

Policy: Health and Safety

Policy Reference: C-HS-002

Version: 1

Person Responsible: Director of Facilities

1. Policy Statement

Bahrain Polytechnic is committed to pursuing high standards of health and safety management that are open, supportive and empowering, and responsive to the academic work environment. Our objective is to comply with Bahrain statutory obligations, and work beyond these towards good and best practices in the higher education sector.

Bahrain Polytechnic has expectation that all staff members, students, contractors of, and visitors to, Bahrain Polytechnic accept their obligation toward ensuring high health and safety standards by taking reasonable care of themselves and all others who may be affected by their acts and omissions, and comply with both local and internal policies and arrangements for safe working.

2. Definitions

Emergency Evacuation Drill: Planned training on how to evacuate occupied buildings through the safest means of emergency exits by following proper procedures and directions to the designated assembly points. This planned drill schedule will be issued after obtaining approval from CEO and consultation with relevant stakeholders. It indicates specific steps which must be followed and usually involves testing the building's fire alarm system and the exit routes as parts of the drill.

Emergency: an urgent situation consisting of one or more of the following types of occurrences: fire, smoke, explosion, chemical spill, gas leak, bomb threat, or human violence.

Exit: a door and route that provides a safe means of egress from a building to an outdoor space and leads to a safe area e.g. emergency assembly point.

Emergency Assembly Points: A designated area for each building and these areas will be marked and noted on the emergency assembly points plan.

Occupants: Staff, students, visitors, contractor and all other occupants of Bahrain Polytechnic buildings/areas occupied by Bahrain Polytechnic during the evacuation

3. Application

People:

This policy applies to all staff members, students, contractors of, and visitors to, Bahrain Polytechnic.

Processes:

This policy covers and affects a wide range of health and safety processes such as Hazard Reporting Procedure, Security inspection Procedure, Accident Reporting Procedure, Emergency Evacuation Drill EED Procedure, Event Safety Procedure, Smoke-free and contractor Permit to work Procedure.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Kingdom of Bahrain legislation, laws and regulations related to Safety & Health.
- All Ministerial Orders and Issues related to health, safety and the environment. Such Ministerial Order # 6/2000.
- CSB Health and Safety Rules & Guidelines
- QQA Themes and Indicators

5. What is Expected:

- To preserve a safe and healthy working, learning environment for all staff and students as well as contractor workers and visitors.
- To protect students and other persons who are lawfully on BP premises against risk to their health or safety that might arise out of activities in those places.
- To maintain machinery and equipment to ensure a safe and healthy place of work.
- To commit to continuous improvement in the management of health and safety.
- Promote safety and health awareness amongst all staff, students, visitors and contractors.
- Take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt.
- Report accidents or incidents promptly, study causes and adopt measures to prevent reoccurrences.
- To avoid loss resulting from accidents, injury, illness or death to individuals that are considered the most valuable asset in the Bahrain Polytechnic.
- To prevent damage and loss that may occur to assets and property from negligence, unsafe acts and unawareness.

6. Key Dates

First Approved:	28 September 2014 (by SMT)
This Version Approved:	28 September 2014 (by SMT), 29 February 2016 (by BOT)
Next Review Date:	4 years as per the approval date or as required

7. Links and Related Documents

- Legislative Compliance: C/GA/002
- Offsite/Workplace Components: A/QA/003
- Smoke-free policy C/HS/001
- Safety, Health and Environmental Guidelines
- Contactor Guidelines
- Terms of Reference OSH Committee