

Health and Safety – General Policy Statement

The College of Science, United Arab Emirates University (UAEU), has the utmost concern and commitment towards the Health and Safety of its employees, students, contractors and all those who are affected by the activities of the College. The provision of a safe working environment is an integral part of the agenda of the College of Science. The College of Science as part of UAEU recognizes that it has a legal duty to provide a safe and healthy working environment within the area of its operations.

Therefore, the College of Science, UAEU is committed to a continuous improvement of the working environment through effective administration, education, training, and supervision as well as through infrastructural support.

Within the College of Science, the Dean, Vice-Dean, and the head of the health and safety communicate and promote this policy and seek continuous improvement in health, safety & environmental protection (HSE). All faculty members, other employees and students within the College are to demonstrate their commitment towards safety and they are to be equipped with the knowledge, competence, confidence and capacity to deal effectively with HSE issues in support of the UAEU's wider aims and objectives. All persons within the operational area of the college must comply with the health and safety regulations of the university

the **Key Points and Objectives** of which are:

- A positive health & safety culture is supported, where all members of the College are aware of their responsibilities.
- Local as well as applicable international standards in HSE management are to be complied to.
- In all areas, procedures of hazard identification, application of controls and risk minimization are to be in place.
- The college works in partnership with contractors on HSE issues, especially with Khadamat, where there are shared activities within the operational area of the college.
- the Dean, Vice-Dean, and college working group on safety monitors and reviews the health & safety performance of each department and asks for necessary resources from the higher administration of the university to meet the University health & safety obligations.

While the University defines and keeps under review the organization it needs to implement and/or maintain the HSE infrastructure mandated by the University's HSE policy, the College of Science and the individual departments are responsible for the management of HSE activities in their areas of jurisdiction. It is the responsibility of the University HSE department to provide

advice and support in all HSE related matters. The Dean of the College will review HSE operations with the College annually and will initiate additional reviews, whenever circumstances require it.

Organization and responsibilities

As part of the university the College Science abides by the legal framework set by the government of the United Arab Emirates such as described in the Labour Law [Federal Law No. (8) of 1980 as amended], the Ministerial Decision No. (32) of 1982 concerning preventive methods to protect employees, the Ministerial Decision No. (4/1) of 1981 concerning hazardous works, and the Ministerial Decision No. (27/1) of 1981 concerning remote areas and locations.

The College of Science shares the responsibility of:

- 1.) allocating adequate financial and personnel support for the implementation of the Health and Safety Policy and for keeping a safe environment on all university premises.

The College of Science is responsible for:

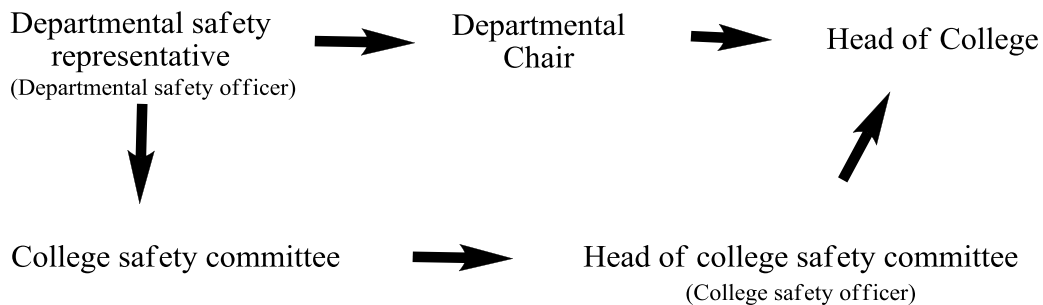
- 2.) designating persons in charge of implementing and maintaining a safe environment at various levels and locations within the operational area of the College of Science
- 3.) monitoring the Safety policy and the efforts to keep the College of Science a safe working environment
- 4.) reviewing the Health and Safety Policy and procedures of the College of Science and the implementation of any mandated changes.

The Dean of the College of Science appoints a safety committee for the college, ideally comprised of a member from each department. In items "Health and Safety", each college safety committee member is to advise and report to the Head of the respective Department. The head of the college safety committee is also designated as college safety officer. He is to report to the Dean/Vice Dean of the College of Science. The Dean/Vice Dean and the college safety officer ensure the members of the College of Science are knowledgeable and compliant of the University Health and Safety Policy and its regulations. The College Health and Safety standard operational procedures are to be publicized and to be easily accessible to all university staff and university students. It is the responsibility of the head of the college to verify periodically that all safety measures are in place and that funding and other resources for safety measures in the college are adequate. He has to confirm that all accidents within the confines of the college and/or involving his college's students/staff have been recorded in the accident log-book of the college/university and that the dissemination of safety information and safety training of personnel and students are adequate. It is the duty of the head of the college, in conjunction with the college safety officer, to review the college health and safety protocol at



regular intervals. It is the duty of the college safety officer to provide for adequate training in "Health and Safety" for students and staff.

Each department designates a departmental safety officer, who is to be member of the college safety committee. The departmental safety officer advises staff/students of safety issues, sees to it that all staff and students comply with the university and college safety regulations, reports on any safety infrastructural deficiencies to the head of the department and/or the head of the college safety committee, and is instrumental in training the staff/students of his department in "Health and Safety" on a regular basis.



Organogram "Safety" at the department and college level

At regular intervals, but at least once a year, the Dean/Vice Dean will report to the higher administration of the university about health and safety concerns within the College of Science.

Late working hours

Heads of departments and the Dean/Vice-dean of the College of Science will decide upon allowed access to parts of the facilities under the management of the College. This includes the access outside of the normal working hours. University staff arriving at the university outside normal working hours will be registered at the points of entry to the university. The same rule applies to graduate students. Undergraduate students will be permitted to remain on-campus then, when their hostels are situated on-campus, but are allowed to access work-related areas (laboratories, workshops, classrooms) on campus only with special permission. Security staff, department heads and the college safety officer have the authority to ask the identity of persons found in the buildings after-hours and check the information against their registration log book.



No after-hour work should be carried out that is dangerous. When working after-hours in workshops or laboratories, persons should best not work singly, or if so, have another person check on them periodically.

Normal working hours on the university campus are designated as:

Sunday – Thursday: 7.30 – 18.00

Evening and weekend working hours are considered as:

Weekdays: 18.00 – 7.30

Fridays and Saturdays

Public holidays

It is realized that due to the Graduate programs, activities can be ongoing in the times designated as evening and weekend working hours.

Disabled Persons

Disabled persons who are in need of special infrastructure due to health and safety matters should contact the Head of the College of Science. Necessary infrastructure would then be implemented, where possible. It is ascertained by the university and College of Science that quick routes of egress from buildings are available for disabled persons.

Visitors

Visitors are to be registered at the gate of entry. Children will be allowed on the campus during official school visits. School visits must be planned ahead of time, where the head of the department or the Dean of the Faculty of Science has granted permission to an official request by the respective school. Children accompanying their parents are allowed into College of Science's operational areas only in exceptional cases. They should not enter workshop or laboratory areas. Exceptions will be made on open days, official school visits and other officially sanctioned work-experience exercises. At all times there is to be a close supervision of the children by university staff. All visitors must follow the university's rules and regulations regarding "health and safety". Pets are not allowed.

Contractors

Every outside contractor performing work within the operational area of the College of Science must accept the full responsibility for complying with the provisions of the University's rules and

regulations regarding "health and safety" in addition to all other relevant statutory provisions in respect of the work comprising the contract. The Campus Development Department and/or the "University Safety Department" may advise the contractor of any working method that poses a danger to the safety on campus and will require the contractor to remedy any such dangerous situation without delay.

Hazardous Materials

Staff members and graduate students working with hazardous materials should ascertain that material safety data sheets are available for all compounds in their handling. This includes all materials stored under their management. Written instructions to undergraduate students in their practical work must draw attention to the risks associated with using hazardous substances. Accurate book-keeping of all materials must be maintained. The departments keep electronic records of all chemicals in their respective laboratories.

The major laboratory areas of the College of Science are in F1, F2, E2, E3 and E4. It is understood that maximal placement of hazardous materials in the laboratories E2, E3 and E4 is governed by the provisions set forth in the Hazardous Material Protection Brief of RJA International from March 6th, 2013.

Radiation Protection

The College works with limited amounts of ionizing radiation. It keeps exact accounts of radioactive materials. Persons working with ionizing materials have been trained in UAE accredited workshops.

The Federal Authority for Nuclear Regulation (FANR) must be informed of any acquisition, sale or move, even within the campus, of nuclear materials (thorium, uranium and plutonium). All radioactive materials are to be registered with FANR. The College of Science, through its physics department, is in contact with FANR regarding these matters.

Laboratories

It is understood that all laboratories are furnished with the requisite safety equipment as there are safety shower, eye-wash, fire detection and adequate fire-fighting equipment. All laboratories have well-ventilated fume-cupboards. It is mandatory that students wear personal protective equipment. It is understood that all hazardous chemicals are stored in cabinets specifically designed for chemicals, which can be locked. It is understood that for all chemicals in a laboratory there is an electronic inventory. Specific hazards are made clear by adequate signage. Emergency exit signage is to be clearly visible for all persons within the operational area of the College of Science.

For all laboratories, in which chemicals are used, the following forms are made available in hard-copy:

General Safety Contract Firm (filled out by the student)

Specific Assessment form of Proposed Experiment

Chemical Inventory Forms for Teaching Laboratories

Accident/Incident Report Forms (accident reporting is carried out in conjunction with operational contractor Khadamat)

Laboratory Safety Check List

Reporting Form for the Laboratory Student Chemical Hygiene Officer (CHO)

General Safety Guideline provided by Khadamat

It is understood that at this point no department within the College of Science works with pathogenic material. All biological wastes are to be autoclaved.

Chemical and biological wastes are to be removed periodically by Khadamat as the operational contractor.

For the storage of larger amounts of chemicals, two designated storage spaces in F2 are made available.

SOPs are to be available for the operation of potentially hazardous mechanical and electrical equipment.

Safety training

For Undergraduate students, the College of Science is to give safety workshops at least once a year. These will be given by the safety officer of the department, but also outside expertise is invited. In student laboratories, where hazardous materials or equipment are used, students take a safety-unit in the first period of their lab course. Students will sign that they have understood all instructed safety issues pertaining to the course. Additionally, fire and building evacuation exercises will be held from time to time, in conjunction with the operational contractor Khadamat, but not less than once per half year for each building. It is understood that for the moment, Khadamat will provide the chief fire marshal.

Queries regarding "Health and Safety"

For queries, staff and students should consult their immediate supervisor. Otherwise, the departmental safety officer, the head of safety of the college, the head of college and the university safety department will be ready to answer questions regarding "health and safety", in that order. Departments of the College of Science have their safety protocols available on-line.

Reporting of Accidents and Incidents



All accidents and dangerous incidents will be logged electronically through the operational contactor Khadamat into the university's accident report log as soon as possible and will be reported in person to the college safety officer within 24 hours. In case of serious accidents and incidents, the head of college and the university senior administration should be informed as soon as is possible.

Monitoring of health and safety policies and regulations

The college safety committee will inspect regularly all areas of the operations pertaining to the College of Science to ascertain that all governing rules of health and safety are followed throughout the parts under the college's management. A record of inspection and remedial action is kept both with the head of the college safety committee and the university safety department.