جامعة الخليج الطبية

GULF MEDICAL UNIVERSITY

ACADEMIC HEALTH CENTER

Occupational Health, Safety and Environmental Manual 2023

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SECTION 1

HEALTH, SAFETY AND ENVIRONMENTAL MISSION STATEMENT

It is the goal of Gulf Medical University to provide a safe workplace environment for all of its employees. Accordingly, Gulf Medical University shall develop and adopt safe methods and practices for its operations and provide each employee with the necessary protective to ensure that the job can be performed safely. These methods and practices shall be consistent with loss prevention and best management practices, and where applicable, the requirements of federal bodies having jurisdiction over our university operations. It is the responsibility of each employee to follow federal and Gulf Medical University methods, practices and requirements, and to properly utilize protective equipment, to ensure their own safety, the safety of their fellow employees, and the safety of the studies. The Gulf Medical University shall also carry out its operations in a manner consistent with good environmental practices, to minimize the impact of its activities on our natural resources. These practices shall be protective of our air, water and land, and consistent with the requirements of federal bodies having jurisdiction over our university operations.

1.1 Purpose

Health, safety and environmental manual ensure that GMU complies with relevant legislation. It provides guidelines for establishing and implementing that will promote HSE, reduce workplace hazards and protect lives. It also specifies hazard prevention and control procedures.
This manual is combine with all the previous policies already in place.

1.2 Role and responsibilities

1.2.1 Management

Awareness and utilization of appropriate procedures and equipment for job performance safety and management of operations in a safe and environmentally responsible manner.

1.2.2 Deans and Department Heads

Must abide by, implement, model the behavior and enforce all safety and environmental requirements and ensure direct/indirect reports have.

- Necessary understanding and awareness of safety and environmental requirements,
- Proper safety equipment required to perform job, and
- Personal responsibility for safely utilizing appropriate equipment.

1.2.3 Health and Safety Officer

Responsibility for all employees and contractors. Additional responsibilities are:

- Implements GMU health, safety and environmental manual in all facilities and sets objectives, targets for operational performance.

- Demonstrates leadership and rule model values in matters pertaining to HSE.

1.2.4 Employees

Responsibility includes, but not limited to:

- Working in a safe manner and adhering to all GMU health, safety and environmental requirements.
- Working safely so as not to jeopardize the safety of fellow employees or the studies.
- Being familiar with directives in this manual and following prescribed practices.
- Attendance at health, safety and environmental training and awareness sessions.
- Utilization of proper and required safety equipment.
- Being drug and alcohol free while on the job.
- Operating all equipment or vehicles in a safe and responsible manner.
- Handling hazardous materials in a safe and environmentally responsible manner.

1.2.5 Contractors

Commencing work for or on behalf of GMU a contractor/subcontractor is:

- Complying with health, safety and environmental requirements.
- Has adequate knowledge and skills to perform duties in a safe and environmentally responsible manner consistent with the regulatory requirements and this program.

1.2.6 Studies

- Studies will comply with all health, safety and environmental requirements.

1.3 Implementation requirements

Gulf Medical University Management has provided adequate resources required for establishing, implementing, maintaining, and improving the Health, Safety and Environmental Manual. Resources like, human resources including specific skill related to the activity performed, organizational infrastructure, technology and financial resources. GMU Management commitment is demonstrated by.

- Ensuring the availability of resources essential for establishing, implementing, and maintaining and improving the health, safety and environmental manual.
- Defining roles, allocating responsibilities and accountabilities, and delegating the authorities to facilitate effectiveness of health, safety and environmental manual.
- The Gulf Medical University HSE Committee will lead the implementation of this health, safety and environmental manual.

SECTION 2

NEW EMPLOYEE ORIENTATION

The Gulf Medical University all new employees, whether permanent, temporary, or part-time, must receive basic instruction from GMU Health Safety and permanent staff after 1-year will be reorientation, orientation for the following items:

- GMU Health, Safety and Environmental Manual
- Basic HSE Rules
- Basic Chemical Handling
- Personal Protective Equipment (PPE)
- Emergencies / Incident Reporting
- Fire / Emergency Response & Evacuation
- Work Permit - Contractor

They will be conducted by an HSE representative.

SECTION 3

SMOKE-FREE

3.1 GMU shall promote a smoke-free environment by establishing smoke-free legislation to ensure that all members of the university community enjoy smoke-free university places and workplaces.

3.2 GMU shall completely ban smoking inside the campus to protect non-smokers from environmental smoke and reduce consumption.

- Inside all academic buildings and student hostels
- In the surrounding areas of the main campus
- Indoor and outdoor athletic facilities
- In all GMU official events

SECTION 4

HSE COMMITTEE

4.1 Purpose

The purpose of the Health, Safety, and Environment Committee (HSEC) at Gulf Medical University is to ensure the well-being, safety, and environmental sustainability of all students, faculty, staff, and visitors on campus.

4.2 Membership

- Chair - Vice Chancellor Academics
- Co-chair -Chief Operating Officer
- Member
    - Health and Safety Officer
    - Faculty Representatives: Nominated by each College Dean
    - Student Representatives: Nominate by the Committee Chair
    - Head of Student Affairs
    - Manager of the IT Department
    - Manager of the Learning Resource Center

4.3 Term of Office

- Two years (Renewable once)

4.4 Frequency of Meetings

- At least two times per year

4.5 Reporting to

- Chancellor

4.6 Responsibilities

- Developing and reviewing health, safety, and environmental policies and procedures for the university campus.
- Coordinating regular inspections and risk assessments to identify potential hazards and environmental concerns.
- Promoting awareness and training programs on health, safety, and environmental sustainability for all members of the university community.
- Establishing emergency response plans and procedures, including evacuation plans, fire drills, and emergency communication systems.
- Collaborating with relevant departments to ensure compliance with local health, safety, and environmental regulations.
- Investigating and reporting accidents, incidents, and near misses on campus, and recommending corrective actions.
- Monitoring and evaluating the effectiveness of health, safety, and environmental programs and initiatives.
- Reviewing and recommending improvements to campus infrastructure, facilities, and equipment to enhance safety, health, and environmental sustainability.
- Promoting environmentally friendly practices and initiatives to minimize the university's ecological footprint.
- Maintaining records and documentation related to health, safety, and environmental activities.

SECTION 5

HSE MANAGEMENT/COMMITTEE WALK THROUGH

- HSE management walk through is when inspect the workplace, observes the operation taking place, and discusses safety performance with personnel based on their observations.
- It is a visual inspection of a workplace, intending to identify and correct unsafe or potentially hazardous conditions.
- In an HSE walk through, GMU management goes through the workplace and observe work in progress to identify the risks. A safety walk can be a fantastic discovery mechanism for identifying potential problems in the workplace which could prevent an incident from occurring.

5.1 Walk through Schedule

- A walk through will be conducted every annual of a year, before the HSE Committee Meeting.

5.2 Walk through Findings

- All findings of the walk through will be addressed to the concern department for corrective actions.

SECTION 6

ACCIDENT AND INCIDENT REPORTING

6.1 Scope

The accident/incident reporting manual requirements apply to all accidents and incidences involving University employees, contractors, students, and visitors, which result in (or might have resulted in) personal injury or illness.

6.2 Definitions

"Accidents" are events that cause injury or illness to a person. Even "minor" injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

"Incidents" are near-miss events that have the potential of causing personal injury. Any event that causes damage to university property is also considered an incident.

"Occupational accidents" are accidents that occur to a university employee while conducting work related activities for the University.

"Non-occupational accidents" are accidents that occur to university students, volunteers, or visitors while they are on campus or off campus attending or participating in a University sponsored activity. This includes University employees under the following circumstances:

The employee is in a non-work status and becomes injured or ill while attending or participating in a university sponsored activity.

6.3 Responsibilities

Employees are responsible for:

- Following safe work practices.
- Reporting on any conditions that they consider unsafe to their deans, the Human Resources Department and Health and Safety Officer.
- Promptly reporting occupational accidents and incidents to their deans or appropriate University official. Failure to report an occupational accident may result in the investigation of misconduct for the employee.

6.3.1 The employee's immediate supervisor is responsible for:

- Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate.
- Reporting occupational accidents or incidents to the Health and Safety Officer and Human Resources Department as soon as possible, but within three calendar days following the accident or incident. Accidents and incidents can be reported using the Accident/Incident Report and Investigation.

NOTE: In the case of accidents that result in fatality or the hospitalization of three or more employees, the report must be submitted IMMEDIATELY.

- Investigating occupational accidents in areas under their supervision. Investigations should be conducted using the Accident/Incident Report and Investigation Form.
- Correcting unsafe conditions or actions that contributed to the accident as appropriate.

- Assuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

6.4 Health and Safety Officer

- Maintaining the records of injuries and illness.
- Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventive and/or corrective actions.
- Reviewing and analyzing accident statistics and making recommendations to the university management on corrective programs or procedures.
- Reporting all accidents that result in fatality or hospitalization of three or more employees to proper authority.

6.5 HR Department

- Coordinating with the supervisor in providing temporary, light duty, or alternative work assignments, to injured employees as appropriate.
- Assuring that new employees are aware of and understand the manual.

6.6 Incident and Accident Report and Investigation Forms

- Incidents and accidents must be reported to the health and safety officer and HR department. Supervisors should report using the accident Incident 24hours report form attached below.
- The accident Incident 24hours report form requires director, Head of department and HR department.
- Within 24hours the completed report is to be sent to the health, safety and environmental department.
- The health, safety and environmental department will conduct a detailed accident investigation and recommend corrective action to prevent accidents from occurring again and present it to the HSE Committee.

SECTION 7

EMERGENCY MANAGEMENT PROCESSES PLAN

7.1 Scope

This is the official University level plan that guides the emergency response of university personnel

and resources during an emergency. However, nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan. This Plan and organization shall be subordinate to federal and local government plans during a disaster declaration by those authorities. This Emergency Response Plan is consistent with established practices relating to coordination of emergency response. The Plan is an "all hazards" plan and may be activated in response to a broad range of emergency incidents including (but not limited to):

- Fire Emergencies 7.20 Fire Emergencies
- Bomb Threat/Detonation 7.21 Receipt of Threat
- Hazardous Materials Spill 7.29 Hazardous Material Spill
- Utility Failures 7.22 Utility Failures
- Gas leak 7.23 Gas Leak (Liquefied Petroleum Gas)
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- Flooding 7.26 Flooding (Plumbing Failure) and 7.32 Flooding

7.2 Assumptions

The GMU Emergency Response Plan anticipates the problems likely to be encountered during a major emergency or disaster. Emergency planning should be based on worst-case conditions. The following assumptions are made and should be used as manual guidelines for reading this plan and used for preparations of Department/Building Emergency Plans:

- The succession of events in an emergency or disaster is not predictable. Therefore, published operational plans, including this plan, should serve only as a guide and may require modification to meet the emergency's requirements.
- An emergency or disaster may occur without warning at any time, day, night, weekend or holiday.
- An emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.
- Critical services including electricity, water, heat, information systems, transportation infrastructure, and telecommunications may be interrupted.
- Disasters may be community-wide and regional or local services may not be available.

7.3 Roles and Responsibilities

7.3.1 Reporter/ Notifier

In all cases, when a person becomes aware of an emergency (or potential emergency), the following steps should be taken:

- Immediately contact the immediate supervisor, security and/or Environment, Safety Officer/ In-Charge to convey details of the incident or emergency situation.
- Provide assistance to injured personnel only when it is safe to do so. DO NOT attempt to move injured personnel unless their life is further threatened by site conditions.
- Meet with the Security facilities to convey details of the incident or emergency situation.
- Call the emergency contact that posted.

7.3.2 Health and Safety Officer

- Ensure the effective implementation of this process.
- Ensure the availability of an emergency response team.
- Ensure the emergency response team is appropriately trained and resources are available.

7.3.3 Emergency Response Team

- Participates in training sessions and planned mock drills.
- Escalate the emergency situation to the emergency.
- Take any other steps necessary to minimize any threat to the health, safety and environment.
- Ensure safe evacuation.
- Respond in any emergency that required for ERT.

7.3.4 HSE Committee

- Ensure that the emergency management processes are communicated to all concerned.
- Review and approve the campus annual emergency drill plan and provide the required resources for effective implementation.
- Ensure that emergency drills are conducted and reported.
- Ensure that all employees are capable of undertaking the roles and responsibilities assigned within these processes.

7.3.5 Faculty and Staff

- Faculty members should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

7.3.6 All Students

- All students should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or which they use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining

a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sound. Faculty, Staff and Students should also be able to execute safety procedures as outlined in the Incident Response Plan.

7.4 Emergency Authority

This plan is promulgated under the authority of the Chancellor of the University. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the Chancellor. In the absence of the Chancellor, his designee becomes, in succession, the Vice Chancellor. The University Incident Commander is the individual responsible for the control of all aspects of an emergency situation, including directing the Emergency Response Team.

- Priority 1: Protection of Human Life
- Priority 2: Protection of University Assets
- Priority 3: Maintenance of University Services
- Priority 4: Communication with Community and Media
- Priority 5: Restoration of University Operations

7.5 Classification of Emergency Situations

Level	Code	Description	Features	Examples	Response Team	Immediate Notification
0	Green	Minor Incident unlikely to escalate	Not significant affection	Minor chemical leak	Housekeeping	EHS Officer
1	Yellow	➢ Minor incident that could escalate ➢ Incident require further support	Emergency located in one place.	• Serious injury • Fire • Gas leak • Hazardous material spill	ERT	Chancellor Incident Commander EHS Officer
2	Orange	Serious Incident that might escalate and require restricted areas to be evacuated of non- essential personnel – alarm will be activated	Emergency may affect all campus or neighbours	• Serious fire • Major explosion • Major chemical leak • Major gas leak	ERT	Chancellor Incident Commander EHS Officer
3	Red	Serious incident likely calling for building evacuation	• Force majeure, need to evacuate all the campus. • External support	• Multiple causalities • Bomb threat	ERT	Chancellor Incident Commander EHS Officer

7.6 Emergency Response Team (ERT)

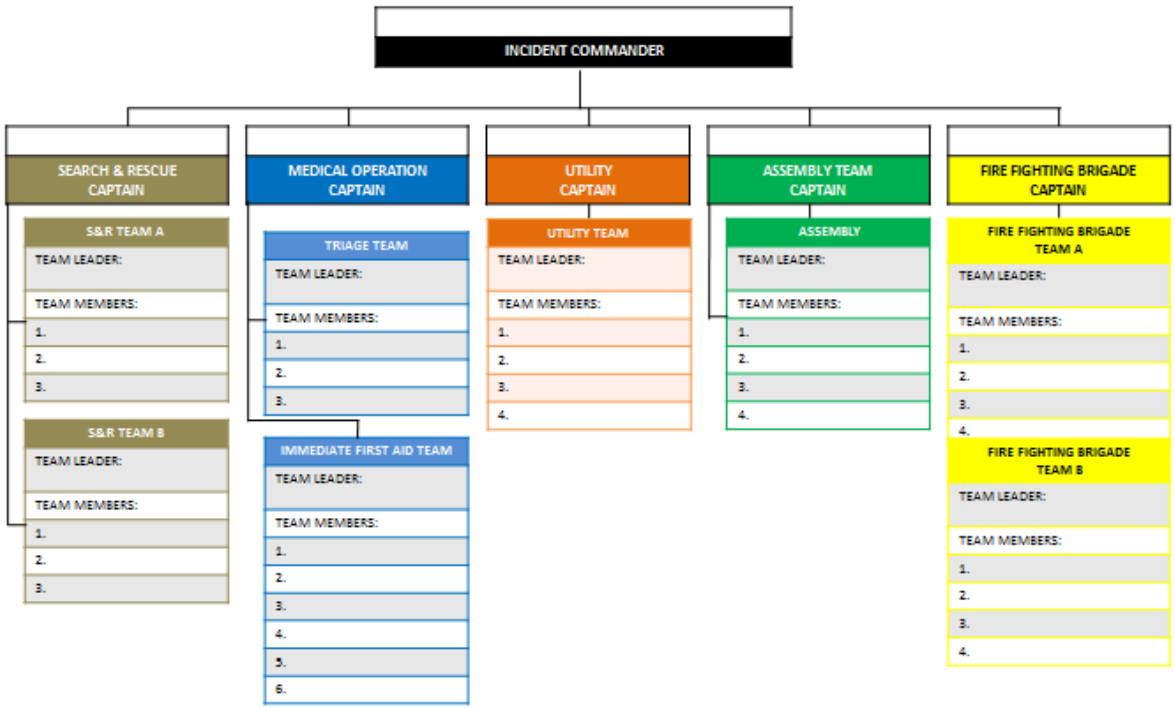
- Emergency response team is responsible for the initial response to manage emergency, personnel evacuations, internal rescue operations, medical assistance, and incident

containment. The Chancellor and HSE committee will appoint the ERT as follow in ERT structure.

7.7 Emergency Response Team Member

HSE Committee chairperson shall appoint the ERT members.

7.8 Emergency Response Team Structure



7.8.1 Incident Commander

Is the primary director of the emergency response team with overall responsibility for emergency, The Incident commander shall coordinate emergency response activities and assess situation and escalate emergency. The Incident commander is the primary liaison with external authorities. He/ She shall notify the event to the Chancellor, assigning responsibilities, appointment of an incident investigation team and endorsement of an action plan and closeout of actions.

7.8.2 Emergency Response Team Captain

The captains are responsible for orchestrating the response strategy, delegating duties, and organizing an effective plan to handle each emergency. They are good at reassuring frightened or injured people, taking orders while being able to make sound decisions at the same time, and

operating effectively in a close team.
Depending on the nature of the emergency, the Incident Commander will initiate the broadcast of an alert message as required and notify The Emergency Response Team Captains to respond to the emergency.

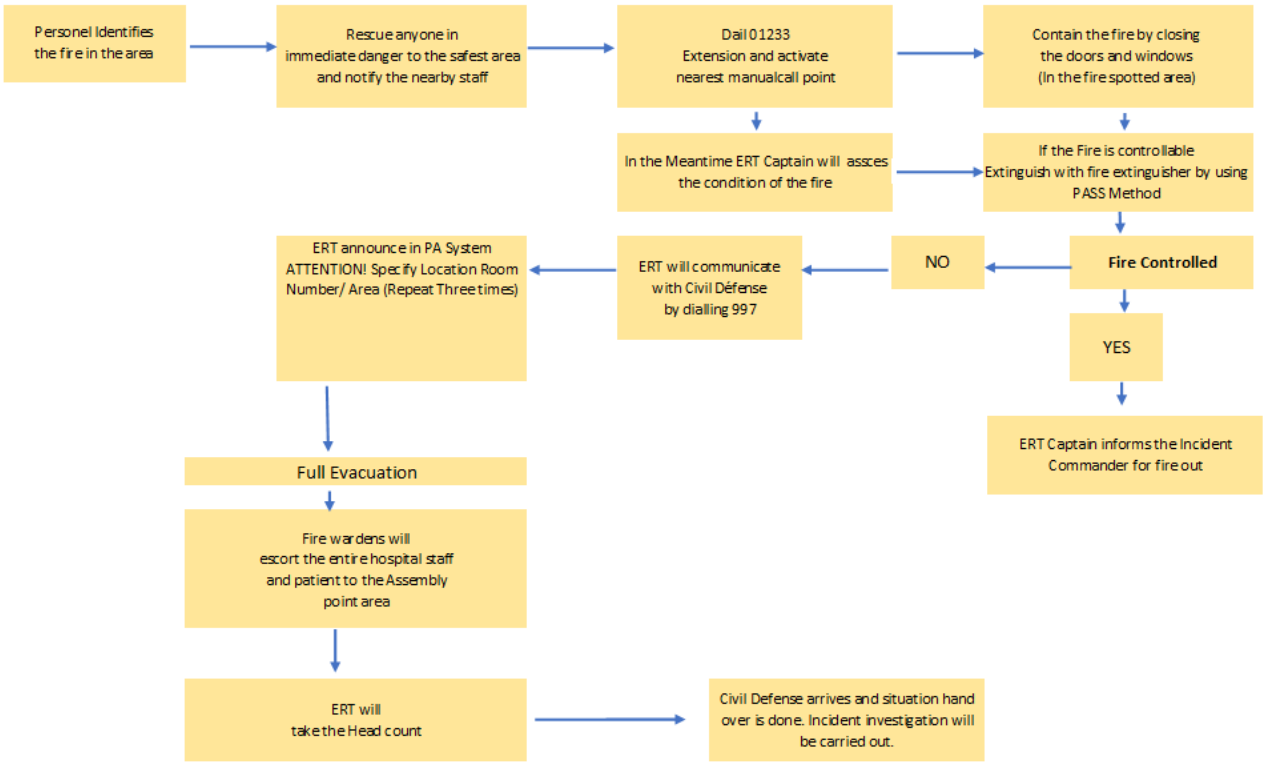
- If the Emergency Response Team Member realizes that he or she will not be available to respond to the call, he or she will be responsible for contacting their designated backup to proceed to the Emergency.

7.9 Implementation of the Emergency Response

During the emergency, the Emergency Response Team is under the direction of the Incident Commander who will determine the way University personnel and resources are required to address the emergency.

If the emergency was to occur during periods of time when the University is not in full operation, such as night-time, weekends or holidays, the structure of the Emergency Response Process remains the same. Its implementation may vary depending on the available resources to respond. Until relieved, persons appointed to the Response Team roles should consult with the Emergency Response Team member they are representing for the guidelines discussed in this plan. Under these conditions and practice, the University Security in charge will assume the Incident Commander's Role until relieved by the Incident Commander. In the event, the Police, Fire or other Government Official agency assumes command of the emergency event, the Incident Commander and Emergency Response Team will support the government teams.

7.10 Emergency Flow Chart



7.11 Notification of Emergency Situations

The Incident Commander will determine if a notification is to be sent for all events. Notification of Level 1, Level 2 and Level 3 emergency situations will be issued primarily via landline or mobile phone and handheld radio. Telephones either with voice or text message options selected by the recipient.

7.12 Emergency Assembly Point

In the event of an emergency that requires General Evacuation, all Departments will have a designated Emergency Assembly Point outside the University. Visitors are not required to go to the emergency assembly points but must evacuate along with university staff.

- Students Assembly point: Located at right side of GMU main entrance.
- Staff Assembly Point: Located at left side of GMU main entrance.

7.13 Evacuation Plan

Evacuation map shall be displayed in every corner and office in GMU and shall be updated every year or any
modifications in the facility.
What is included in an evacuation map?

- The primary and secondary exits.
- The assembly area location.

- Wheelchair accessible emergency exits.
- An indication where the employee is located when referencing the map.
- The location of fire extinguishers and spill kits.
- The location of first aid equipment and fire alarms.

7.14 Interior Evacuation map

https://drive.google.com/file/d/1nRgmxe4FkQ0bK8--EftnlqpIl6B_Odfd/view?usp=drive_link

7.15 15Exterior Evacuation map

https://drive.google.com/file/d/1GNM99OLiRhxJT6jrjKlAYPNm4AgOtQyO/view?usp=drive_link

7.16 Preparation for an Evacuation

Be prepared in advance to evacuate

- Ensure office, lecture hall or suite door is unobstructed, and you can easily exit in the event of an emergency.
- If you observe safety concerns in your office, lecture hall that may prevent you from easily exiting during an emergency, inform the health and safety officer.
- Know at least two (2) exits other than the elevators
- Know university emergency numbers
- Participate in all fire drills and take them seriously
- Know the safe assembly area.

7.17 During an Emergency Evacuation

- Do not stand at various locations around the building. You are required to exit to the designated safe assembly area as directed by the ERT.
- If a fire alarm sounds everyone is required to follow all ERT instruction.
- Stop whatever you are doing.
- DO NOT WAIT! Walk to the nearest safe exit and to the designated safe assembly area.
- If your nearest exit is blocked, move immediately to another exit.
- Do not re-enter the building until authorized to do so by ERT. Never assume an alarm is false.

7.18 Evacuation for Needing Assistance Due to a Disability or Injury

- Report the situation to the ERT - What assistance do you require? (e.g., Wheelchair use, breathing difficulties, blindness, etc.)

7.19 Emergency Instructions

- Leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so.
- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- If possible, turn off computers, equipment, fans, lights, etc., and close desk drawers and doors.
- DO NOT delay your exit from the building by looking for belongings or other people.
- When leaving the building, go to a clear area away from the building (Assembly points). DO NOT obstruct fire equipment or the responding fire/rescue workers and their equipment.
- DO NOT re-enter the building until instructed to do so by Civil Defense / Incident Commander.

7.20 Fire Emergencies

Fire, on structural buildings, claims lives and causes an extensive amount of property damage. Using common sense in a fire emergency can save most lives.

7.20.1 IF THERE IS A FIRE:

- Rescue those in immediate danger if you are trained / safe to do so.
- SOUND THE ALARM If discover or suspect a fire, sound the building alarm by activating the nearest Manual call point.
- And dial 1777/1233 (GMU Fire emergency number) or inform the facility security
- Close all doors and windows (if possible) to prevent the spread of smoke and fire.
- Extinguish the fire / Evacuate.
- Do not use the elevator in case of fire.

7.20.2 Reminders

- LEAVE THE BUILDING Try to help others only if you can do so safely. After exiting the building, assemble at the assembly point. DO NOT go back into the building until emergency responders say that it is safe to do so.
- If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air will be near the floor.
- Before opening any doors, feel the doorknob. If it is HOT, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

7.20.3 Go to the Nearest Exit or Stairway

If fire, heat, or smoke blocks the nearest building exit, go to another exit. DO NOT USE ELEVATORS.

Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. The elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Emergency Stairway fire doors will keep out the fire and smoke if they are closed and will protect you until you get outside. Close as many doors and windows as possible as you leave, this helps to confine the fire. Also, try to turn out the lights as you leave the room.

7.20.4 You Get Trapped, Keep the Doors Closed

If you are trapped in a room, open the windows from the top to let out the heat and smoke and from the bottom to let in the fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room.

7.20.5 If You Are on Fire: Stop Drop and Roll

If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire. COOL **BURNS.** Use cool water on burns immediately. Do not use ointments. If you are burned, call 1777 or 1233, and they will call an ambulance. Fire extinguishers are installed throughout the GMU. Portable fire extinguishers should only be used by Students/ Staff who have attended fire safety training. The use of fire extinguishers should not delay the evacuation of the facility.

7.21 Receipt of Threat

Any person receiving a bomb threat should attempt to remain calm and obtain as much information as possible from the caller. Ask the questions and record the responses and make every effort to write down the exact words, if possible. While listening for any possible background noises; e.g., music, train, machinery, or other identifiable sounds and also for anything that might help to identify the caller, e.g., sex, age, or accent. The person receiving the bomb threat is to notify the Department Head / HSE Officer of the threat as soon as possible. If at all possible, the person receiving the call is to ask someone else to notify the HSE Officer / Security by writing a note while remaining on the telephone with the bomb threat caller.

7.21.1 Notification of a Bomb Threat

The person in charge is to initiate the evacuation process. All staff and persons served will exit the facility according to the emergency evacuation process and meet at the designated location. The person in charge will call 1777 or 1233 to report the bomb threat and provide a current status report. The person in charge is to remain on the line until the dispatcher advises that it is OK to hang up.

7.21.2 Staff Response to a Bomb Threat Notification

Upon notification of a bomb threat, all staff and students are to follow these procedures:

- DO NOT TURN ON/OFF lights or other electrical equipment (use flashlights if necessary).
- DO NOT USE two-way radios, cell phones, and other cellular/transmitting equipment.
- DO NOT TOUCH OR MOVE anything unusual or suspicious.

LOOK FOR ANYTHING YOU CANNOT IMMEDIATELY IDENTIFY or anything that appears to be unusual or out of place. The device may be labeled “bomb” or “explosive” or “danger.” If the caller mentioned a location for the device, the response team designee would be instructed to search that specific location first. If a bomb or anything unusual or out-of-place is discovered, staff and students are to contact the person in charge and clear the area immediately of all consumers and staff and wait for further instructions. A staff member may be assigned to meet the responding agency at a specific location (example front entrance), so the responding agency personnel can be directed to the person in charge.

7.21.3 All Clear- The responding agency will provide direction to the facility person in charge dependent on the scenario:

- A bomb has been found.
- A bomb has not been found, but the threat remains credible.
- The threat is declared to be unfounded.

7.22 Utility Failures

Emergency procedures for utility failures are developed to ensure provisions are in place in the event of power outages, gas leaks, loss of water access, or communication failure.

7.22.1 Definition of a Utility Failure

Emergency utility failure plans shall include provisions for any serious shortage or complete failure of utilities. Utility failure is defined as a utility occurrence which presents or will present unsafe conditions in security, health, and welfare of staff, students and visitors.

7.22.2 Notification

In the event of a utility failure, contact the facility maintenance supervisor/ Maintenance department.

Concerned Department / Person	Extension	Contact Number
Maintenance Supervisor	1391	0554415678
Maintenance Technician Office	1674	

Federal Electricity & Water Authority- FEWA (Ajman)	06 711 1111

- Only the responding agency can declare an "All Clear." Based on directives from the responding agency, the person in charge or his/her designee will then communicate the appropriate message(s) to staff and students.

7.23 Gas Leak (Liquefied Petroleum Gas)

If in case of LPG leak the detection system will be active, then the solenoid valve will shut down automatically as per the leak commanding sensor and the building alarm system will be activated.

- Else the responsible technician in the dental lab will manually turn off the LPG system.
- If felt the smell of gas or fire/smoke in the LPG line Dial 1777 or 1233.
- Evacuate the building using evacuation routes.
- Do not turn "on/off" switches on lights or electrical equipment.
- If working with high heat, open flame, or a hazardous experiment or procedures, complete safety shutdown procedures if it is safe to do so, and then evacuate the building.
- Stay to the right of hallways and stairs; do not use elevators.
- Assist people with disabilities if needed.
- Go to the building's Emergency Assembly Area and notify emergency response team staff that you have evacuated safely

7.24 Electricity (Power Failure)

- Remain calm.
- Report to GMU maintenance department.
- Report the location and hazards of machinery or operations that were interrupted, additional information and follow-up activities.
- Turn off electronic equipment and appliances, including sensitive laboratory/research units.
- Laboratory personnel should secure all experiments; turn off all gases; store chemicals in their original locations.
- Evacuate the darkened areas with caution.

- Avoid any type of open flame.
- Use flashlights and cell phones as emergency light sources.
- If working with high heat, open flame, or a hazardous experiment or procedures, complete safety shutdown procedures if it is safe to do so, and then evacuate the building.
- If instructed to evacuate, proceed to the nearest exit and assist persons with disabilities or notify the emergency response team.
- If you are on an elevator when a power outage occurs, remain calm and press the emergency button and/or telephone to alert the GMU maintenance department. Follow directions from responding Facilities and Services personnel.
- After the power loss, check all equipment to make sure everything restarted properly.

  Notify the Facility Maintenance Supervisor of any equipment that does not turn back on.

7.25 Elevator (Failure)

Report elevator failures to the facility maintenance supervisor.

If anyone is trapped inside the elevator, call 1233 (Security extension)

Concerned Department / Person	Extension	Contact Number
Maintenance Supervisor	1391	0554415678
Maintenance Technician Office	1674	

- If outside the elevator, try to communicate to trapped elevator occupants that help is on the way
- If trapped in the elevator, use the elevator phone to request help, or activate the emergency alarm within the elevator (The elevator phone has no dial tone so do not hang up after picking up the receiver).

7.26 Flooding (Plumbing Failure)

- Do not touch any electrical appliances.
- Call the facility maintenance manager.
- If it is safe to do so, lift valuable, or critical, items above the reach of the water.

7.27 Medical Emergencies & Critical Care

7.27.1 Hotline Number: 1444/1233 (Security extension)

In the event of an accident or injury, attending staff will identify the nature of the emergency and carry out the following:

- Dial 1444/1233 (Security extension)
- Provide first aid.
- In the absence of a heartbeat, pulse or breathing, ensure the safety of the person and initiate CPR if you are trained and competent.
- If there is heavy bleeding, control the bleeding.
- When emergency responders arrive, relate the necessary information and any action that staff/students have taken.
- Inform the student affairs department and HR.
- Contact a family member as soon as possible (if applicable)
- Contact the immediate Head of department/ Dean/Professor regarding the nature of the emergency.
- Debrief the event with the Head of the department/ Dean/Professor

7.28 Active Shooters

7.28.1 RUN

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any law enforcement.
- Do not attempt to move wounded people.

7.28.2 HIDE

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
    - Be out of the active shooter's view.
    - Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
    - Not trap you or restrict your options for movement.

- To prevent an active shooter from entering your hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture if the active shooter is nearby.
  - Lock the door.
  - Silence your cell phone
  - Turn off any source of noise (e.g., radios, televisions)
  - Hide behind large items (e.g., cabinets, desks)
  - Remain quiet.
- If evacuation and hiding out are not possible:
  - Remain calm.
  - Dial 999, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen.

7.29 Hazardous Material Spill

Once determination a hazardous spill has taken place, the University will use the following procedure:

7.29.1 On Campus

- RESCUE Remove all personnel from the immediate area.
- Evacuate the spill area.
- DO NOT TOUCH THE SPILL.
- Provide assistance including the use of safety showers and eyewashes. Seek emergency medical assistance (Dial: 1233) once properly decontaminated.
- CONFINE - Confine the spill area by closing the nearest doors to the spill area. Isolate contaminated persons and do not allow them to leave or spread the contamination. Cover drains to prevent spills from entering the environment.
- Contact the concerned lab technician / in charge who will contain the area. Also notify the appropriate Responders (law enforcement, fire, medical, and maintenance).
- REPORT - Immediately report the spill to the concerned lab technician / Lab In-charge Provide information on injured staff, type of hazardous material spilt, estimated quantity, and location.
- SECURE - Secure the area until emergency response personnel arrive to ensure no one enters the spill area. If the area has multiple entrances, be sure to locate staff at all entrances to prevent entry.
- CLEANUP - Cleanup must only be conducted by qualified personnel with the appropriate training, protective equipment and cleanup materials (Chemical Spill Kit). Depending on the nature and size of the spill.

7.29.2 Off-Campus

when informed of potential hazardous spills off-campus impacting the safety and security of students, faculty, and staff, the Chancellor or the Vice Chancellor for Academics and Incident Commander will meet and decide on a course of action. Should evacuation become necessary, the campus evacuation plan will be implement.

7.30 Violent Behavior

Persons or situations appearing out of control or approaching out-of-control behavior should

Be reported immediately to 1233 (extension).
Occasionally, situations occur in the classroom, which cause the disruption of other students. The following procedures are recommended for these situations:

- Notify the student(s) their actions are not appropriate and are disrupting class.
- Ask such student(s) to leave the classroom.
- If the student leaves, have another student call Security.
- Security will file a report and contact any witnesses. A copy of this report will be sent to the HR department/ Students Affairs.
- If the student refuses to leave the classroom.
- Ask a member of the class to notify Security.
- Do not argue with the student or leave the classroom unattended.
- Security will escort the student from the campus and gather the information necessary to file a report.
- Faculty, staff, and employees of the University should not become physical with any student or visitor on campus. Exceptions to this manual are emergency situations where an employee defends him/herself from a violent attack.

7.31 Sandstorm

Sandstorm is a severe meteorological condition commonly observed in the desert area. It is characterized by a dust storm and violent wind. A sandstorm breaks out when the suspended dust particle in the air goes above the normal level. Sandstorms usually happen due to changes in air temperature. During summertime, the desert surface becomes too hot due to scorching heat. Wind close to the surface level becomes heated and blows fast causing the sand dunes to move. In arid and semi-arid locality high air pressure gradient increases wind velocity and resulting thunderstorm creates sandstorm. The vertical stretch is determined by the extent of stability of the ground level.
The following procedures are recommended for these situations:

- When the sand storm comes, close all windows, doors and other openings in this facility this should be ensured by housekeeping staff.

- Avoid going out of the building.
- Security team would organize the supplies of Face Mask and they will be provided to all the staff and to bystanders.
- Air curtain system will be inspected by the maintenance team to ensure proper operation and fan speed level is set to maximum.
- Automatic door sensing range should be programmed to be OFF and work manually.
- A/c Technician to power off all possible Air handling units to reduce the pre-filter clogging rate.
- Staff & Students working outside will be asked to take shelter when the sandstorm comes.
- Eye protection will be provided to the technician/ maintenance staff if going out of the building.
- Any staff/ individuals who are affected by sandstorms should be guided to the eye wash shower location for eye splash.
- Security shall provide updates on the status of the sandstorm, and All clear signals shall be given to all staff and students.
- Part of the facility team will inspect the water tanks and reservoirs lids are closed tightly.
- All exterior Automobile doors sensing range to be programmed low to reduce hold the open time.

7.32 Flooding

During times of heavy rainfall and reservoir water release.

6.34.1 If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. The Facilities Maintenance team will identify a temporary shelter.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate the office at a moment's notice if the building lies in a known flood zone. If there is any possible danger or if given the order to do so, evacuate the building.
- If evacuation is directed, unplug all electrical equipment, if safe to do so. If there are electrical appliances or electrical outlets in any flooded area do not proceed. There is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- Do not return to the building or work area until instructed to do so by the Facility maintenance supervisor.

7.32.2 If outdoors:

- Do not try to walk or drive through flooded areas. Stay away from moving water.
- Stay away from flooded areas.

- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

7.32.3 After the flood:

- Only authorized University personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble. Report broken utility lines to the Maintenance department and local authorities. Do not throw away any flood-damaged items until an official inventory has been taken.

7.33 Temperature Extreme/ Severe Heat

Doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illnesses. During hot days drink plenty of water regularly regardless of your activity level (consult your physician if you are on a fluid-restricted diet before doing so). When outdoors apply sunscreen lotion and dress in loose-fitting clothes that cover as much skin as possible. Know the symptoms of heat disorders and overexposure to the sun and be ready to give first aid. Call 1233 if medical assistance is needed.

- HEAT RASH: Move to a cooler, less humid environment. Keep the affected area dry. Avoid using ointments or creams. Heat rash usually does not require medical assistance.
- SUNBURN: Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply a dry sterile dressing. Serious, extensive cases should be seen by a physician.
- HEAT CRAMPS: Firm pressure on cramping muscles, or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue use.
- HEAT EXHAUSTION: Get the victim out of the sun. Lay down and loosen clothing. Apply cool, wet clothes. Fan or move the victim to an air-conditioned room. Give sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.
- HEAT STROKE (or sunstroke): Heat stroke is a severe medical emergency. Call 1444 or get the victim to a hospital immediately. Delay can be fatal. Move the victim to a cooler environment. Reduce body temperature with a cold bath or sponging. Use extreme caution. Remove clothing, and use fans and air conditioners. If the temperature rises again, repeat the process. Do not give fluids.

7.34 Media Relation

In case of an emergency, employees do not speak to the media. The university chancellor will direct all information requests by the media.

SECTION 8

Mock Drill

Shall be conducted as per the approved drill schedule yearly. The mock drill schedule shall be prepared by the HSE Committee.

SECTION 9

MANAGEMENT OF CONTRACTORS SAFETY

9.1 Property Protection

The contractor will communicate facility security and access rules to the contractor. It is the responsibility of the contractor's management to ensure its employees and subcontractor's employees comply with these rules.

A complete list of all personnel present on site must be available and kept updated.

Gulf Medical University facility security personnel are authorized to always conduct security inspections, including searches of personnel, toolboxes, vehicles etc. as considered necessary.

9.2 Permit to Work Procedure

9.2.1 Permit to Work

Permit to work procedure is a formal written system used to control certain types of potentially hazardous work. It is also a means of establishing an effective means of communication and understanding between Gulf Medical University personnel requiring the work to be done and the personnel or contractors who are going to do the work.

- Cold Work Permit
  Any work that does not create heat or sparks to ignite flammable gas-air mixtures or flammable materials.
- Hot Work Permit
  Hot work permits are issued when there is source of ignition when flammable Material is present or can be a fire hazard regardless of the presence of Flammable material in the workplace. Work involves electric or gas welding, thermal Or oxygen cutting, heating and other fire producing or spark producing operations.
- Working at Height Permit
  Working at Height Permit is issued when working at height in or around an area where falling is a risk.
- Work Holiday Pass
  Allowing the contractor to work on holidays but still needing the necessary permit is required for the activity.
- Work Permit Receiver

One contractor representative engages with the permit issuer to agree safe working conditions. They are responsible for describing to the permit issuer how the planned work is to be performed and the associated task hazards so that together they can agree appropriate precautions.

- Work Permit Issuer
  Facility Maintenance Supervisor will be responsible for ensuring that the
  Outlined work can be performed safely.
- Work Permit Verifier
  Facility Security will be responsible for verifying that the area doesn't have any studies or staff present and any loss or damage of property while the activity is ongoing.
- Work Permit Validator
  The HSE Officer will be responsible for carrying out the final review of the work
  Permit. Ensuring that all safety precautions are in place. Records of all permits shall
  Be kept in the Safety office and copied in Facility maintenance Unit.
- Work Permit Acknowledge
  - Facility Manager will be sign for acknowledgement of the present of the contractor and activity.
- Contractors Undertaking Form
  All Contractors & Suppliers and its designated Employees who will be working at the Gulf Medical University (GMU) are required to comply with the GMU safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk.

9.2.2 Description

Authority to issue a Work Permit

The following personnel have the authority to issue a work permit:

- Supervisors Contractor (Receiver)
- Facility Maintenance Supervisor (Issuer)
- Facility Security supervisor (Verifier)
- HSE Officer (Validator)
- Facility Manager (Acknowledge)

9.3 Responsibilities of the Contractor Supervisors

- Supervisors must understand the work for which a permit has been sought and understand isolation and tagging procedures.
- Ensure that a permit is granted before work commences.
- Ensure that the person(s) doing the work are appropriately qualified to do the work.
- Ensure that all checks are undertaken to ensure that the permit was used correctly.
- Ensure appropriate people are informed when a job is completed or suspended and that the permit is cancelled.

9.4 Responsibilities of the person undertaking the work

- Satisfy themselves that they understand the requirements of the permit.
- Be skilled, qualified, trained, and competent to perform the work, including the use of any personnel protective equipment or rescue equipment.
- All aspects of the work form must be completed and documented.
- Adhere to the Permit to Work requirements.
- Ensure the job is performed in a safe manner.
- Be aware of the hazards that could exist and have the necessary controls in place.
- Make equipment and area safe on completion of the task.
- Make the work area safe and seek immediate advice if a doubt or if circumstances or conditions change.
- Ensure that all tags and signs are prominently displayed, so that personnel are aware.

9.5 Issuance and approval of work permit

- The receiver requests the work permits from the Facility Maintenance Supervisor (Issuer) and can complete the initiation part of the work permit form.
- The issuer will issue the work permit after he (or his designated representative) has conducted a joint site inspection with the receiver. The issuers and receiver's signatures plus any other approvals and signatures must be on the completed form.
- The receiver will coordinate with the Verifier to check any concerns or issues in the workplace and sign the permit.
- The validator will counter check the work permits and the workplace conditions and sign the permit.
- Facility Manager will acknowledge the contractor activity.

9.6 When on GMU Premises

- Only vehicles required to facilitate the work at hand should be at the work site.
- The contractor's employees are to park private vehicles in the appropriate car park.
- Speed limit to be observed whilst travelling on university roads. The speed limit throughout is 15-20 KPH.
- No vehicles are permitted in areas that were identified by the GMU Facility Supervisor / Safety Officer as "No Parking" except for vehicles which may only pass through these areas on entry or exit from the workshops.

9.7 Contractor's tool and equipment

- Contractors must supply all their tools and equipment whilst working on GMU property.
- Contractors may sometimes use special equipment owned by GMU by prior arrangement with the GMU Maintenance Supervisor.
- Contractors are to ensure all equipment, such as tackle, staging, ladders and electrical equipment, complies with the appropriate local law.
- The HSE Officer will prohibit the use of equipment, including hand tools, which he considers faulty or dangerous.
- Use of water is available in most locations. Use of these facilities must have prior approval

of the Facility Maintenance Supervisor.

- Storage of tools and loose equipment at the end of the day will be allocated to a specific storage area by the Facility Maintenance Supervisor. The contractor's materials and equipment left on site are done so at their own risk.

9.8 Equipment Deliveries

Contractors are to make all arrangements for delivery, off-loading, storage of equipment and stocktaking, etc., prior to its arrival on site with the Facility Maintenance Supervisor.

9.9 Safety Work Practice

9.9.1 Operating Equipment

- Do not attempt to operate any equipment, machinery, valves, etc., owned by GMU without prior approval of the University Facility Maintenance Supervisor. Under no circumstances are contractors or their employees to operate lifting equipment or vehicles without permission. The driver must be suitably licensed.
- Any powered lifting equipment or vehicle supplied by contractors will be permitted on site only if the driver is licensed for Lifts and Cranes Provisions under the Ajman Police Traffic Department.

9.9.2 Welding and Cutting

Welding and cutting with the use of arcs, naked flames or grinders are prohibited in some areas. They are permissible in other areas, but only if the University Facility Supervisor has been notified and the Facility Supervisor must be advised of any such work and fire detection systems isolated as necessary before work starts. The University Facility Maintenance Supervisor will issue a Hot work Permit.

- Fire Fighting Watch

  Fire watchers must be designated with reflector vest.
  Used welding rods and offcuts must be placed in metal waste bins.
  Fire hoses and equipment must not be used for anything other than the designated purpose.

- Flammable Material

  The area around and under the welding or cutting work must be cleared of flammable material for the required distance.
  Any structural or non-movable materials must be wetted down and kept damp with water or protected from sparks and hot off cuts by use of protective coverings of metal, fire blanket or other suitable non-flammable material.

- Screens

  Suitable screens must be placed around the work area to shield other people from flash

as appropriate.

- Faulty Equipment

  Any GMU equipment being used by the Contractor which is damaged must be reported to the University Facility Maintenance Supervisor and Safety Officer

9.10 Work Sites

- If protection around the work area is required, it should be in a form approved by the University Facility Maintenance Supervisor and HSE Officer.
- A slack rope may only be used with prior permission by the University Facility Maintenance Supervisor. Appropriate warning notices must be erected.
- No work may be commenced above walkways, access routes or operating areas without prior approval from the University Facility Maintenance Supervisor.
- Equipment must not be thrown from elevated structures - use lifting gear to lower.

SECTION 10

FIRE SAFETY

10.1 Definitions

- Fire - Is a chemical reaction where matter reacts with oxygen under certain conditions To release heat and light energy.
- Fire Point - It is the minimum temperature at which a liquid gives off sufficient vapors to form a mixture with air near the liquid surface within the container and gives sustained fire when an external source of ignition is brought to it.
- Ingredients of Fire
  Fuel: in form of vapor, liquid and solid.
- A source of ignition (Heat or thermal energy): Sufficient to initiate and propagate the chemical reaction of combustion. Oxygen: In sufficient proportion to form a combustible mixture.
- Lower Explosive Limit - is the minimum concentration of inflammable vapor/ gas in air below which the vapor air mixture is too “lean” to burn or explode.
- Upper Explosive Limit - is the maximum concentration of inflammable vapor/ gas in air above which the vapor air mixture is too “rich” to burn or explode.
- Auto Ignition Point - The lowest temperature to which a solid, liquid or gas requires to be raised to cause self-sustained combustion without initiation by a spark or flame.

10.2 Roles and Responsibilities

10.2.1 Deans

- Departments under their charge implement this HSE manual and other appropriate measures to minimize the risk of fire.

10.2.2 Heads of Department

- Actions are taken to minimize the likelihood of fire occurring because of the Department activities.
- Escape routes, that is, entrances/exits, corridors, staircases and stairwells, are kept clear of obstruction and free from storage of combustible materials.
- New members of the Department, including research and undergraduate students, receive the necessary information, instruction and training on fire safety as soon as possible.
- Any contractor(s) employed by the Department and any visitor(s) invited by the Department must obtain Permit to Work and be aware of the action to be taken in the event of a fire.

10.2.3 Maintenance Department

The Department shall ensure the University premises and service infrastructure are constructed and maintained periodically in compliance with fire safety regulations and building codes.

10.2.4 Administration Department

- Overall institutional compliance with this manual and regulations; and
- Coordinate the implementation of Fire Safety precautions.

10.2.5 HSE

Will be responsible for:

- Planning
- Implementing
- Overseeing company's employee safety at work
- Investigating and producing reports on all fires in university premises
- Investigating all unwanted fire signals
- Maintain records of all incidents
- Ensure that the staff is complying with the manual.

Note: Safety has authority to stop activities that put people at imminent risk of harm.

10.2.6 Employees', Students', Visitors' and Contractors' Responsibilities

- Cooperate and comply with this manual and instructions given to them regarding fire safety and any other fire procedures.
- Know what to do in the event of a fire, including leaving equipment in a safe position, and be familiar with the escape routes from their location.
- Consider the risk of fire from their activities and reduce or control that risk.
- Not interfere or abuse any equipment provided for fire safety; and
- Report any observed shortcomings in fire precautions to the Administrative Department

10.3 General Precautions

10.3.1Self- inspections

It is recommended that every GMU staff performs an evaluation of the work areas under their control daily.

10.3.2 Interiors

- Housekeeping should be a priority in all workspaces. Keeping combustible material to a minimum is essential to preventing accidental ignition.
- Decorations and displays should be of fire-resistive materials and be placed only in common/public areas of the building (break rooms, lounges, reception areas, etc.)
- Never place any objects in the exit path or block access to exit doors.
- Coffee makers should always be placed on a noncombustible surface and should incorporate an auto-shutoff timer device.
- Cooking equipment such as hotplates and toaster ovens, or any device that utilizes hot elements should not be used in the workplace unless in a specifically designated area.
- Never block access to emergency equipment such as fire extinguishers, fire alarms, or eye washes.
- Smoking is not allowed in any University building.

10.3.3 Exteriors

- Entrances and areas around them should always be clear of obstructions.
- Never place materials in these areas.

10.4 Electrical Safety

- Extension Cords

  Never use extension cords in lieu of permanent wiring. Extension cords are only to be used for temporary service, and are to be unplugged at the end of each day.
  Never run cords through doorways, over or under partitions, above ceiling panels or Through walls.
  Never place objects over cords, such as rugs or mats.
  Do not “daisy-chain” cords together to extend their length. Cords are required to be Plugged directly into a wall receptacle.
  Do not attempt to make or use “home-made” extension cords.
- Electrical Panels
  Electrical panels require sufficient space around them to allow maintenance and Emergency access. Never place items in front of electrical panels.
  Electrical panels should be always secured (locked).
- Ground fault interrupting circuits
  Any electrical outlet within six feet of a water source (sinks, water fountains, showers Etc.) Must be a GFCI circuit.

All outlets on the exterior of buildings must be GFCI.
Extension cords used outside or in the vicinity of any surface that is potentially damp Or wet must incorporate a GFCI device.

- Electrical appliances
  All electrical devices should be inspected routinely for frayed cords or damaged plugs. Any device with damaged cords/plugs should be removed from service until such time as the cords can be repaired/replaced. Do not attempt to make repairs on electrical appliances – contact maintenance supervisor.

10.5 Storage

All storage rooms must be maintained in an orderly manner. Stored combustible materials should be kept to a minimum. This means the following good housekeeping practices must be employed:

- Loose storage (paper, books, or files) must be kept off floors and either put into boxes or stacked in an organized manner on shelves.
- Aisles must be maintained to access storage and must be always clear and free of tripping hazards. These aisles will also act as a route of escape in an emergency.
- Storage cannot block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes or the exit door, emergency equipment or prevent entry of emergency personnel.
- Smoking is not permitted in any storage area under any conditions.
- Storage of any kind is prohibited in corridors, stairwells, or the access areas to exits.
- Only approved and designated spaces are allowed for storage.
- Flammable liquids, gases or hazardous materials are not to be stored with combustible items storage containing paper, wood, plastics, cardboard, etc. Flammable liquids are required to be stored in specific, designated spaces.

10.6 Flammable/Combustible Liquids

- All flammable and combustible liquids shall be stored in containers and cabinets.
- Flammable liquids should be stored in appropriate containers with tight fitting lids to control vapors.
- Cabinets should not be vented. If it is necessary to vent cabinets due to excessive vapors, or health concerns, the venting material and the installation of vents must be of the same fire-rating as the cabinets, and be directly vented to the exterior, without man folding.
- Cabinets are not to be placed near exit/corridor doors nor in the path of travel to an exit door.

10.7 Corridors and Exits

Corridors, stairwells and exit doors are intended to accommodate large numbers of people who may need to exit the building quickly and safely. Therefore, nothing should be placed in corridors or stairwells that might become an obstruction or cause delay in exiting.

- No storage of any kind is allowed in corridors or stairwells.

- Waste materials, recycling materials or surplus equipment or furniture awaiting pickup or disposal should not be placed in corridors, no matter how temporary.
- Chairs, desks, cabinets, equipment or displays should not be placed in corridors without specific approval from GMU Management and GMU Safety.

10.8 Emergency Fire Exit Doors

- Fire Doors must always remain closed.
- Never lock, or block access to fire doors and stairwells.
- Emergency exit only to be used.

10.9 Exits and Signage

- All exits must be identified with illuminated signs.
- Never cover or block Exit signs – signs must be always visible.
- Exit signs are required in every room, corridor or other occupied space.

10.10 Open or Naked Flame / Ignition sources

- Candles and other open flame devices are prohibited in all working spaces, classrooms outside of laboratories or University dining areas
- Hurricane Lamps and candles are allowed for use in food service areas with approval from GMU Management and GMU Safety.
- The use of flame producing devices, or pyrotechnics as part of a stage production or a religious service is allowed only with approval from GMU Management and GMU Safety.

10.11 Laboratories

This precaution outlines the handling of any open or naked flame in the laboratory. Use of appropriate controls and personal protective equipment.

10.11.1 Controls

- REMOVE all papers, notebooks, combustible materials, and excess chemicals from the area.
- INSPECT hose for cracks, holes, pinched points, or any other defect and ensure that the hose fits securely on the gas valve.
- NOTIFY others in the laboratory that open or naked flame will be in present.
- DO NOT leave open flames unattended.
- TIE-BACK any long hair, dangling jewellery, or loose clothing.
- For small fires, attempt to extinguish fire if you been trained in fire extinguisher use.
- In case of a large fire activate the fire alarm, evacuate the building and alert authorities.

10.12 Personal Protective Equipment (PPE)

Wear standard laboratory attire including safety glasses, bouffant caps and avoid wearing synthetic clothing

10.13 Pyrotechnics

All fireworks and other pyrotechnic displays require prior approval of GMU Management and GMU Safety.

- All pyrotechnic displays must meet requirements and obtain UAE permit.

10.14 Welding and Hot Work

- All welding and other hot work should be coordinated with the maintenance supervisor and HSE Officer.
- Welding and Hot Work shall obtain hot work permit that mention in Contractors Management

10.15 Fighting & Fire Alarm Detection System Inspecting and Maintenance

All the Fire Fighting and Fire Alarm system is being maintained by the civil deference approved company (Maintenance Contract) under the supervision of the Facility Maintenance department.

- Fire Extinguisher: at GMU, there are two types of fire extinguishers. They are carbon dioxide and dry powder. The maintenance of the fire extinguishers is carried out every month by the AMC contractor.
- Fire Hose Reels: Fire Hose Reels are available throughout GMU. Hose Reels are normally 30 meters in length, although they appear compact when rolled onto their drums. The maintenance of the hose reels is carried out every month by the AMC contractor.
- Fire Alarm and Smoke Detection System: Fire alarms used Smoke detectors, Heat detectors and Manual pull stations. The maintenance of fire alarm system is carried out every month by the AMC contractor.

10.16 Emergency Response/ Evacuation

Exits and exit access are critical elements for building safety considerations. For purposes of personal safety and emergency response activity, exits and exit access must remain unobstructed and clearly identified.

- Exits. An “exit” should be seen as a continuous and unobstructed pathway that provides a means of accommodating the flow of people to a public way or staging area.
- Exit Doors. Exit doors and fire doors are intended to provide the necessary means to move from one exit way element to another, while maintaining the fire-rated separation required by code. Never place items in front of, or block or restrict the visibility or access to, exit doors or exit door signs. Never lock an exit door, or restrict re-entry through an exit door.
- Room Exit Doors. Exits from rooms to corridors or other portions of the exit way must be kept clear and unobstructed at all times. A pathway at least as wide as the doorway must be maintained from the exit door to room aisles or walkways.

10.17 Emergency Information

This section describes the general response in case of fire in any unit and all staffs are responsible to be thorough and comply with the manual mentioned in this section.

- Know the location of exits from work, classroom, study, laboratory and memorize landmarks that might aid in evacuation if visibility is impaired by smoke.
- Look for the most immediate exit from the building and know at least one alternate path.
- Know the location of fire extinguishers and the proper method and appropriateness for their use.
- Know the location of all fire alarm stations for activating the building alarm.
- Warn others.
- Assist anyone in immediate danger and help to get them to a safe area as fast as possible.
- Manual Pull Stations activate the building fire alarm system and are located throughout the GMU. Manual Pull Stations activate points are usually located at or near an exit and staff should know where Manual Pull Station is in their immediate work area.

10.18 Fire Alarm Activation

There are two methods of initiating the alarms in the University.

Manual - Manual Pull Stations.

Automatic - Smoke Detectors.

- Heat Detectors.

Activation of any of these devices in any part of the building sends a signal to the fire alarm control panel.

R.A.C.E. IF YOU DISCOVER A FIRE, SEE FLAME OR SMOKE,

Follow the RACE procedures.

R	Rescue those in immediate danger
A	Activate the Fire Alarm, Call 1777 or 1233
C	Contain the Fire by closing the doors and windows
E	Extinguish the fire and Evacuate

10.19 Extinguish the Fire

Fire extinguishers of the appropriate size and type have been installed throughout the University. All personnel have been trained as first responders and in the use of the fire extinguisher.

The acronym PASS defines the proper procedure.

P	Pull the pin from the extinguisher handle
A	Aim at the base of the fire
S	Squeeze the discharge to release the agent.
S	Sweep from one side to other

SECTION 11

HAZARDOUS MATERIALS & WASTE MANAGEMENT

11.1 Purpose

The purpose of the Hazardous Materials and Waste Management Program is to describe the process of how Gulf Medical University (GMU) will provide and maintain a safe and supportive environment for students, staff and those providing services at GMU.

- To identify and list all the hazardous materials and waste used at Gulf Medical University.
- To describe the procedure of identifying, handling, storing, using and disposal of hazardous
- Materials and waste.
- To describe the associated emergency response procedures, training and education programs required for handling hazardous materials.

11.2 Inventory and type of hazardous materials

Type of hazardous materials and waste: A hazardous material can be a liquid, solid, or gas and may exhibit one or more potentially dangerous physical or chemical properties

- Infectious waste - Waste suspected of containing pathogens e.g., laboratory cultures.
- Pathological/ anatomical waste - Human tissue or fluids e.g., body parts, blood and other body fluids, human fetuses.
- Hazardous Pharmaceutical waste - containing pharmaceuticals e.g., pharmaceuticals which are expired or no longer needed, items
- Hazardous chemical waste - Waste containing discarded chemical substances e.g., laboratory reagents, test chemicals in student labs, disinfectants which are expired or no longer needed, solvents, flammable and acids.
- Universal Wastes – Batteries, lamps, mercury containing devices and pressure gauges.
- Pressurized Waste - wastes consisting of full or empty containers with pressurized liquids, gas, or powdered materials, including gas containers and aerosol cans.
- Sharps waste e.g., needles, scalpels, knives, blades, and broken glass.
- Hazard recognition – Hazardous material is recognized by checking on the label of the container and comparing it with relevant MSDS sheets (either paper copy or MSDS Online®) for Hazardous components, Physical and chemical data, fire and explosion hazards and

reactivity data.

11.3 Transportation of hazardous material and waste within the University

- Containers of hazardous material or waste must be transported on a handcart or other cart that has a lip to prevent the container from slipping off the cart.
- Spill absorbent material (Chemical Spill Kit) should be sufficient and readily available. Refer to the MSDS for appropriate absorbent.
- Appropriate PPE shall be worn while transporting the hazardous material and waste (Safety gloves and mask).

11.4 Handling, storage and use of hazardous materials

- Hazardous materials may only be used in areas intended for such use. Hazardous materials shall never be used in areas lacking the appropriate infrastructure and proper means of ventilation.
- The number and amount of hazardous materials stored in the university shall be reduced to an absolute minimum.
- Chemicals shall be stored based on their compatibility; Incompatible chemicals must be physically segregated during storage.
- Ensure that the quantities and types of materials stored together are compatible. Avoid storing incompatible materials together (e.g., store acids and bases separately, store empty and full gas cylinders separately, Corrosives, flammable liquids, oxidizers, and highly reactive chemicals must be separated and stored properly)
- Hazardous material must be stored in an appropriate container marked for the material being stored. The container must not be made of material that will react with its contents and cause fires, leaks, or other releases.
- Monthly inspection shall be carried out by lab technicians for inspecting any leakage or corroded containers using the form Hazardous Materials Storage Area. (From attached below).
- Hazardous material and waste container shall be labelled and the chemical name of the contents. All the university staff and students shall be familiar with these symbols and signs.
- Hazardous waste containers in the processing area must be kept closed unless the material is being added or removed.
- All the flammable hazardous material (e.g., diesel, gasoline, paints, solvents, degreasers, oils or gas cylinders) shall be isolated from other work areas. They shall be stored in designated predefined areas.
- Hazardous material containers shall not be filled completely as liquids expand in containers as the temperature increases.

11.5 Handling of Chemical Spills

- Call the Emergency response Team.

- Incidental spills or releases are those in which the substance can be controlled by employees in the area at the time and that do not pose a potential fire, explosion, or chemical exposure hazard. For an uncontrolled spill or release (a situation that poses a fire or health hazard), requests for outside responses shall be initiated.

11.6 Chemical Exposure

Staff, students & visitors can become contaminated with a hazardous substance in a variety of ways, including:

- Splash
- Walking through a spill on the floor
- Contact with contaminated equipment.

11.7 Labelling of hazardous materials and waste

- Hazardous materials and waste containers shall be dated and labelled with the appropriate HAZMAT stickers. Dating is especially important in the case of compounds that have a specified shelf life.
- A proper labelling system for hazardous material and waste is followed and staff shall be trained about it.

11.8 Reporting and Investigation of Spills, Exposures, and Other Incidents

All incidents like spills, exposure and other incidents shall be reported through accident investigation and reporting form and shall inform the Safety Officer. College deans/ department shall investigate significant hazardous chemical spills and unplanned releases. The data collected shall be analyzed and presented to HSE committee.

11.9 Disposal of Hazardous Waste

Gulf Medical University follows MOH and municipality rules and regulations for disposal of waste.

- Hazardous waste is sorted out as per norms at the place of generation and then carried to the disposal area.
- Proper signage system is followed while storing it in the disposal area.
- Proper use of PPE and procedures during disposal shall be followed and it shall be in accordance with the personal protection information in relevant MSDS.
- A separate area is assigned for the disposal of hazardous waste and from there it is collected by the Municipality.
- Staff shall be trained in identification and disposal of waste.
- Plan for proper use of PPE and procedures during spill or exposure should be in accordance with the personal protection information in relevant MSDS for that material.
- All the independent entities inside the university premises shall comply with hazardous material management protocols.

SECTION 12

SECURITY MANAGEMENT

12.1 Purpose

This plan is to achieve the security objectives and identifies the key responsibilities to ensure the implementation and execution of these goals.

12.1.1 Responsibility

12.1.2 Department Head and Deans

Responsible for ensuring their employees are aware of the best method to contact police/security based on the urgency of the request and are familiar with reportable incidents and services provided.

12.1.3 Staff

Staff will contribute to take simple precautions to enhance the security in the workplace.
A secure environment always requires constant awareness of the surroundings and need to exercise care and common sense. It is the responsibility of every individual to take simple precautions to enhance security in the workplace.

12.1.4 Contractors

The Project Manager must coordinate with the Facilities supervisor to secure the work permit before entering the university premises. Follow all health, safety and environmental manual and facilities security protocols.

12.1.5 Visitors

GMU visitors will follow all health, safety and environmental manual and facilities security protocols in the university.

12.1.6 Gulf Medical University Management

- The chief Operating Officer (COO) has overall responsibility for ensuring that the
- University has in place effective security arrangement.
- Security risks should be assessed, and appropriate control measures introduced to eliminate or reduce the risks so far as reasonably practicable.
- Ensure that appropriate resources are attributed to controlling the risk including the provision of appropriate training and information.
- Incidents should be reported and investigated as stipulated.

12.1.7 Facility Supervisor-in-charge

- Ensuring that the site is always correctly staffed.
- The Facility Supervisor is appropriately dressed and carries the necessary identification. Facility Supervisors should be fully appraised and inducted in the University's working standards.

- All incidents are reported within 24-hour time frame to the management.
- Exposure areas are monitored. Wherever required appropriate recommendations are to be made to the management to mitigate and reduce risks.
- Assisting in the event of an emergency such as fire or disaster.
- Training and awareness for all the staff within facility regarding personal safety.

12.2 Security System

- Facility Supervisors are placed 24x7 at appropriate locations in the university premises.

Any material entering into university premises are clearly inspected by the facility supervisor and HSE Officer when clearing the premises, a gate pass shall be issued to the external suppliers/ to concern department by facility supervisor with the approval of corresponding department in charge.

12.3 Surveillance System

- Closed Circuit Television (CCTV) cameras are used in the university to help & safeguard the security of people and property. Cameras are strategically positioned to capture views of the main entrance and exit points. Entire university is monitored and secured by the CCTV cameras installed in different locations. The live pictures are monitored and recorded in order to detect any suspicious activity. CCTV footage is retained for over a period of 31 days and saved in the CCTV monitoring room. The facility supervisor has access to the monitor room and the CCTV system.
- CCTV cameras are installed in various locations of the university.

12.4 Access Control System:

- Access control is a means to authorize, restrict or deny entrance or exit of people and/ or vehicles into a specific area. It is used to protect property, employees and other assets such as inventory, equipment, information and cash. Although access control can refer to any method for achieving this, such as locks and keys or security guards, it specifically describes a more effective, high-tech means of protection.
- Access control system are installed in various locations.

12.5 Locker System

- A locker is usually a small, narrow storage compartment. They are commonly found in dedicated cabinets. They vary in size, purpose, construction and security. There are lockers –present in designated locations of the university for different purposes. The location of these locker systems is mentioned below,
- Students' lockers
- Ladies' common room

12.6 Parties Involved in Security

- Facility Supervisors.

- Facility Supervisor in charge designated to oversee the university's security arrangements.
- Students and visitors
- Procurement in facilitating contractual terms with a security agency for security staff as and when required.

12.7 Goals and Objectives of Security

- Physical security describes measures of security designed to mitigate risks posed by breaches in security i.e., unauthorized loss or damage of property or assets, loss of valuables.
- Security inevitably incurs costs and in reality, it can never be perfect or complete. In other words, security can reduce risk but it cannot entirely eliminate it. Given that controls are imperfect, strong physical security applies the principle of defense using appropriate combinations of overlapping and complementary controls.
- In compiling this plan, due consideration is given to the fact that the university aims to provide surroundings where students, visitors, contractors and staff can feel safe and secure in a pleasant and tranquil environment and as such the Facility supervisors should at all-time be less militant but more friendly in their approach.
- The role of all staff is not to be underestimated as simple precautions to enhance safety in the workplace require common sense and they need to be alert. It is the responsibility of every individual to take simple precautions to enhance safety in the workplace.
- The Security Objectives are:
  Students, visitors, contractors and staff are safe and secure at the facility within reasonable measures.
- Protection of the university assets against fraud, theft, misappropriation and damage.
- Where major exposures occur, ensure it is dealt with in a manner to prevent or reduces loss or damage and restore normal operations as soon as possible. Major exposures could be:
  Abduction
  Fire and natural disasters.
  Theft and violence.
  Environmental contamination and exposures.
- Reporting of incidents accurately to ensure exposures are mitigated and where possible, prevented in future and records are maintained for these incidents.
- To five oversight of the function and provide the tools for management to ensure adherence is in place.
- This plan monitors all aspects of the facility/environment for risks. Data from incidents, other colleagues and safety rounds are used to improve the plan. The management shall plan and budget for the replacement of key systems/components on the bases on an inspection report or department inputs.

12.8 Risk Mitigation

Risks	Risk Mitigation and Control

Incidents of theft	Access and egress control points, goods removal.
Fire	Monitoring of alarms and regular inspections of key areas.
Parking lot incidents such as car theft or breakage	Monitoring by CCTV cameras and patrolling
Complaints around friendliness and care rendered by security	Guarding attitude and acumen training, dress and grooming
Lost and found not properly administered	Appropriate care for items found and endeavouring to trace the owner.
Unauthorized access to restricted areas	Access controls, signage, regular patrolling and access control systems in place in key area.
Cash theft	Cash handling protocols at all exposure areas.
Violence and incidents of intimidation	Escalation of incidents, quick response protocol.
Unfamiliarity with protocols-doctors, staff, security	Training, awareness and education

12.9 Plan Overseeing, Implementation and Evaluation

- Management shall oversee the plan and its implementation to ensure security on university premises, including:
- Providing recommendations for space, technology, resources, and its implementation. Recommendation of such requirements shall be done by considering future needs, current emerging needs, and past security events. Whenever possible effort shall be made to incorporate this in the annual budget, particularly the expensive capital items.
- This plan shall be reviewed and revised at two years or earlier if required based on emerging needs, experience/incidents.

SECTION 13
GENERAL SAFETY
13.1 HYGIENE AND SANITATION

- Report to work in good health, clean, fragrant or aromatic and dressed in clean attire.
- Wash hands properly, frequently, and at the appropriate times.
- Wear suitable and effective hair restraints while in the university.
- Equipment or clothing contaminated with blood must be thoroughly cleaned and sanitized.
- Wash hands
- Before starting work.
- Before putting on or changing gloves.
- After using the toilet.
- After any clean up activity such as sweeping, mopping, or wiping counters.
- After touching dirty equipment.

- After handling trash.
- After handling money.
- After any time the hands may become contaminated.

13.2 5S (SORT, SET-IN-ORDER, SHINE, STANDARDIZE AND SUSTAIN)

- Sort
  Separate what is needed and what is not needed, and keep only those things that are needed in the workplace. Discard unnecessary items.

- Set-In-Order
  Neatly place and identify needed work items. Designate a place for everything so that anyone can find it. Always put things back in their designated spots.

- Shine
  Clean up. Always maintain a clean and shiny work place. Identify why things are getting dirty.

- Standardize
  Become a role model for adhering to the standards of the first three S's and encourage others to follow them. Make rules and procedures to promote a good work environment until the first three S's become everybody's second nature.

- Sustain
  Maintain and practice the first four S's. Be thorough in straightening up, putting things in order and cleaning.

13.2.1 USING 5S

5-S is the Top Salesperson

- A Neat and Clean Facility impresses customers
- A Neat and Clean Facility wins more contracts
- A Neat and Clean Facility is more productive
- A Neat and Clean Facility produces fewer defects

13.2.2 5-S is Thrifty

- A Neat and Clean Facility is thrifty and economizes on everything

13.2.3 5-S is the Engine of Safety

- A Neat and Clean Facility is spacious, bright, visibly appealing
- A Neat and Clean Facility is a much safer place to work
  Work areas and traffic areas are clearly marked
  Hoses and electrical cords are not on the floor

13.2.4 5-S is a Timekeeper

- A Neat and Clean Facility meets deadlines better

13.2.5 5-S Promotes Standardization

- Better communication results in better understanding of plans and decisions
- Visual presentation of instructions is widespread
- Associates can easily perform most operations
- Quality and cost are stabilized with clearly communicated goals

13.2.6 5-S creates an enjoyable workplace

- Fewer troubles in a bright, clean workplace.
- More involvement of associates and more ideas for improvement
- New ideas are quickly adopted
- There is a spirit of improvement in the plant.
- A Get-It-Done attitude is the rule.

13.3 Office

Keeping spaces clean and tidy is vital to safety. Some reminders of good office practices.

- Keeping work area tidy will improve productivity and increase safety
- Clean up trash and scrap. Place in correct receptacles for trash or recycling.
- Promptly clean up spills of water, grease and other liquids to prevent slips and falls.
- Close cabinet doors and drawers to prevent trips and head injuries.
- Watch for wear and damage to carpets, floors and stairs, which can cause tripping accidents.
- Passages through work areas should be unobstructed. Office furniture and equipment should not protrude into aisles.
- Store materials properly. Do not place heavy items overhead. Secure materials to prevent falling or rolling.
- Do not obstruct routes to fire exits, fire extinguishers, first aid kits, or other emergency equipment.
- Paper cutter cutting arm shall always be secured closed when not in use.

13.4 Desks

- Push on handles to avoid pinching fingers when closing drawer.
- Avoid placing heavy or bulky objects near edge of the desk.
- Store sharp or pointed objects with sharp points directed away from body position while sitting at a desk.
- Place pencils in containers with sharp point down.

13.5 Chairs

- Never use a chair as a ladder.
- Avoid leaving chairs in aisles and hallways.
- Chairs with broken sides, rungs, seats or other defects are to be marked and disposed of immediately.

13.6 Filing cabinets

- Cabinets should not be located where drawers or doors will block aisles when opened.
- Open one drawer at a time and store all heavy items in lower drawers to prevent cabinet from tipping.
- Push on handles of a drawer to avoid pinching fingers.
- Never use an open file drawer as a ladder.

13.7 Stairways

Devote full attention to a safe ascent or descent

- Use the handrail for stability
- Place full length of foot on step and take one step at a time.
- Do not read or carry objects that obstruct your view.
- Watch for litter on stairs, loose, broken, worn or slippery treads.
- Steps from one level to another should be well marked and guarded with a railing.
- Go single file, keeping to the right

13.8 Temperature Extremes

Extreme temperatures, both heat and cold, because not only discomfort, but also dictate changes in how work should be conducted. Employees may need several days to acclimate to exposure. Controls should include pacing work based on the level of heat or cold.

13.8.1 Temperature Extremes – Cold

Hypothermia results when loss of body temperature is faster than heat can be produced. Blood vessels constrict to conserve vital internal heat affecting body extremities. Insulating clothing provides some protection, but loses protective quality as moisture from water or sweat is retained in clothing. Fatigue also results in rapid heat loss. Wear layers and ensure that extremities are covered, particularly the head, to avoid loss of body heat

Symptom	Symptom
Apparent exhaustion	Cool skin
Drowsiness	Inability to get up after a rest
Incoherence	Low blood pressure
Memory lapses	Slow, irregular breathing
Uncontrollable shivering	Vague, slow, slurred speech

13.8.2 Temperature Extremes

Heat In hot environments, the body has trouble dissipating excess heat. As temperatures and humidity rise, concern for workers' exposure to heat related distresses increases. Heat stroke is the most serious. Employees are encouraged to drink water constantly throughout the hot workday (12 oz. or more per hour).

Distress	Symptom	Treatment
Heat cramps	Painful spasms of muscles used during work (arms, legs, or abdominal). Cramps may occur during or after work hours.	Treatment should include removing to a cooler environment and providing increase fluids to drink.
Heat exhaustion	Milder form of heat disorder linked to the depletion of body fluids and electrolytes. Employee experiences fatigue, nausea, and headaches, with moist and clammy skin.	Remove the employee to a cooler environment. Employee should be given additional fluids to drink.
Heat fatigue	Impaired performance of skilled sensor motor or mental tasks in heat.	No treatment is required, but further acclimatization may be necessary.
Heat rash	Prickly heat appearing as tiny raised vesicles (blister like) on the affected areas. Occurs in skin persistently wet by sweat.	Treatment includes mild drying lotions and skin cleanliness to prevent infection.
Heat stroke	Hot dry skin, mental confusion, and loss of consciousness.	Death can result if not properly managed. Emergency medical attention is necessary to properly manage the situation. Any method to cool the employee should be taken.
Heat syncope or fainting	Result of prolonged standing in heat. Heat causes the pooling of blood in the dilated vessels of the skin.	Employee should be removed to a cooler environment. Recovery should be prompt and complete.

13.9 ERGONOMICS

Is the study of the relationship between people and work performed. Complex factors and variables involve science of ergonomic research and design. Ergonomics account for human bodies in work situations, variations in human sizes, shapes and abilities and fits jobs to people, not people to jobs. Acute or chronic muscle strain may be an indication of exceeding the capacity of the body to accommodate physical stresses.

13.9.1 Points

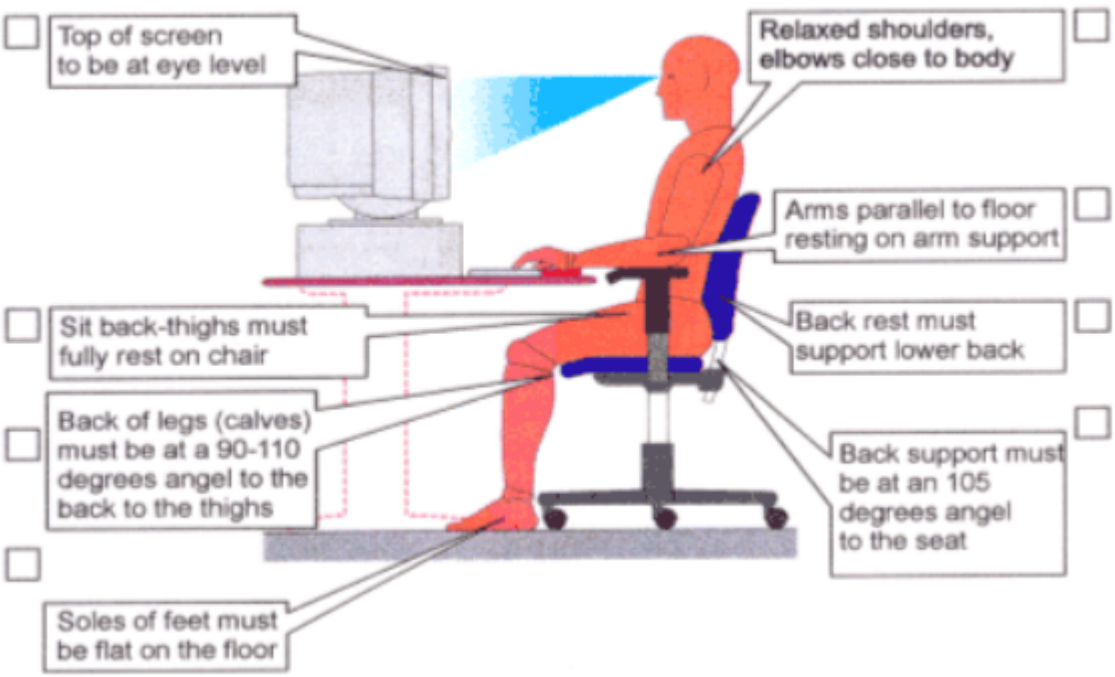
Practicing good ergonomics is key to reducing or preventing injuries.

- Take a neutral relaxed position without excessive flexing. Forearms (elbow to wrist), wrists and hands should be parallel.
- Rearrange work activities to avoid reaching above shoulders, behind back and awkward body positions.
- To reduce strain on the back, legs should be used to lift and carry items.
- Proper back and leg support is essential while working in a seated position.

13.9.2 Hand Tool Ergonomics

- Select hand tools fitting workers' hands. Tools too large or too small produce stress in hands and wrists. Ideal handle diameter is 1.5 inches for men and 1.3 inches for women
- Use proper striking tools to reduce harmful hand exertions.
- Use vibration dampening designed machines or powered hand tools to reduce strain injuries.
- Use soft coverings on tool handles or gloves to protect the hands from extreme temperatures and to reduce pressure points, vibration, and slipping of the grip
- Look for tools allowing a natural and comfortable work position.

13.9.3 Proper office set-up



NOTE: Keyboard should always be in a flat position, so that the wrist is not bent up or down or to either side during use. Forearms and wrists should be in a straight-line position, parallel to the floor.

13.10 Electrical and Tools

- Watch for signs of overloaded electrical circuits
- Keep hand tools in good repair. Turn defective tools in for repair or replacement.
- Make sure machinery is properly guarded to prevent accidental contact with point of operation, moving or energized components. Ensure machine guards have not been tampered with or removed.
- Keep tools and equipment routinely cleaned, maintained and inspected.
- Beware of any signs of electrical malfunction. Watch for wear and damage to electrical cables, cords, plugs and outlets. Do not use electrical equipment, which has makeshift repairs by unqualified, unauthorized personnel.

13.11 Manual lifting

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. Following are rules for manual lifting:

- Inspect load to be lifted for sharp edges, slivers, and wet or greasy spots.
- Wear gloves when lifting or handling objects with sharp or splintered edges. Gloves must be free of oil, grease, or other agents that may cause a poor grip.
- Inspect route over which load is to be carried. Route should be free of obstructions or spills to prevent tripping or slipping.
- Consider distance the load is to be carried. Recognize gripping power may weaken over long distances.
- Heavier loads require team lifting and personnel should be similar in size and physique. One person should act as leader and give commands to lift, lower, etc.
- Do not exceed your physical load limit, stay within your strength limits.

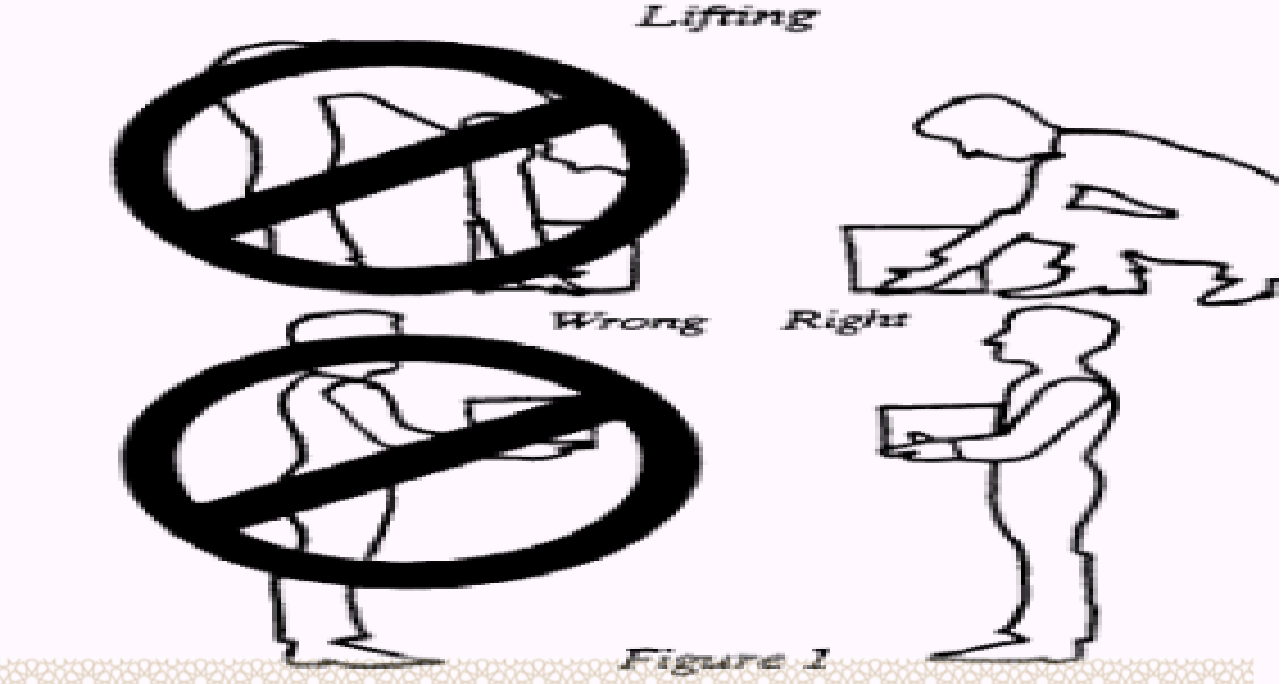


Figure 1

13.12 DRIVER SAFETY

- Employees, driving a company owned or personal vehicle on company business must have a valid driver's license.
- Employees must never exit a vehicle while the engine is running. Before exiting a vehicle, always apply the parking brake, shift the transmission into PARK, turn the engine off, and remove the key.
- Employees must not drive any vehicle while under influence of alcohol, drugs or any medication or substance impairing one's ability to operate a vehicle.
- No unauthorized passengers or materials may be carried, including alcoholic beverages (even if unopened) and firearms.
- Inside of Medicity shall maintain speed limit 15-20 mph Over Speeding is prohibited
- Employees must wear seatbelts while driving or riding in a Company vehicle, or while driving or riding in any vehicle on Company business.
- Acts of road rage or horseplay by an employee driving a Company vehicle or any vehicle on Company business is prohibited.
- Park in such a manner and don't block the fire equipment's.
- No using cellphone while driving.
- Fire extinguisher shall be available in the vehicle.
- Training Employees driving a Company owned or personal vehicle on Company business are required to attend defensive driving courses every three years.

13.13 PERSONAL PROTECTIVE EQUIPMENT

Provides a wide array of Personal Protection Equipment (PPE) for employees. Employees may wear only Company issued PPE. If Company issued PPE does not fit properly, or adequately address a particular hazard, contact your HSE representative for assistance.

13.13.1 Eye Protection

Is required for all tool-using employees when they are performing or observing a work

operation where there is reasonable probability of injury to the eye. Safety glasses with side-shields are required when there is a hazard from flying objects. Visitors, supervisors, management and other employees when visiting work sites, where tools are in use, must wear eye protection

- Safety glasses - All lenses and frames must be Company approved and comply with Requirements of American National Standards Institute (ANSI) standard Z87.1 for eye and face protection.
- Safety goggles/ face shield - Employees may encounter working conditions when satisfactory Eye protection cannot be gained through use of safety glasses. When using a chainsaw or working in areas with flying or falling particles, sawdust, concrete chips, or hot solder, require use of safety goggles or full-face shield.
- Welding shields - Appropriate shielding and eye protection must be worn to prevent Exposure from welding and optical radiation.

13.13.2 Head Protection (Hard hat)

Hard hats must be worn for protection against head injury and electrical shock and to provide visibility.

13.13.3 Hand Protection

Approved gloves must be worn based on the identified hazard


Disposable Gloves


Chemical Resistant Gloves:Nitrile/Butyl/Neoprene/PVC


PVC Dotted Gloves:Cotton /Kevlar/Nylon


Seamless Knitted Gloves with Nitrile/PU/Latex Coating


Cut Resistant Gloves upto Cut Level 5


Anti Vibration Gloves


Welder Gloves


Cut Level 5 Gloves for Food Industry


Heat Resistant Gloves upto 500°C Leather/Cotton/Kelcar/aLuminiz

13.13.4 Foot Protection

Must have an ASTM F2413-05 or 11 rating on the footwear to meet the minimum Requirements.

13.13.5 Fully Body Harness

- Must use fully body harness when working at positions more than 6 feet (1.8m) above ground.
- Each employee is responsible for determining fully body harness condition before use. Equipment that may not be safe should be exchanged for equipment in good condition. Conditions to look for during visual inspection:
- Steel reinforcing plates holding "D" rings.
- Loose, broken or missing rivets or rivets with excessive wear.
- Broken or rotted threads in the stitching.
- Cracks, cuts or stress lines that tend to cause leather/fabric to tear or affect the strength of the belt or strap.
- Broken or defective buckles or snap hooks.
-

13.14 Tool Safety/Equipment

13.14.1 Hand Tools

- Before use, inspect tools for such conditions as loose handles, loose, broken, or bent Blades, cracks, breaks, or excessive wear.
- Cutting tools shall be kept properly sharpened and protected by suitable guards.
- Use only the tool properly designed for the job. Hand tools (electric) must have ground fault protection.
- Defective tools must be turned in for repair and/or replaced.

13.14.2 Soldering Iron

- Electrical cords must be checked for defects or excessive wear.
- Tip of iron shall be clean, free from excess solder, not excessively worn or pitted and tight in shell.
- Grounding must be omitted on soldering irons or power wire-wrap tools when used on telecommunication circuits.
- Soldering irons must be stored in soldering iron cage when not in use.
- Never leave a hot soldering iron or gun unattended.
- Do not breathe in the smoke.
- Ensure soldering iron is cool before touching and storing.

13.14.3 Torches ACETYLENE & MAPP GAS

- Before use, check torch for leaks using soap solution. Never test for leaks with an open flame.
- Always use the friction-type lighter to light the torch.
- Always keep the acetylene tank in an upright position.
- After completion of work, extinguish the flame by closing the tank valve, allowing the acetylene to burn from the hose and regulator.
- Never use the torch in a utility hole, cable vault or excavation unless authorized.
- Always store the tank properly protected, without gauges and properly secured in an upright position at all times.
- Never take torch into confined space.

13.14.4 Ropes

- When working with ropes an employee must:
- Inspect all rope for surface imperfections, such as broken fibers, cuts or decay, before using. Never use a rope in a doubtful condition.
- Be thoroughly familiar with proper methods of handling rope. Faulty knots or hitches in a rope may slip under strain and cause serious accidents. Leave excess in end of rope, when tying knots or hitches, to ensure knot will not pull out.
- Never exceed working strength of the rope by the load supplied.
- Ropes must not be placed which form obstructions on highways or thoroughfares. Temporary guys must afford sufficient clearance for passing vehicles.

13.15.5 Chain Hoists

- Before use, inspect for: Bent, cracked or otherwise deformed hook(s) or handles.
- Cracked or distorted casting and binding or sticking, worn or deformed links in chain
- Control lever not operating freely.
- Hoist not properly operating in any manner.
- Jaws are clean and free of rust, grease, etc.
- Workloads exceeding safe limits.
- Extension handles or reinforcements made in an attempt to increase normal leverage of hoist.
- Position working handle outboard of pole.
- Appropriate pole binder is in place to secure poles during transportation and not utilizing the chain hoist as device for securing pole.
- Any previous defective conditions that should have been tagged and turned in for repair.

13.15.6 Welding

- Hot Work Permit required before beginning any welding work.
- Welder's clothing must be kept free of excessive oil, grease and other flammable substances.
- All oxygen & acetylene hoses must be repaired with proper clamps and connections.
- Welder is to ensure proper shielding before striking arc.
- Have portable fire extinguisher near when welding, cutting, or soldering.
- Any defective welding leads or grounds cables must be properly repaired.
- Welder is responsible for examining area for possible fire hazards.
- Torches must be lighted only with friction type lighter.
- Acetylene line gauge pressure must not exceed 15 PSI.
- All welding hoses must be coiled and hung in a safe manner when welding is completed.
- All spent welding electrodes must be disposed of properly.
- All empty oxygen bottles, hoses, torches, or oxygen related equipment must be kept away from all petroleum products
- Gauges should be protected or removed and caps replaced when not is use

- Screens shall be in place when arc welding is being performed
- Employees must wear eye protection with suitable filter lenses for welding, cutting, chipping, grinding or any other activity that might cause eye injury.
- Only trained employees will be allowed to use welding equipment.

13.15.7 Ladders

All ladders should be inspected for correct use and care. Proper ladder selection is the first step.

- Ladder must be secured properly to company vehicle with hooks in at all times.
- Do not let ladders of any material contact live electrical wires. Face ladder when climbing up or down and keep body centered.
- Maintain three points of contact ascending and descending ladder.
- Make sure ladder is fully open, spreaders secure, pail shelf in position. Place on firm level surface with a secure footing.
- Do not use on slippery surfaces.
- Do not place on boxes, unstable bases or scaffolds to gain additional height.
- Do not place in front of door opening toward ladder.
- Never move belt bucket outside ladder rails.
- Lash secure ladder at point of support by tying off.
- Do not wear climbers on ladder.
- Exercise caution when climbing a ladder during wet or icy weather.
- In high traffic areas, have a worker guard the ladder and display appropriate warning signs and flags.
- Employees must not use ladders if tire easily, subject to fainting spells, using medicine or are physically impaired.
- To protect children, do not leave ladder set up and unattended.
- Check that ladder is firmly supported and properly set up.
- Do not lean to the side so far that the breastbone is beyond the side rail.
- Maintain a firm grip and use both hands in climbing.
- Do not climb from one ladder to another.
- Never use ladder as a platform, plank or hoist. Never use ladder on a scaffold.
- Do not overload. Ladders are meant for one person.
- When placing ladder on strand, ensure ladder hooks are engaged on the strand and the strand is in the circumference of the hooks.
- Keep ladder close to work; avoid pushing or pulling off to side of ladder.
- Never drop or apply an impact load to a ladder.
- Do not “walk” or “shift” ladder while standing on it.
- Use shoulder pads or carrying mate if needed to transport ladder.
- Keep ladder clean from grease, oil, snow, mud, wet paint and other slippery material.
- When carrying ladder, ensure ladder hooks are in.
- Use stabilizing strap to position ladder against pole.

13.16 LOCKOUT / TAGOUT (LOTO)

Lockout / tag out (LOTO) applies to electrical maintenance of machines and equipment in which unexpected startup or release of stored energy could result in death or injury to employees. Lockout and tag out of energy-isolating devices will be required when performing maintenance or service work on machines or equipment.

13.16.1 LOTO requirements

LOTO is required in the following situations:

- Potential for injury by unexpected start-up of equipment or release of any stored energy, including pressurized lines.
- Employee removing a guard or other safety device.
- Employee placing any part of the body where it could be caught by moving machinery.
- Anyone working "away from" any energy-isolating device which could result in an injury if device was accidentally or unexpectedly released.

13.16.2 LOTO procedures

<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>1</td><td>Locate all energy sources needing to be isolated</td></tr>
<tr><td>2</td><td>Notify all affected employees that LOTO is going to be utilized and the reason for lockout.</td></tr>
<tr><td>3</td><td>Turn off and lock in off position the following energy sources at the point of operation control:
<table>
<tr><th>Energy type</th><th>Shut off and lock description</th></tr>
<tr><td>Electrical</td><td>Locate correct electrical disconnect switch or circuit breaker and turn to “OFF” position. Check with voltmeter to assure no energy is present.</td></tr>
<tr><td>Mechanical</td><td>Springs, elevated machine members, rotating flywheels, must be dissipated or restrained by methods such as repositioning or blocking.</td></tr>
</table>
</td></tr>
</table>

	Flammable, Pneumatic, Hydraulic, Thermal, or Chemical	Valves must be closed or lines disconnected, or isolating "blanks" or stoppers installed.
4	TAG all energy isolating devices controlling the unexpected release of energy and attach locks.	
5	Lock shall be remove with the supervisor.	

13.17 COMPRESSED GAS CYLINDERS

Compressed gas cylinders must be secured at all times and are dangerous when improperly stored or mishandled. Cylinders should be treated as if pressurized. Cylinders should always be secured and never thrown, banged, tilted, dragged, slid, rolled, or dropped from a truck bed or other raised surface. Never use full or empty cylinders as a roller for moving materials, work support, or other purposes.

13.17.1 Transporting, moving cylinders

Cylinders are difficult to move by hand because of shape, smooth surface, and weight. Following are guidelines for cylinder transportation:

- A truck or an approved cylinder handcart must always be used to move a cylinder.
- Secure all objects loaded on trucks to prevent any shifting of the load in transit.
- Vehicle wheel chocks must be used for loading or unloading cylinders to prevent movement of vehicle.
- Nitrogen cylinders must be transported horizontally in special compartments or racks for compliance with OSHA CFR 29 1910.268.
- Transportation of all fuel cylinders must be in vertical racks that would prevent inadvertent damage or overturn. Acetylene cylinders must never be tilted beyond a 30-degree angle. Tilting at greater than 30 degrees could result in an explosion.
- Nitrogen sling available through Procurement to assist in moving cylinder at manholes.
- Nitrogen cylinders should always be chained in a vertical position.

13.17.2 Storing cylinders

- Pressure regulator must be connected or safety cap must be in place and chained to a cart or a permanent structure. A pressurized gas cylinder can become a dangerous projectile if valve is broken or damaged.
- Valve must be kept closed.
- Ensure cap is on when not in use.
- Cylinders must not be lifted by the safety cap.

13.17.3 Fuel, welding precautions

- Cylinders used in conjunction with electric welding, must not be grounded and burned by electric welding arc. All Oxygen/Acetylene rigs must use a flash arrestor. Flames,

sparks, molten metal, or slag must never come in contact with any part of a compressed gas cylinder, pressure apparatus, hoses, or any part of the system. Do not place cylinders where becoming part of an electric circuit is evident.

13.18 LIFTING EQUIPMENTS

Only properly trained and equipped employees may operate the equipment. The operator's manual must be kept in the vehicle and must be read and understood by operator prior to the vehicle's use. The operator must conduct a daily inspection of the vehicle, including:

- Booms(s) for loose objects.
- Under the truck for evidence of hydraulic leaks and proper fluid levels.
- Loose nuts and bolts.
- Strobe(s) and other emergency lighting.
- Damages and proper inflation.
- Condition of wheel chocks.
- Operating controls for signs of wear, contamination or any other condition that might interfere with proper operation.
- Other inspections as required by the operator's manual.
- Cycle unit from ground controls position to ensure proper operation.
- Outrigger, pads and leveling system for proper operation.
- Bucket in good working condition and vehicle housekeeping.
- Boom must be in cradle firmly before driving vehicle.
- Any employee not strapped in while in the bucket will be subject to disciplinary action.

13.18.1 Electrocution hazard

A major hazard related to vehicles equipped with a bucket is electrocution. Vehicles may not be operated with any conductive part of the equipment exposed to energized power lines closer than the clearance set below:

Voltage range (phase to phase, RMS)	Approach Distance (inches)
300 V and less	Avoid contact.
Over 300V, not over 750V	12
Over 750V not over 2 kV	18
Over 2 kV, not over 15 kV	24
Over 15 kV, not over 37 kV	36
Over 37 kV, not over 87.5 kV	42
Over 87.5 kV, not over 121 kV	48
Over 121 kV, not over 140 kV	54

13.18.2 Fall Hazard

An additional hazard to lifting equipment is the potential for a worker to fall.

- A properly fitted full body harness and lanyard, hard hat and eye protection must be worn.

- Lanyard must be attached to manufacturer supplied anchor points.
- Lanyard must never be attached to the strand or any other object.
- Refer to the operator's manual for the weight capacity of the bucket on vehicle to prevent overloading.
- Wheel chocks must be used for all work.
- Boom must never be used for entering or leaving.

13.19 Underground shoring/trenches

Excavations and trenching dangers require not only caution but also training and equipment to control. Issues of underground utilities, trench depth, soil type, hazardous atmospheres, and means of egress must be understood and addressed.

13.19.1 Excavating requirements

Excavation and trenching must meet HSE requirements for shoring sides. Each employee, in excavation, must be protected from cave-ins by an adequate protective system where excavation is both less than five (5) feet in depth and examination by a competent person determines no indication of a potential cave-in.

- Ensure all underground utilities have been located.
- Ensure necessary easements or permits have been obtained prior to starting work.
- Close as much trench as practical at end of each day of work
- For work located in pastures or grazing lands, livestock should be removed before starting work. Open excavations left unattended should be protected with temporary fencing or planking of sufficient strength to protect livestock.

13.19.2 Soil classifications

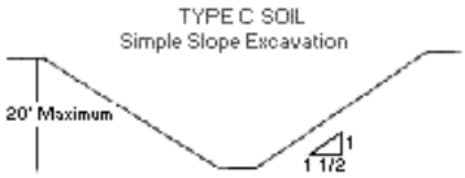
Only a person trained in soil inspection can determine type. Soil classifications are determined by both of the following means:

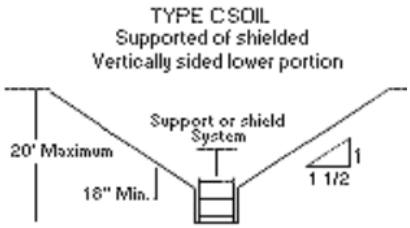
- Visual inspection
- Manual inspection.

Soil Classification	Description
Type "A"	Clay, hardpan and previously undisturbed earth are some types of "A" soil.
Type "B"	Cohesive soil with an unconfirmed compressive strength greater than 0.5 ton per square feet (tsf) but less than 1.5 tsf. Granular cohesiveness soils including angular gravel (similar to crushed rock), silt, silt loam, sandy loam, and some cases of silty clay loam.
Type "C"	Subject to vibration from heavy traffic, previously disturbed soil, sandy soil and soil from which water is seeping.

13.19.3 Sloping systems

For type "C" soil, excavations shall be sloped at an angle not steeper than one and one half horizontal to one vertical (34 degrees measured from the horizontal).





13.20 CONFINED SPACES

Utility holes, unventilated cable vaults and attics are examples of confined spaces workers may encounter. A "confined space" is any space:

- large enough for a person to enter and work; and
- having limited or restricted means for entry or exit; and
- Not designed for continuous employee occupancy.

Employees or contractors may not enter a confined space unless trained in confined space entry under GMU HSE manual.

Stages of manhole entry
Principles apply to all types of confined space, but if in doubt of safety contact HSE Officer.
Following stages must be followed when entering a manhole:

- Test
- Purge

- Ventilate.

13.20.1 Confined space procedures

Stage	Description
1	Upon arrival at the work site, work area protection must be established.
2	Railing and ring guards must be used for open utility holes or vaults to prevent accidental falls into opening. Ring guards will protect employees in utility hole from foreign objects entering utility hole such as debris and water. NOTE: Utility hole should never be left open when workers are not present.
3	Facilities representative shall be with the contractor until the finish of the job.
4	Prior to pumping (if necessary) determine if water is contaminated (HSE officer may be called to help make this determination). Signs of contamination include strong odours, sheen and discoloration. Special environmental measures may be necessary for the proper removal of the water.
5	If vehicular or pedestrian hazards or water hazards cannot be controlled through normal methods, an attendant may be required.

13.21 Noise

A sound, especially one that is loud or unpleasant or that causes disturbance.
Permits noise exposures up 90 decibels, averaged over an 8-hour period. Noise levels are measured on the A scale of a standard sound level meter and are expressed as dBA.

13.21.1 Effects

- Chronic noise-induced hearing loss is a permanent sensor neural condition that cannot be treated medically. It is initially characterized by a declining sensitivity to high-frequency sounds, usually at frequencies above 2,000 Hz.
- Exposure of a person with normal hearing to workplace noise at levels equal to or exceeding the PEL may cause a shift in the worker's hearing threshold. Such a shift is called a standard (or significant) threshold shift and is defined as a change in hearing thresholds of an average 10 dB or more at 2,000, 3,000, and 4,000 Hz in either ear.

13.21.2 Standards

Duration of Exposure (hrs/day)	Sound Level – dB(A)		
	ACGIH	NIOSH	OSHA
16	82	82	85
8	85	85	90
4	88	88	95
2	91	91	100
1	94	94	105
1/2	97	97	110
1/4	100	100	115*
1/8	103	103	—

Maximum Limit Value (including hearing protectors)

average dBA
Peak dBC

Upper Action Value (excluding hearing protectors)

average dBA
Peak dBC

Lower Action Value (excluding hearing protectors)

average dBA
Peak dBC

DEFINITION AND ABBREVIATION

GMU - Gulf Medical University
CAA - Commission for Academic Accreditation
HSE – Health, Safety and Environmental
NFPA – National Fire Protection Association
ISO - International Organization for Standardization
ERT – Emergency Response Team
MSDS - Material Safety Data Sheet
PPE - Personal Protective Equipment
WHO - World Health Organization
HOD - Head of Departments
OSHA Occupational Safety and Health Administration
DBA - decibels sound

REFERENCES

Education Sector Occupational Environment, Health & Safety Management System Framework.
UAE Life and Fire Safety Code of Practice.
NFPA
Ministry of Health
ISO 14001 & OHSAS 18001

APPENDIX 1

GMU ACCIDENT INCIDENT 24HOURS REPORT FORM

https://drive.google.com/file/d/1BYmveWTqPKFFI9otMhbv55NkrauKTRu5/view?usp=drive_link

APPENDIX 2

GMU DETAILED ACCIDENT INCIDENT INVESTIGATION REPORT

https://drive.google.com/file/d/1K_7nzq-b10zBM11bLgQjJkdRnCbrQ5W2/view?usp=drive_link

APPENDIX 3

MEDICITY WORK PERMIT

https://drive.google.com/file/d/1lP_8zl8_aTk5Ih7sJM0fYiBBn2a9Hmdk/view?usp=drive_link

APPENDIX 4

MEDICITY HOLIDAY PASS

https://drive.google.com/file/d/1rmOXnk3lL1lDncIm-kk3jlDRQUVjSJtU/view?usp=drive_link