time. In light of this reality, the College sets funds for handling emergency cases. The amount depends on the availability of funds. The Management is responsible to handle emergencies cases and it has set aside a certain amount of money for this issue. The emergency funds are not enough to handle all emergency cases. Sometimes voluntary contribution has been required to supplement the given amount.

3.6.2 Policy Issues

- i) Insufficient funds to handle emergencies cases at the College.
- ii) Lack of awareness to College community on how to handle the emergency cases.
- iii) Lack of College owned transport facilities (Ambulance) dedicated for sick staff and students.
- iv) Lack of emergency exit in some College buildings.
- v) Insufficient fire hydrants for firefighting.
- vi) Lack of emergency assembly area.
- vii) Shortage of fire extinguishers.
- viii) Lack of knowledge and experience on how to use of fire extinguisher.

3.6.3 Policy Statements

- i) In an emergency, all staff and students owe a duty to care for the safety and welfare of CBE community.
- ii) In the absence of staff with relevant first aid training, available staff or students should administer first aid or health care support within their level of experience, until medical assistance can be provided.
- iii) The College shall provide ambulance to facilitate transport of staff and students during emergencies.
- iv) The College shall construct emergency exits to buildings with none.
- v) The College shall ensure that enough fire extinguishers are in place.
- vi) The College shall set an emergency assembly points.
- vii) The College shall ensure that fire hydrants are installed in several areas.

3.6.4 Strategies

- i) To continually provide rescue skills for emergencies and accidents.
- ii) To create awareness on how to use Health Insurances services in health related matters.
- iii) The College shall set aside funds for construction of emergency exits, fire hydrants and first aid kits.

3.6.5 Operational Procedures

- i) The College shall collaborate with other institutions, agencies, Governmental and Non-Governmental organizations that provide education on how to handle accidents and emergencies.
- ii) The College shall ensure that there are sufficient trained staff and some selected students on first aid administration.

CHAPTER FOUR

GOVERNANCE OF THE POLICY

4.1 Governance of Staff Health and Safety Policy

The governance of Staff Health and Safety Policy may require the following:-

- i) Identifying areas for implementing Staff Health and Safety Policy
- ii) Setting up College Staff Health and Safety Committee(s).
- iii) Establishing a framework for coordinating, monitoring and evaluating the implementation of the Policy.
- iv) Allocating adequate funds in its budget for the implementation of the Policy.

4.2 Roles of Stakeholders within the College

The Stakeholders to oversee the implementation of the Health and Safety Policy will include the Governing Body, Health and Safety Committee, Office of Deputy Rector – Planning Finance and Administration, Directorate of Human Resources and Administration, Heads of Departments and Directorate of Finance.

4.3 Administration of the College Health and Safety Policy

The office of Deputy Rector Planning, Finance and Administration shall be responsible for administering Staff Health and Safety activities.

CHAPTER FIVE

MONITORING AND EVALUATION

5.1 Monitoring and Evaluation

Collection and analysis of information aimed at improving effectiveness of the Staff Health and Safety through monitoring and comparison of actual against planned impact of the Policy. Evaluation will involve different stakeholders playing their role in the realization of desired Objective. The College shall establish a mechanism for monitoring and evaluation of the implementation of Staff Health and Safety Policy.

Monitoring and Evaluation shall involve:-

- i. Establishment of mechanisms of accountability for monitoring and evaluating the implementation of Staff Health and Safety Policy.
- ii. Establishment of framework that will provide basis for monitoring and evaluating the Policy implementation at all College levels.
- iii. Establishment of sound institutional framework for translating the goals, objectives and strategies into actual programmes at all levels that is Units/Sections, Departments, Directorates, and Campuses. This means that the implementation will be effected through the existing College institutional set up.

5.1.1 Monitoring

The monitoring of implementation of the Policy shall be based on Policy statements and implementation strategies. These will form clues which will be measured regularly and reported if implemented well, and any corrections that may be needed during further implementation.

5.1.2 Evaluation

Formative evaluation will be used to carry out evaluation of the CBEHSP. This will be based on an effective monitoring process to be instituted. The objective of carrying out

the evaluation will be to make improvements as the implementation process unfolds. The planning and execution of the evaluation will be carried out by CBE Administration. The progress of CBEHSP shall be guided by its own members

5.2 Key players of Monitoring and Evaluation of Policy

Key players and activities in monitoring and evaluation of the policy as detailed below:

SN	Key Players	Key Activities
	Governing Body	Approving the Policy and overseeing the implementation of the policy by Management.
	Human Resources Management and Administration Committee	Recommending the approval of the Health and Safety Policy to the Governing Body for approval. Receiving and deliberating on Health and Safety implementation reports.
	Rector	Overall coordination of the implementation of Health and Safety Policy.
	Deputy Rector – Planning, Finance and Administration	Coordinating Staff Health and Safety Policy implementation.
	Campus directors	Coordinating Staff Health and Safety policy implementation at their respective campuses
	Director of Human Resources and Administration	Administering implementation of various Staff Health and Safety activities. Preparing annual Budget for Staff Health and Safety matters.
	Director of Finance	Coordinating issues related to finance.

	Head of Departments.	Allocating personnel for conducting training.
	Staff and students	Participating in formulation of Staff Health and Safety committees at the community, report any hazardous situations to the respective authorities.

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