

✓



Mazoon College

Health and Safety Policy

Policy title	Health and Safety Policy
Policy number	GM - 002
Version no	V1.1
History	(<input checked="" type="checkbox"/>) new (<input type="checkbox"/>) revised
Status	Approved
Policy owner	Facilities Management Department
Approved by	College Council
Approval date	30 July .2019
Effective from	30 July .2019
Review date	30 July 2023

Contents

Definitions.....	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:	

Item	Condition		Comments	Recommendations
	Good	Bad		
Fire Alarm System				
Fire Alarm Panel				
Detectors				
Fire Alarm Call Points				
Fire Alarm Sounder				
Firefighting Equipment				
Fire Extinguishers				
Fire Hose Reels				
Fire Hydrants				
Electricity				
Electrical Cables & Wirings				
Switches				
Sockets				
Fire Precautions				
H&S Policy				
Boards and Signs				
Instructions				
Emergency Exit lights				

Assembly Point				
Housekeeping				
Desks and drawers				
Cabinets				
Shelves				
Wastebaskets				
Furniture				
Hazardous Items				
General				
Walls				
Floors				
Corridors				
Staircases				
Gas Cylinders				
First Aid Kit				

Other Comments:

Signature:

Date:



Fire Drill Report

DRILL LEADER: _____ DATE: _____

OPERATED BY: _____ TIME STARTED: _____ Hrs.

DRILL PERIOD: _____ min. TOTAL TIME ELAPSED: _____ min.

HOW WAS THE ALARM ACTIVATED

--

DETAILED DESCRIPTION OF THE DRILL

--

POSITIVE POINTS OF THE DRILL

--

NEGATIVE POINTS OF THE DRILL

--

LEARNING POINTS FROM THE DRILL

--

SIGN OFF

FM MANAGER: _____

SIGNATURE: _____

THE DEAN: _____

SIGNATURE: _____



INCIDENT REPORT

DATE OF REPORT:	
PREPARED BY:	

No.	INFORMATION REQUIRED	DETAILS
1	NAME OF INJURED PERSON/S WHO CAUSED THE INCIDENT:	
2	GENDER (M/F):	
3	DATE OF INCIDENT:	
4	TIME OF INCIDENT:	
5	LOCATION OF INCIDENT:	
6	NATURE OF INCIDENT: (PROPERTY DAMAGE, EQUIPMENT DAMAGE, DISTURBANCE, THEFT):	
7	DISCRIBE HOW THE INCIDENT HAPPENED:	
8	CAUSE OF INCIDENT:	
9	ARE THERE PHOTOS AVAILABLE WHICH ARE RELEVANT TO THE INCIDENT? PLEASE ATTACH:	
10	BARRIERS REQUIRED? WERE THEY USED/ IN PLACE? GIVE DETAILS:	
11	HAS MANAGEMENT BEEN INFORMED?	
12	IF APPLICABLE- WAS SAFETY TRAINING FOR THE RELATED TASK PROVIDED?	
13	WHAT INTERIM CORRECTIVE ACTIONS REQUIRED?	

14	ADDITIONAL CORRECTIVE ACTIONS REQUIRED:	
15	TRAINING RECOMMENDATIONS:	
16	CONTROL MEASURES TO AVOID SIMILAR INCIDENTS IN FUTURE:	

Person involved in incident: _____

Date: _____

Signature: _____

Facilities Manager: _____

Date: _____

Signature: _____