

# Safety Policy

Policy #	AD-303	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## 1. Introduction

This document aims to define policies related to providing and securing public safety requirements that are managed the Facilities Management and Maintenance Unit.

## 2. Definitions

2.1. **University Administration:** Chancellor or Vice Chancellor

2.2. **The Unit:** Facilities Management Unit

## 3. Public Safety

3.1. The university is committed to the requirements of the Civil Defense Authorities, preserving public safety, and securing a safe environment for all its employees, students, and visitors. This includes:

- Educating the university population about public safety issues through hanging posters, distributing leaflets, and holding training seminars.
- Conducting periodic inspection rounds on all work areas to ensure the implementation of safety measures and the safety of devices and equipment.
- Drafting reports on public safety and submitting proposals and modifications to adopted work methods.
- Establishing safety guidelines in laboratories and ensuring that they are followed.
- Placing first-aid tools in laboratories and ensuring the validity of the materials used.
- Ensuring that corridors, emergency exits, and escape routes are free of obstacles and hazards.
- Ensuring that emergency lights are adequate and working properly.
- Monitoring, operating, and properly maintaining fire alarm and firefighting devices.
- Dealing with false alarms.
- Planning & conducting periodic escape drills.
- Conducting periodic training sessions in the presence of the civil defense, measuring the response speed, and working on ways to improve it.

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- Conducting periodic checks on fire pumps, water tanks, well pumps, electrical panels, etc. to ensure emergency preparedness.
  - Monitoring and treating leaks in the firefighting network.
  - Ensuring that all fire extinguishers are in place, have their validity dates prominently displayed, and that they are refreshed on time.
  - Informing the university administration in writing about the safety devices that are tampered with and working to repair or replace them.
  - Reporting incidents of tampering with safety devices so that they may be investigated and perpetrators held accountable.
- 3.2. Office safety lies with office supervisors who must evaluate all hazards and take the appropriate measures. Their duty is to ensure that all employees are properly trained in safe practices and are aware of all hazards. Safety officers shall assist office supervisors in eliminating hazards and periodically inspecting all facilities to ensure compliance with safety rules and regulations.
- 3.3. Dealing with Emergencies:
- When someone sees fire or smoke, they shall pull the fire alarm and go directly towards the nearest exit.
  - Upon hearing the alarm, people shall leave their work areas immediately and go towards their nearest exit. Escape routes shall be posted on the door of every office or hall.
  - People shall gather at the designated assembly areas until everyone is accounted for.
  - Office safety supervisors and officers shall supervise and aid people in the evacuation of buildings.
  - People may return to their corresponding work areas only after an “All Clear” is given by a Public Safety supervisor.
- 3.4. Dealing with Epidemics: The University committed the MOH regulations in taking preventive measures for the spread of epidemics including restricting admission to campus to those with Tawkalna immune or green screens, temperature check at the university gates, wearing face masks, and social distancing. The university provides sterilizers at all offices and at hallways, and provides face masks for all employees.

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- 3.5. The University responds positively to the risks identified by the insurance company inspectors.
- 3.6. The university is committed to the safety and wellbeing employees and students with special needs by providing designated car parking slots, ramps, and handrails wherever needed.
- 3.7. Service employees are expected to:
- Follow approved safety procedures.
  - Use personal protective equipment while working.
  - Refrain from entering occupied offices without the occupants' or the administration's prior permission.