

YOZGAT BOZOK UNIVERSITY

2025 ACTIVITY REPORT

**Occupational Health and Safety and Occupational Diseases
Application and Research Center**

2025

GENERAL INFORMATION

1. Mission and Vision

Mission

To meet workplace needs and develop solutions in all areas related to Occupational Health and Safety; to make field-based experience and solutions available to units and employees; to prevent occupational accidents and occupational diseases; to prevent administrative sanctions through appropriate solutions developed in a timely manner; and to continuously improve service quality.

Vision

To achieve and continuously improve the highest level of success, together with employees in all units, through practices that meet and go beyond the requirements of legislation in the field of Occupational Health and Safety; to raise awareness in this field; to continuously improve our university with the highest level of service quality; and to lead other public institutions in Occupational Health and Safety practices.

INFORMATION ABOUT THE UNIT

1. Contact Information

Occupational Health and Safety and Occupational Diseases Application and Research Center

Position	Name	Telephone	E-mail
Center Director	Lecturer Özlem SAKLICA	0354 242 1001	ozlem.saklica@bozok.edu.tr
Occupational Safety Specialist	OHS Specialist 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, No. FZ16-FZ17, Yozgat.

2. Historical Development

Our Center was established by the regulation published in the Official Gazette No. 29884 dated 10 November 2016, and its duties and responsibilities were defined in accordance with the Occupational Health and Safety Directive. The Center has been actively operating since April 2022. The Yozgat Bozok University Occupational Health and Safety and Occupational Diseases Application and Research Center carries out its duties pursuant to Labor Law No. 4857, Occupational Health and Safety Law No. 6331, Social Insurance and General Health Insurance Law No. 5510, and the regulations issued under these laws.

3. Organizational Chart

PHYSICAL STRUCTURE

Unit/Room	Number (Units)	Area (m ²)	Number of Users
Center 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	-	2	-	-	-	1	-

Health and Safety and Occupational Diseases Application and Research Center							
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ACTIVITIES

Activity	Completed
Committee Meetings (units with 50 or more employees)	Four committee meetings were held, with one representative from each of the 7 separate university units with 50 or more employees.
Occupational Health and Safety Training	OHS training is provided to newly recruited personnel. As of October, OHS training had been provided in all units.
Periodic Medical Examinations	Medical examinations of all personnel are conducted by the Occupational Physician.
Field Inspections	Field inspections were conducted three times in 28 separate units.
Promoting OHS Awareness	A talk was held with students of Akdağmadeni School of Health.
Provision of OHS Training	OHS training was provided to all personnel.
Obtaining Periodic Medical Examination Reports	Periodic medical examination reports were obtained for all personnel.
Risk Assessment Meeting	A risk assessment meeting was held.
Process Evaluation Meeting	A process evaluation meeting was held.

SERVICES PROVIDED

1. Administrative Services

- Ensuring that our employees and students take the necessary measures to maintain a safe environment.
- Identifying hazards in the workplace.
- Identifying emergency situations.
- Preparing risk assessments.
- Providing Occupational Health and Safety training.

OBJECTIVES AND TARGETS

No.	STRATEGIC OBJECTIVES	STRATEGIC TARGETS
1	Occupational Health and Safety Training for Newly Recruited Personnel	In 2024, OHS training was provided to personnel who started employment. Target: No personnel with outstanding training requirements. • Ensure that personnel receive OHS training immediately upon starting employment.
2	Periodic Medical Examinations for Newly Recruited Personnel	In 2024, periodic medical examinations were conducted for personnel who started

		employment. Target: No personnel with outstanding periodic medical examination requirements. • Ensure that personnel undergo periodic medical examinations by the Occupational Physician immediately upon starting employment.
3	Conducting Field Inspections	In 2024, building inspections were conducted twice in 28 separate units. Target: All units to be visited. • Conduct field inspections three times in 28 separate units. • Prepare reports for the field inspections conducted three times in 28 separate units.
4	Promoting OHS Awareness	No talk was held in 2024. Target: Hold at least one talk. • Hold a talk with students of Akdağmadeni School of Health.
5	Provision of OHS Training	No training was provided in 2024 except for newly recruited personnel. Target: Provide OHS training to all personnel. • Provide OHS training to all personnel.
6	Obtaining Periodic Medical Examination Reports	No periodic medical examinations were conducted in 2024. Target: Obtain periodic medical examination reports for all personnel. • Obtain periodic medical examination reports for all personnel.
7	Risk Assessment Meeting	A risk assessment meeting was held in 2024. Target: Hold risk assessment meetings in 2025. • Held in 2025.
8	Process Evaluation Meeting	A process evaluation meeting was held in 2024. Target: Hold the risk assessment meeting in 2025. • Held in 2025.

INTERNAL CONTROL ASSURANCE STATEMENT

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

Lecturer Özlem SAKLICA
Director