AZERBAIJAN TECHNICAL UNIVERSITY

Health, Welfare and Safety Policy

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1. CONTEXT AND PURPOSE

Health, welfare, and safety are fundamental principles governing public institutions in the Republic of Azerbaijan. As a state technical university, Azerbaijan Technical University (hereinafter “AzTU”) operates within a legal and institutional environment that places clear obligations on the protection of physical health, mental wellbeing, personal safety, and social welfare of individuals engaged in University activities.

AzTU recognises that health and safety risks may arise within the University context through academic, laboratory, administrative, residential, sporting, and event-related activities. The purpose of this Health, Welfare and Safety Policy (hereinafter the “Policy”) is to establish a clear institutional framework that:

- affirms AzTU’s duty of care toward all members of the University community;
- defines standards for safe, healthy, and supportive conduct across all University activities; and
- supports compliance with applicable health, safety, and welfare legislation and standards.

This Policy sets out principles, governance responsibilities, and institutional safeguards for preventing harm, reducing risk, and promoting wellbeing. It applies to students, staff, and third parties and complements AzTU’s internal regulations, disciplinary frameworks, and operational procedures. Detailed operational processes are governed by separate supporting instruments.

1.1. Legislative Context

This Policy is developed in accordance with:

- the Constitution of the Republic of Azerbaijan;
- applicable labour, occupational health and safety, education, and public health legislation of the Republic of Azerbaijan, including the Labour Code of the Republic of Azerbaijan (1999);
- AzTU’s Charter; and
- relevant international best practices in health, welfare, and safety management in higher education.
- applicable tobacco control legislation of the Republic of Azerbaijan and the WHO Framework Convention on Tobacco Control, to which Azerbaijan is a party.

2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following terms are used to ensure a shared and consistent understanding of health, welfare, and safety standards at AzTU:

- **Health:** The physical, mental, and social wellbeing of individuals, enabling full participation in academic and professional activities.
- **Welfare:** The social, psychological, and support conditions that enable individuals to thrive within the University community.
- **Safety:** Protection from physical, psychological, or environmental harm through preventive, mitigative, and responsive measures.
- **Hazard:** Any source, condition, or practice with the potential to cause injury, illness, or harm.
- **Risk:** The likelihood and severity of harm arising from exposure to a hazard.

- **Incident:** Any event or situation that causes, or has the potential to cause, harm and requires reporting or corrective action.
- **University Community:** All individuals engaged with AzTU, including students, staff, contractors, visitors, and participants in university activities.
- **Reasonable Adjustment:** A modification or support measure provided to ensure equitable access to university services and activities, unless it imposes a disproportionate burden.
- **Tobacco and Nicotine Products:** Cigarettes, cigars, hookah, e-cigarettes, vaping devices, heated tobacco products, and any other products containing or delivering tobacco or nicotine.

3. APPLICABILITY

This Policy applies across AzTU and establishes mandatory standards for health, welfare, and safety in all University-related activities.

Specifically, this Policy applies to:

- academic, administrative, managerial, and support staff, regardless of contract type;
- students at all levels of study;
- governance and decision-making activities, including teaching, research, laboratory work, and campus services; and
- third parties, including contractors, service providers, and visitors engaged in AzTU activities.

This Policy applies to conduct occurring:

- on AzTU premises;
- during activities carried out in the name of or connected with AzTU; and
- during university-organised events and off-campus activities where AzTU exercises responsibility or oversight.

The Policy operates alongside applicable national legislation and AzTU's internal regulations and does not replace statutory duties or legal procedures.

4. GOVERNANCE

Governance of health, welfare, and safety at AzTU is embedded within existing leadership and control structures to ensure accountability, oversight, and compliance.

Rectorate: Provides overall institutional leadership and approves this Policy and its revisions.

Authorised Vice-Rector: Oversees institutional compliance with health, welfare, and safety obligations.

Social Development Center (Operational Lead): Coordinates implementation, maintains records, oversees awareness and training, and prepares monitoring reports.

Faculty and Unit Heads: Ensure implementation within their areas and report risks and incidents.

Health and Safety Officers: Identify and assess risks, coordinate incident investigations, and implement preventive measures.

Governance responsibilities under this Policy do not replace statutory powers of national authorities.

5. HEALTH, WELFARE AND SAFETY PRINCIPLES, RISK AREAS, AND INSTITUTIONAL STANDARDS

This section defines the core principles and institutional standards governing health, welfare, and safety at AzTU.

5.1. Duty of Care and Lawful Conduct

AzTU maintains a duty-of-care approach to health, welfare, and safety. All University activities must be conducted in compliance with applicable legislation and institutional standards. Compliance with the law represents a minimum standard of conduct.

5.2. High-Risk Institutional Areas

Heightened health and safety risks may arise in:

- laboratories, workshops, and technical facilities;
- dormitories and student housing;
- sports and recreational activities;
- events, fieldwork, and off-campus activities; and
- areas involving hazardous materials or equipment.

Enhanced controls and oversight are applied in these areas.

5.3. Health and Wellbeing Support

AzTU provides access to medical, psychological, and wellbeing support services. Early intervention, referral mechanisms, and confidential support arrangements are established to address physical and mental health needs.

5.4. Safe Conduct, Prohibited Behaviours, and Substance Control

Harassment, discrimination, violence, intimidation, unsafe practices, and the use or possession of illegal substances or alcohol during University activities are strictly prohibited.

5.5. Smoke-Free Campus and Tobacco Control

AzTU is committed to maintaining a smoke-free and tobacco-free environment in order to protect the health of all members of the University Community and to prevent exposure to second-hand smoke.

- Smoking, including the use of cigarettes, e-cigarettes, vaping devices, hookah, and other tobacco or nicotine-containing products, is prohibited in all indoor and enclosed spaces of AzTU, including academic buildings, laboratories, workshops, libraries, administrative offices, dormitories, canteens, and sports facilities.
- Smoking is further prohibited in outdoor areas designated as smoke-free, including entrances, building surroundings, and areas used for university-organised events. Where designated smoking areas are established, they are located away from building entrances and ventilation systems and are clearly marked.

- Smoking and open flame are strictly prohibited in laboratories, workshops, and areas involving flammable or hazardous materials, in line with fire safety requirements.
- The sale, advertising, and promotion of tobacco and nicotine products on AzTU premises and at university-organised events are prohibited.
- AzTU supports individuals who wish to quit smoking by providing awareness campaigns and referral to medical and psychological support services in accordance with Section 5.3.
- Violations are addressed through AzTU's internal regulations and disciplinary frameworks, applied proportionately, with an emphasis on awareness and prevention in the first instance.

5.6. Risk Assessment, Incident Management, and Emergency Preparedness

Health and safety risks are systematically assessed and documented. All incidents and near-misses must be reported, investigated, and addressed. Emergency procedures are documented, communicated, and tested through regular drills.

5.7. Reporting Concerns and Institutional Protection

AzTU encourages the reporting of health, welfare, and safety concerns. Individuals who raise concerns in good faith are protected from retaliation. Reports are handled confidentially and proportionately.

6. IMPLEMENTATION

This Policy is implemented through integration into AzTU's academic, administrative, residential, and operational processes. Health and safety standards are applied proactively at planning and decision-making stages.

Supporting internal regulations and procedures operationalise this Policy and define detailed requirements for risk management, incident reporting, training, and emergency response.

7. MONITORING AND PERFORMANCE INDICATORS

Monitoring ensures consistent application and effectiveness of health, welfare, and safety controls.

Monitoring draws on:

- incident reporting data;
- training completion records;
- risk assessments and audits;
- wellbeing survey outcomes; and
- emergency drill frequency.
- compliance with smoke-free requirements and related awareness activities.

Monitoring outcomes inform improvements to controls, awareness initiatives, and supporting instruments.

8. POLICY EVOLUTION

This Policy is reviewed every two years or earlier where legal, institutional, or risk-related changes arise. Reviews consider monitoring outcomes, audit findings, and developments in health, welfare, and safety standards.

Any revisions are approved by the Rectorate. Procedural changes are implemented through separate supporting instruments.

AZTU

AZERBAIJAN TECHNICAL UNIVERSITY

25 H. Javid Avenue, Baku, Azerbaijan, AZ 1073
(+994 12) 539-13-05

SUSTAINABLE DEVELOPMENT GOALS



