



جامعة الأعمال و التكنولوجيا
UNIVERSITY OF BUSINESS AND TECHNOLOGY

Health and Safety Policy

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Policy Owner:	<i>XXX UBT to confirm Designated responsibility</i>

1. Purpose

UBT is committed to meeting the statutory health and safety responsibilities and to creating a culture that is both proactive and collaborative in supporting the health and safety of all its community. Accordingly, the purpose of this policy is to state the UBT's framework to comply with the legal and moral obligations relating to the health and safety of all members of the University community including students, faculty, staff, visitors as well as any other person present on the premises of the university. The framework follows four phases: (1) Planning identifies risks and drafts policies; (2) Implementation deploys safety protocols and training; (3) Measurement evaluates effectiveness through audits and feedback; and (4) Management reviews incidents and policies for improvement.

2. Scope

This policy applies to all the university community including students, faculty members, staff, visitors as well as any other person present on the premises of the UBT campuses and branches. It also applies to all aspects of the university operations, activities in all the campuses of the university.

3. Definitions & Acronyms

3.1. Definitions

Term	Definition
Workplace	It is a place under the control of UBT where a person needs to be or to go by reason of work, study, etc.
Injury or ill Health	Adverse effect on the physical, mental, or cognitive condition of a person
Hazard	Source or situation with potential to cause injury or ill health
Risk	Effect of uncertainty
Incident	Occurrence(s) arising out or in the course of work/study that could or does result in injury or ill health

3.2. Acronyms

Acronym	Term

4. Responsibilities

4.1. The Health and Safety Policy's responsibilities encompass all the members of the university's community. Each member plays a crucial role in upholding the policy and ensuring a safe and secure environment for everyone.

- The Operation Department is responsible for overseeing the implementation of the policy. Some aspects of the implementation of this policy can be outsourced to a private company.
- The UBT Management:
 - Develop and oversees the health and safety policy framework
 - Allocate the necessary resources for effective implementation
 - Sets the tone for a culture of safety and accountability
- Faculty members and staff:
 - Adhere to safety protocols in their roles
 - Take proactive measures to identify and report potentials risks and hazards
 - Contribute to maintaining a safe environment
- The students:

- Follow UBT's health and safety policies and regulations on campus
- Participates actively in promoting a culture of health and safety
- Report any unsafe conditions and incidents when necessary
- The visitors:
 - Complies with the health and safety policies and regulations on all UBT's campuses and branches.
 - Cooperates with safety measures in place
 - Respects the health and safety of others and the UBT environment
- The contractors:
 - Adhere to UBT's health and safety policy and standards
 - Integrates safety measures into their work processes
 - Coordinate with UBT health and safety initiatives while on site
 - Provide safety cautions tools and adhere the safety measures needed per to the nature of the project.

5. Policy Principles

- **Importance of Health and safety at UBT:** Health and safety is very important at UBT community. UBT is committed to providing an environment where everyone can study, work, and interact safely.
- **Compliance with the regulatory bodies, standards and best practices:** UBT does not deserve any effort to comply with the regulatory standard and best practices related to the health and safety protocols and practices. Moreover, UBT is committed to continuously improve its health and safety practices and safety measures.
- **Shared responsibility:** Health and safety at UBT is the responsibility of everyone in the university community. UBT promotes a culture of shared responsibility and accountability.
- **Awareness and training:** UBT provide continuous and comprehensive a health and safety awareness and training sessions for all its community members.
- **Readiness:** UBT is prepared and ready to respond to any incident effectively with clear and well-defined emergency response and contingency plans.
- **Transparent and effective communication:** UBT adopts open, transparent, and effective communication regarding health and safety matters by reporting and communicating all its incidents and hazards happening within the premises of the University.
- **Partnership and collaboration:** UBT collaborates with external stakeholders, such as regulatory bodies and emergency services providers in order to enhance the effectiveness of its health and safety efforts.

6. Policy Statement

UBT recognizes that a health and safe environment in which to work and study is essential. Thus, UBT is committed to achieving continuous improvement in health and safety performance leading to the achievement of the highest standards for the health and safety of all the members of its community such as students, staff, visitors, partners, etc.

6.1. Provision of healthy and safe environment: UBT leadership shall provide the appropriate resources and budget in order to improve the health and safety mechanisms and services. Also, it shall review and improve the health and safety mechanisms, regulations, and procedures.

6.2. Implementing effective control measures: Where hazards and risks cannot be eliminated, UBT shall implement effective health and safety management system via control measures that are monitored and regularly evaluated and reviewed to ensure they remain effective. The list of the main control measures of the health and safety management system are the following:

- Active monitoring
- Health and safety audit
- Incident detection and reporting
- Building and facilities maintenance
- Safety inspections
- Fire and evacuation
- First aid
- Safety tour

6.3. Health and safety awareness and training: The Operation Department shall provide periodic orientation or training sessions related to the health and safety practices to all the UBT community members. These sessions include but are not limited to: Calamity drill (such as fire drill), first aid sessions for some types of incidents, proper hygiene, and equipment protection, etc. Also, medical training of BLS (basic life support) can be provided to the safety team to be applied during the training drills.

6.4. Health and Safety Risk assessment: The health and safety risk assessment is a systematic process used to identify, evaluate and mitigate potential risks and hazards related to health and

safety within UBT. The steps of the health and safety risk assessment process are detailed in the Risk Management Policy (section 6.2).

6.5. Reporting: An incident can occur anywhere and at any time. Although some incidents are insignificant, others have serious consequences. UBT shall maintain an effective process for reporting and resolving health and safety issues. Thus, any incident shall be reported to the Chief Operation Officer for proper action. Taking into consideration that not all the incidents may cause physical injury to people, the below points present the main steps to be followed in case of an incident occur:

- What incident can be reported: When an incident occurs, a formal report shall be made. An incident is any event or occurrence at UBT that:
 - Causes harm or injury to a person (student, staff or visitor)
 - Does not directly cause harm or injury, although it might have done at another time
 - Causes damage to the University's physical structure, site or assets
 - Is likely to lead to the University being damaged in the future, either materially or in terms of its good reputation
- The incident shall be reported immediately or at the first reasonable opportunity (using the incident report form as below):
 - Any party who witnessed the incident, or
 - Any party who has direct information from a witness to the incident
 - Upon information shared to the health and safety team at UBT to raise an incident report with accurate details about the occurrence from which desired action and mitigation plan can be derived to avoid and control the reoccurrence.
 - The incident report should be circulated to all concerned departments within 24 hours of the incident occurrence stating all measures and precautions that were taken.

6.6. The framework phases: In order to provide a safer and healthier environment for its all stakeholders, UBT follows a framework of 4 phases, these phases are presented as follow:

6.6.1. Planning: In this phase, UBT laid the groundwork for health and safety measures. In this phase, the health and safety objectives are defines, the risks are assessed, the legal compliance are ensured, the resources are allocated, and a comprehensive policy is developed.

6.6.2. Implementation/Deployment: In this phase a health and safety program is put into practice. Communication, awareness and training are key, along with the development of procedures, allocation of resources, and the establishment of mechanisms for enforcing compliance.

6.6.3. Measurement/evaluation: This phase assesses the program's effectiveness. Metrics are tracked, audits and inspections are conducted, incidents are investigated, and continuous improvement is prioritized.

6.6.4. Improvement: Based on evaluation findings, corrective actions are taken, additional training provided, policies updated, and a safety culture promoted, fostering a safer and healthier environment.

7. Related Documents

This include the following: (in hierarchical order) , legislation, policies, other procedures and standards, guidelines, forms and other useful resources

Document No.	Document Name	Document Type	Location
External document	ISO 45001: Occupational health and safety management systems- Requirement with guidance for use	Standard document	External
	UBT Risk Management Policy	Policy	Internal

	Health and Safety Incident Report Form	Form	Internal
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8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes
Version 1.0	03/08/2023		
Version 2.0	24/08/2023		

9. Approvals

[Council/Board]

[Chair Name]

[Signature]

[Date]

[Council/Board]

[Chair Name]

[Signature]

[Date]