CU | جامعة المدينة عجمان
CITY UNIVERSITY AJMAN

Health and Safety Manual 2024-2025

Revision Date: 05 January 2024

Document Revision Log

Revision Number	Revision Date	Nature of Revision
1	22nd April 2018	Inclusion of lockdown procedures
2	20th August 2018	Inclusion of general guidelines forpest control
3	18th September 2019	Inclusion of general guidelines forlab safety
4	8th October 2019	Inclusion of weather emergency operation procedures
5	2nd February 2020	Inclusion of general guidelines formedical emergencies/pandemic outbreak
6	29th August 2021	Inclusion of COVID-19 guidelinesand operational procedures
7	18th May 2023	Organizational Change (Reviewed) Inclusion of Emergency Contact Noof Dubai Health Authority, Drug and Poison Information Unit
8	5th January 2024	Exclusion of COVID-19 guidelines and inclusion of Permit to work system

Contents

1.0 Introduction

CUA is committed to providing a safe and healthy environment to students, faculty, staff and its patrons. This manual sets out the basic guidelines to minimize any health & safety hazards.

The policies and procedures described in this manual apply to all individuals present in the University. It is intended to address all campus-specific safety issues that are common.

CUA recognizes:

- Its responsibility to the students, faculty and staff, and visitors who are inside the University premises
- The importance of cooperation from everyone in order to achieve the objectives of the safety policy.
- The need to delegate some aspects of its policy to specific employees, such as laboratory instructors and lab-in-charge;
- Its commitment to providing sufficient information about health and safety issues (and training, as and when necessary) for employees.

Note: ***This manual shall be read along with the course laboratory manuals.***

2.0 Emergency Responses

The following numbers shall be contacted in case of emergency:

First Aid	University Clinic Ajini Varghese, Nurse Extn: 1205
Dubai Health Authority	800 342
Ajman Government Call center	80070
Drug and Poison Information unit	800 424

Ambulance	998
Fire Department (Civil Defense)	997
Civil Defense (Ajman)	06-703-5500
Police	999

Nearby Hospital

Saudi German hospital	06-800-2211

Facilities and Engineering Manager	Engr. Vishnu Haripriyan Extn :1196 055-425-7936
Health and Safety Officer	Mr. Akhil Nair Extn :1198 058-243-4227

3.0 Health and Safety Policy

Objectives:

Plan for a safe working environment, free from causes of accidents and injuries at any site and at all times.

1. Prevent any unfortunate incident within the University premises.
2. Protect students, faculty, staff and visitors within the University premises by putting in place safety guidelines
3. To minimize the adverse effects of any incidents through proper reporting and. mitigation strategies
4. Training in Health and Occupational Safety shall be given to all students, faculty, and staff
5. Safe working methods will be maintained at all times

Scope:

1. All incidents occurring within the University premises without regard to severity
2. All faculty, staff, students and visitors within the premises of the University

Policy Statement:

1. Faculty, staff and students shall abide by the rules and regulations in this handbook while inside the University premises.
2. The Campus Supervisor shall ensure that where necessary, visitors are made aware of safety precautions and regulations when inside the University premises.
3. The Management reviews the implementation of the Health and Occupational Safety procedures through meetings with the President.
4. Emergency contact numbers shall be posted in strategic areas within the University

5. The implementation of the University Health and Occupational Safety policy shall be reviewed periodically and changes in the policy shall be communicated to faculty, staff and students.
6. Any faculty, staff, students, or visitors shall report encountered or witnessed occurrences of incidents or near miss through the contact details mentioned in the Emergency Responses

4.0 New Employee Orientation

All new employees, whether permanent, temporary, or part-time, must receive basic instruction for the following items:

ITEMS	SAFETY INSTRUCTION
☐	Reporting Emergencies procedures for notifying emergency authorities
	Emergency Evacuation Procedures
	Fire Alarm System and Fire Extinguishers: location and use
	Accident Reporting Procedures: for reporting all accidents and incidents
	Reporting Unsafe Conditions: procedures and corrective action
	First Aid Kits: location and use
	Signs and Labels: identification and explanation
	Safety and Health Training: when and where

5.0 Reporting Incidents

An 'incident' can occur anywhere and at any time. Although some incidents are insignificant, others have serious consequences. Since the University is responsible for the safety of the individuals enrolled hence procedures are put in place to protect their well• being. Taking into consideration that not all incidents may cause physical injury to people, the guide below can help to assess which incidents need reporting.

A. What incidents can be reported?

A formal report shall be made in connection with any event or occurrence on the University that:

1. causes harm or injury to a student, a member of staff or a visitor while on the premises (an 'accident');
2. does not directly cause harm or injury, although it might have done at another time ('near misses');
3. causes damage to the University's physical structure, site or assets;
4. is likely to lead to the University being damaged in the future, either materially or in terms of its good reputation.

B. Who reports incidents and how?

The incident shall be reported immediately or at the first reasonable opportunity - using the Incident Report Form as below:

1. any party who witnessed the event or occurrence; or
2. any party who has direct information from a witness to the incident
3. Upon information shared to the engineering and security team to raise an incident report with accurate details about the occurrence from which desired action plans and mitigation plan can be derived to avoid and control the reoccurrence.
4. Incident report should be circulated to all concerned departments within 24 hours of the incident occurrence stating all measures and precautions that were taken

B. What actions shall be taken?

1. Any faculty, staff, student, or visitor who encountered or witness an incident or near miss shall request for emergency assistance by calling the helpline (see Emergency Response)
2. The completed Incident Report Form must be passed to the Chief Engineer where the incident or near miss occurred

6.0 General Rules

A. Safety Precautions

1. Corridors shall be posted with emergency numbers and emergency response team to contact in case something goes wrong.
2. Practical jokes or other behaviors which might confuse or distract people are prohibited.
3. Be alert of any unsafe conditions and report them immediately to the Campus Supervisor
4. All buildings must be kept clean, all trash (rubbish, waste) must be put in the receptacles provided for it, trash must not be allowed to accumulate and all trash containers and covers, where they are attached, shall be checked regularly.
5. All emergency lanes, corridors, fire doors, emergency exits or standard exits, firefighting equipment, first aid kits and other emergency equipment shall be easily accessed at all times and without hindrance. This easy access shall be maintained in all workplaces.
6. Toilet facilities must meet the standards of public health required by law.
7. Personal protective equipment that meets the specified requirements shall be available in all locations.
8. Smoking is prohibited, except in those areas designated for smoking. Smokers are liable to find that designated smoking areas will be outside. If in doubt, do not smoke.
9. All flammable materials must be removed from areas of operation, especially oils, solvents and waste.
10. Wear appropriate gears where required (i.e. lab coats)

B. Fire Safety in the University:

Fire is a phenomenon that can take place anywhere and it is always a risk also for the University. In order to minimize the potential hazard of fire in the University, the following guidelines are put for faculty, staff, students and visitors:

The risk of fire is greatest where controlled flames, combustible materials and electrical equipment is to be found, such as (but not exclusively) in the laboratories and kitchens/pantries. In these places, therefore, it is necessary for staff to:

1. Ensure utmost possible care while using equipment and materials;
2. Ensure that fire safety precautions are followed;
3. Be aware of fire extinguishers and/or any other facilities, equipment or materials location when dealing with a fire, only if trained.
4. Check the emergency doors to ensure they are unlock.

a.Actions in case of a fire

Any faculty, staff, student or visitor who discovers a fire or suspects that there is a fire in the University is advised to:

1. Sound the alarm by smashing the glass in the nearest fire alarm.
2. Alert the administrator and teacher.
3. Summon the fire department by dialing 999.
4. If trained, put out the fire with the nearest suitable fire extinguisher

If you hear a fire alarm,

1. Directly Leave the building from the nearest available exit.
2. Do not run.
3. Go to the nearest safe assembly point.
4. Do not use the elevators and escalators.
5. Proceed to the assembly point at the front of the building outside the university entrance gates.

6. Inform a faculty/staff member or campus supervisor if there seems to be a missing person.
7. If possible, faculty shall take the register to see that all students are accounted for.
8. Do NOT re-enter the building until officially informed that it is safe to do so.
9. Teaching/technical staff shall switch off the gas supply at the main isolation valve, if possible.
10. A member of staff who discovers a fire or suspects that there is a fire in the University shall act likewise, but pass on a message without hesitation to a senior member of staff who can take responsibility for implementing the University's emergency procedures. It is expected that the member of staff present will take stepsto extinguish the fire if it is competent to do so, while everyone else proceeds to evacuate the building in an orderly way.
11. Staff and students who are not attending directly to the fire shall not put themselves in danger by going to the fire. They shall exit the building immediately.

b. Responding to a Fire Alarm: Staff and Students

When the fire signal is given:

5. Staff and students, wherever they may be, will line up quietly and prepare to exit the room; academic staff shall lead the students out according to the exit routes determined. Windows and doors must be left closed but unlocked; lights are to be turned *off.*
6. Administrative/support staff members shall check their areas of responsibility to make sure that all students have moved out of the area (specialized labs, computer labs, social areas, elevators, etc.); turn off all lights; close any doors left open; check for any remaining students; take the first aid kit(s) and have a mobile phone.
7. Academic *staff* shall make a head-count of their respective students immediately upon arriving at the assembly point. Any missing students shall be reported at once to the member of the senior staff present.

8. Everyone shall wait for the all-clear signal; after it is given, all shall return to the building in a quiet and orderly fashion.

c. Responding to a Fire Alarm: The Management

1. Once everyone is safely out of the university, the Management shall determine whether there is an actual fire. If there is a fire, the fire department will be called immediately. Other buildings in the immediate vicinity of the university shall also be notified.
2. If any student or member of staff is seriously injured, the emergency procedure for injury shall be immediately performed.
3. After the fire has been extinguished, the Management, in consultation with any outside agencies present, will decide if it is safe to return to the building. If not, the staff and students will be evacuated.
4. If the premises are dangerous, staff and students will go to the designated off-site safe havens to wait for the university transportations or to be picked up by a member of their family. Staff and students shall remain at the off-site safe havens until 'authorized' person comes to pick them up.
5. The Management shall then assess the damage and take appropriate measures; the Management shall decide when to reopen the University - if the damages is not severe. For severe damages to the University premises and property, an emergency session with the Board will be convened to decide where and when the operation of the university will resume. Students and staff will be notified regarding decisions.

d. General Fire Safety Tips

1. If the fire is larger than one in a wastepaper basket, do not attempt to put it out. It shall be left to professionals. Staff members shall not try to fight larger fires unless they have special training.
2. If one's clothing catches fire - DO NOT RUN - running fans and spreads the flames. A person on fire shall stop, drop, and roll. Rolling in a coat, blanket, or on the floor helps to extinguish the flames.
3. When planning to enter a closed room in a burning building, the door shall first be felt with the palm of the hand- if it is hot, DO NOT OPEN.

4. There are three very important things to remember during fire emergency:
   - Ensure the safety of staff and students;
   - Not to panic; and
   - Keep records (witnesses, incidents, actions taken, etc.) shall be kept at every stage of an emergency, if possible.
5. Routes of egress will be clearly indicated on maps of the university grounds and prominently placed in each lecture hall, laboratory and classroom.
6. The alarm signal indicating a fire is a continuous ringing which all staff and students must be able to identify promptly. A fire drill held periodically will familiarize staff and students with the sound of this alarm.
7. Staff members' responsibilities during an emergency will be clearly delineated before the emergency takes place. The following will be clearly stated:
   - which members of staff are responsible for which students;
   - where each staff member shall go during each type of emergency;
   - who is responsible for shutting off the gas and for checking elevators;
   - who is responsible for contacting the appropriate authorities and any student services (such as transportation) that could be helpful in these circumstances.
8. Faculty, and other, staff should be aware of locations of:
   - Fire alarm or manual call point.
   - Nearest fire extinguisher
   - Nearest first aid kit.
   - Location of safe assembly point

e. Fire Safety Mock-Drill

The purpose of mock drill is to evaluate the emergency preparedness plan of the university and assess standard operating procedure, so that concerned persons would deliver their duties effectively while keeping in cognizance of life and property. Through this training we aim to develop proactive and reactive responses during emergency to be smooth and effective among people.

CUA ensures to conduct mock drills once in every 6 months

7.0 Emergency Lockdown in the University

The University's lockdown methods are responses to any external or internal occurrence, which can pose a warning to the safety of staff and students in the University. The procedures aim to reduce disturbance to the learning atmosphere while assuring the safety of all students and staff.

They may be initiated in response to any kind of the emergency situation, some common cases are as follows:

7.1.1 A recorded incident/ civil disorder in the local community (with the potential to pose a danger to staff and students in the University)

7.1.2 An invader accessing University premises who poses a risk to staff and students.

7.1.3 A danger warning locally informed relating to air pollution (smoke plume, gas cloud, etc.)

7.1.4 A major fire igniting in the proximity of the University

ii. The Basic Principles of a Lockdown

The fundamental principles are to be followed in the case of lockdown:

- Staff and students will be informed if lockdown shall be initiated by means of sounding the University bell. The aforementioned is not the fire alarm. (but we do not have a University bell)
- Staff will be communicated via text message & internal email that the University premises are under lockdown measures.
- Students who are within the vicinity of University will be moved to a safe location without any delay.
- Those inside the University should remain in their classrooms and offices, in case this is safer option for their safety.
- Windows shall be locked and internal classroom doors will be barred.
- Staff should assist the students to keep calm.

- As standard protocol, the University should initiate progressive communication with the Emergency Services as soon as possible.
- Essentially, parents should be informed as soon possible as per the protocol concerning students' safety, via the University's authorized communications system.
- Students shall not be evacuated during a lockdown.
- If it is necessary to vacate the campus, the fire alarm will be the warning sign.
- Staff should wait for further guidance via health and safety team information dissemination, these include the e-mail system and via text message. It is of requisite attention that the University's lockdown methods are properly circulated by the authorized personnel to all senior management, staff, faculty, students within the University.

8.0 Emergency Weather Operations in the University

This preparedness planning guide is meant to assist in meeting the obligations required to safeguard employees and clients who may be visiting the University premises for business related concerns. Effective planning and response team is formed between the Administration and Engineering team to be prepared for possible calamity. Effective major emergency policy catered by the team as below:

a. The decision to close the University will generally be made on a workday on daily basis.

b. The Administration and Engineering Departments shall thoroughly oversee the critical functions during a weather emergency and will conduct rounds to identify if any deviations are observed. Immediately, a report and recommendation shall be submitted to the Management for immediate planning and action.

The Director of HR and Administration will then consult the President to resolve if:

a. The University should be deferred to a later opening time.

b. The University should be ended for the day.

During emergency, according to assessments done, following recommendations shall be executed:

1. All students and staff shall be advised to either to stay home, to leave the classrooms or their work area as soon as possible after the notice is made. Non-essential employees and students who report to the University during unscheduled hours pose unnecessary liability risk to the University.
2. Administration and Engineering Departments must manage and foresee their staffing demands in advance to ensure simultaneous and effective implementation of essential activities. During periods of inclement weather, basic emergency services includes but are not limited to maintaining building operations, clearing hallways, entrance and exits, parking areas, and University's overall surrounding areas to ensure that these areas are compatible to aid safety for all.
3. All CUA employees and students shall remain in safe areas identified by the authorized person.
4. Inspection of the facility for structural safety and defects shall be conducted, accordingly, health and safety officer shall submit a written report detailing aberrations identified.
5. All valves and switches for gas, water, and electricity indicated in the emergency response plan will be inspected and disconnected.
6. Staff, students, and visitors are required to follow the declared protective measures and emergency exits to be used in cases of emergencies.
7. Staff, students, and visitors of the University are required to stay away on any area/s being cordoned by health and safety or maintenance team to avoid hinderance in the ongoing repair works.

8. No photographs and details are to be shared on social media by staff, students, visitors pertaining to the engineering/maintenance works ongoing in the University as it will be considered a punishable offense.
9. Inspection and tests of the PA system, fire and safety system shall be done on regular basis. Maintenance/engineering team should ensure to keep a record on the observations and inspections done.
10. During severe weather conditions, the University will use its resources to initiate continuous access to the local police, fire, emergency vehicles. Immediately areas which are essential for the safety and wellbeing of staff, students and visitor are to be cleared without delay
11. Once the critical area/s are cordoned and thoroughly inspected, Chief Engineer and Administration will clear and resolve all uncertainties prior to declaring the University as safe for normal operations to resume.

Protocols in case of emergency:

1. In case of any emergency, the first point of contact for reporting will be the Chief Engineer which will further escalate to Administration Department.
2. Upon onset of any emergency all entrances and exits points will be closed, inclusive of basement. Only main entrance shall remain open.
3. Parking lots of the University will be cordoned-off and prohibited for use.
4. A security officer shall remain near each entrance and another will be assigned on rounds throughout the University. As and when needed, there shall be increase of manpower provision.
5. Security officers and office assistants will be assigned in every floor to guide patrons to the emergency exits and shall immediately communicate any structural breakouts, leakages etc. to the maintenance/engineering team.
6. At any given point, if the situation cannot be contained, police shall be reached out at 999.

7. Security officers and office assistants should ensure to keep the windows and doors open/close - according to the need of the situation as instructed by the health and safety team.
8. Staff, students, and visitors are to strictly required to abide by the emergency protocols being implemented and follow all protective measures taken in this course of time.

9.0 Safety in the Labs

A. Plan for your Laboratory Operations

1. Plan appropriate protective procedures, and plan the positioning of all equipment before beginning any operation.
2. Seek information and advice about the hazards of the chemicals to be used.

B. When Accidents Happen

1. EYE CONTACT: wash your eyes with water for 15 minutes and seek medical attention and read the Material Safety Data Sheet (MSDS) for better treatment and more information.
2. INGESTION: Drink large amounts of water. DO NOT ENCOURAGE VOMITING and read the MSDS for better treatment and more information.
3. SKIN CONTACT: Use the shower wash Flush affected area with water and remove contaminated clothing. IF SYMPTOMS PERSIST, SEEK MEDICAL ATTENTION.
4. CLEAN UP: Promptly clean up spills. Use appropriate protective equipment and clothing. Dispose of properly.

The following conditions should be maintained to ensure safe environment in the labs:

A. Design of the Lab

1. The laboratory facility will have an appropriate general ventilation system to avoid intake of contaminated air.
2. The stockrooms and storerooms will be well ventilated.
3. The laboratory will have available working hoods and laboratory sinks.
4. Other safety equipment in the laboratory will include fire extinguishers, safety showers, and eyewash fountains.
5. Hazardous wastes will be disposed of in accordance with the University's Procedures.

B. Maintenance of the Lab

1. Laboratory will be inspected on a regular basis
2. Modifications to the laboratory design or facility cannot be undertaken without consultation with Campus Supervisor

C. Usage of the Lab

1. Laboratory activities should be checked for appropriateness before conducting an experiment
2. Laboratory procedures shall not be started if there is a suspicion that the ventilation system cannot handle the gas or vapor emissions from the hazardous chemicals that will be used
3. There should be 2.5 linear feet of hood space for every 2 workers that spend the majority of their time working with hazardous chemicals
4. The general ventilation should have a performance level of 4-12 room air changes/hour if local exhaust hoods are used as the primary method of control
5. Hood face velocity should be 60-100 linear feet per minute.

10.0 Safe Handling of Chemicals/Substance

The following conditions shall be maintained in order to ensure safe handling of chemicals

A. Chemical/Substance Procurement

1. All purchased chemicals or substances must be received at a central location designated for such purpose
2. All chemicals/substance should be dated upon receipt
3. All material safety data sheet will be collected from the supplier to insure safe handling, using and storing.

B. Storerooms/Stockrooms

1. There shall be rooms specially assigned for chemical storage, handling or areas such as preparation rooms, storerooms, waste collection area, storage lockers, or chemical laboratories which are access-controlled. These areas are restricted to public. These places will NOT be used as meeting rooms, classrooms or public group demonstrations, displays and/or gatherings.
2. Keys to these areas should be carefully controlled and issued to as small a number of people as possible.
3. Toxic chemicals will be segregated in a well identified area with adequate local exhaust ventilation.
4. Chemicals that are highly toxic or whose containers have been opened will be in unbreakable secondary containers.

C. Transport and Distribution of Chemicals/Substance

1. Chemicals/substance, if needed to be transported, should be carried in a suitable container specifically designed to handle such chemical/substance
2. Chemicals may be transported on carts. Liquid chemicals should be transported on carts made of non-reactive plastic. These carts should have trays of single piece construction at least 2" deep. These trays will contain any spill that may occur. Liquid bottles will be kept separated or insulated by plastic foam or cardboard which will be placed between the bottles. Liquids should *never* be transported in basket type carts or in carts whose shelves would allow leakage of spilled liquid
3. Do not over fill carts
4. Solids may be transported in any type cart, except the oven basket type. Gas cylinders require special carts.
5. When transporting chemicals to or from a separate outdoor storage facility, there will be appropriate ramps installed to provide proper access. Carts are NEVER to be carried over obstructions.

D. Storage

1. Storage of chemicals on bench tops or inside hoods is NOT PERMISSIBLE
2. Temporary storage should not be kept TEMPORARY
3. Annual inventories will be conducted and some action taken on all unused chemicals. All chemicals should have record of expiration dates.

E. Monitoring

1. The Health and Safety Officer should be informed by any staff, faculty to monitor exposure *level* if there is any suspicion or incident reports on any chemical exceeding the required level.
2. Stored chemicals and substances shall be regularly monitored by the Lab in charge.

F. Maintenance and Inspections

1. Formal housekeeping and chemical inspections will be held every 6 months. (Informal inspections should be continual).
2. Eye wash stations will be "bump tested" and inspected regularly.
3. Safety showers will be tested routinely by the Engineering department.
4. Hallways and stairways will not be used as storage areas.
5. Access to exits, emergency equipment and utilities should never be blocked.

G. Protective Equipment:

1. Emergency equipment shall be checked for compatibility with the degree of potential chemical hazard which is written in the material safety data sheet.
2. Fire extinguishers will be made accessible where required.
3. Access to fire alarms and telephones will be made available for emergency use.

H. Records

1. Accident records will be written and submitted to the Office of Safety and Risk Management Deputy Dean and will also be retained by the Health and Safety Officer.

2. Inventory and usage for High Risk substances will be maintained by the assigned Lab-in-charge and kept in specified locations

3. Any reported incidents shall be maintained by the Office of the Safety and Risk Management.

I. Signs and Labels

1. Emergency signs shall be properly labeled on the doors of all laboratory and rooms containing all hazardous materials areas.
2. All containers should be properly labeled, including waste receptacles, with the contents and its approximate composition. Lids will be of a screw type and be resistant to the chemicals within Dates will indicate when material was added to the container and the approximate amount added.
3. There shall be a designated, labeled location(s) for safety shower, eye wash, fire equipment, first aid station and emergency telephone.
4. Post warning signs for areas of special or unusual hazards. These include, but are not restricted to, acid storage, compressed gases, carcinogens and highly toxic or volatile materials. Carcinogen use area will be labeled with a sign stating "Designated Area.

J. Spill Policy

1. A written spill and evacuation policy should be established.
2. An alarm system will be used to alert personnel in remote or isolated areas of the facility.

K. Information and Training

1. The Health and Safety Officer will provide information and training to all lab-in• charge regarding guidelines set forth in this manual at the beginning of each semester.

L. Ventilation

1. All laboratories shall have mechanical ventilation.
2. All laboratory rooms shall use 100% outside air and exhaust to the outside.
3. Fume hoods should not be the only means of room air exhaust.

11.0 General Guidelines for Handling Hazardous Chemicals

A. Working with Allergens and Embryo Toxins

1. Allergens

Wear suitable gloves to limit hand contact with allergens or substances of unknown allergic activity.

2. Embryo Toxins

Reproductive Toxins are "chemicals which affect the reproductive capabilities including mutations and effects on fetuses (teratogenesis)."

2.1 The following recommendations apply to all women of childbearing age:

- Handle embryo toxins only in a proper fume hood.
- Use appropriate protective apparel, especially gloves, to prevent skin contact.
- Review each laboratory operation with a supervisor annually or when a procedure changes.
- Store Allergens or embryo toxins in a well ventilated area in an unbreakable secondary container.
- Read the material safety data sheet for more precaution.

B. Working with Chemicals of Moderate Chronic to High Acute Toxicity Supplement the rules above with the following practices:

1. Minimize exposure to these toxic substances by using any and all reasonable precautions.
2. Store these chemicals in areas of restricted or limited access.
3. Always use a laboratory hood.
4. Use appropriate personal protection and ALWAYS WASH HANDS AND ARMS AFTER WORKING WITH THESE CHEMICALS WHICH IS WRITTEN IN MSDS.
5. Ensure that at least 2 persons are present during the use of highly toxic substances

6. Thoroughly decontaminate area, including clothing and shoes, should a spill occur. Report the spill immediately.
7. Store waste material in a closed, well labeled container until disposal.

C. Chemicals of High Chronic and Acute Toxicity including select Carcinogens

1. Conduct all work in a "DESIGNATED AREA" and label it as such.
2. Follow specified CONTAMINATION-DECONTAMINATION procedures.
3. Protect vacuum pumps from contamination by using scrubbers or HEPA filters. Vent the pump into the hood.
4. De-contaminate vacuum pumps and glassware in a hood before removing from a designated area.
5. Devise procedures which minimize the formation and dispersal of contaminated aerosols.
6. Dispose of contaminated animal tissues and excrement by incineration.
7. De-contaminate the designated area before normal work is resumed.
8. When exiting a designated area, remove any protective clothing, place in an appropriately labeled container for disposal, and wash hands, forearms, face and neck.
9. Use a wet mop for housekeeping or a vacuum equipped with a HEPA filter for sweeping toxic dusts.
10. Consult Environmental Health and Safety for medical surveillance if using a cancer• causing substance in amounts that may result in personnel exposure.
11. Keep records of all amounts of these substances stored and used. List names of the users along with the dates used.
12. Store containers in a WELL - VENTILATED LIMITED ACCESS area. Store the chemical in a secondary, unbreakable container. Label with a hazard warning.
13. Write contingency plans for equipment and materials needed in the event of an accident or spill.
14. Negative pressure glove boxes must have at least a ventilation rate of 2 volume changes per hour.

- Positive pressure glove boxes must be thoroughly checked for leaks.
- Wrap or filter exit gasses from all glove boxes through a HEPA filter and then release gasses into the hood.

15. Make sure that containers of contaminated wastes are transferred from the designated area in secondary containers.

12.0 General Guidelines for Lab Instructors

One of the Lab Instructors' most important jobs is to carry out a range of daily routines that keep the laboratories safe for their users and protect the premises against some of the risks and hazards that can arise in educational establishments and, especially, from the use of potentially dangerous fluids, substances and other materials.

This note focuses on the morning; break time and end-of-day routines that must be followed to maintain the minimum necessary level of safety in and around the laboratories.

A. Mornings

1. When you arrive in the morning, do the following:
2. Check that the doors to the laboratories are still locked.
3. Make sure that master switches for electricity, gas and water are turned on if needed that day.
4. Look in the store rooms for anything that might have been disturbed; are there any unusual smells?
5. Look for signs of an electricity failure during the night that caused equipment to be shut down. For example, refrigerators, water baths.
6. Inspect the fume cabinets.

B. Break times

1. Never leave a laboratory unlocked at a break time, unless one of the other lab instructors is in the area.
2. Ensure that the prep rooms are locked if you are leaving for a break, unless one of the other lab instructors is in the area.

3. Do not leave Bunsen burning or acid spills while you are away.

C. End-of-Day Before you leave university, do the following:

1. Put away all items that were used during the day in their designated storage place.
2. Ensure that all spills have been cleared up. (The cleaners cannot deal with fluids other than water.)
3. Ensure that items of waste are disposed of in the proper way. (The cleaners cannot deal with materials used for work in science.)
4. Disconnect all Bunsen burners.
5. Shut down gas valves and electricity sub-circuits.
6. Check that electrical items that should operate overnight are on and correctly set.
7. Lock the labs.
8. Tick the items on the checklist when you have made sure that all is well.
9. Lock the preparation rooms.

D. At the end of the Week

1. At the end of each week, check the First Aid kit. Does it have all the items you expect to need in the following week? Are there items that should be replaced as a matter of urgency.

E. Cleaning

1. All the cleaner will be trained by lab instructor for the chemical cleaning and for better method to avoid any inhalation or touching the chemical.

F. Chemical waste

1. All chemical waste will be appropriately stored in bottle to be disposed by outsourced contractor.
2. All lab instructors will be trained for safe chemical disposal.

13.0 General Guidelines for Laboratory Work

A. Supervision

1. Students must not access a laboratory if it is untended by a member of staff.
2. Staff must ensure that students are appropriately supervised and that Risk assessments have been carried out before they are permitted to work in a laboratory.
3. The academic member of staff is responsible for the safe conduct/supervision of the session as well as ensuring appropriate Risk have been completed.
4. The lab instructors should explain the hazard and precaution before starting the class.

B. General Conduct

1. Care must be executed with all chemicals at all times.
2. Keep bags and coats aside from work areas, walkways and exit routes where they may cause an obstruction.
3. Avoid ingestion of chemicals (e.g. licking fingers, biting nails etc.).as it may cause adverse effects
4. Experiments should not be left unattended at any time.
5. In general, evade rapid movement in the laboratory except in cases of emergency.
6. Students must not enter the laboratory under the influence of alcohol or drugs which may impair judgment.
7. Care should be taken with all glassware; damages must be reported to the member of staff in charge. The glassware must be disposed of safely. A 'Broken Glassware' bin will be provided.
8. Make sure solutions and samples are clearly labeled, dated and carry your name. Cross contamination may occur which could cause a dangerous chemical reaction. Hazardous substances should carry the appropriate label.
9. Read all guidelines and practical schedules in full BEFORE you start any laboratory work. A member of staff may test you at any time prior or during the session to see whether you understand the experiment given. Listen to and take note of any verbal instructions you may be given.

10. Ensure to understand the various hazard warning signs used around the laboratory, on equipment and materials/chemicals.
11. No unauthorized experiments or processes are to be performed in the Laboratory. Any persons found entering the laboratory without approval will be subject to disciplinary action.

C. Food

1. Eating, drinking and smoking, storing of food and drink, and applying of cosmetics MUST NOT take place in the laboratory or any lecture room.
2. Refreshments may be permitted in lecture rooms used for the purpose of a meeting with the prior approval of the Dean or Head of Department.

D. Working Areas

1. Work area must remain clean and tidy at all times. In case of any spillage, inform the concerned party immediately.
2. Equipment, materials and chemicals must be returned to their proper storage places or as directed.
3. Switch off equipment you have turned on. Dispose of chemicals by approved methods only.

E. Clothing and Eye Protection

1. ALL STUDENTS MUST HAVE THEIR OWN LABORATORY COATS. Should anyone lose their lab coat, please contact the Administration to purchase another one.
2. Laboratory coats and safety glasses need be worn in the laboratory at all times and other requirement which is mentioned in material safety data sheet.
3. Laboratory coats MUST NOT be worn IN DINING AREAS.
4. Lab coats - nylon is not suitable for chemical procedures and may catch fire. Coats should be buttoned up when in use, and not contain large rips or holes that could catch on apparatus or furniture. Remove lab coats before washing hands and before leaving the lab. Store your coat in a plastic bag for transport and do not leave it where contamination may be passed on to others. Lab coats should be washed regularly and not mixed with other washing. When bacteria have been used, lab coats should be treated with extra care so as not to carry infection to food or others.

5. Safety glasses are provided in laboratories and may be removed for microscope work and replaced after microscope work has finished. When safety glasses are to be worn, the wearers of prescription glasses must have goggles over their glasses or have prescription glasses that meet the impact and chemical requirements. Ask your opticians whether this is available.
6. Long hair must be tied back. Wearing open-toed footwear should be avoided in the laboratory due to the potential for chemical spillages. Open toe shoes will not protect against glassware falls, sharp objects and heavy items. Wear protective gloves for all operations using corrosive chemicals, irritants, toxic chemicals and biological hazards. Gloved hands must be washed before and after glove removal, to ensure contamination is not left on the glove for the next user. Do not use gloves that are suspected to have leaks. Do not blow up gloves using your mouth to check for holes.

F. General Laboratory Safety

1. Be aware of the sites of eye baths, fire extinguishers, first aid boxes and shower wash.
2. Contact lenses are not permitted in the lab.
3. In case of accident inform a member of staff immediately.
4. Spillage must be brought to the attention of a member of staff immediately and cleaned up by the approved method to reduce hazards to others.
5. Neither chemicals nor soils should be disposed of down the sink and must only be disposed of by approved methods. It may react with other reagents or affect the piping and/or the environment.
6. All service outlets, gas, water and compressed air, must be turned off when not in use.
7. Hands should be washed after any procedure and before leaving the laboratory.
8. Emergency services can be reached by using the internal phone system or via any of the telephones (Dial 999) civil defense.
9. First Aider can be contacted via the Office and the names of designated First Aiders are shown on notice boards.

10. Safety procedures/guidelines must be read before the start of each experiment, found in the recommended text. Extra information can be obtained from the member of staff.
11. AII machines/equipment must be treated with care and only used after full instruction has been given and under adequate supervision.

G. Storage

1. All chemicals should be stored in a proper container.
2. A fume chamber should not be used for storage, unless for the duration of an experiment only. The use of the chamber for other activities is restricted and presents extra hazards. Steel storage cabinets colored yellow are for flammable liquids only. Chemical stores are maintained and stocked by the technical staff only. Rules regarding the transport and removals of chemicals from the stores must be observed. The chemical stores will remain locked at all times when not in use.
3. Glass items may be stored in a refrigerator, if they are not likely to freeze or the temperature is kept above 40°C. Never store flammable substances in a refrigerator, the *vapor* build up may explode when the door light is operated. Never store food in a laboratory refrigerator.
4. Glass stoppers may stick. Never press or hit a jammed stopper, the container may fail.
5. Never carry any storage bottle by its lid or neck. Always wear gloves when handling strong chemicals. Sometimes chemicals leak out of the caps of bottles, even when they have not been used for some time.
6. Take care when opening bottles and jars, pressure may be built up inside and released in your face.

H. Sharp Materials

1. All used sharp material, such as syringe needles, broken glass etc. must be disposed of into the assigned bins. Scalpels and knives must be handled rightly.
2. Always wear safety glasses to avoid chances of eye damage.
3. Never place sharps in pockets

I. Plastic Lab ware
   1. Do not put plastic lab ware into ovens unless heat tolerance has been previously checked.
   2. Note some plastics are not suitable for chemicals and solvents. They may melt of decompose if they are incorrectly used for storage of chemicals.

J. Consideration of other personnel
   1. Give due attention to the chemicals and procedures that you are using to assure that the safety and well-being of other laboratory users is not threatened.
   2. Similarly, be aware of the experiment being conducted in your immediate vicinity.

K. Laboratory Note Books
   1. It is important that laboratory note books be kept. All notes made in these must be in pencil, to avoid ink running when wet, and notes being destroyed.
   2. Pages must not be removed from the note books, as these will be referred to in the event of any problems concerning your experimental work.

L. Biology and Chemistry Laboratories
   1. In addition to these guidelines, specific guidelines for safe working practice in the biology and chemistry laboratories will be issued by the concerned staff and must be followed.
   2. All the lab instructors should read the material safety data sheet to know the main hazard and the precaution.
   3. Copy of all MSDS should be given to the student at the beginning of semester.
   4. The lab instructor must insure all student is wearing all personal protective equipment.
   5. All students should be trained how to use the eye wash and shower wash.
   6. Before starting the class, the lab instructors should insure no one of student is wearing contact lenses.

14.0 Working in Dental Laboratory

Chronic Beryllium Disease (CBD) is a severe lung disease which can be contacted through exposure to beryllium present in dental alloys. CBD can be fatal therefore safety precautions should be implemented in order to prevent its adverse effects.

The following safety precautions shall be applied:

14.1.1 Where ever possible, alloys that do not contain beryllium should be substituted for beryllium-containing alloys in dental work. Laboratory Technicians are advised to check the MSDS on the presence of beryllium substance, its hazards, and ways to protect from exposure.

14.1.2 All methods related to casting, cutting, grinding, or polishing beryllium-containing dental alloys should be managed using well designed and fixed exhaust system.

14.1.3 Vacuum systems and exhaust systems should be equipped with high-efficiency particulate air (HEPA) filters;

14.1.4 Prevent the use of compressed air to clean parts and working tables;

14.1.5 If a wet mop is used for disinfection, do not leave a film of dust on the floor after the water shrivels;

14.1.6 Check employee exposures to airborne beryllium dust and fume, applying sampling techniques on a consistent basis, to secure that beryllium exposures are under the OSHA PELs and are as low as possible;

14.1.7 Narrow the number of workers who have access to areas where beryllium-containing alloys are being cast or fabricated;

14.1.8 Use suitable respiratory protection.

14.1.9 Personal Protection when working on Dental Labs

14.1.10 After using the dental lab, wash their face, hands, and forearms before eating, drinking, smoking, or applying cosmetics;

14.1.11 Do not take food items, drinks, cosmetics etc. to the work area;

14.1.12 Use gloves and arm sleeves to reduce exposure.

14.1.13 Do not enter the eating area wearing PPE and Lab coat;

14.1.14 Store casual clothes separately from work clothes in a clean area;

14.1.15 Keep your work clothes as clean as possible during the work shift;

14.1.16 Vacuum your work clothing before removal (clothes must not be cleaned by blowing or shaking);

14.1.17 Wipe off your shoes before leaving the work area.

14.1.18 Do not leave the workplace wearing PPE.

14.1.19 Place work clothes in a closed container at the end of the work shift; 14.1.20If possible, shower and change into casual clothes prior to leaving the facility.

When to seek medical attention not all dental alloys have beryllium, and exposure above the Permissible Exposure Limit (PELs) to beryllium does not immediately present symptoms. If you show symptoms mentioned below, after having been exposed to alloys with beryllium content, you are advised to seek medical attention:

- Unexplained cough
- Shortness of breath
- Fatigue
- Weight loss or loss of appetite
- Fever or night sweats

CU | جامعة المدينة عجمان
CITY UNIVERSITY AJMAN

15 General Guidelines for Medical emergencies

A medical emergency in scenario where an epidemic/pandemic is aroused, this guideline is designed to address the unique requirements of the university when the campus is experiencing increased incidence/alert of contracting a communicable disease.

Operational Management in Medical emergencies:

An outbreak management team will be designated by the Director of HR and Administration to manage the outbreak.

The team consists of representatives from each of:

15.1 Communications

15.2 Food Services Health Services

15.3 Housekeeping Services

15.4 Engineering

15.5 Facility

Clerical support will be required for the operational management team in such situations. Additional support staff will be allocated as relevant. any person who shows symptoms of any disease/illness will be asked to stay/return home, and follow social distancing with people.

Key Actions:

- Steps taken for this operation and isolation will be related to the WHO and a public health measures recommended by the MOH.
- As well, the succeeding two additional planning stages have been considered as below:
    - Interim intervals between waves of infection
    - A post-epidemic or pandemic business recovery plan

Key activities are as below, designating the department or office responsible for each activity.

A. Interim Period- Action Plan

Activity	Responsible Department(s)
Complete Departmental Business Continuity and Emergency Response Plans using the operational plan to identify core operations, critical services and key personnel.	Administration
Develop absenteeism and academic credit/withdrawal policies specific to pandemic	Human Resources and Registrar's Office
Develop pandemic communication plan (internal and external). This includes establishment of surge telephone and email response capabilities & accessibility.	Marketing and Communications Information Technology
Develop service agreements for the continued provision of essential services such as hazardous waste removal in a pandemic, or identify a temporary alternative.	Administration
Develop alternative student transportation or academic delivery protocol	Student Affairs
Hygiene and personal emergency education for all students, staff, and faculty	Student Affairs and Clinic Nurse
Identify employees with transferable skills and maintain up to date list. Emphasis on health care, personal care and counseling skills.	Human Resources
Regular review and update of operational plan	Administration
Replenish supplies if possible for required PPE's and sanitation requirements	Administration
Risk and liability assessment of enrolment and financial impact	Finance

Take staff participation and relate action required to include brief counselling for and employees students.	HR and Student Affairs

B. Post Period - Action Plan

Key Activities	**Responsible Department(s)**
Determine and communicate return to full operations plan and timings	Administration Marketing and Communications
Prioritize recovery needs i.e. funding, staff, infrastructure, psycho-social service	Administration
Replenish supplies.	Administration
Conduct in-depth lessons-learned analysis including survey of university community re impact, financial impact, enrolment impact, legal impact, reputational impact, personnel impact.	Administration
Debrief, evaluation and revision of plan and deactivate Pandemic Management Team	Administration
Thank you and acknowledgement of community support, losses and changes.	Administration Marketing and Communications

C. Education and Training

Education and training in advance of and during an outbreak, epidemic or pandemic are vital to reducing panic, absenteeism and infection by providing factual information, simple hygiene techniques and avoiding hyperbole and speculation. Messages should be repeated frequently in a variety of formats.

Essential components are:

1. A short, understandable language explanation of the communicable disease status and characteristics.
2. Update the message as more information becomes accessible.

3. Provide a short, practical list of steps that anyone can take to reduce vulnerability risk.
4. Emphasize the importance of hand washing, hand sanitizer, covering coughs and sneezes, avoiding face touching, avoiding casual physical contact, maintaining a clean environment, staying home when ill, and maintaining a meter of distance from anyone coughing or sneezing.
5. Demonstrate how, why, where and when to put on and dispose of a surgical mask and gloves. Provide education to all front line staff.

D. Supplies:

Surgical masks are adequate to control transmission by cough or sneeze and are recommended for symptomatic persons who must go into public areas. Masks, gowns and gloves are considered contaminated after a single use and should be discarded. Sufficient biological waste disposal containers will be required. Custodial staff are to wear gloves while cleaning and encouraged to wash their hands frequently. Hand sanitizers have been installed all around campus.

E. Human Resource Plan:

The Human Resources departmental plan will discuss the continuance of adequate staffing levels to maintain essential and core services as identified in operational emergency plan.

F. Communication Plan:

The Marketing and Communications Department is responsible to adapt the Emergency Communications Plan and timely maintain and update pertaining to current condition

16.0 General Guidelines for Confined Spaces

All enclosed spaces located and distinguished in City University University of Ajman shall be governed, reviewed, and entry shall be provided to authorized personnel. The engineering department with HSE officer will confine these spaces and permit required confined space and non- permit required confined space

The engineering department with HSE officer will:

1. Examining all known and presumed confined places;
2. Developing a Confined Space Profile for all confined spaces within campus;
3. Indicating confined spaces as permit-required confined spaces or non-permit confined spaces;
4. Implementing the steps required to restrict unauthorized entry into a permit• required confined space by displaying warning signs or access cards.
5. Coordinating with other departments and contractor's entry to assure proper procedures are observed prior to entry, while entry operations, and later entry into permit-required confined spaces.
6. Posting Hazard Warning Signs
7. Permit required confined spaces shall be informed to employees by posting a warning sign which reads:
   i. DANGER
   ii. DO NOT ENTER
   iii. AUTHORIZED ACCESS

Confined Space Hazards

The risks linked with entry into a confined space may vary in extent from least severe to the most severe as below:

- A non-permit space which does not include any dangerous safety hazard;
- A permit-requisite space where all hazards are dismissed prior to any entry
- A permit space wherein the only hazard is atmospheric and for which continuous, forced-air ventilation alone is enough to control.
- A permit space that has the potential to hold, both atmospheric and non-•atmospheric (physical) hazards.

Non-Permit Required Confined Space Entry Procedures

1. Study the work to see if personal protective equipment is needed.
2. Establish traffic control restrictions at the entry point, if applicable.
3. Eliminate any condition that would make replacement of the confined space entry cover unstable.
4. Once the entry cover is raised, immediately guard the entry point with a substitute barrier to avert an accidental fall through the opening and shield employees working in the space from foreign objects entering the area.
5. Ensure a safe means of communication is possible and
6. Ensure suitable lighting and/or tools (e.g., ladders) for safe entry and exit by entrants is accessible.

Permit-Required Confined Space Entry Procedures

1. The engineering along with HSE officer shall perform a visual inspection of the permit-required confined space and document the general purpose of entry.
2. shall convey pre-entry monitoring to decide if the space contains a hazardous atmosphere and record all effects on the Confined Space Permit if the space needs to be used by other department or a contractor.
3. If the permit-required confined space is determined as safe for entry, then other department staff or contractor will be allowed. If a permit is rejected, a representative of engineering department will identify the measures to be taken in order for access to be granted and entry into the permit-required confined space shall be prohibited until the engineering department along with HSE officer deems the space safe for entry.
4. Person entering this area should follow all necessary safety protocols and wear appropriate PPE's.

5. Post completion or while vacating these spaces for mid breaks the room should not be left open and proper hand over of the keys at the security should be ensured.

17.0General Guidelines for Electrical safety

De-energization of electrical equipment gives the highest level of safety while maintaining or repairing electrical equipment. Operating on live electrical parts should be evaded when possible and should only be performed in the following two scenarios:

De-energizing the equipment creates added hazards, such as cessation of hazardous ventilation systems or life safety systems; and

Equipment must be energized to provide for trial that can only be performed live. Only operators that are qualified persons are permitted to work on live electrical parts that are 50 V or higher.

The latter work methods must be followed when operating on live electrical parts:

17.1.1 Personal protective equipment (PPE) must be used when required.

17.1.2 Conductive attire (watches, bracelets, rings, key chains, necklaces, zippers,cloth with conductive thread, etc.) must not be carried.

17.1.3 Non-conductive hand tools must be utilized and must be rated for the voltageat which live electrical work is being done.

17.1.4 Barriers and signage must be posted a safe range away from the work areaand inexperienced persons must not be permitted in the work area.

17.1.5 Conductive elements and tools must be kept a safe distance away from liveelectrical parts.

17.1.6 Electrical equipment must be returned to safe conditions and all guards mustbe restored when work is finished.

17.1.7 When electrical equipment is not needed to be live during servicing or maintenance work, equipment should be de-energized in as per Lockout/Tagout policy.

18.0General Guidelines for Pest Control

Regular pest control actions are taken to prevent pests from entering an area and to eradicate any pests that may be present. The activity is controlled and scheduled by engineering department with concerned pest control contractor (approved by Ajman municipality).

18.1.1 Every department is prior informed of scheduled pest control activity for theirarea via email.

18.1.2 All staffs/faculty are requested to submit their office keys at security station toenable access and to carry out pest control activities.

18.1.3 All safety precautions like wearing PPE's, area cordon-off arrangements are made.

18.1.4 Pest control activities are usually scheduled during weekends at late-evening hours to restrict staff/student access to these areas for next 24- hours after thetreatment.

18.1.5 Once the treatment is done engineering department gives a clearance to use/access these areas and submits a completion report.

19.0 General Guidelines for Water Tank Cleaning process

Water tank cleaning an essential part of water hygiene. Neglected water tanks can be the perfect breeding ground for harmful bacteria.

Water tank cleaning is conducted by maintenance team of engineering department and ensures periodic water tank cleaning practice is done at an interval of every 6 months' block-wise.

During this course of cleaning, staff/faculty/students are prior informed to avoid the usage of restrooms, pantry until further clearance is provided for the specific block being cleaned.

All safety precautions like wearing PPE's, area cordon-off arrangements are made.

Engineering department submits a report on work conclusion.

20.0 General Guidelines for Traffic Management in Campus parking spaces

1. All vehicles entry and exit within university campus is controlled at security cabins located at entrance and exit areas.
2. Vehicle in/out logs obtain details of the vehicle, time of in/out, contact person.

Within the parking zone mapping, prerequisite has been made for all user types as follows:

- General parking
- Taxi Rank
- Authorized visitor parking
- Student Drop-off/pick-up zone
- Parking areas for people with determination in close proximity to campus buildings which are compliant with the required accessibility standards
- Managers/HOD's reserved parking
- Vehicle entry onto university area

3. Entry of vehicles to University premises is limited to the following:
4. Vehicles registered by UAE Territory vehicle licensing authority
5. Vehicles driven by Staff, Students or Visitors with a valid reason to park on university campus.
6. Vehicles of commercial tenants who are attending meetings, functions, authorized activities sanctioned on campus.
7. Vehicles delivering goods ordered by the university; vehicles operated by contracting companies and service providers to the university.
8. Vehicles drop in/pick-up facilities for passengers who are Staff, Students of or Visitors to the university.
9. Emergency services vehicles
10. Riders must always give right of way to pedestrians.
11. Mobility devices such as wheelchairs and motorized scooters are allowed where they are used by people with a mobility impairment.

Staff and Students

For staff and students entering any publicly accessible areas within any university campus, no special procedures need to be followed. For areas with restricted access, regular university security requirements shall apply.

Contractors and Visitors

Contractors and visitors entering university campus, shall only do so after complying with the following process:

- Who to contact Prior to arriving on site, contact shall be made with the relevant university contact person for whom the delivery is being made or with whom the visitoris meeting.
- Scheduling Major deliveries shall be scheduled in non-peak periods to minimize impacts to campus operations and maximize safety of campus users. Contact shall be made with the relevant university contact person to determine the preferred time for deliveries and the specific location where the delivery is required to be made.
- Reference shall be made to the Traffic Management Plan map for the relevant campus to locate permitted loading zones.

21.0 General Guidelines for Food Hygiene in Cafeteria

All food concessionaires/ contractors within the campus assigned for food services must follow Municipality health and hygiene standards especially those that apply to food court area and kitchens.

Quarterly inspections including observing adherence to the guidelines given below should be followed in areas utilized for food preparation and food display.

1. All food areas must be cleaned and hygiene should be maintained on a regular basis.

2. Only chemicals that are recognized food safe should be used on surfaces in contact with food.
3. All personnel concerned in food handling must follow good personal hygiene practices.
4. They must wear proper clothing for the area in which they are operating, including where necessary appropriate and clean headgear.
5. Food handlers who are ailing should not be permitted to prepare and serve food.
6. All foods must be stored in cleaning utensils and care must be taken to comply with temperature control conditions.
7. All facilities within food premises must be kept well maintained and faults notified promptly
8. Proper arrangements should be in place to dispose of food waste.

22.0 General Guidelines for Permit to work system

1. PURPOSE

This procedure defines the safe recording process to control works which are identified as potentially hazardous in the hotel.

2. SCOPE

This procedure is applicable to all activities of City University Ajman that needs to be controlled to manage the risk.

3. ABBREVIATIONS/ DEFINITIONS

3.1 CUA- City University Ajman

3.2 OSH MR – Occupational Safety and Health Representative

3.3 PTW – Permit to Work

4. REFERENCE DOCUMENTS

OSHAD SF – CoP – 21.0 Permit to Work Systems – Version 3.1, July 2019

5. PROCEDURE

5.1 General Requirements

- OSH MR shall ensure that all activities requiring a PTW are identified and managed in a safe manner.
- OSH MR / Engineering shall ensure that all persons involved with activities that require a PTW, are competent.
- OSH MR shall establish a PTW system for non-routine activities.
- Employees shall ensure they follow all the rules and regulation set by the employer with regards to PTW.

Employees shall ensure that they immediately report any hazard or information that may affect, adversely or otherwise, the works being undertaken

5.2 Planning and Assessment

- OSH MR shall ensure an assessment of the various risks is undertaken and systems of work are established which are safe to all parties involved or affected including the public;
- OSH MR shall ensure that effective procedures and control measures are implemented in order to manage activities safely and without risk to health and safety.
- OSH MR shall ensure that the PTW requirements are included in the Pre-Tender HSE Plan.

5.3 Permit to work requirements

- PTW systems shall be considered whenever it is intended to carry out work which may adversely affect the safety of personnel or plant. Permits-to-work are not normally required for controlling general visitors to hotel or routine maintenance tasks in non-hazardous areas.
- PTW systems are normally considered most appropriate to:
  - Non-routine operations;
  - High risk activities;
  - Where two or more individuals or groups need to co-ordinate activities;
  - Where there is a transfer of work and responsibilities from one group to another

Examples of Hazardous Activities

Activity	Definition	Examples
Hot Work	• Hot Work where a source of ignition is present or where non- intrinsically safe equipment is being used and there is a risk of fire or explosion • Ionizing / Non-Ionizing Radiation	• Welding, cutting, grinding Use of Explosive devices • Any heat or spark producing work • Using of ionizing and non-ionizing radiation or radioactive sources
Confined Space	Work in a Confined Space	Personnel entry into a confined space
Cold Work	Any work that does not include a source of ignition	• Ground disturbance / Excavation / trenching • Isolation of plant and equipment • Working at heights • Electrical work • Scaffolding (erection and dismantling) • Pressure testing • Removal / isolation or relocation of Safety critical equipment
Weather	Working in Extremes of Temperature	Work in very hot conditions

5.4 Specific Roles and Responsibilities

5.4.1 **OSH Management Representative**

The OSH MR shall be the ultimate responsible for the PTW system. The OSH MR shall ensure that a competent Authorized Person is appointed to issue and manage Permits, including:

- Shall ensure that all relevant employees have undertaking appropriate training, as per clause 5.14
- Shall ensure that appropriate procedures are established and maintained for all work done under the PTW system;
- Shall have the necessary authority to control the operations being undertaken and have the relevant competence on the facility or undertakings;
- Shall ensure that arrangements are made for the workforce to be made aware of the permits and systems, and trained in their operation;
- Shall ensure that the PTW system is monitored to ensure that it is effective and correctly applied;

- Shall ensure appropriate control measures are implemented for any emergency situations that may arise following non-conformity with the PTW;
- Shall ensure that the PTW system is audited and reviewed; and
- Shall allocate appropriate resources to enable the PTW system to be implemented.

5.4.2 **Engineering Personnel**

The Engineering Personnel shall be given the authority to issue and sign permits. The Engineering Personnel shall:

- Ensure that all foreseeable hazards associated with the proposed job have been identified and appropriately assessed.
- Ensure that all steps necessary to ensure the safety of the hotel or installation have been identified.
- Ensure the work hotel has been examined, and all precautions specified to be taken before work commences (including isolations) have in fact been taken and shall remain effective while the permit remains in force.
- Verify that the permit holder, including further staff tasked with undertaking works under the PTW, have appropriate competence to undertake the role and fully understand the risks.
- Ensure that the permit holder is aware of the precautions taken, any additional ones which are to be taken, particular equipment to be used or worn, and any other procedures which are to be followed.
- Ensure that any work activities that may conflict with one another are clearly identified and conflictions are avoided, or precautions included on the permit (e.g. use of welding shields).
- Ensure that all relevant people are aware of the permit's duration, and action to be taken if the work is suspended.
- Authorizing, by signature, the work to proceed following confirmation that all control measures are implemented and have been signed off.
- Ensure that copies of all issued permits are displayed at an appropriate location and in a consistent arrangement so that hotel personnel can readily see and check which equipment is under maintenance and not available for operation.
- Undertake ongoing inspections of the PTW to ensure risk control measures are being maintained.
- Ensure that the University is examined at any time when work is suspended and before it is restarted, and finally when the work is completed to ensure that it is in a safe condition.
- Ensure that the shift handover procedure is complied with.

Ensure that the University is examined on completion of the works and the PTW is correctly closed

Information regarding to the closure of the permit is informed to the relevant person

- Ensure appropriate records of all permits and master controls sheet are maintained.

5.4.3 **Permit Holder**

The Permit Holder is the competent person who has requested the permit to be issued and shall be fully responsible for the works whilst they are being undertaken. The Permit Holder shall:

- Ensure that they and the people working with them understand the operation of (and the consequences of non-compliance with) the PTW systems applicable to the areas in which they are responsible for work.
- Ensure any necessary information, instruction or training is given to users to ensure that they understand the PTW systems and the specific precautions required for their work.
- Ensure that the conditions and precautions specified in the permits are fully understood, implemented and effectively monitored.
- Immediately stop / suspend work if conditions require or if the PTW requires change.
- Communicate effectively with all parties during the operation of the Permit.
- Ensure that all parties are aware of the completion of the works and the permit is correctly closed with the OSH MR.

5.4.4 **Work Party**

The Work Party who undertakes the work shall comply with the requirements of the PTW at all times including:

- Shall understand the scope of work and the control measures implemented;
- Shall participate in the development or review of the risk assessment;
- Shall ensure that all control measures defined in the PTW are strictly followed;
- Shall not interfere with the work of their colleagues and shall adhere to the roles and responsibilities assigned under the PTW;
- Shall cease work and inform the Permit Holder when there is a breach of the PTW conditions; and
- Shall leave a clean and safe facility.

5.5 Scope of Permit to work

- There shall be a clearly defined and understood scope of work and validity period.
- A PTW shall be raised to cover specific work activities. Each PTW shall however only cover one work activity.
- The work conditions, boundaries and scope of work shall be clearly defined on the PTW form, including the start and finish time of the proposed work.
- The period for completion of the work shall not exceed the maximum duration of the PTW as defined by the start and finish time. The timeframes for a PTW shall not exceed 12 hours or one working shift, whichever is the lesser timeframe.
- For the work to extend beyond the stated finish time the PTW shall be revalidated (including re-approval by the person issuing the PTW) or a new PTW issued.
- The PTW system shall only allow for limited extensions or revalidations rather than continuously extending previous PTW.

5.6 Hazard Identification

- At the planning stage an appropriate formal risk assessment shall be undertaken to identify the hazards and assess the risks associated with the scope of work.
- The risk assessment shall identify any:
  - Concurrent conflicting activity hazards and their control measures;
  - Workplace environmental monitoring (eg. confined space, hot work, etc); and
  - Control measures required for work that extends beyond a single shift.
- The risk assessment shall examine external influencing hazards and risks eg. hazards that exist outside of the immediate scope of the work but may influence the safe completion of the work.

5.7 Control measures implemented

- All necessary control measures for the safe completion of the work shall be identified on the PTW form and its associated supporting documentation.
- The Permit Holder shall confirm or verify that all control measures are implemented before the commencement of work.
- In situations where there is a requirement for OSH critical equipment to be removed from service (eg. components of a fire safety system), the PTW shall identify the control measures required during the isolation of this equipment. The OSH MR or delegate shall notify:
  - Other potentially affected parties on the facility; and
  - Any relevant external parties.

5.8 Simultaneous Conflicting activities

- Workplaces shall have control measures implemented to control risks associated with concurrent or interacting activities. This process shall include the identification and management of:
  - Interfaces between working parties; and
  - Interfaces between CUA and contractors.
- Where a number of Permits to Work are in operation, the OSH MR shall designate a competent person to ensure that the interfaces are appropriately managed.

5.9 Communication

- Permit Holders shall communicate the requirements of the PTW to the members of the Work Party.
- Work shall not proceed until all personnel working on the job confirm, by signature, their understanding of the PTW requirements.
- The original PTW form and its associated documentation shall be displayed at the University.
- A duplicate of all ‘live’ PTW forms shall be maintained in a central location.
- Where work continues over more than one shift, the PTW shall be revalidated (including re-approval by the person issuing the PTW) or a new PTW issued.
- Revalidation shall be subject to University inspection confirming the implemented control measures are still appropriate.
- A formal handover process shall be implemented to ensure:
  - Handover of Permit Holder and Work Party responsibilities.
- The communication of all necessary information shall be in a common language of understanding.

5.10 Close out

- When work is complete or there is a requirement to close the PTW:
  - The Permit Holder shall ensure the University is left in a clean and safe state and where required a process is implemented to manage any follow-up work;
  - The Permit Holder shall sign the 'hand-back' section of the PTW form; and
  - OSH MR in coordination with the Department Manager to initiate the removal of control measures originally installed for the work to take place.
- When the work environment has been returned to a state of readiness for return to normal duties, the OSH MR shall sign the 'permit closure' section of the PTW form on both original and duplicate copy.

5.11 Verification of Isolation

- All isolations shall be verified as being implemented by the OSH MR before authorization of the PTW.
- Isolation certificates shall be included to record and communicate that isolations, checks or other tests have been carried out by OSH MR. Certificates of Isolation shall be attached to the PTW and entered into an isolation register. Certificates typically cover:
  - Electrical isolation / mechanical isolation;
  - Ground disturbance;
  - Gas testing; and
  - Ionizing radiation.
- Certificates shall only be signed after an authorized and competent person verifies that isolations and other required control measures are implemented, and the Certificate cross referenced to the controlling PTW.
- The OSH MR shall confirm that all defined control measures have been established and authorized signatories have fully implemented any Permit/Certificate requirements.
- The Permit Holder shall confirm that the workplace is safe to commence work.
- Certificates are documents that define preparations that are additional to the prime PTW requirements and are required for work to proceed. They do not, by themselves, authorize work to proceed. They cannot stand-alone and shall always be accompanied by a covering PTW.

5.12 Management of Change

- Where the work scope or circumstances change (e.g. conflicts identified during the work activity) work shall immediately cease and the PTW referred back to OSH MR.

Where the scope of work or circumstances change the PTW shall be revoked and a new permit issued with the new control measures identified on it

- If work covered by a PTW proceeds from one work shift to the next, the PTW form shall be re-validated with the new (on-coming shift) Engineering personnel confirming that it is safe to recommence work.
- Both the Permit Holder and OSH MR shall sign-off onto the re-validated PTW form and the new Work Party briefed.

5.13 Emergency situations

- In any emergency situation, all Permits to Work shall be suspended until the facility has returned to its normal status.
- All Permits to Work shall be revalidated or re-issued prior to work resuming.

5.14 Training Requirements

- The OSH MR shall ensure that all relevant parties are competent to undertake their role within the PTW Procedure
- The OSH MR shall give awareness training on the requirements of the PTW procedure and how this affects their role.
- Training shall be competency-based and include:
  - Overview of the PTW system;
  - Legal and entity requirements;
  - Responsibilities and authorities under the PTW system;
  - Documentation requirements;
  - How to close Permits;
  - PTW conditions e.g. validity, required signatures, precautions etc.; and
  - Emergency procedures.

5.15 Supply chain controls

CUA shall ensure that they comply to management of contactors procedure while purchasing any goods, equipment and services relates to this procedure.

5.16 Interested parties' workplace access

Access to areas or activities which requires permit to work are limited to authorized personnel only. Any contractors that needs to perform high risk activities such as hot work, working in confined space etc. needs to have a permit to work issued by the authorized personnel of the hotel. No high-risk activity shall commence without issuing permit to work.

5.17 Consequence management

Failure to issue permit to work for high risk activities could lead to fatality / major injuries.