

UNIVERSITY OF EDUCATION, WINNEBA

HEALTH AND SANITATION GUIDE

1.0 Introduction

Health and Sanitation are vital components of human health and development. Improved sanitation according to medical scientists reduces diseases such as cholera, diarrhea, worm infestation, pneumonia, malaria and typhoid, among others and death in millions of people.

Health as defined by the World Health Organization, is a state of complete physical, mental and social well-being and not merely the absence of disease infirmity.

The compilation and incorporation of the health and sanitation guide of UEW into a working policy document becomes necessary since the health of University worker is paramount.

2.0 Departments/Sections Co-ordination of Health and Sanitation Issues

The Health and Sanitation Committee is mandated by the University Statutes to propose, implement and monitor health and sanitation policies and measures. The statutory functions of the Committee include the following:

- i) To perform needs assessment.
- ii) To propose measure on health matters concerning staff, students and food vendors to the Academic Board.
- iii) To propose measures on sanitation issues at all University premises to the Academic Board.
- iv) To monitor and ensure the implementation of measures on Health and Sanitation in the University.

The performance of health and sanitation duties in the University cut across Units, Sections and Departments. To a large extent, the Division of Operations co-ordinates and supervises these duties. The identifiable sections/units and departments which are tasked to provide health and sanitation services include the following:

DEPARTMENT/UNIT/ SECTIONS	HOD/OFFICERS/ FOREMAN	CONTACT. TEL NO.	DUTIES
Directorate of Health Services	Director of Health Service	020-2041047	Provision of Health Services.
Health and Sanitation Section	Head, Health and Sanitation	0208778768	Sanitary and conservancy Services.
Centre for Speech and Hearing	Head, Centre for Speech and Hearing	0502691100	Assessment and correction of hearing and speech disorders.
Grounds and Gardens Unit	Head, Grounds and Gardens	0243310845	Maintenance of grounds and gardens.
Estates Section	Head, Estates	0201711300	Maintenance of Lecture Halls and Classrooms.
Ghartey Hall Simpa Hall University Hall Aggrey Hall	Hall Manageress Hall Manager Hall Manager Hall Manageress	0244744360 0244792026 0244544885 0244879757	Supervision of Sanitary/Conservancy Workers in the Halls.
Human Resource Division: Employee Relations Unit	Deputy Registrar, Human Resources	0203927837	Processing of NHIS and medical refund claims.

3.0 Health and Sanitation Duties

3.1 Directorate of Health Services

Since Management is concerned and determined to ensure that workers are healthy, happy and hearty to work for the attainment of the goals of the University, the roles of the Directorate of Health Services are therefore tailored as follows:

- i) To provide quality health care to all students and Workers
- ii) To organize medical examinations for fresh students and newly recruited staff
- iii) To provide health talks
- iv) To provide first aid to the University Community.

3.2 Health and Sanitation Section

The Section is primarily responsible for the maintenance of public health of the University Community. The core duties of the Section are primarily to ensure public cleansing, proper

waste management, effective pest and disease control, supervision of food hygiene and undertaking fumigation services.

Duties of the Health and Sanitation Section could be classified into sanitary and conservancy. These duties are tabulated below:

Sanitary	Conservancy
<ul style="list-style-type: none"> • Emptying of dust bins • Picking/Cleansing of tarred streets • Picking of litter, disposal of litter bins at bungalows, halls of residence, etc • Scrubbing of gutters • Disinfecting and cleaning of dustbins and gutters • Carrying out fumigation exercises • Inspection of Campuses • Screening of food vendors 	<ul style="list-style-type: none"> • Sweeping of toilets and bathrooms • Scrubbing of toilets, bathrooms and tiles • Emptying of waste basket • Mopping of floors • Dislodgement of cesspit tanks

3.3 *Centre for Hearing and Speech*

The Centre seeks to achieve better health and development of students, staff and staff dependents through assessments and correction of hearing and speech difficulties.

The services available at the centre are:

- Ear Ache (Otalgia) Screening
- Draining Ear (Otorrhea) Screening
- Hearing Difficulty Assessments
- Noise in the ear/head Screening
- Speech Difficulty
- Counseling Services

3.4 *Grounds and Gardens Unit*

The Unit is directly in charge of work on all university grounds, gardens and the beautification of campuses. The Unit is also involved in trimming trees and flowers; mowing grass and weeding bungalows, lecture halls and other areas on campus.

3.5 *Estates Section*

The Estate Section is responsible for cleaning large lecture halls and some classrooms. The Section also ensures that enough cleaners are recruited and trained as well as provided with the requisite materials for their work. It also supervises cleaning in offices done by Messenger/Cleaners of some sections of the University.

In general routine cleaning assignments of Lecture Halls and Classroom should cover the following:

- Sweeping of rooms
- Cleaning of louver blades
- Cleaning of mosquito nets
- Cleaning of tables and chairs
- Cleaning of chalkboard
- Sweeping of corridors of Administrative Blocks

3.6 *Division of Human Resources – Employees Relations Unit*

The Employee Relations Unit of the Division of Human Resource is responsible for processing National Health Insurance Scheme forms. The Unit expects staff and workers to do the following:

- Register with the National Health Insurance Scheme (NHIS)
- Register spouses, children and dependents with NHIS
- Report at the clinic whenever sick or otherwise
- Access other health facilities based on a referral from the University Clinic or in emergency situations

- Attach prescription form and receipt(s) to the referral note in cases of medical refund.

3.7 Students/Staff/Staff Dependents

Members of the University Community, particularly students, staff and staff dependents shall comply with the following:

- Register with the National Health Insurance Scheme (NHIS)
- Register spouse, children and all dependents with the NHIS
- Report at the clinic whenever sick or otherwise
- Present yourself for medical examinations especially being a fresh student or a newly recruited staff
- Report at the clinic each time with your NHIS card and the clinic card
- Provide in your clinic folder the name, telephone number and residential address of person to be contacted in emergency situation
- Present yourself for reviews
- All referral cases must necessarily go through the clinic except emergency cases only.

4.0 Common Sanitation Abuses to be avoided by Students

- Defacing and writing of walls
- Littering of halls and surroundings
- Indiscriminate dumping of refuse
- Indiscriminate urination
- Walking on lawns
- Throwing of water from balconies
- Drying dresses on balconies

5.0 Conclusion

In our anticipation of maintaining excellent hygiene, sanitation and keeping our environment free from diseases, pests and insects, we hope our students would study and practice the sanitation rules as enshrined in the UEW students' Handbook.