



AFRICA CENTRE OF EXCELLENCE ON
TECHNOLOGY ENHANCED LEARNING (ACETEL)

NATIONAL OPEN UNIVERSITY OF
NIGERIA (NOUN)

ENVIRONMENTAL AND SOCIAL SAFEGUARDS POLICY

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Identification of specific hazard

1. Environmental pollution resulting from use of hazardous materials

Policy 1: Hazardous Materials

ACETEL develops

- 1.1 a hazardous materials inventory and update yearly.
- 1.2 work practices and procedures for handling hazardous materials for either routine maintenance or major renovation/demolition.
- 1.3 and implement any required training for the supervisors and/or workers involved with the handling of hazardous materials, as well as emergency response personnel.
- 1.4 a plan to move to "green" building materials and "sustainable sites" for routine maintenance and renovations.

Policy 2: Contamination resulting from improper waste disposal

ACETEL would:

- 2.1 Connect sewage component of waste to a central/ municipal sewage disposal system. In the event where the municipal treatment plant is not available, a sewage treatment plant would be integrated into the projects civil works.
- 2.2 Provide civil works with deliberate and appropriate technology plan for signage of collection points and storage points for waste, and tidiness of waste management areas.
- 2.3 Recycle, re-use and refurbish/repair the listed categories of solid wastes in the workshop/works department.
- 2.4 Train staff regularly on current practices of waste management.
- 2.5 E-mail staff (ACETEL) to inform them of achieved successes and challenges in waste management.

2. Insensitivity to human rights.

Policies 3: Human Rights and Physically Challenged Persons

Based on the identified disabilities in the work place/school, the following polices are formulated:

- 3.1 **Employability:** Physically challenged individuals in ACETEL would be given a fair share of total employment and student enrolment.

3.2 Competitive, Integrated Employment: Physically challenged individuals would benefit from having jobs in ACETEL alongside those without disabilities and are paid the same wages for same or similar work.

3.3 Supportive Employment and Return-to-Work/Stay-at-Work: ACETEL would provide a Social Security Disability Insurance or Supplemental Security Income for people who became permanently disabled while on the job.

3.4 Para-Transit Access: ACETEL would provide access to transit systems which allows people with disabilities to reliably get to work/learning environment and participate in a rich social life.

3.5 Communication and Assistive Technology in the Workplace: ACETEL would provide advanced information and communication technology which have helped in the development of working tools for people with various disabilities such as: computers with QWERTY keyboards and refreshable Braille displays, websites, online systems, digital screen magnification and software products such as JAWS (Job Access with Speech) for windows and NVDA (Non-Visual Desktop Access) for interaction.

In addition, there would be provision for on-site American Sign Language services or Video Remote Interpreting to assist with in-person communication in the workplace/learning environment, as well as providing employees/scholars with hearing disabilities access to Video Relay Services to aid in communication with outside parties.

3.6 Physical Barriers, Building Access, and Workplace/Learning Environment: ACETEL would ensure the accessibility of physical spaces and the availability of reasonable workplace/learning environment.

3.6.1 In cases of **Ambulatory disability**, ramps and elevators and special provisions in the design of their conveniences shall be considered in the architectural design of the structure.

3.6.2 ACETEL would ensure that office equipment that allows for height adjustable work surfaces to accommodate different wheelchair heights and limb mobility are purchased and installed.

3.7 Flexible Hours and Extended Medical Leave Policies: ACETEL would support physically

3.8 ACETEL would provide smoking zones for people with smoking habits, while smoke detectors should be installed in other no smoking zones including the toilets.

3.9 ACETEL would ensure there is no marginalisation or stigmatisation of HIV carrying persons.

4. Political and Religious Induced Insurgency

Policies 4: Political and Religious induced insurgency

ACETEL would ensure:

4.1 Religious needs like break periods within prayer times and holidays during festive periods are accommodated.

4.2 Incentives and welfare packages be given to workers during festivities.

4.3 That the organization dress code (if any) would not interfere with religious beliefs and requirement.

4.4 The hosting of religious based programs when the need arises for interested members.

4.5 Employees/Learners records are verified for past possible criminal activities prior to engaging their services or enrolment as the case may be.

4.6 Unauthorised gathering and unlawful groups within the university/centre be sanctioned.

5. Crisis and Emergency Management

Policy 5: Crisis and Emergency Management

ACETEL would ensure;

- 5.1 That there is a sick bay with a stand-by ambulance service and first aid kit for employees and learners. The University would consider retaining specific medical consultants which patients under crisis can be referred to.
- 5.2 That during construction a certified safety officer frequently briefs the site on safety tips and provides them with safety gears to be worn at all time within the construction site. Also, safety signs like; slippery floor, glass transparency, heavy machine area and caution lines in multi-storey structures should be displayed at all times.
- 5.3 Periodic Health and Safety Education to staff/student and also taking part in realistic practices.
- 5.4 Visible muster points, fire exits and fire alarms to alert occupants in case of fire. In addition, exit points in the building have to be clearly labelled, and so should assembly points. There should be legible notices on the walls that direct people what to do in case of an emergency
- 5.5 That there is provision of adequate fire fighting devices within the structure which are checked regularly for maintenance.
- 5.6 There are procedures in place for routine responsive cleaning and caution signs for wet areas.
- 5.7 That there is proper security detailing for staff/student on official field trips to sensitive areas.

6.0 Unfavourable work/learning environment

ACETEL would ensure:

- 6.1.1 That the structures are designed to accommodate more natural light with wide windows and open lobbies. The use of open courtyards and atrium courts where applicable to light up spaces in the structures should be adopted.
- 6.1.2 It adopts the use of burning fossil fuel (to power generators) as a back-up for power failure from the national grid. It should however be emphasised that zero emission is part of the projects objective to minimise contributions to green house effect. Solar and Wind Energy are strongly recommended as an alternate source of power supply.
- 6.2 Temperature: Provisions should be made to modify the external climatic conditions (hot or cold) in the working/learning environment. These modifications can be done artificially or naturally.

ACETEL would ensure:

- 6.2.1 That structures are designed with adequate ventilation (to specifically take care of stuffiness, dampness and suffocation) by introducing ventilation lobbies and all the spaces within the structure should be cross ventilated (minimum of two windows on either walls of the space).
- 6.2.2 That artificial interventions for ventilation and temperature modifications are included in their design by use of central air conditioning systems, split and window units. The service of a competent technician for these systems should be involved during periodic maintenance to avoid failure resulting from poor design and execution.

6.3 Pollution: this could be caused by emissions and poor oxygen diffusion within the structure. Emissions could arise from the proximity to waste dumping sites or failures from the conveniences.

ACETEL would ensure:

6.3.1 That these emissions are taken care of during the design stage of the structure by providing adequate vents and drains in the conveniences to take out stench and waste water that could cause discomfort in the environment. Proper waste management by provision of waste basket in the conveniences for solid wastes should be provided.

6.3.2 That oxygen diffusion would be controlled by introduction of potted plants and green areas within the structure at the conceptual design stage. Ventilation fans should be a component of the ventilation system in the design of the structure.

6.4 ACETEL would ensure that pest control is considered from the conceptual stage of the design by avoiding dead corners and dark neglected spaces in the structure. Organic pesticide treated nets should be used where necessary. There should be periodic fumigation of the structure to control sporadic, endemic and epidemic pest conditions.

6.5 ACETEL would ensure that constant and adequate water supply is provided for in the structure. A central hot and cold water supply through the structure with taps or drinking fountains points at the lobbies should be provided to service the users at all times. A water treatment plant should be captured in the design of the structure to control the quality of water supply to the building.

6.6 Human Factor:

ACETEL would ensure:

6.6.1 That a worker/learner is not assigned workload beyond his/her ability and professional capabilities to ensure efficient delivery of projects and assignments.

6.6.2 That a worker/learner is not oppressed and should get adequate support such as: sponsorship, resources and encouragement from the supervisors/superiors/management.

6.6.3 Positive cordial relationships is maintained amongst staff to guarantee a harmonious working environment. Staff should be made to understand their individual roles within the organisation.

6.6.4 Frequent board and welfare meetings is organised with staff/learners to provide a conducive working/learning environment.

6.6.5 A mixture of closed and open office design to accommodate sensitive tasks and interaction for easy flow of work.

6.7 Conveniences:

ACETEL would ensure:

6.7.1 That at the design stage of the structure, adequate conveniences with good proximity are provided for the staff/learners to ensure maximum comfort.

6.7.2 Offices and other spaces are equipped with comfortable furniture and working equipment that can be used to facilitate delivery of the assignment. In cases of multi-storey buildings, adequate and convenient circulation (lifts, staircases, walkways, and ramps) would be provided for the users