

## HEALTH & WELLNESS POLICY

RELATED DOCUMENTS	
<p><b>AAA Documents</b></p> <p>(Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Staff Training and Development policy</li> <li>• Policy on Disability</li> </ul>	<p><b>Regulatory Documents</b></p> <p>(e.g. Legislation DHET and CHE/HEQC directives and guidelines)</p> <ul style="list-style-type: none"> <li>• South African Qualifications Authority (SAQA) Act (Act 58 of 1995);</li> <li>• Higher Education Act (Act 101 of 1997);</li> <li>• Ministry of Education: National Plan for Higher Education in South Africa; February 2001;</li> <li>• Minimum Admission requirements: Government Gazette, No. (32743) November 2009; (31231) July 2008; August 2005</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Institutional Accreditation: November 2004;</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November 2004;</li> <li>• CHE, Vital Stats Public Higher Education. 2010</li> <li>• CHE, Work-Integrated Learning: Good Practice Guide 2011</li> <li>• The South African Qualifications Authority (SAQA): Level Descriptors for the South Africa National Qualifications Framework. November 2012</li> <li>• DHET, White Paper for Post-School Education and Training. 20 November 2013</li> <li>• CHE, the Higher Education Qualifications Sub-</li> </ul>

	<p>Framework. 2013</p> <ul style="list-style-type: none"><li>• CHE, the Aims of Higher Education. March 2013</li><li>• CHE, Distance Higher Education Programmes in a Digital Era: Good Practice Guide.2014</li><li>• CHE, Framework for Institutional Quality Enhancement in the Second Period of Quality Assurance .2014</li><li>• CHE, Quality Enhancement Project: The Process for Public Higher Education Institutions. 2014</li><li>• CHE, Qualification Standard for Master of Business Administration. May 2015</li><li>• CHE, Draft Policy on the Recognition of Prior Learning, credit accumulation and transfer, and assessment in higher education. March 2015</li><li>• CHE, Content Analysis of the Baseline Institutional Submissions for Phase 1 of the Quality Enhancement Project. May 2015</li></ul>
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## PREAMBLE

It is the policy of the Management of AAA School of Advertising (Pty) Ltd to conduct its activities in such a way as to ensure the health and safety of employees and students to ensure proper regard to the conservation of the environment. AAA is committed to supporting its employees to achieve their health and wellness goals through the development and implementation of health promotion and wellness activities as well as environmental supports. This document formally establishes this commitment.

Health, Safety and our Environment will be given at least equal importance as that accorded to other business objectives.

## POLICY

To provide health and wellness services to advance academic success and graduateness amongst AAA students in order to contribute positively to their communities, the country and the world. AAA recognizes that Student Health & Wellness are related to students' physical well-being, growth, development, and readiness to learn. AAA is committed to providing an environment that promotes student's Health & Wellness, education, and other activities as part of the total learning and counselling experience. Students will learn in a healthy environment which will improve student achievement.

It is AAA School of Advertising (Pty) Ltd's Policy to:

- a) Create and maintain a safe place of work
- b) Establish safe working practices and procedures
- c) Train all staff to work safely
- d) Eliminate unsafe conditions and actions from the work environment
- e) Maintain all machinery, transport and equipment in a safe and operating condition
- f) Stimulate interest and enthusiasm for safe working
- g) Transfer Health and Safety know-how to our students' health and safety
- h) Require our suppliers to abide by our standards
- i) Actively promote the establishment of sound and workable Health and Safety Codes of Practice and Statutes

The institution believes that:

- a) All accidents can be prevented
- b) Every job can be done safely
- c) Line Managers are responsible for the safety of those they control within the work environment
- d) Everyone has a duty to work safely and to encourage others to do likewise

The institution is committed to:

- a) Protecting the health and safety of our employees and students

Protecting the health and safety of all who may be affected by our business activities

## OCCUPATIONAL HEALTH AND SAFETY

- AAA School of Advertising is strongly committed to making the work environment safe and healthy for its employees and students. To this end the company complies with all legislation relating to the Occupational Health and Safety Act.
- Management will ensure that employees are adequately trained to perform their tasks in a safe manner. Sufficient safety and emergency equipment will be available in the work place at all times and line management will regularly inspect safety practices in their functional areas.
- Safety in the workplace is not the sole responsibility of the company, but everyone is bound to ensure full awareness of the safety rules and regulations. Any lawful order given to staff and students regarding safety must be carried out and the prescribed safety measures applied at all times.
- If an employee or student believes that an unsafe condition exists, they should immediately report the condition to their campus manager.
- AAA School of Advertising shall establish and maintain a safe and healthy working environment at the designated place of work
- AAA School of Advertising shall be guided in this by the requirements of the Occupational Health and Safety Act, other relevant legislation and by-laws.
- The Institution has appointed staff members as Health & Safety officers for each site of delivery.

## HEALTH & SAFETY AUDITOR

SHERQ-CO is the Institution's independent external Health and Safety Auditor. SHERQ-CO audits and advises the Institution on all matters pertaining to Health & Safety at all sites. All findings are rectified under the supervision of the campus manager and maintenance managers. SHERQ-CO is:

- OHSAS 18001:2007; ISO14001:2004 & ISO9001:2008 Internationally Certified Company
- Member of SAIOSH - South African Institute of Occupational Safety and Health & IOSH – British
- Institute of Occupational Safety and Health (Graduate Membership No 21934182)

## HEALTH & WELLNESS

Being a student is both highly challenging and rewarding. The student development department recognizes the importance of healthy living for students, especially given the many demands of obtaining your university education.

The student health and wellness division has an array of programs and services designed to promote physical health and wellness, as well as a healthy life balance to ensure your success as a student.

Student health and wellness collaborates with students from AAA on the development, implementation, and evaluation of various programs, policies, outreach opportunities, and educational initiatives aimed at improving the health and wellbeing of students.

To ensure the health and wellness of all students, the AAA shall provide the following to students:

- Our qualifications are consistent with the DHET, CHE and SAQA requirements.
- Extra mural / special classes are also available to provide additional support to students. Extra-mural activities are available to all students.
- Our qualifications that are offered to our students are designed to educate students about the working environment, in accordance with the DHET, CHE and South African Qualifications (SAQA) regulations and academic standards.

#### HEALTH AND SAFETY FOR STUDENTS

1. The Institution is committed to providing a safe and healthy environment for students and staff. It is also expected that staff and students, themselves will follow the information, instruction and training provided and will adhere to the policies and procedures developed for their own protection.

2. The Health and Safety Act places a legal obligation on both staff and students to ensure their own safety and that of their colleagues. Failure to do so, placing themselves or others at risk, will render them subject to disciplinary action. It should be noted that it is a criminal offence to interfere with or misuse anything provided for health and safety purposes, including fire alarms, extinguishers, first-aid boxes, guards on machineries and safety signs.

3. Details of the arrangements that apply in emergency situations such as fire and fire evacuation, first aid and accident and incident reporting, are to be found in the policy and procedure/code of practice documents that support the Institution's Health and Wellness Policy. Students will be informed of the detailed procedures to follow during inductions, and copies are available.

All students must:

(a) take reasonable care for the health and wellness of themselves and of other persons who may be affected by their acts or omissions;

(b) co-operate with all members of staff in maintaining the requirements of the Health and Safety Act and all other safety regulations affecting the Institution;

(c) not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and wellness at the Institution;

(d) observe campus health and safety requirements, which are set out in Student Handbooks, with particular regard to equipment and materials, and to activities undertaken outside the Institution.

(e) Students are forbidden to carry out any repairs, or to fit plugs to any electrical appliances, unless they have been authorised to do so by a member of staff. No appliances may be connected to an electrical system by means other than the correct plug or connection. Students who bring mains-operated electrical appliances onto Institution premises, or use them there, must see that they are in safe condition and fused correctly. The campus manager retains the right of inspection and confiscation of items found to be unsafe.

### EMERGENCIES

Important safety information will be posted on notices from time to time and may, for example, relate to fire evacuation, illness, or chemical spillage. These notices should be read and any instruction followed, addressing any query to the originator of the document or the corporate office.

### FIRST AID

All Campuses have a list of qualified first aiders, and notices are displayed with their telephone numbers and the location of first aid boxes.

### DISCIPLINARY REGULATIONS

Disciplinary action will be considered against anyone who does not follow the Health and Wellness policy.

### SMOKING POLICY

In accordance with the duties placed on the Institution under the provisions of the Health Act, smoking will be prohibited throughout the Institution.

While the Institution is committed to enforcing its legislative obligations, all are reminded that the Act does lay down penalties for those who are in breach of its requirements. Both the Institution and individual members of staff and students face fines for breaches of the legislation.

The Institution expects the co-operation of all in adhering to the requirements of this Policy and is committed to enforcing its provisions should that be necessary.

Advice is available for those who may wish to give up smoking; students should contact the **National Council against Smoking QUIT Line: 011-720 3145.**

## HEALTH & WELLNESS FOR STUDENTS

### **11.1: Extra Curricular activities**

AAA will continue to require students to participate in a quality education instruction that promotes lifelong learning and provides instruction in the skills and knowledge necessary for lifelong participation.

AAA will continue to teach students of the health and safety dangers posed by the use of drugs and/or alcohol.

### **11.2 Education**

AAA will continue to encourage students to participate in the different programs that are offered. Academic groups are also used as a tool to counsel students in making positive life choices in the community.

### **11.3 Healthy Institution Learning Environment**

AAA will continue to provide a safe, caring, and psychosocial environment in which our students can receive an education and participate in all other aspects of program.

### **11.4 Counselling, Psychological and Social Services**

Our student population is comprised of students committed to AAA, counselling services are offered on site to all students. Our Teachers and Counsellors are trained to deal with the sensitive issues that student can have. The following counselling programs are provided to students on an as-needed basis:

- Anger Management
- Conflict Resolution
- Drug and Alcohol Education
- Guided Group Interaction
- One-to-One Personal Development Sessions
- Social Skills/Self Esteem
- Victim Awareness

### **11.5 Family/Community Involvement**

AAA encourages an open relationship with student's families by encouraging their participation in their academic development. Special emphasis is placed on making the right decisions for their health and well-being once they are released from the AAA.

**Johannesburg** (main campus)

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**Cape Town**

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## DELEGATION

The campus manager shall be responsible to monitor and facilitate our qualifications and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

The campus manager shall report to the AAA Board annually on the Institution's compliance with law and policies related to Students Health & Wellness. This report will include:

- Assessment of the environment regarding Student Health & Wellness issues.
- Listing of activities conducted to promote Student Health & Wellness.
- Recommendations for Student Health & Wellness policy.
- Suggestions for improvement in specific areas regarding Student Health & Wellness.
- Feedback received from staff, students, parents/guardians, community members regarding Student Health & Wellness.

## REVIEW OF THE POLICY

Regular review of the policy is conducted in consultation with the relevant quality assurance structures at faculty and institutional level and under the auspices of the official custodian of this policy, namely the Chief Academic Officer.

## REVISION TABLE

<b>Date Revised</b>	<b>Last Revision Number</b>	<b>New Revision Number</b>	<b>Revised by</b>	<b>What was revised</b>
April 2017	0	1	Chief Academic Officer	1. <i>DACUM changed to CIDD</i>
April 2018	1	2	Chief Academic Officer	1. <i>Updated with regulatory document: CHE, Framework for the Accreditation and Reaccreditation of Programmes, March 2018</i> 2. <i>Adopted SHERQ-CO document design</i> 3. <i>Revision Table amended</i> 4. <i>Logo has been moved to the right</i>

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June 2019	2	3	Chief Academic Officer	<ul style="list-style-type: none"> <li>• <i>Regulatory documents updated</i></li> <li>• <i>Alignment to Postgraduate programmes</i></li> </ul>