

Yozgat Bozok Üniversitesi

2023 ANNUAL ACTIVITY REPORT

*Occupational Health and Occupational Diseases Application and
Research Center*

2023

GENERAL INFORMATION

1. Mission and Vision

****Mission****

To meet workplace needs and develop solutions in all areas related to Occupational Health and Safety (OHS); to make field-based experience and solutions available to departments and employees; to prevent occupational accidents and occupational diseases; to prevent administrative penalties through appropriate solutions developed in a timely and effective manner; and to continuously improve the quality of services.

****Vision****

To achieve and continuously improve the highest level of success in Occupational Health and Safety (OHS) across all university departments, together with employees, through practices that meet and exceed legal requirements; to demonstrate our awareness and commitment in this field; to continuously improve our university by maintaining the highest level of service quality; and to take a leading role among other public institutions in OHS practices.

INFORMATION ABOUT THE UNIT

1. Contact Information

Occupational Health and Occupational Diseases Application and Research Center			
	Title – Full Name	Telephone	E-mail
Center Director	Lecuter Özlem SAKLICA	0354 242 1001 Extension:	ozlem.saklica@bozok.edu.tr
Occupational Safety Specialist	İGU Yasin CANVERDİ	0354 242 1001 Extension: 1729	yasin.canverdi@bozok.edu.tr
Center Address: Bozok University, Faculty of Engineering and Architecture, Erdoğan Akdağ Campus, Atatürk Road, 7th km, Dean's Office Entrance, Ground Floor, Rooms FZ16–FZ17, Yozgat, Türkiye.			

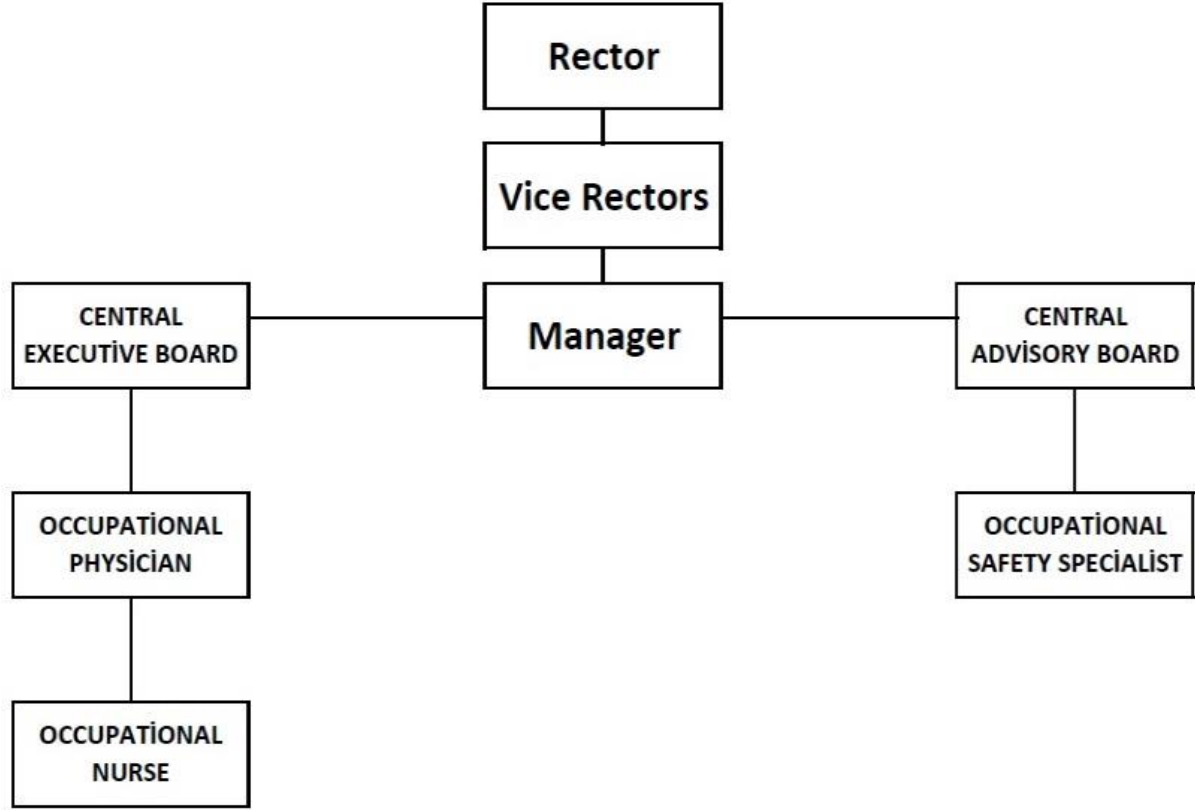
2. Historical Development

Established pursuant to the Regulation published in the Official Gazette No. 29884 dated November 10, 2016, and with its duties and responsibilities defined in accordance with the Occupational Health and Safety Directive, our Center has been actively operating since April 2022.

The Yozgat Bozok University Occupational Health and Occupational Diseases Application and Research Center carries out its duties in accordance with Labor Law No. 4857, Occupational Health and Safety Law No. 6331, Social Insurance and General Health Insurance Law No. 5510, and the regulations issued pursuant to these laws.

3. Organizasyon Şeması

Organizational Chart



PHYSICAL STRUCTURE

	Number (Units)	Area (m ²))	Number of Users
Director's Office	1	12	1
Occupational Safety Specialist's Office	1	12	1
Total	2	24	2

INFORMATION AND TECHNOLOGICAL RESOURCES

Resources	Number of Laptops	Number of Desktop Computers	Number of Projectors	Scanner	Photocopier	Printer	Fax
Occupational Health and Safety and Occupational Diseases Application and Research Center	-	2	-	-	-	1	-

ACTIVITIES

Faaliyet	Gerçekleşen
Occupational Health and Safety Board Meetings (Units with 50 or More Employees)	In 2023, a total of 14 Occupational Health and Safety Board meetings were held in 7 separate units, with 2 meetings held in each unit. In accordance with the announcement published by the Ministry of Labor and Social Security (MoLSS), the board meetings were consolidated into a single meeting. Representatives were appointed from the units required to establish an Occupational Health and Safety Board. In October, a meeting was held with representatives from the 7 units and the other required board members. Board meetings will continue to be held at least once every 3 months.
Occupational Health and Safety Trainings	In 2023, Occupational Health and Safety (OHS) training was provided to 56 newly appointed employees.
Periodic Medical Examinations	Health examinations of newly appointed 4/B and 4/D employees are conducted by the Occupational Physician. In 2023, periodic occupational health examinations were performed for 52 employees by the Occupational Physician.
Workplace Inspections	In 2023, 28 units were visited twice.

First Aid Training in Coordination with the Yozgat Provincial Directorate of Health	Yozgat Provincial Directorate of Health provided 6 training sessions, and 58 individuals received First Aid Certificates.
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SERVICES PROVIDED

1. Administrative Services

- * Ensuring that necessary measures are taken to provide a safe environment for our employees and students.
- * Identifying hazards in the workplace.
- * Identifying emergency situations.
- * Preparing risk assessments.
- * Providing Occupational Health and Safety (OHS) training.

PURPOSE AND OBJECTIVES

No	STRATEGIC OBJECTIVES	STRATEGIC TARGETS
1	Occupational Health and Safety Training for Newly Appointed Employees	Target: No personnel with outstanding OHS training requirements • Ensuring that personnel receive Occupational Health and Safety training immediately upon starting employment
2	Periodic Medical Examinations for Newly Appointed Employees	Target: No personnel with outstanding periodic medical examination requirements • Ensuring that personnel undergo periodic medical examinations by the Occupational Physician immediately upon starting employment
3	Conducting Workplace Inspections	Target: All units to be visited • Conducting workplace inspections in 28

		separate units • Reporting the workplace inspections conducted in 28 separate units
4	Provision of First Aid Training	Target: Ensuring that the required number of employees receive First Aid Training in accordance with the relevant legislation • Ensuring that the required number of employees in 28 separate units receive First Aid Training. • In 2023, 50 employees were provided with First Aid Certificates.

INTERNAL CONTROL ASSURANCE STATEMENT

I hereby declare that the information contained in this report is reliable, complete, and accurate.

Lecturer Özlem SAKLICA
Director