



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

College of  
Engineering



# Health & Safety Management Policy

Prepared by

**SAFETY & SECURITY COMMITTEE**

Vice-Deanship of Quality and Strategic  
Planning, College of Engineering IAU

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Rajab, 1438 - March 2017

## **FOREWORD**

The College of Engineering places safeguarding health and safety at the heart of its Strategic Plan. The College is strongly committed to providing a safe and healthy workplace for all students, faculty, staff and visitors. Safety is the business and responsibility of every students, faculty, staff and visitors of the College. Thus, it is essential that a proper safety management plan is established and in place with the necessary safety rules and regulations for safe workplace. All students and staff have the first level of responsibility; their attitudes, work habits, and understanding of their responsibility are critical to attain safe environment. The faculty and immediate supervisors of the students and staffs have the next level of responsibility and must instill safety traits in their laboratory, workshops, and office personnel. It is important for our college personal in initiating and implementing preventive measures to control and eliminate hazards that may be associated with activities under our direction. The College of Engineering intends to fully support the University's strict adherence to all relevant occupational and environmental regulations, codes, and standards. Together we have the responsibility for maintaining effective environmental health and safety program. Its success can only be achieved through the commitment, cooperation and support from all partners. The challenge of maintaining an accident-free and healthy work environment is our main objective. It is our positive safety attitude, knowledge of safe practices, and actions that will determine the ultimate success of our safety program.

## **ACKNOWLEDGEMENT**

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## **1.0 Introduction**

The general safety for students, staff, faculty and visitors is the top priority in the College of Engineering at the University of Imam Abdulrahman Bin Faisal, Dammam, Saudi Arabia. The College is dedicated to the highest health and safety standards through continuous improvement and the control of potential hazards and risk management while ensuring the unrelenting delivery of outstanding engineering education and research. To attain this, the College established strategic safety plan and policies and will accordingly allocate the resources required to attain these objectives. The safety policy will apply to all students, staff, faculty, and visitors within the college and its facilities.

### **1.1 Policy Statement**

The college of engineering at the University of Imam Abdulrahman Bin Faisal is dedicated to achieving excellence in all its endeavors and this includes health and safety management. It is the policy of the College of Engineering to provide and maintain a healthy and safe work environment free from identified hazards that may cause harm to its students, staff, faculty and visitors. The College is aimed at being recognized as a leader in health and safety performance within the University by creating and enabling safe environment to work and study.

### **1.2 Principles**

- ❖ The College of Engineering is committed to achieving and sustaining a standard of excellence in health and safety. Thus, a positive health and safety culture will be promoted in the College, and efforts will be made to reorient our students, staff, faculty and visitors in the field of health and safety.
- ❖ The College requires its students, staff, faculty, visitors, contractors/suppliers, and other employees who work at the College to uphold and share this commitment by adhering to the College policies and procedures, and to know that they too have obligations to themselves and to one another.
- ❖ The College seeks to provide appropriate and safe workplaces, offices, classrooms, facilities, laboratories, and equipment that are reasonably practicable and related health hazards are well controlled. The College will as well monitor the safety performance of its customers and ensure compliance to appropriate regulation as well as health and safety

best practices. Since the College has other buildings in different locations, it is expected that all users comply with the College's safety policies and regulations.

- ❖ The safety policy of the College will also ensure that all possible hazards are identified; formal risk assessments are conducted to reduce risks for all works carried out by the College; and ensure that control measures as well as emergency procedures are available and efficient.
- ❖ The College will provide the necessary information, instruction, training and supervision at all levels required to ensure that its faculty, staff, and students are capable of handling their work activities, know the related hazards involved and the protective measures to be taken against them.
- ❖ Since the College is large and diverse, every Department should clearly describe in writing how they would adhere to this Policy Statement, and provide details of what, by whom and how health and safety will be managed in the department.
- ❖ The safety committee is committed to continuous review and development of our safety management plans, with the primary aim of conducting our work activities in a manner which does not affect the health and safety of any student, staff, faculty, contractors, visitors or members of the public, or affect the environment adversely.

### **1.3 Responsibilities**

The College requires any activities within the college to comply with the College Safety Management Plan, all relevant legislation, and applicable codes of practice and standards.

- ❖ The Vice Dean for Quality & Strategic Planning based on recommendation by the Chairman of Safety and Security Committee will be responsible for approving any change in content to the approved College's Safety Management Plan.
- ❖ The implementation of the College safety and security management plan is the responsibility of each Department Chair, manager, head, coordinator and Supervisor. Everyone with administrative responsibility should participate directly in ensuring that safe working conditions are sustained. Supervisors should provide essential training on accident prevention for those working under their jurisdiction.

## **1.4 Health and Safety Objectives**

It is important that the criteria for evaluating success or failure of the planned activity are transparent. To this end, the College will develop a health and safety objective that will be reviewed periodically and evaluated by the use of key performance indicators. This process is based on the PDCA (plan, do, check, act) cycle. The plan will be derived from stakeholder requirements, regulatory requirements and best practice. The results of these monitoring tools will drive continuous improvement activities within the college.

The plan will help to inform all college students and personnel, of the objectives that have been set to address health and safety performance. In communicating these objectives, it also helps everyone understand that their individual contribution is required to help achieve and deliver these goals. This plan will be reviewed by the Safety Team, which will determine appropriate actions and resources to progress the plan objectives. To achieve the aim of providing a safe and healthy environment, the College has the following key objectives:

- ❖ To ensure that the College complies with the requirements of relevant safety and health regulations
- ❖ To ensure that all works undertaken by individuals on College premises will be carried out, as far as is reasonably practicable, without risk to the safety and health of the general public
- ❖ To provide a safe and healthy working environment for members of its staff, students, visitors, contractors and members of the public;
- ❖ To ensure that members of its staff, students and others directly affected by the work of the College are adequately informed of the identified risks and, where appropriate receive information, instruction, training and supervision;
- ❖ To appoint competent persons to assist in meeting statutory obligations;
- ❖ To provide facilities and arrangements to enable members of its staff and their representatives to raise issues of health, safety and welfare through management and employee consultation;
- ❖ To ensure that all staff and students cooperate with the College to maintain safe working conditions through safe systems of work and working practices;



- ❖ To ensure that all staff and students report accidents and incidents that has led to, or may lead to, injury or damage.

The safety and health committee of the College will ensure that the health and safety policy is carried out through regular monitoring and reviewing auditing carried out by departments responsible for the laboratories. The Policy will be reviewed and if necessary revised in light of regulatory or organizational changes.

#### **1.4.1 The College Safety Officers:**

- ❖ The College Safety Officers must exercise due diligence to ensure that the College complies with its safety obligations under the relevant legislations. Due diligence includes taking steps:
  - To obtain and keep up-to-date knowledge of work health and safety matters
  - To know the nature of the College operations and the general hazards and risks associated with those operations.
  - To ensure that the College has available for use, and uses, appropriate resources and processes to minimize risks to health and safety from works carried out as part of the operations of the College
  - To ensure that the College has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
  
- ❖ The College students, staff, faculty, visitors and other persons on the College site or workplace are responsible for and are required to:
  - Take care for their own health and safety
  - Take care that their acts or omissions do not adversely affect the health and safety of other persons
  - Comply with any instruction that is given by the College with regards to safety
  - Comply with any policy or procedure of the College relating to health or safety at the workplace
  - Report incidents and any unsafe conditions or issues that come to their attention.

The College has an obligation to make reasonable adjustments to avoid disabled employees or students being put at a disadvantage compared to non-disabled people. Examples include providing assistive technology, or making adjustments to premises. In order for the college to fulfill its obligations, and in line with individuals' obligations, any student, staff or faculty member who has a disability are requested, if they wish to do so, to notify their head of department of the disability and advise if they would like an assessment carried out to identify if they require any additional support whilst at work. Once notified, the college, in conjunction with the personnel/student, will carry out an appropriate assessment of the personnel's/student's tasks to ensure they are not put at any unnecessary risk and that any support identified during the assessment is implemented.

### **1.5 Procedure**

The following guidelines highlight expectations for properly addressing hazardous actions and conditions:

- ❖ When an unsafe act or condition is observed, it should be reported and addressed immediately
- ❖ The immediate superior of any person found engaging in an unsafe act or operating in an unsafe condition should be notified quickly
- ❖ If non-compliance continues and/or if disrespect was exhibited by a non-complying personnel, the College Safety Officer shall discuss the matter directly with the appropriate superior of the non-complying personnel to determine immediate and appropriate consequences.

### **1.6 Compliance**

Each student, staff, faculty, workers, visitor and any other person on the College site or workplace is required to comply with occupational health and safety regulations and procedures that apply to their own actions and conduct on the job, and to report accidents, injuries, and unsafe conditions to his or her immediate superior.

### 1.7 College Safety Team (Committee)

The college recently established a health and safety team (committee), which meets periodically. Health and safety will be regularly reviewed on various meetings. Table 1 provides details of members of the College Safety team. The team is responsible for auditing compliance with the health and safety plan, keeping the health and safety plan up-to-date, scheduling users' safety and safety training as required, working with supervisors and other concerned persons to resolve safety complaints, keeping the safety bulletin boards up-to-date, keeping the Dean of College of Engineering aware of current safety concerns, and educating and communicating about safety.

**Table 1: College Safety / Team (Committee)**

| <b>Name</b>                   | <b>Position</b>   | <b>Email</b>            | <b>Phone Number</b> |
|-------------------------------|---|-------------------------|---------------------|
| Prof. Omar Aga                | Vice dean of Quality<br><b>Committee member</b>                 | ce.vdqd@iau.edu.sa      | 0506616532          |
| Dr. Muhammad Saleem           | Faculty Member<br><b>Head, Committee on Safety and Security</b> | mssharif@iau.edu.sa     | 0583459975          |
| Dr. Mohamed Abdelgadir Mudawi | Representative of DQAA<br><b>Committee member</b>               | abmmohamed@iau.edu.sa   | 0552416948          |
| Mr. Khaled Al-Amro            | College Administration<br><b>Safety Officer – Male Section</b>  | kalamro@iau.edu.sa      | 0554994771          |
| Engr. Mohammed Barghuthi      | Teaching Assistant<br><b>Committee member</b>                   | mhbarghouthi@iau.edu.sa | 0554993113          |
| Marta Gambazza                | Lecturer<br><b>Committee member</b>                             | mgambazza@iau.edu.sa    | 0559851480          |
| Engr. Abdullah Bahamdan       | Teaching Assistant<br><b>Committee member</b>                   | baasalem@iau.edu.sa     | 0554007199          |
| Engr. Ali Hassan M Alqarni    | Teaching Assistant<br><b>Committee member</b>                   | ahalqarni@iau.edu.sa    | 0540438297          |
| Muhammad Abid Akbar Khan      | Lecturer<br><b>Committee member</b>                             | maakhan@iau.edu.sa      | 0559114990          |

### 1.8 Review of Policy Statement

The College's policy statement on health, safety, and general wellbeing shall be reviewed on an annual basis and at such other times as deemed necessary by the College Safety Team. Any amendments or modifications will be subject to full consultation with the recognized

stakeholders and duly communicated via health and safety notice boards/ electronic screens to all students, staff, faculty, visitors and other personnel that provide their services to the College.

**THIS POLICY STATEMENT IS EFFECTIVE FROM -----, 2017.**

Signed: ..... Date: .....

Dr. Muhammad Saleem  
Head, Committee on Safety and Security

Signed: ..... Date: .....

Prof. Omer Aga  
Vice Dean for Quality & Strategic Planning

Signed: ..... Date: .....

Dr. Othman Subhi D. Alshamrani  
Dean, College of Engineering

## **2.0 Outline of the Health & Safety Management System**

The purpose of this document is to detail the methods by which the College of Engineering provides and sustain adequate up-to-date documentation to ensure that its health and safety management system can be adequately understood and effectively operated. It describes the core elements of the college's health and safety management system, shows their interaction and provides direction to related documentation.

### **2.1 Planning**

It is an integral part of all elements of the College's health and safety management system. Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. The planning process includes the following key areas:

- ❖ Basic requirements, codes of practice and safety management plan, usually as a minimum requirement, and very often exceeded.
- ❖ The College safety and security committee have the capability to deliver safety performance. This requires provision of adequate resources, including staffing levels and funding.
- ❖ Premises, laboratories and equipment are fit for purpose by design.
- ❖ Performance standards are established progressively after a thorough analysis of the needs of the College and of existing and possible future risks.
- ❖ Contingency plans and all relevant mitigation measures have been prepared to reduce the impact of accidents and manage recovery.
- ❖ Performance measurement, audit and review systems are in place in order to monitor the success of the safety management system and provide for continuous improvement.

Safety and security planning ensures that effective consultation takes place involving all relevant stakeholders when setting short and long-term objectives. The implementation of the safety management system will rely on the co-operation of people at all levels of the College. To assist in achieving this, clear plans and procedures are developed and consulted, people are trained to inform them and objectives are set and monitored.

### **2.1.1 Planning for Hazard Identification, Risk Assessment and Risk Control**

Where hazards cannot be eliminated, the college shall ensure that appropriate and effective risk controls are provided to reduce risks to acceptable or tolerable levels. Risk assessments are the foundation for proactive health and safety management, and are an essential tool for organizations seeking continuous improvement of their safety management system. To this end, it is the college's policy that a risk assessment should always be carried out, and the control measures implemented, before changes are made to activities or before new activities commence. Depending on the nature of the change and circumstances, the risk assessment could differ in depth and detail. Temporary measures might need to be taken in certain circumstances but should always be confirmed by full risk assessment.

The college's risk assessment procedure defines the arrangements for:

- ❖ Ongoing proactive identification of hazards and assessment of risks to occupational health and safety arising out of the work environment and work activities.
- ❖ The development and implementation of effective workplace precautions and associated risk control systems that eliminate hazards or reduce risk.
- ❖ Recording the significant details and findings of the risk assessment and making them available to those who need the information.

It is the responsibility of all levels of management to ensure that risk assessments are carried out by competent personnel within their areas of responsibility. Risk assessments will be reviewed at regular intervals or if there has been any significant change in the work/learning activity or environment.

### **2.2 Capacity Building and Competence**

The College of Engineering will ensure that all its personnel are competent to carry out their duties. The requirements of each position shall be identified and recorded and suitable assessment procedures implemented to ensure competence is maintained. Heads of Departments will determine the training needs and raise awareness within their departments. This will include induction training, training of a technical nature, personal safety training, fire evacuation/emergency procedures, etc. The Vice Deanship on Quality & Strategic Planning based on

recommendation of the Safety and Security Committee is responsible for ensuring that tailored health and safety training is developed, sourced and supplied to meet the needs of the college.

### **2.3 Orientation on Change of Post**

The College is dedicated to providing an induction program to all new personnel, students, contractors and visitors to make them aware of the college's policies, procedures, hazards, controls and culture. Those whose position within the college changes due to promotion or other administrative changes will receive an induction orientation briefing from their new head and, where the change of role involves transition to a supervisory or managerial post, will receive additional briefing on using organizational procedures.

### **2.4 Communication and Documentation Control**

It is vital for all parties to work collaboratively in the pursuit of successful health and safety, and this requires the support and cooperation of all employees within the college. The college encourages and values input from all its personnel in the process of continuous improvement of its working procedures and in development of policy and management systems. Any changes to the health and safety management system, the concerned personnel who may be affected by the change will be consulted and communicated accordingly. The College's health and safety information will be available via a number of sources like College website, notice boards, electronic screens, and direct issue of controlled documents to individuals as required.

### **2.5 Operational Control, Maintenance and Emergency Planning**

The Safety and security committee shall identify risks to the health and safety of employees and others and will develop and maintain safe systems of work, using specialist advice as necessary. Systems of work or changes in procedure, including the introduction of new equipment, processes or substances, shall be designed, monitored and reviewed using specialist advice as necessary, to ensure the health and safety of all personnel, students and other persons who may be affected. All equipment used by college staff and/or students shall be fit for purpose and appropriate, subject to planned preventative maintenance. In the event of any emergency, the College has processes in place that will assist in mitigating the effects upon staff, students, the

property and immediate environment e.g. provision of duty personnel and guidance on incident management.

## **2.6 Performance Measurement and Monitoring**

The main objective of measuring health and safety performance is to determine the implementation and effectiveness of the arrangements for controlling risk. Performance measurement provides information on the progress and current status of the arrangements (strategies, processes and activities) used by the College. The provision of this information assists in the operation and development of the safety management system by providing information on how the system operates in practice, identifying areas where corrective action is necessary, providing a basis for continual improvement, and providing feedback and motivation. At periodic intervals, a health and safety performance report will be produced based on established key performance indicators. The performance measures chosen shall be appropriate to the nature of the hazards and risks presented by the college's activities at that time. The report will clearly illustrate and analyze the health and safety performance within the college.

## **2.7 Accidents - Corrective Actions, Reporting, and Investigation**

Arrangements will be established to ensure a consistent response to and thorough investigation of substandard performance, including accidents. The results of investigations shall be analyzed and reviewed to identify common features and trends that might reveal areas for improvement across college operations. It is college policy that all accidents, near-miss and incidents are reported promptly and thoroughly investigated. The College will encourage staff in reporting near misses and other events that have or could have affected health or safety. Accidents with interface implications will be reviewed, together with interested parties as and when required, and emerging lessons will be considered and tracked accordingly to completion.

## **2.8 Fire Safety**

The College will ensure that it has appropriate arrangements to manage fire risks proactively. This will be achieved through the application of risk assessment and risk control supported by adequate reporting procedures, and shall take account of regulatory requirements and safety standards. Fire extinguisher training will be provided at regular intervals when appropriate for



nominated personnel. Procedures for fire evacuation will be clearly displayed in suitable locations throughout the college buildings while practice evacuation drills will be carried out at regular intervals at each building of the college. Appropriate fire training will be provided to all staff. All College new personnel will henceforth receive fire safety training as part of the induction process and those personnel who are already appointed to posts that have been identified as having fire safety duties will receive additional training. All the training will be assessed and auditable records maintained by the Head of Safety and Security Committee.

## **2.9 Escape Routes**

Users of the College buildings should familiarize themselves with the escape routes and fire exits that are clearly marked within and around their working area and they should satisfy themselves that their escape routes are clear of any obstruction.

## **2.10 Fire Extinguishers**

Only personnel trained in the use of fire extinguishers should tackle small controllable fires with the correct extinguisher provided, if safe to do so and within their own capabilities as instructed through appropriate training sessions. Fire extinguisher training will be provided as and when required for nominated personnel and will be serviced periodically by an approved contractor. This will be recorded and made available on request. A member of the safety team will visually check the fire extinguishers once a month to ensure they are in situ, not damaged and fully charged. This will be recorded and made available on request. If fire extinguishers are used, damaged or missing, adequate arrangements should be made to ensure a replacement is provided.

## **2.11 Smoking**

Smoking is not permitted in any of the college buildings or in any other areas of the college premises.

## **2.12 Records**

The College will ensure the effective maintenance and storage of records in a manner that prevents their loss or deterioration until their final disposal. Records shall be maintained as necessary to demonstrate compliance with legal and other requirements and to ensure retention

of appropriate occupational health and safety knowledge. Arrangements shall be implemented to ensure that health and safety knowledge documentation is up to date, applicable to the purpose for which it is intended, taking into account requirements of data protection regulations, and will be communicated to all those who need it.

### **2.13 Review of the Health & Safety Management Plan**

The review by the Safety Committee shall include assessing opportunities for improvement and the need for changes in the occupational health and safety management system including the policy and objectives. This is a fundamental requirement of any occupational health and safety management system. The procedure covers review based on the results of accident reports, investigations, changes in regulations, consultation with stakeholders, status of previous objectives, recommendations for improvement, etc. The review is to assess compliance with the college's policies and procedures, review performance against objectives and targets over a period of time and assign actions to achieve continuous improvement. The review shall be completed as a minimum once every year, or sooner should there be any significant change.

### **2.14 Managing Changes**

The College requires all risks associated with any change to existing equipment, plant, or working practices to be assessed and controlled so that the change does not increase risks to safety. In all cases, before the change is authorized, the safety implications shall be evaluated for all stages involved (including planning and implementation) and for the outcome of the change.

### **2.15 Consultancy Services**

The Chairman of Safety and Security Committee along with administration staff will act as the competent person on health and safety matters. If outside health and safety consultancy or specialist advice is required, this should be done in conjunction with the Health and Safety Committee and the Vice Deanship for Quality & Strategic Planning.

### **2.16 Safe Systems of Work**

Formal safe systems of work will be developed by the respective departments to cover potentially hazardous operations in areas under their control. Heads of Departments will be

responsible for ensuring that work is carried out in accordance with these safe systems. Support regarding the development of these safe systems of work will be provided by the College health and safety team, where applicable.

### **2.17 Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) will be freely issued to personnel as required, along with the appropriate level of training in its use. This will be recorded and made available on request. Heads of Departments will ensure that the correct personal protective equipment is available to employees, that it is kept in a good condition and replaced as necessary. Where students are required to wear PPE as a part of their course activity, lecturers will ensure that the PPE is appropriate for the activity and that it is worn correctly by the student within the designated area.

### **2.18 Waste Management**

All waste will be disposed of in accordance with the duty of care imposed by the University waste regulations.

### **2.19 Housekeeping and Storage**

The Administrative affairs will ensure that good housekeeping practices are maintained within areas of their responsibility. All material, whatever its location, will be stored in such a way as not to cause a hazard or harm to any employee, student or visitor, in line with the manufacturer's guidelines/data sheets where appropriate.

### **2.20 Restricted Access**

All areas of high risk must be appropriately identified and secured to prohibit unauthorized entry. Areas identified as restricted access must be adhered to at all times and only those persons authorized may enter these areas.

### **2.21 Electrical Equipment**

Personnel who purchase portable electrical equipment will ensure it is suitable for the task and conforms to current standards. All portable electrical appliances need to be checked before they are used in the building. Staff and students should ensure that if they bring electric equipment

such as laptops into the building that they are in a suitable safe condition. The Safety Officer should be contacted if there is any doubt with regards to the suitability of any electrical equipment.

## **2.22 Machinery and Equipment**

Personnel should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines and any formal safe system of work and/or procedures in place. Machinery designed to be used in conjunction with any guard must not be operated unless that guard is in place. All guards, interlocks and other safety devices will be checked by the user of the equipment and the room technician or lecturer or learning assistant prior to its use. Users of, or where appropriate college staff in control of machinery and equipment will ensure that daily safety checks are carried out before use. All pertinent information on the safety check undertaken will be recorded. Machinery should not be altered unless appropriate authorization is obtained (e.g. from the original supplier/ manufacturer).

## **2.23 Substances Hazardous to Health**

Lab supervisors who purchase hazardous substances will ensure that a material safety data sheet is obtained from the manufacturer or supplier for the product prior to first purchase. A copy should be retained on file in the department (If any doubt exists as to whether the product is classified as hazardous please contact the manufacturer or the health and safety team for guidance). Substances identified as hazardous should not be used until a risk assessment has been carried out. Heads of Departments will be responsible for ensuring that this information is brought to the attention of employees required to use, handle or transport the substance, and that the recommended safety precautions are followed. It will be the duty of all employees who use/handle/transport hazardous substances to ensure that they comply with the safety requirements outlined in the above documents and with any formal safe system of work in place. Substances should be kept in their original containers with the correct label clearly visible. When the need arises for a substance to be transferred from one container to another, the new container should be suitable and clearly labeled with details of its contents. Heads of Departments are required to keep an up-to-date inventory of all substances held or used within their departments.

### **2.24 Provision of Welfare Facilities**

The College will ensure the provision of welfare facilities for employees and students. This will include portable drinking water, rest area for eating away from the workstation/classrooms, facilities for changing clothing where required, storage facility for work and personal clothes where required, sanitary conveniences, washing facilities, and PPE storage. Welfare facilities should always be available to all personnel and concerned users and should be kept suitably clean and tidy and maintained accordingly.

### **2.25 Manual Handling Operations**

Heads of Departments must ensure that all manual handling tasks are risk assessed with significant findings recorded. The college will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible. Those who undertake manual handling activities will receive appropriate training.

### **2.26 Issuance of Health and Safety Policy to Personnel and Students**

All personnel and students will be provided with a copy of this health and safety policy, and are required to read/ follow it. The health and safety policy will be made available on the college website.

## 2.27 Acknowledgement Form

Faculty, Staff and Students in the College of Engineering (COE) are required to read this document and sign that they have read and understood the materials.

*I have read and understood all of the material in the COE Safety Manual; I am aware of the dangers in the Lab and know the precautions to be taken to avoid injury to myself and others in the Lab.*

STAFF/STUDENT

ID: .....

Signature: .....

Date: .....

## REFERENCES:

- Edinburgh College, Health and Safety Management System Overview, Policy Arrangements and Organization, October 2015.
- University of Southern Queensland, Policy and Procedures. [<http://policy.usq.edu.au/>]



## COLLEGE OF ENGINEERING

# HEALTH AND SAFETY INSPECTION CHECKLIST

Date. ....

Inspection carried out by. ....

.....

Inspection checked by. ....

Building/Area/Floor. ....

Date of Previous Inspection. ....

Date Next Inspection. ....

***IT IS THE RESPONSIBILITY OF THE SAFETY OFFICER TO SEE THAT ALL COMMENTS AND DEFICIENCIES RAISED IN THE INSPECTION ARE ACTIONED AND THE COMPLETED DATE ENTERED.***



# CHECKLIST OF ITEMS TO BE INSPECTED

## 1. WORKING ENVIRONMENT

- a) Is it too hot? No  Yes  n/a
- b) Is it too cold? No  Yes  n/a
- c) Is there adequate ventilation? Yes  No  n/a
- d) Is the lighting level adequate? Yes  No  n/a
- e) Is the environment dusty? No  Yes  n/a
- f) Health and Safety notice displayed? Yes  No  n/a
- g) Is the work environment noisy? No  Yes  n/a

COMMENTS: WORKING ENVIRONMENT

Action required

Person responsible

Date completed

## 2. HOUSEKEEPING

- a) Inspection area tidy, clean and well organised? Yes  No  n/a
- b) Access ways obstructed? No  Yes  n/a
- c) Tripping hazards (including floor finishes)? No  Yes  n/a

- d) All electrical cleaning equipment tested? Yes  No  n/a
- e) All equipment stored under correct conditions? Yes  No  n/a
- f) Rubbish disposal area clean and clear? Yes  No  n/a
- g) Sharps removal procedure in place? Yes  No  n/a
- h) No smoking signs in position? Yes  No  n/a

|                        |
|------------------------|
| COMMENTS: HOUSEKEEPING |
| Action required        |
| Person responsible     |
| Date completed         |

### 3. MATERIAL STORAGE

- a) Correctly stored? Yes  No  n/a
- b) Shelving overloaded/stacked incorrectly? No  Yes  n/a
- c) Shelving in good condition? Yes  No  n/a
- d) Suitable access to high level storage? Yes  No  n/a

|                            |
|----------------------------|
| COMMENTS: MATERIAL STORAGE |
| Action required            |
| Person responsible         |
| Date completed             |

#### 4. ELECTRICAL

- a) Is all portable equipment tested and labeled? Yes  No  n/a
- b) Leads undamaged? Yes  No  n/a
- c) Trailing leads? No  Yes  n/a
- d) Sockets overloaded? No  Yes  n/a

COMMENTS ELECTRICAL

Action required

Person responsible

Date completed

#### 5. LADDERS/STEP LADDERS

- a) Procedure for inspection/records? Yes  No  n/a
- b) Equipment in good condition? Yes  No  n/a
- c) Company I.D./marking? Yes  No  n/a
- d) Procedure for erection? Yes  No  n/a

COMMENTS: LADDERS/STEPLADDERS

|                    |
|--------------------|
| Action required    |
| Person responsible |
| Date completed     |

---

## 6. TOILET FACILITIES

- a) Toilet area clean and tidy?                      Yes       No       n/a
- b) Adequate soap?                                      Yes       No       n/a
- c) Hand towels/drying facilities in place and working?                      Yes       No       n/a
- d) Adequate toilet paper?                              Yes       No       n/a
- e) Sanitary disposal in place?                      Yes       No       n/a
- f) Sanitary vending in place?                      Yes       No       n/a
- g) Walls and surfaces clean?                      Yes       No       n/a

|                             |
|-----------------------------|
| COMMENTS: TOILET FACILITIES |
| Action required             |
| Person responsible          |
| Date completed              |

---

## 7. FIRST AID

- a) Name of appointed person displayed and dated? Yes  No  n/a
- b) Telephone number for appointed person displayed? Yes  No  n/a
- c) Emergency telephone number displayed? Yes  No  n/a
- d) Accident reporting procedure in place? Yes  No  n/a

|                     |
|---------------------|
| COMMENTS: FIRST AID |
|                     |
| Action required     |
|                     |
| Person responsible  |
|                     |
| Date completed      |
|                     |

---

## 8. FIRE PRECAUTIONS

- a) Routes clear of obstructions? Yes  No  n/a
- b) Fire doors easily opened? Yes  No  n/a
- c) Fire doors propped open? No  Yes  n/a
- d) Emergency lighting adequate? Yes  No  n/a
- e) Evacuation routes clearly signed? Yes  No  n/a
- f) Extinguishers in place? Yes  No  n/a
- g) Extinguishers in date? Yes  No  n/a
- h) Correct type? Yes  No  n/a

- i) Identification label in place? Yes  No  n/a
- j) Hose reels in test? Yes  No  n/a
- k) Smoke/heat detectors checked? Yes  No  n/a

COMMENTS: FIRE PRECAUTIONS

Action required

Person responsible

Date completed

#### 9. FIRE INSTRUCTIONS

- a) Posted up? Yes  No  n/a
- b) Defaced or damaged? No  Yes  n/a
- c) Current and up to date? Yes  No  n/a
- d) Weekly test undertaken? Yes  No  n/a
- e) Annual evacuation undertaken? Yes  No  n/a
- f) Evacuation chairs in place? Yes  No  n/a
- g) Fire risk assessment completed? Yes  No  n/a

COMMENTS: FIRE INSTRUCTIONS

|                    |
|--------------------|
|                    |
| Action required    |
| Person responsible |
| Date completed     |

10. COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH).

- a) COSHH assessments OK? Yes  No  n/a
- b) Exposure adequately controlled? Yes  No  n/a
- c) Data sheet information available? Yes  No  n/a
- d) Spillage procedure in place? Yes  No  n/a
- e) Correctly stored? Yes  No  n/a
- f) Correctly disposed of? Yes  No  n/a
- g) Disposal of hazardous waste in place? Yes  No  n/a
- h) Flammable liquids correctly stored/signed? Yes  No  n/a

|                    |
|--------------------|
| COMMENTS: COSHH    |
| Action required    |
| Person responsible |

Date completed

11. MACHINERY

- a) All guards in place? Yes  No  n/a
- b) Kept clean of rubbish? Yes  No  n/a
- c) Emergency stop buttons fitted? Yes  No  n/a
- d) Safety warning notices in place? Yes  No  n/a
- e) Risk assessment in place? Yes  No  n/a

COMMENTS: MACHINERY

Action required

Person responsible

Date completed

12. PPE (PERSONAL PROTECTIVE EQUIPMENT).

- a) Correct type for hazard identified? Yes  No  n/a
- b) Good condition? Yes  No  n/a
- c) Correctly stored? Yes  No  n/a

COMMENTS: PPE



Action required

Person responsible

Date completed

### 13. EYEWASH BOTTLES/CYLINDERS

- a) Full? Yes  No  n/a
- b) In date? Yes  No  n/a
- c) Correctly stored/fixed? Yes  No  n/a
- d) Correct pressure? Yes  No  n/a

COMMENTS: EYEWASH BOTTLES/CYLINDERS

Action required

Person responsible

Date completed

### 14. OUTSIDE AREAS

- a) Roadways in good condition? Yes  No  n/a
- b) Pavements in good condition? Yes  No  n/a

- c) Access ramps in place? Yes  No  n/a
- d) Steps clear of obstructions and clean? Yes  No  n/a
- e) Cycle racks being used? Yes  No  n/a
- f) Hand rails in good condition? Yes  No  n/a
- g) All lights working? Yes  No  n/a
- h) All notices in place? Yes  No  n/a

|                                |
|--------------------------------|
| <b>COMMENTS: OUTSIDE AREAS</b> |
| Action required                |
| Person responsible             |
| Date completed                 |

# APPENDIX-I

This checklist is designed to enable identifying hazards, inspection and audit of safety and security as part of **IAU RISK MANAGEMENT PLAN** where applicable.

Table 1: Identifying hazards, inspection and audit of safety and security

| Items   | Please Tick ✓ |    |                  | Findings and comments |
|---|---------------|----|------------------|-----------------------|
|   | Yeas          | No | N/A <sup>1</sup> |                       |
| <b>Health and environment</b>   |               |    |                  |                       |
| Have all hazardous substances and tools been identified and a written assessment carried out (Electrical, Mechanical, Biological, Chemical, etc.) |               |    |                  |                       |
| Are appropriate washing and sanitary facilities provided and work effectively for (Please tick):  |               |    |                  |                       |
| ▪ Students  |               |    |                  |                       |
| ▪ Faculty and staff   |               |    |                  |                       |
| ▪ Clients   |               |    |                  |                       |
| ▪ Disabled persons  |               |    |                  |                       |
| ▪ Subcontractors, visitors, etc.  |               |    |                  |                       |
| Health and safety notices are displayed in place such as:   |               |    |                  |                       |
| ▪ First aid signs (First aid, emergency shower, emergency breathing apparatus)  |               |    |                  |                       |
| ▪ Fire safety signs (fire alarm, exits and evacuation signs, fire hydrant and hose reel)  |               |    |                  |                       |
| ▪ Fall and Trip Hazards signs (wet or slippery, watch your step)  |               |    |                  |                       |
| ▪ Danger signs(Electrical Hazards signs, no smoking, flammable material signs, hazardous substance)   |               |    |                  |                       |
| ▪ Prohibition (No entry, no smoking, authorized persons only)   |               |    |                  |                       |
| ▪ Construction site signs (Keep out signs, hard hat or PPE area)  |               |    |                  |                       |
| ▪ Maps and directions (Emergency exits, stair case way)   |               |    |                  |                       |
| Are all areas ventilated sufficiently   |               |    |                  |                       |
| Are all lights sufficient, good and repaired within a reasonable time   |               |    |                  |                       |
| Do you have waste management policy and procedure.  |               |    |                  |                       |
| <b>Fire safety</b>  |               |    |                  |                       |
| Fire alarm system is tested and well-functioning  |               |    |                  |                       |
| Is the fire alarm and smoke detection is tested   |               |    |                  |                       |

---

<sup>1</sup> N/A: Not applicable

| Items   | Please Tick ✓ |    |                  | Findings and comments |
|---|---------------|----|------------------|-----------------------|
|   | Yeas          | No | N/A <sup>1</sup> |                       |
| periodically and are the records available  |               |    |                  |                       |
| Fire extinguishers are properly provided/installed  |               |    |                  |                       |
| Fire extinguishers are tagged with current inspection   |               |    |                  |                       |
| Fire extinguishers and fire hoses are unobstructed  |               |    |                  |                       |
| Have all staff received adequate instruction, training and information on using fire extinguishers and first aid kit? |               |    |                  |                       |
| Has fire evacuation drill been carried out within the last 12 months  |               |    |                  |                       |
| ▪ Has records of all fire drills been kept  |               |    |                  |                       |
| Are stairs and slopes in good condition and have secured hand rails fitted  |               |    |                  |                       |
| <b>Accidents and first aid</b>  |               |    |                  |                       |
| Do you have first aid box that is correctly stocked and readily available   |               |    |                  |                       |
| Are all electrical sockets, switches and wiring in good repair  |               |    |                  |                       |
| Are all corridors and passageways free from obstruction, slips, trips and fall hazards                                |               |    |                  |                       |
| <b>Personal Protective Equipment (PPE)</b>  |               |    |                  |                       |
| Do all staff have suitable and sufficient PPE to deal with infectious and hazardous substances                        |               |    |                  |                       |
| Are staff and involved students provided with any PPE: if yes please tick   |               |    |                  |                       |
| ▪ Gloves  |               |    |                  |                       |
| ▪ Overall   |               |    |                  |                       |
| ▪ Safety footwear   |               |    |                  |                       |
| ▪ Safety helmets  |               |    |                  |                       |
| ▪ Safety goggles  |               |    |                  |                       |
| ▪ Face/dust masks   |               |    |                  |                       |
| ▪ Respiratory equipment   |               |    |                  |                       |
| ▪ Other (please state)  |               |    |                  |                       |
| Are arrangements for storage, cleaning, or disposal of contaminated PPE adequate                                      |               |    |                  |                       |
| Are all staff and students involved aware of when and how to use PPE  |               |    |                  |                       |
| Has anyone has been identified to monitor PPE use   |               |    |                  |                       |

## جدول 2: تقرير حدوث خطرو معلومات الحادثة

تاريخ وقوع الحادثة : .....\.....\2017 الوقت: ..... المكان (المبنى, رقم الغرفة ان وجد):.....

- هل هذه الحادثة متعلقه بالسلامة ؟  نعم  لا  
في حال اجابتك ب (نعم) هل احتجت الى رعاية صحية بعد وقوع الحادثة ؟  نعم  لا  
مانوع الرعاية الصحية التي تم تلقيها ؟  اسعافات أولية  عيادة\ مركز صحي  مستشفى

وصف الحادثة (كيف حدث الخطر؟)

تصنيف الحادثة (الرجاء اختيار التصنيف المناسب مما يلي)

### المخاطر الصحية

- حرق (حراري, كيميائي, كهربائي)  
 العدوى من الأوبئة والنفايات الحيوية وانتشارها  
 قطع أو جرح من مكان العمل  
 تسمم كيميائي  
 ضرر جلدي  
 تسمم غذائي  
 اختناق تنفسي  
 ضربة شمس  
 دخول مادة كيميائية للعين  
 حالة سقوط  
 الاغماء

### مخاطر المعامل

- انسكاب كيميائي  
 انفجار مادة كيميائية  
 اشتعال مادة كيميائية  
 تسرب\ انفجار اسطوانة غاز مضغوط  
 إلقاء نفايات كيميائية/ حيوية بحاويات البلدية  
 خلط مواد كيميائية غير متوافقة

### مخاطر المنشآت والمرافق

- تصدع المبنى  
 انقطاع التكييف  
 نقص/ ضيق مخارج الطوارئ  
 مكافحة الحشرات / الحيوانات  
 تعطل نظام الصرف الصحي  
 خلل في التوصيلات والتمديدات الكهربائية  
 تسرب مياه شبكة التغذية والصرف الصحي ومياه الامطار  
 حوادث متعلقة بخدمات التنظيف  
 انقطاع الماء  
 تعطل المصاعد الكهربائية  
 انقطاع التيار الكهربائي  
 ادارة المخلفات  
 حوادث المواصلات

### مخاطر الأمن والسلامة والصحة المهنية

- حريق  
 عدم وضوح الإجراءات في حالة الحريق  
 عدم وجود أجهزة للحماية من الحريق في بعض مباني ومرافق الجامعة ( أنظمة الإطفاء أو أنظمة الإنذار او كليهما)  
 فقدان الممتلكات أو السرقة  
 الاعتداء الجسدي  
 الايذاء اللفظي  
 انذار حريق كاذب  
 تدمير الممتلكات  
 أنظمة الإطفاء أو أنظمة

### مخاطر نظم المعلومات والانظمة الالكترونية

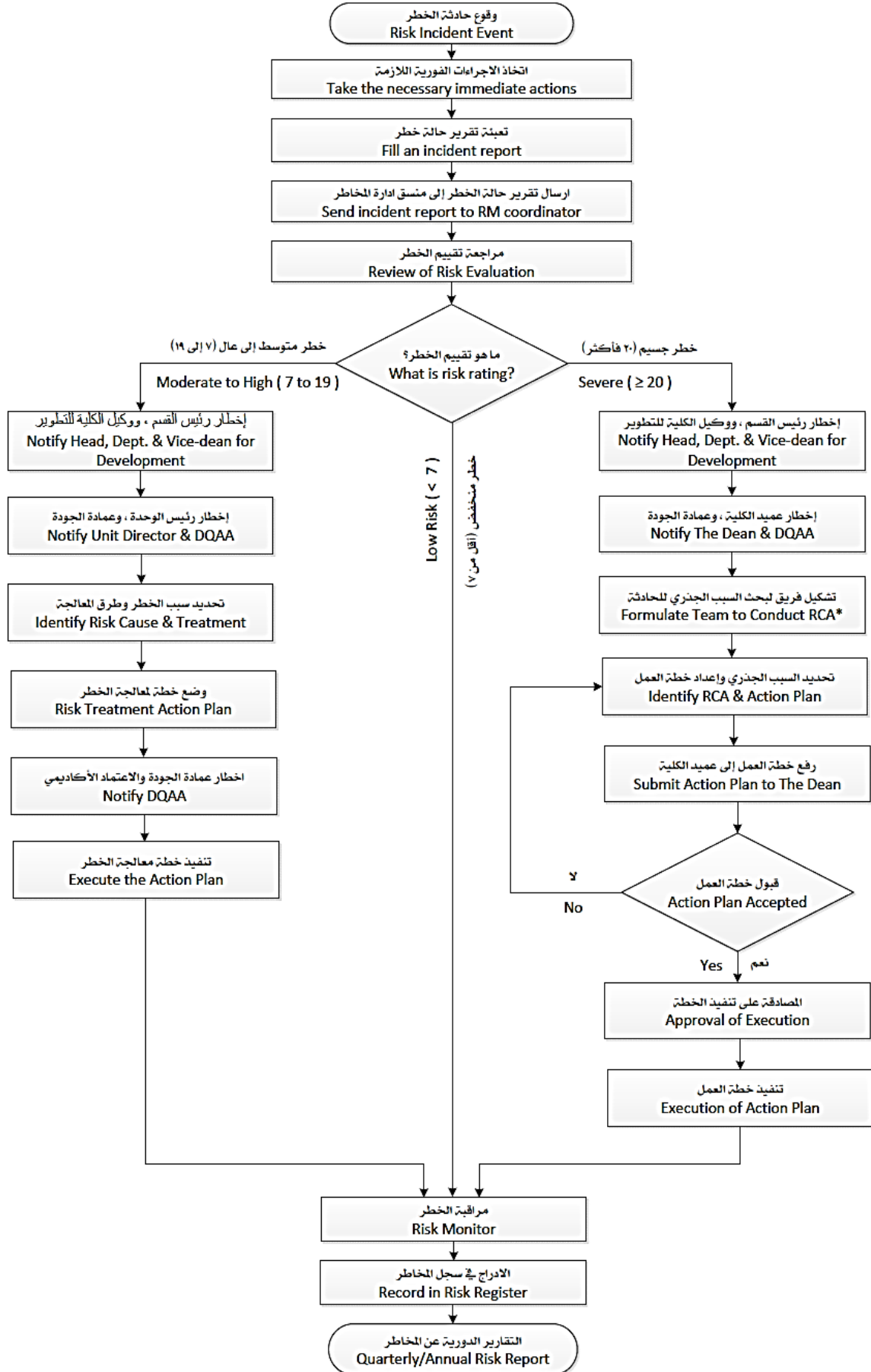
- الاختراق  
 فقد البيانات  
 الفيروسات  
 سوء الاستخدام  
 الدخول غير المصرح به  
 عطل في الجهاز  
 التعديل غير المصرح به للبيانات أو المعلومات  
 استخدام النسخ غير الأصلية من البرامج

### مخاطر الموارد البشرية

- تسرب وظيفي  
 توظيف غير مدروس لأعضاء هيئة التدريس والموظفين  
 إهمال عضو هيئة التدريس ومن في حكمهم في واجباتهم  
 عدم المعرفة بالحقوق والواجبات  
 نقص المهارات والكفاءات  
 انشغال الأطباء وأعضاء هيئة التدريس في أعمال خارجية  
 التوظيف غير المدروس بالنسبة إلى المستقطبين  
 الامتناع عن العمل وتعطيل الأعمال وحدث أعمال عنف  
 عدم وضوح سياسات الموارد البشرية في الجامعة  
 عدم وعي أعضاء هيئة التدريس والموظفين والطلاب بحقوقهم وواجباتهم

لرجاء تعبئة هذا التقرير خلال 24 ساعة من حدوث الخطر\*

### جدول 3: خارطة التدفق لمعالجة المخاطر



# GUIDANCE NOTES

1. a/b The minimum working temperature must be 16°C. There is no upper limit.
  - c Is there a ventilation system? Is it working? Can windows be opened?
  - d Is there enough light to see by?
  - e Is there excessive dust in the area and where is it coming from?
  - f Is there a health and safety law poster displayed and are all the contact names and telephone numbers correct and up to date?
  - g You should be able to hold a normal conversation with another person who is standing about 1 meter away from you. If you have to shout it is too noisy.
  
2. a Is the housekeeping in the inspection area in good order?
  - b All access ways must be unobstructed. No items must be left in the access ways.
  - c Anything that could cause a tripping hazard must be identified, such as worn carpet, loose carpet tiles, loose or missing stairs treads etc.
  - d All electrical cleaning apparatus must have a current in test sticker on it. If no test identification, the equipment must not be used until tested.
  - e All equipment must be stored in the correct places and not just left lying about in the area.
  - f Is the area where rubbish is stored clean and tidy, with no rubbish left lying about?
  - g Is there a container in the area where sharps can be placed and do people know what to do when the container needs to be emptied?
  - h Are 'no smoking' signs displayed at the entrance to the building?
  
3. a Is all material stored correctly, i.e. heavy items at the bottom, lighter items located higher up? No glass items must be stored above head height.
  - b The storage shelving must not be overloaded. All items must be stored in an orderly fashion and not just dumped on the shelving.
  - c Shelving must be in good condition with no broken shelves or makeshift shelves.

- d If ladders are required to reach items they must be in good condition and tested.
- 4.
- a All portable electrical equipment must have a current in date test sticker on the appliance. If no sticker or test out of date equipment must not be used until retested. (all new electrical equipment purchased has a 12 month PAT in place).
  - b Are any extension leads or leads to any appliance in good order, free from cuts or damage? **No taped joints.**
  - c Make sure there are no trailing leads that could cause a trip hazard in the work place. If used they must be in a protected cover.
  - d Make sure that there is the correct amount of plugs in a socket and it is not overloaded by the use of an adaptor. **1 plug per socket.**
- 5.
- a Is there a formal procedure for ladder inspection and is it documented?
  - b In your opinion, are the ladders in good condition?
  - c Is there a name on the ladders or ID marking?
  - d Is there a written procedure or instructions for how to erect the ladders?
- 6.
- a Is the inspected toilet area clean and tidy?
  - b Is there an adequate amount of soap in the toilets?
  - c Are there hand towels in place? If there are hand dryers, are they in a good working condition? **Check flexes do they blow warm air.**
  - d Is there enough toilet paper in the cubicles?
  - e Is there a method in place for disposal of sanitary items?
  - f Is there a sanitary vending machine in place and is it in good working order?
  - g Are all the walls and surfaces clean?
- 7.
- a Is there a notice displayed with the appointed first aid person for the area and does it have a date included to ensure that it has been up dated regularly?
  - b Is there a telephone number or contact details for that person?
  - c Is the emergency telephone number displayed normally 999?



- d Is the correct procedure being used for reporting accidents university accident form?
- 8.
- a All fire evacuation/emergency routes must be kept clear and be unobstructed.
  - b Fire doors must be able to open easily and must not be obstructed in any way.
  - c Fire doors must not be propped open, as when they are closed they will prevent the spread of fire within the building.
  - d Is emergency lighting fitted in the area near to emergency exits and does it work records of inspection should be held in reception?
  - e Are there emergency exit signs directing staff to the nearest exit?
  - f Are all fire extinguishers in place? There must be none missing.
  - g There will be a sticker on the extinguisher with the date it was last tested. This must not exceed 12 months. If over 12 months it needs re-testing.
  - h Is the extinguisher the correct type for the area that it is in?
  - i Is there an extinguisher identification label near to the extinguisher informing you what type the extinguisher is and on what class of fire it can be used on?
  - j Have all hose reels been tested and do they have an in date sticker in place?
  - k Have smoke and heat detectors been checked for correct working records should be held in the reception?
- 9.
- a Are fire evacuation instructions posted in the inspection area?
  - b They must be clear and legible.
  - c The instructions must be up to date.
  - d Is there a documented weekly fire alarm test undertaken? Is there evidence of this records held in reception?
  - e check the fire record book for the evacuation date normally 1<sup>st</sup> term
  - f If there is an evac chair in the area is it in place, is it signed, in good condition and is the area around the chair clear of all obstructions?
  - g Has there been a fire risk assessment undertaken for the building (normally kept at reception)?

10. a Has there been a COSHH assessment undertaken for the chemical in use? If not, one must be done.
- b Is the exposure to the chemical adhered to as recommended on the data sheet?
- c Is the data sheet available? This sheet contains valuable information for medical treatment if the chemical is swallowed etc.
- d/e Is there a spillage procedure in place, i.e. what to do if there is a spill, how to clean the spill and how to dispose of the spill material?
- f/g Is hazardous waste disposed of in the correct way, i.e. chemicals, sharps, fluorescent lighting tubes, batteries, etc, must not be disposed of in a skip?
- h All flammable liquids and materials must be stored in flammable areas and have the correct signage displayed.
11. a All guards that protect people from moving parts are in place and in good condition.
- b The area around the machine is kept free from any rubbish that could hinder the correct use of the machine or contribute to an accident.
- c Make sure that there is an emergency stop button fitted to the machine and if it is safe to do so test the button to see if it works correctly.
- d Are there warning and safety notices in place?
- e Has a risk assessment been undertaken for the machinery in question?
12. a Is the correct type of PPE being used in the area that has been identified this could be from a risk assessment?
- b Is the PPE in good condition? If not it must be replaced.
- c When the PPE is not being used is it being stored in the correct way (**not just left lying about the work area**)?
13. a Eye wash bottles must be full and the seal must not be broken. Once the seal has been broken, the contents must be disposed of.
- b Eye wash bottles have a use by date stamped on the outside of the container. The contents must not be used after that date.
- c Eye wash containers must be stored in the correct way i.e. fixed to the wall or kept on correct holder etc.

- d If a cylinder type of eye wash is used the pressure on the dial must be at the correct pressure.
- 14.
- a Are the roadways within the university's premises in good condition or are they in need of repairs, i.e. pot holes, water puddles, raised sections etc.?
  - b Are the pavements within the university's premises in good condition and free from holes, uneven flags, loose flags, etc.?
  - c If there are ramps to allow disabled people access into buildings, are they in place and in good condition?
  - d Are all steps free from obstructions that could cause an accident, i.e. slip, trip, fall?
  - e Are cycle racks in place and are they being used cycles not stored or locked to railings etc?
  - f Are all hand rails in good order, with no loose or broken parts?
  - g Are all outside lights in good working order? **(This may have to be assessed at night.)**
  - h Are all notices in place informing people of the university's procedures?



## Safety Inspection Report

DEPARTMENT

INSPECTION TEAM

---

INSPECTION DATES

Please list overleaf any significant issues or items outstanding from the Inspections. The following checklist may be useful:

- Communications (means of raising issues, availability of policy, accident forms), First Aid provision, Fire safety, Electrical safety, Lighting, heating and ventilation, Display screen equipment, Cleaning ,Access (e.g. trailing cables, storage, loose fixtures and fittings)

Signed: .....

Date: .....

Dr. Muhammad Saleem

Head Committee on Safety and Security

Signed: .....

Date: .....

Prof. Omer Aga

Vice Dean for Quality & Strategic Planning

**KEY ISSUES RAISED DURING THE INSPECTION:  
IN PRIORITY ORDER**

| <b>SUBJECT</b> | <b>REASON</b> | <b>ACTION TAKEN<br/>BY SAFETY<br/>OFFICER/<br/>DEPARTMENT</b> | <b>REFERRED<br/>TO:</b> | <b>STATUS</b> |
|----------------|---------------|---|-------------------------|---------------|
|                |               |   |                         |               |