جامعة صحار
Sohar University

Health, Safety and Environment Policy and Procedures Manual

Version 5.0

Version	5.0
Manual Code/Category	To be completed by the QAPAD
Purpose	To ensure a safe and sustainable work environment that protects the health of employees, students, and visitors while minimizing environmental risks.
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Document History

Version	Approved Date	Approved by	Circulation Date	Brief Description [Short text only]
1.0	March/2013	Academic Board	03/2013	This is the first HSE policy for the organization, and it applies to all SU policies and procedures.
2.0	August/2014	Academic Board	08/2014	Additional details have been provided regarding the policy overview and objective
3.0	March/2019	Academic Board	03/2019	The HSE committee has decided to implement five separate policies instead of a single HSE policy.
4.0	Dec/2023	BoG and BoD	12/2023	The Ministry of Labor and the external auditor have agreed to adopt a single HSE policy that incorporates the necessary data as stipulated by MD268 and the recommendations of ISO 45001
5.0	April 2025	BoG	May 2025	The update includes detailed HSE data, incorporating the latest policy revisions to ensure compliance with regulations and Ministry of Labour requirements. It aligns with international HSE standards and features a redesigned layout reflecting new branding guidelines. This revision enhances clarity, legal alignment, and effectiveness of HSE practices.

List of Contents

Abbreviations	
SU	Sohar University
HSE	Health, Safety and Environment
VC	Vice Chancellor
PVCAF	Pro Vice-Chancellor Administration and Finance
ROP	Royal Oman Police
EMC	Executive Management Committee
HSEC	Health, Safety and Environment Committee
PACDA	Public Authority for Civil Defense and Ambulance
EA	Environment Authority
MOI	Ministry of Interior
MD	Ministerial Decision
RD	Royal Decree
MSDS	Material Safety Data Sheet
COSHH	Control of Substances Hazardous to Health
dBA	A-weighted decibels
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
ISO	International Organization for Standardization
ISO 14001:2015	Environmental Management System
ISO 45001:2018	Occupational Heath and Safety Management System
OS	Omani Standards
HACCP	Hazard Analysis and Critical Control Points
PPE	Personal Protective Equipment
SCBA	Self-Contained Breathing Apparatus
BoD	Board of Directors
BoG	Board of Governors
DMS	Document Management System
HR	Human Resource
ITS	Information Technology Services
MOHERI	Ministry of Higher Education Research & Innovation
QAPAD	Quality Assurance, Planning, and Accreditation Department
RAM	Risk Assessment Matrix

RI	Risk Indicator
RM	Risk Management
RMC	Risk Management Committee
RR	Risk Register

1. Introduction

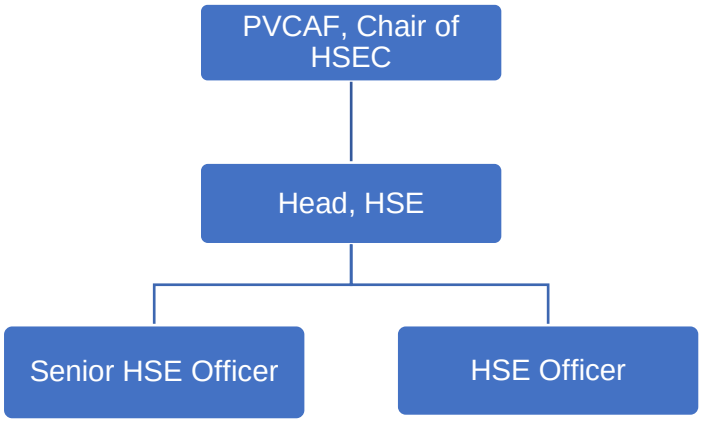
The HSE Policies and Procedures Manual aims to foster a safe and sustainable work environment that prioritizes the health and safety of all individuals associated with Sohar University (SU) while ensuring environmental protection. This manual outlines the principles and guidelines to ensure compliance with national and international occupational health and safety standards, environmental risk management, and the adoption of best practices in managing facilities, activities and work areas.

It also defines the roles and responsibilities of stakeholders and promotes a culture of prevention and effective incident and crisis management.

The HSE policies and procedures documented in this manual are in accordance with international best practices (ISO 14001:2015 and ISO 45001:2018) and comply with Oman's legal requirements for HSE. This manual applies to all staff, students, contractors, visiting scholars, and scientists—regardless of rank—involved in activities associated with the operation of SU or performed on University-owned or leased property.

Health, Safety, and Environment Section (HSE) Structure

A Head of the HSE Section manages the Section and reports to the PVCAF on all matters related to the HSE. The HSE section provides the necessary HSE Support to the various functions within the universit. The bellow (HSE) structure defines the organizational roles and responsibilities required to implement and maintain effective HSE practices at the SU. The Section works collaboratively with other entities to ensure compliance with national and international regulations and best practices in this field.



Key Components of the HSE Structure:

1. **Leadership and Oversight:**
   - **Head of the HSE Section:** Responsible for leading and managing the Section and overseeing the implementation of relevant policies and procedures.
   - The Head of Section develops work plans, coordinates activities, and ensures national and international standards compliance.
2. **Staff:**
   - HSE staff support implementing HSE plans by performing daily tasks such as monitoring, training, and applying preventive measures.

- The staff collaborate with other Sections to ensure a safe and sustainable work and study environment.

3. **Training and Awareness:**
   - The Section organizes training sessions and awareness programs to educate employees and students about HSE policies and procedures.
   - The focus is on fostering a culture of prevention and raising awareness about the importance of safety and sustainability.
4. **Incident and Risk Management:**
   - The Section implements precise mechanisms for reporting, investigating, and addressing incidents to ensure effective responses and risk reduction.
   - Regular risk assessments are conducted to prevent potential hazards and ensure a safe environment for everyone.
5. **Communication and Collaboration:**
   - The Head of the Section and staff work to establish effective communication channels with other entities to implement HSE policies efficiently.
   - The Section participates in regular meetings and prepares periodic reports on HSE performance

2. The Policy and Goals of the OSH in the Establishment

2.1 The HSE Policy

SU Management is aware of and accepts its duty towards all its employees to provide and maintain a safe and healthy working environment. SU management will make every possible effort to fulfill this policy's objectives by:

- Establishing SU HSE management system and its related policies, procedures, specifications, guidelines …etc.
- Identifying all activities, processes, systems, and substances and carry out risk assessments.
- Establishing HSE activity planning that involves all hierarchy of responsibilities.
- Mitigating risks that cannot be prevented by applying physical controls through direct supervision and personal protective equipment.
- Fully abiding by applicable legislations, decrees and regulations of the Sultanate of Oman.
- Ensureing that the contractors' and vendors' HSE management systems (HSE-MS) meet or exceed the minimum SU's HSE - MS requirements.
- Establishing and implementing regular internal and external assurance programs (auditing, inspection and monitoring)
- Establishing and maintaining up-to-date comprehensive HSE Data records.
- Establishing and implementing HSE performance recognitions and corrective schemes.
- Identifying, implementing and maintaining up-to-date, relevant HSE training matrix and records.
- Establishing and maintaining a comprehensive HSE action tracker that is up-to-date.
- Carrying out regular reviews and improvements.

SU management believes that accidents are unacceptable and that most accidents can be prevented by prioritizing HSE in every activity. Sohar University gives all staff,students, visitors and contractors the authority to STOP and report any unsafe work.

2.2 HSE Objectives:

In relation to the above Policy Statement, the following objectives have been identified to create a positive approach to health, safety, and protection of the environment during the undertaking of all activities of the University:

- Ensure areas with significant risks are identified to avoid personal injuries and damage to assets during the execution of any activity, "Target Zero injuries".

- Ensure that all SU personnel employed at the University can carry out their designated tasks safely.
- Create a safe working environment.
- Implement a hierarchy of communication forums that ensures HSE concerns can be raised and addressed at all levels of the organization.
- Promote good safety performance and environmental conservation.
- Continues monitoring and continually improving HSE performance.

For further information, please refer to the Annual HSE Plan and Policy at this link: [**HSE Plan Policies**]

2.3 Legal Compliance

Government Regulations

SU shall fully comply with all applicable government legislation and regulations.
The HSE Section is responsible for communicating the requirements of these regulations to appropriate SU departments and staff and making them available to students and staff as needed.

Some References for Guidance Purposes:

- Ministry of Labour issued Ministerial Decision no. 286/2008 introducing the Regulation of Occupational Safety and Health for Establishments Governed by the Labor Law
- MD 25-2009 Regulation on Handling and Use of Chemical Substances
- Other Omani MDs and RDs for HSE Compliance
- ISO 14001:2015 ISO 45001:2018
- Other International Standards which complay with Omani Law and regulations.

2.4 Implementation, Monitoring and Control Measures

The SU HSE Policies and Procedures Manual is developed and implemented through line management within SU to manage HSE risks. Progress against the requirement of the HSE manual sections shall be monitored continuously to check the performance/compliance with policies and procedures.
Quarterly HSE Performance reports shall be submitted to the HSE Committee and EMC (through EMC line manager) to compare performance against established targets.

3. The duties and commitments of the employer and the worker

3.1 Health and Safety Committee at Sohar University

Committee Overview

The Health and Safety Committee (HSEC) at Sohar University plays a key role in ensuring the effective implementation of HSE practices across the campus. The committee promotes a culture of safety and sustainability by providing guidance and advice on all matters related to the health and safety of students and staff. Its responsibilities include identifying potential health and safety risks, developing strategic goals, and implementing training programs to raise awareness about HSE practices.

For further details on the committee's responsibilities, please refer to the [Terms of Reference for Boards and Committees].

3.2 University HSE Rules:

All students, staff, visitors, and contractors are required to follow these rules at all times:

1. Protect yourself and your fellow beings. No horseplay is allowed in the University.
2. Always wear personal protective equipment as specified in the risk assessment and minimum requirements.
3. Adhere to “No smoking” areas in campus.
4. Operate equipment and vehicles only if competent and authorized.
5. Report unsafe conditions, incidents and injuries without delay and minor incidents.
6. Stop unsafe work. Everyone, regardless of designation or rank, is empowered to stop unsafe work.
7. Follow speed limits and wear a seat belt in a moving vehicle or equipment.
8. Do not attempt to modify or repair electrical or other equipment. Only authorized and competent personnel to conduct maintenance and repair.
9. Do not source and use any electrical appliances that are not approved by the SU.
10. Do not tamper with emergency and safety devices.
11. Do not enter barricaded or restricted areas without permission.
12. Do not possess or use any intoxicants, such as alcohol, non-prescribed drugs, etc on the University property
13. Do not litter. Maintain high standards of housekeeping in all areas of the University.

Violation of any of these rules or any other HSE Rules shall result in disciplinary action

3.2 Accommodation HSE Rules

- Smoking is strictly prohibited in all areas of accommodation (This includes smoking cigarettes, cigars, pipes, Nicotine vaping, etc.).
- Consumption of alcohol and drugs is strictly prohibited.
- Ignition sources such as burning incense (Bakhoor), candles and cooking inside rooms are prohibited.
- Fire arms and other weapons, including swords and knives, are prohibited.
- Storage and/or use of harmful chemicals or substances are prohibited.
- Keeping pets is not allowed (This includes fish pots/aquariums).
- Give respect, take respect – Treat everyone with good behaviour.
- Excessive noise is not allowed (Shouting, singing, playing music, or any other nuisance activity that can distract and disturb the comfort of others is not allowed).
- Keep your room and all areas clean and in good condition.
- Do not litter. Dispose of waste in the designated waste bins.
- Do not tamper with CCTV cameras, smoke detectors and other emergency/firefighting equipments.
- Do not damage HSE and emergency signs and posters.
- Do not play with electricity. Students and staff must not repair electrical cables, devices and equipment.
- Secure your belongings. Any loss, theft or damage to personal belongings shall not be the responsibility of the University.
- Turn off lights, AC and other electrical appliances when a room is vacant.
- Turn off water taps after use. Save water.
- Flush the toilets after use. Keep toilets in clean condition.
- Keep the walkways and staircases always clear and free of obstruction.
- Follow fire evacuation plans and instructions in case of emergency.
- Park your vehicle in the designated parking place.
- Report unsafe observations and incidents to the supervisor responsible for the accommodation.
- Report to the supervisor responsible if you have a visitor. No unauthorized stays in rooms are allowed.

Violation of any of these rules or any other HSE Rules shall result in disciplinary action

4. Roles and responsibilities

Successfully implementing all HSE matters requires the active participation of all levels of management. This section outlines the primary roles and responsibilities necessary to ensure the effective implementation of health, safety, and environmental practices within the university, fostering a safety and sustainability culture.

3.1 Vice Chancellor

- Ensures that the University has an effective health, safety, and environmental annual program; that the program is published and desiminated to all staff.
- Ensures that all necessary resources are allocated to administer and implement the HSE policies and procedures effectively.
- Demonstrates leadership and commitment towards HSE policies and procedures.
- This includes participation in HSE activities e.g. (site inspection) a review of the University's HSE policies and procedures in at least one meeting with the EMC and the HSE Section each year.
- Reinforces a positive safety culture by ensuring that all evident safety efforts and hazards during visits to campus work areas are adhered to.
- Chair the annual (as minimum) HSE performance review, approve the HSE improvement plan and provide necessary implementation resources.

3.2 Deputy Vice Chancellors/Pro Vice Chancellors

- Ensure that the departments and faculties reporting to them effectively implement the University HSE program.
- Attends meetings of the HSE Committee as and when required/as per schedule.
- Lead by example, take part in HSE activities such as leading site inspection, etc..
- Recognize and reward excellence in safety performance through EMC reports.
- Attend and resolve HSE Non-compliance issues within their areas of responsibility.
- Reinforce a positive safety culture by commenting on evident safety efforts and hazards during visits to campus work areas.
- Attend the annual HSE performance review meeting.

3.3 Deans

Ensure that the faculties are responsible for allocating sufficient resources and effectively implementing the University HSE program through regular visits to labs and other work spaces and reviews of safety inspection reports.

- Review the faculty's safety program with each Program Coordinator annually.
- Recognize and reward excellence in safety performance within the Faculty.
- Reinforce a positive safety culture by reporting on evident safety efforts and hazards during lab visits and other work and student-related spaces.
- Integrate HSE protection into the daily activities of students, staff, and other persons they supervise.
- Provide training and information to students and staff as requested and required under University policies and procedures.
- Review new equipment and procedures for recognized HSE hazards and take appropriate precautions before using or implementing them.
- Notify and investigate all incidents resulting in injury or property damage and report them to the Dean and HSE Section (see section12). Near Misses must also be investigated and reported if they are found to have had the potential for personal injury or property damage.
- All staff and student fatalities must be reported immediately to the HSE Section, regardless of cause.
- Enforce safety rules and review work areas daily, where applicable.
- Maintain a written record of each training session on the University template and the identification of the trainer and all attendees.

- As user of the HSE document such as procedures, etc.., provide feedback on the contents of the documents in terms of its completeness, applicability, clarity, etc.. to ensuring document update.
- Provide inputs to the annual HSE planning process.

3.4 Department Directors, Managers and Heads

- Allocate sufficient budget and personnel resources to ensure the adequate implementation of the SU HSE policies and procedures.
- Positively support all University HSE programs.
- At least annually, or more frequently as needed, evaluate the effectiveness of department HSE efforts by reviewing safety inspection results and injury reports, where necessary, and walking through and inspecting each work area.
- Recognize and reward department staff for excellence in safety performance.
- Ensure adequate oversight of department activities to guarantee and protect the safety and health of students, staff, contractors and visitors in addition to the environment, which is an integral part of the department's management.
- Ensure that the students, staff, and, where necessary, relevant contractors and visiting scholars are informed of and fulfil their responsibilities within the scope of the University's HSE protection policies and procedures.
- Ensure all stakeholders (staff and students) have appropriate and timely safety and environmental information and training.
- Ensure that all necessary written department safety plans, chemical inventories, and material safety data sheets are up to date and available for inspection.
- Ensure the relevant HSE documents for which you are the owner are timely reviewed and the HSE system updated.

3.5 HSE Section

The SU HSE Section shall provide technical support to assist the University administration in developing, implementing and evaluating a HSE program to ensure its complete effectiveness. HSE Section responsibilities include:

- The HSE Section shall report directly to the PVCAF.
- The head of HSE shall lead the HSE Section, and shall be responsible for leading the HSE team on HSE matters, maintaining and promoting HSE awareness at all levels in the University,developing a safety culture and healthier working environment through innovative ideas.
- Keeping those responsible for compliance informed of HSE rules and regulations.
- Providing the technical resources required to protect the health and safety of students, staff and, where applicable, contractors.
- Highlighting any shortcomings in adhering to the HSE procedures and other HSE specifications and standards to Responsible Managers and, if required, to EMC. This shall include the contractor’s activities as well.
- Carrying out HSE Inspections of University and contractors' activities and facilities with reference to implementing HSE requirements such as environmental protection, hygiene/sanitation, fire prevention/protection measures, emergency exercises and offer advice.
- Conducting HSE Checks/inspections in all areas of the University, including accommodations and events.
- Maintaining the HSE records necessary to document compliance with SU's HSE policies and procedures and as required by specific regulations.
- Developing and implementing public HSE observation feedback system.
- Establishing and maintaining comprehensive HSE data base.
- Lead the HSE data analysis to identifying area for improvements.
- Initiating and driving the annual HSE plan preparations.

3.6 All Students and Employees

Each student and every member of staff at SU is responsible for the safety of their own and others. They are also responsible for attending all training and informational workshops, presentations and meetings as requested, following proper work procedures as set out in the relevant documentation, wearing assigned or required personnel protective equipment, and reporting all hazardous conditions and incidents to their supervisor, instructor, or other appropriate person.

Employees are also expected to participate in developing safe work procedures and methods of protecting the environment through their involvement with safety committees or other means of providing feedback to the University.

5. Risk management

SU acknowledges that not all risks can be eliminated. Therefore, a Risk Management Policy has been developed to outline the principles and processes that guide the Risk Management System.

Risk Management System can assist in enhancing the process of identifying risk at an early stage, preventing the risk from accruing, exploiting all the possible opportunities, and/or mitigating all the potential consequences that can happen. Also, it assists the University in reducing losses, maximizing gains, and improving the opportunity exploitation process and loss prevention.

Having a Risk Management policy ensures that the relevant stakeholders understand SU's risk management approach. Consequently, this leads to the consistent implementation of the risk management process across the university.

For further details, please refer to the policy by clicking on the following link [Risk Management policy].

6. Emergency management

6.1 Emergency Response Procedure

6.1.1 Building Evacuations

Several types of actual and potential emergencies may require a building evacuation. These include, but are not limited to, fire, explosion, chemical spills, gas leaks, terrorist threats, etc.

The evacuation alarm is intended to initiate a general evacuation during fire emergencies. During emergencies other than fire, the possibility that stakeholders may enter a dangerous area (e.g., a chemical spill in the exit path, potential explosion area, exposure to the gun fire , etc.) and therefore, the evacuation of the building will have to be conducted in close controlled manner directed by the emergency on scene commander

6.1.2 Faculty/Staff Responsibilities during Emergency

At the start of each academic semester, teaching staff are required to instruct students and other personnel within their area of responsibility on the proper procedures to follow in case the building must be evacuated. The following information must be included in the instructions:

1. The building fire alarm is the signal to evacuate the building in an emergency.

2. Location of exits nearest to the classroom/lab. It is the instructor's responsibility to point out exit paths to students. Exit routes have been posted in all classrooms, class labs, and research labs.
3. Certain safety precautions may be necessary before departing, such as making experiments/reactions safe, shutting off gas, etc., if it is safe.
4. All elevators must not be used during evacuation.
5. Evacuees must proceed to the nearest assembly point.
6. Teaching staff are responsible for notifying students in each class of the need to identify themselves (in private, if desired) if they need assistance during a building evacuation due to disability and for establishing an evacuation plan for those identified. Such evacuation plans may include a 'buddy system' and the use of safe areas—places relatively resistant to smoke and heat within a building (for example, a sprinkler-protected room or hallway or a stairway landing) where an occupant could wait until help arrives to assist in an evacuation.
7. Persons unable to evacuate are to be assisted to a designated safe area (usually the landing of an enclosed stairway or a sprinkler-protected corridor) if evacuation from other than a ground-level floor is necessary. The assistant shall then evacuate and direct firefighters to the location of the safe area in use.

The building may only be re-entered when the Civil Defense Officer at the emergency scene gives the "All Clear."

6.1.3 Building Fires

1. Initiate a building evacuation using the nearest alarm bell.
2. Dial 9999 to notify Civil Defense and request the fire department's assistance.
3. If the fire is small and you have been trained to use portable fire extinguishers, you may attempt to extinguish the fire.
4. Use the nearest safe exit route to evacuate the building. Close all doors on the way out to prevent the spread of smoke and fire.
5. After exiting, immediately proceed to a designated assembly point.
6. The building should not be re-entered until Civil Defense or the HSE Section gives the all-clear.

6.1.4 Medical Emergencies

1. Evaluate the immediate area for potential safety hazards (fire, toxic or explosive gas vapours, etc.) or situations requiring moving injured personnel to a safer location. Otherwise, move the injured no more than necessary.
2. Call the first aider in the area using the SU emergency number 91153055. First aider contact numbers list is displayed in each area of the University.
3. Call 9999 if the injury or exposure is immediately dangerous to life or health and request help/ambulance.
4. Provide emergency first aid as needed if you have been trained.
5. If the injury involves exposure to a hazardous chemical, provide the SU Material Safety Data Sheet to the medical emergency responders. If the MSDS cannot be located in time, call the SU HSE Section to offer the information as soon as possible.

6.1.5 Chemical Spills

Each department responsible for an activity involving the use of a hazardous substance must prepare a written procedure to be followed in the event of a spill. This must be communicated to all staff, students, contractors, visitors, and other stakeholders involved. The written procedure and associated training must include information on when to request outside assistance.

The following procedures are for chemical spills that cannot be handled safely by persons working there.

6.1.6 Developing Written Spill Response Procedures

Individuals who supervise the use and / or storage of hazardous chemicals **must develop written procedures for responding in the vent of chemical spills.** Spill response procedures must prioritize human health and safety and clearly define when personnel can safely manage a spill using or storing chemicals and when it is necessary to seek outside assistance. Supervisors must ensure that everyone using hazardous chemicals and materials is trained to manage spills and knows how and when to get outside help.
If a spill or release is immediately dangerous to life or health OR if unable to safely manage the spill, seek outside assistance as described below:

6.1.6.1Spill of a Hazardous Chemical or Material inside a Building

1. Evacuate everyone in the immediate area,close all doors as you leave and proceed to the nearest assembly point. If there is a potential risk to others in the building, use the nearest fire alarm to evacuate the other building.
2. From a safe location, call 9999 to Civil Defense.
   - Give details of spill location, e.g., Sohar University, along with the area on campus, including the building name and room number.
   - Describe the situation, any injuries, and if there is a fire or potential for a fire.
   - Contact your supervisor and brief him of the emergency and action taken to call fo help.
   - Supervisors are expected to ensure that the Head of HSE, department managers, director and/or dean are aware of the incident.
   - If you cannot contact your supervisor, contact the Head of HSE or department manager/leader (director, dean).
3. From a safe location, meet emergency responders team. Provide them with directions to the location of the spill/release and information about the spilt /released substance, including:
   - Name of substance(s), quantity released, and any known hazards;
   - A copy of the Material Safety Data Sheet(s), if available.
   - Other hazards that may be in the spills/release area.

6.1.6.2 Outdoor Spill of a Hazardous Chemical or Material

1. Evacuate anyone in the immediate area.
2. From a safe location, Call 9999 to Civil Defense.
   - Give details of the spill location, e.g., Sohar University, along with the area on the campus, including the building name and room number.
   - Describe the situation, any injuries, and if there is a fire or potential for a fire.
3. If the hazard is primarily to the environment and the spill is too large to be cleaned up OR has the potential to reach the drains, including storm drains, request assistance from HSE. Do not attempt a cleanup once you have determined that outside help is needed or if the spill has entered the soil, groundwater, or surface water.
4. Contact your supervisor. Explain what happened and tell them what is being done in response.
   - Supervisors are expected to ensure that the Head of HSE, and other relevant parties are aware of the incident.
   - If you cannot contact your supervisor, contact the Head of HSE or department manager/leader (director, dean).
5. Remain safe from the spill and warn others to stay clear until help arrives.

When Civil Defense personnel or other emergency responders arrive, provide directions to the location of the spill and provide available information about the spilt/released substance, including:

- Name of substance(s), quantity released, and any known hazards;
- A copy of the Safety Data Sheet(s), if available;
- Any other hazards in the area.

6.1.6.3 Demobilization after the spill is cleaned up and the area is declared safe

1. The head of HSE or other HSE Staff member will coordinate with the Civil Defense Officer to address any remaining concerns.
2. Civil Defense with HSE Staff will take the lead in reopening the room / building /area upon clearance for re-entry.
3. Incident and Injury Report(s) must be submitted by the supervisor(s), providing details of the incident and documenting any injuries to the HSE Section.
4. The incident investigation team shall immediately conduct a detailed incident investigation before the evidence of the cause of the incident are lost.
5. The investigation report shall include the root cause(s) of the incident and relevant preventative actions.
6. The head of the HSE shall arrange a meeting with the relevant parties to discuss the outcome of the investigation.
7. The preventative actions must be entered in the action tracking system and closely followed until completion.

6.1.7 Building Fire Safety

- No person shall obstruct or tamper with safety and fire safety features such as exit signs, sprinkler systems, heat and smoke detectors, alarm pulls, horns, strobes, etc.
- Decorations shall not be tied or installed on Sprinkler heads and pipes, and stored materials must be at least 1.5 feet below a sprinkler head.
- All hazardous material storage shall conform with the applicable sections of this document and the NFPA National Fire Protection Association standards.
- Staircases shall always be maintained free of obstructions and shall not be used for any material storage.
- Walkways may not be used for storage of combustible materials. These items could inadvertently be moved into the path during an emergency or items that reduce the width of the hallway.
- Furniture or any other items shall not be placed in walkways without approval from the Estates and Campus Services Manager and HSE Section. Cabinets with doors or drawers shall not be approved if the open drawer or door reduces the walkway width below the minimum required.
- A minimum of a 3-foot clear exit aisle must be maintained from each workstation.
- Special events must be planned and appropriately arranged so that displays and refreshment tables do not obstruct exits or egress routes. SU HSE Section shall inspect event venues to ensure that facilities concerning HSE are in place.
- Classrooms without fixed seating shall be set up to allow access to the exit door(s) from each row of seats, and seating may not exceed 49 in rooms with a single exit.
- Additional occupants shall not be accommodated in aisles, exit paths, or other portions of classrooms and other assembly areas provided with fixed seating.
- Open flames are allowed only in laboratories and other designated hot work areas under full-time supervision.
- Candle lights are not allowed except in monitored/supervised dining areas, provided they are securely supported on a noncombustible base and the flame is protected.

6.1.8 Emergency Response Exercises

Emergency response exercises for all the students and staff shall cover:

- Evacuation at University and Accommodation Buildings (fire drill)
- Fall from height
- Medical emergency
- Heat stroke

Note: Emergency response drills shall be carried out as per (**HSE Plan Policies)**

6.1.9 Recording of Drills

Responses of various agencies in emergency response drills shall be observed and reviewed. The HSE Section shall do the review, and the learning points from the observation will be communicated to the staff and students for correction in future drills & in case of a real emergency.

6.2 Personal Protective Equipment (PPE)

6.2.1 Personal Protective Equipment

SU students and staff must wear personal protective equipment (PPE) as identified by risk assessments, posted signs, written procedures, or regulatory requirements. It is the responsibility of all staff and students to wear the required personal protective equipment. It is the responsibility of the faculty/supervisor to make it available to staff, as well as students, and other relevant stakeholders and to ensure that it is worn when and where required.

6.2.2 Selection of Personal Protective Equipment

Personal protective equipment requirements must be determined for each job or task assignment. Bellow sections provid guildline on some typical hazards and relevant PPEs. However, the identification of the PPEs for each job must be done through a professional activity Risk Assessments process and shall be implemented and mainained by the relevant activity supervisor. The issues of the PPE to the activity executers must be documented on the appropriate SU Form in writing by the supervisor, and a copy must be kept on file in the HSE office. Once the appropriate PPE has been determined, its use is mandatory. It is the responsibility of the faculty/supervisor to ensure that proper training or other required pre-qualifications have been implemented before the student or staff begins a task for which PPE is required. Additional information is available from the HSE Section.

6.2.3 Eye and Face Protection

Each affected person shall use appropriate eye or face protection if a hazard exists due to any of the following:

- Flying objects or particles
- Moving or dangling objects like slings and chains
- Dusts and mists
- Molten metal
- Liquid chemicals
- Acids or caustic liquids
- Chemical gases or vapors
- Glare
- Injurious radiation
- Electrical flash
- Any combination of the above hazards

The HSE Section should be contacted for additional information and assistance in selecting appropriate eye protection.

Requirements for eye protection include:

Side protection shall be used whenever there is a hazard from flying objects. Spectacles without side shields are allowable for frontal protection only (it should be noted that this situation would be improbable).
A face or eye protector shall comply with all of the following minimum requirements:

- It shall protect against the particular hazards for which it is designed.
- It shall fit snugly and shall not unduly interfere with the movements of the wearer.
- It shall be capable of withstanding sanitizing.

- Care shall be taken to recognize the possibility of multiple and simultaneous exposure to various hazards.
- Adequate protection against the highest hazard level must be provided when numerous hazards are present.
- Operations involving heat may also involve optical radiation. Protection from both hazards shall be provided.
- Safety glasses or goggles must be worn under face shields.
- Persons whose vision requires prescription lenses shall wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear. Regardless of lens type or sales claims, prescription eyeglasses do not fulfil eye protection requirements unless they comply with American National Standards Institute standard Z87.1-1989.
- Wearers of contact lenses shall also be required to wear appropriate eye and face protection devices in a hazardous environment.
- Caution should be exercised when using metal frame protection devices in electrical hazard areas.
- Welding helmets or hand shields shall be used only for primary eye protection.

6.2.4 Hand Protection

Each affected person shall use appropriate hand protection when their hands are exposed to hazards that may cause any of the following:

- Skin absorption of harmful substances
- Severe cuts or lacerations
- Severe abrasions
- Punctures
- Chemical burns
- Thermal burns
- Harmful temperature extremes

Selection of the appropriate hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to all of the following:

- The task to be performed
- Conditions present
- Duration of use
- The hazards and potential hazards identified

Chemical-resistant gloves should be selected based on manufacturer-specific permeation and degradation data when prolonged contact is expected. Most vendors and manufacturers offer assistance in the selection of chemical-resistant gloves.

6.2.5 Head Protection

Each affected person shall be provided with, and shall wear, head protection equipment and accessories in areas where a hazard exists from falling or flying objects, other harmful contacts or exposures, or where there is a risk of injury from electric shock, hair entanglement, chemicals, or temperature extremes.

Head protection equipment that has been physically altered or damaged shall not be worn or reissued to a student or staff. Protective helmets shall comply with American National Standards Institute standard Z89.1- 2014. Protective helmets shall be of the following types:

- Class G (General) – rated for 2,200 volts

- Class E (Electrical) – rated for 20,000 volts
- Class C (Conductive) – Provides only impact protection; no electrical protection. Suitable for non-electrical environments.

Bump hats, caps, or other limited-protection devices shall not be used as a substitute for protective helmets for the hazards described in this section.

6.2.6 Hearing Protection

When a noise exposure of 85 dBA (an environment where normal speech levels cannot be understood) is exceeded for any eight-hour period, a hearing conservation program shall be established. If there are concerns that this action level of 85 dBA may be exceeded, the HSE Section should be contacted to make noise measurements and to assist in selecting appropriate noise abatement measures and establishing a hearing conservation program, if necessary.

6.2.7 Foot Protection

Each affected person shall wear protective footwear when working in areas where their feet are exposed to electrical hazards or where there is a danger of foot injuries due to falling or rolling objects or a threat of objects piercing the sole of the shoe. Safety shoes and boots that worn by more than one person shall be, cleaned, and sanitized inside and out before being reissued.

All protective footwear shall bear a permanent mark to show the manufacturer's name or trademark and certification of compliance with the provisions of American National Standards Institute (ANSI) standard Z41-1991 (now ASTM F2412-05 and F2413-05).

6.2.8 Respiratory Protection

The selection of respiratory protection is solely the responsibility of the HSE Section. Any person who suspects the presence of a hazardous air contaminant must request assistance and obtain approval from the HSE Section before selecting or using a respirator or dust mask. Users of SCBA shall be required to be medically fit and be trained for the use of SCBA by a third-party training provider.

6.3 Handling and Storage of Hazardous Substances

6.3.1 Handling of Hazardous Substances

- COSHH Analysis shall be conducted by using the HSE form (~~F-030~~ F-027 COSHH Analysis Form) and made available along with an MSDS copy for each hazardous material. Appropriate hazard signs shall be provided. Personnel using such chemicals shall be familiar with the proper handling procedures and use of PPE.
- Protective clothing shall be worn as appropriate for the chemical being used.
- Adequate first aid equipment, including eye wash solutions, shall be available at the location where chemicals shall be used.
- Fire extinguishers shall be available at the work site.
- Any accidental spillage shall be contained and cleared as soon as possible. Where necessary, the spillage area will be cordoned off, and hazard signs will be posted.
- No food shall be taken or consumed in the facilities where the chemicals are handled or stored.
- Good housekeeping will be maintained, and clean-up procedures will be made known to everyone.

6.3.2 Storage of Hazardous Substances

- All chemicals/hazardous material shall be stored in properly designated fireproof construction stores that are well-ventilated to prevent temperature build-up.
- Hazardous liquid storage in buildings shall be minimized to the requirement to operate machines, equipment, maintenance, and classroom or lab demonstrations.
- No smoking and flammable safety signs shall be prominently displayed in all areas where chemicals are stored, handled or used.
- All potential sources of ignition shall be kept away from where chemicals are stored, handled or used.
- Adequate emergency equipment, in terms of personal first aid (Eye wash, showers) and emergency response and neutralization, will be maintained at all times.

6.3.3 Transportation of Hazardous Substances

- The laws and standards of the Sultanate of Oman are governed by ROP, EA, MOI, PACDA and other applicable MDs and RDs (MD 50/2023).
- Adequate control measures shall be implemented to deal with the specific dangers of the substances being carried and the driver shall be given awareness to use it effectively.
- Some equipment are fire extinguishers, first aid equipment, Protective clothing, etc.
- Hazardous substances must be contained, isolated and, legitimately secured and verified in a fit-for-purpose four-sided boundary to prevent packages from moving during transportation.
- The driver must be provided with adequate information in writing about the hazardous substances in the vehicle so that the nature of the hazards and the action to be taken in emergencies are known.
- The driver must ensure that signs and labels have been applied to the vehicle and are clean and not obscured.
- The driver is properly trained and fully competent in the transpiration of dangerous goods.
- Staff, contractors, and other employees involved in the transportation and handling of hazardous material must have adequate information and understanding of the MSDS of the dangerous material so that they can to carry out their work safely, in an environmentally satisfactory manner and without endangering their health.

6.4 Compressed Gas Cylinders

6.4.1 Transportation of Compressed Gas Cylinders

- Compressed cylinders shall have protective caps over the nozzle when required to be transported. Cylinders shall be transported in an upright position and secured with a chain. Cylinders in bulk quantity shall be placed safely in metal cages, cradles or containers so that they will not knock against other cylinders or obstructions.
- Different types of gas cylinders shall not be put in the same container when required to be transported. Oxygen cylinders shall under no circumstances be transported together with acetylene or any other forms of flammable substances.
- Each cylinder shall be lowered to the ground using a safe method. They shall not be rolled or dropped from vehicles onto rubber tyres or minor packing and shall be shifted in the trolley designed for the purposes.
- Cylinders shall not be lifted using chains or metal slings. Lifting shall be carried out using flat band/ webbing slings.
- If more than one cylinder has to be lifted, a certified cradle shall be used.

6.4.2 Storage of Compressed Gas Cylinders

- Cylinder storage areas shall be identified, with the names of the respective gases stored and prominently displayed.

- Where different types of gases are stored at the same location, cylinders shall be grouped with the same type of gas and the groups arranged to account for the gases contained, e.g. flammable gases shall not be stored near oxidizing gases.
- Cylinders containing combustible gases shall be stored separately from oxygen; wherever possible, a fire-resisting wall shall be used to separate the gas cylinders.
- Full and empty cylinders shall be segregated and stored separately. The arrangements of cylinder storage shall be in a manner so that old stock can be removed with a minimized handling of newly arrived cylinders.
- Cylinder storage rooms shall be constructed of fire-resistant material. These storages shall be adequately ventilated and shaded so that cylinders don't come under direct sun light.
- Location of cylinder storage shall be as far as possible (a minimum separation must be 20 feet) from flammable/ combustible material such as oil, gasoline or waste.
- Cylinders shall be stored in an upright position within the store and secured so they cannot fall or be knocked over.
- Protective caps shall be retained on all entire and empty cylinders within the store.
- Smoking, naked lights or sources of ignition shall not be allowed within or near gas cylinders.
- Fire extinguishers shall be located outside the entrance.

6.4.3 Uses of Cylinders

- Compressed gases shall be handled and used only by trained personnel.
- The protective caps of the valve assembly shall be kept in place until the cylinder is put into use.
- Prior to using gas cylinders, the user shall double-check to ensure that the cylinders are properly secured and chained so that no cylinders knock over.
- Suitable pressure regulating devices shall be used in all cases where the gas is admitted into systems having pressure-rating limitations lower than the cylinder pressure.
- Threads on regulator connections or other auxiliary equipment shall be the same as those on the cylinder valve outlet. Connections that do not fit shall in no circumstances, be used forcefully.
- Standard gas hoses shall be used with adequate pressure ratings that can resist any corrosive effects of the gas. Damaged and cracked hoses shall be removed from service.
- The cylinder valve shall be opened slowly with the valve pointed away from the operator or any other person. Only approved tools shall be used to open and close cylinder valves.
- Connections to piping, regulators and equipment shall always be kept tight to prevent leakage. All hoses shall be kept clean and maintained in good condition. Gas hose, if not in use, must be coiled up.
- Compressed gas cylinders shall be kept either in trolleys or secured to a part of a structure so they cannot be accidentally knocked over. Cylinders shall be retained in an upright position.
- Under no circumstances shall compressed oxygen be used for testing or purging when compressed air or nitrogen is called for.
- Under no circumstances shall oxygen be allowed to come into contact with any form of gases or oil because of the risk of explosion and fire.
- Extreme caution shall always be exercised to avoid knocking or jarring acetylene cylinders, which can lead to internal self-heating and the risk of explosion. If an acetylene cylinder shows signs of internal heating, cool it with water. Partially or entirely empty acetylene cylinders shall always be maintained in an upright position.

6.5 Waste Management Procedure

6.5.1 Objectives:

The objectives of this Waste Management Procedure include the following:

- To identify the essential elements of waste management in relation to EA and other related government regulations.
- Ensures that waste is managed following the principles of Eliminate, Reduce, Re-use, Recycle/Recover, Treat and Dispose of in an environmentally responsible manner fulfilling legal requirements.
- To ensure available waste storage containers and transport requirements are based on segregated waste types and volume estimates.
- To develop and effectively communicate efficient waste segregation, handling, storage procedures, associated labelling, training and documentation requirements.
- To ensure that waste storage sites and procedures consider spill prevention, containment, fire, safety, students and staff health, pests, native animals and odour control and ensure that these elements are addressed explicitly in the Risk Assessment processes.

6.5.2 Awareness

Environmental awareness shall be communicated to students, staff and contractors through training meetings, lectures posters and notices in the language understood by everyone.

- Environmental awareness of hazardous and nonhazardous wastes shall also be imparted to the students, staff and contractors.
- Accounting for spillage or discharges shall be maintained.
- Awareness training on the use of Personal Protective Equipment, Proper handling of waste and Risk controls shall be given to all staff before commencement of work.

6.5.3 Permit Status

The University shall obtain necessary waste disposal permits or dispose of all solid waste through third-party contractors who are approved by EA and/or BE'AH.
Overall, the University shall follow EA regulations for waste handling, storage and disposal.

6.5.4 Standards & Documents

Sohar University ensures full compliance with the following legal standards and regulations to uphold environmental sustainability and workplace health & safety. In addition, the university remains committed to monitoring and implementing any updates to these legal requirements to avoid any potential legal issues and maintain regulatory alignment.

- Omani Environmental Regulations, International References Documents
- MD 57/2002 Management of Solid Non-Hazardous Waste
- 50/2023 – Hazardous Chemicals Regulation
- RD 24/2002 Sanctioning the Protocol on the Trans-boundary Movement of Hazardous Wastes and Other Wastes and their Disposal
- RD 28/93 Traffic Law
- MD 118/2004 Regulation on Controlling Air Pollutants
- MD 37/2001 Regulations for the Control and Management of Ozone Depleting Substances (ODS)
- MD 421/98 Regulations for Septic Tanks, Soak away Pits and Holding Tanks
- MD 145/93 Regulations for Wastewater Reuse and Discharge
- RD 115/2001 Law on Protection of Sources of Potable Water from Pollution
- MD 286/2008 Regulations under the Labor Law on Occupational Safety and Health in Establishments
- RD 114/2001 Law on Conservation of the Environment and Prevention of Pollution
- MD 159/2005 Regulations for the Discharge of Liquid Effluents to the Marine Environment
- MD 107/2023 – Regulations for Organizing Environmental Permitting.
- RD 45/2024 – Law Regulating Wildlife Trade.

6.5.5 Estimated types of wastes:

Table 1 (Non-Hazardous Waste)		Table 2 (Hazardous Waste)
General Waste		Used Cooking Oil from the Kitchen
Food Waste		Medical waste
Non-recyclable plastics		Sewage
Broken glass		Empty aerosol cans
Recyclable Waste		Chemical Waste
Metal		
Paper and Card board		
Wood		
Plastic (recyclable)		

6.5.6 Wastewater Disposal

Waste water in the University is generated mainly from toilets, wash areas, offices and labs in the form of sewage. Licensed contractor shall handle sewage water and dispose of it at approved Sewage Treatment Plants.

6.5.7 Hazardous and Nonhazardous Waste

6.5.7.1 - Hazardous Waste

Hazardous waste (Table 2) segregation, collection, storage and disposal shall comply with EA requirements for hazardous waste management. The generated quantity of waste shall be stored in a designated place with adequate HSE precautions and further shall be handed over to a licensed waste handler for recycling or disposal; transportation of all hazardous waste shall only be carried out by a licensed waste transporter.

Hazardous waste shall be segregated from other waste types at all times.

Hazardous waste storage areas shall be provided with an impermeable surface and bund to contain any spillage to 110% of the largest container in the bund and 125% of the total drum capacity being stored. To minimize the volume of rainwater ingress, the storage area shall be provided with a suitable cover. Access into this area shall be secured or provided with secure containers or buildings in which the hazardous material may be safely stored while allowing for segregation of incompatible wastes. A suitable-sized spill clean-up kit with an appropriate number of portable fire extinguishers shall be placed adjacent to the area.

Hazardous material storage areas shall be labelled with the appropriate signs and warnings. Access to hazardous materials will be limited to authorized personnel through fencing and secured storage buildings or containers.

University management shall assign a waste custodian responsible for documenting the substances/materials to be stored, including a monthly hazardous waste inventory of quantities and locations and the materials' storage, handling, and disposal procedures. Material Safety Data Sheets (MSDS) with information relating to hazardous materials will be available and accessible at all times. Procedures detailed in the MSDS will be followed in an emergency.

All storage areas for hazardous waste will be suitably ventilated to prevent a build-up of fumes and vapours. Natural ventilation will be the first option; where forced ventilation is used, it will comply with all legislative requirements and be appropriate

to the hazardous material being stored. Waste storage sites will be regularly inspected to manage the risk of fire outbreaks from combustible material and ignition sources.

The transfer and/or transport of liquid waste will be conducted to minimise the risk of spills and contain any spills. Mitigation Strategies are to be implemented. These will include:

- Bund areas or spill trays for storage or decanting of products with 110% excess spill capacity
- Automatic shut-off nozzles on refuel hoses
- Use of funnels during a transfer of liquids into drums

The total hazardous waste generation and disposal records shall be maintained and made available to the University HSE Section in coordination with other departments. The cumulative report shall be submitted to PVCAF every month or as and when required.

6.5.7.2 Non-Hazardous Waste

Sanitary and organic waste, including food waste (general waste), paper, cardboard, plastics (recycled), etc. will be segregated, collected and disposed appropriately. All food wastes shall be collected daily from canteens and kitchens and disposed into appropriate 'general waste' containers with secured lids. This waste will be double-bagged and stored in dedicated enclosed receptacles before disposal/recycling. As far as practicable, Prime recyclables will be segregated from domestic-type solid wastes for recovery or recycling. The segregation will form the three waste streams: general (non-hazardous) and reuse/recycled waste. Bins shall be stored, where practical, on hard standing and away from stormwater drainage. Bins shall be robust and secured with lids to prevent debris from blowing away.

A regular schedule for collection of all sanitary and organic waste will be maintained by the waste contractor and monitored by the University.
Non-hazardous waste resulting from construction activities at the University will include, but not be limited to:

- Mixed Metals;
- Timber/Wood

This waste shall be segregated and placed in appropriate bins/skips within the University premises. These wastes will be reused where practicable and to comply with the waste management hierarchy. As mentioned above, general construction materials including scrap pipe, metal, etc. will be re-used where feasible and safe. An approved contractor will remove any excess inventories from the site for recovery or recycling.
Waste timber/wood, including packaging material, shall be stored in a designated area after de-nailing and transported by the selected licensed contractors for reuse/recycling where possible or final disposal to landfill.

6.5.7.3 Electronic and Electronic Equipment Waste

All discarded electronic equipment shall be segregated and sent for recycling / /disposal to a hazardous waste licensed operator. Electronic components contain several toxic elements, such as Cadmium and Mercury, and the potential for other hazardous materials, such as refrigerants in old refrigerators, lubricating oils in pumps, etc.

6.5.7.4 Laboratory Waste

Laboratories generate different types of waste, including but not limited to hazardous waste, liquid industrial waste, broken glassware, empty containers, chemical spill cleanup debris, and supplies. Prior approval must be obtained from HSE before any laboratory waste, except for office-type wastes, may be disposed of in drains, waste baskets, or outdoor receptacles. The rules and regulations affecting laboratory waste collection, storage, and disposal are too broad and complex to summarize in this document. Before disposing of chemical wastes, contact the HSE Section for information and assistance in identifying and classifying laboratory waste types for disposal and to ensure compliance with applicable regulations.

6.5.7.5 Waste Manifest Documentation

All waste leaving the University for Reuse, Recycling and/or disposal shall be under a waste manifest detailing the waste generator, type of waste, quantity, and disposal location. Receipts such as weighing bridge tickets from landfills and documenting evidence of handing over all wastes to other contractors shall be kept in place for audit purposes and legal compliance.

6.5.8 Spill Prevention and Control

Highly toxic, flammable, or environmentally hazardous liquids shall be stored in unbreakable containers, and glass containers shall be placed in secondary containment devices. When these liquids are dispensed, provisions shall be made to prevent them from spilling into or entering a sink or floor drain. This shall be accomplished by working within a containment device or area, covering the drain opening, etc. All drum quantities of hazardous liquids should be in a secondary containment device. An appropriate type and quantity of liquid absorbent material shall always be available wherever hazardous liquids are used or stored. Users shall be trained in spill cleanup procedures and when and how to request outside assistance.

6.5.9 Monitoring and Inspection

Waste handling areas will be formally inspected and audited by the HSE Section for compliance with agreed operating procedures & regulatory requirements. Records of inspections and audits will be maintained.

Required Inspections and Records:

- F-028 Non-Hazardous Waste Inspection
- F-029 Hazardous Waste Inspection
- F-032 Spill Kit Inspection
- F-021 Environmental Monthly Metrics Report

6.6 Safe Use of Hand Tools

6.6.1 Types of Hand Tools

- Manually operated Hand Tools
- Electrical Hand Tools
- Pneumatic Hand Tools

6.6.2 HSE Controls for Manually Operated Hand Tools

Apart from the control measures mentioned in risk assessment sheets, the following HSE controls shall be in place before any activity with hand tools commences.

- Hand tools should be used only by competent personnel.
- Hand tools should be inspected every time before use.

- Special care should be given to cleaning hand tools. Blunt cutting-edge or deformed working parts should be redressed.
- Hand tools selected for the job should be suitable.
- The handle of a tool should fit the hand of an operator to avoid slipping out from the hand during use.
- Hand tools should not be used for purposes other than they are designed for.
- Hand tools should be systematically kept or stored in the tool rack or toolbox after use.
- Hand tools having sharp corners or edges should be protected by sheaths before they are stored.
- Defective hand tools shall be removed from use/service.
- Home-made tools are not allowed.

6.6.3 HSE Controls for Electrical Hand Tools

- Use only inspected and color-coded tools. A competent electrical person shall conduct inspection and colour coding.
- Conduct inspection before use.
- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, before servicing and cleaning and when changing accessories such as blades, bits and cutters.
- Be sure to maintain good footing and balance when operating power tools.
- Operate electric tools within their design limitations.
- Use gloves and appropriate safety footwear when using electric tools.
- Store electric tools in a dry place when not in use.
- Do not use electric tools in damp/ wet locations unless they are approved for that purpose.
- Keep work areas well-lighted when operating electric tools.
- Ensure that cords from electric tools do not present a tripping hazard.
- Do not stand in or near water when using tools.
- Always provide firm earth bonds to electrical equipment and tools.

6.6.4 HSE Controls for Pneumatic Tools

- When using pneumatic tools, employees shall ensure that the tool is fastened securely with a whip arrestor to the hose to prevent it from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will be an added safeguard.
- Standard hoses and couplings shall be used.
- Screens shall be set up to protect nearby personnel from being struck by flying fragments around chippers, riveting guns, staplers or air drills.
- Eye protection is required, and face protection is recommended for personnel working with pneumatic tools.
- Noise is another hazard. Working with noisy tools (e.g. jackhammers) requires proper, effective use of hearing protection.

6.6.5 General Rules for Hand Tools Use

- The supervisor/team leader will conduct safety briefings/Tool Box Talks and explain the hazards and controls to the user(s).
- Proper PPE shall be used as per job requirements.
- Tools that are broken or require repair should be kept separately and labelled with a warning notice: "DANGER! DO NOT USE!”

- Periodic examination, repair and maintenance of hand tools should be carried out only by experienced and competent persons.
- Hand tools should only be carried to the work area in a proper toolbox or tool belt.
- Precautions should be taken to prevent tools from slipping out of hands while working at height.
- Precautions should be taken when working on or near electrical lines or conductors.
- Hand tools should be operated in the correct posture and strength.
- The User should use clamps/bench-vice to secure workpieces that are liable to move into a stable position.
- No one shall be allowed to stand in the line of fire when using tools.
- One should concentrate on the job when using a hand tool. Playing with hand tools shall be strictly prohibited.

6.7 General

6.7.1 Vehicles:

An adequate number of vehicles shall be deployed to fulfil the transportation requirements & will be fully in compliance with ROP Regulations.

6.7.2 Equipment / Machinery:

All Equipment and machinery used will fully comply with ROP regulations and HSE requirements.

6.7.3 Road Safety Management:

- All Vehicles/ plants shall comply with Oman traffic laws. All operators, drivers, and passengers shall always wear seat belts when using mobile equipment/vehicles.
- All loads shall be restrained safely and securely and follow the guidelines of the load-straining standards.
- The use of mobile phones while driving or operating vehicles is forbidden.
- The University and its contractors shall use no vehicles unless insured, roadworthy, and conforming to local legal requirements.
- All vehicles must be well maintained and tested following the manufacturer's instructions and legal requirements, and exhaust emissions must be clean with no visible smoke.
- Licensed, Trained, insured, authorized and medically fit personnel can drive vehicles.
- All vehicles shall be parked on level ground and in designated parking areas in reverse condition with the hand brake applied and shall not block access or emergency points/routes.
- The traffic management plan will be developed and communicated to ensure safe traffic movements at the University.

6.7.4 Electrical Equipment Safety:

All portable generators for temporary/permanent power supply and other power tools and equipment used shall be grounded, and regular/daily inspections and documentation ensure proper operation. All electrical connections shall be routed through ELCB of 30milliamps rating. All electrical equipment, tools, and cables shall be standard (UL Listed) and inspected monthly. A colour coding system shall be implemented for identification and inspection according to month.

6.7.5 Hazards/Risk & Controls:

Hazards analysis and Risk assessments for all hazardous activities in the University shall be

conducted available with the lab/workshop supervisors and will be discussed before commencing activity with staff and students

6.7.6 Incident / Accidents:

All incidents /accidents, including near misses, will be reported immediately to the University HSE Section and within 24 hours in writing. Incidents shall be investigated to determine the root cause, and corrective actions will be implemented to prevent recurrence.

6.7.7 Tool Box Talks/Safety Briefing:

The respective Team Leader/Supervisors shall conduct Tool Box Talks at the start of the activity/Task and to be recorded in (F-013 Tool Box Talk Form). Tool Box Talks shall include all hazards, risks, and control measures to mitigate the risks, including team members' HSE responsibilities.

6.7.8 HSE Meetings:

Monthly staff HSE meetings shall be conducted, including the active participation of top management and/or their representatives.
As a minimum, the agenda generally includes timely HSE topics for discussion & dissemination of safety bulletins, signs, notices, a review of the various observations noted during the past/current month's inspections, discussions & implementation of steps to be taken regarding possible potential hazards involved in the activities planned for the coming months etc.

6.7.9 Audits / Inspection:

Audits/Inspections will be conducted regularly per the schedule mentioned to determine the areas of weakness & suggested improvements.

6.7.10 Training of Employees:

All Staff members at the University shall undergo the mandatory HSE Induction and be fully competent in the job category in which they work. Training shall be imparted according to the Training Plan in this manual.

6.7.11 Alcohol, Intoxicants and Non-Prescribed medicine/drugs:

Alcohol, Intoxicants and non-prescribed medicines are not permitted, and persons suspected to be under its influence shall not be allowed in the University. Such a person will be terminated and or banned from entering the University.

6.7.12 Smoking

Smoking is prohibited in all areas of the University, including campus, accommodation, and all buildings (Tobacco prohibition includes the use of cigarettes, pipes, cigars, etc.). Smoking is also prohibited in University vehicles and buses. People who want to smoke can go outside and in designated places.
Appropriate "No smoking" signs shall be displayed at entrances and other places.

6.7.13 Food Consumption:

Food shall only be consumed in designated areas, not the workplace.

6.7.14 Drinking Water:

Supplied drinking water shall be as per health requirements (OS 8-2006), and drainage arrangements of all water shall be as per municipality requirements.

6.7.15 First Aid Provision:

First aid facilities with first aiders shall be deployed at each building. First aid boxes shall be maintained for minor requirements. Clinic facilities in the University or nearby hospitals will be used for other medical requirements like illness & major treatment.

6.7.16 Accommodation and Catering Facilities:

The University will maintain the accommodation and the catering/restaurant facilities in safe and hygienic conditions. HSE Section shall inspect accommodation buildings and restaurant facilities together with respective supervisors. Catering personnel shall be Ministry of Health approved only and have adequate training completed in food safety and hygiene, such as HACCP.

6.7.17 Working Alone

Students, contractors, visiting scholars and scientists, and staff shall not work alone if the work involves exposure to hazards that are potentially life-threatening, could inhibit self-rescue, could cause injuries requiring immediate assistance, or pose a fire or explosion hazard beyond the person's ability to respond effectively. Appropriate methods to address the need to perform such hazardous operations include the buddy system, communication to a nearby area, periodic supervisor inspections, periodic phone contacts, etc., as long as the method implemented is appropriate to the level of hazard and the required response time in the event of an incident. Each department is responsible for establishing a system and criteria for approving requests to work alone.

6.7.18 Hot Work

Hot work is any temporary activity involving an open flame that produces heat, sparks, or hot slag. This includes but is not limited to, brazing, cutting, grinding, soldering, thawing pipes, torch-applied roofing, and welding. Such activities will require a specific risk assessment conducted by the department manager in coordination with the HSE Section.

6.7.19 Work at Height (including ladders)

Any work involving work at height shall be properly planned and organized. Personnel required to work at height must be medically fit and adequately trained. Work at a height of more than 1.8 meters shall require fall protection such as a full body safety harness, lifeline and safe anchorage point. All personnel working at a height of more than 1.8 meters must tie off their safety harness to a safe anchorage point. Edge protection, such as guard rails and handrails, shall be provided. Scaffold platforms shall be constructed with standard material and by competent personnel. Scaffold platforms must be inspected and tagged appropriately by a qualified person. All ladders and safety harnesses shall be inspected before use. Tools and materials shall not be carried by hand while using ladders. Tools and materials shall be secured, and the area below the work at height shall be barricaded properly to stop unauthorized entry.

6.7.20 Exposure to Blood-borne Infectious Diseases

Each department must determine if they have staff whose required job duties result in actual, or reasonably likely, exposures to human blood or other potentially infectious body fluids. If so, a blood-borne infectious diseases program must be established to protect them from exposure. The program will include a written compliance plan, staff training, universal precautions, personal protective equipment, engineering controls, and the Hepatitis-B vaccination series.

Staff individuals who believe that their required job duties involve exposure to blood or other infectious materials should contact their supervisor to see if they should be part of the department's blood-borne infectious diseases program. Suppose the department does not have an existing blood-borne infectious diseases program. In that case, the supervisor should contact the HSE Section for information and assistance in determining whether a program is needed.

6.7.21Safety Signs and Barriers

Appropriate and standard signs and posters shall be displayed in areas with hazardous activities, and these activities shall be segregated and cordoned off with warning tape or barricades to stop unauthorized entry.

6.7.22 Lifting and Shifting

Manual lifting and shifting of material and equipment shall be supervised and shall be performed with adequate PPE as well as in a safe method by practising a manual handling technique

Mobile cranes and other lifting equipment and tools shall be inspected and certified by a third party. A third party shall adequately train and assess personnel operating this equipment. Lifting activity with a mobile crane or any other lifting equipment for loading, unloading, etc, shall be first notified to the HSE Section, and permission shall be obtained after the inspection of the crane, lifting tools and the area where lifting takes place. Proper signs and barriers shall be provided to cordon off the area. Crane lifting shall not be allowed in heavy wind and adverse weather conditions.

6.7.23 Machine Safety

All the machinery and equipment being used in the University shall be operated within the manufacturer’s specifications. The operating manual shall be made available to the supervisor, and a specific risk assessment shall be conducted before commencing any activity on any particular machine. Staff and students who use any machine shall be briefed about hazards, risks and control measures by the responsible supervisor. They shall be provided with adequate PPE.

Each machine and equipment shall maintain good operating conditions by ensuring regular servicing and maintenance. Documents and identification stickers related to servicing and maintenance shall be made available. The supervisor shall ensure that all guards and safety devices are in place and working condition. Machines/equipment shall be disconnected from power before any maintenance and servicing. No unauthorized modifications shall be allowed in any piece of machine.

6.7.24 Pedestrian Safety

Designated walkways shall be provided and marked for safe movement of pedestrians. Access to all areas shall be kept free from obstructions. Material, furniture and equipment shall be set up to avoid slip-trip hazards. Signs shall be provided at floor cleaning areas. Stairs shall be with edge protection such as handrails/guardrails.

6.7.25 Office and Classroom Safety

Staff and students who occupy classrooms, libraries and offices shall be responsible for keeping the area free from hazards. The HSE Section and responsible supervisor/manager shall inspect all the classrooms and offices monthly. Deficiencies from inspection shall be reported to the Estates & Campus Services Manager.
Floors in classrooms and offices shall be free from slip trip hazards. Material and furniture shall be adequate and shall be located without blocking access and egress. Desks and chairs shall be ensured safety by considering posture and movement to allow safe use. Guidelines for the workstation shall be provided to staff and students for correct body posture while working.
Lighting arrangements shall be adequate for reading and working day and night. All electrical hazards shall be attended to and rectified. Damaged and malfunctioning devices and equipment shall be removed from service immediately.

6.7.26 Noise Management

Noise assessment shall be conducted by the HSE Section in all potential areas of the University, mainly where the equipment and machines are being operated. Appropriate control measures shall be taken to remove or relocate high-noise equipment. There is a need to provide quiet equipment, guards, regular maintenance, job rotation and PPE. Records of noise monitoring shall be made available.

6.7.27 Lab Safety

All labs and workshops shall be maintained in safe working conditions. Entry into labs shall be restricted and monitored by designated supervisors. No unauthorized entry posters shall be displayed on the external side of the doors. The doors of labs shall also be posted with the list of responsible and emergency contact numbers.

6.7.28 Heat Stress

The months of June through August are considered the hottest period of the year in the Sultanate of Oman, and they are typically combined with soaring high temperatures and high relative humidity recorded on most days. Heat stress is a major concern with work-related illness during this time of the year, particularly when working in open areas with prolonged heat exposure.
The following measures shall be taken to prevent Heat Stress:

- Drink small amounts of cool water frequently.
- Take time to cool down, and rest often in shady areas. A few hours in air conditioning can help you stay cooler later in the heat.
- Wear lightweight clothing that provides ventilation to the body.
- Maintain healthy habits, a nutritious diet, less caffeine, enough sleep and rest.
- Pace your work, and do not push your body beyond its limits.
- Plan and reduce activity, especially between 10:00 am to 4:00 pm. If you must work outside, do it between sunrise and 08:00 am.
- Report any symptoms of heat stress to your colleagues/supervisor immediately.
- Following Article 16 of Omani Labor Law for Occupational Safety and Health Regulations, no work shall occur under the direct sun from 12:30 PM to 3:30 PM during June, July and August.

If you think someone has a heat stroke, call the University emergency number 91153055.

Until help/Ambulance arrives, take the following actions:

Immediately move the victim to the shade. Loosen his clothes. Wipe or spray his skin with cool water and fan him. You can use a piece of cardboard as a fan.

7. HSE Training

Each department is responsible for providing HSE Induction training for each new staff member, student, and contractor employee within the first two weeks of their start date or sooner if relevant. Additional training must also be provided for specific tasks, depending on the task required, before the staff member is permitted to begin work. HSE Induction training must also be provided to visitors as well where applicable.

7.1 Training Responsibilities

- Individual faculty and department managers, deans, and directors are responsible for ensuring safety training is provided for all employees, as appropriate.
- Supervisors and faculty members are responsible for providing training to staff members and students under their supervision and are responsible for requesting SU HSE Section assistance when needed.
- Supervisors must also attend all HSE training provided to employees supervised by them.
- The HSE Section is responsible for providing the safety portion of the training for using forklifts, respirators, portable fire extinguishers, waste management, and COSHH Analysis. Other training may be requested on a case-by-case basis.

7.2 Qualifications, Training Content, and Record Keeping

A trained and competent trainer or a knowledgeable HSE Officer must only conduct HSE training. The HSE Section should be consulted to determine whether the training content is specified under a particular regulation and whether it can assist with content, training materials, and aids. All HSE Training records shall be retained by the HSE Section for no less than two years for annual training and the duration of employment for one-time training.

7.3 Training Topics/Matrix

S#	Description of Training	Who should attend	Requirement	Frequency	Training Provider
1	HSE Induction	All Staff, Students, Contractor employees and Visitors	Mandatory	At the time of first visit	SU HSE
2	First Aider	Designated First Aiders	Mandatory	As required	Third Party

8. Specifications and Safety Requirements at the University for Purchasing and Leasing Work Equipment

8.1. Equipment and Machinery:

- All equipment and machinery must comply with health and safety specifications per their respective requirements.
- Approval from relevant departments is necessary for purchasing specific equipment and machinery due to potential hazards.
- A warranty certificate must be provided for all equipment that requires it.
- Operation, maintenance, and safety manuals for the equipment and machinery must be provided.

- Some high-risk materials require operator and department-specific licenses.
- Risk assessments must be conducted on equipment and machinery to evaluate the most effective control measures.
- Manufacturing details, potential damages, and handling procedures must be available for each type of equipment and machinery.

8.2. Training on Using Equipment and Machinery:

Regular training must be provided on the use and maintenance of equipment and machinery.

9. Activities of Contractors Engaged with the University

The University monitors contractors' activities and directs them to comply with the following:

- Contractors must advise workers about workplace risks and preventive measures.
- Contractors must take necessary precautions to protect workers from health and safety injuries by ensuring adequate workplace safety and health conditions.
- Emergency exits, fire doors, glass break alarm points, firefighting equipment, and first aid must be kept unobstructed and easily accessible, and all workplaces must be kept clear of debris and other waste.
- Adequate storage facilities must be provided for all tools and equipment used in any workshop.
- All spills, especially oily or greasy liquids, must be cleaned immediately using inert sand or other suitable materials. If flammable material absorbents are used, they must be immediately removed, stored in closed containers, and disposed of safely.
- All camps, offices, laboratories, and workshops must undergo regular maintenance. This includes all fixed equipment, machinery, and hand tools.
- All workbenches and surfaces must be fit for purpose and made from fire-resistant materials to ensure safe work without unnecessary strain on the worker.
- Scrap, solid waste, and solid materials must be disposed of from all workplaces.
- Adequate toilets and washrooms must be provided at all work sites, meeting public health requirements.
- Adequate drinking water supplies must be available at all work sites following public health standards.
- Clear areas must be designated for each activity in the workshop, and activities must be separated so that no activity interferes with or poses risks to others.
- Hazardous activities such as welding, cutting, and lifting must be isolated from other activities and placed in designated areas.
- All hazardous materials must be safely stored in designated areas, separated from work areas and other hazards.
- Clear pathways must be designated in all work areas.
- Emergency systems and escape routes, firefighting equipment, first aid equipment, work areas, storage areas, pathways, and hazardous areas must have clear signage that meets requirements.
- Personal protective equipment must be available at all work sites to meet the requirements of personal protective equipment.
- Smoking is not allowed in any workshop except in designated smoking areas.
- Eating must be confined to designated eating areas only.
- All operators and assistants must wear personal protective equipment.
- Employees working under or near an active overhead crane in the workshop must wear safety helmets.
- Signs indicating necessary personal protective equipment (eye protection, ear protection, hand gloves) for safe equipment operation must be clearly displayed, and protective equipment must be placed in an appropriate location.
- Workshop equipment must only be used by trained operators.

- Gas cylinder storage areas must be clearly marked with the names of gases stored in prominent places, planned according to regulations, and not under direct sunlight.
- When storing different types of gases in the exact location, cylinders must be grouped by gas type, and the layout must consider incoming gases. Flammable gases must not be stored near oxidizing gases.
- Cylinders containing combustible gas must be stored separately from oxygen and, where possible, not closer than 6 meters. If a 6-meter separation is impossible, a fire-resistant wall must be used to separate them.
- Cylinders must be secured vertically in the storage area to prevent them from falling over or being knocked down.
- Protective caps must be kept on all empty cylinders, and fire extinguishers must be placed outside the storage entrance.
- Before using gas cylinders, the user must ensure they are functioning properly.
- A gas cylinder must be connected to a flexible hose rated for adequate pressure and made of materials resistant to gas corrosion.
- Compressed gas cylinders must always be handled with caution to avoid hitting or knocking them, which can lead to internal heating and explosion risk.
- Adequate measures must be taken to remove welding fumes from the workplace, and appropriate ventilation must be used in confined spaces.
- All flammable materials must be removed from the operation area, especially oils, solvents, and waste.
- Special torches must be used for welding, cutting, and burning operations. Matches should not be used.
- Trained and competent individuals must conduct all welding, cutting, and burning operations.

9.1. Equipment Maintenance Procedures:

The purpose of scheduling equipment maintenance is to achieve the following:

- Identify and test all equipment and materials that may pose a worker risk.
- Eliminate these risks through routine inspections and regular maintenance.
- Ensure compliance with legal requirements (Ministerial Decision No. 286/2008).

10. Equipment Maintenance Program:

No.	Equipment Name	Inspection Frequency
1	Chillers	Daily
2	Primary Pump	Daily
3	Secondary Pump	Daily
4	Pump Condenser	Daily
5	Crane	Monthly
6	Chemical Dosing System for Cooling	Daily
7	Water Purification System	Daily
8	Data Center CRAC	Daily
9	Booster Pump	Daily
10	Fire Pump	Monthly
11	Light Vehicles	Monthly
12	Air Conditioning Inspection	Monthly
13	Water Chiller	Every Three Months
14	Emergency Lights	Weekly
15	Fire Alarm Control Unit	Daily
16	Smoke Detector	Monthly

17	Heat Detector	Monthly
18	Gas Detector	Weekly
19	Fire Alarm Button	Monthly
20	Fire Alarm Bell	Monthly
21	All Types of Extinguishers	Monthly
22	Fire Blanket	Monthly
23	FM200 Fire Suppression System	Monthly
24	NOVEC 12340 Fire Suppression System	Monthly
25	VESDA System	Monthly
26	Environmental Monitoring System	Monthly
27	Fire Hoses	Monthly
28	Fire Hydrant	Monthly
29	Water Suppression System	Monthly

11. Medical Examination Procedures:

The University conducts medical examinations for employees as follows:

- New employees.
- In the event of work-related injuries.
- Diseases that require the employee to take frequent sick leave.
- Accidents result in injuries that hinder the employee from performing their work normally.

○

جامعة صحار
Sohar University

MEDICAL EXAMINATION REPORT

Surname:	
Forenames:	
Current address:	
Permanent address:	
Telephone number:	

Place of examination	Date of Examination

Date of Birth:	Nationality:	Country of birth:	Religion:

☐ Male ☐ Female	☐ Single ☐ Married ☐ Widow (er) ☐ Divorced / Separated	Present Job: Location:

Reason for examination: ☐ Pre-Employment ☐ Others ☐ Periodical

Are you a Registered Disabled Person? ☐	List your last 3 jobs:
	(1)
Do you belong to any Medical Insurance Scheme? ☐	(2)
	(3)

Have You Ever Had Any of The Following?	**Y**	**N**
Serious accident/injury at work (if yes, please specify)		
Away from work for any medical reasons		
Occupational Disease/illness		

Are you involved in any of the following activities- please tick as appropriate.

Working at heights ( )	Professional drivers light or heavy ( )
Working with rotating machineries or Rigs ( )	Shutdown & signage ( )
Cargo handling ( )	Working in confined spaces ( )
Firefighting and rescue work ( )	Breathing apparatus work and SCBA users ( )
Catering and food handling ( )	Remote and offshore work ( )
Hazardous chemical products ( )	Working with electricity ( )

Are you exposed to any of the below Occupational Hazards?

Mechanical	( )Manual Handing ( )Machinery work **specify it:**
Physical	( )Noise ( )Heat ( )Cold ( )Vibration ( )Radiation ( )Abnormal pressures
Biological	( )Bacteria ( )Fungi ( )Virus ( )Animals ( )Parasites **specify it:**
Chemical	( )Dust ( )Fog ( )Fumes ( )Gases ( )Vapours ( )Chemicals **specify it:**
Ergonomic	( )Heavy physical work ( )Incorrect postures ( )Repetitive Movement

List of any previous medical problems, medications and operations		**Date**
1		
2		

3		
4		

HEARING QUESTIONNAIRE		
	Y	**N**
1. Do you have a family history of hearing problems?		
2. Are you currently using any medication or hearing aid?		
Have you ever had/suffered from		
3. Chronic ear infections or meningitis		
4. Trauma to the head/ ear canal / tympanic membrane		
5. Syphilis or TB		
6. Renal Failure		
Do you or have you:		
7. Been in the army or using guns		
8. Do scuba diving		
9. Have a noisy hobby, e.g. using a headset while listening to music…		
Exposure to noise		
10. Have you ever been subjected to noise in your work environment? **(If NO Questionnaire is complete)**		
11. If you were exposed to noise, what kind of noise and for how long? Percussion( ) Grinding( ) Drilling( ) Intermittent( ) Continuous( ) Other( )		
SLEEPING & FATIGUE ASSESSMENT QUESTIONNAIRE		
	Y	**N**
1. Do you sleep badly?		
2. Do you snore?		
3. Have you been told you stop breathing at night?		
4. Do you fall asleep during the day or feel fatigued?		
5. Do you frequently wake up in the morning feeling like you haven't slept?		
6. Have you noticed that you are feeling tired and sleepy during working hours or driving?		
7. Have you been feeling a lack of energy **If YES, Please answer the following:**		
SMOKING, ALCOHOL & PSYCHOLOGICAL ASSESSMENT		
	Y	**N**
SMOKING		
1. Have you ever smoked? If yes, what type and how many cigarettes per day?		
2. Do you or have you ever smoked "Shisha"		
ALCOHOL		
3. Do you drink alcohol? If YES, what is your average weekly intake?		
4. Do people bother you because they criticize the way you drink, and do you feel guilty?		
5. Have you had any problems related to alcohol?		
Self-Reporting Questionnaire		
6. Do you get scared easily or feel nervous?		
7. The thought of ending your life has ever crossed your mind.		

DO YOU HAVE OR HAVE YOU HAD:- (Tick "Yes" or "No" column or put a (?) if uncertain, exclude minor ailments.) If your answer is yes, please give more details

	Y	N		Y	N		Y	N
1. Sinus and nose trouble			22. Heart Disease			44. Awarded benefits for industrial injury/illness		
2. Neck swelling/glands			23. Rheumatic fever					
3. Difficulty in vision			24. Abnormal heartbeat			45. Treated for a mental condition, e.g. depression, schizophrenia		
4. Any ear problems			25. High blood pressure					
5. Asthma/bronchitis			26. Stroke			46. Treated for problems of alcohol or drug abuse		
6. Hayfever/other allergy			27. Serious chest pain					
7. Any skin trouble			28. Any blood disease/anaemia or bleeding disorder			47. Exposed to toxic substances or noise		
8. Tuberculosis			29. Kidney disease					
9. Shortness of breath			30. Painful passage of urine			**FOR WOMEN ONLY**		
10. Coughed/vomited blood or chronic cough			31. Blood in urine			Have you ever had:-		
			32. Diabetes			48. An abnormal smear		
11. Severe abdominal pain			33. Headaches/migraine			49. Any gynaecological treatment		
			34. Dizziness/fainting					
12. Stomach ulcer			35. Epilepsy			50. Are you pregnant?		
13. Recurrent indigestion			36. Joints/spinal and back trouble			51. HAVE YOU HAD AN ILLNESS NOT MENTIONED ABOVE		
14. Jaundice or hepatitis			37. Surgical operation					
15. Gall Bladder disease			38. Serious accident/fracture					
16. Marked change in bowel habits								
			39. Tropical disease					
17. Blood in stools (motions)			40. Fear of heights or enclosed space					
			41. DVT, pulmonary embolism or clotting condition					
			42. Medical condition for which you are taking medicine regularly					
			HAVE YOU EVER BEEN:-					
18. Marked change in weight			43. Rejected for employment or insurance for medical reasons					
19. Varicose veins								
20. Lump in breast/armpit								
21. Cancer								

FAMILY HISTORY

Diabetes	☐	Tuberculosis	☐	Epilepsy	☐	Asthma	☐	Eczema	☐
Heart disease	☐	High blood pressure	☐	Stroke	☐	Blood Disease	☐	Cancer	☐

STATEMENT: I have read the above questions.

The answers are correct, and no information concerning my present or past state of health has been withheld.

Date:	Signature of applicant:

FOR COMPLETION BY EXAMINING DOCTOR

N = Normal A = Abnormal (please describe)			PHYSICAL EXAMINATION
N	A		
		1. Eyes & Pupils	
		2. E.N.T.	
		3. Teeth & Mouth	
		4. Lungs & Chest	
		5. Cardiovascular System	
		6. Abdo. Viscera	
		7. Hernial Orifices	
		8. Anus & Rectum	
		9. Genito-urinary	
		10. Extremities	
		11. Musculo-skeletal	
		12. Skin & Varicose Vns.	
		13. C.N.S.	
		14. Breasts	

HEIGHT cm	WEIGHT kg	BMI	B.P.	PULSE	HEARING	VISION DISTANT		NEAR		Colour Vision	Blood Group
						R	L	R	L		
					L R	Uncorrected					
						Corrected					

N	A		LABORATORY AND SPECIAL INVESTIGATIONS	N	A	
		CVS risk%- Framingham				TMT
		Urinalysis				Audiogram
		CBC, sickle				Chest X-ray, if indicated
		Serum Profile- LFT, RFT, lipids and FBS				Drug Screen
		Stool				CR Screen = Country Request (e.g. H.I.V.)
		E.C.G.				Others- Specify

OTHER FINDINGS AND RECOMMENDATIONS

ASSESSMENT

☐ FIT ALL AREAS ☐ Fit with restrictions-Specify ☐ UNFIT/UNSUITABLE ☐ Pending-Referred to Specialist

Date Signature Name of Doctor (Block Capitals) Doctor and hospital stamp

12. Incident Investigation Procedure

12.1 Purpose of Incident Investigation

The primary purpose of an incident investigation is to prevent similar occurrences and thus improve the safety of operations. An incident investigation shall determine what happened, how, why, and what shall be done to prevent similar incidents. Discovering all cause-effect relationships, for which practical remedial actions can be derived, will determine how responsibilities will be clarified and errors reduced. The intent is to find facts, not to place blame.

12.2 Investigation Team

For minor incidents, the supervisor and staff can investigate liaison with the SU HSE Section. The VC and or PVCAF have to convene a committee for major incidents. Any special members can be added to the committee as deemed necessary. Investigation shall be started as soon as possible so that physical evidence is not lost.

12.3 Investigation Sequence

- Visit the incident location
- Collect pieces of evidence
- Take photos, make sketches
- Interview and take written statements from the persons injured/involved
- Interview witnesses and take written statements
- Review statements
- Clear up discrepancies
- Assess the pieces of evidence
- Reach conclusions
- Make Recommendations to prevent a recurrence

12.4 Interviewing Witnesses

While conducting interviews, make the witness feel at ease. Explain that the investigation is to discover the actual fundamental cause of the incident. Check the knowledge of witnesses about the incident. Do not lead them. Do not gather witnesses in one room. Interview them separately. Collect evidence from eyewitnesses and persons who arrived immediately following the incident. Facts shall be separated from opinion, direct evidence and circumstantial evidence.

12.5 Verification of Facts

Carefully document the sources of information. Note any contradictory statements and attempt to resolve discrepancies. Review all sources of potentially helpful information. They shall include design specifications, drawings, operating logs, procedures, maintenance and inspection records, training and job experience records, laboratory tests, etc.

12.6 Implementation of Recommendations and Close Out of the Incident

Recommendations shall include action against each identifiable cause. Recommendations shall be S.M.A.R.T. Specific, Measurable, Achievable, Relevant, and Timed. An action party shall be identified to implement the recommendations within a target date. The Head of HSE shall follow up and monitor the implementation of recommendations. Responsible Department Managers shall be responsible for ensuring that recommendations are followed through and closed out. The incident shall not be formally closed until all recommended actions are completed.

13 The procedures that have to be carried out by workers in cases of serious hazards and Incident Reporting Procedure

13.1 The worker must stop work immediately.

- Report the hazard immediately to the direct supervisor and the HSE section.
- The reporting mechanism can either be verbal through direct communication with the specialists or written using the Hazard Observation and Performance Evaluation (H.O.P.E) card.
- Do not resume work until a risk assessment has been conducted and controls have been implemented to eliminate or reduce the hazard to a level that allows work to continue, as determined by the specialists.

13.2 Incident Reporting

With respect to Sohar University's internal requirement, all HSE incidents shall be reported irrespective of whether they resulted in actual injury, damage or loss of containment.

13.3 Incident Notification

In case of an incident/accident, the most senior person at the location shall immediately report the incident to the HSE Section by telephone. Refer to Section 8: Incident/Emergency Communication Flowchart

A formal Incident Notification shall follow the initial notification in the prescribed format (SU/HSE/F-003) to the HSE Section. The recipient of the information at the HSE Section shall inform the VC and PVCAF. They shall initiate necessary formalities like reporting to the concerned, ROP, etc., as required. In the event of a Road Traffic Incident, the driver or any able team member shall immediately report the incident to the nearest ROP Station.

13.4 Support Resources

In an incident where the resources available at the University are insufficient to adequately respond to the situation, the Head of HSE shall communicate with PVCAF and further alert supporting emergency organizations, such as ROP and PACDA.

13.5 Details to be provided on Incident Notification Form

Heading	Details Required
Reported by	Name and Designation of the person reporting the incident. Also, please provide the telephone and email addresses to reach them.
Date and time of the incident	State the date and time when the incident occurred.
Location of incident	State the exact location of the incident, including the area.
Incident type	State whether the incident falls under personal injury, road traffic, asset damage, spillage or any other.
Department(s) involved	If SU Personnel or equipment are involved, state the relevant department
Brief description of what happened/incident	Describe how the incident happened.
Number of persons injured	State the number of persons injured or who have had adverse health effects.
Brief description of the damage	State the damage to equipment/assets.

Details of injured parties	Give Name, Age, ID No., Injury/Illness description and place where injured are treated.
Immediate Cause	Give the immediate cause of the incident.
Underlying Cause	Give the underlying cause of the incident.
Corrective action	State the recommended corrective action to prevent the recurrence of the incident with the Action Party and

13.6 Incident Classification

Item	Definition
First Aid Case	Any one-time treatment and subsequent observation of minor scratches, cuts, burns, or splinters do not ordinarily require
Lost Time Injuries	Lost Time Injuries are Fatalities, Permanent Total Disabilities, Permanent partial Disabilities and Lost Workday cases.
Lost Work Day Case	A lost workday case is any work injury or illness other than a permanent partial disability which renders the injured person temporarily unable to perform a regular job or restricted work on any day after the day on which the injury/illness was incurred.
Lost Workdays	The number of Lost Workdays is the total number of calendar days on which the injured person was temporarily unable to work due to a Lost Workday case or Permanent Partial Disability.
Medical Treatment Case	A medical treatment case is any work injury that involves neither lost workdays nor restricted workdays but requires treatment by or under the specific orders of a physician or could be considered as being in the province of a physician.
Near Miss	A near miss is an incident resulting in no injury, illness, damage or product loss.
Occupational illness	An occupational Illness is any work-related abnormal condition or disorder other than one resulting from a Work Injury caused by or mainly caused by exposure at University.
Permanent Partial Disability	Permanent partial disability is any work-related injury resulting in the complete loss or permanent impairment of parts of the body, regardless of any pre-existing disability of the injured member or impaired body function. It is a lost time injury.
Permanent Total Disability	Permanent Total Disability is any work injury which permanently incapacitates a person and results in employment termination. It is a lost time injury.
Restricted Work Case	A Restricted work case is any work injury which results in a work assignment after the day the incident occurred that does not include all the normal duties of the person's regular job.
Restricted Workdays	The number of Restricted Workdays is the total number of calendar days counted from starting Restricted Work until the person returns to their regular job.

13.7 Definition of Immediate Causes:

Item	Definition
Information Error or Omission	Was an information error or omission occurring between parties directly or indirectly involved with the activities leading to the incident a contributing factor to the incident
Failure To Follow Rules / Procedures	Was failure to follow established rules and procedures a contributing factor? There are several reasons why there may be a failure to follow established procedures. These are Procedures not documented, Procedures considered impractical, Procedures not communicated, etc.
Inadequate Warning/Safety Devices	Were inadequate warning signs or malfunctioning warning signals a contributing factor? Were safety devices bypassed, disconnected, maladjusted, incorrectly replaced or not installed a contributing factor/
Failure To Observe/Use Warning Safety Devices	Were available warning safety devices ignored, or were necessary warning signs not installed, placed or used/
Improper Manual Handling	Was improper handling like lifting, carrying, gripping, applying force a contributory factor?
Inadequate PPE	Was the inadequate quality of required PPE a contributory factor?
Failure To Wear PPE	Was the failure to wear PPE a contributory factor/
Influence Of Intoxicating Substances	Were the effects of intoxicating liquids or drugs a contributory factor?
Inadequate Equipment / Tools	Were qualities or quantity of tools a contributory factor? Did the equipment or tools fail during the operation?
Misuse Of Tools / Equipment	Was improper use of tools or equipment a contributory factor/
Work Environment	Was excessive noise, inadequate ventilation, inadequate illumination, inadequate traffic control, inadequate building lay out, inadequate furniture a contributory factor?
Untidy Site	Was the untidy worksite a contributory factor?
Access	Was inadequate or congested access, aisle space, exits or clearance a contributory factor?
External Factors	Were uncontrollable outside influences, such as third-party drivers, environmental conditions, weather, floods, landslides, etc, contributing?
Other	State any other immediate cause, such as lack of due care and attention, attack by an animal, fatigue, stress, lack of safety awareness, etc.

13.8 Definition of Underlying Causes

Item	Definition
Inadequate Physical/Mental Capacity	Was some person's lack of physical or mental capability for the job a factor?
Inadequate Knowledge /Skill	Was the lack of knowledge on how to perform the task safely a factor, or was the lack of skill to do the job safely a factor?
Excessive Stress	Was the person working under mental or physical stress?
Improper Motivation	Was motivation to perform improper activities or to perform critical activities a factor? Were any of the persons involved distracted, reckless or uninterested?
Inadequate Supervision	Was inadequate leadership in supervision or inadequate leadership of safety programme activities a factor?
Inadequate Policy, Safety Plan Or Communication	Was an inadequate formulation of the Policy statement a factor, or was an inadequate safety plan a factor?
Inadequate Planning And	Was inadequate job planning a factor, or was an inadequate organizational structure a factor?
Inadequate Procedures, Work Standards, Or Communication	Were inadequate methods, procedures, practices or rules a factor?
Failure To Observe/Use Warning Safety Devices	Were available warning/safety devices ignored, or were necessary warning signals not installed, placed or used?
Inadequate Engineering/ Design	Was inadequate design/specification of the facility, process line equipment, or safety devices a factor? Or was inadequate construction or inspection of construction a factor?
Inadequate Maintenance/ Inspection	Was premature failure or malfunction of equipment or structures a factor? Or was insufficient preventive maintenance or periodic inspection programme a factor?
Other Underlying Causes	Those which cannot be categorized within the above-mentioned underlying causes

14. Procedures Employees Exposed to Occupational Hazards Must Take Before Leaving the Workplace

- Personal protective equipment must be kept in designated areas at the worksite.
- All electrical and mechanical equipment must be turned off.
- Ensure that exits and entrances are free of any obstructions.
- Ensure that all hazardous materials are stored in their designated places and that compressed gas cylinders are tightly closed.
- Arrange and organize the workplace.

15. Prohibitions Related to the Accident Site

- Immediately report the accident, and it is strictly prohibited for anyone to move or alter the accident site or any materials until the relevant personnel arrive.
- Do not resume work at the accident site without permission from the direct supervision

16. Method of submitting or receiving worker complaints regarding work hazards and the means of handling them

Hazard Observation Performance Enhancement Program

16.1 Introduction:

A system is in place for staff, students, contractors and visitors to report unsafe conditions and at-risk behaviour related to associated work activities at the University.

A system to give feedback on matters related to HSE, including emergency, fire safety and training.

16.2 Objective:

To eliminate hazardous conditions in the University and modify behaviour by observing people as they work and intervening to encourage safe work practices and eliminate at-risk behaviour.

16.3 Technique:

- Plan
- Observe
- Act
- Record
- Report

16.4 Training:

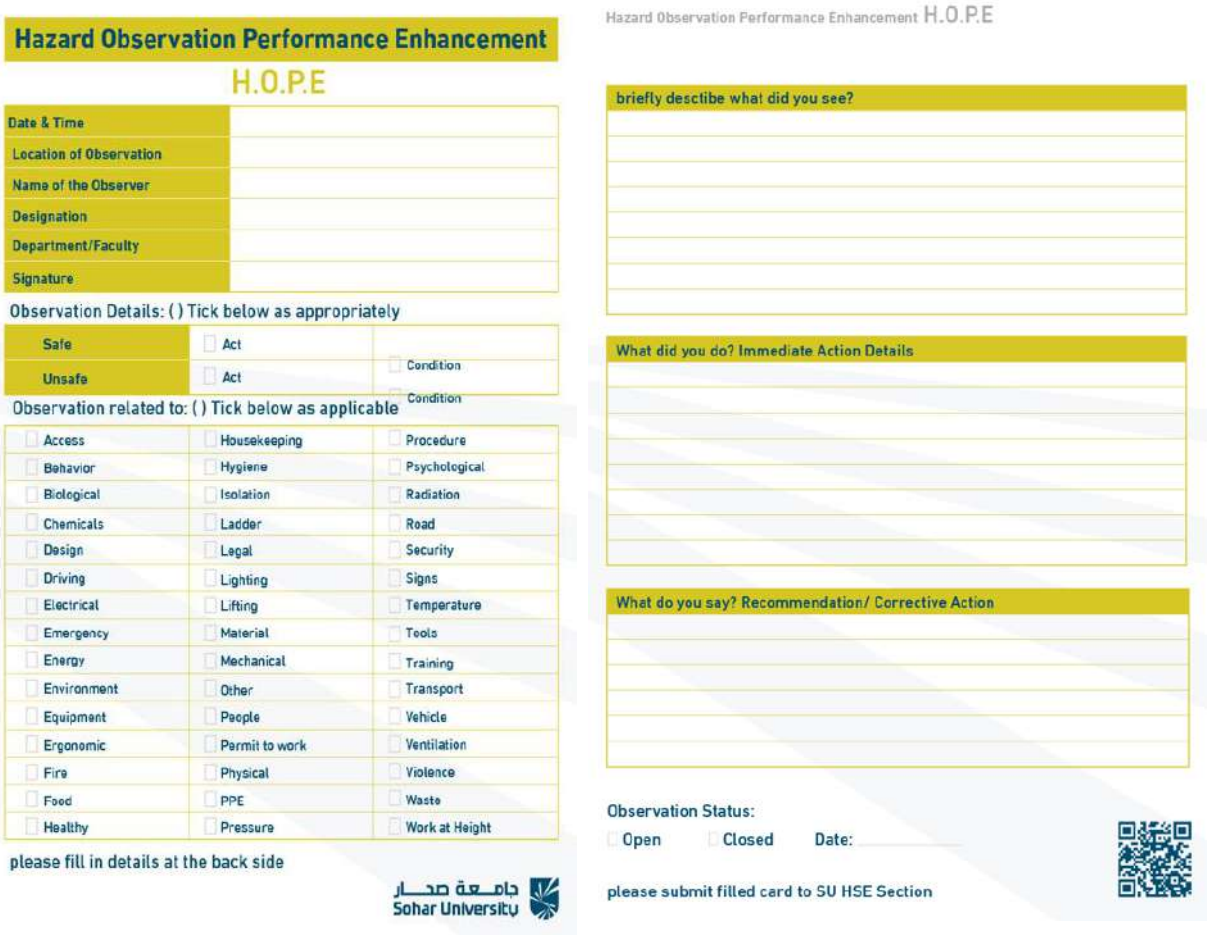
Training shall be conducted by the HSE Section to adequately train people, including staff, students and other employees, including contractors, for the correct use of the H.O.P.E Program.

16.5 Record Keeping of H.O.P.E

Completed H.O.P.E cards shall be submitted to the HSE Section for review and proper close out of each observation. All observations shall be entered in an action tracking register by the HSE Section. Action items shall be forwarded to the concerned and responsible department managers for close-out.

Best H.O.P.E cards shall be rewarded with HSE Incentives.

H.O.P.E Form:



Hazard Observation Performance Enhancement

H.O.P.E

Date & Time	
Location of Observation	
Name of the Observer	
Designation	
Department/Faculty	
Signature	

Observation Details: ( ) Tick below as appropriately

Safe	Act	
Unsafe	Act	Condition
		Condition

Observation related to: ( ) Tick below as applicable

Access	Housekeeping	Procedure
Behavior	Hygiene	Psychological
Biological	Isolation	Radiation
Chemicals	Ladder	Road
Design	Legal	Security
Driving	Lighting	Signs
Electrical	Lifting	Temperature
Emergency	Material	Tools
Energy	Mechanical	Training
Environment	Other	Transport
Equipment	People	Vehicle
Ergonomic	Permit to work	Ventilation
Fire	Physical	Violence
Food	PPE	Waste
Healthy	Pressure	Work at Height

please fill in details at the back side

Sohar University

Hazard Observation Performance Enhancement H.O.P.E

briefly desctibe what did you see?

What did you do? Immediate Action Details

What do you say? Recommendation/ Corrective Action

Observation Status:

Open Closed Date:

please submit filled card to SU HSE Section

16.5 HSE Forms

play a crucial role in documenting, monitoring, and improving HSE performance. These forms help ensure compliance with safety regulations, track incidents, and facilitate risk assessments. Proper use of HSE forms enhances workplace safety and promotes a proactive safety culture.

For detailed guidance on using HSE forms, please refer to the HSE Forms User Manual at this link: **(HSE Forms)**.