



Sultanate of Oman  
Ministry of Manpower  
*Shinas College of Technology*

# Health and Safety Policy

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## Version Control

### A. Feedback and amendments

Version	Author	Date (dd/mm/yyyy)	Summary of Revisions	Contributed by
1	MoMP	20/01/14	First version (CAd-07)	CoTs Procedures
1.1	HSCC, ShCT	20/10/16	Evacuation procedure and fire drill, safety procedures, and procedures to be followed	H&S College Committee
2.0			Approved	

### B. Plagiarism verification

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## 1. Purpose

The college is committed to provide a healthy and safe environment to its staff, students and its visitors. The college considers health and safety of its staff and students to be of paramount importance and a prerequisite in realizing the goals and objectives of the college. In achieving the above stated objectives a health and safety policy was laid to clarify the college's intent, responsibilities and procedures of all parties and evaluation leading to improvement.

## 2. Scope

The policy elaborates the health and safety procedures, and the responsibilities of all the stakeholders in fulfilling the objectives of the policy. It also presents the various steps to be followed during different eventualities. The policy is applicable to all the staff, students and visitors. It is applicable to all the units and facilities within the college campus. Any incident related to health and safety of its staff/students happening outside the college campus does not come under the preview of the policy and none of its clauses will be applicable in dealing the issue.

## 3. Definitions

### Acronyms

CC: College Council

CT: College of Technology

HoC: Head of the Center

HoD: Head of the Department

HSCC: Health and Safety College Committee

HSC: Health and Safety Committee

HSO: Health and Safety Officer

HSCO: Health and Safety Chief Officer

HSACO: Health and Safety Assistant Chief Officer

QAM: Quality Assurance Manual

QSM: Quality Sub-Manual

ShCT: Shinas College of Technology

ETC: Educational Technology Center

RLP: Room Label Poster

### Definitions:

**Unit:** It specifies any department/center under both the administration and academic departments.

**Evacuation:** It specifies steps followed in getting the staff, students and any other people outside the college buildings during the unlikely event of a fire or any other calamity.

**Assembly Point:** It specifies designated areas around college which is provided to allow the people to gather during the unlikely event of a fire or any calamity.

**Fire Drill:** It specifies safety exercise to train people in firefighting procedures.

**First-Aid:** It specifies immediate medical support provided to a victim involved in an accident.

#### **4. Policy Statement**

In order to provide a healthy and safe working environment, conducive to engage in teaching, learning and training for staff, students and visitors, the college is committed to do the following:

- 4.1. Manage and maintain a work environment where risks of health and safety issues are minimal.
- 4.2. Promote awareness and protection against hazards at the workplace.
- 4.3. Protect staff, students, and visitors from any dangers in case of emergency or crisis.
- 4.4. Ensure evacuation of staff, students, and visitors when an emergency or crisis arises.
- 4.5. Familiarize the staff, students and visitors with procedures to follow in case of events such as fire, smoke, natural calamities toxic gas release or explosions and accidents.
- 4.6. Provide appropriate training to staff according to their duties and responsibilities.
- 4.7. Create awareness of safety procedures described in the Quality Sub Manual (QSM) to staff, students and visitors.
- 4.8. Ensure that health and safety is everyone's responsibility and its effective implementation requires the involvement and commitment of all stakeholders.
- 4.9. Report the health and safety matters to the Health and Safety Committee (HSC) through proper channels for further action.

#### **5. Procedures:**

##### **5.1 Evacuation Procedure:**

###### **5.1.1 General Instruction**

- i. If you notice a fire started at any place try to use the proper fire extinguisher based on the material burned, and ask help to raise the alarm immediately from the nearest alarm push button.
- ii. If the alarm bell rings, then you should evacuate immediately following the instructions specified by the committee.

- iii. Please call the emergency numbers available in the Emergency Numbers poster.

### **5.1.2 Response to Alarm**

- i. If the alarm rings, we should evacuate immediately following the instructions specified by the committee.
- ii. Everybody should walk fast but not run.
- iii. No one is allowed to use lifts in case of any emergency.

#### **5.1.2.1 HSO instructions:**

- i. Check the alarm board and determine the source of alarm activation.
- ii. Investigate the case.
- iii. If it is manual activation, HSO should check who has pressed the button and why?
- iv. If it is automatic activation, check the area of the active smoke detector and determine whether it is a real activation by smoke or it is fake activation because it is malfunctioning due to dust.
- v. If the alarm is fake, then HSO will turn the system board on silent mode and contact the maintenance if he can't deal with instruments.
- vi. HSO should report to HSCO who himself will report to ETC to check the cameras to identify the person responsible for the fake buzz.

#### **5.1.2.2 All lecturers in classes or labs instructions:**

- i. Check the evacuation plan posted in the class, Lab or office.
- ii. Take RLP and show it to the students to remind them about the venue number, since they must gather near their lecturer at the assembly point for counting.
- iii. Advise the students/visitors to walk fast but not run.
- iv. The lecturers have to make sure to take their students attendance sheet with them and RLP (so later the students will know where to gather at assembly point).
  - i. Evacuate to the nearest assembly point shown in the evacuation plan posted in your classes or Labs near doors.
  - ii. Ask the student to leave first and to walk fast not to run, also make sure no one left behind in the class/Lab, then close the door.

- v. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- vi. The lecturer must count the students at the assembly point and inform the coordinator of the assembly point about how status .
- vii. If there is missing students, inform the coordinator of the assembly point about how many missing and call the students by name until you found the missing students.
- viii. Inform the coordinator of the assembly point about their names.
- ix. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

**5.1.2.3 Library instructions:**

- iii. Library HOS and librarians should call out all students in the library and ask them to leave immediately and guiding them to the exit shown in the evacuation plan posted by library entrance.
- iv. Use the emergency contact poster to report any emergency and ask for assistance.
- v. Guide everyone to the allotted assembly point.
- vi. Students in the library can be guided in groups. Each librarian will lead a group towards the assembly point.
- vii. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- viii. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

**5.1.2.4 Staff at Offices instructions:**

- ix. All staff, Academic, technicians or admin must take full responsibility to evacuate to the assembly points shown in the evacuation plan posted by their office doors.
- x. Staff members are strictly instructed to evacuate their offices when alarm is announced to the nearest assembly point.
- xi. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- xii. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

**5.1.2.5 Canteen instructions:**

- i. All students and staff should evacuate according to the evacuation plan posted in the Canteen.
- ii. Canteen staff should do the following instructions:
  - a. Stop all kitchen works.
  - b. Shut off gas supply at meter or from valve outside building.
  - c. Unplug all electrical appliances.
- iii. Evacuate using the kitchen exit and assemble at the designated assembly point.
- iv. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- v. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

**5.1.2.6 Toilets instructions:**

- i. All staff and students using toilets during emergency alarm should evacuate as soon as possible to nearest assembly point.
- ii. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- iii. Members will shout loudly to make sure nobody is stuck inside toilets, so if anybody using the toilets have to answer by saying "I'll leave soon".
- iv. Members have to ensure that all assigned toilets are empty.

**5.1.2.7 ETC instructions:**

Upon a HSCO call, ETC has to respond to deactivate the access system at a specific building/college.

**5.1.2.8 HS Members instruction:**

- i. Should be available at their positions in the corridors.
- ii. Make sure that the evacuation is going smooth by ensuring no pushing or running is happening in their assigned zone.
- iii. Make sure nobody is left behind in their assigned zone.
- iv. Evacuate to the nearest assembly point.
- v. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- vi. Report to the assembly point coordinator about your status.
- vii. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

### 5.1.2.9 Assembly point coordinator instructions:

- i. Check all the lecturers at his appointed point.
- ii. Inform the HS Assistant Chief Officer or HS Chief Officer about their status.
- iii. Report the unaccounted or missing persons to the HSCO/HSACO immediately.
- iv. Remain at the designated assembly point until the all-clear signal has been given by the designated HSCO.

## 5.2 Procedure in the event of fire:

- i. Raise the alarm immediately if a fire is confirmed or discovered.
- ii. Break the glass of the nearest location of alarm push button.
- iii. Inform Civil Defense on 9999, if the fire uncontrollable.
- iv. Shutdown emergency switches, operation of all machines, equipment and other electrical devices.
- v. Turn off gas supplies and gas cylinders.
- vi. Evacuate immediately to the assembly point by following the evacuation instructions.
- vii. Proceed to the alternative assembly point decided upon by the college authority if the designated assembly point is blocked.
- viii. Remain at the designated assembly point until the all-clear signal has been given by the designated health and safety Chief officer.

## 5.3 Procedure in the event of accident during work or Class/laboratory:

- i. Provide appropriate first aid treatment.
- ii. Seek help from the nearest staff member, for serious cases.
- iii. Take the person to the College Clinic for further treatment.
- iv. Report the incident immediately to the HSO **College Dean through Head of Department.**
- v. Inform the family of the injured person.
- vi. Ensure that the injured person is well assisted.

## 5.4 Electrical Hazards Procedure:

### 5.4.1 Minor Situation:

- i. Report any electrical problems such as faulty wiring, electric shock, flickering lights, busted electrical fixtures (switches, lights, lamps etc.) to the College Maintenance immediately.
- ii. **Call extension** number 26852894. ~~2812~~ **or** ~~2906~~ For requests requiring urgent action during weekends, holidays and after working hours, the staff may call **96547887** **or** **92586567** for immediate assistance.
- iii. Fill in a maintenance form which is available in the portal for action by the maintenance department.

- iv. Report the case to your Department HSO for further action.

#### 5.4.2 Serious and Immediate Situation:

Follow up the evacuation procedures

## 6. Responsibilities

### Health & Safety College 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) and Quality Sub Manual (QSM).

#### Membership

- **Chairman:** Head of Administration Department
- **Health & Safety Chief Officer (HSCO):** nominated by the chairman and will serve as the main coordinator of the committee.
- **Health & Safety Assistant Chief Officer (HSACO):** is an officer nominated by the chairman and will serve as assistant for HSCO.
- **Health & Safety Officer (HSO):** Centers and Departments nominate one staff who will represent them and coordinate with HSCC.
- **Health & Safety Members:** Is staff nominated by department to ensure the implementation of health and safety instructions and to coordinate with Center/Department HSO.

#### Chairman's Roles and Responsibilities

1. Oversees the activities of the committees.
2. Ensures proper implementation of health and safety system in the college.
3. Reviews recommendations by Chief Officer.
4. Reviews feedback reports received from HSCO and takes necessary action.
5. Addresses health and safety issues requiring immediate attention.
6. Forward any incidents report issued/received from HSCO to Risk Management College Committee to take their action.

#### Chief Officer's Roles and Responsibilities

1. Coordinate the activities of the committees.
2. Ensures proper implementation of health and safety system in the college and report to Chairman.
3. Reviews the implementation of health and safety policies and recommend changes.
4. Reviews feedback reports received from HSACO/HSO and report to Chairman with recommendations to take the necessary action.
5. Addresses health and safety issues recommended by Chairman to HSACO/HSO Departments/Centers to take immediate actions.
6. Propose HS development recommendations to Chairman.
7. Report any incident report issued/received from HSACO/HSO to Chairman and file

them.

8. Coordinate inspection with HSACO for entire college and collect summary of periodic inspection from HSO.
9. Coordinate any purchase request by HSO to get approved by Chairman and forward it to administration.
10. Coordinate with Civil Defense for any training or evacuation drill.
11. Forward inspection report to Chairman with recommended action to be taken.
12. Coordinate with HSACO the annual evacuation and fire drill activity at Shinas College of Technology and report to Chairman.
13. Conduct Health and Safety training and workshops.
14. Carrying out any other tasks assigned by Chairman.

#### Assistant Chief Officer's Roles and Responsibilities

1. Assist HSCO to coordinate the activities of the committees.
2. Ensures proper implementation of health and safety system in the college and report to HSCO.
3. Identify the hazardous area and safety needs in entire college and suggest improvements.
4. Reviews the implementation of health and safety policies and recommend changes to HSCO.
5. Addresses health and safety issues recommended by Chairman to administration departments to take immediate actions.
6. Propose HS development recommendations to HSCO.
7. Report any incident report issued to HSCO.
8. Coordinate inspection with HSCO for entire college.
9. Forward any purchase request by administration to HSCO.
10. Coordinate with HSCO to deal with Civil Defense for any training or evacuation drill.
11. Coordinate with HSACO the annual evacuation and fire drill activity at Shinas College of Technology and report to Chairman.
12. Conduct Health and Safety training and workshops.
13. Carrying out any other tasks assigned by HSCO.

#### Officers Roles and Responsibilities

1. Raise awareness of good health and safety environment.
2. Identify the hazardous area and safety needs of their units and suggest improvements.
3. Report any incident report issued/received to HS Chief Officer.
4. Coordinate the periodic inspection with the Department HS members
5. Check periodically the facilities and safety requirements such as first aid kits, emergency exit marking, firefighting system, assembly points, etc.
6. Coordinate the annual evacuation and fire drill activity at your assigned assembly point.
7. Report to the Chief Officer about health and safety needs of the units and activities in the Department.
8. Supervise the distribution of HS equipment for each academic semester.

9. Carrying out any other tasks assigned by the higher authority in Health and safety.
10. Participate in health and safety related trainings, workshops and meetings.

#### Department Members Roles and Responsibilities:

1. Raise awareness of good health and safety environment.
2. Identify the hazardous area and safety needs of their units and suggest improvements.
3. Ensure that the general operating guidelines for labs and workshops are strictly followed by periodic inspection.
4. Check periodically 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 Department Officer about health and safety needs of the units and activities in their section.
7. Carrying out the distribution of HS equipment under supervision of Department Officer for each academic semester.
8. Carrying out any other tasks assigned by the higher authority in Health and safety.
9. Participate in health and safety related trainings, workshops and meetings.

#### Staff (All Staff)

1. Implement the health and safety procedures as per the college policy.
2. Follow health and safety instructions issued by the HSC.
3. Safe guard the health and safety equipment installed at various locations.
4. Carry out their normal activities in a way that do not put themselves and others in any sort of risk or danger.
5. Report any health and safety issues or risks in their work area to the HSOs through the form Col\_HSP\_01 (refer appendix).
6. Participate in health and safety related trainings and workshops.

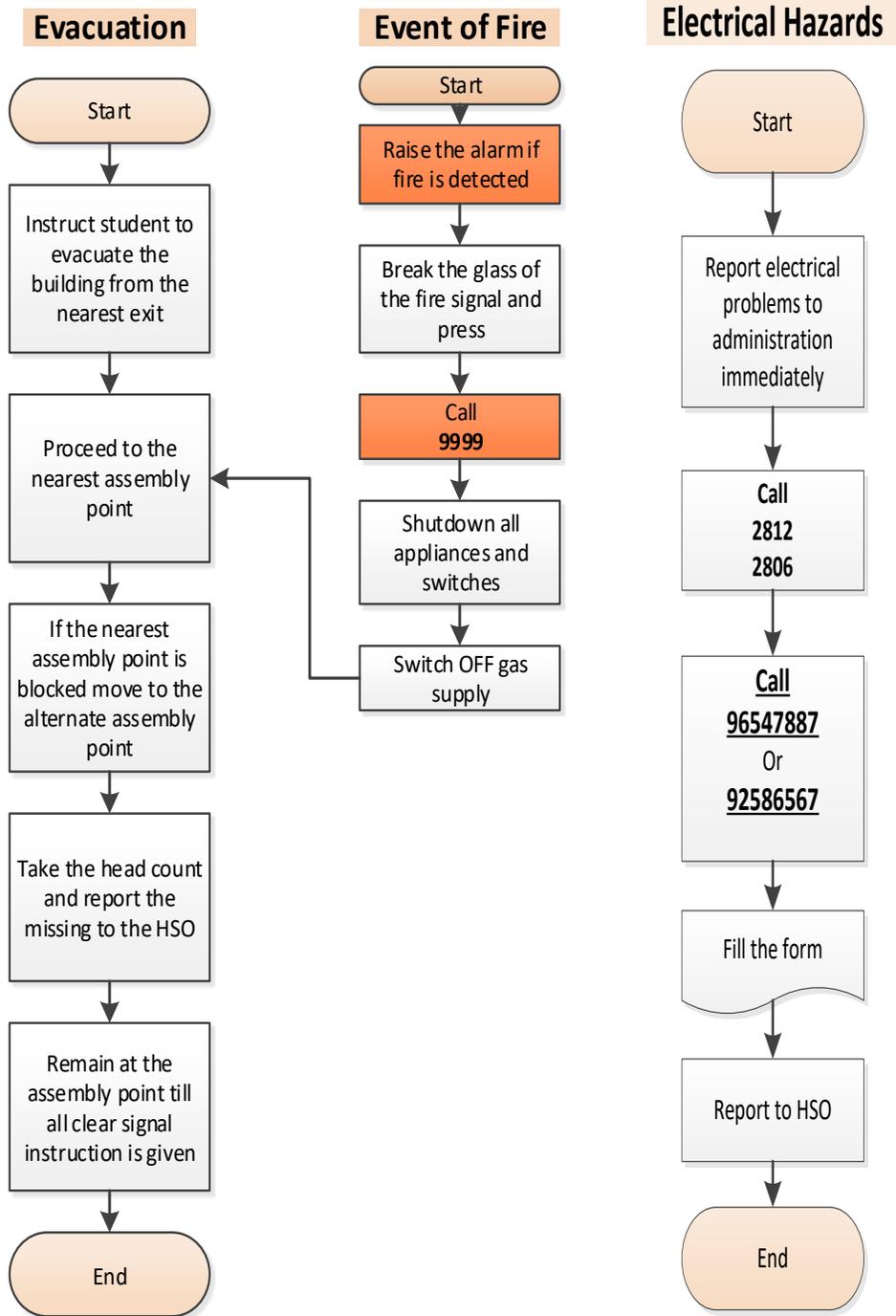
#### Students (All Students)

1. Implement the health and safety procedures as per the college policy.
2. Behave in a way that ensures self-safety and safety of others, and does not violate the health and safety rules of the college.
3. Follow the instructions of lecturer and technicians while performing exercises or practical in laboratory and workshop.
4. Follow the instructions of lecturer and HS members during evacuation.
5. Safe guard the health and safety equipment installed at various locations.
6. Report any health and safety incident or risk to the staff immediately.

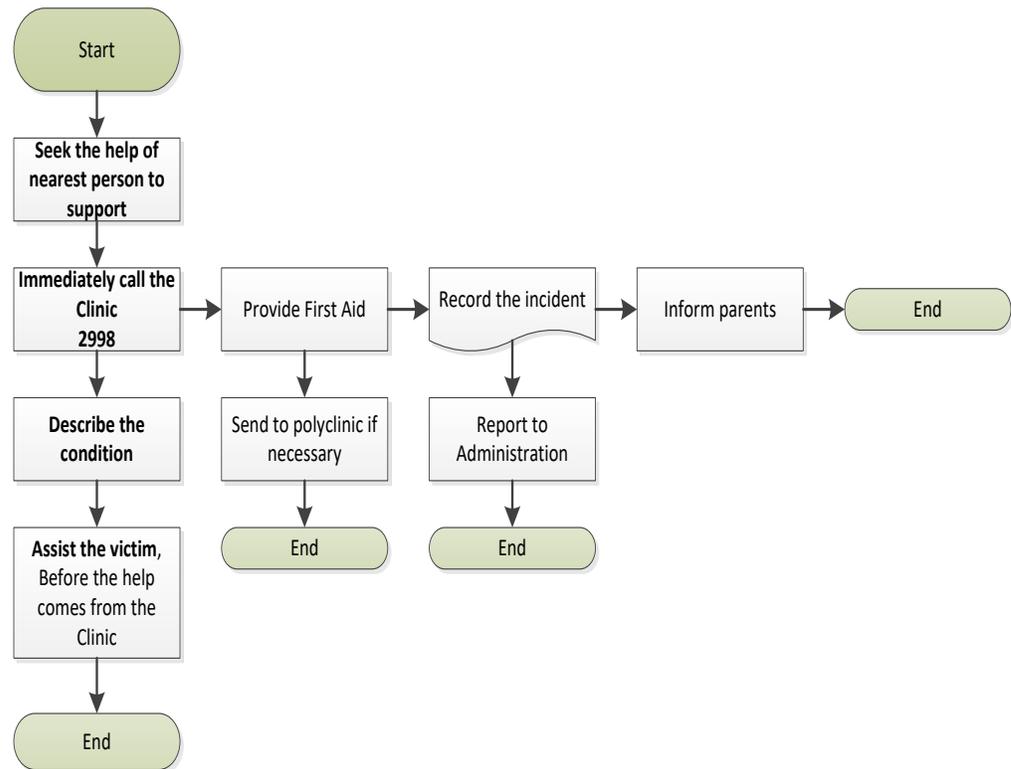
#### Visitors

1. Seeking proper permission to enter the workplaces.
2. Understanding the safety norms of the designated places.
3. Following the health and safety rules as posted in each place.
4. Reporting any incident during the visit to the HSOs by filling out the form Col\_HSP\_01.

## 7. Procedure Flow Chart



## First Aid



## 8. Auditing and Reviewing

The Health and safety audits will be used to check the implementation of the policy, and to verify whether the systems are effective and relevant. The audits will support college's effort in improving the system and its ability to manage risks through the following

1. Undertaking annual audits to check the compliance of units with the college policy and work regulations.
2. Undertaking single issue audits compliance audits.
3. Analyzing near misses and studying the reasons and trends regarding the work related ill health effects.
4. Studying the implementation of the health and safety plans
5. Communicating the audit finding to the college management, staff and students
6. Feeding the findings to the operational plan of the administration departments
7. Contributing to the improvement of the policy

### Audit Rules

1. The Health and safety committee will nominate members to conduct audit
2. The units will be communicated with the audit schedule
3. The audit report will be completed within a week of the audit
4. The unit will be posted with a copy of the audit report with clear recommendations

5. The Health and Safety committee will present the audit findings to the College Council (CC)

## References

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## Appendices

1. Incident Report Form (Col\_HSP\_01\_Oct16\_ver01)



**Incident Report**

Incident details

<b>Report Date:</b>	/ /	<b>Report Time</b>	:	am <input type="checkbox"/>	pm <input type="checkbox"/>	<b>Email:</b>	
<b>Incident Date:</b>	/ /	<b>Incident Time</b>	:	am <input type="checkbox"/>	pm <input type="checkbox"/>		
<b>Department</b>	Engineering <input type="checkbox"/>	Business <input type="checkbox"/>	Information Technology <input type="checkbox"/>	English <input type="checkbox"/>	ETC <input type="checkbox"/>	Library <input type="checkbox"/>	
	Administration <input type="checkbox"/>	Finance <input type="checkbox"/>	Registration <input type="checkbox"/>				
<b>Type of Incident</b>	Near miss <input type="checkbox"/>	Property Damage <input type="checkbox"/>	First Aid <input type="checkbox"/>	Records <input type="checkbox"/>	Fake Alarm <input type="checkbox"/>	Others <input type="checkbox"/>	
	If others identify.....						
<b>People involved in the incident</b>	1. ....						
	2. ....						
	3. ....						
	4. ....						
	5. ....						
<b>Exact location of incident:</b>							
<b>Nature of injury, illness, damage: (Include exact details)</b>							
<b>Describe clearly how the Incident occurred:</b>							
<b>Witness:</b>							

**Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Note: Kindly send the completed form to [aaaras.Kraidi@shct.edu.om](mailto:aaaras.Kraidi@shct.edu.om)