



In partnership with



# Health and Safety Policy

## HEALTH AND SAFETY POLICY

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### Revision History

<b>Revision No.</b>	<b>Revision Date</b>	<b>Section No.</b>	<b>Remarks</b>
1.0	January, 2020	All Sections	New Document
2.0	August, 2022	All Sections	Revised

### Dissemination

Through OUC Student Support Service Portal and website to all OUC students and staff.

### Internal Control and Validation

To ensure compliance with this policy and procedure:

- The Dean, Academic Affairs is responsible for the implementation.
- The Academic Registry will maintain the control and compliance.

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## 1.1. Policy Introduction

- 1.1.1. The College is committed to ensuring the health, safety and welfare of its staff, students and others working in, or using, College property.
- 1.1.2. The College's Health and Safety Policy protects all – but every individual has a part to play. The responsibilities are briefed for the implementation of this Policy.
- 1.1.3. The Health and Safety of the College is governed by OHS Committee. The committee advises and supports management and a network of staff with added health and safety responsibilities.
- 1.1.4. The College takes proactive actions towards environmental sustainability. The College consults with its staff and students on health and safety.

## 1.2. Domain of Implementation

- 1.2.1. Risk assessment is critical to the Health and Safety in the College.
- 1.2.2. Report faults & hazards to someone in authority, or to the Helpdesk on +974 4021 0000.
- 1.2.3. Familiarize yourself with evacuation and First Aid arrangements for Oryx Universal College campus.
- 1.2.4. The emergency for the Ambulance Service is 999.
- 1.2.5. Smoking and consumption of alcohol and controlled drugs are prohibited – use of controlled drugs is a criminal offence that will be treated as such. Vaping is not permitted in buildings. (Refer to Smoking and Vaping Policy)
- 1.2.6. If pregnant, you should inform your tutor/supervisor or your manager.

## 1.3. Definitions

<i>Hazard</i>	A hazard is the potential for harm or an adverse effect
<i>Prevention</i>	The act of stopping something from happening or of stopping someone from doing something.
<i>Preventive Measure</i>	Preventative measure includes the measures or steps taken for prevention of disease as opposed to disease treatment.

## 1.4. Abbreviations

OUC	Oryx Universal College
MoPH	Ministry of Public Health
KPIs	Key Performance Indicators
OSH	Occupational Safety and Health
MADLSA	Ministry of Administrative Development, Labour, and Social Affairs
MOI	Ministry of Interior

## 1.5. Policy Statement

- 1.5.1. The central focus of the College's Health and Safety Policy and its Health and Safety Strategy is to develop a positive health & safety culture characterised by communications based on mutual trust, by shared perceptions of the importance of health and safety and by confidence in the efficiency of preventative measures. The College aims, therefore, to:
  - 1.5.2. Operate a responsible & caring, providing a safe and healthy environment for all.
  - 1.5.3. Generate an individual and collective commitment to protect its students, staff, visitors, and all users of OUC.
  - 1.5.4. Have staff, students and contractors that accept and act upon their health and safety responsibilities.
  - 1.5.5. Make health and safety a cornerstone of OUC's decision-making processes and consider health and safety issues as part of those processes.
  - 1.5.6. Have a healthy workforce and student population.
  - 1.5.7. Support the MoPH / Government strategy to represent a sensible approach to health and safety while maintaining a commitment to reduce work-related injury and ill health; and to take all reasonable steps to promote health and wellbeing at work.
  - 1.5.8. Implement performance standards that are common to all Faculties, Institutes, Schools, Divisions and Departments and to improve health and safety performance continually.

- 1.5.9. The College recognises and accepts its legal responsibilities for the health, safety and welfare of its staff, students, and anyone else who may be affected by its activities. Legal requirements are the minimum acceptable level of performance.
- 1.5.10. The College recognises that adverse events and ill health can result from failings in management control and are not necessarily the fault of individuals. Development of a culture supportive of health and safety will be encouraged to achieve adequate risk control.
- 1.5.11. Individuals in work are expected to take steps to ensure that their health does not adversely affect their ability to work safely.
- 1.5.12. The College will strive to minimise the financial losses, which arise from avoidable unplanned events. There will be a systematic approach to the identification and control of risks, including the use of risk registers.
- 1.5.13. As part of its corporate objective, the College seeks continually to improve the quality of the physical, social, and cultural environment for all members of the College Community.
- 1.5.14. The College is committed to attain a high standard in health and safety and to utilise key performance indicators (KPIs) to monitor such standards. KPIs are included in reports to the OUC Health and Safety Committee and in the targets contained within the Annual Action Plans.
- 1.5.15. Health and Safety performance is reported in the Annual Report, which is presented to the Management. Termly health and safety performance indicators are provided too.
- 1.5.16. The College recognises health and safety as a core management function and is committed to integrating health and safety into management tasks such as planning.
- 1.5.17. There will be continuous review and development of the OUC Health and Safety Strategy, and Policy detailed in the Annual Action Plans.
- 1.5.18. Consultation and communication with staff, including Safety Representatives.
- 1.5.19. The College will ensure that staff and students are competent to carry out their duties, studies, and entertainment. Successful health and safety management is an important element of the College for introducing its students to the World of Work; the College will adopt a risk management approach to placement learning and internships.

1.5.20. While recognising its own health and safety responsibilities, the College requires the cooperation of all staff, students, visitors, and College users in meeting these obligations. The College believes that health and safety is the responsibility of all.

## **1.6. Health and Safety Representatives**

Staff will be appointed as Representatives of Safety may carry out the following functions so far as they affect the people they represent:

- 1.6.1. Investigate potential hazards and dangerous occurrences within the University and examine the causes of accidents at the College
- 1.6.2. Investigate complaints made by any member of staff represented, relating to that person's health, safety, or welfare at work
- 1.6.3. Make representations to the Dean of Academic Affairs through the College Health and Safety Committee on general matters affecting the health, safety, and welfare at work of members of the College staff whom they represent
- 1.6.4. Represent the members of staff that was appointed to represent in consultations with statutory enforcing authorities like MoPH and MoI.
- 1.6.5. Receive information from appointed representee in accordance with Occupational Safety and Health (OSH) endorsed by the Ministry of Administrative Development, Labour, and Social Affairs (MADLSA) and the Ministry of Public Health (MoPH) of the State of Qatar.
- 1.6.6. Attend local Health and Safety meetings (only in the case of designated Representatives) to enhance the provision of quality occupational health and safety services at the college level and national level.

## **1.7. Guiding Principles**

- 1.7.1. OUC aims to promote the protection of workers' health and to prevent accidents, injuries and illnesses arising out of, linked with, or occurring in the course of work, by eliminating or minimizing the causes of hazards inherent in the working environment.
- 1.7.2. OUC follows the principles recognized as guiding the actions on OSH and are deemed to be instrumental to its implementation.

- 1.7.2.1. Focus on the principle of prevention.
- 1.7.2.2. Continuous improvement through the actions of occupational risks and control of hazards at source for addressing issues advised by authorities.
- 1.7.2.3. Development of preventative safety and health culture by raising staff awareness; providing training to stakeholders on OSH; and taking measures to ensure that all are informed of safety and health hazards associated with their work.

## **1.8. Areas of Action**

- 1.8.1. The Actions below comprise all activities – at any level undertaken to ensure prevention of accidents, injuries, and illnesses at work.
- 1.8.2. Coordination, cooperation, and consultation mechanisms to ensure dialogue and exchange of best practices between OUC and the authorities including joint activities for dissemination of information, prevention, promotion, and protection.
- 1.8.3. Enable systems for identification, recording, notification, compilation, analysis, and annual publication of statistics on occupational accidents (including injuries and fatalities) and diseases to
  - 1.8.3.1. Foster transparency and facilitate the exchange of statistics and data with relevant authorities
  - 1.8.3.2. Measure progress and the effectiveness of internal systems.
  - 1.8.3.3. Harmonization, regular update, and communication of the related laws and standards.
- 1.8.4. Provision of occupational health services entrusted with essentially preventive functions, responsible for advising staff in the undertaking on the requirements for the College and maintenance of a safe and healthy working environment.
- 1.8.5. The services should facilitate the adaptation of work to the capabilities of staff in the light of their state of physical, social, and mental health and wellbeing.
- 1.8.6. Broaden access to OSH education and training in the workplace, to ensure that training, capacity building and raising awareness activities include all relevant stakeholders.



## **1.9. Responsibilities**

- 1.9.1. The maintenance team of OUC will Ensure the health and safety at work of all employees, as well as students, visitors, temporary staff, contractors, and others using College property and promote a healthy working environment, prevention of work-related injuries and diseases, protection from health hazards.
- 1.9.2. OUC will promote integrated health care services for staff and provision of comprehensive physical and psychosocial services including rehabilitation and strengthening occupational health surveillance.
- 1.9.3. To define standards and indicators for the follow-up of activities concerning workers' health and collect, analyze, share information and report on data concerning occupational accidents and diseases.
- 1.9.4. To conduct periodic review and update the official list of work-related diseases and contribute to the dissemination of information on health services available to staff.
- 1.9.5. To provide proper fire precautions and procedures, including weekly testing of alarms and twice-yearly fire drills. Conduct regular safety inspections and general checks of safety arrangements
- 1.9.6. Provide suitable information, supervision, instruction, and training to staff on health and safety matters, for example, evacuation procedures, conducting risk assessment, welfare arrangements etc.

## **1.10. Follow-up and periodic review**

- 1.10.1. The situation regarding OSH and the working environment will be reviewed by appointed representatives at appropriate intervals, or
- 1.10.2. If necessary, annual review will be done with a view to evaluating results, identifying major problems, and establishing priorities of action.

## **1.11. Breach of Occupational Safety and Health**

- 1.11.1. Any deemed breach of OSH measures should be reported to the representative of OUC.
- 1.11.2. The concern will be dealt with according to the severity of the complaints.
- 1.11.3. If this concerns the life threatening, the parties involved, or witnessing should report to emergency services immediately.

## **1.12. Advice and Information**

- 1.12.1. The OUC Academic Registry Staff are available to advise Students on matters such as concerns about Health and Safety, precautions, concerns, etc. procedures. If students wish to contact, they can do so at Academic Registry.
- 1.12.2. Further Information on this Policy and Procedures are available on the College's Webpages at <https://www.oryx.edu.qa/policies/> or by contacting the Academic Registry via telephone numbers +974 4021 0000 or via email at [registry@oryx.edu.qa](mailto:registry@oryx.edu.qa).
- 1.12.3. Further information and contact details are available on the College Web pages at <https://www.oryx.edu.qa/>.

## 1.13. Appendix

### **Appendix A: Introduction to the Health and Safety induction workbook**

*Please note the content of this policy is common across all departments and serves as introduction to Health and Safety as well as an Induction Workbook.*

#### **Welcome**

Welcome to ORYX Universal College in partnership with Liverpool John Moores University!

This Workbook is to be used by all new staff (including temporary staff), students and visitors and should be used in conjunction with the Staff Induction Booklet, course handbooks and the Student Health and Safety Induction.

New people are more likely to have accidents than those who understand the workplace hazards. The College is committed to your health, safety, and welfare. This Workbook has been designed specifically to help you develop greater awareness. Remember that compliance with health and safety requirements is not optional; it is the Law!

This Workbook forms part of your health and safety induction, the most important part of which is job / task specific, which you will receive at your specific place of work or study from your department manager or tutor/supervisor.

#### **Format**

This Policy as used for the Workbook has been designed to be read in under an hour. To reinforce your understanding, please ask your tutor/supervisor, your manager or School Health and Safety Officer.

You may also contact the Safety, Health and Environment Department or refer to the Codes of Practice and Guidance on its website, links to several of which are contained in this Workbook.

This Workbook was developed by the Academic Registry in liaison with Safety, Health, and Environment Department. You can contact on email: [registry@oryx.edu.qa](mailto:registry@oryx.edu.qa).

#### **Return slip**

Staff should complete the return slip on the back page and return to the Safety, Health, and Environment Department; slips will be used to verify that Health and Safety inductions are taking place. Students may also need to go through this and should send theirs to the Academic Registry.