



# Health, Safety and Environmental Policies and Procedures Manual



Towards a Knowledge Nation ••• نحو بناء أمة معرفة

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## Abbreviations

SU	Sohar University
HSE	Health, Safety and Environment
VC	Vice Chancellor
DVC-R	Deputy Vice Chancellor (Resources)
DVC-AA	Deputy Vice Chancellor (Academic Affairs)
ROP	Royal Oman Police
EMC	Executive Management Committee
HSEC	Health, Safety and Environmental Committee
PACDA	Public Authority for Civil Defense and Ambulance
MECA	Ministry of Environment and Climate Affairs
MRMWR	Ministry of Regional Municipalities and Water Resources
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
OS	Omani Standards
HACCP	Hazard Analysis and Critical Control Points
PPE	Personal Protective Equipment
SCBA	Self-contained Breathing Apparatus



## Revision History

Revision Number	Revision Date	Remarks
1.0	22/01/2013	Revised by SU Management Group
2.0	11/08/2014	Revised by VC and Senior HSE Officer
3.0	03/03/2019	Revised by Head of HSE Section & HSE Committee



## Purpose: University Health, Safety and Environmental Manual

As part of the activities and operations of a research active university include the use of potentially hazardous materials and processes, special training and control measures are required to protect students, staff, contractors and the campus and other environment from harm. The following Sohar University (SU) Health, Safety, and Environmental policies and the management procedures outlined within form the basis for achieving the University mission and vision to engage minds, transform lives and serve the community in a safe and environmentally responsible manner.

### Scope:

The health, safety, and environmental policies and procedures documented in this manual are in accordance with international best practice (ISO 14001 and OHSAS 18001), and to comply with Oman's legal requirements for HSE. This manual is applicable to all staff, students, contractors, visiting scholars and scientists —regardless of rank—involved in activities associated with the operation of Sohar University or performed on University owned or leased property.

### Leadership & Commitment:

The Executive Management of University shall display strong visible leadership and commitment and ensure this commitment is transferred into the necessary resources to maintain, operate and continuously improve the HSE Management system of University.

The Executive Management has empowered all the Staff and Students to STOP unsafe work. In Sohar University, **HSE** is always considered as a **Core element of our system**.

S. No.	Action	Action Party	Target Date
1	Be involved in Incident/Accident Investigations	VC/DVC/Managers/Directors/ Heads/Deans	As and when required
2	Chairing and participating in HSE meetings at all levels under their control (as per meetings schedule)	VC/DVC/Managers/Directors/ Heads/Deans	As per meetings schedule
3	Organize safety pledge	VC/DVC/Managers/Directors/ Heads/Deans	Soon after each semester begins
4	Implement HSE Incentive scheme and reward suitable staff members and students	VC/DVC/Managers/Directors/ Heads/Deans	Monthly

## Health, Safety and Environmental Policy

Sohar University Management and all staff recognize that health, safety, environmental issues and community responsibilities are all integral parts of our business.

Sohar University Management is fully committed to protecting the health and safety of all its staff, students, contractors, and visitors.

We aim to prevent harm to people, assets, the environment and the community around us through the following measures:

- Developing management structures and procedures for implementations at all our workplaces and continuous improvement through regular monitoring
- Fully abiding by applicable legislations, decrees and regulations of the Sultanate of Oman
- Creating awareness amongst staff and all students, through a comprehensive program, facilitated by the HSE department and implemented by respective department managers and college deans
- Ensuring that every leader of an operation, whether in the field or office, is directly responsible for the judicious enforcement of an organized program upholding this HSE Policy
- Making managers, supervisors and technicians accountable for HSE management effort towards elimination of causes that might lead to harm people, environment or the community
- Ensuring that the management systems of our contractors and vendors are compatible with our own commitment to HSE
- Participating in hazard identification, risk assessment and eliminating potential threats to HSE
- Providing training and encourages behavior that upholds this policy.

Sohar University believes that accidents are unacceptable and that most accidents can be prevented by prioritizing HSE in every activity. All staff and students at Sohar University have the authority to stop all unhealthy and unsafe work.



Professor Barry Winn  
Vice Chancellor

Date: 17 March 2019

## Environmental Protection Policy

Sohar University is fully committed to conserving the environmental resources and providing an environmental friendly atmosphere to its staff, students, stakeholders and contractors.

Sohar University hopes to protect the environment by:

- Preserving natural resources and reduce any adverse impact on the environment from our activities
- Complying to environmental and climate affairs rules and regulations of the Sultanate of Oman
- Making staff, students and all stakeholders equally responsible for the protection of the environment by complying to this policy at all times
- Storing, handling and transferring hazardous material in a safe method so as to avoid spill and any adverse impacts to environment
- Conducting inspections of all areas, activities and equipment to ensure that the minimum standards and requirements in relation to environmental protection are being complied fully
- Minimizing degradation of the general environment in and around the Sohar University, by controlling situations which have the potential to adversely affect the environment
- Minimizing undue wastage of the resources including all natural resources and dispose all types of wastes in compliance with the standards and regulations of the Sultanate of Oman
- Recording and monitoring the generation, segregation and disposal of wastes
- Communicating environmental issues all across the Sohar University and investigating the incidents and violations thereof, to prevent recurrence
- Striving for continuous improvement in environmental matters



Professor Barry Winn  
Vice Chancellor

Date: 17 March 2019





## Road Safety Policy

Road transportation is potentially the greatest hazard for all the people working and studying in Sohar University. All Staff, students, stakeholders and contractors shall respect this policy and behave in a responsible and safe manner while driving.

To prevent road traffic accidents and its impacts, Sohar University shall manage road transportation in such a way that the risk of road accidents is as low as possible. This shall be achieved through:

- Complying with the road traffic laws and decrees of the Sultanate of Oman
- Actively promoting safe driving
- Ensuring the University drivers are competent, fit to work and pass a defensive driving training course at least every two years
- Conducting inspections and maintenance of vehicles and buses on a regular basis to ensure vehicle standards
- Conducting awareness programs on road safety with staff, students and contractors
- Investigating all road traffic accidents and implement measures to avoid recurrence
- Communicating lessons learned from accidents to all staff, students, stakeholders and contractors through safety alerts and lectures

### Responsibilities:

The following responsibilities are specifically for the drivers who work for the transportation section at SU:

- Drivers must have a valid driving license issued by the Royal Oman Police
- Vehicles must have a valid registration issued by the Royal Oman Police
- Drivers must not drive under the influence of alcohol or drugs. Zero tolerance for driving under influence
- Drivers must conduct daily inspection of vehicles prior to driving. Perform a 360° walk around the vehicle prior to moving vehicle from parking
- Drivers must conduct regular maintenance of vehicles to ensure roadworthiness
- Drivers must comply with speed limits and other road safety rules and regulations
- All drivers and passengers must wear seat belts in front and rear seats when in a moving a vehicle
- Drivers must not use mobile phones while driving
- Vehicles must be parked only in reverse condition at designated parking area
- Report all accidents to Sohar University HSE Section within 24 hours

Professor Barry Winn  
Vice Chancellor

Date: 17 March 2019

## Alcohol and Drugs Policy

At Sohar University, it is the responsibility of every staff, student and other employees including contractors to be fit for purpose. Being present at SU if impaired by drugs or alcohol is strictly prohibited and is regarded by SU as a serious misconduct.

It is Sohar University Policy to:

- Prohibit the consumption of alcohol, drugs and narcotics in SU premises which include all buildings, labs, stores, workshops, offices, meeting rooms, accommodation and vehicles
- Prohibit possession, distribution and/or sale of illegal drugs on SU Properties
- Prohibit driving under the influence of alcohol, drugs and narcotics
- Deal the violations with strict disciplinary actions as per SU Human Resources policies
- Provide the opportunity for rehabilitation from the effects caused by drugs and/or alcohol to those who need and desire this
- Require an individual to check with the SU Medical Doctor to identify any side effects that could result from the use of prescribed drugs or medications. It is individual responsibility to inform his/her supervisor

Sohar University strives to eliminate all risk involved as a result of the consumption of alcohol or drugs.



Professor Barry Winn  
Vice Chancellor

Date: 17 March 2019

## Smoking Policy

Smoking is hazardous to health. In addition, smoking has also been identified as a significant safety hazard in the workplace. As a result, Sohar University has implemented a “**No Smoking Policy**” in all its areas except in the specified designated areas. Prohibition of smoking includes the use of cigarette, pipes, vaping and electronic cigaerretters etc.

Smoking is not permitted in following locations of Sohar University:

- All buildings including offices, classrooms, meeting rooms, lecture halls
- Workshops, stores and labs
- Restaurants, kitchens and dining areas
- Toilets and shower rooms
- University provided sleeping rooms and accommodation buildings
- Inside all vehicles including buses and pickups
- Parking areas
- Indoor and outdoor event venues

Smoking shall only be allowed in designated smoking areas. Designated smoking areas shall be clearly marked and shall be equipped with adequate safety measures. Attention must be paid to housekeeping in the areas and always use the special ashtrays provided to extinguish cigarette butts.

The use of a naked flame is only permitted in specific locations or under strictly controlled conditions as specified in a risk assessment. Lighting of and lit smoking materials are considered naked flames.

The smokers shall be advised on the ways and means to quit smoking through awareness sessions by SU HSE Section and Medical Doctor.

All staff, students, visitors, stakeholders and contractors are required to adhere to this policy at all times.

Any person found smoking in non-designated areas will be subject to disciplinary actions as per SU Human Resources Policies. The penalty for violating this policy maybe dismissal of the individual without notice and benefits.



Professor Barry Winn  
Vice Chancellor

Date: 17 March 2019

## 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 all undertaking of all activities of the University:

- To avoid all personal injuries during the execution of any activity, 'Target Zero LTI'.
- To ensure that all SU personnel employed at University are competent to carry out their designated tasks safely.
- To create positive health, safety and environment attitudes and perceptions at all levels of the University, and to raise health safety and environmental awareness in general.
- To implement a training program that supports the achievement of personnel competency in relation to Health, Safety, and the Environment.
- To ensure risks are identified, assessed and controlled in each area with significant risk and to ensure these risks are reviewed at least annually
- To complete each task with significant risk without incurring any significant property damage to permanent or temporary facilities.
- To focus on environmental protection through waste management and proper housekeeping.
- To implement a hierarchy of communication forums that ensure that HSE concerns can be raised and addressed at all levels of the organization.
- To introduce a method of motivating good safety and environmental performance which shall include the use of commendation, as well as correction techniques.
- To continually monitor and improve HSE performance.

## Health, Safety and Environmental Committee (HSEC)

### Terms of Reference

The HSEC is accountable to the Executive Management Committee, and has the following responsibilities:

- Identify situations that may be unhealthy or unsafe for SU students & staff and advice on effective systems for responding to those situations.
- Developing, monitoring, and evaluating HSE goals and activities in line with the SU Strategic Plan.
- Advising, where necessary and appropriate, on internal policies and practices relevant to HSE.
- Consider and deal with complaints relating to HSE issues and occupational health and safety of students & staff.
- Consult with SU students, staff and the EMC on issues related to HSE.
- Implementation and review of the HSE manual in accordance with SU regulations.
- Make recommendations to the EMC and SU students & staff for the improvement of the HSE and the occupational health and safety of students & staff in compliance with the regulations, and monitor their effectiveness.
- Make recommendations to the EMC on programs & courses promoting the HSE and compliance with the regulations, and monitor their effectiveness.
- Advice the EMC on programs and policies required under the regulations for the workplace, and monitor their effectiveness.
- Advise the EMC on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- Ensure that incident investigations and regular inspections are carried out as required by the regulations.
- Participate in inspections and investigations from time to time, and inquiries as and when needed.
- Making recommendations to the VC and EMC regarding any issues/matters related to HSE.

### Membership

- Deputy Vice Chancellor Resources – Chair
- Dean of one Faculty
- Manager Estates and Campus Services
- Manager Student Activities
- Head of Student Services
- Head of Projects - OETI Company
- Senior Security Officer
- Clinic Doctor
- One Representative nominated by the PVC Research & Innovation
- One Representative of the Student Advisory Council
- One Representative from Risk Management
- Head of HSE (or nominee)
- Secretary nominated by DVC Resources (Ex-officio secretary)

### Frequency of Meetings

Four times a year (or as needed thereafter to address urgent matters)

## Executive Management Committee (EMC)

### Terms of Reference

The Executive Management Committee (EMC) is an integral component of Sohar University's management system and structure and is the principal authority within the University. The EMC provides a structured forum for discussion on matters of strategic importance leading to decisions about the overall management of all facets of the University and other important initiatives that impact the strategic direction of the University and its policies.

Within its purview, the EMC is responsible for monitoring the effectiveness of those committees reporting to it and assessing their impact on actions taken and outcomes achieved. The EMC is empowered to make decisions pertaining to, inter alia, planning and resources, academic and student affairs, risk management, professional services, community engagement, research activities, operational planning and budgets and so forth. Furthermore, it has the power to consult with and make recommendations to the Board of Governors (BoG) as per the University governance system. While doing so, the EMC, carries the obligation to coordinate, consult and, engage with other committees and divisions on all cross-functional policies, initiatives and matters that serve the common interest of all stakeholders.

While the specific duties of the members of the EMC are outlined in section VII of the Corporate Governance Framework Charter, the committee is responsible overall for:

- Oversight of the planning and strategy, financial and business, and infrastructure operations of the University
- Managing major institutional change, including consideration of items arising from internal or external reviews of the University, its Faculties, and/or departments.
- Regularly reviewing SU Master Plans for the physical development of the University's campus.
- Monitoring and reviewing the University's approach to managing and measuring strategic and operational risks and reporting on this to the BoD.
- Overseeing the development of the Strategic Plan and reviewing and managing the operational planning cycle, including setting and monitoring key performance indicators, targets and priorities for the University.
- Advising and making decisions which accord with the effective management of SU's assets and resources in the context of the SU strategic Plan, referring matters to the BoG/BoD for approval as and when appropriate.
- Reviewing and approval of plans for strategic projects / initiatives / business ventures in pursuit of the University's strategy, referring these to the BoG/BoD for approval as and when appropriate, and monitoring and reviewing the University's progress and performance against those plans.
- Establishing and approving annual institutional, Faculty and departmental budgets, including the principles by which such budgets are determined and allocated to achieve the outcomes of the University's Strategic Plan.
- Ensuring that equality and diversity aims are established University-wide.

### Membership

- Vice Chancellor (Chair)
- Deputy Vice Chancellor Academic Affairs
- Deputy Vice Chancellor Resources
- Pro-Vice Chancellor Student Affairs and Engagement
- Pro-Vice Chancellor Research and Innovation
- Senior Executive Secretary, VCO (Ex-officio secretary)

### Frequency of Meetings

Weekly

## Section 1: HSE Responsibilities

The successful implementation of all HSE matters requires active participation of all levels of management.

Sohar University has an efficient HSE Section to manage HSE within University Operations. The Head of HSE and other HSE Staff are well conversant with the working knowledge of the controlling regulations, codes and directives dealing with HSE. They are with absolute positive attitude towards safety and set example for the other people working and studying at University. They shall advise all responsible managers on implementation of University HSE objectives.

Department heads/Team leaders are responsible for cascading HSE information and ensuring that all employees are adequately trained and understand their HSE.

Responsibilities/Accountabilities so that the activities are performed in a safe manner.

Contractor's suitability and their staff competency shall be ensured before engaging them on University activities, and continuous monitoring thereafter during execution of work.

### 1.1 Vice Chancellor

- Ensures that the University has an effective health, safety, and environmental program.
- Ensures that all relevant necessary resources are allocated to effectively administer and implement the HSE policies and procedures.
- Demonstrates leadership and commitment towards HSE policies and procedures.
- Includes a review of the University HSE Policies and procedures in at least one meeting with the Deputy Vice Chancellors each year.
- Reinforces a positive culture of safety by ensuring that all obvious safety efforts and hazards during visits to campus work areas are adhered to.

### 1.2 Deputy Vice Chancellors/Pro-Vice Chancellors

- Ensure that the departments and faculties reporting to them are effectively implementing the University HSE program.
- Attends meetings of HSE Committee as and when required/as per schedule
- 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 obvious safety efforts and hazards during visits to campus work areas.

### 1.3 Deans

Ensure that the faculties under their responsibility allocate sufficient resources and effectively implement the University HSE program through activities such as 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 obvious safety efforts and hazards during visits to labs and other work and student related spaces.
- Integrate health, safety, and environmental protection into the daily activities of students, staff and any other persons they supervise.
- Provide training and information to students and staff as requested and as required under University policies and procedures.
- Review new equipment and procedures for recognized health, safety, and environmental hazards and take appropriate precautions before they are used or implemented.
- Notify and investigate all incidents resulting in injury or property damage and report them to the Dean and HSE Section (see section 5.7). 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.

#### **1.4 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, as well as walking through and inspecting each work area.
- Recognize and reward excellence in safety performance by department staff.
- Ensure adequate oversight of department activities to guarantee and protect the safety and health of students, staff and visitors in addition to the environment, as an integral part of the management of the department.
- Ensure that the students, staff, and where necessary and relevant contractors and visiting scholars are informed of and fulfill their responsibilities within the scope of the University health, safety, and environmental protection policies and procedures.
- Ensure that 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.

#### **1.5 All Students and Employees**

Each student and every member of staff at SU is responsible for the safety of their own actions, both for themselves and for 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 relevant person.

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

## 1.8 HSE Section

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

- HSE Section shall be directly reporting to the Manager of Estates and Campus Services who reports to the DVC-R.
- HSE Section shall be led by Head of HSE and he/she shall be responsible to lead the HSE team on HSE matters, maintain and promote HSE awareness at all levels in University and develop a safety culture, 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.
- Highlight any shortcomings in the adherence of the HSE procedures and other HSE specification and HSE standards to Responsible Managers and if required to EMC. This shall include contractor's activities as well.
- Carry out HSE Inspections of University and contractors activities with reference to all HSE issues such as environmental protection, hygiene/sanitation, fire prevention/protection measures, emergency exercises and offer advice.
- Conducting HSE Checks/inspections in all areas of University including accommodations and events.
- Maintaining the health, safety, and environmental records necessary to document the compliance with SU's HSE policies and procedures and as required by specific regulations.

## Section 2: Emergency Response Procedure

### 2.0 Emergency Action and Fire Prevention Plan

This section contains general emergency response procedures to be followed. The supervisor or person responsible for the area where an emergency occurs is responsible for investigating all emergency incidents and reporting them to SU HSE Section.

### 2.1 Building Evacuations

There are several types of actual and potential emergency situations that 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 could enter a danger area (e.g., chemical spill in exit path, potential explosion area, exposure to gunman, etc.) while exiting the building should be considered before initiating the evacuation alarm. In those circumstances, where a general evacuation is not safe, the evacuation will have to be conducted room by room in the relevant buildings.

#### 2.1.1 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 case of 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 that may be necessary before actually departing, such as: making experiments/reactions safe, shutting off gas, etc., if it is safe to do so.
4. All elevators must not be used during evacuation.
5. Evacuees are not to congregate in or around the building exits or doorways; they must be at least 50-100m away from the building.
6. Teaching staff are responsible for notifying students in each class of the need to identify themselves (in private, if desired) if they will need assistance during a building evacuation due to disability, and to establish 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 physically 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 is necessary from other than a ground level floor. The assistant shall then evacuate and direct fire fighters to the location of the safe area in use.

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

## 2.2 Building Fires

1. Initiate a building evacuation using the nearest alarm bell.
2. Dial 9999 to notify Civil Defense and request the fire department assistance.
3. If the fire is small and you have been trained in the use of 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 safe location at least 50-100m away from the building.
6. The building should not be re-entered until the all-clear is given by Civil Defense or the HSE Section.

## 2.3 Medical Emergencies

1. Evaluate the immediate area for potential safety hazards (fire, toxic or explosive gas vapors, etc.) or situations that may require moving any 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 for help/ambulance.
4. Provide emergency first aid as needed if you have been trained to do so.
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.

## 2.4 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 in the activity. 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 in the area.

### 2.4.1 Developing Written Spill Response Procedures

Individuals that supervise the use or storage of hazardous chemicals and materials **must develop written procedures for responding to a spill of those chemicals and materials.** Spill response procedures must prioritize human health and safety and clearly define the circumstances when a spill can be safely managed by personnel using or storing chemicals and when it is necessary to seek outside assistance. Supervisors must ensure that everyone who uses hazardous chemicals

and materials is trained to manage spills and knows how and when to get outside assistance if necessary.

**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:**

#### **2.4.2 Spill of a Hazardous Chemical or Material inside a Building**

1. Evacuate everyone in the immediate area and close all doors as you leave. If there is a potential risk to others in the building, use the nearest fire alarm to evacuate the building.
2. From a safe location, call 9999 to Civil Defense
  - Give details of spill location: e.g., Sohar University, along with the location 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.
3. Contact your supervisor. Explain what happened and tell them what is being done in response.
  - It is expected that supervisors will ensure that the Head of HSE, department managers, director and/or dean are aware of the incident.
  - If you are unable to contact your supervisor, contact Head of HSE or department manager/leader (director, dean).
4. From a safe location, meet emergency responders. Provide them with directions to the location of the spill/release and information about the spilled or released substance including:
  - Name of substance(s), quantity released, and any known hazards;
  - A copy of the Safety Data Sheet(s), if available.
  - Other hazards that may be in the room / area.

#### **2.4.3 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 spill location: e.g., Sohar University, along with the location 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.
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 through storm drains, request assistance from HSE. Do not attempt a cleanup once you have determined that outside assistance 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.
  - It is expected that supervisors will ensure that the Head of HSE, department manager, director and/or dean are aware of the incident.
  - If you are unable to contact your supervisor, contact Head of HSE or department manager/leader (director, dean).
5. Remain at safe distance away from the spill and warn others to stay clear until help arrives.

6. When Civil Defense personnel or other emergency responders arrive, provide directions to the location of the spill and information about the spilled/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.

#### **2.4.4 Demobilization after the spill is cleaned up and the area is declared safe**

1. Head of HSE or other HSE Staff member will coordinate with Civil Defense Officer to ensure any remaining concerns are addressed.
2. Upon clearance for re-entry, Civil Defense with HSE Staff will take the lead in reopening the room / building /area.
3. Incident and Injury Report(s) must be submitted by the supervisor(s), providing details of the incident and documenting any injuries to HSE Section.
4. An after action meeting will be convened by HSE Section for debriefing. This meeting shall be scheduled within 1 week of the incident and shall include all involved parties (Examples Include: HSE, the affected department(s), Facilities Management, etc.)
5. Following the debriefing and after action report should be generated outlining steps to be taken to help prevent future incident occurrences, as well as ways to improve the emergency response.

#### **2.5 Building Fire Safety**

- No person shall obstruct or tamper with any safety and fire safety features such as exit signs, sprinkler systems, heat and smoke detectors, alarm pulls, horns, and 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 storages shall be in conformance 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 sort of material storages
- Walkways may not be used for storage of combustible materials, items that 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 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 3-foot clear exit aisle must be maintained from each workstation.
- Special events must be planned and arranged properly so that displays and refreshment tables do not obstruct exits or egress routes. Event venues shall be inspected by SU HSE Section to ensure that the things in relation to 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.

## 2.6 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 below schedule.

S#	Emergency Exercise	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	Evacuation	X			X			X			X		
2	Medical Emergency (injury or illness case)		X			X			X			X	
3	Fire in Accommodation			X				X					X
4	Fall from height	X					X						
5	Chemical Spill			X						X			
6	Heat Stroke								X				
7	Emergency Alarm testing in University Sunday @ 10 AM	X	X	X	X	X	X	X	X	X	X	X	X

## 2.7 Recording of Drills

Responses of various agencies in emergency response drills shall be observed and reviewed. The review shall be done by the HSE Section, 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.

## Section 3: Legal Compliance

### 3.1 Government Regulations

Sohar University shall fully comply with all applicable government legislation and regulations.

HSE Section is responsible for communicating the requirements of these regulations to appropriate SU departments and staff and for making them available to students and staff as needed.

#### Some References for Guidance Purposes:

- Ministry of Manpower 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
- Health and Safety at Work etc. Act 1974
- ISO 14001 International Standard that specifies requirements for an effective environmental management system
- OHSAS 18001 Occupational Health and Safety Assessment Series

## Section 4: Personal Protective Equipment (PPE)

### 4.1 Personal Protective Equipment

SU students and staff are required to 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.

#### 4.1.1 Selection of Personal Protective Equipment

Personal protective equipment requirements must be determined for each job or task assignment and will be determined by the supervisor or faculty member in charge with assistance from HSE Section as needed or required. This determination must be documented on the appropriate SU Form in writing by the supervisor and a copy 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. The following guidelines are intended to assist the faculty member or supervisor in selecting appropriate PPE. Additional information is available from HSE Section.

#### 4.1.2 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

HSE Section should be contacted for additional information and assistance in the selection of appropriate eye protection.

OSHA 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 extremely unlikely).



A face or eye protector shall be in compliance 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 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 a variety of hazards.
- Adequate protection against the highest level of hazard must be provided when multiple 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 the use of prescription lenses shall wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear. Prescription eyeglasses, regardless of lens type or sales claims, do not fulfill the requirements for eye protection 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 in the use of metal frame protection devices in electrical hazard areas.
- Welding helmets or hand shields shall be used only over primary eye protection.

#### **4.1.3 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

Selection of chemical-resistant gloves should be based on manufacturer-specific permeation and degradation data when prolonged contact is expected. Assistance in the selection of chemical-resistant gloves is available from most vendors and manufacturers.

#### 4.1.4 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 be in compliance with American National Standards Institute standard Z89.1-1986. Protective helmets shall be of the following types:

- Class-A—Limited voltage protection
- Class-B—High voltage protection
- Class-C—No voltage protection

A Class-C helmet or any metallic head device shall not be furnished or used for head protection, except where it has been determined that the use of other types of protective helmets or safety hats or caps is impractical, such as where chemical reaction will cause the deterioration of other types of head protection.

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

#### 4.1.5 Hearing Protection

When a noise exposure of 85 dBA (an environment where normal speech levels cannot be understood) is exceeded for any eight-hour time period, a hearing conservation program shall be established. If there are concerns that this action level of 85 dBA may be exceeded, 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.

#### 4.1.6 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 danger of objects piercing the sole of the shoe. Safety shoes and boots which are not worn over shoes and which are worn by more than one person shall be maintained, 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).

#### 4.1.7 Respiratory Protection

Selection of respiratory protection is solely the responsibility of HSE Section. Any person who suspects the presence of a hazardous air contaminant must request assistance and obtain approval from 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

## Section 5: 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 as relevant. Additional training must also be provided as required for specific tasks and, depending on the task, may be required before the staff member is permitted to begin work. HSE Induction training must also be provided to visitors as well where applicable.

### 5.1 Training Responsibilities

- Individual faculty and department managers, deans, and directors are responsible for ensuring that 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 trainings that are provided to employees supervised by them.
- HSE Section is responsible for providing the safety portion of the training associated with the use of forklifts, respirators, portable fire extinguishers, waste management, and COSHH Analysis. Other training may be requested on a case-by-case basis.

### 5.2 Qualifications, Training Content, and Record Keeping

HSE Trainings must only be conducted by a trained and competent trainer or a knowledgeable HSE Officer.

SU HSE Section should be consulted to determine whether the training content is specified under a particular regulation and can assist with content and training materials and aids.

All HSE Training records shall be retained by SU HSE Section for a period of no less than two years for annual training and for the duration of employment for one-time training.



### 5.3 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
3	Fire Warden	Designated Fire Wardens	Mandatory	As required	Third Party
4	Incident Accident Investigation	H&S Staff and other designated	Mandatory	As required	Third Party
5	H.O.P.E Program	All Staff	Mandatory	As required	SU HSE
6	COSHH Analysis	H&S Staff and Lab Supervisors	Recommended	As required	SU HSE
7	Spill Prevention and Control	H&S Staff, Lab Supervisors and designated	Recommended	As required	SU HSE
8	Waste Management	All Staff	Recommended	As required	SU HSE
9	HACCP	Catering Personnel – Cooks and Waiters	Mandatory	As required	Third Party
10	Defensive Driving	All University drivers	Mandatory	As required	Third Party
11	<ol style="list-style-type: none"> <li>1. Scaffold erection, dismantling and inspection,</li> <li>2. Rigging &amp; Lifting,</li> <li>3. Equipment operators,</li> <li>4. Work at Height</li> <li>5. Confined space entry</li> <li>6. Power tools safety</li> <li>7. Respirator/SCBA</li> </ol>	Task specific for contractor and maintenance employees	Mandatory	As required	Third Party

## **Section 6: Incident Reporting Procedure**

### **6.1 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.

### **6.2 Incident Notification**

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

The initial notification shall be followed by a formal Incident Notification in the prescribed format (SU/HSE/F-003/Rev.0 (12/2018)) to HSE Section. The recipient of the information at HSE Section shall in turn inform the VC and DVC-R. 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 member of the team shall immediately report the incident to the nearest ROP Station.

### **6.3 Support Resources**

In the event of an incident for which the resources available in the University are not sufficient to adequately respond to the situation, the Head of HSE shall communicate with DVC-R and further will alert supporting emergency organizations, ROP and PACDA.

#### 6.4 Details to be provided on Incident Notification Form

Heading	Details Required
Reported by	Name and Designation of the person reporting the incident. Also state the telephone and email address at which he/she can be reached.
Date and time of incident	State date and time when the incident occurred.
Location of incident	State exact location of incident including 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 with adverse health effect
Brief description of damage	State the damage to equipment/asset
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 underlying cause of the incident
Corrective action	State the recommended corrective action to prevent recurrence of the incident with Action Party and Completion date

## 6.5 Incident Classification

Item	Definition
First Aid Case	Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, which does not ordinarily require medical care.
Lost Time Injuries	Lost Time Injuries are Fatalities, Permanent Total Disabilities, Permanent partial disabilities and Lost Workday cases.
Lost Work Day Case	A lost work day case is any work injury or illness other than a permanent partial disability which renders the injured person temporarily unable to perform 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 as a result of 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 which 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, which resulted in no injury, illness, and 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 which results in the complete loss, or permanent impairment, of functions 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 incapacitates a person permanently and results in termination of employment. 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 the day of starting Restricted Work until the person returns to his/her regular job



## 6.6 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 Procedure not documented, Procedure considered impractical, Procedure 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 inadequate quality of required PPE a contributory factor?
Failure To Wear PPE	Was 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 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 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, factors such as third party drivers, environmental conditions, weather, floods, landslides, etc, a contributory factor?
Other	State any other immediate cause such as lack of due care and attention, attack by animal, fatigue, stress, lack of safety awareness, etc.

## 6.7 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 Organization	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 or process line equipment or of 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

## Section 7: Incident Investigation Procedure

### 7.1 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 it happened, why it happened and what shall be done to prevent similar incidents in future. Discovering all cause effect relationships, for which practical remedial actions can be derived, will determine how responsibilities shall be clarified and errors reduced. The intent is to find facts, not to place blame.

### 7.2 Investigation Team

For minor incidents, the supervisor along with the staff concerned can conduct the investigation in liaison with the SU HSE Section. For major incidents, the VC and or DVC-R have to convene a committee. 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.

### 7.3 Investigation Sequence

- Visit the incident location
- Collect evidences
- 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 evidences
- Reach conclusions
- Make Recommendations to prevent recurrence

### 7.4 Interviewing Witnesses

While conducting interviews, make the witness feel at ease. Explain that the reason for the investigation is to discover the true basic 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 came upon the scene immediately following the incident. Facts shall be separated from opinion, direct evidence and circumstantial evidence.

## 7.5 Verification of Facts

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

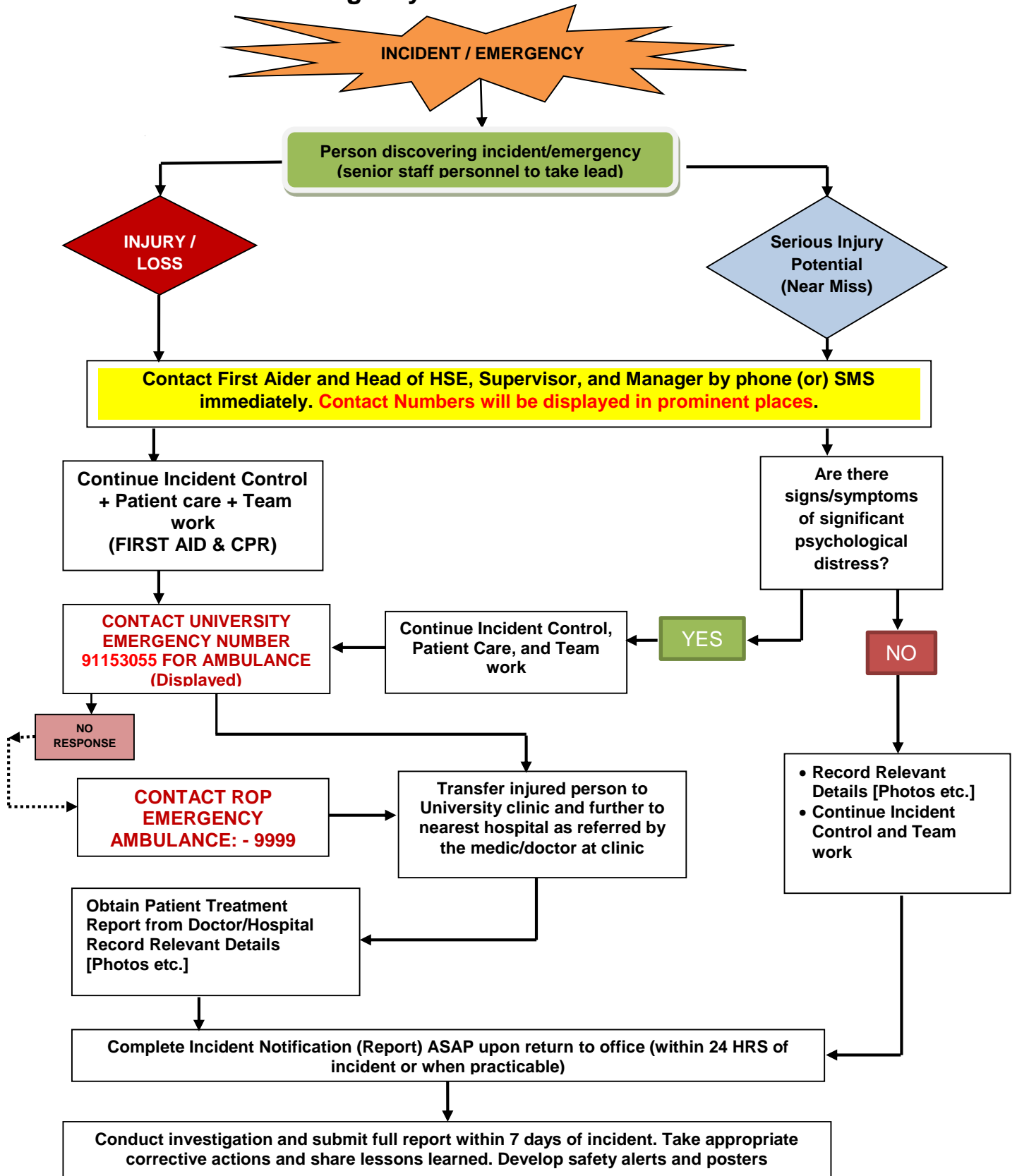
## 7.6 Implementation of Recommendations and Close Out of the Incident

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 out until all recommended actions are completed.

## 7.7 Records

- SU/HSE/F-003/Rev.0 (01/2019) – Incident Notification Form
- SU/HSE/F-002/Rev.0 (12/2018) – Incident Investigation Form

## Section 8: Incident/Emergency Communication Flowchart



## Section 9: Handling and Storage of Hazardous Substances

### 9.1 Handling of Hazardous Substances

- COSHH Analysis shall be conducted by using HSE form (F-030 COSHH Analysis Form) and made available along with MSDS Copy for each hazardous material. Appropriate hazard signs shall be provided. Personnel using such chemicals shall be familiar with the appropriate 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 chemical shall be used.
- Fire Extinguisher shall be available at the work site.
- Any accidental spillage shall be contained and cleared as soon as possible. Where necessary, the area of spillage will be cordoned off and hazard signs 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 made known to everyone.

### 9.2 Storage of Hazardous Substances

- All chemicals/hazardous material shall be stored in proper designated fireproof construction stores, well ventilated to prevent temperature build-up.
- Hazardous liquid storages in buildings shall be minimized to the requirement for the operation of 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.

### 9.3 Transportation of Hazardous Substances

- The laws and standards of the Sultanate of Oman as governed by ROP, MECA, MRMWR, PACDA and other applicable MDs and RDs (MD 317/2001).
- Adequate control measures shall be put in place to deal with the specific dangers of the substances being carried and the driver shall be given awareness to use it effectively.
- Some of the equipment are fire extinguisher, 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 so as to prevent packages 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 has been applied to the vehicle and are clean and not obscured.
- The driver is properly trained and fully competent in 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 hazardous material so that they will be able carry out their work safely, in an environmentally satisfactory manner and without endangering their health.

## Section 10: Compressed Gas Cylinders

### 10.1 Transportation of Compressed Gas Cylinders

- Compressed cylinders when required to be transported shall have the protective caps over the nozzle. Cylinders shall be transported in the upright position and be secured with chain. Cylinders in bulk quantity shall be placed in metal cages, cradle or containers in a safe method that they will not knock against other cylinders or obstructions.
- Different types of gas cylinders shall not be put in same container when required to be transported. Oxygen cylinders shall under no circumstances shall be transported together with acetylene or any other forms of flammable substances.
- Each cylinder shall be lowered to the ground in a safe method. They shall not be rolled or dropped from vehicles onto rubber tyres or smaller 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.

### 10.2 Storage of Compressed Gas Cylinders

- Cylinder storage areas shall be clearly identified, with the names of the respective gases stored and prominently displayed.
- Where different types of gases are stored at same location, cylinders shall be grouped with the same type of gas and the groups arranged to take into account the gases contained, e.g. flammable gases shall not be stored near oxidizing gases.
- Cylinders containing combustible gases shall be stored separately from oxygen and 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 cylinders 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 cylinders 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 upright position within the store and secured in such manner as they cannot fall or be knocked over.
- Protective caps shall be retained in place on all full and empty cylinders within the store.
- Smoking, naked lights or sources of ignitions shall not be allowed within or in the vicinity of gas cylinders.
- Fire extinguishers shall be located outside the entrance.



### 10.3 Uses of Cylinders

- Compressed gases shall be handled and used only by trained personnel.
- The protective caps of valve assembly shall be kept in place until the cylinder is put into use.
- Prior to using gas cylinders, the user shall double check if the cylinders are properly secured and chained so that no cylinder shall knock over.
- Suitable pressure regulating devices shall be used in all cases where the gas is admitted into systems having pressure-rating limitation 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 on no circumstances be used forcefully.
- Standard gas hoses shall be used with adequate pressure rating and that can resist any corrosive effects of the gas. Damaged and cracked hoses shall be removed from service
- 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 such that 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 of 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 fully empty acetylene cylinders shall always be maintained in an upright position.

## Section 11: Waste Management Procedure

### 11.1 Objectives:

The objectives of this Waste Management Procedure include the following:

- To identify the basic elements of the waste management in relation MECA other related government regulations.
- Ensures that waste is managed in accordance with 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 waste transport requirements are based on segregated waste types and volume estimates.
- To develop and effectively communicate efficient waste segregation, handling, and storage procedures along with associated labelling, training and documentation requirements.
- To ensure that waste storage sites and procedures take into account; spill prevention, containment, fire, safety, students and staff health, pests, native animals and odour control and ensure that these elements are specifically addressed in the Risk Assessment processes.

### 11.2 Awareness

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

- Environmental awareness on 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.

### 11.3 Permit Status

University shall obtain necessary waste disposal permits or dispose all solid waste through third party contractors who are approved by MECA and/or BE'AH

Overall, University shall follow Ministry of Environment and Climate Affairs (MECA) regulations for waste handling, storage and disposal.

#### 11.4 Standards & Documents

- Omani Environmental Regulations, International References Documents
- MD 57/2002 Management of Solid Non-Hazardous Waste
- MD 56/2002 Regulations for the Management of Hazardous Waste
- 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 187/2001 Regulations for Issuance of Environmental Approvals and Final Permit
- RD 6/80 Law of Protection of Natural Heritage

#### 11.5 Estimated types of wastes:

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

## 11.6 Wastewater Disposal

Waste water in University is generated mainly from toilets, wash areas, offices and labs in the form of sewage. Sewage water shall be handled by licensed contractor and shall be disposed at approved STPs.

## 11.7 Hazardous and Nonhazardous Waste

### 11.7.1 - Hazardous Waste

Hazardous waste (Table-2) segregation, collection, storage and disposal shall be in compliance with MECA requirements for hazardous waste management. Generated quantity of wastes 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 a capacity of 110% of the largest container in the bund and 125% capacity 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 shall be placed adjacent to the area together with an appropriate number of portable fire extinguishers.

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

University management shall assign a waste custodian and he/she shall be responsible to document the substances/materials to be stored, to include a monthly hazardous waste inventory of quantities and location, together with the storage, handling and disposal procedures of the materials. Material Safety Data Sheets (MSDS) with information relating to hazardous materials will be available and accessible at all times while. Procedures detailed in the MSDS's will be followed in the event of an emergency situation.

All storage areas for hazardous waste will be suitably ventilated to prevent build-up of fumes and vapors. Natural ventilation will be the first option; where forced ventilation is used this will comply with all legislative requirements and 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 in a manner such that the risk of spills is minimized and any spills are contained. Mitigation Strategies are to be implemented, these will include:

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

The total hazardous waste generation and disposal records shall be maintained and made available University HSE Section, in coordination with other departments. Cumulative report shall be submitted to DVC-R on monthly basis or as and when required

### **11.7.2 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 prior to disposal/recycling. Prime recyclables will as far as practicable, be segregated from domestic type solid wastes for recovery or recycling. Segregation will form the three waste streams, general, (non-hazardous), reuse/recycled waste. Bins shall be stored, where practical, on hard standing and shall be away from any storm water drainage. Bins shall be robust and secured with lids to prevent blow away of debris.

A regular schedule for collection of all sanitary and organic waste will be maintained by the waste contractor and monitored by University.

Non-hazardous waste resulting from construction activities at University will include, but not be limited to:

- Mixed Metals;
- Timber/Wood

This waste shall be segregated and placed in appropriate bins/skips located within the University premises. Where practicable and in order to comply with the waste management hierarchy, these wastes will be reused. General construction materials including scrap pipe, metal, etc. will be re-used where practicable and safe, as above. Any excess inventories will be removed from site by an approved contractor for recovery or recycling.

Waste timber/wood, including packaging material, shall be stored in a designated area after de-nailing and further shall be transported, by the selected licensed contractors, for reuse/recycling where possible or final disposal to landfill.

### **11.7.3 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 a number of toxic elements, such as Cadmium and Mercury, in addition to the potential for other hazardous materials such as refrigerants in old refrigerators, lubricating oils in pumps etc.

### **11.7.4 Laboratory Waste**

Laboratories generate different types of wastes that include 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 in drains or placed in wastebaskets or outdoor receptacles. The rules and regulations affecting the collection, storage, and disposal of laboratory wastes are too broad and complex to summarize in this document. Prior to disposing chemical wastes, contact HSE Section for information and assistance in identifying and classifying laboratory waste types for disposal and to ensure compliance with applicable regulations.

### **11.7.5 Waste Manifest Documentation**

All waste leaving the University for Reuse Recycle and/or disposal shall be under a waste manifest detailing waste generator, type of waste, quantity of waste and disposal location. Receipts such as weigh bridge tickets from landfill and documented evidence of handing over of all wastes to other contractors shall be kept in place for audits purpose and legal compliance.

## **11.8 Spill Prevention and Control**

Highly toxic, flammable, or environmentally hazardous liquids shall be stored in unbreakable containers, when possible 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 shall 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, as well as when and how to request outside assistance.

## **11.9 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 record:**

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

## Section 12: Safe Use of Hand Tools

### 12.1 Types of Hand Tools

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

### 12.2 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 commencement any activity with hand tools.

- Hand tools should be used only by competent personnel.
- Hand tools should be inspected every time before use.
- Special care should be given for cleaning hand tools. Blunt cutting edge or deformed working part 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 at 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

### 12.3 HSE Controls for Electrical Hand Tools

- Use only inspected and color coded tools. Inspection and color coding shall be conducted by competent electrical person.
- Conduct inspection prior to 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 keep good footing and maintain good 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 or 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 bond to electrical equipment and tools.

#### **12.4 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 them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.
- Standard hose 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.

#### **12.5 General Rules for Hand tools use**

- Supervisor/team leader to conduct safety briefing/Tool Box Talks and explain the Hazards and controls to the user(s).
- Proper PPE shall be used as per job requirement.
- Tools that are broken or require repair should be kept separately and labeled with a warning notice "DANGER! DO NOT USE!"
- Periodic examination, repair and maintenance of hand tools should be carried out only by persons who are experienced and competent.
- Hand tools should only be carried to work area in a proper toolbox or with the use of a tool-belt.
- Precautions should be taken to prevent tools slipping out from hands while working at height.
- Precautions should be taken when working on or near electrical lines or conductors.
- Hand tools should be operated in correct posture and strength.
- The User should use clamps/bench-vise to secure work pieces that is liable to move into a stable position.
- No one shall be allowed stand in 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.

## **Section 13: General**

### **13.1 Vehicles:**

Adequate number of vehicles shall be deployed to fulfill the transportation requirements & will be fully in compliance with ROP Regulations.

### **13.2 Equipment / Machinery:**

All Equipment and machinery used will be fully in compliance with ROP regulations and HSE requirements.

### **13.3 Road Safety Management:**

All Vehicles/ plants shall comply with Oman traffic laws. Seat belts shall be worn at all times by all operators, drivers, and passengers when in mobile equipment/vehicles. All loads shall be restrained in a safe and secure manner and follow the guide lines of Load straining standards.

The use of mobile phones while driving or operating vehicles is forbidden.

No vehicles shall be used by the University and its contractors unless they are insured, roadworthy and confirm to the local legal requirements. All vehicles must be well maintained and tested in accordance with vehicle manufacturer's instruction and legal requirements, and exhaust emission must be clean with no visible smoke.

Licensed, Trained, insured, authorized and medically fit personnel are allowed to drive vehicle.

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/route.

Traffic Management plan will be developed and will be communicated to ensure the safe traffic movements in University.

### **13.3 Electrical Equipment Safety:**

All portable generators for temporary/permanent power supply and other power tools and equipment used shall be grounded and proper operation's ensured by regular/daily inspections and documentation. All electrical connection shall be routed through ELCB of 30milliamps rating. All electrical equipment, tools and cables shall be standard (UL Listed), inspected on monthly basis and a color coding system shall be implemented for identification of inspection according to month.

### **13.4 Hazards/Risk & Controls:**

Hazards analysis and Risk assessments for all hazardous activities in University shall be conducted available with the lab/workshop supervisors and will be discussed before commencing activity with staff and students

### **13.5 Incident / Accidents:**

All incident / Accident including near misses will be reported immediately to 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.

### **13.6 Tool Box Talks/Safety Briefing:**

Tool Box Talks shall be conducted by the respective Team Leader/Supervisors at the start of 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 HSE Responsibilities of team members.

### **13.7 HSE Meetings:**

Monthly staff HSE meeting shall be conducted, which also includes 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.

### **13.8 Audits / Inspection:**

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

### **13.9 Training of Employees:**

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

### **13.10 Alcohol, Intoxicants and Non-Prescribed medicine/drugs:**

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

### **13.11 Smoking**

Smoking is prohibited in all areas of University including campus, accommodation, and all buildings (Prohibition of smoking includes the use of cigarette, pipes, cigars and etc.). Smoking is also prohibited in University vehicles and buses. People who want to smoke can go to outside and in designated places.

Appropriate "No smoking" signs shall be displayed at entrances and other places.

### **13.12 Food Consumption:**

Food shall only be consumed in designated area and not in the working place.

### **13.13 Drinking Water:**

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

### **13.14 First Aid Provision:**

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

### **13.15 Accommodation and Catering Facilities:**

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

### **13.16 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.

### **13.17 Hot Work**

Hot work is any temporary activity involving an open flame or 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 department manager in coordination with HSE Section.

### **13.18 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 height more than 1.8 meters shall require fall protection such as full body safety harness, life line and safe anchorage point. All personnel working at height more than 1.8 meters must tie off their safety harness to a safe anchorage point. Edge protection such as guard rails and hand rails 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 competent person. All ladders and safety harness shall be inspected prior to use. Tools and material shall not be carried in hands while using ladders. Tools and material shall be secured and area below work at height shall be barricaded properly to stop unauthorized entry.

### **13.20 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, and the use of universal precautions, personal protective equipment, engineering controls, and offering 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 blood-borne infectious diseases program. If the department does not have an existing blood-borne infectious diseases program, the supervisor should contact HSE Section for information and assistance in determining whether a program is needed.

### **13.21 Safety Signs and Barriers**

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

### **13.22 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 safe method by practicing manual handling technique

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

### **13.23 Machine Safety**

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

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

### **13.24 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 avoiding slip, trip hazards. Signs shall be provided at floor cleaning areas. Stairs shall be with edge protection such as handrails/guardrails.

### **13.25 Office and Classroom Safety**

Staff and students who occupy classroom, library and offices shall be responsible to keep area free from hazards. All the classrooms and offices shall be inspected on monthly basis by HSE Section and responsible supervisor/manager. Deficiencies from inspection shall be reported to Estates & Campus Services Manager.

Floor 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 in safe condition by keeping in mind about 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 during day and night as required. All electrical hazards shall be attended and rectified. Damaged and malfunction devices and equipment shall be removed from service immediately.

### 13.26 Noise Management

Noise assessment shall be conducted by HSE Section in all potential areas of University, mainly where the equipment and machines are being operated. Appropriate control measures shall be taken such as removal or relocation of high noise equipment, provision of quiet equipment, guarding, regular maintenance, job rotation and PPE for e.g. ear muffs and plugs. Records of noise monitoring shall be made available.

### 13.27 Lab Safety

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

### 13.28 Heat Stress

The months of June through August are considered to be the hottest period of the year in Sultanate of Oman. Combined with soaring high temperature and high relative humidity recorded in most days, heat stress is major concerns with work related illness during this time of the year, particularly working in open area with prolong heat exposure.

Following measures shall be taken to prevent Heat Stress:

- Drink small amounts of cool water frequently.
- Take time to cool down, 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 own work and do not push your body beyond its limits.
- Plan and reduce activity, especially between 10:00am to 4:00pm. If you must work outside, do it between sunrise and 08:00am.
- Report any symptoms of heat stress to your colleagues/supervisor immediately.
- In accordance with Article 16 of Omani Labor Law for Occupational Safety and Health Regulations, no work shall take place under direct sun from 12:30PM to 3:30PM during the months of June, July and August

**If you think someone has 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.

## Section 14: 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 University.
2. Always wear personal protective equipment as specified in risk assessment and minimum requirements.
3. Adhere to “No smoking” in prohibited areas.
4. Operate equipment and vehicles only if competent and authorized.
5. Report unsafe conditions, incidents and injuries without delay, also minor incidents.
6. Stop unsafe work. Each person regardless of designation or rank is empowered to stop work that is unsafe.
7. Follow speed limits and wear seat belt while 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 tamper emergency and safety devices.
10. Do not enter in barricaded or restricted areas without permission.
11. Do not possess or use any sort of intoxicants such as alcohol, non-prescribed drugs etc on the University property
12. Do not litter. Maintain high standards of housekeeping in all areas of University.

**\*\*\* Violation of any of these rules shall result in disciplinary action**



## Section 15: Accommodation HSE Rules

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

## Section 16: HSE Audits and Inspections Schedule

S. No.	Inspection	Action Party	Frequency
1	HSE Audit	Internal Auditors	Yearly
2	Contractor's HSE Audit	HSE	Half Yearly
3	Management Safety Walk Down	Engineers/ Managers/Directors/Heads/Deans/HSE	Monthly
4	Noise monitoring of all machines and equipment	Responsible Supervisor & HSE	At the time of initial induction and then after every repair
5	Kitchen/Restaurant HSE Inspection	Responsible Supervisor & HSE	Monthly
6	Accommodation Buildings Inspection	Responsible Supervisor & HSE	Monthly
7	Daily vehicle checks	Drivers	Daily
8	Machine/Equipment Inspection	Responsible supervisor/User	Prior to use
9	Vehicle/Machine/Equipment Safety Inspection	HSE	Monthly
10	Fire Extinguisher Inspection	HSE	Monthly
11	First Aid Box Inspection	HSE	Monthly
12	Event HSE Inspection	HSE	Ad hoc
13	Contractor's Workplace HSE Inspection	HSE	Ad hoc
14	Department/Building HSE Inspection	Department Responsible officer & HSE	Monthly
15	Elevator Safety Inspection	Elevator Technician & HSE	Monthly
16	PPE Inspection	HSE	Monthly
17	Electrical Inspection (Cables, power tools and equipment)	Electrician/Maintenance team	Monthly (Prior to use by user)
18	Hazardous Waste Segregation and Disposal Inspection	HSE	Monthly
19	Non-Hazardous Waste Segregation and Disposal Inspection	HSE	Monthly
20	Spill Kit Inspection	HSE	Monthly
21	Clinic Inspection	Clinic Doctor & HSE	Monthly
22	Chemical Storage Area Inspection	Responsible Supervisor & HSE	Monthly
23	Lifting Equipment and Tools Inspection	HSE	Monthly/ Ad hoc (Prior to use by user)
24	Workshop/Lab HSE Inspection	Responsible Supervisor/HSE	Monthly
25	Benchmarking Visits	HSE	Yearly

## Section 17: HSE Meetings & Awareness Lectures Schedule

S. No.	Inspection	Action Party	Frequency
1	HSE Committee Meeting	HSE Committee	Quarterly and As and when required
2	HSE Staff Internal Meeting	HSE Section	Monthly
3	Risk Assessment Briefing/Tool Box Talk Meeting	Supervisor/Team Leader	Prior to commencing activity on daily basis
4	Meeting with Doctor and Head of Students Services Department	HSE, Doctor and Head of Students Services Department	Monthly
5	Awareness Lectures	HSE Section	Monthly

## Section 18: Review

This manual may be reviewed periodically and/or based on the changes in the work environment, procedures/standards. The requirement for any modifications will be discussed and approved by the HSEC and EMC and finally to be approved by BoG.

Updates will be issued as circumstances and requirements change.

## Section 19: 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. The progress against the requirement of the HSE manual sections shall be monitored continuously to check the performance/compliance of policies and procedures.

Monthly HSE Performance reports shall be submitted to the HSE Committee and EMC to give comparative performance against established targets.

S. No.	Inspection	Action Party	Frequency
1	Monitor HSE performance and communicate to HSE Committee and EMC	HSE Section	Monthly
3	Communicate Learning points and corrective actions of all incidents to students, staff and contractors during meeting, lectures and trainings	HSE Section	As and when required



## Section 20: List of HSE Forms

S. No.	Form Name	Revision Status
F-001	Store Inspection Form	Rev.0 (12/2018)
F-002	Incident Investigation Form	Rev.0 (01/2019)
F-003	Incident Notification Form	Rev.0 (12/2018)
F-004	Department HSE Inspection Form	Rev.0 (12/2018)
F-005	Fire Extinguisher Inspection Form	Rev.0 (12/2018)
F-006	First Aid Box Inspection Form	Rev.0 (12/2018)
F-007	Kitchen HSE Inspection Form	Rev.0 (12/2018)
F-008	HSE Action Track Register	Rev.0 (12/2018)
F-009	Personal Protective Equipment Inspection Form	Rev.0 (12/2018)
F-010	Workshop/Lab HSE Inspection Form	Rev.0 (12/2018)
F-011	Event Safety Inspection Form	Rev.0 (12/2018)
F-012	Contractor's Workplace HSE Inspection Form	Rev.0 (12/2018)
F-013	Tool Box Talk Form	Rev.0 (12/2018)
F-014	Elevator Safety Inspection Form	Rev.0 (12/2018)
F-015	Machine Safety Inspection Form	Rev.0 (12/2018)
F-016	Emergency Exercise Report Form	Rev.0 (12/2018)
F-017	Hazard Observation Performance Enhancement Form	Rev.0 (12/2018)
F-018	Vehicle Safety Inspection Form	Rev.0 (12/2018)
F-019	Attendance Sheet	Rev.0 (12/2018)
F-020	Risk Assessment Form	Rev.0 (12/2018)
F-021	Environmental Monthly Metrics Report Form	Rev.0 (12/2018)
F-022	Monthly HSE Performance Report Form	Rev.0 (12/2018)
F-023	Lifting Equipment and Tools Inspection Form	Rev.0 (12/2018)
F-024	Daily Vehicle Inspection Form	Rev.0 (12/2018)
F-025	First Aid Box Usage Log Form	Rev.0 (01/2019)

F-026	Accommodation HSE Inspection Form	Rev.0 (01/2019)
F-027	COSHH Analysis Form	Rev.0 (02/2019)
F-028	Non-Hazardous Waste Inspection Form	Rev.0 (02/2019)
F-029	Hazardous Waste Inspection Form	Rev.0 (02/2019)
F-030	Chemical Storage Area Inspection Form	Rev.0 (02/2019)
F-031	HSE Transmittal Form	Rev.0 (02/2019)
F-032	Spill Kit Inspection Form	Rev.0 (02/2019)
F-033	Clinic Inspection Form	Rev.0 (02/2019)
F-034	Scaffold Inspection Form	Rev.0 (02/2019)
F-035	Electrical Equipment and Tools Inspection Register	Rev.0 (02/2019)
F-036	Monthly Clinic Health Performance Report	Rev.0 (02/2019)

## **Section 21: Hazard Observation Performance Enhancement Program**

### **21.1 Introduction:**

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

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

### **21.2 Objective:**

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

### **21.3 Technique:**

- Plan
- Observe
- Act
- Record
- Report

### **21.4 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

### **21.5 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.