



HEALTH AND SAFETY POLICY PLAN

University of the Arts
The Hague

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1. Introduction

The Executive Board of the University of the Arts, The Hague is responsible for the safety, health and well-being of the staff and students¹ on the University's premises. A health and safety policy plan has been drawn up by the Executive Board for this purpose. The directors and heads of departments of the faculties and interfaculties are responsible for implementing the health and safety policy plan.

The health and safety policy of the University is based on:

- The statutory requirements included in the Working Conditions Act, the Working Conditions Decree, the Higher Professional Education Health and Safety catalogue, the Higher Professional Education labour agreement and other relevant regulations and legislation;
- The policy principles and documents of the University, such as the articles of association, the board rules and the student charter.

The Executive Board of the University endeavours to foster optimum working conditions for the students, teachers and staff attached to the University. Health and safety policy aims to safeguard the safety and health of staff and students, and to prevent and manage stress at work. Work and study are organised in such a way that unacceptable risks are essentially excluded. The University does its best to prevent avoidable absence and incapacity for work. Sexual harassment, aggression, violence, bullying and discrimination are actively tackled. Staff are deployed well and widely.

The aims of health and safety policy as described in the policy plan and all the accompanying measures and regulations are agreed in consultation with the Central Participation Council of the University and with the Faculty Participations Councils.

The health and safety policy plan is updated every three years or whenever there is a specific reason for doing so.

¹ Students also include the pupils at the School for Young Talent

2. Organisation

In safeguarding the safety, health and well-being of the personnel and students the Executive Board and the faculty directors are supported by internal and external experts.

2.1 Health and safety coordinator /prevention officer²

The directors of the Royal Conservatoire and the directors of the Royal Academy of Art are responsible for implementing health and safety policy in the main premises of the Royal Conservatoire, Juliana van Stolberglaan 1, and in the main premises of the Royal Academy of Art, Prinsessegracht 4, respectively and also in any (temporary) sub locations. The faculty directors appoint a health and safety coordinator for the location. The main tasks of the health and safety coordinator are to guide the implementation of the risk evaluation and inventory and the risk evaluation and inventory action plan, to spot health and safety risks, advise and provide information on health and safety matters, carry out health and safety measures and supervise compliance with these.

2.2 In-house emergency service

The in-house emergency service provides assistance in the event of unsafe situations, in the form of

- first aid in the event of accidents
- fire prevention
- containment or repercussions of accidents;
- alerting and evacuating all persons on the premises in case of emergencies.

A member of staff appointed by the directors is responsible for the performance of the in-house emergency service. Around 25 service officers are on call in the two main locations. The training of these officers which is required for them to be certified and maintain their qualification is arranged by the health and safety service or another expert body. Training takes place during working hours and is paid for by the University. Staff who serve as in-house emergency service officers receive a monthly allowance for this.

The University has an in-house emergency service plan for each location setting down the tasks, responsibilities and authorisations with regard to the in-house emergency service.

² The names health and safety coordinator/prevention officer are often used interchangeably for the same post. Basically any employee can become a health and safety coordinator/prevention officer provided they have the expertise and the proper training. The name health and safety coordinator is used in the rest of this health and safety policy plan.

2.3 Health and safety service

To comply with the commitments in the Working Conditions Act the Executive Board is supported by an accredited health and safety service called Sterq, in Amsterdam. Sterq arranges the services provided by the university doctor and if need be other health and safety experts in the field of risk evaluation and inventory, hygiene in the workplace, work & organisation, ergonomics, etc. The Executive Board annually reviews the contract with the health and safety service. The head of P&O is the contact person for the health and safety service on behalf of the Board.

2.4 Livvit

Higher Professional Education institutions associated in the Netherlands Association of Universities of Applied Sciences have concluded a collective health insurance policy for their staff with Zilveren Kruis Achmea. Different forms of work related care, called Livvit, are part of this collective contract and can be used to support health management in the University. Interventions from the Livvit package are used for individual employees, often in consultation with the university doctor, in the form assistance with reintegration, coaching, social work, or for groups of employees in the form of health checks and hearing tests.

2.5 Tasks and responsibilities

Executive Board

- deciding on the health and safety policy plan
- delegating tasks, responsibilities and authorisations
- allocating funds
- consulting with the Central Participation Council
- concluding contracts with the health and safety service and other external experts
- organising training and courses

Faculty directors

- implementing the health and safety policy plan
- implementing the risk inventory and evaluation (RI&E) and deciding on the action plan
- appointing a health and safety coordinator and allocating health and safety tasks
- appointing in-house emergency service officers
- supervising sickness absence management

Health and safety coordinator

- implementing measures regarding physical working conditions and ensuring compliance with these
- alerting faculty directors to health and safety risks with regard to physical working conditions and advising on prevention measures
- guiding the implementation of the risk inventory and evaluation (RI&E)
- implementing the risk inventory and evaluation action plan and monitoring progress
- informing and advising personnel and students on health and safety issues
- keeping records of accidents at work

Head P&O

- formulating policy regarding the psychosocial working conditions and sickness absence policy
- acting as the contact person for the health and safety service on behalf of the Executive Board
- managing the Livvit budget
- guiding reintegration processes in conformity with the sickness absence protocol

Heads of departments

- monitoring psychosocial working conditions and the social safety situation
- sickness absence management

3. Risk inventory and evaluation (RI&E)

A risk inventory and evaluation describes the risks regarding safety and health in the workplace. The risk inventory and evaluation action plan indicates the measures that the employer takes to confine these risks to a minimum. In conformity with the Working Conditions Act the University arranges for a risk inventory and evaluation to be carried out for the two main locations by a qualified external expert. The risk inventory and evaluation is reviewed once every four years by a qualified external expert. The health and safety coordinator guides the implementation of the risk evaluation and inventory. He/she advises the Executive Board and the directors regarding the updatedness of the risk inventory and evaluation and indicates to what extent changed circumstances require partial or full repeat of the risk inventory and evaluation.

An action plan is drawn up on the basis of the risk inventory and evaluation. The action plan describes the problems and the risks and the order in which they need to be tackled, the activities involved in this, the persons involved in these activities and the time frame and budget.

On the basis of the results of the risk evaluation and inventory and the needs of the staff and students information is provided for (specific groups of) personnel and students about working safely and healthily. Matters dealt with in any event include:

- Safety and work instructions for students and teachers;
- The code of integrity or code of conduct on standards of behaviour;
- Absentee policy and the accompanying protocols.

The health and safety catalogue for higher professional education HBO

<https://www.arbocatalogushbo.nl> is a guide that gives practical and accessible assistance in the form of methods and means of promoting care for safety and health in a manner appropriate to higher professional education. The catalogue contains information, tips and practical examples on hazardous substances, biological agents and machine safety, work place design, sickness absence, work load, pregnancy and breast feeding, and inappropriate behaviour.

The University's website has a link to the digital health and safety catalogue for higher professional education.

4. Physical working conditions

4.1 Fitting out and maintenance of buildings

Working conditions in conformity with health and safety regulations are borne in mind in the case of construction and design assignments. The same applies to the purchase of furniture, equipment, tools etc. and the maintenance contracts. The health and safety coordinator ensures compliance with the purchasing specifications and the maintenance contracts.

4.2 Facilities and workplace

The faculty directors ensure that members of staff have proper facilities and a well-designed workplace to enable them to carry out their work well. Alongside general facilities that are provided for (groups of) staff specific tools/equipment may be necessary for individual members of staff. In such cases the health and safety coordinator or the university doctor are usually asked first for advice. Certain facilities that are provided are subject to special requirements laid down in separate specifications such as computer screen glasses, work clothing and shoes.

4.3 Home workplace

Members of staff work in principle on the University premises. However members of staff who regularly work at home for the University must ensure that working conditions at home are also satisfactory. A questionnaire is available on the University website to check whether the workplace at home is adequate. Information is also provided about equipping the workstation, adjusting furniture, sitting posture and working on the computer.

5. Psychosocial working conditions

5.1 Staff survey

A staff survey is carried out once every three years at the University. The survey assesses staff satisfaction about various aspects of their work at the University and the importance they attach to these aspects. The work load as they experience it is also included in the survey. The results of the staff survey are reported for the University as a whole and for each faculty. The outcomes are subdivided by age, category of personnel, appointment percentage and the number of years of service. Measures are taken depending on the outcomes of the survey.

5.2 Appointment with the university doctor

Members of staff who have problems with their health or questions about any health risks during their work may make a direct appointment with the university doctor. The doctor's surgery is primarily intended to prevent sickness absence. The surgery may lead to advice, further examination, specific guidance or the taking of measures in the workplace.

5.3 Confidential adviser

A number of members of staff at the University act as confidential advisers in addition to their regular work. The confidential advisers are people who members of staff and students can approach in the event of problems involving inappropriate behaviour. The tasks of the confidential advisers and the way they work are stipulated in the confidential adviser protocol that can be found on the University's website.

5.4 Complaints committee

The University has a complaints committee comprising three members from the different ranks of the University. Deputies are appointed for each member. A member of staff or student at the University who is confronted with inappropriate behaviour at work or during their study may approach the confidential adviser, or submit a complaint to the complaints committee. In the case of students who are still minors parents or guardians may act as complainants.

Complaints are dealt with by the complaints committee in accordance with the University's Complaints Procedure for Inappropriate Behaviour. The text can be found on the University's website.

6. Sickness Absence Policy

The Executive Board draws up a protocol on sickness absence containing rules of behaviour that apply at the University in the event of sickness and incapacity for work. Sickness absence policy is reviewed by the board every year and updated where necessary. The faculty directors are responsible for implementing sickness absence policy. They are assisted in this task by the P&O department and the university doctor.

6.1 Social Medical Consultative Meeting

Once a quarter the university doctor, the faculty directors and the head of P&O hold a social medical consultative meeting. Departmental heads may also be present if there is a reason for this. The social medical consultative meeting deals with:

- Long term cases of illness, frequent absence and potential absence with the aim of reaching a consensus on the desired approach and the role of those involved;
- General matters relating to health and well-being;
- Absence statistics and analysis.

6.2 Health check and hearing test

Once every three years the University offers members of staff the opportunity to take part in a health check. The health check provides insight into a person's health in relation to their activities and work. General components of the check are blood pressure, height, weight, BMI, cholesterol and glucose levels. For teachers at the conservatoire and the staff in the workshops in particular the health check may also include a hearing test.

If need be advice or help is given to alleviate symptoms or a referral is made to a specialist.

6.3 Sickness absence statistics

Sickness absence is recorded daily in the staff information system. The figures are discussed every quarter at the meeting of the Executive Board and in the social medical consultative meeting. If there is reason to do so the figures are also discussed with the managers. A report on the absence figures is annually included in the Annual Social Report.

7. Special groups of staff

New members of staff, older staff, pregnant staff and handicapped members of staff are the subject of policy specifically catering for their needs. This emerges in the guidance provided in the workplace and in the job performance interviews.

7.1 New staff

New members of staff are happiest if they settle in quickly at the University and can get into the swing of their work. A proper introduction period is crucial and at our University where we have many part-timer employees this needs special attention. The P&O, ICT and Facility Services departments ensure that the requisite provisions such as an email address, computer, desk etc. are arranged prior to the arrival of the new employee. The manager ensures that the new employee is introduced to colleagues, the organisation, the systems and tasks. An immediate colleague is often designated to provide daily guidance for the newcomer in the initial period. A checklist for the introduction of new members of staff is available from P&O.

7.2 Older staff

There will be increasingly older members of staff in the workforce as the pensionable age rises. Retaining the knowledge and experience of older members of staff and putting these to optimal use are important for the University. A proactive approach is needed to prevent declining employability. The sustainable employability scheme that was agreed in the 2014-2016 collective agreement for the higher professional education sector offers a sound basis for making arrangements with employees about their work ten years prior to their official retirement. These arrangements are agreed between the manager and the employee in the job performance interview. Issues covered besides the use of the available hours of the collective agreement include the development of the set of tasks, working hours, motivation and future plans, etc.

7.3 Pregnant employees

The University ensures that a pregnant employee is able to continue to work as usual without incurring any unnecessary risks for herself and her unborn child. That also applies to the period after confinement and during breastfeeding. The manager and the pregnant employee make a list of which activities could be too onerous. If need be tasks are modified or transferred and/or working hours and rest periods rescheduled. After confinement and the recovery period, time and space are arranged for the mother to breast feed or drain milk.

7.4 Occupationally disabled

The Participation Act aims to provide people who are occupationally disabled with the opportunity of a regular job. The target in the period 2014-2024 in the higher professional education sector agreement is to create 99 additional jobs annually for people who are occupationally disabled and who are unable to earn the statutory minimum wage independently. Our University's allocation is 14 participation jobs for the period up to 2024. A start will be made on this in 2015. A plan will be drawn up for each individual employee in close consultation with the manager and the P&O department.

8. Code of Conduct on Standards of Behaviour

The University has drawn up a Code of Integrity or Code of Conduct on Standards of Behaviour that describes the framework within which staff and students at the University should behave in a responsible way with each other and those around them. The points of departure and expectations regarding the standards of behaviour at the University are quite explicitly communicated through this code of conduct to all members of staff and students. The code offers scope for tackling the issue of inappropriate behaviour with each other.

The Code of Conduct on Standards of Behaviour is part of the University's policy of creating a stimulating and safe study and work environment free of discrimination. The Complaints Procedure for Inappropriate Behaviour and the Confidential Adviser Protocol are also part of this policy.

9. Occupational accidents

An accident at work that results in permanent injury or a hospital admission is immediately reported

to the health and safety coordinator. The coordinator reports the accident directly to the faculty directors and within 24 hours to the Social Affairs and Employment Ministry digitally or by phone. The faculty director discusses the accident with the health and safety coordinator and decides whether steps need to be taken.

If an occupational accident has taken place an accident report form is completed by the health and safety coordinator or the person designated for this purpose by the faculty directors. A record is kept of the occupational accidents reported to the Social Affairs and Employment Ministry. A record is also made of occupational accidents that have resulted in sickness absence of more than three days.

Beside that also small, not severe accidents will be registered to learn from and to take precautionary measures.

10. Working hours policy

The directors conduct a working hours policy for personnel in accordance with the collective agreement for the higher professional education sector and the Working Hours Act. The personal circumstances of staff are borne in mind where reasonably possible. The working hours of non-teaching staff are recorded on the working hours form which is kept in the personnel file. The working hours of teaching staff are decided in conformity with the teaching timetable and the annual work load for each academic year. The timetables can be consulted on the faculty intra and internet. The annual work load is kept in the personnel file.

Thus decided by the Executive Board dated the 13th of October 2015 after approval from the Participation Council dated the 29th September 2015.