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Prepared by:	Feras Al Salem	Issue date:	1.9.2016
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Health, Safety and Environment

Policies and Procedures, AY 2022-2023

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Responsible Office(s): Office of Protocol, Security, Safety, and Crisis Management

Contact Person: Engr. Feras Al Salem, Head of Safety and Crisis Management (ext. 2068)

Policy Scope: All AUS faculty, staff, students and visitors

Future Review Date: October 2024

POLICY DOCUMENT

1. Policy:

AUS is committed to providing a safe and healthy environment for the AUS community through active participation of staff, faculty, students and visitors to improve HSE (Health, Safety and Environment) performance. This policy establishes an HSE management system framework to:

- Comply with HSE related laws and regulations
- Ensure all hazards are adequately managed and mitigation measures are in place to control the identified hazards

2. Purpose:

The Purpose of this policy is to comply with the local and federal laws, regulation, and statutory requirements as applicable to the scope of the AUS institutional activities. The list of local and federal laws, regulation, and statutory requirements are managed, and addressed in line with the requirements of the internal SOP-004 (Legal and Other Requirements).

This policy provides a description of the overall framework that addresses the HSE framework implemented by the American University of Sharjah.

The overall benefits for having this policy is to:

- Develop, implement, control, monitor and improve our tailor-made HSE management system that fulfills the needs and requirements of the American University of Sharjah (AUS). The main target of this policy is to control and eliminate exposure to hazards that may cause injury to people, damage to assets or the environment.
- Identify local and federal legal requirements and ensure AUS compliance to such requirements as applicable.
- Implement risk management and emergency preparedness protocols to maintain our readiness to respond as and when required.
- Provide a comprehensive framework to implement detailed internal audit and inspection sessions to manage and report risks, and to ensure efficient use of resources to foster the importance of the safety processes.
 - Implement incident management and prevention processes and strategies to prevent and control unsafe acts and unsafe conditions.
 - Promote a positive HSE culture across the institution.

3. Introduction / background (optional):

As a part of the UAE Higher Education System, and other local and federal legal, laws and statutory requirements, the American University of Sharjah has a range of HSE legislative, regulatory and contractual requirements with which it shall comply. These requirements also change over time, so it is important that we have processes to keep coping with these changes and regularly review, check and update policies and practice to maintain compliance. This policy guides those processes and assists us to demonstrate compliance when required.

4. Policy Statement: (Detailed)

4.1. Handling Accidents:

1. Remain calm and assess the situation.
2. Reassure the injured person.
3. Call ambulance if injury is severe.
4. Contact University Health Center for first aid +971 50 635 7651.
5. Contact AUS security personnel via mobile +971 50 626 7818.
6. In case of possibility of death or serious injury, contact the police.
7. Prepare a written report, by collecting all the facts and names of witnesses.

4.2. Campus OHS Evaluation:

1. The Office of Safety and crisis Management will maintain records of accidents and emergencies, safety violations and any complaints or suggestions regarding campus safety. The Security Division will cc the Office of Safety and Crisis Management with such reports.
2. The Office of Safety and crisis Management will compile data on distribution of safety materials, implementation of safety procedures and display of appropriate safety signage in classrooms and laboratories. The AUS Security will share campus security reports with the Office of Safety and Crisis Management as applicable.
3. The performance of the Office of Safety and Crisis Management is controlled, and evaluated by a set of internal KPIs (Key Performance Indicators) approved by the reporting line.
4. Planned OHS internal audit and inspection sessions will be conducted by the Office of Safety and Crisis Management.
5. Documentation on the results of these planned audit and inspection sessions will be retained and made readily retrievable by the Office of Safety and Crisis Management.
6. Physical and virtual periodic drills (e.g., fire drills) will be held to assess emergency response preparedness. Documentation on the results of these drills will be retained and made readily retrievable by the Office of Safety and Crisis Management

7. The Office of Safety and Crisis Management will prepare a report of all data collected relative to assessment of campus safety annually.
8. The Safety committee will review the data and propose changes in the campus safety plan and procedures accordingly.

4.3. OHS Risk Management:

The OHS risk management guidelines (as addressed in SP-005, Risk Assessment Procedure) should be used to identify, minimize and manage OHS hazards.

Systematically identify hazards, threats and their impact:

- Carry out audit and inspection sessions to consider what could reasonably be expected to cause accidents, injuries or hazards including fire hazards, traffic accidents, construction safety and precautions.
- Encourage employees to report any unsafe conditions or practices on premises safety@aus.edu
- Review accident or ill-health records.

Evaluate the hazards to see who or what might be at threat and decide on precautions:

- Possible hazards that may occur are fire, explosion, trips, falls, extreme weather conditions, swimming pool injuries, traffic or transportation hazards and construction hazards, etc.
- Consider activities to control identified hazards, such as protective clothing, goggles, safety boots, first aid, alerts, advisories, signage and barriers.
- Compile a risk register and determine the controls needed.
- Develop emergency response plans and recovery procedures.

Guidelines to manage emergencies effectively:

- Create awareness of emergency situations.
 - Identify hazards that exist and expected consequences.
 - Develop written procedures/checklists to determine response required.
 - Develop written procedures/checklists for returning operations to normal.

4.4. OHS Audit & Inspection Sessions:

HSE audit and inspection sessions will be carried out periodically to check and evaluate compliance with applicable policies, procedures, local and federal legal and other requirements. Audit and inspection sessions are important to ensure system's continual

improvement, identify areas for improvement, identify observation and plan for preventive measures, and identify non-conformities and plan for corrective measures. Audit reports will be made available for management review. This process is controlled by (SP-006, Internal Audit and Inspection Procedure)

4.5. Management Review:

The management (represented by the Health and Safety Committee) will periodically review documentation related to OHS audit and inspection sessions, OHS surveys, history of corrective and preventive actions to ensure the effectiveness of OHS system, Incidents reporting, compliance with legal and other requirements OHS KPIs, and other emerging issues as progress. This process is controlled by (SP-007, Health and Safety Committee Review Meeting Procedure) and (SP-010, Monitoring the Effectiveness of HSE Management System)

4.6. HSE Training:

The Office of Safety and Crisis Management is responsible for implementing the OHS training sessions as per the OHS training matrix.

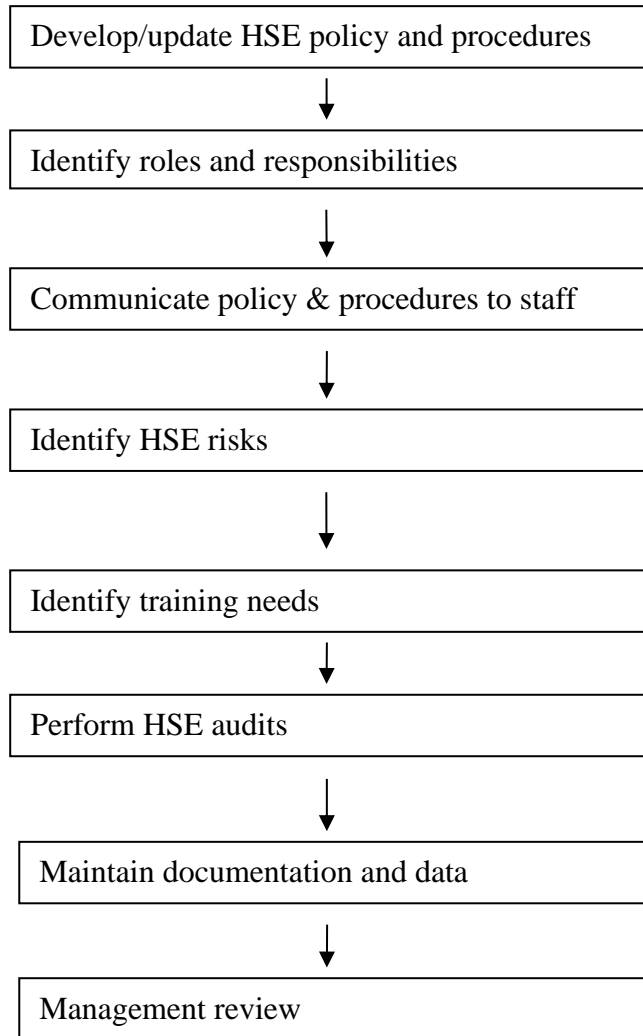
Adequate training will be provided to faculty, staff and students so that they are aware of risks and precautions relating to Health, Safety and Environment while carrying their routine and non-routine activities. Specialized trainings including those listed below should be provided to faculty, staff and student that have work responsibilities that may expose them to potential OHS hazards.

The Office of Safety and Crisis Management has two modes to deliver training sessions:

1. Virtual/online through the AUS ilearn® online system (ilearn.aus.edu). The trainee should use AUS the personal credentials (AUS username and password) to access such training sessions.
2. Face to Face training session conducted by the Office of Safety and Crisis Management or through an accredited third party service provider. Such training sessions may include the following topics:
 - Fire Warden
 - Emergency response
 - First aid (Level 1)
 - Building safety and housekeeping
 - Working at height and Fall protection
 - Back/Spinal safety/Office Safety
 - Lifting safety
 - Spills, transportation, storage and waste management of hazardous materials

- Scaffold erecting/supervision/inspection

4.7. HSE Activities Flowchart:



4.8. HSE Guidelines:

HSE guidelines shall be followed to safeguard the health and safety of faculty, staff, students and interested parties once being present within the premises of AUS. Any reported/detected violation to AUS OHS requirement will result disciplinary action as per the governing procedures implemented by AUS (HR manual, student handbook, contractual requirements, applicable procedures and policies).

4.9. Respectful and Safe Workplace:

All employees are required to observe respectful behavior in their interaction with others. Violation of respectful behavior values by acts such as harassment, bullying, discrimination of any kind or violence should be reported to human resources, and/or the Office of Safety and Crisis Management.

Reports of such incidents can be shared with the Office of Safety and Crisis Management via:

E-mail (safety@aus.edu),

Or,

By calling the AUS Security Emergency: (050 626 7818)/ (06 515 2100, then select/press 2)

4.10. First Aid:

First aid kits are distributed within the academic and administrative buildings in multiple locations within each floor. In case of any medical emergency, the university health service can be contacted (24/7) through emergency phone on (06 515 2699) or (050 635 7651).

4.11. Food Hygiene:

All food concessionaires/ contractors shall comply with municipality health and hygiene standards particularly those that apply to restaurants and kitchens. Quarterly inspections including monitoring adherence to the guidelines given below should be carried out in areas used for food preparation and food display.

- All food preparation and serving areas shall be maintained hygienic, and cleaned on a regular basis.
- Only chemicals that are considered food safe may be used on surfaces in contact with food.
- All staff involved in food handling shall observe good personal hygiene practices. They shall wear appropriate clothing for the area in which they are working, including where necessary, appropriate headgear.
- Food handlers who are unwell shall not be allowed to prepare and serve food.
- All food items shall be stored appropriately and in compliance with temperature control requirements.
- All equipment within food premises shall be kept well maintained and all faults shall corrected and reported immediately
- Suitable arrangements shall be in place to dispose of food waste.

4.12. Pollution:

AUS has introduced a smoke free policy that doesn't permits smoking anywhere within the campus. The smoke free policy is aimed at protecting individuals from the ill-health effects of smoking and secondary smoke inhalation. Additionally; it is considered crucial to ensure fire safety across the campus. Any reported or detected violation to the requirements addressed in the smoking policy will subject the violator to safety disciplinary actions as per the approved internal processes addressed in HR manual and the student handbook.

4.13. Safety & Hygiene of Premises:

The Facilities Department should keep all areas clean, free of insects and pests, cleaning products and pesticides should be generally safe. Periodic inspections should be carried out to identify inadequate ventilation, mold, and lack of fresh air exchange, dampness or excess chemical contaminants.

Walking surfaces should be inspected periodically to identify obvious hazards such as raised surfaces or flooring levels that suddenly drop or sink which may cause tripping or losing balance.

A. Academic, Administrative, and Residential Buildings:

Every building within the campus shall be equipped as a minimum with a fire alarm system that contains audible fire alarm, smoke detectors, fire hose reels, fire sprinklers (as applicable), and adequate life-safety features that (for example) include emergency evacuation routes, fire zones, emergency exit lights, emergency call points, emergency exits, etc.

All work areas will be kept clean, tidy and safe by:

- Removing tripping hazards such as loose cords, loose floor coverings and objects in walkways and working areas.
- Cleaning up spills.
- Removing paper and obstacles from the floor

The Office of Safety and Crisis Management should develop a plan to carry out periodic audit and inspection sessions of the buildings to monitor or identify OHS risks including fire prevention in warehouses and general stability of the buildings.

B. Ergonomics:

AUS ensures to keep premises and work areas sufficiently lit, so that people are able to move about and perform work duties safely. Chairs and of office furniture provide adequate support for to ensure ergonomics safety. The Office of Safety and Crisis Management runs virtual/online training sessions to ensure office safety and ergonomics safety.

C. Swimming Pools:

A trained lifeguard will be on duty during weekdays/weekends, and any time that is considered necessary in case of special events. The lifeguard shall be trained in first aid and CPR. Any hazardous situations, incidents or accidents should be reported to the lifeguard to prevent injuries or any other harm.

General rules for use of swimming pool such as those given below should be posted near the pool area:

- Showers are required prior to entering the pool.
- Diving, flips, sitting on shoulders are not allowed in the swimming pool.
- Running is not allowed on the deck area.
- Pushing, throwing, dunking or similar acts are not allowed in the pool.
- Glass containers are not allowed near the pool.
- Appropriate swimming attire shall be worn in the pool.
- Swimming pools should be lit up at night.
- Children and inexperienced swimmers should not cross the shallow end.
- Children under five shall be supervised by parent/guardian at all times.
- Smoking is not allowed in the pool area.

D. Pool Emergency Response Guidelines:

1. If lifeguard is present, he/she should blow whistle and proceed with lifeguard rescue procedures.
2. Give appropriate first aid.
3. If the injury is serious or life threatening, call ambulance 997.
4. If only one person is present, they should stay with the injured person and direct another person to call university health services on (050 635 7651) or call the 997.
5. Never leave an injured person unattended.
6. Never move the victim unless absolutely necessary.

7. Notify University Health Center to get medical records and public affairs to notify relatives of injured person.

E. Swimming Pool Contamination-Management Protocol:

Water quality in the swimming pool shall meet health and sanitary standards. Swimming pools are periodically tested by the Sharjah Municipality. In the event of contamination by foreign substances, pool shall be immediately cleared of swimmers, closed, and cleaned up.

The swimming pool shall remain closed until a new test for the quality is conducted, and confirm that the pool is safe for use.

F. Gym Facilities:

Precautionary steps should be taken to ensure that gym users are safe from potential hazards such as accidental injuries, infectious diseases and contamination.

Precautionary measures should include the following:

1. Routine inspection and maintenance of gym equipment in line with manufacturer's instructions.
2. Regularly sanitizing and disinfecting gym equipment, including exercise mats, upholstery, bars and rails.
3. Proper supervision over the gym activities.

G. Reporting Incidents at Gym and Swimming Pool Facilities:

Minor accidents may include injuries like bloody noses or scraped knees and need not be reported formally.

Major accidents injuries such as broken bones, concussions or drowning shall be reported as per guidelines given below after attending to the injured person.

1. Prepare an incident notification report (SF-009-A) based on the observation, witness name and contact numbers, then submit it to the Office of Safety and Crisis Management.
2. If the accident or incident was due to unsafe act or unsafe condition, the Office of Safety and Crisis Management shall be notified immediately to take the immediate corrections and the future corrective actions to prevent further incidents.

H. Early Childhood Learning Center:

The Early Childhood Learning Center should maintain detailed procedures to ensure it complies with OHS requirements and regulations that are applicable to it. Regular inspections of the premises should be carried out by the Office of Safety and Crisis Management.

Such inspections should include monitoring compliance with the following health, safety and hygiene aspects:

1. The Day Care Center should be equipped with fire extinguishers and smoke detectors that are tested regularly.
2. Emergency exits are unblocked/unobstructed, clearly identified or clearly marked.
3. Doorways and exits aisles are free of debris and equipment to allow unobstructed passages.
4. Bathrooms are clean, in good repair and easily reached by children.
5. A well-supplied first aid kit is available to staff and out of reach of children
6. Medications are kept in original container, properly labeled, stored away from food and out of reach of children.
7. Strings and cords long enough to encircle a child's neck are not accessible to children.
8. The playground equipment is in good repair and safe condition (no sharp edges, splinters, cracks protruding parts etc.)
9. Outdoor areas are kept free of excessive dust, weeds, brush, high grass and standing water.
10. Surfaces underneath indoor and outdoor play equipment that children can climb on are covered with impact-absorbing materials.
11. A play structure should not have openings so small that may cause entrapment.
12. All play equipment should have a safe clearance from other structures.
13. The swing area should be safe, the front and rear of swing should not have equipment in case of a fall.
14. Adequate child-to-staff ratio so that children are supervised at all times.
15. Caregivers are appropriately trained and in good health.
16. Written procedures are maintained for care of ill children.
17. Limited or no TV viewing.
18. Perishable food shall be stored appropriately or refrigerated.
19. Cleaning supplies and other toxic materials should be locked in the cabinets in their original labeled containers inaccessible to children.
20. Stoves, microwaves, pipes and other hot surfaces should not be within reach of children.

21. Electrical outlets should be covered with protective caps.
22. Electrical cords should be in good condition and placed beyond children's reach.
23. Window guards on all windows except designated fire exits.
24. An emergency evacuation plan should be prepared and staff should be familiar with the plan.
25. Waste should be disposed of adequately.

4.14. Lab-Safety, Bio-hazard Safety and Waste Management Guidelines:

Biohazard refers to biological substances that may pose a threat to the health and safety of humans, animals or environment. Anything that comes in contact with a biohazard is normally deemed contaminated. Biohazard waste includes:

- Medical waste
- Animal carcasses (total body/organs)
- Laboratory human, animal, and plant bio-hazard waste (remaining tissues and body parts)
- Bio-contaminated sharp objects such as needles, cutters, biopsy tools, etc...
- Blood-soaked towels or gauze
- Bio-contaminated laboratory ware

A. Laboratories (Teaching and Research):

Faculty members who supervise laboratory projects are responsible for safety management of those laboratory projects. Such procedures should include taking reasonable precautions to protect safety and health of students, workers and environment as well as safe use and disposal of hazardous material labeled as waste item, expired items, or non-required/unused items.

The disposal of unused chemicals, chemical mixtures, chemical waste, biological waste, and contaminated lab-ware, other hazardous material shall be in line with specific disposal method to ensure safety and environment protection. Precautionary measures such as temperature, and labeling requirements shall also be adhered to for storage and handling of lab waste.

Detailed instructions to ensure laboratory safety, and for handling and disposing laboratory waste are well detailed in the Laboratory Health and Safety Handbook (SP-014).

In brief the following guidelines shall be adhered to:

- Chemical containers with screw type lids shall be sealed tightly.

- Sharp or glass waste shall be collected in heavy-duty cardboard boxes, sealing all seams with tape.
- Legible labels should be affixed on storage and waste containers, bags or boxes and wastage should only be placed in designated areas.
- Plastics that are contaminated with a residue from lab hazardous material shall be disposed of as per the guidelines addressed in the Laboratory Health and Safety Handbook (SP-014), and the specific disposal instructions addressed in the SDS of each item/component (chemical, biological, or others).
- Containers shall never be overfilled.
- Protective clothing and gloves should be worn and direct contact with contents should be avoided.

B. University Health Center:

The University Health Center shall maintain a written procedure for managing biohazards, medical waste, disease prevention, and infection control. Microbiological/biological laboratory waste includes laboratory cultures, gloves, paper towels, plastic products, non-penetrable waste (metal pans, blunt objects), liquid waste includes human blood and body fluid shall be managed, handled, and disposed using medical waste disposal methods.

The health care workers shall exercise precautions and their work practices should be in line with the government regulations. Safety measures comprise of wearing protective clothing, regular cleaning, disinfecting premises and use of biohazard labeled containers.

Handling, storage and transportation of waste shall comply with medical waste regulations.

4.15. Employee Wellness Programs:

Employee wellness programs are run by certified personnel. Examples of that include town-hall meeting with senior management for both faculty and staff, awareness sessions, sport and wellness programs, medical insurance, and university health services, social programs and gathering, and campus communications.

4.16. Third-party Service Providers, Suppliers and Contractors Management Guidelines:

Third-party service providers, suppliers and contractors who work on AUS campus and/ or support the AUS operations shall ensure the provision of reasonable OHS control measures. Such control measures shall be in line with AUS OHS control measures, and approved OHS practices.

Selection and evaluation criteria for the third-party service providers, suppliers and contractors should include a requirement for the bidders to provide an OHS submission that is in line with the approved guidelines. If any part of the contract is subcontracted to another party then the main contractors shall ensure that such subcontractors comply with the approved OHS standards.

Workplace injuries or illnesses sustained by employees of the third-party service providers, suppliers and contractors or their subcontractor shall be immediately reported to the AUS Office of Safety and Crisis Management along with the accident/incident report within 24 hours.

4.17. Events on Campus:

Events on university premises may carry HSE risks, therefore safety and facilities personnel should be consulted at the time of planning an event.

4.18. Warehouse Activities, Transport and Traffic Safety Guidelines:

Safety of people is a crucial aspect during road traffic, transport and warehouse operations management. Only authorized commercial and private vehicles will be allowed in the campus. Documented safety guidelines should be kept for commercial vehicles offloading heavy equipment or materials. Vehicles owned and operated by AUS such as buses shall be maintained and inspected frequently. Drivers of vehicles violating speed limits or traffic rules will be fined as per the implemented policies with AUS.

a. Traffic Safety:

Traffic safety rules apply to vehicles, pedestrians and bicyclists.

Suggestions/comments for campus traffic safety will be invited by creating an email ID or drop box. Traffic/vehicle accidents on the university campus shall be reported and investigated in a timely manner. Some traffic safety guidelines are given below. The Security Division should be contacted for further details.

- Parking permits issued by the security office shall be affixed on the windscreen of the car.
- Parking permits are renewed on a yearly basis and drivers shall ensure that they have a valid parking permit.
- Visitor parking shall only be used by visitors.

- Speed limits should be adhered to by vehicle drivers.
- Vehicles should not stop on the middle of the road to drop off passengers.
- Talking on the phone, texting and listening to music on earphones are distractions for vehicle drivers, bicyclists and pedestrians that either cause accidents or are unable to prevent incidents.
- Bicyclists should follow the same traffic rules as vehicle drivers, stopping at intersections.
- Extra caution should be exercised during rainy conditions.

b. Warehouse Safety:

Warehouse safety procedures (SOP-3000) should be documented and warehouse personnel trained to protect against transportation, housekeeping and materials handling hazards. Some safety guidelines are given below.

- Food, beverage, products should not be kept in chemical storage areas.
 - Chemicals shall be stored and handled as per manufacturer's instructions.
 - Chemical spills shall be properly cleaned up, inhalation of chemicals shall be avoided, and care should be taken to avoid accidental splashing or squirting of substances in to the eyes.
 - Warehouse personnel should use proper personal protective equipment when handling chemicals.
 - Storage areas are kept free from accumulation of materials that could lead to tripping, fire, and explosion or pest infestations.
 - All hazardous materials containers are properly labeled, indicating the chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.
 - Fire equipment in the warehouse should be inspected regularly.
- Personnel using forklift equipment shall be adequately trained.
 - Ladder safety rules such as not placing metal ladder near live electricity etc. shall be followed.

4.19. Incident Reporting:

Incidents involving injury, damage, loss to university personnel, asset/property, or damage to environment shall be reported and investigated by the Office of Safety and Crisis Management Manager who will assess the risk and the pre-incident control measures. Remedial actions shall be taken to prevent future recurrence of similar incidents.

For serious incidents, an investigation shall be initiated within 24 hours. (Incident investigation is performed with respect to SP-009, Incident Reporting and Investigation Procedure):

4.20. Emergency Preparedness:

Emergency preparedness procedures will allow the Crisis Management team to deal with various emergency scenarios that may impact student life, instruction, administration, campus and public safety.

Emergency preparedness guidelines given below have been developed to create awareness of and manage the following emergency situations:

- Medical emergencies, mental health emergency or suicide attempt
- Fire
- Threat of weapons/Possession of weapons
- Criminal activity
- Chemical spills
- Severe weather
- Utility failure
- Emergency evacuation

Procedures for situations such as death/injury, attempted suicide, riot, overdose, missing student, study abroad incident, hostage situation and explosion should be developed by the Crisis Management Team. (Adequate information are included in SP-011, Crisis Management Plan)

4.21. Crisis Management Team:

The Crisis Management team will be responsible for coordinating responses to emergency situations. The Crisis Management team should include members from the Operations Department as well as the Office of Safety and Crisis Management, and should immediately communicate the information regarding a major emergency or disaster to the Chancellor if there is an indication that a major emergency is probable or developing. (Adequate information are included in SP-011, Crisis Management Plan)

Medical Emergencies:

Medical emergencies should be reported immediately to the University Health Center at extension 2699 or 050 635 7651. University ambulance services can be contacted by calling extension 5676 or 050 666 6844. In case of serious injuries the injured person should not be moved unless absolutely necessary. Following details shall be provided to medical emergency providers:

1. Nature of medical emergency
2. Location of the emergency (address, building, room number)
3. Caller's name and phone number from which the call is made

In case of suicide attempt or mental health emergency, the University Health Services should be contacted. Individuals who are aware of a person showing signs of mental health conditions such as severe depression, violent behavior etc. should encourage such persons to seek professional medical help immediately.

Fire:

Every building on campus shall be equipped with a fire alarm system that contains as a minimum, audible fire alarm that sounds throughout the building, smoke detectors, fire extinguishers and fire sprinklers. Once the fire alarm is activated the audible alarm will sound, and the elevators will automatically go to the ground level. Water sprinkler will be activated only if the temperature in the immediate area is high enough or the fire is directly below.

Information regarding the location of fire alarm devices, emergency exits and assembly points shall be provided to faculty, staff and students.

Fire emergency drills should be carried out annually and HSE may seek volunteers to act as fire marshals for every floor who should be trained in handling fire emergencies.

5. Scope/applicability:

The document includes all activities that are within the HSE scope, including, but not limited to:

- Health, safety and hygiene
- HSE risk management
- Third-party/Contractor management (for compliance with HSE regulations)

- Bio safety and waste management (Health Clinic, Labs)
- Warehousing, transport and traffic safety
- Incident reporting (definitions, when, how and who to report)
- Disaster/emergency preparedness (incidents having impact on people, property and reputation)
- Business continuity management

6. Responsibilities:

- The Health and Safety Committee's chairperson is responsible to approve this Policy.
- The Health and Safety Committee's members are responsible to review this policy and recommend approval.
- The Head of Safety and Crisis Manager is responsible to develop, control and monitor, maintain and continually approve this policy.
- All (Deans (or as delegated), Executive Directors, Directors, Managers, Unit Heads, and Project Managers) shall properly support the implementation of this policy within their area of responsibility.

Note: The Office of Safety and Crisis Management is responsible for the dissemination of this policy:

- as part of the orientation process/checklist for new employees
- by posting it on the AUS website

7. Definitions/Abbreviations/Acronyms:

- AUS: American University of Sharjah
- HSE: Health, Safety and Environment
- OHS: Occupational Health and Safety

- **Hazard:** Source, situation or act with a potential to cause harm (injury/ill health) to people. The term (cause harm) is extended to include causing harm to the environment or to property
- **Ill Health:** Identifiable, adverse physical or mental condition arising from or made worse by a work-related situation
- **Incident:** Work-related event(s) in which a fatality, injury **or** ill health occurred (known as an accident) **or** could have occurred (known as a near-miss)
- **Accident:** A situation where an event (unplanned) causes a fatality, injury or ill health to people or a damage to environment or a damage to assets.
- **Near Miss:** A situation where an event (unplanned) has the potential to cause harm, but doesn't actually result in causing harm.
- **Risk:** a combination of the likelihood and severity of a hazardous event to cause harm.
- **Risk Assessment:** The process of identifying potential hazards, and their existing controls in order to quantify the risk value. The risk assessment process aims to provide insight regarding the coherence of the existing controls and the extent of the improvement required to achieve an acceptable risk level
- **Acceptable Risk Level:** the situation of a known risk that has been controlled and reduced to a level that can be accepted in terms of legal, social, ethical and moral obligations and liabilities. Acceptable risk is reduced to be **ALARP** “**A**s **L**ow **A**s **R**easonably **P**racticable Level”
- **Workplace:** Any physical location (office, classroom, laboratory, workshop, warehouse, or any indoor or outdoor vicinity) within AUS in which work-related activities are performed under the control of AUS.
- **Interested Party:** Persons or groups, inside or outside the workplace, concerned with or affected by the HSE/OHS performance of AUS.
- Interested parties may include parents, visitors, representatives of local and federal governmental, private and international entities, contractors, service providers, suppliers, etc.
- **HVAC:** Heating, ventilating and Air Conditioning.

8. Related Policies, Procedures, Forms, Guidelines, and Other Resources:

S/N	SOP (Code & Name)	SOP Description
1	SP-004, Legal and Other Requirement Procedure	Identify, monitor and ensure compliance with applicable local and federal laws and regulations.
2	SP-005, Risk Assessment Procedure	Identify and highlight risks in terms of routine and non-routine activities
3	SP-006, Internal Audit and Inspection Procedure	Framework to setup health and safety internal audit and inspection.
4	SP-007, Health and Safety Committee Review Meeting	A code of conduct to regulate the activities of Health and Safety Committee.
5	SP-008, Non-Conformity, Corrective & Preventive Action Procedure	Identifying health and safety areas of concerns, implement mitigation/control measures, and plan for closure actions.
6	SP-009, Incident Reporting & Investigation Procedure	Process to register, control and study incidents and implement preventive and corrective actions, and build a history database of information.
7	SP-010, Monitoring The Effectiveness of HSE Management System	Process to monitor the performance of the health and safety management system in order to ensure its effectiveness & readiness in order to plan for continual improvement.
8	SP-011, Crisis Management Plan	Management framework to manage crisis events in terms of planned response, effective communication and coordination, and identify approach to recover to normal operating conditions. It includes post-event analysis to identify root-cause and plan for corrective actions.
9	SP-014, Laboratory Health and Safety Handbook	Framework to manage, implement, control and monitor laboratory activities in order to ensure laboratory safe conditions and safe acts
10	Emergency Response Handbook	Compact awareness guideline to assist and guide AUS community members on proper response during emergencies
11	Emergency Response Posters	Compact awareness posters to assist and guide AUS community members on proper response during emergencies

9. Policy history:

The policy history started with the document prepared by to the AUS security in 2012. On 2016, the Office of Safety and Crisis Management was established, and continued to review and develop this policy on annual basis.

Revision History:

Revision	Date	Description of changes	Requested By
Last version	09.10.2016	Overall Review	OIRA