



Ministry of Manpower
Higher College of Technology
Dean's Office

**Internal Administrative Decree No (8/2018-19)
Reforming Risk and Health & Safety (RHS) Committee**

With reference to the above subject and as per the responsibilities given to the College Dean in Article (9):4 of the Bylaws of Colleges of Technology, the following have been decreed:

Article (1): The Risk, Health and Safety Committee is re-formed, thus nullifying the decree number 17/2017.

Article (2): The committee shall be comprised of the following:

A. Administration, Unit/Department Coordinators and Student Representatives.

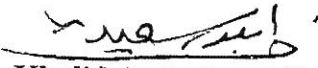
SN	Names	Departments	Designation
1	Dr. Khalid Al-Abri	ADAF	Chairman
2	Mr. Mike Medina	Administration/ Applied Sciences	RHS Officer
3	Mr. Fareed Al-Julandani	Administration-ADAA & Dean	Member
4	Ms. Israa Abdul Muneim	Administration-ADAF	Member
5	Mrs. Naima Al Wahebi	Administration-ADSA	Member
6	Ms. Wathiqa Bait Said	Business Studies	Member
7	Ms. Samiya Al-Kemyani	ETC	Member
8	Ms. Sana Talib	English Language Center	Member
9	Mr. Shaji Joseph	English Language Center	Member
10	Mr. Dindo Latonio	Engineering	Member
11	Ms. Mayra S. Fulgar	Engineering	Member
12	Mr. Maadhad Al-Busaidi	Fashion Design	Member
13	Ms. Ranjini Nair	Information Technology	Member
14	Ms. Manjulla Abraham	Pharmacy	Member
15	Mr. Fahad Al-Maimani	Photography	Member
16	Nominated student	Nominated by students advisory council	Member

Article (3): The committee will oversee in:

1. Complying with policies, procedures, and requirements set in the Quality Assurance Manual (QAM), Quality Sub-Manuals (QSM), and Regulation of Occupational Safety and Health for establishments governed by the labor law (OSH) (Ministerial decision 286/2008).
2. Coordinating with the Policy Management Committee in reviewing the Risk Management and Health and Safety policies and procedures.
3. Coordinating with the QAU for the review of RHS-related items in the QAM.
4. Coordinating with Heads of Units and the Student's Council in raising awareness of risk management and good health, safety and welfare practices among staff and students in the College.
5. Developing and reviewing the College contingency plan and risk registers in coordination with the heads of centers and departments.
6. Identifying risks and hazards, and recommending improvements.
7. Facilitating and training the Units in risk assessment activities through:
 - Identification of hazards;
 - Assessment of risks;
 - Determination of appropriate control measures;
 - Implementation of control measures;
 - Monitoring and reviewing the effectiveness of such measures taken.
8. Monitoring the implementation of risk management and health and safety policies and procedures in the centers and departments.
9. Providing required training to RHS members and staff nominated by the Heads of Units.
10. Conducting scheduled Departmental audits, spot inspections as required, and emergency evacuation drills.
11. Reporting to the Dean about risk management and health and safety needs of the units and activities in the college.
12. Any other tasks assigned by the College Dean.

Article (4): This decree is effective from its date of issue for two successive academic years, unless changes in policies, administration, unforeseen circumstances or poor performance requires a need to replace existing member/s.

Issued on: 25 November 25, 2018


Dr. Khalid A. Ambusaidi,
College Dean

