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| NAME OF POLICY | HEALTH and SAFETY POLICY |
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1.1. INTRODUCTION

The Colleges of Technology are concerned about the health and safety of staff, students and visitors in the campus. One of the responsibilities of the colleges is to provide a safe working and learning environment. The Health and Safety Committee (HSC) is created to ensure proper implementation of the health and safety policies and other requirements implemented in the centers and department

1.2 POLICY

In order to provide a healthy and safe working and learning environment for staff, students and visitors, the colleges are committed to do the following:

- Manage and maintain a work environment where risks to health and safety are minimal
- Promote awareness and protection against hazards at the workplace
- Protect staff, students, visitors from any dangers in case of emergency or crisis
- Ensure the orderly and complete evacuation whenever an emergency or crisis arises
- Familiarize the staff and students with procedures to follow in case of events such as fire, smoke, natural calamities and accidents
- Provide appropriate training to staff according their duties and responsibilities.

1.3 SCOPE

- Setting out an institutional policy for the colleges of technology to ensure safety and protection of staff, students and visitors inside the college premises.
- Creating awareness of safety procedures in Quality Sub Manual (QSM) to staff and students.
- Ensuring that health and safety is everyone’s responsibility and its effective implementation requires the involvement and commitment of all stake holders.
- Reporting the health and safety matters to the Health and Safety Committee through proper channels for further action.

Types of Hazards

Regardless of the type or kind of hazard, they are all risks and therefore should be minimized, if not totally eliminated, at all costs.

Hazards include, but not limited to, the following:

Fire, smoke, natural calamities, toxic gas release or explosions are examples of the various hazards which may happen during office work or in class.

1.4 PROCEDURES

a) General Procedures:

1. Conduct awareness programs for staff and students on health and safety policies and procedures
2. Ensure that safety procedures are followed by staff and students.

b) Evacuation Procedures:

1. Instruct and direct students to evacuate the building immediately through the nearest building exit when notified of an emergency.
2. Proceed to the assembly point
3. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
4. Report the unaccounted or missing persons to the health and safety officers immediately.
5. Remain at the designated assembly point until the all-clear signal has been given by the designated health and safety officers.

c) Procedure in the event of fire:

1. Raise the alarm immediately if a fire is confirmed or discovered.
2. Break the glass of the nearest location of the fire extinguisher.
3. Inform Civil Defense on 999.
4.
 - i. Shutdown emergency switches, operation of all machines, equipment and other electrical devices.
 - ii. Turn off gas supplies and gas cylinders.
5. Go immediately to the assembly point.

6. Proceed to the alternative assembly point decided upon the college authority is the designated assembly point is blocked.
7. Remain at the designated assembly point until the all-clear signal has been given by the designated health and safety officer.

d) Procedure in the event of accident during work or class/lab (QSM, page)

1. Provide appropriate first aid treatment.
2. Seek help from the nearest staff member, for serious cases.
3. Take the person to the college clinic for further treatment.
4. Report the incident immediately to the Head of Unit.
5. Inform the family of the injured person.
6. Ensure that the injured person is well assisted.

e) Electrical Hazards Procedure: (QSM, page)

Minor Situation

1. Report any electrical problems such as faulty wiring, electric shock, flickering lights, busted electrical fixtures (switches, lights, lamps, etc.) to the College Maintenance Department immediately.
2. Call extension number _____ or _____ for requests requiring urgent action. During weekends, holidays and after working hours, the staff may call _____ for immediate assistance.
3. Fill in a maintenance form which is available in the portal for action by the maintenance department.
4. Report the case to the health and safety officer for further action.

Serious and Immediate Situation

1. Instruct and direct students to evacuate the building immediately through the nearest building exit when notified of an emergency.
2. Proceed to the assembly point.
3. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
4. Report the unaccounted or missing persons to the health and safety officers immediately.

5. Remain at the designated assembly point until the all-clear signal has been given by the designated health and safety officers.

1.5 Health and Safety Committee

This committee is responsible for ensuring that all centers and departments are complying with policies and procedures, and requirements set in the Quality Assurance Manual (QAM), Quality Sub Manual (QSM), and Regulation of Occupational Safety and Health for establishments governed by labor law (OSH) (Ministerial decision 286.2008)

a) Membership

- Chairman** : Assistant Dean for Administration and Finance (ADAF)
Members : Health and Safety officers of centers and departments (HSO)
who will represent the respective centers and departments Cs & Ds.

b) Roles and Responsibilities

Chairman

1. Oversees the activities of the 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 feedback reports received from HSO and takes necessary action.
5. Addresses health and safety issues requiring immediate attention.

Health and Safety Officers (HSOs) of centers and departments

1. Raise awareness of good health, safety and welfare practices among staff and students in the college through training, seminars and workshops.
2. Identify the hazardous area and safety needs of their unit and suggest improvements.
3. Ensure that the general operating guidelines for labs and workshops are strictly followed.
4. Check the facilities and safety requirements such as first aid kits, emergency exit marking, firefighting system, assembly points, etc.
5. Facilitate the annual evacuation and fire drill activity.
6. Report to the chairman about health and safety needs of the unit and activities in the college.

1.6 RELATED DOCUMENTS

1. Bylaws of Colleges of Technology

2. Quality Assurance Manual (QAM)

3. Quality Sub-Manuals(QSMs)

Approval:

Effective Date:

First Review:

Approved by: