

## **Mazoon College**

# **Health and Safety Policy**

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### Contents

Dei	Finitions	4
1.	Introduction	5
2.	Purpose of policy	5
3.	Rationale for policy	5
4.	Scope of policy	5
5.	Policy statement	5
6.	Implementation guidelines	5
7.	Monitoring and review of the policy	6
8.	Hazard of electricity	6
9.	Evacuation procedures	6

### **Definitions**

Term	Definition
FM	Facilities Management
H&S	Health & Safety

#### 1. Introduction

Mazoon College consider the promotion of health and safety measures as a mutual objective for both management and employees at all levels and it is committed to ensuring high standards of health and safety to all its staff, students, visitors, contractors and the public at the college campus as well as to protect them from any adverse effect on their health or safety arising from college activities.

All employees have individual legal responsibilities to take reasonable care for the Health and Safety of themselves and for others around the college.

#### 2. Purpose of policy

The purpose of the policy is to establish the system and procedures of protecting staff, students and contractors and to enable the college in managing Health and Safety risks as far as reasonably practicable.

#### 3. Rationale for policy

Mazoon College accepts the responsibility to provide and maintain a safe environment for staff to work in and for students to study and live in. This environment will be safe and without risks to the welfare of those on campus.

Staff and students should also take responsibility for their own actions to enhance the safe environment provided by the College.

#### 4. Scope of policy

The policy applies to all staff, students, contractors and visitors who enter the campus to ensure a safe environment of work and study.

#### 5. Policy statement

Mazoon College has an obligation to ensure the safety of all staff, students, contractors and visitors as well as to ensure that there is no exposure or risks to their health and safety as a result of any activities on campus.

Mazoon College is committed to achieving and maintaining a high standard of Health & Safety procedures.

#### 6. Implementation guidelines

Recording and reporting the unexpected risky events which led to potential damage.

- Analyzing the causes of such events and suggesting the recommended strategy.
- Ensuring the protective approach by investigating the risk associated with all college activities and set the precautionary procedures.
- Provide the first aid training program for students and staff.
- Appoint staff from service department to assist in an evacuation if a fire is discovered upon the fire alarm system.
- Training to be provided to the staff responsible for fire safety protection.

#### 7. Hazard of electricity

Electrical Hazard means any potential or actual threat to human, machines or the environment and it can lead to electric shocks, burns, falls, injuries or death to people and fire or damage to property.

#### 8. Evacuation procedures

- Activating the Fire Alarm System manually by breaking the glass of the nearest Fire Alarm Call Point which is installed all around the building.
- Activating the Fire Alarm System automatically by the Smoke Detectors which are installed all around the building.
- All people inside the building must leave the building immediately by using the nearest exit
  when hearing the fire alarm sounds. If the nearest exit is obstructed, an alternative exit
  must be taken.
- Exit signs and floor plans posted throughout the building can help to find the nearest exit.
- In case of evacuation, the stairs should be used only and do not risk using lifts.
- Go to the nearest assembly point.
- Guidelines for emergency exits can help to reach to the assembly points and they must be followed.

#### 9. Monitoring and review of the policy

The implementation of this policy will be monitored through the following mechanisms:

- Departmental reports
- Reports on departmental operational plans
- Staff and Student Surveys.

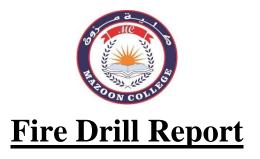


## **Health & Safety Inspection Checklist**

Inspector:					Location:		
Date:					Time:		
		Condi	ition				
Item		Good	Bad	(	Comments	Recommendation	18
Fire Alarm Sy	stem		I				
Fire Alarm Par	nel						
Detectors							
Fire Alarm Ca	11						
Points							
Fire Alarm So	under						
Firefighting E	quipmen	t				1	
Fire Extinguisl	ners						
Fire Hose Reel	ls						
Fire Hydrants							
Electricity						-	
Electrical Cabl	les &						
Wirings							
Switches							
Sockets							
Fire Precaution	ons					1	
H&S Policy							
Boards and Sig	gns						
Instructions							
Emergency Ex	it						

lights

Assembly Point			
Housekeeping	1		
Desks and drawers			
Cabinets			
Shelves			
Wastebaskets			
Furniture			
Hazardous Items			
General			
Walls			
Floors			
Corridors			
Staircases			
Gas Cylinders			
First Aid Kit			
Other Comments:			
Signature:		Date:	



DRILL LEADER:	DATE:	
OPERATED BY:	TIME STARTED:Hrs.	
DRILL PERIOD:	min. TOTAL TIME ELAPSED:mi	n.
	HOW WAS THE ALARM ACTIVATED	
	DETAILED DESCRIPTION OF THE DRILL	
	POSITIVE POINTS OF THE DRILL	
	NEGATIVE POINTS OF THE DRILL	
	NEGATIVE POINTS OF THE DRILL	
	LEARNING POINTS FROM THE DRILL	

	SIG	GN OFF	
FM MANAGER:		THE DEAN:	
SIGNATURE:		SIGNATURE:	



DATE	E OF REPORT:			
PREP	ARED BY:			
No.	INFORMATION REQUIRED		DETAILS	
1	NAME OF INJURED PERSON/S WHO CAI	JSED		
	THE INCIDENT:			
2	GENDER (M/F):			
3	DATE OF INCIDENT:			
4	TIME OF INCIDENT:			
5	LOCTION OF INCIDENT:			
6	NATURE OF INCIDENT: (PROPI	ERTY		
	DAMAGE, EQUIPMENT DAM	AGE,		
	DISTURBANCE, THEFT):			
7	DISCRIBE HOW THE INCIDENT HAPPEN	ED:		
8	CAUSE OF INCIDENT:			
9	ARE THERE PHOTOS AVAILABLE W			
	ARE RELEVANT TO THE INCIDENT? PL	EASE		
1.0	ATTACH:			
10	BARRIERS REQUIRED? WERE THEY U	SED/		
11	IN PLACE? GIVE DETAILS:			
11	HAS MANAGEMENT BEEN INFORMED?			
12	IF APPLICABLE- WAS SAFETY TRAIL	NING		
	FOR THE RELATED TASK PROVIDED?			
13	WHAT INTERIM CORRECTIVE ACT	IONS		
	REQUIRED?			

14	ADDITIONAL CORRECTIVE ACTIONS	
	REQUIRED:	
15	TRAINING RECOMMENDATIONS:	
16	CONTROL MEASURES TO AVOID SIMILAR	
	INCIDENTS IN FUTURE:	
Person ii	nvolved in incident:	Date:
Signatur	e:	
Facilities	s Manager:	Date:
Signatur	e·	