

# Health and Safety Policy

POLICY # EAI/2024/241044

Adopted by the Senate on December 2, 2024



## **Euro American Institute**

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## 1. Purpose & Scope

The Euro American Institute (EAI) is committed to safeguarding the health, safety, and well-being of all students, faculty, staff, and stakeholders. This policy outlines institutional responsibilities and stakeholder expectations to ensure a secure, inclusive, and digitally safe environment for learning and working—whether individuals engage on-campus (where applicable), from home, or online.

This policy applies to:

- All EAI stakeholders, including students, employees, visiting faculty, and guest contributors
  - All online platforms, events, collaborative environments, and occasional in-person settings (e.g., international partner workshops or graduations)
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## 2. General Principles

EAI adopts a proactive, risk-managed approach to health and safety, based on European Higher Education Area (EHEA) values and MFHEA regulatory expectations. Our approach includes:

- **Prevention-first** safety culture
  - **Equality and accessibility** in all environments
  - **Supportive learning** for vulnerable individuals, including those with prior learning-related stress or trauma (in line with RPL ethos)
  - **Zero-tolerance policy** for harassment, abuse, or unsafe behavior on any EAI platform
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## 3. Digital Health & Safety

Given EAI's digital-first nature, the following practices are prioritised:

- **Secure learning platforms:** Systems are monitored for cybersecurity threats and ensure privacy of student and faculty data.
  - **Ergonomic awareness:** EAI promotes digital wellness through orientation modules that advise on healthy screen habits, posture, breaks, and mental well-being.
  - **Zoom/Meet code of conduct:** EAI enforces camera/microphone etiquette, respectful interaction, and safe-sharing practices in all online environments.
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## 4. Mental Health & Wellbeing

Mental health is integral to academic success and safety. EAI:

- Provides confidential access to **student support services**
  - Embeds **stress-management awareness** within induction programmes
  - Encourages faculty and staff to recognize signs of distress or disengagement and refer students to appropriate resources
  - Ensures students receive non-judgmental, stress-minimizing evaluation environments
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## 5. Physical Campus Safety (for Hybrid/Occasional Venues)

In the event of any in-person activities (e.g., partner institution workshops, conferences, or assessment venues), EAI ensures:

- **Safe, accessible premises** in compliance with EU occupational health and building standards
  - **Emergency protocols:** Fire exits, medical kits, and contact points are displayed and briefed during any physical events
  - **COVID-19 or other health precautions:** Local guidelines will be followed rigorously, with support for remote participation where required<sup>6</sup>.
- Stakeholder Responsibilities

**Students** are expected to:

- Engage respectfully in all EAI digital spaces
- Immediately report any cyberbullying, harassment, or digital misconduct
- Follow any safety instructions during in-person events (where applicable)
- Maintain personal digital security (e.g., using secure passwords, avoiding phishing links)

**Staff & Faculty** are expected to:

- Participate in EAI-provided health & safety briefings
  - Foster inclusive, safe, and respectful learning environments
  - Support students with known medical or mental health conditions through appropriate accommodations
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## 7. Incident Reporting & Response

Any health or safety concern—digital or physical—must be reported through the following mechanisms:

- **Online Reporting Form** (via LMS or website)
- **Emergency Contact Email:** if any

All reported issues are addressed within **3 Working Days** with full confidentiality and in compliance with GDPR.

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## 8. Review & Continuous Improvement

- This policy will be **reviewed biannually** by the Academic Committee in collaboration with the Quality Assurance Cell (QAC).

- Feedback will be sought through surveys, support logs, and stakeholder consultations.
- EAI is committed to **transparent enhancements**, especially in response to emerging global trends and concerns.

## Annex A:

### HEALTH & SAFETY INCIDENT REPORTING FORM

*(For Reporting Accidents, Hazards, or Unsafe Conditions)*

#### A. INCIDENT REPORTER INFORMATION

Field	Information
Full Name	
Role	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
Department / Programme	
Institutional Email / Contact Email	
Contact Number	
Date of Report Submission	____ / ____ / ____

## B. INCIDENT DETAILS

### 1. Type of Incident

(Please check all that apply)

- ☐ Accident / Injury
  - ☐ Hazardous Condition or Unsafe Practice
  - ☐ Fire / Smoke / Chemical Spill
  - ☐ Property Damage
  - ☐ Illness (on-site or due to workplace condition)
  - ☐ Near Miss (potential accident avoided)
  - ☐ Other (please specify): \_\_\_\_\_
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### 2. Date and Time of Incident

- ☐ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ | Time: \_\_\_\_\_ (AM/PM)
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### 3. Location Where Incident Occurred

(e.g., building, room, laboratory, outdoor area):

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### 4. Detailed Description of the Incident

Please describe exactly what happened, including the sequence of events, equipment involved, and names of any witnesses:

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### 5. Nature of Injuries or Hazards (if any)

- ☐ No injury
  - ☐ Minor Injury (e.g., cuts, bruises)
  - ☐ Serious Injury (e.g., fracture, burns)
  - ☐ Exposure to hazardous material
  - ☐ Other: \_\_\_\_\_
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### 6. Were Emergency Services Contacted?

- ☐ Yes – Ambulance
- ☐ Yes – Fire Department

- ☐ No  
☐ Not Applicable
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### C. IMMEDIATE ACTIONS TAKEN

**Please indicate any steps you have already taken:**

- ☐ Reported to Health & Safety Officer  
☐ Provided First Aid  
☐ Evacuated Area  
☐ Isolated Hazard (e.g., switched off equipment)  
☐ None  
☐ Other: \_\_\_\_\_
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### D. RECOMMENDED FOLLOW-UP OR SUPPORT NEEDED

- ☐ Request medical assistance  
☐ Request hazard inspection or maintenance  
☐ Require health & safety training update  
☐ Other (please describe): \_\_\_\_\_
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### E. DECLARATION

I declare that the information provided is accurate to the best of my knowledge and that I am submitting this form in accordance with the Euro-American Institute Health & Safety Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### F. FOR OFFICE USE ONLY

Reviewed By: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Incident ID:** \_\_\_\_\_

Severity Level: ☐ Low ☐ Medium ☐ High

Action Taken: \_\_\_\_\_

Follow-Up Due Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Escalated To: ☐ Health & Safety Committee ☐ Management Board ☐ External Agency

✓ Submit this form to the Health & Safety Officer or via the LMS portal under "Report Safety Incident." For urgent incidents, please call the Health & Safety Emergency Line immediately.