



جامعة الفلاح
AL FALAH UNIVERSITY

Occupational Environment, Health and Safety Manual

بالمعرفة نصنع الفرق ...

With **Knowledge**, We make the **Difference** ...

Preface

Al Falah University is committed to providing and maintaining a safe and healthy work and educational environment by creating and following operating practices and procedures that will result in safe working conditions and efficient operations. All AFU employees are required to report unsafe conditions and not to perform work related tasks if the task is unsafe. Employees must report all accidents, injuries, and unsafe conditions to their immediate supervisor without fear of retaliation, penalty or other disincentive. Requests to improve safety will be given the highest priority by the top management. The top management will provide the financial resources for any reasonable request for safety. Also, disciplinary procedures will be followed for willful or repeated violations of workplace safety rules. These procedures may include verbal or written reprimands. Violations involving damage, injury or death may ultimately result in termination of employment.

AFU seeks to maintain a healthy work environment, as well as the safety and well-being of its employees. All employees and contractors shall take responsibility in achieving this aim. Employees and contractors shall comply with the Health and Safety policies, guidelines and principles set by relevant authorities in UAE. Employee who violates any of these policies or principles shall be subject to disciplinary actions or legal prosecution if needed.

Prof. Adi Arida
AFU President

Table of Contents

Preface	1
1. Purpose	3
2. Scope	3
3. Introduction	3
4. Management Commitment and Involvement.....	4
5. AFU Health and Safety Committee.....	5
6. Health & Safety Training	8
7. First Aid Procedures.....	9
8. Accident Report & Investigation	10
9. General Safety Rules	10
10. AFU Safety & Health Polices	12

This manual provides a framework to address all issues of importance related to the HSE at AL FALAH UNIVERISTY.

1. Purpose

Safety is everybody's responsibility. We all have a duty to ensure the health and safety of workers and other persons at the workplace. This requires that risks are eliminated so far as is reasonably practicable. If it is not possible to eliminate the hazard, then minimize the risks as far as is reasonably practicable. This manual has been prepared to provide procedural guidance relating to the management of health and safety. It contains information which describes a framework for developing safe working practices and operation of a safe system of work. It also reminds workers of their personal responsibility to follow health and safety guidelines and to maintain an active safety awareness at all times.

2. Scope

The contents of this health and safety manual apply to all persons who are authorised to carry out activities in the area. They are required to work in accordance with this manual and any associated system of working.

3. Introduction

This Health and Safety Manual provides guidelines for establishing a safe and healthy environment for all persons in AFU campus and premises. Provisions of this health and safety program apply to all employees, students, and visitors. Personal safety is an individual responsibility.

AFU is committed to providing timely and accurate information, and training to all employees so that they can make intelligent, informed decisions about their own safety. The classroom setting offers both special opportunities and challenges. Safety in the classroom is a collective responsibility shared by the instructor and the student. Although each student must exercise concern and judgment for his/her own personal safety, AFU cannot assume that each one is equipped with the necessary knowledge and skills to operate safely in an educational environment. AFU faculty and staff must provide information and guidance to develop the necessary awareness and skills in the students. Raising the level of safety awareness is an ongoing process for all members of AFU.

This Health and Safety Manual includes minimum safety requirements and functional responsibilities necessary to meet the health and safety standards for AFU. The items listed below and in the following sections shall in no way be construed to limit individual initiative or responsibility. Stated in general terms, these minimum requirements demand:

- Adhering to and complying with all safety directives unless an exemption is granted.
- Surveying all areas and operations for potentially hazardous elements, operations or functions.
- Developing and using safe operating procedures for all hazardous operations.
- Providing necessary training, including initial orientation, on-the-job instruction, and updates on safety precautions, Right-To-Know legislation, and security awareness.
- Assuring proper tools and equipment are used in all operations and that they are maintained in a safe manner.
- Using proper personal protective equipment and clothing.
- Investigating and reporting all accidents, injuries, and property damage.
- Investigating and reporting loss of AFU property due to destruction, theft or unexplained disappearance.

4. Management Commitment and Involvement

AFU management will work with all employees to establish and maintain an effective Health and Safety Program. The Health and safety committee and AFU risk management committee address AFU deanships and admin units' concerns. College deans participate with faculty, staff, and students in ongoing Safety Program activities, such as:

- Promoting safety awareness and co-worker participation.
- Providing safety education and training.
- Communicating campus security.
- Participating in accident investigation procedures.
- Reviewing record keeping procedures.
- Reviewing and updating workplace safety rules.

This commitment to and involvement in the protection of the health and safety of employees, students, and visitors reflects the standard of practice at AFU.

Responsibilities of the Department

In order to achieve the objectives of the Health, Safety and Environment policy, the Department shall adhere to:

- Setting health and safety forms and standards as well as the procedures and practices governing them.
- Acquainting all employees and visitors with health and safety procedures
- Providing appropriate safety gear to employees as per their job requirements.
- Providing adequate training, information, instructions and supervision.
- Ensuring that all equipment, machinery, and tools are in good working conditions.
- Ensuring that all hazardous substances are stored in accordance with safety standards and norms.
- Promptly investigating any accidents or dangerous situations to rectify the risk.

Employees

In order to help prevent injuries to themselves, fellow workers, students or visitors, all **AFU employees are responsible for:**

- Performing duties in a way that would ensure their safety and the safety of others
- Complying with the health and safety policy set by AFU.
- Not misusing any safety equipment.
- Reporting to management any hazardous situation, equipment or material
- Abstaining from undertaking any tasks that they are not qualified to perform
- Personnel discovering an actual fire should activate the building alarm along with calling Dubai Civil Defense.

5. AFU Health and Safety Committee

The University Health and safety Committee administers a structured approach to health and safety that identifies and manages, to an acceptable level, the key risks that may adversely affect the University's ability to achieve its mission, goals and objectives. The Committee reports to the Senior University Management regarding the effectiveness of the University's health and safety policies. The Committee works with the University's Colleges and administration units on

continuous improvement of the University's capabilities around managing priority health and safety matters.

Responsibilities:

The Committee is responsible for reviewing, assessing and monitoring:

- (a) The University's health and safety framework, policy, and practice
- (b) The effectiveness of controls and management to an acceptable level in place with particular focus on areas of significant risk
- (c) The internal health and safety risk management processes or systems implemented to identify, mitigate, monitor or otherwise manage such risks or exposures; and
- (d) Actual or potential risks that require more active management and actions that might be taken to deal with them.

Chairman

Mr. Ahmad Daoud (General Services Manager)

Members

- COL Representative
- COBA Representative
- COMS Representative
- College of Arts And Humanities Representative
- Student Affairs Representative
- Human Resources Director
- Media Office Representative
- IT Center Director
- Finance Manager
- Admission and Registration Unit Representative
- SRU Representative
- Nurse

MEETING SCHEDULE

The Committee shall meet twice (2) per Academic Year.

REPORTING STRUCTURE

The Committee shall report to the AFU President. Copies of meeting notices, agendas, recommendations, minutes, etc. shall be sent to the AFU President. Copies of written communication will be sent to appropriate College Deans & Admin unit heads as and when required.

AGENDA

Agenda preparation will be the responsibility of the Chair. The Chair shall attempt to have the agenda available to members at least one week before a scheduled meeting.

Agenda items may include, but are not limited to:

- Reviewing of any policy or procedure related to health and safety. Assisting in the preparation and implementation of any health and safety documents required by any regulating body or agency.
- Identifying and promoting AFU programs to increase awareness of the practices, procedures, and regulations affecting the health and safety environment.
- Reviewing accident / Incident reports.
- Reviewing reports of health and safety audits, inspections, testing, etc. and safety training programs.
- Evaluating safety and health concerns brought to or solicited by the Committee or committee members.
- Recommending corrective action regarding any of the above items. Since health and safety concerns in the work environment cover such a broad spectrum, the Committee shall decide when outside assistance is necessary if in-house expertise is insufficient for evaluation/recommendation process to be effective.
- Touring areas of concern as an aid in the **recommendation process**.
- Monitoring corrective recommendations to encourage their prompt implementation.

6. Health & Safety Training

Safety Orientation

Safety orientation in the workplace begins on the first day of initial employment or job reassignment. As part of new employee orientation by the Human Resources Unit & General Services Unit Supervisor.

Job-Specific Training

When training their employees, Department Unit Heads, Deans are responsible for:

- Reviewing with each employee the specific safety rules, policies, and applicable procedures that are described in this document.
- Giving verbal instructions and specific directions on how to perform the work safely.
- Answering employee's questions to ensure knowledge and understanding of rules, policies, and job-specific procedures described in this document.
- Providing a demonstration of job tasks using known safe work practices
- Observing employees performing the work previously demonstrated and, if necessary, providing remedial instruction to correct training deficiencies prior to releasing the employee to perform unsupervised work.
- Giving employees safe operating instructions and training prior to the use and operation of new equipment or processes.
- Reviewing safe work practices with employees before permitting new, non-routine or specialized procedures to be performed.
- Informing all employees that compliance with the workplace Health and Safety Rules described in this document.

Emergency Evacuation Training

The GSU conducts semi-annual evacuation exercises for the University in cooperation with the General Department of **Dubai Civil Defense (DCD)**. The DCD will evaluate AFU performance in the evacuation process and this will be discussed in the next Risk Management Committee Meeting. Semi-annual evacuation exercises are performed for all AFU Building and facilities.

7. First Aid Procedures

MINOR INJURIES

- Contact First Aid Nurse, GSU Supervisor, Unit Head or Line Manager of the injured person (In the case of the students it will be the College Dean).
- First aid kits are available at the reception & First Aid Room for self-treatment of minor injuries. If the injury is minor, self-treatment is okay, but if in doubt, always seek professional medical treatment from the First Aid Nurse.

EMERGENCY MEDICAL TREATMENT SEVERE INJURIES

- The Ambulance emergency number is 998 when using office telephone or mobile phone. If you sustain a severe injury or develop a condition that requires immediate medical attention, take the following actions:
 1. Call 998 or ask a co-worker to call for you if you are unable to do so.
 2. Notify GSU Manager or have a co-worker call GSU Manager for you.
 3. Notify your supervisor (or Instructor if applicable) of the incident as soon as possible.
 4. Within 24 hours of the incident, assist the **GSU Manager** by filling out the necessary report forms as stated above, or have your supervisor or designated person do so if you are unable to.

General Responsibilities

Any employee in the immediate proximity of the emergency must:

- Contact GSU Manager and provide the following information:
 - a. The caller's name
 - b. Location and nature of the emergency
 - c. The number of persons involved

NOTE: If the employee deems the medical emergency to be life threatening, 998 should be called prior to notifying GSU Manager.

- AFU first aid nurse should give emergency first aid only if absolutely necessary (i.e., severe bleeding, cessation of breathing, or shock) and only if properly trained in First Response First-Aid procedures and CPR.

8. Accident Report & Investigation

PROCEDURES - EMPLOYEES

- Employees are required to report all work-related injuries to their unit head /Dean as soon as possible no matter how minor, even if no medical treatment is required. All accidents/incident and injuries must also be reported to GSU. GSU will then complete the correct paperwork **(accidents/incident report Form)** . Risk Management committee would meet and find out the facts to prevent a future recurrence. All work-related accidents and injuries of employees that result in medical treatment must be reported to the Human Resources Unit within 24 hours. In case of employee accidents or injuries resulting in medical treatment, the staff must also contact the Human Resources Department for medical authorization. (In cases where the injury is severe or life threatening, 998 should be called immediately for assistance.)

PROCEDURES – STUDENTS

In all cases where a student or visitor sustains an injury or has an accident, GSU supervisor must be notified. GSU supervisor will complete the necessary paperwork for forwarding to the Risk Management Committee who will conduct the required investigation. (If the injury is severe or life threatening, 998 should be called immediately.)

9. General Safety Rules

All students, management, staff and faculty are required to abide by these rules, which are in compliance with the requirements of UAE laws and regulations for health and safety.

- 9.1. Each person employed by or studying at AFU has a responsibility to care for his/her own safety and for the safety of others. All persons working at AFU should aim to improve the safety environment of the community.
- 9.2. All those having a supervisory role at AFU are expected to identify and report the hazards in their area of control, and propose solutions within their area of expertise.
- 9.3. Specialized safety persons should carry out risk assessments and propose adequate solutions to remove identified hazards.
- 9.4. Specialized persons should take the appropriate control measures to reduce the level of risk associated with the identified and potential hazards.

- 9.5. All personnel who may be affected by such hazards must be made aware of the risk assessment and the control measures introduced to reduce the risk in that particular area.
- 9.6. Visitors working in a department do so with the permission of the head of the units or an authorized deputy and are required to follow departmental safety procedures. A visitor is any person who is not a member of the staff or a student of that department.
- 9.7. All Accidents / Incidents and injuries and hazardous conditions must be reported to a GSU supervisor immediately.
- 9.8. Students, staff and faculty must follow the safety rules defined in each department at all times and implement the procedures to minimize safety hazards.
- 9.9. Approval of an authorized supervisor is required before any staff and/or faculty member can make any changes in established safety rules and procedures.
- 9.10. Direction and monitoring from a supervisor is required before any staff or faculty member can proceed with any hazardous job or the operation of any machine with which he is not familiar or unsure of its hazards.
- 9.11. All faculty, staff and students are required to know the following:
 - 9.11.1. The evacuation plan and the emergency procedures to be followed in the event of fire or any other emergency that will put personnel at risk. Each building will have an evacuation plan tailored to the personnel in the facility and the types of hazards associated with the activities in the facility.
 - 9.11.2. All the escape routes that are posted near the area where they are working. The escape route floor plans will be clearly posted in every building.
 - 9.11.3. The location and operation of fire extinguishers and alarms, and how to operate them. Instructions and training on the use of this equipment is mandatory.
 - 9.11.4. Each building should have fire extinguishers appropriate for its activities.
 - 9.11.5. The fire extinguishers should be checked regularly by qualified personnel.
 - 9.11.6. Elevators (lifts) must not be used in the event of a fire. Any person trapped in an elevator should call the Security Department
 - 9.11.7. Personal protection equipment, such as goggles, earmuffs and respirators must be worn when required.
 - 9.11.8. All workers should familiarize themselves with the location of the first-aid kit and its use.

- 9.11.9. Use, store and/or transport flammable and toxic substances and compressed gases only according to the procedures posted.
- 9.11.10. Obey the non-smoking policy of AFU.

10. AFU Safety & Health Polices

Emergency Procedures

Faculty, staff and students should contact their departmental chairperson for information. Supervisory personnel may obtain a copy of the Guidelines by contacting GSU. Faculty, staff, and students from Regional Campuses and other University properties should refer to the specific emergency guidelines, and procedures for their respective areas.

Emergency Phone Numbers

Emergency Contact	Contact Number
General Services Manager (All Emergencies)	04-2338050 or 0569977862
Campus Security / Reception	04-2338010 or 8010 (direct extension)
Civil Defense	997
Ambulance	998
Police	999
Electric Emergency (DEWA)	04-6019999

Medical Emergencies

- In the event that you identify an individual on Campus who appears in need of emergency medical attention, contact GSU Manager at 0569977862 In addition to dispatching AFU security Officer.
- If possible, do not leave the victim alone.
- Do not move the injured person unless there is IMMEDIATE DANGER of further injury;
- At no time should a rescuer put themselves at risk;
- Only individuals who have been trained in lifesaving techniques (i.e. First Aid, CPR, Emergency Medical Technician's program) and are willing to offer their abilities should initiate medical assistance.

Fire Emergencies

- Alert people in the area to evacuate.
- Close doors to confine fire.
- Activate the nearest "pull box" located along the egress corridor or near exit door.

- Evacuate to a safe area following exit signs. Do not use elevators.
- When safe to do so, call University Security or emergency number for campus.
- Fire extinguishers should be used only by trained personnel. See Fire Safety Section of this Manual for more details regarding fire emergencies and alarms.

Accident & Injuries

An accident is an unplanned occurrence that may result in damage to people, property, equipment, or the environment. When accidents are reported promptly, injured employees, students, and visitors receive timely medical care and unsafe conditions receive prompt corrective action.

AFU employees should report all on-the-job accidents, injuries, or illnesses to GSU Manager and provide as much information as you can about the injury or illness.

If emergency medical treatment is required, call University Security officer at 04-2338010.

If employees require non-emergency medical treatment, this treatment will be provided by our First Aid Nurse.

All accidents should be investigated and reviewed by AFU Risk Management Committee as soon as possible with the expectation that root causes will be determined and this information will be used to improve safety, as well as to prevent similar accidents from occurring. AFU encourages supervisors to complete an investigation for all injuries and illnesses, including "near misses". If you would like assistance with an investigation or have questions, please call 04-2338050.

Faculty & Staff Response to Student Injury

These guidelines are intended to provide faculty and staff with a standardized process to evaluate, document, and report incidents that involve student injury. It is the University's goal to prevent student injuries and to provide a campus that is free from recognized hazards, but in the event of student injuries that may occur during academic endeavors or University-related events, a swift and effective response by faculty and staff is expected.

1. If a student (or any individual on AFU campus) is observed by faculty or staff to be in a condition requiring emergency medical attention, immediately call 04-2338050. Conditions requiring emergency medical attention include but are not limited to loss of consciousness, unexplained

shortness of breath, burns, chemical splashes and injuries regarding the eye, profuse bleeding or other severe injury. The faculty or staff member should remain at the site of the individual requiring emergency medical attention in order to provide additional information to emergency responders and Police.

2. For students injured in academic settings, including classrooms, the faculty member or designee should immediately respond to the injured student, regardless of whether emergency medical attention is needed, by approaching the injured student to offer assistance and collect information. Collected information should include the injured student's name and the injured student's description of the incident. Actions taken should include the following:

2.1. If emergency medical attention is needed (or if emergency medical assistance is requested by the injured student), immediately call 998.

2.2. If non-emergency medical attention is needed, escort the injured student to the First Aid Room.

2.3. Any student injury shall be reported to the GSU supervisor / Risk management committee chair before the end of the next business day.

2.4. After the student is treated, a faculty or staff member should document the event based on witness accounts or personal observation. Documentation should be factual and should not include opinions as to fault or cause. Documentation should be given to the unit Head / Faculty member who shall immediately forward it to the GSU Manager. If requested, this documentation should be provided to the Risk Management committee.

2.5. When an incident involves injury to any student, the Dean of Students Affairs shall be responsible for coordinating responses and communicating with students and parents. When an incident involves a graduate student, communications with the student shall be coordinated by the Dean of Student Affairs .

3. If a student is injured while participating on a University-sponsored field trip or study abroad program during programmed time, it is the responsibility of the faculty director or program assistant to ensure that the student receives care. If emergency care is required, the faculty director or program assistant should dial the appropriate emergency number and/or escort the student to the hospital or care center. If non-emergency care is required, the faculty director or program assistant should stay with the student to ensure his/her safety and, while abroad, function as an interpreter where necessary.

Building & Office Safety

- **All University buildings possess features that afford occupant safety in emergencies. All occupants of University buildings should observe the following guidelines for identifying and reducing hazards:**
 - Be aware of the emergency procedures or emergency signals for your building. Each University building is equipped with an emergency signaling system.
 - Be familiar with the location of emergency exits and fire alarm pull stations.
 - Know the short term and long-term assembly areas external of your building.
 - Never obstruct emergency exits, fire alarm pulls stations or emergency equipment with furnishings or stored items. Do not conceal or obscure an exit door by draperies or decorations.
 - Follow EXIT signs to evacuate any building. Do not place decorations, furnishings, or equipment on or near an EXIT sign that may block or diminish their visibility.
 - No lock or fastening device of any type (e.g., padlocks, chains, etc.) that prevents egress from any building is to be installed on exit doors.
 - Never block open a fire door unless the hold-open device is interconnected to the building fire alarm system.
 - All electrically or magnetically locked doors in an egress will release immediately upon the activation of the building fire alarm system.

- Office environments have particular hazards with potential to cause workplace injuries. The leading causes of office accidents are slips and falls, strains, over-exertion, falling objects, electrical shock, and repetitive trauma injuries. Follow these guidelines for safety in the office environment.
 - Do not use any machine that smokes, sparks, or appears defective in any way. Immediately remove damaged or defective office machines from service.
 - Close hand-operated paper cutters after each use and replace the blade guard.
 - If you open a copy machine or printer for troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.
 - Unplug paper shredders before troubleshooting. Exercise caution with loose belts, jewelry, long hair, scarves, and neck ties near shredders.

- Do not open more than one file cabinet drawer at a time. Secure top-heavy file cabinets by having them bolted to the floor or wall. Keep the bottom drawer full to stabilize the entire cabinet. Do not leave file cabinet drawers open while unattended.
 - Do not block ventilation grates with office equipment or furniture.
 - Avoid using extension cords.
 - Keep all cords and wires out of foot traffic areas and do not roll chairs over electrical cords or wires.
 - Never climb using shelves or chairs. Use a step stool or ladder.
 - Report slippery, damaged, or uneven floor surfaces, torn carpet, broken tile or poor lighting to your supervisor.
- Elevators: The following guidelines are for the safe use of elevators:
- Never tamper with elevator controls or interlocks.
 - Never block elevator doors open.
 - In the event of a fire or emergency, never use an elevator unless instructed by emergency responders.
 - An emergency alarm button is installed in each elevator to contact the University security officer. In case of emergency, press the alarm button. Remain calm and wait for help to arrive.
 - Report unsafe conditions. All employees are encouraged to report dangerous or unsafe conditions to their supervisor. University employees may also contact General Services Unit directly to report an unsafe condition.
- All Unit Heads, Supervisors and faculty are responsible for providing a safe work environment for the employees, visitors, and students in their respective areas. It is the responsibility of each supervisor, faculty member or manager to:
- Monitor the general condition of facilities and equipment within their areas of responsibility to identify potential hazards or unsafe conditions;
 - Communicate hazards which have been identified to faculty, staff, students and the administration as appropriate;
 - Investigate reports of unsafe conditions or seek assistance from GSU regarding such reports;
 - Plan and implement corrective actions for identified hazardous or unsafe conditions;

- Avoid reprimanding employees or students for executing their right to report unsafe conditions or request safety information;

Fire Safety

➤ **Emergency Evacuation & Fire Evacuation Procedures**

These procedures are intended to ensure the safety of individuals throughout the campus community, and to ensure the orderly evacuation of campus properties in the event of a natural or man-made disaster, civil disturbance, or other emergency.

In the event of smoke or fire: PULL FIRE ALARM*

* Manual fire alarm activation devices are located throughout AFU campus, along paths of egress. Activation of fire alarm devices will notify AFU building occupants, Dubai civil defense and Police.

AFU Campus Features

All University buildings are provided with a fire alarm system. The alarms are monitored 24 hours a day, 7 days per week by **24x7 Smart Monitoring System**. This System will automatically detect and report alarms signals and exact details on alarm location in real time from AFU Fire Fighting System to DCD for immediate response.

- Building occupants should be familiar with the emergency alarm for their building. The alarms are identified by bells, horns, voice messages and/or strobe lights. These systems are arranged for either full building notification or zoned alarm notification. The typical zoned fire alarm system is designed to activate an audible signal (horns) and visual (strobe light) alarm on the floor of emergency, one floor above, and one floor below. Specific building design features that enhance life safety allow the use of a zoned notification system.
- An emergency alarm can be activated manually at pull stations which are located along the egress path and adjacent to all exit doors.
- Automatic activation of the fire alarm system can be initiated by one or more of the following devices: smoke detectors, heat detectors, or water flow detectors on fire pumps, sprinkler systems, and fire hose standpipe systems.
- For life safety, important building features are the primary and alternate egress paths. Follow the red or green EXIT signs, which always direct you to the stairwell or to the exterior of any building.

Fire Extinguishers

The University provides and maintains over **117** fire extinguishers throughout University campus. GSU provides the inspection of all fire extinguishers quarterly. The fire extinguishers are selected by type and location due to the hazards involved, before using a fire extinguisher read the instructions ensuring that it is appropriate to the type of fire.

Fire Extinguishers Types:

- **Carbon Dioxide Extinguisher:** For use on electrical and flammable liquids fire – Please note that this extinguisher can be safely used on all types of fires, however, when the carbon dioxide dissipates, re-ignition could occur.
- **Dry Powder Extinguisher:** For use on electrical, flammable gases and flammable liquid fires.

Fire Safety Instructions:

- No one on campus is required to use a fire extinguisher during a fire emergency. Designated staff members are trained and authorized to use portable fire extinguishers to fight fires. All other staff, faculty and students must evacuate the area immediately when the alarm sounds. A fire extinguisher may be used under the following conditions:
 - The individual is trained in the use of fire extinguishers.
 - It can be determined exactly what is burning, and that the proper type and classification of fire extinguisher is available.
 - The air is safe to breathe (i.e. sufficient oxygen and no toxic fumes), the room is not hot, or smoke filled, and there is a clear evacuation path maintained behind you.
 - Never enter a room that is smoke filled. Never enter a room containing a fire. Never enter a room if the top half of the door is warm to touch.
 - The following is offered as a reminder to personnel trained in the operation of a fire extinguisher: Keep your back to an unobstructed exit and stand six to eight feet away from the fire. Follow the four step PASS procedure:
 - P**ull the pin: This unlocks the operating lever and allows the operator to discharge the extinguisher. (NOTE: Some extinguishers may have other release mechanisms);
 - A**im low: Point the extinguisher nozzle at the base of the fire;

Squeeze the lever: This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever);

Sweep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area-
-if the fire re-ignites, repeat the process.

Fire Hose

Fire standpipe systems with hose valves, hose lines or hose cabinets are prominently located throughout the University building. Fire hose is only to be used for emergency purposes by responding fire fighters. Fire hose cabinets are intended for the storage of fire equipment only.

Emergency Evacuation Procedures:

In the event of a decision to evacuate a University building because of Fire, Bomb Threat, or other confirmed life-threatening circumstance the following procedure will be followed.

- Once it has been determined a dangerous or life-threatening condition exists. Evacuation will be announced by the sounding of the emergency evacuation bells, horns or fire alarm.
- All University personnel are expected to promptly respond to the emergency evacuation alarm and to follow the emergency evacuation plan for the building in which they are located.
- Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.
- Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked for people needing assistance by the firefighters.
- Elevators should not be used as a means of evacuation. The high potential for electrical or mechanical malfunctions coupled with the increased risk of smoke inhalation makes elevators an unsafe means of evacuation.
- Individuals on elevators when the alarm bells sound are advised to exit at the first opportunity and evacuate via the nearest stairway.
- Evacuees should not stop immediately after exiting the building but proceed well away from the building to be clear of any danger and to not impede the movements of emergency response personnel and/or equipment.
- Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Students are obligated to

follow emergency procedures in accordance with the Code of Student Conduct.

Fire Response Procedures

If You Discover a Fire:

- Alert anyone in immediate danger.
- Close the door to contain smoke or fire.
- Activate the nearest fire alarm pull station (located along the egress route).
- Call 997 from a safe area to provide additional information regarding the situation. Only use a fire extinguisher if the fire is small and you have been trained in the proper use of an extinguisher.
- Evacuate the building via designated stairwells and exterior exit doors. Do not use the elevators.
- Proceed to an assembly point away from the building. Do not re-enter the building until the “all clear” signal is given.

Tips in the Event of Significant Smoke, Heat or Fire

- If there is smoke, stay low to the ground where the cooler/cleaner air is located. If the primary egress route or stairway is blocked or smoke filled, use the alternate evacuation route.
- If a door is hot, do not open it. There may be fire on the other side.
- If for any reason you cannot safely exit the room or building:
 - Place any available material (shirt, jacket, or towel) at the bottom of the door to help seal it from smoke. If water is available, soak the material.
 - Call 04-2338050 to inform about your location.
 - If materials are available, a sign drawing attention to your location should be placed in the window. If there are no indications of smoke or fire, the window can be opened to allow waving for attracting emergency responders.

Emergency Evacuation Training

AFU conducts semi-annual evacuation drill with Dubai Civil Defense .

Assembly Areas

Building specific Assembly Areas have been identified to provide a location for evacuees to gather upon exiting of AFU building. Evacuees should follow the direction of emergency response personnel to the appropriate Assembly Area.

Fire Prevention & Safe Conduct

These guidelines are intended to prevent fires and to maintain University environments in a condition that is optimal for life safety.

- **Required standards of behavior**

The following requirements meet the required standards of behavior for all personnel in the workplace:

- Particularly in potentially hazardous workplaces, never adopt a casual attitude, reckless behavior or run in the area.
- Always be conscious of potential hazards.
- Ensure that personal clothing is suited to the working environment conditions, e.g. safety closed in footwear - bare feet, thongs and sandals are prohibited in the many workplaces including laboratories, workshops, kitchens and others. Similarly, complying with all uniform requirements will ensure that clothing is safe.
- Use, store and maintain any protective clothing, devices and Personal Protective Equipment (PPE) which is appropriate to the type of tasks or activities giving due consideration to other adjacent work being carried out in the vicinity.
- Always exercise care when opening and closing doors and entering or leaving the workplace.
- Only handle, store or consume food or drink in suitable areas. Kitchen areas are designated as such and there are restrictions which apply to some areas such as computer labs.
- Only store food or drink in refrigerators which are intended for that use.
- Particularly in potentially hazardous workplaces, regard all substances as potentially hazardous unless there is definite information to the contrary and take additional care when carrying or moving them.
- Work shall only be carried out with the permission of a Supervisor.
- Never undertake any work unless the potential hazards of the operation are known and appropriate safety control measures exist or have been implemented.
- Any flame producing activity is not to commence until the immediate area has been cleared of dusts as many materials, which are non-flammable in a lump state, become volatile when in powdered form or as dust.
- All safety equipment must be labeled and maintained in good working order in accordance with the manufacturer's instructions.
- Report to the supervisor, any requirement for maintenance which may have been overlooked
- Keep all fire-escape routes completely clear at all times.

- Ensure that all safety equipment remains accessible to personnel at all times and never deposit items adjacently which could hinder easy access.
 - Warning signs and barriers appropriate to the work being carried out are to be displayed at entrances to the workplace. If the work could be hazardous to other individuals, then restricted access controls may be appropriate.
 - Do not tamper with fire detection notification devices, smoke or heat detectors, sprinkler heads or other fire protection devices.
 - Sprinkler heads should not be obstructed and at least an 18-inch clearance should be maintained below the level of sprinkler heads.
 - Do not prop open fire or smoke doors (e.g., doors to stairways, doors at building subdivisions, and doors to labs) with wedges or other hold-open devices.
 - Report incidents, injuries, near misses and hazards via the formal University reporting procedure.
- **No Smoking**
Smoking is prohibited in the University building. The ban on smoking applies to staff, students, visitors and contractors. Under the University's policy on smoking, the environment is to be free from tobacco advertising, promotion, sponsorship, sale, and both direct and indirect research funding from the tobacco industry. Accordingly, managers and supervisors shall promote and ensure compliance with the University policy on smoking.

Smoking should be limited to designated areas only. Interior areas, foyers and entrances are not designated smoking areas.

- **Electrical Safety**
AFU is committed to safety in all aspects of operation. These guidelines were developed using national standards for electrical safety, so that a safe environment is maintained for faculty, staff, students and visitors.

The addition or alteration of permanent wiring, lighting or other electrical components requires the involvement of Facilities Management, Housing Facilities, or Property Management. Theatrical groups may add or alter temporary lighting, wiring or other appropriate electrical components provided that electrical safety standards are maintained. All electrical repairs must be done by qualified individuals.

The following guidelines are not all-inclusive. They are given as fundamental advice to be applied in all situations.

1. Controlling Electrical Hazards

- 1.1 Never clip off ground pins on three-wire appliances or use two-wire adapters to wed incompatible equipment.
- 1.2 Never use substandard two-wire household appliances, lamps, hair dryers and power bars.
- 1.3 Never touch bare wires.
- 1.4 Never intentionally overload a circuit.
- 1.5 Never bypass fuses or circuit breakers.
- 1.6 Keep electrical service and breaker panels accessible at all times. These electrical panels should have 36 inches of clearance in front and a 3-foot-wide aisle leading to them. It helps to mark the floor around the area that must remain clear.
- 1.7 Circuit breakers and fuse boxes must be either recognizable or labeled. Outlets, switches and junction boxes must be covered. All electrical boxes must be secured to the wall.
- 1.8 Do not perform electrical work in damp locations or put a drink where it could spill in an electrical device or electronic component.
- 1.9 Only trained and authorized electricians should remove covers from electrical panels.
- 1.10 Electrical equipment that malfunctions should be immediately removed from service.
- 1.11 Unplug any lighting instrument before changing the lamp.
- 1.12 Always disconnect a plug by pulling on the connector body not the cable. Disconnect any device from the circuit before service.
- 1.13 Use wooden or fiberglass ladders when working on elevated electrical jobs (such as hanging and focusing lights). If metal ladders must be used, they must be insulated with high quality rubber footpads. Moveable metal scaffolds or adjustable ladders should have lockable rubber casters.

2. Temporary Wiring and Extension Cords

- 2.1 Coil temporary wiring neatly and keep flexible cable out of traffic areas. Cover wires that cross walkways with treadles.
- 2.2 Check cable, cords, and connectors periodically and immediately replace any items that show signs of cracking, chipping or other deterioration.
- 2.3 Remove any grease, dust, or other accumulations from cables and connectors. These substances can act as insulation between the contacts of the connector, and they can pose a fire hazard.
- 2.4 Temporary cables, cords and wiring must not be spliced. Use proper connectors and terminations.
- 2.5 Extension cords and power strips.

- 2.5.1 Use of extension cords should be avoided. Extension cords are intended for temporary use only and should not exceed 90 days. If additional wall receptacles are needed, contact the facility manager for your building (e.g. Facilities Management)
- 2.5.2 Standard power strips are designed for use with low wattage electronic equipment. High wattage appliances, including but not limited to freezers, refrigerators, copy machines, space heaters, microwave ovens, toaster ovens, and other cooking and laboratory equipment must not be supplied power via extension cords or power strips. High wattage appliances must be plugged directly into a wall receptacle.
- 2.5.3 Extension cords must not be connected in series. Power strips must not be connected in series or be used with extension cords.
- 2.5.4 Refrigerators and cooking appliances should be used only in designated kitchenettes and other areas where suitable wall receptacles with proper circuit capacity for power requirements have been provided. Location and use of cooking devices outside of designated areas can result in unnecessary fire hazard, electrical shock hazard, tripping of circuit breakers, and activation of smoke detectors and/or the building's fire alarm system.
- 2.6 Use extension cords that have GFCIs built into them.
- 2.7 Do not run flexible cords through holes in windows, doors, ceilings, floors, or walls. Cords may not be attached to building surfaces.
- 2.8 Avoid stretching or pinching cords between objects, and do not cover electrical cords with rugs. This can break interior wires, causing overheating and fires.
- 2.9 Cable running beyond 25 feet should be avoided as it may increase electrical resistance beyond its normally rated capacity.
- 2.10 By definition, theatrical lighting is temporary wiring. All codes and regulations applicable to temporary wiring apply to theater lighting.
- 2.11 Be sure personnel, students, and trainees know the location of the master switch for stage lighting equipment.
 - 2.11.1 Permit only authorized and trained personnel to work on lighting. Make sure that each individual knows his or her responsibilities as defined by a job description
 - 2.11.2 Arrange work schedules so that no other activities take place on stage while lights are being hung or focused.
 - 2.11.3 Before hanging lights, crew members should make sure that there is nothing on their persons that would fall to stage level.
 - 2.11.4 Portable light bulbs, including backstage lighting, should be guarded.
 - 2.11.5 All lighting stands must be properly secured.

- 2.11.6 Portable stage switchboards must be connected to outlets of sufficient voltage.
 - 2.11.7 Never overload dimmer boards. Make sure there is a completely dead (non-conducting) front on dimmers and light boards.
 - 2.11.8 Report to a supervisor immediately after the detection of any irregularities, defective equipment or incidence of electric shock.
3. Power Tools for Electrical Safety
 - 3.1 Purchase only power equipment that is either grounded or double insulated. A grounded tool has a three-conductor cord with a three-pronged plug that must be plugged into a grounded outlet. A double insulated tool has a two-conductor cord and a special insulation system that does not require grounding. These tools should have a label or a symbol on them indicating that they are double insulated.
 - 3.2 Never carry a power tool by the cord.
 - 3.3 Unplug power tools before loading them, changing blades or bits, making adjustments or cleaning them.
 - 3.4 Never use electrical power tools on wet surfaces or in wet weather.
 - 3.5 Never alter or remove machine or blade guards.
 - 3.6 Eye protection should be worn when performing tasks with potential to generate flying particles or debris. Most power tool related tasks generate such hazards.
 - 3.7 Consult GSU or the AFU Safety Manual for more information on power tool safety.

- **Purchasing**

All materials and equipment acquired by the workplace or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and by University requirements. Only those that can be safely accommodated and used within the workplace should be obtained. Individuals who arrange the purchase of material or equipment must obtain all necessary information to enable the associated risk to be assessed in order to maintain legal compliance. They must also comply with the requirements of the purchasing procedures. Only authorized signatories shall approve acquisitions. Details of authorized individuals are available from Financial Services

- **Visitors and contractors**

Visitors or Contractors must report to a reception point at the workplace. The member of the workplace who the visitor or contractor wishes to see must be contacted and asked to attend and meet their visitor or contractor and accompany them in the workplace. In the case of restricted access worksites, the contractor may be granted permission to enter the area for the duration of the work unless any circumstances occur which affect the health and safety of other people in the area.

- **Services and facilities**

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside the University needs to be adequately controlled to ensure the health and safety of other people present in the workplace. The University has a health and safety policy for contractors, which requires that safety is managed through cooperation between the stakeholders. The University is responsible for all persons working on its property and must therefore verify that safety management is satisfactory.

- **Children**

If children are brought onto University premises they must be under the immediate and close supervision of a parent or guardian at all times.

- **Safety off University premises**

Many activities take place off University premises, including field trips and supervision in isolated areas. Staff, students and others have a responsibility to identify foreseeable risks and take appropriate action. Activities such as field trips require adequate competent supervision, first aid equipment training, appropriate protective clothing, closed footwear, sufficient communications arrangements and availability of emergency equipment. Persons who are responsible for fieldwork shall familiarize themselves with the University guidelines. Staffs who are responsible for the placement of students shall also familiarize themselves with the University guidelines on placement of students.

- **Use of computer workstations**

All workers must be aware of the hazards of repetitive work such as keyboard use or occupational overuse. Staff must take regular breaks and postural readjustments to avoid muscular strain and report any symptoms to their supervisor.

- **Housekeeping**

The maintenance of high standards of housekeeping in workplaces helps to prevent injuries. General tidiness includes such considerations as:

- Keeping floors tidy and dry
- Removing rubbish daily
- Avoid creating trip hazards such as trailing leads
- Keep work surfaces and resources such as fume cupboards, tidy, clean and free from equipment and hazardous substances that are not in use
- Keeping aisles, exits, fire extinguishers, first aid kits and electrical cabinets free from obstruction
- Keeping glassware and breakables off the floor
- Informing contractors of workplace hazards that exist such as flammable liquids or combustibles.
- Avoid exposing cleaners to hazards.
- If last to leave the workplace, make sure all equipment is turned off or left in a safe state and leave personal details with equipment/processes that need to be left running when unattended.

- **Use of social media**

The separation which otherwise exists between personal and professional expression can become blurred. Comments which relate to individuals or workplace colleagues may endure over time making them highly visible. Interconnectivity between social media sites can result in unexpected distribution to a wider audience than in the off-line world. The inappropriate use of social media in either a professional or personal capacity, can violate the privacy, breach the security and harm the reputations of other employees, students and/or the University. Such activity may be determined as misconduct or serious misconduct, resulting in possible disciplinary action or termination of employment. Workplace health and safety legislation could also be contravened. For further information, refer to the University policy on social media. As a general rule: If it would normally be acceptable to express an opinion about something off-line, it is equally acceptable online. Express thoughts and opinions rationally, respectfully and appropriately.

- **Working alone**

Individuals may occasionally be required to work alone on University premises. Under these circumstances there are special risks due to the lack of immediate assistance in the event of an accident or sudden illness. This guidance applies to working alone at any time but when planning after-hours working there are specific limitations on accessing workplaces and also on the types of work that may be undertaken.

Health and safety legislation requires that if an employee is isolated from other persons because of the time, location or nature of the work then the employer must ensure that there is a means of communication available which will enable the employee to call for help in the event of an emergency and arrangements made to ensure regular contact.

If you are required or intend to work alone you must have permission to do so from a Manager or Supervisor who has assessed risks associated with the planned activities, considered the availability of any potentially required support services and concluded that such working arrangements are acceptable. This may include addressing unattended reactions or experiments. In addition, disclosure and consideration of any medical conditions that may give rise to a dangerous or life threatening situation when working alone must be taken into account.

In all of the following cases, working alone is not permitted where:

- There is no readily accessible means of communication.
- Work which is remote or isolated from the assistance of others due to the location, nature or time.
- Operation or maintenance of hazardous equipment
- Handling of hazardous substances or use of large volumes of flammable solvents.
- Work which is too hazardous for a person to perform alone.
- Maintenance or adjustments on energized electrical or electronic systems.
- Under the following circumstances, working alone is permissible:
 - An authorized person is notified of the planned work, when it will commence and the expected completion time.
 - Staff and students may work alone in office and other low risk environments.
 - An easily accessible means of communication to gain assistance in an emergency is available.
 - Undertake all required personal security measures e.g. lock doors, walk in well-lit areas.

- **Working After-hours**

An important consideration when working outside of normal working hours is the times of day when maximum internal and external support services are available in the event of an incident, injury or illness. Such services include First Aid Officers, the Medical Centre, Facilities Management, Building Operations, external emergency services.

In all workplaces, if you are required or intend to work outside of normal working hours, you must have permission to do so from a Manager or Supervisor who has

assessed risks associated with the planned activities, considered the availability of any potentially required support services and concluded that such working arrangements are acceptable. In hazardous workplaces, where the type of work, the resources used and the risks to the health and safety of workers is significant, the periods of normal use should be restricted to 8:30 am - 5:00 pm on weekdays only.

Persons wishing to work outside normal hours may be required to provide full details that clearly defines the proposed task and limitations on that task outside normal working hours. They may need to fill overtime pre-approval and advise Security officer on 04-2338010 Ensure that the doors of buildings are securely closed and locked after entering and exiting.

- Ensure that the doors to internal areas are secured on leaving.
- Ensure familiarity with health and safety rules and emergency contact numbers (these should already be displayed in the workplace).
- Do not give anyone else security codes, keys or access cards.
- Do not provide access to buildings to unauthorized persons as Security is instructed to remove them if they cannot demonstrate current authorization.
- Report to University Security any breaches of security or suspicious behavior.

Some work is too hazardous to be undertaken alone or after hours. This includes any activities involving:

- Explosive and potentially unstable substances.
- Disposal of hazardous substances.
- Naked flames associated with flammable solvents.
- Low-temperature environments (e.g. cool rooms, freezers).
- High-powered, fast-moving machinery or equipment.
- Heights or confined spaces.
- Significant quantities of molten metals.
- Other hazards or activities as identified by the Manager or Supervisor.

Only competent persons may operate inherently hazardous equipment. A documented risk assessment must be made and/or adequate control measures must be implemented. Work by undergraduate students may only be performed if directly supervised by a staff member or approved nominee.

A minimum of two persons must be present to ensure that appropriate action and support is provided in the event of an incident or injury. The second person must be competent to obtain any assistance required and to make the area safe. If having a minimum of two people present is not possible, there are specific limitations on what types of work may be conducted.

Emergency Resources

It is important to identify which resources are available and have contingency plans in place to make up for any deficiencies.

Emergency Response Team

- GSU Manager (Fire Marshall)
- Evacuation Team (Floor Leaders)
- First Aider
- Emergency Coordinators
- Designated Security Guards

Evacuation Route Maps

- Emergency exits
- Evacuation routes
- Locations of fire extinguishers
- Assembly points

Fire Fighting Equipment

- Carbon dioxide fire extinguishers
- Dry I powder fire extinguishers
- 24 X 7 monitoring system
- Fire alarm systems
- Fire alarm control panel zone No
- Smoke detector
- Heat detector
- Break glass
- Bell

First Aid Equipment

- First Aid Kit

Emergency Evacuation Procedures for Those with Disabilities

Disabled students and personnel (e.g., persons with physical, visual, or hearing impairments, etc.) have the primary responsibility for requesting assistance. Instructors/supervisors determine, in advance, if any students/personnel require assistance during an emergency. If assistance is requested, the instructor should so advise the class without making any specific individual arrangements. Should the evacuation alarm sound, the instructor/supervisor should request assistance to move students/personnel with physical disabilities to the nearest enclosed

stairway or designated evacuation point. Other arrangements can include assisting a blind or visually impaired person from the building, informing a deaf student that an alarm is sounding. Instructors/supervisors must inform emergency officials of the location (s) of disabled students/personnel. Unless specifically requested and considered advisable by those providing the assistance, moving persons in wheelchairs down a stairway is not recommended. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise of the location of the persons remaining in the building so that the emergency personnel may complete the evacuation.

People with special needs who are unable to use the stairs should:

- Use the nearest safe and suitable exit if they are on the ground floor (ground level, wheelchair ramp etc.)
- If you are on the upper levels of a building and the alarm bells are blaring, go to the nearest collection point or secure exit.
- Report your location using the emergency phone, if one is provided.
- Wait for aid from fire emergency officials at that place or inside the stairway.

Related Documents:

Section	Related Document
Framework for the Compliance Inspection of Higher Education Institutions Manual	https://www.moe.gov.ae/En/ImportantLinks/Documents/HE%20Inspection%20Framework_2021.pdf
CAA Standards	Standards for Institutional Licensure and Program Accreditation 2019
CAA Supplementary Guidance	Supplementary Guidance to the Standards 2019

Document History:

Version	Date	Description of Changes
3	Nov 2021	As per the outcomes of the Inspection Visit from Institutional Licensing & Accreditation Department- MoE dated 22 Nov 2021. The manual has been updated to be aligned with the Framework for the Compliance Inspection of Higher Education Institutions 2021. الإطار العام لنظام إدارة البيئة والصحة - وزارة التربية والتعليم
2	27 Oct 2021	Updating the Manual according to the Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0
1	23 Jan 2017	First Time Manual