

HEALTH AND SAFETY POLICY

COLLEGES OF TECHNOLOGY

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A. Version Control Table

Version	Author	Date (dd/mm/yyyy)	Summary of Changes
1.1	ACT & QD	May 2011	Approved Policy
2	QD	October 2016	<ul style="list-style-type: none"> a. Reformatted: PMS Format from PSW, CoTs b. Replaced sub-headings <ul style="list-style-type: none"> - General Procedure to General Guidelines - Supporting Procedures to Procedures for Emergency Situations - Electrical Hazards to Electrical Emergency Procedure c. Added 4 steps to 5.1. General Guidelines d. Moved from General Procedure to Supporting Procedures <ul style="list-style-type: none"> - Evacuation Procedure - Procedure in the Event of Fire - Procedure in the Event of Accidents During Work/Class/Lab - Electrical Emergency Procedure e. Re-defined 3.5 Emergency Team f. Re-stated some statements for clarity g. Incorporated relevant feedback from CoTs (ACT, HCT, IbCT, SCT, ShCT)
2.1	QD	May 2017	<ul style="list-style-type: none"> a. Refined V.2 based on feedback from CoTs: <ul style="list-style-type: none"> - Section 1 Modified introductory statement - Section 2, added last sentence - Section 3, changed emergency team to emergency response team - Section 4, last sentence added - Section 5.2 moved to Section 8 - Section 6, Responsibilities and Stakeholders changed to Roles and Responsibilities - Section 7, added Occupational Safety and Health (OSH) Ministerial decree - Section 8.2, attached sample forms
2.2	DGTE & QD	Oct 2019	Incorporated feedback from ShCT

B. Plagiarism verification

Version	Team/committee/person	Date (dd/mm/yyyy)	% of Plagiarism	Signature
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D. Approval Authorities Signature/Date:

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1. Purpose

The Colleges of Technology (CoTs) are committed to provide a healthy and safe environment to their staff, students and visitors. The colleges consider health and safety of their staff, students and visitors to be of paramount importance in realizing their goals and objectives. This health and safety policy is laid to clarify the colleges' intent, responsibilities and procedures.

2. Scope

The policy is applicable to all the staff, students and visitors. It is applicable to all the units and facilities within the college campus. Any incident related to health and safety of its staff/students occurring outside the college campus does not come under the purview of this policy. This policy also intends to ensure proper implementation of the health and safety provisions in compliance to the Regulation of Occupational Safety and Health for Establishments as per Labor Law (OSH), issued by the Ministry of Manpower (Ministerial decision 286/2008).

3. Definitions and Acronyms

3.1 Acronyms:

- CoTs – Colleges of Technology
- QM – Quality Assurance Manual
- QSM – Quality Sub-Manual
- HSC – Health and Safety Committee

3.2 **Health** - is “*a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity*” (WHO, 2019).

3.3 **Safety** – is “*the condition of being protected from or unlikely to cause danger, risk or injury*” according to the Oxford dictionary definition as cited by Lexico, (2019).

- 3.4 **Hazard** – is a condition or situation that may lead to an emergency or disaster.
- 3.5 **Emergency response team** is a group of trained people, like first aid providers and fire wardens, who are delegated the task of responding to emergency situations.
- 3.6 **Evacuation:** It specifies steps followed in getting the staff, students and any other people outside the college buildings during the unlikely event of a fire or any other calamity.
- 3.7 **Assembly Point:** It specifies designated areas around the college which is provided to allow the people to gather during the unlikely event of a fire or any calamity.
- 3.8 **Fire Drill:** It is an exercise to train people in fire safety procedures.
- 3.9 **First-Aid:** It is an immediate medical support provided to a victim involved in an accident.

4 Policy Statement

The Colleges of Technology are committed to the implementation of appropriate arrangements in order to provide a healthy and safe environment conducive to teaching, learning and training for staff, students and visitors.

5 General Guidelines and Procedures

5.1. General Guidelines

- 5.1.1. Conduct awareness sessions for staff and students on health and safety policies and procedures.
- 5.1.2. Conduct mock drills in all departments and centers on a regular basis.
- 5.1.3. Post emergency numbers in strategic areas within the college premises.
- 5.1.4. Identify, coordinate, and train emergency response teams from the various units.

5.1.5. Conduct health and safety audits/inspections in all college units in coordination with Risk Management Committee.

5.2. Procedures for Emergency Situations

Note: Each college is responsible for developing procedures in handling specific types of emergency situations and pertinent forms like inspection audit checklist, incident report, etc. These developed procedures and forms should be attached as annexures to the policy and should be cited in relevant sections of the college QM/QSMs. (See Annexure Sections 8.1 and 8.2 for sample procedures and forms).

6 Roles and Responsibilities

The following are the roles and responsibilities common for all CoTs.

Note: Individual CoTs may assign other responsibilities according to their needs and circumstances to ensure a healthy and safe environment.

College Health and Safety Committee (CHSC)- This college level committee is responsible for ensuring that all units comply with policies and procedures, and requirements set for the CoTs as per national standards.

- **Chairperson** : (to be nominated by the College Council)
 - **Members** : Department and Center HS Coordinators (D&C HSC)
1. Oversees the activities of the department/center H&S committees.
 2. Ensures proper implementation of health and safety system in the college.
 3. Reviews the implementation of health and safety policies and recommend changes.
 4. Reviews reports regularly received from D&C HSCs and takes necessary action.
 5. Addresses health and safety issues requiring immediate attention.
 6. Ensures that emergency teams composed of trained fire wardens and first aiders are posted in all buildings.
 7. Coordinates with the Risk Management Coordinator of the college.

Department and Center HS Coordinator(D&C HSC) - This position refers to a staff with relevant knowledge or experience nominated by the Head of the Department/Center who is responsible for planning, establishing, implementing, and maintaining a variety of health, safety and security programs, in coordination with the CHSC to assure the highest possible degree of safety for staff and students in his/her respective department. Moreover, he/she:

1. Raises awareness of good health, safety and welfare practices among staff and students in the college through training, seminars and workshops.
2. Identifies the hazardous areas and safety needs of their unit and suggest improvements.
3. Ensures that the general operating guidelines for labs and workshops are strictly followed.
4. Checks the facilities and safety requirements such as first aid kits, emergency exit marking, fire fighting system, assembly points, etc.
5. Facilitates the annual mock evacuation and fire drills.
6. Reports regularly to the CHSC Chairman about health and safety situations and activities (including third party vendors/contractors/canteen staff and environment) of the unit.
7. Coordinates with the Risk Management Coordinator of the department/center.
8. Evaluates the effectiveness of implementation of all planned H&S programs and activities indicated in the department/center H&S Action Plans.

7 Related Policies and References

- Lexico.2019. Retrieved from <https://www.lexico.com/en/definition/safety>
- Regulation of Occupational Safety and Health (OSH)
Ministry of Manpower, Ministerial Decision 286/2008
- Quality Assurance Manual (QM)
- Quality Sub-Manuals (QSMs)
- WHO. (2019). Constitution. Retrieved from <https://www.who.int/about/who-we-are/constitution>

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Note: Individual CoTs may refer to other references to enrich health and safety arrangements.

8. Annexure

8.1 Sample Procedures

8.1.1 Evacuation Procedure

- a. Instruct and direct staff and students to evacuate the building immediately through the nearest safe building exit or stairwell when notified of an emergency. **DO NOT USE ELEVATORS.**
- b. Proceed to the designated assembly point or the alternative assembly point decided upon by the college authority, if the designated assembly point is blocked.
- c. Report unaccounted or missing persons to the Health and Safety Coordinator of each respective unit immediately.
- d. Remain at the designated assembly point until the all-clear signal has been given.

8.1.2 Procedure in the Event of Fire

- a. Raise the alarm immediately if a fire is confirmed or discovered.
- b. Inform the In-House Emergency Team.
- c. Locate the nearest fire extinguisher and use as directed.
- d. Inform Civil Defense on 9999.
- e. Shutdown emergency switches, and operation of all machines, equipment and other electrical devices.
- f. Turn off gas supplies and gas cylinders.
- g. Proceed immediately to the designated assembly point through the nearest safe building exit or stairwell or to the alternative assembly point decided upon by the college authority, if the designated assembly point is blocked, **DO NOT USE ELEVATORS.**
- h. Report unaccounted or missing persons to the Health and Safety Coordinator of the respective unit immediately.
- i. Remain at the designated assembly point until the all-clear signal has been given.

8.1.3 Procedure in the Event of Accident during Work or Class/Lab

- a. Call 9999 and seek assistance of a medical staff/trained first-aider
For minor cases: Take the person to the college clinic
For serious cases: Bring the injured person to the nearest hospital
- b. Report the incident immediately to the Head of Unit.
- c. Inform the family of the injured person.

8.1.4 Electrical Emergency Procedures

Minor Situations

8.1.4.1 Call extension number _____ or _____ for situations requiring urgent action. During weekends, holidays and after working hours, call _____ for immediate assistance.

8.1.4.2 Report in writing (available in the college portal) any electrical problems such as faulty wiring, electric shocks, flickering lights, busted electrical fixtures (switches, lights, lamps etc.) to the College Maintenance Department as soon as a problem is noticed.

8.1.4.3 Notify the Health and Safety coordinator of the respective unit for further action.

Serious Immediate Situations

- a. Instruct and direct students to evacuate the building.
- b. Proceed immediately to the designated assembly point through the nearest safe building exit or stairwell or to the alternative assembly point decided upon by the college authority, if the designated assembly point is blocked,. DO NOT USE ELEVATORS.
- c. Report unaccounted or missing persons to the health and safety coordinator of the respective unit immediately.
- d. Remain at the designated assembly point until all-clear signal has been given.

8.2 Sample Forms :

8.2.1 Inspection Audit Checklist Form (Developed by HCT)

Risk, Health and Safety					
Date of Inspection			Department		
Area/Location/Room			Section		
<p>When performing an audit inspection, you may do all or any of the following: 1. Interview the Head of Department/Unit (HoD/HoU), Head of Section (HoS), Supervisors, Block Coordinators. 2. Interview staff assigned to specific rooms. 3. Observe an on-going class, either a theory class or laboratory/workshop. 4. Request for evidences i.e. records, register, etc. 5. Include corridors and adjacent vicinity of area/location/room being inspected.</p>					
Please fill in the shaded space with the key below.					
Key		N = No action		Y = action required	
				NA = not seen or not applicable	
01.	Access	19.	Gas cylinders i.e. LPG	37.	Previous audit closed out
02.	Accidents/near misses	20.	Handheld tools/equipment	38.	Protocols/SOPs used
03.	Biological hazards	21.	Health risks	39.	Recycling program/s
04.	Community engagement	22.	Housekeeping	40.	Registers/records
05.	Compressors	23.	Inductions/orientations	41.	Respiratory risks
06.	Consents/permits, etc.	24.	Ladders/steps	42.	Risk assessment/hazard ID
07.	Consultation/toolbox talks	25.	Lifting operations	43.	Safe access/egress
08.	Coordinator/committee	26.	Lighting/temperature	44.	Safety policy in place
09.	COSHH (hazardous subs.)	27.	Maintenance of equipment	45.	Security/ protection
10.	DDS/DDM/VDU (monitors)	28.	Manual handling	46.	Slips and trips
11.	Dust and fumes	29.	Material delivery/storage	47.	Temporary works
12.	Elec./emergency panel boards	30.	Noise/vibration	48.	Traffic/parking management
13.	Emergency evacuation plan	31.	Notice board	49.	Ventilation/AC (HVAC)
14.	Emergency numbers	32.	Notices/signages	50.	Waste management
15.	Energy/resource use	33.	Obstruction	51.	Welfare facilities
16.	Fire-fighting materials	34.	Occupational health	52.	Work at height
17.	First aid kits	35.	Pollution prevention	53.	Workshop
18.	Floors, stairs & corridors	36.	PPE	54.	Workshops/trainings
Others, please specify below:					

**8.2.2 HAZARD (UNSAFE CONDITION) & NEAR MISS REPORTING FORM
(Developed by HCT)**

COMPLETE and SUBMIT to your department/unit coordinator.			
Department			Section
Person reporting	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Others:		
Name			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date			Time
CLASSIFICATION (tick as applicable)			
<input type="checkbox"/> Health <input type="checkbox"/> Safety <input type="checkbox"/> Environment			
DETAILS OF THE HAZARD OR EVENTS LEADING TO LEARNING OF THE HAZARD			
Potential outcome (tick all that are applicable)	<input type="checkbox"/> Personal injury <input type="checkbox"/> Illness <input type="checkbox"/> Glassware/material/equipment breakage/damage <input type="checkbox"/> Environmental Issue <input type="checkbox"/> Other, specify		
Potential severity	<input type="checkbox"/> Negligible <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Very high		
PLEASE REPORT ANYTHING THAT IS UNSAFE (HAZARD) OR A NEAR MISS			
Hazards/Unsafe Conditions	Near Misses	Accidents	
Something with potential to cause harm	Any incident that nearly resulted in an injury or damage	An incident that resulted in an injury or damage	
PRINT NAME			
NAME	SIGNATURE	POSITION	DATE

8.2.3 Incident Report (Developed by SCT)

Incident details

Name: _____ Contact Number: _____

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

Signature: _____