

ÖZYEĞİN UNIVERSITY

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HEALTH & SAFETY MANAGEMENT PLAN

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1. Purpose

The primary objective of the Health and Safety Management Plan is to take preventive measures as per ISO 45001:2018 and Özyeğin University's Health & Safety Policy to protect all stakeholders and the surrounding community from any potential occupational accidents and diseases and to prevent any harm to their properties and possessions.

2. Scope

The Health & Safety Management Plan is applicable to all the Özyeğin University faculty, staff, students, visitors, subcontractors, and business partners. This plan covers all facilities located on Özyeğin University Çekmeköy Campus as well as all facilities/ countries visited for our operational purposes. Subcontractors and business partners may develop their own Health & Safety Management Plans for their own operations in line with Özyeğin University's Health & Safety Management Plan. However, in such a case, they must obtain the approval of the HSE Department at Özyeğin University in order to maintain alignment and coordination with Özyeğin University's Health & Safety Management Plan.

Özyeğin University established its Occupational Health and Safety Management Plan in accordance with the ISO 45001:2018 Occupational Health and Safety Standard, as well as effective laws and regulations. The Özyeğin University Health & Safety Management Plan covers **higher education activities, and social and administrative services**.

3. Definitions

<i>Accident:</i>	An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in death, health problems, injury, damage, expense, or any other loss.
<i>Hazard:</i>	A hazard is any object, situation, or behavior that has the potential to cause injury, ill health, or damage to property or the work environment or a combination thereof.
<i>Incident:</i>	A situation that causes or has the potential to cause an accident.
<i>Occupational Disease:</i>	Temporary or permanent ailment whose cause is attributable to repetitive motion or cumulative trauma or work conditions depending on the nature of the insured employee's work.
<i>Near Miss (Close Call):</i>	An event that did not result in injury, illness, or damage but had the potential to do so and is a precursor to a more serious occupational accident unless the necessary measures are taken.
<i>Non-Lost Time Injury:</i>	Any injury that requires first aid treatment, but not any time off work for the injured employee. The employee may go back to work the same day without any time lost.
<i>Minor Lost Time Injury</i>	
<i>Requiring Medical Treatment:</i>	A minor injury that results in an employee being incapacitated for normal work up to three days.
<i>Major Lost Time Injury:</i>	A major injury that results in an employee being incapacitated for normal work more than three days.
<i>Risk:</i>	The product of the probability of a hazardous event occurring and severity of impact.

Health and safety:	Conditions and factors that affect the health and safety of employees, workers, contracted staff, visitors and any other persons present in the work environment.
Risk Assessment:	A comprehensive process to estimate the scale of the risk and decide whether or not the risk is tolerable.
Third Party:	Any persons other than students, faculty, or staff that might be directly or indirectly affected by our operations.
Non-Compliance:	Any deviation from work standards, practices, procedures, regulations, rules, management system performance etc. that might directly or indirectly cause injuries, diseases, loss or damage to property or the work environment, or a combination of some or all of the above.
Correction:	Any action taken to eliminate non-compliances,
Corrective Action:	Any action taken to prevent non-compliances from recurring,
Preventive Action:	Any action taken to prevent the probability of non-compliances occurring.

4. Health & Safety Policy

As part of its mission and principles, the Özyeğin University Çekmeköy Campus Facilities endeavor to ensure the physical and psychological well-being and occupational safety of its faculty, staff, students, visitors, on-campus businesses/lessees, neighbors, all affiliated subcontractors and all suppliers. To this end, the Özyeğin University Çekmeköy Campus Facilities take every possible measure, satisfy all the requirements, and provide all the necessary means and resources. In resource planning, priority is given to the prevention of any health problems and the continuous improvement of occupational health and safety performance.

Özyeğin University strives to carefully analyze any potential Occupational Health and Safety risk in all its activities to bring them to acceptable levels, turn them into opportunities, and ensure compliance with the requirements imposed by internal and external authorities to this end. Özyeğin University guarantees that it will prevent occupational injuries and impairment of health by providing healthy and safe working conditions, encouraging consultation to and participation of employees and employee representatives, adhering to effective legislations, fulfilling compliance requirements, being a leader in health and safety with its recognized best management practices, and continuously improving the Health and Safety Management System to increase its health and safety performance.

Özyeğin University senior management guarantees that they will duly fulfill all of the commitments, take the lead for the Health and Safety Management System, and ensure quality assurance for all of these processes.

The Özyeğin University Health & Safety Policy has been delineated in **SMP-EMP** and is accessible to visitors and the relevant parties either as softcopy via MyOzU or as hardcopy in printed documents.

5. Health & Safety Management Goals

- To eliminate all the hazards at the source in order to provide all stakeholders with a safe and healthy education/work environment,
- To take preventive and protective measures for operations in line with the Labor Law and relevant legislations,

- To create a culture of Health and Safety, and make sure it is embraced by all stakeholders with a collaborative approach,
- To organize scheduled Occupational Health, Safety and Environment training programs for all levels and to perform periodic audits to raise all stakeholders' awareness and know-how,
- To perform all activities in accordance with the fundamental principles of **“Non-Lost Time”** and **“Zero Occupational Accident”**.

6. Documentation, Dissemination, and Revisions

6.1. Publication and Revisions

The Health & Safety Management Plan and its annexes are reviewed at least once in a year, and the necessary revisions are made and put in place. In case of one of the following situations, interim reviews and revisions can also be made:

- Any change to the university facilities/layout/systems that might affect the execution or the content of the Health & Safety Management Plan,
- Any change to equipment and materials available for use,
- Any major incident/accident,
- Any major amendment to the legislations or any major finding obtained during internal or external audits.

The Health and Safety Management Plan and its annexes are reviewed and the necessary revisions are made by the HSE Department in collaboration with the relevant parties. Revised documents are disseminated to the relevant stakeholders. In case of the aforementioned circumstances, subcontractors and business partners must also review their own Health & Safety Management Plans for their own operations; make the necessary revisions; and have the approval of the HSE Coordinator at Özyeğin University again.

Faculty, staff, and students must also review their own roles and responsibilities under the light of the changing world needs and technological advancements, and report any need for change in the plans to the HSE Coordinator.

6.2. Dissemination

The relevant parts of the approved Health & Safety Management Plan and its annexes are disseminated to students, faculty and staff by HSE Coordinator either as hardcopy and softcopy, when necessary or requested. Furthermore, the latest versions of all documents are kept online for all stakeholders to easily access.

6.3. Record Keeping

The Health & Safety Management Plan and any other record such as plans, forms, or reports prepared to maintain compliance with the effective laws and legislations are kept for 15 years by the authorized units, unless otherwise is stated in the legislations.

7. Health and Safety Culture

The Health and Safety Management System at Özyeğin University is designed to be easily adopted by students, faculty, and staff, and made an integral part of their lives. It should always be remembered that all students, faculty, staff, subcontractors, and business partners of the University are integral parts of the Health & Safety Management System. Therefore, the systems to be established must incorporate all points of view and take everyone's opinion into consideration.

Measures taken and rules set will be shared through a series of training programs and in booklets specifically designed for each group of stakeholders. Where necessary, the subcontractors and business

partners of the University will also put their own Health & Safety Management Plans in writing for their own operations, and have them approved by HSE Coordinator. HSE Coordinator will determine if there is any need for coordination to implement these measures; and if so, will make the necessary arrangements.

Özyeğin University promotes and supports organizing training sessions, seminars, events and similar other activities to improve its Health and Safety culture.

8. Organizational Structure and Roles & Responsibilities

The organizational structure of Özyeğin University is described with an organization chart and announced to all faculty and staff. Any new role and responsibility to be added to the current organizational structure are determined based on the effective laws and legislations.

8.1. General Roles and Responsibilities

All faculty, staff, and students are expected to:

- Know and adhere to the Health and Safety Management Plan,
- Take part in training sessions,
- Report any incidents they witness or become aware of (via the Solution Center), and recommend solutions,
- Ensure their own well-being and safety first in case of a dangerous situation and/or an accident, and then report the incident to the authorities.

8.2. Roles and Responsibilities of Management Representative

Management Representative is responsible for building, implementing and improving a holistic Health & Safety Management System for Özyeğin University. The roles and responsibilities of Management Representative for Health & Safety are as follows:

- To make sure the Health & Safety Management System is built, implemented, and continuously improved in compliance with ISO 45001:2018 Management System Standard and the effective legislations,
- To track the general performance of Health & Safety Management System, to detect rooms for improvement, and report improvement opportunities to university management for approval,
- To ensure the safety and well-being of all students, faculty, staff, subcontractors, and business partners of the University, and to plan and allocate all the necessary resources to that end.

8.3. Roles and Responsibilities of HSE Coordinator

HSE Coordinator is responsible for keeping in charge of all procedures and rules pertaining to building, implementing, and improving Özyeğin University's Health & Safety Management System. The roles and responsibilities of HSE Coordinator are as follows:

- To prepare and keep up to date the necessary documentation to make sure the Health & Safety Management System is built, implemented, and continuously improved in compliance with ISO 45001:2018 Management System Standard and the effective legislations,
- To be in charge of planning and performing hazard assessments and risk analyses for all operations and locations,
- To keep track of effective legislations, inform the relevant units about any change thereto which might affect the operations, and plan and take the necessary measures,
- To be in charge of the implementation and maintenance of the Health & Safety Management System and to conduct systematic audits to ensure its effectiveness and efficiency,

- To review the results of internal system audits, to start corrective/preventive improvement actions, and follow up on the findings of audits,
- To determine the training needs to ensure the effective execution of the Health & Safety Management System, to organize training in coordination with Human Resources/Student Services and to prepare the necessary training material and documents,
- To assess the need for any corrective/preventive action after an accident or incident,
- To evaluate all third party requests/complaints, and to start and follow up on corrective actions,
- To make sure the records kept and data obtained during evaluations, assessments, audits and tests are periodically analyzed; and to report the results both to the Occupational Health, Safety and Environment Board and to top management.

8.4. Roles and Responsibilities of the On-Site Physician

Our On-Site Physicians are outsourced, and they report to HSE Coordinator. The roles and responsibilities of the On-Site Physician are explained in SMP-01 Health Center Procedure. These roles and responsibilities also notified to our on-site physicians.

8.5. The Roles and Responsibilities of OHSE Board

The roles and responsibilities of the OHSE Board members are set forth in SMP-02 Occupational Health, Safety and Environment Board Procedure. These roles and responsibilities also notified to the members of the OHSE Board.

8.6. Roles and Responsibilities of Laboratory Specialists

The roles and responsibilities of laboratory specialists are explained in SMP-19 Laboratory Safety Procedure. These roles and responsibilities are also notified to our laboratory specialists.

8.7. Roles and Responsibilities of Purchasing Specialists

The roles and responsibilities of purchasing specialists are as follows:

- To make sure the environmental and occupational health is taken into account when determining the specifications of a material or equipment that is needed for the University,
- To evaluate the performance of suppliers / subcontractors / contractors / service providers which provide goods or services for the University in terms of their compliance with the rules and regulations for occupational health, safety and environment,
- Where a chemical material is needed/to be procured, to obtain and compare the material against MSDS during the selection process and recommend the least harmful one,
- Before purchasing any material or equipment, to consult the HSE Department about their compliance with the health, safety and ergonomics standards,
- To work in coordination with HSE Coordinator to prepare informative and awareness-raising activities for employees who handle chemical materials so as to raise their awareness of the effects of these chemicals on environmental and occupational health.

9. Supplier/Subcontractor/Business Partner/ Contractor Management

9.1. General Principles

All subcontractors, business partners, and contractors operating on the Özyeğin University premises must comply with the Health & Safety Management Plan and its annexes, as well as all the effective laws and legislations. All the parties above must conduct their own risk assessments, take their own precautions, and where necessary craft their own Health & Safety Management Plan and Emergency Response Plans in compliance with the University's plans, and have them approved by HSE Coordinator

at Özyeğin University and adhere to the instructions of HSE Department to maintain alignment and coordination.

All suppliers / subcontractors /business partners /contractors of Özyeğin University are selected and evaluated based on their Occupational Health and Safety performances and practices. The operations of the aforementioned parties are carefully monitored by the respective unit heads, in compliance with the rules delineated in SMP-04 Supplier /Subcontractor/Business Partner/Contractor Management Flowchart.

Furthermore, periodic audits to be carried out on Suppliers/Subcontractors/Business Partners/Contractors as well as periodic audit reports and records to be requested are specified in SMP-27 Evaluation and Assessment Plan.

9.2. Selection, Evaluation and Assessment of Suppliers /Subcontractors/Business Partners/Contractors

9.2.1. Material Suppliers

All organizations that supply materials which have the potential to affect occupational health and safety (i.e. chemicals, personal protective materials, food) at Özyeğin University fall within this scope. These organizations are not required to prepare their own Health and Safety Plans or Emergency Response Plans. However, they are required to provide the respective units with all the necessary information and documents about the materials supplied.

9.2.2. Service Subcontractors

All organizations that supply services such as food, transportation, small scale repair and maintenance, and cleaning, which have the potential to affect occupational health and safety at Özyeğin University fall within this scope. These organizations are not required to prepare their own Health and Safety Plans. However, they are required to craft their own Emergency Response Plans for their operations and have it approved by HSE Coordinator. Furthermore, they are also required to make their own Risk Assessments for their operations and have them approved by HSE Coordinator before starting their operations at Özyeğin University. Employees of these organizations must have received the necessary training about potential hazards, disposal procedures, and emergency response plans prior to starting work at Özyeğin University. The records of such training or any other necessary training must be presented to the respective unit managers.

Service subcontractors are checked and evaluated based on the checklists created by the units to which they report. Any violation/non-compliance is reported to HSE Coordinator and the respective subcontractor, and corrective actions are requested. The checklists to be used to check and evaluate service subcontractors are as follows:

SMP-05	Shuttle Checklist,
SMP-06	Cleaning Services Checklist,

Furthermore, food providers (catering firms) must comply with SMP-07 Dining Hall Hygiene Instructions.

9.2.3. Business Partners

All business partners providing services such as cafes and daycare at Özyeğin University fall within this scope. These organizations are required to perform their own Risk Assessments, prepare their own Health and Safety Management Plans, and Emergency Response Plans for their operations, and have them approved by HSE Coordinator. In addition, they are also responsible for keeping their employees' all training and health/medical records legally required by law and presenting them to the authorities, when requested. All business partners are evaluated for their compliance with the occupational health

and safety rules according to SMP-08 Business Partners Checklist on a monthly basis by HSE Coordinator or an appointee he will designate.

9.2.4. Contractors

Organizations which undertake large-scale renovation or construction work at Özyeğin University fall within this scope. These organizations are required to perform their own Risk Assessments, prepare their own Health and Safety Management Plans, and Emergency Response Plans for their operations, and have them approved by HSE Coordinator. They are also required to designate an occupational health and safety manager as required by the legislations. Özyeğin HSE Coordinator or his/her appointees conduct system audits at the contractors and follow up on the findings of audits based on the scope and term of the respective work. Furthermore, field practices are inspected and reported at least on a weekly basis, and the results are closely followed. Audit reports are serve as performance review tools.

10. Proactive Approach and Threat Reporting

10.1. General Principles

Occupational and environmental hazards are determined for all operations and parties based on the effective laws and legislations on occupational health, safety, and environment. All subcontractors, faculty, staff, and business partners are liable for identifying hazards and contributing to risk management. Adopting a proactive approach is imperative to conduct risk analyses before the start of any operation. The following situations may lead to new risks which may affect all or a part of the workplace. In such a case, risk assessment is revised either in full or partially.

- a) Relocation or any change pertaining to buildings,
- b) Any change to the technologies, materials, and equipment employed at the workplace,
- c) Any change to production/service management,
- ç) Any occupational accident, disease, or near miss/close call at the workplace,
- d) A legislative amendment to the threshold limit values set for the work environment,
- e) Any change called upon by the results of a measurement or a health assessment conducted at the work environment,
- f) Emergence of a new external hazard which may impact the work place.

10.2. Hazard Identification and Risk Analysis

Risk assessments are conducted for occupational health and safety and environment in order to ensure, maintain, and improve the wellbeing and safety of both the employees and the work environment. The procedure to follow when conducting risk assessments and the method to employ for prioritizing hazards are explained in SMP-09 Risk Management Flowchart and its annexes.

All faculty, staff, and students must immediately report any hazardous situation or behavior either via solutioncenter@ozyegin.edu.tr by clicking on the HSE button or to HSE Coordinator. Such notifications can be made via email at hse@ozyegin.edu.tr.

11. Risk Management

11.1. General Principles

The primary purpose of risk control is to minimize the risks associated with identified hazards to acceptable levels. To this end, the following steps are taken for risk control:

Planning: A plan is prepared to control the risks, which are analyzed and prioritized based on their severity and scale.

Comparison of Risk Control Measures: The following steps are taken to eliminate risks or, where it is not possible, to reduce risks to an acceptable level:

- Eliminate the hazard or the sources of hazard,
- Replace hazardous processes with either non-hazardous or less-hazardous processes,
- Fight against risks at the source.

Implementing Risk Control Measures: A set of plans is prepared for the agreed risk control measures, specifying each work packages and activities, owners of each activity (employee or department), the start and end dates, and other similar information.

Monitoring Implementation: The implementation steps of the plans prepared are regularly monitored and audited. Deviations, if any, are identified, and the necessary corrective and preventive actions are taken.

In implementing risk control measures, priority is given to collective protective measures, rather than personal protective measures, and it is ensured that the measures in place do not cause any new risks.

After all the risk control measures are put in place, a new risk assessment is conducted. If the new level of risk is still higher than the acceptable level, the aforementioned steps will be repeated.

11.2. Important Identified Risks and Rules to Follow

The important risks identified for Özyeğin University and the rules to follow to control each category of risks are available in the following documents:

SMP-10	Electrical Safety
SMP-11	Instructions for Kitchen Health and Safety
SMP-12	Safe Pool Operation and Use Procedure
SMP-13	Safe Facility Operation and Maintenance - Repair Procedure

11.3. Personal Protective Equipment

Where the risks could not be reduced to acceptable levels despite the measures taken or in an effort to prevent any personal harm, it might be necessary to use personal protective equipment. Any personal protective equipment must be in compliance with the requirements of the effective laws and legislations as well as established standards. Personal protective equipment must also be suitable for the intended operation or the potential hazard against which it is to be used. Suitable personal protective equipment to be used for different operations are listed in SMP-14 Personal Protective Equipment Matrix. When purchasing or using personal protective equipment, compliance with the requirements in the matrix is imperative. The matrix is reviewed and revised by HSE Coordinator in case of a major accident/incident, any change to the legislations, or an update to the risk assessments. The necessary revisions are made and the updated matrix is then announced.

11.4. Warning Signs

Where the risks could not be reduced to acceptable levels despite the measures taken or in an effort to prevent any personal harm, warning signs are used to inform people about and warn people against potential hazards, bans, restrictions or rules. The location of the warning signs is determined based on the risk analyses; and warning signs are placed according the requirements of the effective legislations. Identification of warning signs and monitoring the placement of warning signs are the joint responsibility of HSE Coordinator and the respective unit managers.

12. Communication and Awareness Management

12.1. General Principles

Özyeğin University will build the necessary structure to share with and obtain insights from its stakeholders about the impacts of its activities on its stakeholders and possible ways to manage these impacts. This also entails notification of the relevant parties and taking the necessary actions based on a careful analysis of the feedbacks received.

12.2. Communication with Third Parties

Özyeğin University's Health & Safety Policy is announced to all relevant parties via MyOzU. In case of any particular activity which may have implications on the surrounding community, HSE Coordinator and Corporate Communications Department Head will contact the people to inform them and keep their records. Should anyone wish to obtain information about our Occupational Health and Safety activities, the Security or the respective unit will contact HSE Coordinator, and information will be provided in coordination with the HSE Coordinator. Auditors from public bodies are welcomed in coordination with HSE Coordinator and presented with audit documents. Official audit findings are handled based on SMP-28 Non-Compliance Management and Improvement Actions Flowchart.

12.3. Raising Awareness

Özyeğin University also offers training to all students, faculty, staff, subcontractors, and visitors in order to raise their awareness about their share of roles and responsibilities in ensuring the effective implementation of the Health & Safety Management System. Furthermore, campaigns, posters, and brochures also contribute to raising the awareness of students, faculty, staff, subcontractors, visitors, and the public in general.

12.3.1. Competency Description

The required education, training, knowledge, and skills for all faculty, staff, and subcontractors to pursue their operations as per the Health & Safety Management principles and the effective legislations are described in SMP-15 Competency Matrix. Descriptions also include the required training they need to receive based on their job definitions. The records of the described education, training, knowledge and skills are kept in the personnel files or, in case of subcontractors, by the relative unit managers.

12.3.2. Training

Özyeğin University offers training to all students, faculty, staff, subcontractors, and visitors in order to ensure the effective implementation of the Health & Safety Management System. Training programs are planned annually in coordination with HSE Coordinator as per the effective legislations, using SMP-16 Annual Training Plan. Training plans are prepared in consultation with employees or employee representatives. In case of new recruitments or any change which may cause new risks emerging, additional training is included in the annual training program. In case of any amendment to the effective legislations or any new risks emerging due to work conditions, it is ensured that employees receive the necessary training, regardless of the annual training plan. The annual training plan shows the subject, date, duration, target audience, learning objectives, and learning outputs of each training.

Training can be in-class, interactive, and practical, or alternatively, may be delivered by means of informative texts. All delivered training programs are recorded using SMP-17 Training Participants List. Should participants be awarded certificates of participation at the end of any training, the original copies are presented to participants, if requested, and a copy of the certificate is kept in the personnel file of the participant.

The success of each training in achieving the planned learning objectives is evaluated through the method determined by HSE Coordinator and is recorded. As a result of the evaluations, the necessary actions are identified and taken by HSE Coordinator.

12.3.2.1. Students

Newly admitted students are exposed to an orientation program. The content of the orientation program is prepared based on the SMP-18 Campus Safety Guide. Each participant is provided with a copy of the Campus Safety Guide. Each student who attended the orientation program and received the Campus Safety Guide is recorded by Student Services.

Students are notified of any change to Health and Safety practices throughout their period of study at the University via email or announcements. The University also makes use of events, competitions, seminars and posters to raise awareness and promote current practices to increase their effectiveness. To this end, student clubs are encouraged to develop new projects.

12.3.2.2. Visitors

All national and international visitors visiting Özyeğin University or participating in on-campus events are signed in by the security units and each visitor is issued a visitor badge. SMP-18 Campus Safety Guide provides information to all visitors about potential hazards that might arise on campus, campus rules, and emergency response procedures.

12.3.2.3. Faculty and Staff

An orientation program is offered to all newly recruited faculty and staff members, and each delivered orientation program is recorded. During their term of employment, faculty and staff also are provided with a series of training programs listed in the SMP-16 Annual Training Plan. Each delivered training program is recorded. Faculty and staff are notified of any change to Health and Safety practices via announcements released on MyOzU, email, or meetings.

12.3.2.4. Subcontractors/Business Partners/ Contractors

All subcontractors, business partners, and contractors are responsible for training their own staff. These organizations submit their annual training plans to the respective unit manager and HSE Coordinator at the beginning of the year. Furthermore, they are responsible for submitting the qualifications of each staff member, the records of all the training they have delivered, and the training evaluation records to the Özyeğin University authorities. Upon request, Özyeğin University also provides these organizations with the necessary training on Emergency Response Plans to help them adapt their own Emergency Response Plan to that of Özyeğin University, and, in such a case, will keep a record of the delivered training. Meanwhile, should there be any need for additional training as a result of an accident/incident or any on-campus change, such training will be planned and delivered in coordination with HSE Coordinator.

Contractors must fulfill the requirements listed in SMP-15 Competency Matrix. In the event that their operations are not covered by the matrix, then they are required to prepare their own matrix and have it approved by HSE Coordinator.

13. Protection of Health

Özyeğin University have taken and implemented all the necessary precautions to protect the health of all its students, faculty, staff, and visitors. Also, in order to protect the health and wellbeing of its faculty and staff who are to embark on a business trip to another city/country, information about the health conditions in the destination country is collected and evaluated, and appropriate precautions are taken for the travelers. Medical and ambulance services are provided by the third party firm. The rules and regulations for this unit are described in SMP-01 Health Unit Procedure.

13.1. Pre-Employment Medical Examination

All faculty and staff are required to undergo a pre-employment medical examination according to the effective legislations and depending on their job. The records of pre-employment medical examinations are kept by Health Unit. Subcontractors/Business Partners/Contractors are responsible for ensuring that their employees undergo the necessary pre-employment medical examinations; and sharing the records thereof with the respective unit manager and HSE Coordinator.

13.2. Periodic Medical Examinations

The Common Health and Safety Unit prepares and implements the annual schedule for periodic medical examinations in coordination with HSE Coordinator. The annual schedule also covers the medical examinations to be performed for various groups of employees who might be exposed to specific hazards. All periodic medical examinations and their results are recorded. In case of any negative finding, the necessary measures are planned and taken with due care for the employee's confidentiality of private data. Subcontractors/Business Partners/Contractors are responsible for ensuring that their employees undergo the necessary periodic medical examinations; and sharing the records thereof with the respective unit manager and HSE Coordinator.

14. Accident/Incident Management

In order to improve the hazard identification and risk assessment practices, identify potential accidents/emergencies, and plan the necessary corrective and preventive measures, all hazardous situations/behaviors, near misses/close calls, and accidents must be reported to HSE Coordinator.

14.1. Hazardous Situation/Behavior, Near Miss/Close Call, and Accident Management

All rules and methods for reporting, recording, investigating, and taking and implementing precautions for hazardous situations/behaviors, close calls/near misses and accidents are explained in SMP-20 Hazardous Situation/Behavior, Near Miss and Accident Management Flowchart and its annexes.

14.1.1. Hazardous Situation and Close Calls/Near Misses

All hazardous situations/behaviors and near misses/close calls must be reported to hse@ozyegin.edu.tr. All reported cases are investigated, analyzed, and reported by HSE Coordinator. Collected data is then used to revise existing risk analyses and evaluate the performance of Health & Safety management.

14.1.2. Accident Management

All accidents and injuries requiring emergency response must be reported via Emergency Hotline at 9911. For each incident, SMP-20-01 Accident Report Form is completed and shared with the HSE Department.

Occupational accidents which result in a lost time of more than 3 days must be reported to the respected District Directorate of the Ministry of Labor and Social Security, within 2 days from the date of accident, together with the occupational accident report. Occupational accidents which result in casualties or serious injuries are considered Emergencies.

HSE Coordinator reports the analyses of accident records to senior management and the board.

14.2. Emergency Response Management

All (sudden) incidents that may affect the everyday lives of students, employees, neighbors, and families or daily operations of Özyeğin University are considered an emergency or a disaster. By definition, emergencies and disasters require a well-coordinated and immediate response by a team of trained professionals. The Emergency Response Plan is prepared to prevent emergencies, and when they do occur, to help get organized without panicking and effectively use of internal and external

resources to respond to emergencies in a well-coordinated manner; as well as to minimize damages, and prevent any loss of life and property. All rules and regulations for Emergency Response Management are explained in ERP-Emergency Response Plan.

15. Sustainability and Change Management

15.1. General Principles

Prior to implementing any changes that might affect the current processes and services, Özyeğin University examines their potential impact on the University's occupational health and safety performance, identifies hazards, assesses risks, and takes the necessary actions due diligently to ensure that the University's current health and safety performance is kept intact. HSE Coordinator and the respective department head are jointly responsible for setting out and implementing a list of rules to review, replace, or terminate any risk control that is no longer needed or that has become ineffective due to any changes to the University's operation, layout, and activities.

15.2. National/International Trips

Any national/international trip or off-campus event the members of OzU will embark on or attend is subject to a health and safety evaluation. During the planning phase of such trips and events, information about the health and safety conditions in the destination city/country is collected by the members of the respective unit who will go on the trip or attend the off-campus event, using SMP-21 National/International Trip Evaluation Form. The form is evaluated by the respective unit manager and HSE Coordinator, and if any, the necessary precautions are identified. Taking the identified measures is the joint responsibility of travelers. Any problem faced during the trip is reported to HSE Coordinator upon return.

15.3. Event Management

To ensure occupational health and safety during any academic, social, or athletic event to be organized on campus, event information is submitted online to the respective unit and HSE Department via myOzU / Workflow Forms / New Request / General / Event Request Form. HSE Coordinator evaluates each request in cooperation with the respective unit managers, and ensures that the necessary measures are planned and implemented against any potential hazard.

15.4. Major Renovations and New Construction

15.4.1. Major Renovations

Any major renovation to take place on campus is reported to the HSE Department in order to enlist the support of the HSE Department to identify potential hazards and plan for any necessary additional precaution. All works undertaken are recorded using SMP-23 Renovation Work Request Form. If the renovation is to be outsourced, in addition to SMP-23 Renovation Work Request Form, SMP-04-01 Supplier Brief and Letter of Undertaking Form must also be sent to the respective firm to be filled out. The OzU member who requests the work then emails the work request form filled out by the firm, and the current Social Security statements of the employees of the firm who will work on campus to ozucalismaizni@ozyegin.edu.tr. Depending on the scope of renovations, SMP-24 Confined Space Work Request Form, and SMP-25 Hot Work Permit and Instructions may also need to be filled out. Work permits are described in detail in SMP-13 Safe Facility Operation and Maintenance - Repair Procedure. Until the renovation is completed, the respective unit manager or his/her appointee monitors the renovation work, and reports any non-compliance to HSE Coordinator.

15.4.2. New Construction

Should it be required to construct a new building on campus, additional measures are planned and taken in order not to affect the campus residents. It is the responsibility of HSE Coordinator to follow up on these measures.

16. Monitoring and Improvement of Occupational Health and Safety Performance

The performance of the Health and Safety processes and management system is monitored and improved using the following tools. These tools are used in compliance with the effective legislations. Keeping the necessary records to monitor, evaluate and assess the performance, and recommending actions for improvement are the joint responsibility of all employees.

16.1. Legal Due Diligence and Compliance

The Health & Safety Management System is prepared pursuant to the effective legislations and the ISO 45001:2018 Standard. All rules for monitoring, learning, examining, evaluating, and taking the necessary actions for compliance with the effective laws and legislations are described in SMP-26 Legal Due Diligence and Compliance Flowchart and its annexes.

16.2. Evaluation and Assessment

16.2.1. Evaluation and Assessment Actions

In order to monitor the performance of the Health and Safety processes and management system and evaluate compliance therewith, a series of activities will be carried out including periodical assessments, measurements, and tests. In conducting such activities, the existing risk management practices and effective legislations will be taken into account, and the operations of all stakeholders will be included. At the beginning of each year, HSE Manager plans the evaluation and assessment activities to be carried out that year in collaboration with the respective unit head, and follows up on the findings obtained using SMP-27 Evaluation and Assessment Plan. In case of any non-compliance, the necessary actions will be taken in compliance with the rules set in SMP-28 Non-Compliance Management and Improvement Flowchart.

16.2.2. Evaluation and Assessment Tools

The Health and Safety processes and management system are monitored with a series of measurements and tests to track their performance and evaluate compliance. In order to ensure the accuracy of the readings obtained, the tracking/testing/measurement equipment and devices are regularly checked, validated, and calibrated. The results of the checks and calibrations are kept by the respective unit manager, and a copy is submitted to HSE Coordinator. The scope and the duration of the calibrations are determined jointly by HSE Coordinator and the respective unit manager depending on the purpose of the equipment and the results of the previous calibrations. The calibrations of subcontractor equipment are also included in this system. Calibrations are scheduled and carried out as per SMP-29 Measurement, Test and Experimental Equipment List.

16.3. Periodic Checks

The maintenance of plant, properties, and machines is planned, performed, and recorded. The maintenance periods are scheduled based on work conditions, climate, and the recommendations of the manufacturer. Any failures and technical problems are recorded for further inspection and analysis. The maintenance, repair, and operation of plant, properties, and machines are delineated in SMP-13 Facility Management and Maintenance & Repair Procedure.

16.4. Controls and Audits

Compliance with the requirements of the Health & Safety Management System is evaluated with a series of controls and audits. The scope and frequency of controls and audits depend on the volume of work at hand, and potential risks. The results of audits and controls are evaluated, analyzed and reported by HSE Coordinator.

16.4.1. Controls

To make sure the rules stipulated are observed; hazards are predicted and prevented; and hazards missed, if any, are identified, HSE Coordinator or an appointee designated by him conducts periodic facility/compliance checks using SMP-30 Facility/Compliance Checklist. Any issue which calls for taking new actions as a result of the legal due diligence and compliance checks, field inspections, complaints or risk analysis/drills is recorded and addressed by HSE Coordinator using SMP-31 Occupational Health, Safety and Environment Actions Checklist.

The Material Safety Data Sheets of chemicals used are evaluated by HSE Coordinator. Any identified hazard is recorded in SMP-32 Hazardous Material Safety Data Sheet, which is then shared with the respective users and the Health Center. Any additional precaution which needs to be taken is recorded and addressed by HSE Coordinator using SMP-31 Occupational Health, Safety and Environment Actions Checklist.

16.4.2. Audits

In order to evaluate the Health & Safety Management System in terms of its compliance with ISO 45001:2018 Occupational Health & Safety Management System Standard and effective legislations, as well as its overall effectiveness and efficiency, a series of system audits are scheduled and performed. The findings of audits are carefully addressed. The rules for designating system auditors, scheduling and performing audits, and reporting and addressing the findings are described in SMP-33 System Audits Flowchart and its annexes.

16.5. Non-Compliance Management and Improvement Actions

As a testament to Özyeğin University's commitment to continuously improving its Health & Safety Management System, the rooms for improvement are reviewed and the necessary actions are taken based on the findings obtained from incidents, accidents, complaints, audits and checks, inspections, and evaluation and assessment activities. The applicable procedure for reporting, recording, and evaluating any non-compliance or rooms for improvement, identifying and planning the necessary corrective-preventive actions, and measuring the performance of such actions is delineated in SMP-28 Non-Compliance Management and Improvement Action Flowchart and its annexes.

16.6. Performance Indicators, Recordkeeping, and Reporting

Özyeğin University develops and monitors performance indicators to keep track of and improve the performance of its Health and Safety Management System in a quest to increase its effectiveness and efficiency in occupational health and safety. Performance indicators are identified based on the effective legislations and general objectives determined by management. Measurable sub-objectives of general objectives; performance indicators to be used to evaluate to what extent these objectives are achieved, and the authorized persons for tracking and reporting these performance indicators are provided in SMP-34 Objectives and Performance Indicators Table.

17. Managerial Review and Management Programs

Managerial review meetings are held at least twice a year with the participation of Rector, Management Representative, HSE Coordinator, and the respective unit managers. Prior to the meetings, all data obtained during the respective period is reported. The content of the report and the agenda of the meeting should include at least the following:

- The results of audits and legal compliance reviews,
- The results of participation and consulting activities,
- The results of third party communications and complaints,
- Performance evaluation of the Health and Safety Management processes and system,
- Achievement of objectives,
- Accident/Incident Reviews and the current status of the respective corrective-preventive actions,
- Evaluation of the results of the previous management review meeting,
- Suggestions.

Decisions rendered during Management Review Meetings as well as the requirements, necessary resources, and roles and responsibilities to achieve the objectives are recorded and tracked using SMP-35 Management Programs.

18. Annexes

SMP-POL	Health & Safety Policy
SMP-01	Health Unit Procedure
SMP-01-01	Ambulance Control Form
SMP-01-02	Dining Hall-Kitchen Hygiene Checklist
SMP-01-03	Cafe Hygiene Checklist
SMP-01-05	Infirmary Checklist
SMP-01-06	Toilet-Shower Hygiene Checklist
SMP-01-07	Recognized Private Health Institutions- Istanbul
SMP-01-08	Indoor Swimming Pool Checklist
SMP-01-09	Pre-Employment Health Declaration Form
SMP-01-10	Athlete Health Certificate
SMP-01-11	Employee Blood Sample Collection Form
SMP-01-12	Off-Campus Event Parent Acknowledgement and Consent Form
SMP-01-13	Health Center-Dorm Infirmary Inventory Take
SMP-01-14	Health Center Daily Audit Checklist
SMP-01-15	Medical Equipment Delivery Form
SMP-02	Occupational Health, Safety and Environment Board Procedure
SMP-02-01	Occupational Health, Safety and Environment Board Meeting Minute
SMP-03	Safe Transportation Procedure
SMP-01-05	Transportation Vehicle Checklist
SMP-03-04	Rules for Shuttle Drivers
SMP-03-06	Campus Traffic Rules
SMP-04	Supplier/Subcontractor/Business Partner/ Contractor Management Flowchart
SMP-04-01	Supplier Brief and Letter of Undertaking Form
SMP-04-02	On-Campus Lessee/Business Checklist
SMP-05	Shuttle Checklist
SMP-06	Cleaning Services Checklist
SMP-07	Dining Hall Hygiene Instructions
SMP-07-01	Dining Hall Daily Audit Checklist
SMP-08	Business Partner Checklist
SMP-09	Risk Management Flowchart
SMP-09-01	Hazard Identification Form
SMP-09-02	Risk Score and Actions Ranking Identification Form
SMP-09-03	Hazard Log Book

SMP-09-04	Environmental Aspect and Impact Log
SMP-10	Electrical Safety
SMP-11	Instructions for Kitchen Health and Safety
SMP-11-01	Warehouse Storage Conditions
SMP-12	Safe Pool Operation and Use Procedure
SMP-13	Safe Facility Operation and Maintenance - Repair Procedure
SMP-14	Personal Protective Equipment Matrix
SMP-15	Competency Matrix
SMP-16	Annual Training Plan
SMP-16-01	Awareness Questions (Module 1-2)
SMP-17	Training Participants List
SMP-18	Campus Safety Guide
SMP-19	Laboratory Safety Procedure
SMP-19-01	General Safety Instructions for Laboratories
SMP-19-02	Laboratory Safety Equipment Warning Instructions
SMP-19-03	General Chemistry Lab Safety
SMP-19-04	Material Laboratory Emergency Checklist
SMP-19-05	Laboratory Safety and Environmental Instruction
SMP-19-06	Permit-to-Work and Safe Work Form for Laboratory 517
SMP-20	Hazardous Situation/Behavior, Near Miss and Accident Management Flowchart
SMP-20-01	Accident Report Form
SMP-20-02	Accident Log Book
SMP-21	Travel Evaluation Form
SMP-23	Renovation Work Request Form
SMP-23-01	Safe Work Permit Checklist
SMP-24	Confined Space Work Request Form
SMP-25	Hot Work Permit and Instructions
SMP-26	Legal Due Diligence and Compliance Flowchart
SMP-26-01	Legal Due Diligence and Compliance Checklist
SMP-27	Evaluation and Assessment Plan
SMP-27-01	On-Campus Lessee-Business Evaluation and Assessment Plan
SMP-28	Non-Compliance Management and Improvement Actions Flowchart
SMP-28-01	Corrective-Preventive Action Checklist
SMP-28-02	Corrective-Preventive Action Form
SMP-29	Measurement, Test and Experimental Equipment List
SMP-30	Facility/Compliance Checklist
SMP-31	Occupational Health, Safety and Environment Actions Checklist
SMP-32	Hazardous Material Safety Data Sheet
SMP-32-01	Chemicals and Necessary Measures
SMP-33	System Audits Flowchart
SMP-33-01	Annual Audit Plan
SMP-33-02	System Audit Questions List
SMP-33-03	System Audit Report
SMP-34	Goals and Performance Indicators Table
SMP-35	Management Program
SMP-36-01	Microwave Oven User Instructions
SMP-36-02	Kitchen Appliances User Instructions
SMP-36-03	Safe Work Instructions for Technical Rooms
SMP-36-04	Basic Rules for Maintenance and Repair of Technical Failures

SMP-36-05	Washing Machine User Instructions
SMP-36-06	Tumble Dryer User Instructions
SMP-36-07	Trigeneration System Operation and Occupational Safety Instructions
SMP-36-08	Workshop User Instructions
SMP-37	Rules for Kitchen Health and Safety
SMP-38	Safety Instructions for Electrical Devices - Equipment
SMP-38-01	Table Saw Safety Instructions
SMP-39	User Instructions for Laundry Room Appliances
SMP-41-01	Portable Ladder Inspection Checklist
SMP-41-02	Laboratory Fume Hood Checklist
SMP-42	Security Center Response Templates
SMP-43	HSE Security Campus Vehicle Permit Registration Form
SMP-44	Kitchen Procedure
SMP-44-01	Food Products Receipt Control Form
SMP-44-02	Replicate Sample Control Form
SMP-45	Absorption Chiller User Instructions
SMP-46	Change Management Procedure