



Title: Health and Safety Policy

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Review: The policy is subject to periodic reviews as per amendments of university policies

1. Purpose

The purpose of this document is to describe the broad framework of Health and Safety measures prevailing in GU. It details the guidelines to provide safe and healthy environment around the campus in accordance with local and international standards. A Health and Safety - H&S Team has been set up by the President of the University to implement a comprehensive plan and measures to ensure the highest level of safety and reduction of health and safety hazards and accidents.

2. Scope

The document applies to all the stakeholders and facilities of Gulf University.

3. Acronym

BQA	Education and Training Quality Authority
CD	Civil Defense
GU	Gulf University
HEC	Higher Education Council

4. Policy Statement

Workplace health and safety is a major concern of the university in a world of predicted and unpredicted environmental events. The health and safety policy provides a comprehensive idea about the standards of health and safety measures undertaken by GU to promote healthy, safe, and less accident-prone campuses to the students and staff.

Gulf University (GU) ensures providing a safe and healthy environment which is in compliance with prevailing laws concerning hazardous materials, fire prevention, occupational health & safety, accessibility, hygiene and cleanliness.

A Health and Safety (H&S) Team has been set up by the University to implement a comprehensive plan and measures to ensure the highest level of safety and reduction of health and safety hazards and accidents. It is the primary responsibility of Health and Safety (H&S) Team to ensure compliance of the measures and create awareness of the health and safety issues.

5. Policy Principles

- 5.1 Gulf University is committed to protecting its staff from significant risks to their health, safety and welfare arising out of the undertakings.
- 5.2 Gulf University ensures effective control measures to reduce risks at an acceptable level.

- 5.3 Gulf University commits to implementing appropriate governance arrangements for delegating responsibilities related to healthy work environment.
- 5.4 Gulf University is committed to identifying and assessing the health and safety related risks in order to mitigate such risks.
- 5.5 Gulf University ensures spreading the awareness of health and safety requirements and regulations amongst staff and students for safe and healthy workplace.

6. Policy Highlights

The followings are the major highlights of the Health and Safety Policy:

6.1 Health and Safety Team

Health and Safety Committee is formed by the President of the University and comprises representatives from the following directorates, units, and departments:

- Admission and Registration Department.
- Information Technology Department.
- Maintenance Department.
- Quality Assurance and Development Centre.
- Representative of Students' Council.
- Students Services Unit.

The team is entrusted with the following tasks:

- Conduct induction programs to create awareness and culture related to health and safety.
- Display safety posters and relevant information in and around the campus.
- Organize field visits to provide practical information about health, security, and safety measures.
- Receive complaints and suggestions from all the stakeholders regarding health and safety measures.
- Monitor and record the list of incidents related to health and safety measures violations or hazard for the students and staff.
- Prepare periodic reports and statistics to be submitted to the President of the University.

6.2 Health and Safety Plan

Health and Safety Plan of the Gulf University is a comprehensive document which contains the following parameters:

- a) Training, Induction, and Information.
- b) Fire Safety.

- c) Fire Fighting.
- d) Accessibility.
- e) Hygiene and Cleanliness.
- f) Security and Patrolling.
- g) Cafeteria.
- h) Infirmary.
- i) Health and Safety Team.

The comprehensive activities under each parameter and sub parameters were discussed and distributed over the months of the next academic year to facilitate follow-up and implementation of health and safety measures.

a) Training, Induction and Information:

Training courses are held throughout the academic year in cooperation with instructors from within and outside the university. The training courses are provided by representatives of the Civil Defense Authority, the members of the Health and Safety Team of the university. It includes a general definition of health and safety rules, training on the evacuation of the building, as well as specialized training courses such as dealing with the dangers of electricity, liquids, acids, pesticides, first aid cases, and other specialized courses. It is the responsibility of the H&S team to display information warning posters about health and safety rules.

b) Fire Safety:

Fire safety measures like emergency lights, exit doors and lights, fire alarm system, smoke detectors shall be checked and repaired if required on a routine basis.

c) Fire Fighting:

All means of combating fire shall be followed up with the competent authority inside or outside the university as follows:

- Water hoses: These are checked and repaired in the event of any defect through the competent company every three months during a year.
- Fire extinguishers: These are checked for safety and replacement if they are not correct every six months.
- Lists of monitoring and follow-up methods of firefighting: The list will be updated periodically and when changing or adding the means of warning and fire control the knowledge of health and safety officer shall be enhanced.

d) Accessibility:

Routine checking of elevators and accessibility for special needs shall be monitored and appropriate actions shall be taken.

e) Hygiene and Cleanliness:

Cleanliness around the campus is ensured on a daily, weekly, and monthly basis and is monitored by the H&S Team on a weekly basis. The cleaning menu includes:

- Cleaning offices, computers, and accessories.
- Discharge the waste bins.
- Cleaning of floors, latrines, and sanitary drains.
- Carpet, window, water tank cleaning.
- Ventilation and air conditioning system.
- Pest control

f) Security and Patrolling:

Each building in the Gulf University has a trained security guard and follows the procedures and regulations. Visitors from outside the university are registered in the security logbook to ensure monitoring of visitors.

g) Cafeteria:

The hygiene of cafeteria is ensured by the H&S Team to provide healthy catering service by monitoring the hygiene of food and utensils.

h) Infirmary:

Checking First aid box items regularly and updating as and when required is an important responsibility of H&S Team.

Regular meetings of the H&S Team are conducted, and periodic reports will be submitted to the President of the university.

7. Responsibilities**Academic and administrative staff is responsible for**

- Following this document appropriately.
- Strictly adhere to the rules and regulations of health and safety measures.

The new staff is responsible for:

- Attending the orientation program organized by H&S Team.

Students are responsible for:

- Attending the induction program and following the rules and regulations of health and safety measures.

H&S Team is responsible for:

- Getting proper training from the Civil Defense and providing relevant training programs to all the stakeholders of the university.
- Monitoring the compliance of health and safety plans.

President of the university is responsible to

- Reviewing the performance of the H&S Team and providing recommendations on the periodic report submitted by the team.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

8. Related Policies

- All GU Policies

9. Related Procedures

- All GU Procedures

10. Related References

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
CD	Civil Defense Regulations and Handbooks
HEC	Regulations and Resolutions