



## **Arab Open University Health and Safety Policy**

Policy Title:	Health and Safety Policy
Version Number	4
Approving Body	University Council # 75, March 2022
Executive Owner	The University President
Policy Author/Reviewers	
Policy Implementation and Compliance:	Health and Safety Staff
Policy Monitoring	Quality Assurance Departments
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## **The Arab Open University – Health and Safety Policy**

### **Responsibilities**

The overall responsibility for the Health and Safety issues at AOU lies with the Offices of the President and the Assistant President for Administrative & Financial Affairs. For implementation purposes, the said offices will delegate implementation and management responsibilities to the Rector of each AOU Branch, who will assure compliance through delegation to the appropriate Head Quarters (HQ), Branch department or other relevant agencies. Health and Safety are, however, the collective responsibility of the entire AOU community.

### **Policy Statement**

The Health and Safety Policy document is an overarching policy document to be interpreted and applied within the legal framework of each AOU country and any other branch local accreditation requirements. AOU is committed to provide a safe and healthy learning and teaching and work environment. It is committed to protect the university community by adopting appropriate health and safety measures in each campus in compliance with the local health regulations in each country.

### **Scope:**

The policy applies to all members of the university community including staff, students, contractors and university guests and to all campuses and study centers of the university and in all activities related to the operation of the University.

## **Compliance**

AOU will comply with the Health, Safety and Environmental Codes promulgated by the authorities of the country of operation in full cooperation with the host Ministries of Higher Education, Health, Environment, Fire and Safety. All AOU premises will be inspected regularly by the relevant public authorities for compliance with relevant building, health, environment, fire and safety codes. Compliance will also be monitored through the respective offices at HQ and the Branch campus.

## **Implementation**

The implementation of the policy requires the commitment of the Senior Management, which has the ultimate responsibility for health and safety, and compliance by University staff and other stakeholders.

The necessary funding and resources needed to implement Health and Safety measures in each Campus must be included in the Headquarter (HQ) and Branch annual budget.

AOU Branch Rectors and their respective offices are to review and submit to the Assistant President for Administrative & Financial Affairs an annual report on the Health and Safety measures in place at the Branch.

The Branch Rectors and their respective offices are to use the attached checklist **(Appendix 1)** to assure consistency of compliance and assure all elements have been taken into consideration.

Items that are “in progress” or “not applicable” are to be noted as such.

AOU Branch Rectors are to assure that all health and safety inspections required by the law have been undertaken and reflected in the Branch annual report.

AOU Branch Rectors are to assure that risk assessments have been conducted and reviewed annually, or earlier if working or environmental conditions have changed.

AOU will assign Health and Safety staff, as required, to provide guidance and coordination on health and safety matters to the branches.

AOU will provide special safety measures for physically challenged individuals and other vulnerable groups.

AOU will provide protective equipment and clothing to staff and students as required by law and best practice.

AOU will provide training in health and safety matters to key staff members to assure adequate implementation of the AOU Health and Safety Policy.

### **Dissemination**

AOU will widely distribute information circulars, brochures, and posters on health and safety matters of interest to the university population.

AOU will provide health and safety information through its website, Learning Management System (LMS) and local messaging systems.

AOU will clearly and publicly post safety and evacuation instructions in each of the premises for all AOU staff and students.

AOU will clearly mark in each of the premises all safety features including evacuation routes, assembly points, and fire extinguishers.

AOU will disseminate to the university community health and safety guidance including the following:

- Code of conduct and general safety at work
- Emergency evacuation procedures
- First Aid training and awareness
- Health & Safety for special needs personnel
- Health & Safety in university laboratories
- Personal protective equipment
- General Housekeeping practices

## **Check list**

In order to assure consistent application of all health and safety measures, a checklist is appended to be used by the university Headquarter and AOU Branches and their respective offices.

## **Amendments to the AOU Health and Safety Policy**

The Health and Safety Policy is an evolving document. It will be reviewed every 3 years or earlier if circumstances dictate. AOU reserves the right to make amendments or additions as conditions require.

## **Framework for the Implementation of Health and Safety Policy**

The health and safety policy at AOU is executed within a well-developed framework that underpins the larger mission and vision of the university and the following objectives of the Health & Safety policy.

1. Strong workplace health and safety culture
2. Health & safety of every student and staff on campus
3. Risk free, safe environment for staff and students.
4. Continuing awareness campaigns of H&S on campus.
5. Well trained team of staff at any given point of time.
6. Presence of a minimum of at least two H&S trained staff on campus during working hours.
7. Stringent compliance to H&S policy.

8. Continuous monitoring of implementation and enhancement of H&S standards.

## **IMPLEMENTATION AND COMPLIANCE STRUCTURE**

The overall responsibility for the Health and Safety issues at AOU lies with the office of the President's. The University rectors in each Branch Country are subsequently delegated to manage and oversee policy implementation . The designated Health &Safety staff will be responsible for overseeing the implementation and compliance of Health &Safety standards in each of the AOU branches. The Health &Safety staff will coordinate with the different departments in each of the branches and delegate implementation and management responsibilities through the Branch Rector or the Director of the study center. The Health &Safety staff at the branch will assure compliance through delegation to the appropriate Branch department or other relevant agencies. Health and Safety are, however, the collective responsibility of the entire AOU.

### **Roles and Responsibilities**

The office of the president is in charge of establishing a strong line of commitment to achieving Health & Safety standards at AOU and ensuring a safe and risk free environment for its staff, students, contractors, visitors and guests. The President office reserves all rights to approve or disapprove of any changes in the H & S policy. The Assistant President for Administrative and



Financial Affairs is responsible for reinforcing a commitment to H&S standards through planning and delegating implementation and management responsibilities and budget approval towards H & S across branches.

**Health & Safety Team:** The health and safety team at HQ would be responsible for:

- Promoting a culture of health and safety across the institution and an increased awareness of these issues.
- Managing and implementing of Health & Safety standards in compliance with the AOU's health and safety coordinating with H & S staff in branches to ensure policy commitment and compliance to H & S standards through dissemination of H & S plan.
- Periodic reviewing and reporting of H & S practices and its efficacy in achieving the goals set.
- Developing plans and procedures for H & S risk assessment and implementation of remedial procedures.
- Assessment of availability of H & S resources in the branches and identifying requirements and reporting to Assistant president for Administrative and financial Affairs.
- Generating annual reports on H & S standards and practices across the institution.

#### **Health & Safety Staff (AOU-Branch)**

AOU-QAAD-QAAAIIS-11(04)

- Fostering a culture of Health & Safety practices at the Branch.
- Ensuring compliance to Health & Safety policy and practices
- Identifying hazards and assess risks at the branch and report to the Branch Rector and responsible office at the branch.
- Generating awareness amongst staff and students on health and safety issues.
- Create a team of trained H & S staff and ensure the recruitment of at least two of them during working hours.
- Identifying training needs on health, safety, and providing the same in collaboration with the local bodies and in respect to the local governmental rules and legislations. This should be a regular and on-going activity.
- Ensuring the availability of all physical resources required to maintain H & S standards.
- Communicating health and safety standards to all members of the university community and ensuring compliance through feedback on performance.
- Periodic monitoring and reporting of health and safety measures and relevant performance indicators.
- Annual monitoring of the implementation and effectiveness of the Health & Safety policy at a local level.

Monitoring and Compliance to Health & Safety should be included in the regular quality checks and the Internal Audit Annual Plan.

## **RELATED DOCUMENTS**

Health & Safety Guide

Health and Safety in pandemic

Arab Open University Equal Opportunity & Respect for Diversity Policy

## **Appendix 1. Health and Safety Checklist**

**ARAB OPEN UNIVERSITY**  
**HEALTH AND SAFETY CHECKLIST**

BRANCH.....

PERSON-IN-CHARGE .....

DATE: .....

DIRECTOR'S SIGNATURE.....

CHECK LIST	YES	NO	N/A	ACTION/COMMENT	PERSON IN-CHARGE	COMPLETION DATE
<b>Awareness &amp; Publicity</b>						
Health & Safety (H&S) Policy Awareness in campus involves: <ul style="list-style-type: none"> <li>▪ Induction to Staff/Students</li> <li>▪ H&amp;S Staff Contact details</li> <li>▪ Emergency numbers</li> <li>▪ Safety Signage at requisite points               <ul style="list-style-type: none"> <li>○ Emergency</li> </ul> </li> </ul>						

<p>number s</p> <ul style="list-style-type: none"> <li>○ Exist points</li> <li>○ No smoking</li> <li>○ Fire</li> <li>○ Electrical points</li> </ul>						
<p>Health &amp; Safety Brochures</p> <ul style="list-style-type: none"> <li>• Electronic distribution</li> <li>• Printed brochure stand</li> </ul>						
<b>Health &amp; Safety</b>						
Protective gears/personal protective Equipment						
Hospital/ Physician Affiliation						
Certified Nurse						
Staff trained in CPR						
Trauma Kit						

Medication in stock						
First Aid and Dust Storm mitigation facility						
Access to water						
Wheelchair Assistance						
Access to ambulance						
Safe Medical waste Disposal						
Washroom/Toilet attached to clinic						
General Cleanliness and Hygiene maintained						
<b>Hygiene Standards Maintenance &amp; Inspection</b>						
Floors (Dry & Clean)						
Toilets (adequate availability and cleanliness)						
Even surfaces and free from obvious defects						

Walk ways free from tripping hazards (loose wires etc.)						
Dust free computer labs						
<b>Waste Disposal</b> <ul style="list-style-type: none"> <li>▪ Solid Waste pick up frequency met</li> <li>▪ Segregated area for waste storage</li> <li>▪ Leak proof waste bins</li> <li>▪ Clearly Marked Disposal sites</li> </ul>						
Debris Free ground						
Hand Sanitizers available on every wall						
Access to clean drinking water						
Hygiene standards at campus cafeteria						



& food sale facilities are met						
Periodic inspection of the above water and cafeteria and Food sale Facilities						
<b>Fire Prevention and Security</b>						
Smoke Detectors						
Fire Alarm Systems						
Fire Extinguishers						
Fire Evacuation Assembly points						
Fire exit signs						
Evacuation Plan on record						
Public Address system						
Trained personnel in case of fire						
Trained security personnel						
Access control gates secured						

Security surveillance tours						
<ul style="list-style-type: none"> <li>Frequency -</li> </ul>						
CCTV at central monitoring						
Security communication system –intercom facility						
Electrical Safety						
General Lighting <ul style="list-style-type: none"> <li>Hallways</li> <li>Stairways</li> <li>Class rooms</li> <li>Offices</li> <li>Parking</li> <li>Bulb replacement schedules</li> </ul>						
Universal power supply in computer labs						
Power supply backup						
Air conditioning						
Enhanced ventilation						

Raised floor boards						
Frequency of electrical main point surveillance						
<b>Health and safety Training</b>						
<p>Selected trained staff on</p> <ul style="list-style-type: none"> <li>▪ CPR</li> <li>▪ Evacuation</li> <li>▪ First Aid</li> <li>▪ Mock drill in case of fire (performed periodically)</li> </ul>						
<p>Periodic training to staff and students on</p> <p>Evacuation in case of fire</p> <ul style="list-style-type: none"> <li>▪ Evacuation in case of gas leak</li> <li>▪ First aid</li> <li>▪ Safety awareness</li> <li>▪ Substance abuse</li> </ul>						

▪ General health Guidance						
<b>Relevant Actions and Plans</b>						
Annual Risk register						
Contingency plans and risk management						