ASU
جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

Health & Safety Handbook

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1. Introduction

Health and Safety is a top priority for Applied Science University (ASU). Irrespective of whether you are a student, member of staff working here, we need to ensure that you come into ASU and return home safely at the end of the day, without any accidents or any harm to your health. The ASU is committed to ensure that all the activities undertaken at the university premises are carried out to the highest possible standards of health and safety.

2. About this Health and Safety Handbook

This Health and Safety Handbook is for all ASU students and employees. Our aim is to make this Handbook as user friendly as possible. This Health and Safety Handbook will provide guidance on general Health and Safety matters at ASU.

Please take a few minutes to read this Handbook and to Familiarize yourself with the university's rules and emergency procedures. The ASU request your support and commitment to the rules set out in this handbook.

3. Health and Safety Policy Statement

The Occupational Health and Safety policy at the university is designed to achieve the following objectives:

3.1 Safeguarding and protecting employees' health and working capacity.

3.2 Carrying out continuous improvement at the university to improve the working conditions at the university and make it safer for employee's health and safety.

3.3 Developing an organizational culture that promotes the advancement of healthy and safe working conditions and a harmonious working environment; resulting in happier and more productive employees.

3.4 The occupational health and safety policy will have the following benefits to the university.

3.4.1 Ethical - Due Diligence: duty of reasonable care, unacceptability of putting the health and safety of people at risk.

3.4.2 Legal - Preventative: prevention of punitive action due to negligence.

3.4.3 Economic - Avoidance: costs associated with compensating injuries and damages, insurance coverage and indirect costs associated such as absences and lower productivity.

4. Classroom and Office Safety

This Classroom and Office Safety guidelines apply to all offices and classroom spaces in the ASU. Everyone who occupies the office or classroom is responsible for keeping the area free of hazards.

Trips and falls are the most common hazards in the classroom due to slippery floor and improper arrangements of furniture. Electrical hazards involve overloaded electrical circuit, exposed wires, etc. The following safety precautions shall be ensured in all classrooms:

4.1 Trips and falls are the most common hazards in the classroom due to slippery floor and improper arrangements of furniture. Electrical hazards involve overloaded electrical circuit, exposed wires, etc. The following safety precautions shall be ensured in all classrooms:

4.1.1 Ensure the floor should be dry and clear to prevent slip and trip hazards. Trailing electrical cables should be safely arranged in the classroom to prevent slip and trip hazards.

4.1.2 Appropriate and good furniture are provided in the classroom for comfortable sitting.

4.1.3 Electrical outlets should be in good condition and circuits not overloaded. (Any switch or outlet that feels warm when touched should be reported to the University Health and Safety Supervisor or Control Room.

4.1.4 Equipment power cords and plugs should be in good condition and must be ensured with no exposed wires.

4.1.5 The Emergency Evacuation Map is displayed in the classroom, which guide you from classroom to fire assembly point. All students should be familiar with the emergency exit door.

4.1.6 Ensure fire exit door is clear without any obstruction.

4.1.7 Do not stand in front of closed doors, which may open suddenly.

Office jobs usually involve long periods of sitting, writing, reading, operating computers, etc. Improper working postures create various physical problems such as neck and back pains and other musculoskeletal problems etc. These types of health problems are commonly associated with office staff.

4.2 The ASU management ensures adequate safety precautions in all the offices. Similar to classrooms, slips, trips, falls, fire and electric shock are the most common vcause of injury in offices. The following safety precautions shall be taken to in the offices:

4.2.1 All office furniture shall be kept properly in order to avoid slipping, trip and falls while walking.

4.2.2 Office chair should be comfortable to sit and shall be adjusted to fit for the user.

4.2.3 Ensure the office floor is always kept neat and clean to prevent slipping and tripping hazard.

4.2.4 Make sure that thumb tacks and other sharp objects are not thrown loosely into desk drawers.

4.2.5 Adequate lighting in the office.

4.2.6 No matter how well an office machine works, always turn it off before adjusting or servicing it.

4.2.7 Ensure that electrical cords and phone cords do not cross walkways.

4.2.8 Clean spills and pick up fallen debris immediately.

4.2.9 Ensure fire exit routes are without any obstruction.

4.2.10 Make sure the electrical outlet boxes are not exposed.

4.2.11 Frayed electrical cords should be immediately reported and replaced by qualified personnel.

4.2.12 All office employees should be trained in fire and evacuation plan and procedures during the Health and Safety induction training and fire safety awareness training.

4.2.13 Good housekeeping is to be maintained in the office area.

4.2.14 The cabinet doors and drawers are kept shut when not in use.

4.2.15 Keep office equipment, facilities, and machines in good condition.

4.2.16 You should know the location of fire extinguishers, how to use them and the location of emergency exits and Fire Assembly point.

4.2.17 Always remove staples with a staple remover, not your fingernails.

4.2.18 Paper cutters should be properly guarded for maximum protection. When using a paper cutter, keep your fingers away from the blade. Don't release your hold on the blade handle while cutting and never leave the blade in an upright position, even for a second.

4.3 The following workstation exercises help to relieve some of the physical complaints/ discomfort associated with sedentary work:

Visual exercises can help reduce eye strain. Try the following:

4.3.1 At least every 15 to 20 minutes change your focus away from the terminal for few seconds, and look at something at least 20 feet away. Repeat several times.

4.3.2 Try palming at the same time. Form shallow cups with the palms of your hands and place them over your closed eyes for few seconds. Repeat several times.

4.3.3 Blink often. But slowly, to allow your eyes to moisten.

5. Health and Safety Induction

The ASU is committed to ensure that staffs and students receive adequate information, instruction, training and supervision to enable them to work with minimum risk to their own or other people's health and safety. An important element in achieving this is a health and safety induction training programme. The Health and Safety Induction training is carried out properly and will ensure that essential information is transmitted and inculcate a positive attitude in health and safety to newcomers in the ASU.

All new staff, students or employees including full time contractor staffs are required to attend Health and Safety Induction Training. The purpose of the Health and Safety Induction is to ensure that all employees, students and contractors are provided with adequate information, which include Emergency Procedures for Fire, Health and Safety Policy Statement, Security Procedure, First Aid and Medical Assistance, Smoking Regulations, Use of Fire Extinguishers and Emergency Response in the Event of Fire, etc.

The Health and Safety Supervisor is responsible to conduct Health and Safety Induction Training within the first days of students and staffs. The Human Resources Department must inform the Health and Safety
Supervisor about the new students or employees to start the Health and Safety Induction. Records of Health and Safety Induction must be made and keep in the HSE office. The Induction will be signed and dated by both the Health and Safety Supervisor and the Inductee.

6. Security Control

The Applied Science University maintains a high level of security systems at the university premises. The ASU is committed to the safety and welfare of students, staffs, contractors and visitors. The appointed security contractor is responsible to safeguard the university's property and assets. The responsibilities include security of all of the university buildings and gates, Operation of CCTV system, patrolling of university premises, emergency procedures, reporting safety hazards, dealing with visitors to the university and liaison with police, fire, and ambulance services, etc.

6.1 The following basic Security rules should be followed by all the students, staffs, visitors and contractors working in the Applied Science University.

6.1.1 All Applied Science university staffs, students and contractors will receive an access badge.

6.1.2 The visitors must report to the security officer and will be receiving a visitor entry badge.

6.1.3 Authorized visitors are only allowed at the university premises.

6.1.4 Students, contractors and visitors must enter through the gate number one (1) and seven (7).

6.1.5 All Applied Science University staffs should enter through gate number three (3).

6.1.6 The entry and exit of all people at the university are controlled by totally enclosed fences and appointed security guard at the gates.

6.1.7 The vehicles are to be parked properly in the areas assigned for parking.

6.1.8 The contractors must obtain the entry passes from the procurement department in advance if the contractor works within the Applied Science University.

6.1.9 Gate pass or authorization is required from the procurement department for materials and equipment entering and leaving at the university premises.

6.1.10 All the students and staff should report to the security control room in case of thefts, suspicious activities, serious property accidents or other crimes relating to Applied Science University property or personnel.

6.1.11 University Security and Safety will investigate all complaints and reports and would act as a liaison with the Administration department and if required local police.

6.1.12 Department's scheduling programs on university are required to inform the control room security officer.

6.1.13 All students and staff are requested to hand over any lost properties or items founded at the university premises to the security control room.

6.1.14 If you have lost something in the Applied Science University premises, please contact security control room.

6.1.15 If you discover a hazard, fire, explosion, or smell smoke in the Applied Science University please inform to Security control room.

Security Control Room Contact Number: +973 16036206

7. Basic Health and Safety Rules

The Applied Science University is committed to providing a safe and healthy environment for students, staff, visitors and contractors. This Health and Safety Handbook specifically mentioned with regards smoking regulations, emergency action plan and security rules, etc. Other than it is expected that all members of Applied Science University follow the below mentioned basic health and safety rules.

7.1 The Head of Department, Administration Department and Health and Safety Supervisor ensure that students and staff receive appropriate safety training.

7.2 To maintain the good image of the Applied Science University, students and staff will be reminded to be attired in a manner befitting the status of university.

7.3 The contractors and maintenance staff wear appropriate, suitable protective uniform at the university.

7.4 Make sure that you are aware of the location of fire assembly point and escape routes. In the event of an emergency do not panic and follow the emergency response procedure.

7.5 Students and staff are forbidden to carry out any repairs on the electrical appliances at the university.

7.6 Students must not, under any circumstance, light candles, joss sticks or other flammable items in their classroom or university premises. Such actions constitute serious fire risks and will activate the smoke detectors.

7.7 Horseplay, running and practical jokes are prohibited in the Applied Science University due to potential slipping, tripping and collision hazards.

7.8 Students and Staff must cooperate with and follow university emergency arrangements.

7.9 The Applied Science University implemented arrangements to encourage students and staff to report hazards and unsafe conditions to the Health and Safety Supervisor or Security Control Room.

7.10 The contractor must wear Personal Protective Equipment required to carry out any maintenance or construction activities at the university.

7.11 The contractor must obtain permits and gate pass for maintenance and construction activities.

7.12 All university members must aware of all safety facility locations such as first aid kit, first aid room, fire fighting equipment and emergency exit.

8. Safe Driving

All Applied Science University vehicle owners and university drivers need to incorporate safe driving to achieve zero vehicle related accidents. Unsafe and careless driving is one of the most expensive and serious cause of accidents.

8.1 The following consequences may affect unsafe driving:

8.1.1 Loss of Life

8.1.2 Serious Injury

8.1.3 Major property damage

8.1.4 Legal consequences

8.2 The following consequences may affect unsafe driving:

8.2.1 Parking permit or approval is required to park in the administration building area.

8.2.2 Make sure that you are wearing a seat belt while driving.

8.2.3 Reduce speed while entering the student parking area.

8.2.4 Reduce speed and stop if you see a pedestrian waiting to cross at the university premises.

8.2.5 Driving requires your full attention, avoid eating, drinking, and smoking while driving.

8.2.6 Must maintain a safety distance between your vehicle and the vehicle in front of you.

8.2.7 Reserved parking for disabled person marked with a sign board.

8.2.8 The vehicles must park properly in the marked parking spaces.

8.2.9 A vehicle will be considered in violation if it is stopped or standing in a no parking area or improper parking.

8.2.10 The university drives must report any damages on the vehicles for repair.

8.2.11 The drivers make sure insurance and registration copy available in the vehicle.

8.2.12 The vehicles must not park to blocking other vehicles.

8.2.13 Traffic signs, one-way traffic system and security guard instruction shall be followed while driving at the university premises.

8.2.14 Use of mobile phone is prohibited whilst driving unless the mobile system can be activated totally hands free.

8.2.15 No person shall cause any horn or device for signaling upon any vehicle to be sounded without cause so as to disturb the peace and quiet of the university.

9. First Aid and Medical Assistance

9.1 The ASU has humane, legal and financial obligations to provide a first aid service for its staff, students and visitors. First aid provides an immediate and initial attention given to students, employees or any contractor staff in the ASU who has been suffering any injury or illness. First aid at the university has a number of benefits including:

9.1.1 Saving lives.

9.1.2 Preventing permanent disability.

9.1.3 Providing immediate support to the injured person.

9.2 The provision of medical assistance or first aid room is located in the Basement area of the Academic Building. Professional nurse shall be available at the university. The following medical equipment's shall be available in the medical room.

9.2.1 AED (automated external defibrillator) AMBU bag

9.2.2 spygmomanometer (Bp apparatus)

9.2.3 Stethoscope

9.2.4 Accu-check active blood glucose monitoring system.

9.2.5 Nebulizer machine

9.2.6 Digital weighing scale

9.2.7 Wheelchair

9.2.8 Refrigerator (small)

9.2.9 Digital thermometer

9.3 It is the responsibility of the nurse to ensure first kits are kept clean, tidy and stocked. This includes replacing items before their expiry dates. The nurse shall be recorded treatment. The following contents shall be available in the first aid kit.

9.3.1 Betalast ideal cotton band

9.3.2 Betalast cotton crepe band

9.3.3 Cotton balls while large

9.3.4 Sanitabant plaster strips

9.3.5 Eye pads

9.3.6 Triangular bandages sling 9.3.7 Lister bandage scissors

9.3.8 Betadine dry powder spray

9.3.9 Ice/hot bag Betapadadhsurg dressing

9.3.10 Panadol

9.3.11 Aspirin protect tabs

9.3.12 Mebo herbal ointment

9.3.13 Bandage cotton wrap

9.3.14 Dettol liquid

9.3.15 Alcohol swaps

9.3.16 Gauze swab

9.4 First response emergency medical attention:

9.4.1 Check if student or employee is injured, unconscious, or otherwise exhibiting signs/symptoms of an injury that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to the injured person.

9.4.2 Do not panic

9.4.3 Don't move the person; call immediately the security guard nearest to your area. Alternatively call medical clinic +973 16036107 or tell a security guard to call.

9.4.4 Do not conduct first aid if you are not an accredited first aider, it may aggravate the situation. Wait for ASU professional nurse assistance.

9.4.5 Professional nurse will give appropriate first aid.

9.4.6 Follow the nurse instruction and if required additionally medical attention required security will call ambulance service.

9.4.7 If required assist emergency crew as necessary.

9.4.8 The security guard and nurse will notify injured person's name and CPR number, etc. to prepare the report.

9.5 CPR (or cardiopulmonary resuscitation) is a combination of mouth to mouth rescue breathing and chest compressions. If someone isn't circulating blood or breathing adequately, CPR can restore circulation of oxygen-rich blood to the brain. The following method shall be used to perform CPR:

9.5.1 Check the scene and the person. Make sure the scene is safe, then tap the person on the shoulder and shout "Are you OK?" to ensure that the person needs help.

9.5.2 Call Nurse +973 16036107 for assistance If it's evident that the person needs help, call (or ask a bystander to call).

9.5.3 Open the airway. With the person lying on his or her back, tilt the head back slightly to lift the chin.

9.5.4 Check for breathing. Listen carefully, for no more than 10 seconds, for sounds of breathing. (Occasional gasping sounds do not equate to breathing). If there is no breathing begin CPR.

9.5.5 Push hard, push fast. Place your hands, one on top of the other, in the middle of the chest. Use your body weight to help you administer compressions that are at least 2 inches deep and delivered at a rate of at least 100 compressions per minute.

9.5.6 Deliver rescue breaths. With the person's head tilted back slightly and the chin lifted, pinch the nose shut and place your mouth over the person's mouth to make a complete seal. Blow into the person's mouth

to make the chest rise. Deliver two rescue breaths, then continue compressions.

10. Accident and Incident Reporting

An incident is something that happens, often something that is unpleasant.

Accident is unexpected/ unplanned events in a sequence of events that occurs through a combination of causes that results in physical harm (injury or disease) to an individual, damaged to property, a near miss, loss of time or a combination of them.

Near Miss an event that only by chance did not cause injury or property damage.

All Applied Science University employees, students and contractors are responsible for reporting accidents/ incidents, damages, environmental incidents, including near misses and hazards to ASU control room or HSE Supervisor. If you see something that could potentially be a hazard, report to HSE Supervisor or control room.

10.1 By reporting a hazard, you are preventing an injury and making Applied Science University is a safer place! Please report as soon as possible to control room or Safety Supervisor.

Safety Supervisor +97316036104 Control room +97316036206

10.1.1 All near-misses (events that do not cause injury, but have the potential to do so).

10.1.2 All hazards (anything that has the potential to cause ill health or injury).

10.1.3 All other incidents, including environmental, property damage, spills, etc.

The Safety Supervisor will conduct accident investigation to finding the root cause of the incident to prevent the event from happening again.

11. Fire Prevention

Fire is the combination of Oxygen, Heat and fuel. Three things must be present at the same time to produce fire such as enough oxygen to sustain combustion, enough heat to reach ignition temperature and some fuel or combustible materials. Together they produce chemical reaction is fire.

11.1 Fire prevention is all ASU members' responsibility. Most fires develop only because of carelessness – e.g. combustibles left close to sources of heat or ignition, accumulations of combustible waste, cigarettes not fully extinguished. Fire hazards can result at the university from the following:

11.1.1 Electrical sources

11.1.2 Smoking, inconsiderately dispose of their cigarettes.

11.1.3 Poor hose keeping and presence of flammable materials such as accumulation of excess paper, cardboard, chemicals and wood, etc.

11.1.4 Arson

Nearly all fires can be prevented easily. Good housekeeping, awareness and sensible precautions will minimise the likelihood of fire occurring. Everyone should be encouraged to report hazards to their colleagues, control room or University safety supervisor.

Safety Supervisor +97316036104 Control room +97316036206

Complying with the electrical safety guidance on electrical equipment and portable heaters to minimise the risk of fire. Combustible materials such as paper, cardboard and textiles should be kept at least 500mm from electrical equipment and appliances. All waste should be removed promptly. Never leave waste in staircases, corridors, lobbies, etc. All members of staff are required to take a Fire safety aware- ness training where you will be taught what to do in case of a fire, the types of extinguishers available and their use. The fire safety awareness training will be conducted by HSE supervisor.

The fire extinguisher is a portable device that discharges a jet of water, foam, gas, or other material to extinguish a fire.

11.2 How to use a fire extinguisher?

11.2.1 Pull the pin.

This will allow you to discharge the extinguisher.

11.2.2 Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

11.2.3 Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

11.2.4 Sweep from side to side until the fire is completely out.

Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it reignites.

Remember Fire Extinguisher is an active fire protection device used to extinguish or control or small fires, often in emergency situations. It is not intended for use on an out of control fire. Unless you have been properly trained to use a fire extinguisher otherwise leave the fire extinguisher to the other professionals.

12. Fire Evacuation Procedure

The ASU fire evacuation procedure is designed to respond to an emergency anywhere on the university and provide a process for evacuating students and employees from fire to protect human life, assets and property, and restore operations to normal as quickly as possible. Our objective is to provide a safe and comfortable environment for employees, students and guests.

ASU buildings are complying with the Bahrain Civil Defence requirements. Building occupants are protected by the use of automated smoke and heat detectors an automated alarm system and connected to Civil Defence, fire extinguishers, hose reel cabinets and fire evacuation map, etc.

12.1 This following fire evacuation procedure is to be followed in the event of fire:

12.1.1 Action on discovering a fire.

12.1.2 Break the glass to operate the fire alarm if the alarm does not already sound.

12.1.3 Call the control room +97316036206 for quick response.

12.1.4 Extinguish the fire if it is on early stage and if you are trained to do so.

12.1.5 Leave the building by the nearest safe exit through stairs.

12.1.6 Do not return to your desk/ work area to collect personal belongings.

12.1.7 Go to fire assembly point and Emergency response team members will guide you.

12.1.8 If you encounter smoke, keep low, crawl on hands and knees, and keep your face close to the floor where the air is clearer.

12.1.9 Always listen to and do what Emergency Response team members tell you, they are there for your safety.

12.1.10 Do not re-enter the building or leave the assembly point until advised by the Civil Defence, Emergency Services team members or Safety supervisor.

12.2 Action on hearing the fire alarm

12.2.1 On hearing the fire alarm bell staff, students and visitors must leave the buildings by the nearest exit route through stairs in an orderly manner (Do not run).

12.2.2 Follow the fire exit sign.

12.2.3 Do not return to your desk/work area to collect personal belongings.

12.2.4 Where it is safe to do so without delaying the evacuation, windows and doors should be closed.

12.2.5 Emergency Response Team members will guide you to go fire assembly point.

12.2.6 Do not re-enter the building or leave the assembly point until advised by the Civil Defence, Emergency Services team members or Safety supervisor.

12.3 Assistance for Disabled Persons

12.3.1 If possible immediately leave the building by the nearest exit route through stairs.

12.3.2 Call the control room +97316036206 and give your location for quick assistance.

12.3.3 With assistance of a security officer or emergency response team members the disabled person confined wheelchairs.

12.3.4 The disabled person can be navigated safely to fire assembly point.

ASU emergency response team members are aware of disabled persons within the university. The ASU have a record that permanent occupants of the building who are disabled and their location. This record shall be updated periodically.

12.4 How to make a 999 call.

Fire alarm system will be detected through actuation of the break glass point or smoke and heat detector and security and Civil Defence will get information about the fire. However the critical situation that the person discovering the fire can call 999 emergency services. 999 calls are free. The more information the Civil Defense has, the quicker firefighters can get to you a do their job. Speak slowly and clearly.

Give the full address of your location like:

(Applied Science University, Building number: 166, Road: 23, Block: 623,

East Al Ekir) and explain what

happened.

12.5 ASU Evacuation Diagram or Emergency exit and Fire Zones The ASU displayed evacuation diagram or emergency exit and fire zones the entire area of university premises. An Evacuation diagram will guide all Applied Science university members how to exit a building safely in case of a fire.

12.6 The following elements shown in the Evacuation Diagram:

12.6.1 The basic layout of the location.

12.6.2 The starting point, this is the location of the diagram there for person reading it. Shown on the red label “You Are Here”.

12.6.3 Exit points are shown in the diagram which guiding to fire assembly point.

12.6.4 Firefighting equipment’s location shown in the map such as fire extinguishers and hose reel.

12.6.5 Fire break glass point location shown in the map.

12.6.6 Location first aid kit identified on the map.

12.7 In YOUR normal place of work or study YOU must make yourself aware of:

12.7.1 The location of nearest firefighting equipment’s. 12.7.2 The

location of the nearest fire alarm call point

12.7.3 Your possible evacuation routes.

12.7.4 Familiarize the evacuation map or emergency exit and fire zones.

12.7.5 The location of fire assembly point.

12.7.6 The telephone number of security control room: +97316036206

13. Fire Assembly Point

In case of fire occur at the university, all Applied Science University occupants should evacuate the building by the nearest exit to the outside of the

building and then proceed to the Fire Assembly Point. The two fire assembly point is provided by the Applied Science University. The location of fire assembly point is in front administration building and car parking area of academic building which marked with the appropriate sign board.

Once outside the building, please stay in front fire assembly point. Whenever possible, congregate with people from your class/work groups. Try to account for all people after gathering at the assembly point to ensure that have evacuated safely. If you suspect there are still people in the building, immediately notify the emergency response team members.

14. Fire Drill

The Applied Science University will schedule and conduct two fire drill a year. A fire drill is a method of practicing how ASU members would be evacuated in the event of a fire. Practicing scheduled fire drills will help ensure individuals have the knowledge to safety escape a fire without injuring themselves or others. During the drill the fire alarm system is activated and the entire members shall be evacuated.

14.1 During the Fire Drill the following shall be monitored:

14.1.1 Are individuals closing the doors upon exiting rooms?

14.1.2 Are individuals remaining calm and proceeding towards the nearest exit?

14.1.3 Are individuals assembling at the designated muster point?

14.1.4 Are the Emergency Response Team ensuring the safe evacuation of all individuals?

14.1.5 Are all individuals being accounted?

14.1.6 Are exits guarded to prevent the re-entries into the building?

14.2 After the Fire Drill the following shall be monitored:

14.2.1 Record the total evacuation time in the evacuation checklist report.

14.2.2 Silence the alarms, reset the manual pull station and reset the fire alarm system.

14.2.3 Ensure the fire alarm system is back to normal operating condition.

14.2.4 Inform individuals that they can re-enter the building.

14.2.5 Keep a record of the fire drill report.

15. Manual Handling

Manual handling activity means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force. Incorrect manual handling is one of the most common causes of injury at work. Many of the accidents reported each year are associated with the manual handling of loads. Sprains and strains, particularly on the back, are the injuries which most often occur. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead to permanent disability.

15.1 Within the ASU setting, there are a wide range of manual handling activities including, but not limited to the following:

15.1.1 Lifting and moving office stationery and equipment.

15.1.2 Lifting and carrying food and equipment in the cafeteria.

15.1.3 Carrying and lifting books in libraries.

15.1.4 Movement and setting up of computers, printers and photocopiers.

15.1.5 Construction, Cleaning and maintenance manual handling activities.

15.2 The following basic principles shall be followed for manual handling activities:

15.2.1 All persons carrying out manual handling duties must handle the load in the safest possible manner, thereby avoiding sprains and strains to their back and other parts of the body.

15.2.2 Ensure that the object is light enough to lift, is stable and unlikely to shift or move.

15.2.3 Make sure the route is clear of obstructions.

15.2.4 The correct method of lifting is to use the strong leg and thigh muscles and to maintain the natural shape of the spine throughout the lift.

15.2.5 Do not jerk. Carry out the lifting movement smoothly, keeping control of the load.

15.2.6 Move the feet. When turning to the side, move the feet; do not twist the trunk.

15.2.7 Keep close to the load. Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, try sliding it towards you before attempting to lift it.

15.2.8 Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the required position.

15.2.9 Two people/ team lifting encouraged for heavy/ awkward objects.

15.2.10 Minimize carrying distances where possible.

15.2.11 Prior to lifting, ensure the route is free of obstruction.

15.2.12 Ensure the floor surfaces are in good condition to prevent slip hazards.

15.2.13 Ensure sufficient rest and recovery time is taken during repeated lifting.

The manual handling accidents are reported to Health and Safety Supervisor so that hazardous operations can be promptly identified and remedial action taken to prevent repetition.

16. Electrical Safety

Electricity when handled carelessly can lead to electrical shock, burns, or other serious injury or fatality. Electricity must be respected at all times. The Applied Science University committed to provide a safe working environment for electrical safety to all ASU personnel and contractors. The competent and licensed electrical contractor representative only carried out any electrical activities at the university.

16.1 The following safety measures shall be followed to prevent electrical hazards:

16.1.1 Only trained, qualified and authorized contractor persons only perform work or repairs on electrical equipment.

16.1.2 Electrical power equipment (tools, machines, extension cords, etc.) shall be maintained in safe working condition free of electrical hazard such as frayed cords, missing ground connector pins, loose or missing grounds, or electrical shorting.

16.1.3 The Health and safety supervisor will inspect and all electrical power equipment, defective equipment must be removed from the university immediately.

16.1.4 Temporary power cords (extension cords) shall only be used in continuous lengths, free of splices.

16.1.5 The position of extension cord shall be managed without affecting tripping hazards.

16.1.6 Only authorized person can work on electrical distribution boards which shall be locked at all times.

16.1.7 Switch off and unplug appliances before cleaning or adjusting them.

16.1.8 Stop using the equipment immediately if it appears to be faulty, inform to control room and have it checked by a competent person.

Any minor shocks or "tingles" from electrical equipment or electrical infrastructure (wiring, switches or plugs) or any minor damage caused by electricity must be reported immediately to the control room or Safety Supervisor.

Safety Supervisor +97316036104 Control room +97316036206

17. Smoking Restriction

The Applied Science University wishes to provide, as far as is reasonably practicable, a healthy, safe and comfortable environment for employees and students as well as a safe environment. This section aims to minimise the harmful effects of passive smoking and its related discomfort to others and to ensure a safe and healthy working environment.

Generally, smoking is forbidden in the Applied Science University with the exception of designated smoking area. Appropriate no smoking signs are displayed in the premises. The designated smoking room has been provided room 422 and 329 which allow smoking whilst being sited. Provided suitable ashtrays in the smoking room and ensure cigarettes are completely extinguished before you leave a smoking room.

18. House Keeping

General cleanliness, proper storage and good housekeeping can prevent accidents. The assigned contractor is responsible to maintain good housekeeping at the university premises. However, ASU employees will share the responsibility for maintaining good housekeeping practices. Health and safety supervisor and security officer with facility management will be responsible to monitor housekeeping as part of their facility health and safety inspection.

18.1 Proper attention should be given to the following:

18.1.1 Spills should be dealt with immediately. They should be cleaned up immediately.

18.1.2 Wet areas must be adequately cordoned off with warning signs posted, such as during floor cleaning or waxing operations.

18.1.3 Damaged floor surfaces such as warping tiles, or worn spots in the carpet, etc., should be reported to maintenance team or control room for repair.

18.1.4 Walkways and stairs must be kept free from boxes, wastebaskets, chairs, and other obstacles that impede traffic.

18.1.5 Electric and telephone cables should not be trailed across aisles and walkways, and should be arranged so that they do not pose a tripping hazard.

18.1.6 Desks should be kept tidy. Materials should be stacked properly to prevent falling.

18.1.7 Before leaving office and classroom ensure that dispose refuse properly, lock drawers/ cabinets and make sure documents are not left on the table and properly safe keep.

18.1.8 Clear your desk every after work and dispose unnecessary items in your desk drawers.

19. Health and Safety Training

The ASU is committed to providing adequate and appropriate health and safety training to all staff, student and contractor employees. Training helps people acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their work. The Health and safety supervisor will schedule and conduct General Safety induction training and Basic firefighting training. The specific safety training shall be conducted for contractor's staff such as safe handling of chemicals and electrical safety training, etc.

20. Safe Working with Display Screen Equipment

Display screen equipment is devices or equipment that have an alphanumeric or graphic display screen and includes display screens, computers, laptops, touch screens and other similar devices. Working with computers has become a major part of office work. Besides the problems associated with prolonged sitting as described above, other potential health problems have been identified among computer users, such as eye strain and injuries of the muscles, tendons and nerves of the wrists, arms, shoulders, neck and back. Injuries of this sort are often called “repetitive stress injuries” (RSI).

Visual problems such as eyestrain and irritation are among the most frequently reported complaints by computer operators. These visual symptoms can result from improper lighting, glare from the screen, poor positioning of the screen itself, or copy material that is difficult to read. These problems usually can be corrected by adjusting the physical and environmental setting where the computer users work.

20.1 The following guidelines for work station layout can help in reducing eye strain problems:

20.1.1 Workstations and lighting should be arranged so as to avoid direct and reflected glare in the field of sight, from the display screen, or surrounding surfaces.

20.1.2 The screen should be properly adjusted to obtain a readable and stable image. The contrast on the screen should also be adjusted to a comfortable level.

20.1.3 The display screen should be placed directly in front of the operator, at a height that is slightly below eye-level and about 500 mm away from the operator.

20.1.4 The work surface should be large enough to accommodate the monitor, keyboard, mouse and the documents you need to look at.

21. Emergency Contact Number

Ali Mohamed Ali Ateya (Safety and Security Supervisor)

39224445

Control Room

+973 16036206

Ms. Fareeda Albalooshi (Nurse)

+973 16036107

Local Emergency Numbers

Ambulance 999

Fire brigade 999

Police 999

Traffic Police 199

Electricity and Water 17515555

ASU

جامعة العلوم التطبيقية

APPLIED SCIENCE UNIVERSITY