



**Title:** Health and Safety Policy

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**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The policy is subject to periodic reviews as per amendments of Academic Advising Procedures



Gulf University (GU) ensures to provide a safe and healthy environment which is in compliance with prevailing laws concerning hazardous materials, fire prevention, occupational health & safety, accessibility, hygiene and cleanliness.

## **1. Purpose**

The purpose of this document is to describe the broad framework of Health and Safety measures prevailing in GU. It details the guidelines to provide safe and healthy environment around the campus in accordance with local and international standards. A Health & Safety (H & S) Team has been set up by the President to implement a comprehensive plan and measures to ensure the highest level of safety and reduction of health and safety hazards and accidents.

## **2. Scope**

The document applies to all the stakeholders and facilities of Gulf University.

## **3. Policy Statement**

Workplace health and safety is a major concern of the university in a world of predicted and unpredicted environmental events. The health and safety policy provides a comprehensive idea about the standards H & S measures undertaken by GU to promote healthy, safe and less accident prone campus to the students and staff. It is the primary responsibility of Health & Safety (H & S) Team to ensure compliance of the measures and create awareness of the health and safety issues.

## **4. Policy Principles**

- 4.1 Gulf University is committed to protect its staff from significant risks to their health, safety and welfare arising out of the undertakings.
- 4.2 Gulf University ensures effective control measures to reduce risks at an acceptable level.
- 4.3 Gulf University commits to implement appropriate governance arrangements for delegating responsibilities related to healthy work environment.
- 4.4 Gulf University is committed to identify and assess the health and safety related risks in order to mitigate such risks.
- 4.5 Gulf University ensures spreading the awareness of health and safety requirements and regulations amongst staff and student for safe and healthy workplace.

## **5. Policy Highlights**

These are the major highlights of the Health and Safety Policy:

### **5.1 Health and Safety Team**

Health and Safety Committee is formed by the President of the university and comprises representatives from the following directorates, units, and departments:

- Students Services Unit
- Quality Assurance and Development Centre
- Admission and Registration Department
- Maintenance Department
- Information Technology Department
- Representative of Students' Council

The team is entrusted with the following tasks:

- Conduct induction programs to create awareness and culture related to health and safety
- Display safety posters and relevant information in and around the campus
- Organize field visits to provide practical information about health, security and safety measures
- Receive complaints and suggestions from all the stakeholders regarding health and safety measures
- Monitor and record the list of incidents related to health and safety measures violations or hazard for the students and staff
- Prepare periodic reports and statistics to be submitted to the President of the University

## **5.2 Health and Safety Plan**

Health and Safety Plan of the Gulf University is a comprehensive document which contains the following parameters:

- 5.2.1 Training, Induction & Information
- 5.2.2 Fire Safety
- 5.2.3 Fire Fighting
- 5.2.4 Accessibility
- 5.2.5 Hygiene & Cleanliness
- 5.2.6 Security & Patrolling
- 5.2.7 Cafeteria
- 5.2.8 Infirmary
- 5.2.9 Health And Safety Team

The comprehensive activities under each parameter and sub parameters were discussed and distributed over the months of the next academic year to facilitate follow-up and implementation of H & S measures.

### **5.2.1 Training, Induction & Information:**

Training courses are held throughout the academic year in cooperation with instructors from within and outside the university. The training courses are provided by representatives of the Civil Defense Authority, the members of the Health and Safety Team of the university. It includes a general definition of health and safety rules, training on the evacuation of the building, as well as specialized training courses such as dealing with the dangers of electricity, liquids, acids, pesticides, first aid cases, and other

specialized courses. It is the responsibility of the H & S team to display information warning posters about health and safety rules.

### **5.2.2 Fire Safety:**

Fire safety measures like emergency lights, exit doors and lights, fire alarm system, smoke detectors shall be checked and repaired if required on a routine basis.

### **5.2.3 Fire Fighting:**

All means of combating fire shall be followed up with the competent authority inside or outside the university as follows:

Water hoses: These are checked and repaired in the event of any defect through the competent company every three months during a year.

Fire extinguishers: These are checked for safety and replacement if they are not correct in every six months.

Lists of monitoring and follow-up methods of firefighting: The list will be updated periodically and when changing or adding the means of warning and fire control the knowledge of health and safety officer shall be enhanced.

### **5.2.4 Accessibility:**

Routine checking of elevators and accessibility for special needs shall be monitored and appropriate actions shall be taken.

### **5.2.5 Health and Hygiene:**

Cleanliness around the campus is ensured on a daily, weekly and monthly basis and are monitored by the H & S Team on a weekly basis. The cleaning menu includes:

- 5.2.5.1 Cleaning offices, computers and accessories
- 5.2.5.2 Discharge the waste bins
- 5.2.5.3 Cleaning of floors, latrines and sanitary drains
- 5.2.5.4 Carpet, window, water tank cleaning
- 5.2.5.5 Ventilation and air conditioning system
- 5.2.5.6 Pest control

### **5.2.6 Guard and patrols:**

Each building in the Gulf University has a trained security guard and follows the procedures and regulations. Visitors from outside the university are registered in the security log book to ensure monitoring of visitors

**5.2.7 Cafeteria:**

Hygiene of cafeteria is ensured by the H & S Team to provide healthy catering service by monitoring the hygiene of food and utensils.

**5.2.8 Infirmary:**

Checking of First aid box items regularly and update as and when required is important responsibility of H & S Team.

Regular meetings of the H & S Team are conducted and periodic reports will be submitted to the President of the university.

**5.2.9 Responsibilities**

- 5.2.9.1 Academic and administrative staff is responsible for following the document and strictly adhere to the rules and regulations of health and safety measures. New staff is responsible to attend orientation program organized by H & S Team.
- 5.2.9.2 Students are responsible to attend induction program and follow the rules and regulations of health and safety measures.
- 5.2.9.3 H & S Team is responsible to get proper training from Civil Defense and provide relevant training programs to all the stakeholders of the university and to monitor the compliance of health and safety plan.
- 5.2.9.4 President of the university is responsible to review the performance of the H & S Team and provide recommendations of the periodic report submitted by the team.

