

Health and Safety Policy

HEALTH AND SAFETY POLICY

Department	Academic Registry	Document No.	S12
Document Type	Health & Safety Policy	Revision	3
Owner	Academic Registry	Pages	12
Relevant to	All OU Faculty and Students		
Prepared by	President and Executive Board Member Project and Compliance Lead		
Reviewed by	President and Executive Board Member Head of Student Experience and Academic Registry Project and Compliance Lead		
Approved by	President and Executive Board Member		
Effective Date	1 st September 2025		
Custodian	Academic Registry		

Revision History

Revision No.	Revision Date	Section No.	Remarks
1.0	January, 2020		New Document
2.0	August, 2022	All Sections	Revised
3.0	August, 2025	All Sections	Updated

Dissemination

Through OU Student Support Service Portal and website to all OU 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 control and compliance.

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1.1. Policy Introduction

- 1.1.1. The University is committed to ensuring the health, safety and welfare of its staff, students and others working in, or using, University property.
- 1.1.2. The University'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 University 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 University takes proactive actions towards environmental sustainability. The University 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 University.
- 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 University 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

OU	Oryx University
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 University'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 University 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 OU.
- 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 OU'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 University 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 University 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 University 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 University seeks continually to improve the quality of the physical, social, and cultural environment for all members of the University Community.
- 1.5.14. The University 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 OU 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 University 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 OU 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 University 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 University for introducing its students to the World of Work; the University will adopt a risk management approach to placement learning and internships.

- 1.5.20. While recognising its own health and safety responsibilities, the University requires the cooperation of all staff, students, visitors, and University users in meeting these obligations. The University 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 University
- 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 University Health and Safety Committee on general matters affecting health, safety, and welfare at work of members of the University staff whom they represent
- 1.6.4. Represent the members of staff that were 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 University level and national level.

1.7. Guiding Principles

- 1.7.1. OU 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. OU 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 OU 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 University 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 OU will Ensure the health and safety at work of all employees, as well as students, visitors, temporary staff, contractors, and others using University property and promote a healthy working environment, prevention of work-related injuries and diseases, protection from health hazards.
- 1.9.2. OU 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 assessments, 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 OU.
- 1.11.2. The concern will be dealt with according to the severity of the complaints.
- 1.11.3. If this concerns life threatening, the parties involved, or witnessing should report to emergency services immediately.

1.12. Hazard Warning Signs

- 1.12.1. Whenever possible, warning signs will be displayed where a potential hazard may cause injury.
- 1.12.2. Warning signs must be strictly adhered to.
- 1.12.3. Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

1.13. Advice and Information

- 1.13.1. The OU Academic Registry Staff are available to advise Students on matters about Health and Safety, precautions, concerns, etc. procedures in general. If students wish to contact, they can visit Academic Registry.
- 1.13.2. Further Information on this Policy and Procedures are available on the University'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.
- 1.13.3. Further information and contact details are available on the University Web pages at <https://www.oryx.edu.qa/>.

1.14. Appendix

Appendix 1: 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.

The induction 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.

This Workbook forms part of health and safety induction, the most important part of which is job / task specific, which each individual will receive at their specific place of work or study from respective department head or tutor/supervisor.

This Policy serves as a basis for the Workbook and has been designed to be read in under an hour. To reinforce individuals' understanding, I recommend that staff / students should ask their tutor/supervisor, their manager or appointed Health and Safety Officer.

The workbook also requires that individuals complete the return receipts [Acknowledgement and Agreement Receipt] and return to the Safety, Health, and Environment Nominee; return receipts will be used to verify that Health and Safety inductions are taking place. Students may also need to go through this and should send their return receipts to the Academic Registry.

Appendix 2: Acknowledgement & Agreement Receipt

Staff should complete the return slip as below and return to the People and Culture 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

Acknowledgement & Agreement Receipt	
Date _____	
I, _____, hereby acknowledge receipt of the Oryx University “Occupational Safety & Health Policy” . I have read, understand, and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.	
I agree: <ul style="list-style-type: none"><input type="checkbox"/> To adhere to all company policies and procedures.<input type="checkbox"/> To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.<input type="checkbox"/> That government and client regulations shall be complied with at all times.<input type="checkbox"/> That I am responsible and accountable for my health and performance.	
Employee's Signature: _____	
Manager, _____	OU Emp_ID: _____
Note: This page is to be placed in associate's _____ file at time of signing.	