

HEALTH and SAFETY POLICY

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Version Control Table

Version	Author	Date (dd/mm/yyyy)	Summary of Changes
1.1	ACT & QD	May 2011	Approved Policy
2	QD	October 2016	<ul style="list-style-type: none"> a. Reformatted: PMS Format (PSW CoTs) b. Replaced sub-headings <ul style="list-style-type: none"> - <i>General Procedure</i> to <i>General Guidelines</i> - <i>Supporting Procedures</i> to <i>Procedures for Emergency Situations</i> - <i>Electrical Hazards</i> to <i>Electrical Emergency Procedure</i> c. Added 4 steps to 5.1. <i>General Guidelines</i> d. Moved from <i>General Procedure</i> to <i>Supporting Procedures</i> <ul style="list-style-type: none"> - <i>Evacuation Procedure</i> - <i>Procedure in the Event of Fire</i> - <i>Procedure in the Event of Accidents During Work/Class/Lab</i> - <i>Electrical Emergency Procedure</i> e. Re-defined 3.5 <i>Emergency Team</i> f. Re-stated some statements for clarity g. Incorporated relevant feedback from CoTs (ACT, HCT, IbCT, SCT, ShCT)

Approval Authorities Signature/Date:

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1. Purpose

The purpose of this Policy is to ensure proper implementation of the health and safety by:

- Setting out an institutional policy for the CoTs to ensure safety and protection of staff, students and visitors within the college premises.
- Creating awareness of safety procedures in Quality Sub Manual (QSM) to Staff and Students periodically.
- Ensuring that health and safety is everyone's responsibility and that its effective implementation is done through the involvement and commitment of all stakeholders.
- Reporting health and safety issues to the Health and Safety Committee through proper channels for further action.
- Minimizing, if not eliminating, hazards which include, but not limited to, the following:
 - Personnel injuries/medical emergencies & threats of violence.
 - Natural calamities such as earthquakes, weather related events like floods, strong winds/sand winds, thunder storms, heavy rains and etc.

2. Scope

This policy applies to the following:

- College Management, Staff, Students and Visitors.
- Any Contractors/Tenders deployed with their personnel assigned to the project and their associated resources and facilities employed on the project.
- Canteen staff and all vendors including any material or services supplied by them and their resources/ staff deployed in Colleges of Technology (CoTs).

3. Definitions and Acronyms

3.1 Acronyms:

- CoTs – Colleges of Technology
- QM – Quality Assurance Manual
- QSM – Quality Sub-Manual
- HSC – Health and Safety Committee
- ADAF - Assistant Dean for Administration and Finance

- 3.2 **Health** - is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.
- 3.3 **Safety** - The condition of being protected from or unlikely to cause danger, risk or injury.
- 3.4 **Hazard** – is a condition or situation that may lead to an emergency or disaster.
- 3.5 **Emergency team** is a group of trained people, like first aiders and fire wardens, who prepare and respond to an emergency situation.

4. Policy Statement

Proper implementation of health and safety arrangements shall be carried out in all campuses of Colleges of Technology. The colleges are committed to:

- Manage and maintain a work environment where risks to health are minimal.
- Promote awareness and protection against hazards at the workplace.
- Protect staff, students, and visitors from any dangers.
- Ensure orderly and complete evacuation during emergency or crises situations
- Provide training to staff and students and familiarize them on procedures to follow in events such as fire or smoke, natural calamities, and accidents.

5. Guidelines and Procedures

5.1 General Guidelines

- 5.1.1. Conduct awareness sessions for staff and students on health and safety policies and procedures.
- 5.1.2. Conduct Mock Drills in all departments and centers on a regular basis to ensure that staff and students are aware of the evacuation procedures in various cases of emergency. (Refer to 5.2)
- 5.1.3. Post emergency numbers in strategic areas.
- 5.1.4. Identify and train emergency teams from the various departments/centers/

units to be able to competently respond to emergency situations.

5.1.5. In case of an emergency, DO NOT PANIC!

5.2 Procedures for Emergency Situations

5.2.1 Evacuation Procedure

- a. Instruct and direct staff and students to evacuate the building immediately through the nearest safe building exit or stairwell when notified of an emergency. DO NOT USE ELEVATORS.
- b. Proceed to the designated assembly point or the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- c. Report unaccounted or missing persons to the Health and Safety Coordinator of each respective units immediately.
- d. Remain at the designated assembly point until the all-clear signal has been given.

5.2.2 Procedure in the Event of Fire

- a. Raise the alarm immediately if a fire is confirmed or discovered.
- b. Inform the In-House Emergency Team.
- c. Locate the nearest fire extinguisher and use as directed.
- d. Inform Civil Defense on 9999.
- e. Shutdown emergency switches, and operation of all machines, equipment and other electrical devices.
- f. Turn off gas supplies and gas cylinders.
- g. Proceed immediately to the designated assembly point through the nearest safe building exit or stairwell or to the alternative assembly point decided upon by the college authority, if the designated assembly point is blocked, DO NOT USE ELEVATORS.
- h. Report unaccounted or missing persons to the Health and Safety Coordinator of the respective unit immediately.
- i. Remain at the designated assembly point until the all-clear signal has been given.

5.2.3 Procedure in the Event of Accident during Work or Class/Lab

- a. Call 9999 and seek assistance of a medical staff/trained first-aider
For minor cases: Take the person to the college clinic
For serious cases : Bring the injured person to the nearest hospital
- b. Report the incident immediately to the Head of Unit.
- c. Inform the family of the injured person.

5.2.4 Electrical Emergency Procedures

Minor Situations

- a. Call extension number _____ or _____ for situations requiring urgent action.
During weekends, holidays and after working hours, call _____ for immediate assistance.
- b. Report in writing (available in the college portal) any electrical problems such as faulty wiring, electric shocks, flickering lights, busted electrical fixtures (switches, lights, lamps etc.) to the College Maintenance Department as soon as a problem is noticed.
- c. Notify the Health and Safety coordinator of the respective unit for further action.

Serious Immediate Situations

- a. Instruct and direct students to evacuate the building.
- b. Proceed immediately to the designated assembly point through the nearest safe building exit or stairwell or to the alternative assembly point decided upon by the college authority, if the designated assembly point is blocked,.
DO NOT USE ELEVATORS.
- c. Report unaccounted or missing persons to the health and safety coordinator of the respective unit immediately.
- d. Remain at the designated assembly point until all-clear signal has been given.

6. Responsibilities and Stakeholders

Health and Safety College Committee (HSCC)- This college level committee is responsible for ensuring that all centers and departments are complying with policies and procedures, and requirements set in the Quality Assurance Manual (QM), Quality Sub Manual (QSM), and Regulation of Occupational Safety and Health for establishments governed by labor law (OSH) (Ministerial decision 286/2008).

- **Chairman** : Assistant Dean for Administration and Finance (ADAF)
- **Members** : Department and Center HS Coordinators (D&C HSC)

Chairman

1. Oversees the activities of the department/center H&S committees.
2. Ensures proper implementation of health and safety system in the college.
3. Reviews the implementation of health and safety policies and recommend changes.
4. Reviews reports regularly received from D&C HSCs and takes necessary action.
5. Addresses health and safety issues requiring immediate attention.
6. Ensures that emergency teams composed of trained fire wardens and first aiders are posted in all buildings.
7. Coordinates with the Risk Management Coordinator of the college.

Department and Center HS Coordinator(D&C HSC) - This position is the head of the department/center H&S committee responsible for planning, establishing, implementing and maintaining a variety of health, safety and security programs to assure the highest possible degree of safety for staff and students in his/her respective department.

1. Raises awareness of good health, safety and welfare practices among staff and students in the college through training, seminars and workshops.
2. Identifies the hazardous areas and safety needs of their unit and suggest improvements.
3. Ensures that the general operating guidelines for labs and workshops are strictly followed.
4. Checks the facilities and safety requirements such as first aid kits, emergency

exit marking, fire fighting system, assembly points and etc.

5. Facilitates the annual mock evacuation and fire drills.
6. Reports regularly to the chairman about health and safety situations and activities (including third party vendors/contractors/canteen staff and environment) of the unit.
7. Coordinates with the Risk Management Coordinator of the department/center.
8. Evaluates the effectiveness of implementation of all planned H&S programs and activities indicated in the department/center H&S Action Plans.

7. Related Policies and References

- Bylaws of Colleges of Technology
- Quality Assurance Manual (QAM)
- Quality Sub-Manuals (QSMs)
- Risk Management Policy