أكاديمية
أنـــور قـرقـاش
الدبلوماسية

ANWAR GARGASH
DIPLOMATIC
ACADEMY

# Health and Safety
## Manual

## Document Preparation

| Approved By | Sign off | Reviewed By | Prepared By | Approving Authority |
|---|---|---|---|---|
| Board of Trustees | DG & DDG | Operations Director | GS Section Head | Designation |
| | | | GS Supervisor | |

## Version Control

| Version | Date | Name of Approving Authority | Designation | Summary of Changes |
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| 1 | 1st July 2022 | Board of Trustees | BoT | Full revision of the previous draft |
| 2 | May 9th 2024 | Senior Management Committee | SMC | Full revision of the previous draft |
| | May 21st 2024 | Board of Trustees | BoT | |

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# Contents

# Occupational Health and Safety policy: Statement

## SUMMARY

As a part of providing a first-class environment for learning, research and employment, Anwar Gargash Diplomatic Academy (AGDA) accords the highest priority to the health, safety and wellbeing of its members of staff, students and other who may be affected by its activities and utilize its facilities.

Ensuring health, Safety and wellbeing is integral to all areas of the academy activities and facilities with a continuous improvement of the working environment.

Effective implementation of this policy document is crucial. This requires the commitment of all those within the academy, accepting and carrying out their individual and collective health and safety roles and responsibilities.

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## Scope:

This policy applies to all activities and facilities considered to be wholly or partly under the academy's control. It covers all members of staff, students, researchers, and others involved with those activities and accessing those facilities.

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## Goal:

The Academy aims to maintain a safe and healthy environment for students, faculties, instructors, lecturers, staff, and visitors and to ensure continuous improvement of our Occupational Health and Safety (OHS).

# POLICY:

## 1. Health and Safety Team:

### Purpose:

To promote and assist in securing good health and safety practices across the academy.

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The Health and Safety Committee Responsibilities:

- Promoting a positive health and safety culture throughout the academy including training and awareness of all employees and students about health and safety risks to working in a safe and healthy environment.

- Following up on Complaints and recommendation related to Health and safety issues in workplace.

- To ensure the compliance of all Employees, Students & Visitors with the Health and Safety Policy.

- Developing, Consulting, and promoting policies and guidance to manage the effective control of significant health and safety risks.

- To take the required corrective actions by conducting internal periodic audits

- Provide solutions and recommendations in related to the health and safety issues at the Campus.

- Awareness and recommends suitable training Courses related to health and safety (Fire Safety, First Aid etc.) for AGDA Staff.

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### Faculty, Staff, and Student Responsibilities:

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions.

- Adhering to health and safety practices in the workplace and complying with safe systems of work or any other safety instructions and policy.

- Reporting to their immediate supervisor/line manager any unsafe practices or serious hazards.

- Staff are required to assist with the evacuation of all buildings in the event of a fire or other emergency.

## Contractors and Subcontractors Responsibilities:

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions.

- Cooperate with the Academy on issues related to health and Safety.

- Abide by the Academy health and safety policy and immediate hazard reporting.

## Visitors:

Upon Arrival at AGDA Campus, all visitors must report to the designated reception area. For the Purpose of Health and Safety, visitors are required to register their attendance by recording the following information in the visitors register:

- The Date of Visit

- Their Name

- The Company Name

- Whom they are visiting.

- Arrival Time

Upon exiting the Campus, visitors again required to report to reception and return the visitors pass before signing out and recording their time of exit.

Visitors will have limited access to the facility unless they have been authorized to do so.

All this information should be documented in the visitors log by the Security guard to keep track of all visitors, vendors entering the campus. Visitor logs should be reported to the general services department.

## After-Hours Building Access:

The purpose of this policy is to provide faculty, staff, and students with convenient and safe after-hours access to AGDA Campus, in support of academic and student programs and activities. It also seeks to ensure that AGDA Campus is safeguarded.

AGDA takes seriously its responsibility to provide students and employees with safe facilities, and well-maintained equipment and materials. Individuals accessing AGDA buildings after-hours also take responsibility for their own safety and shall follow any policies and procedures established for access and usage. The security Team at Campus follow the instructions from Operation Department to give access for Students after working hours for specific locations such as Studying Room, Library, Students Lounge, Prayer Room.

Students should bring AGDA Card and inform the security guard in the reception for the time required and all details should be registered by the security guard for safety purpose and as a reference.

- Entry will only be allowed to those areas where access has been approved.

- Record of Entry will be included in the security log and will comprise the area entered and the purpose of entry.

- All entry Logs will be sent to General Services Department

**Note:** During Public holidays AGDA may restrict some access as required.

## Access to AGDA Campus During the Pandemic:

AGDA is responsible to implement the required precautionary measures to safeguard the health and safety of students, faculty, and staff and to update AGDA members with new announcements and instructions from the relevant authorities for different types of pandemic.

Access to AGDA Campus will depend on the Higher management approval.

All employees, faculty, students and visitors who are present at AGDA must comply with the instruction and announcements of the relevant authorities such as: National Emergency Crisis and Disaster Management Authority, Ministry of Education, Department of Health Abu Dhabi and Department of education and knowledge Abu Dhabi.

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## Facility and System Testing:

The Hired Facility Management Company (Contractor or subcontractor) should be responsible to maintain a safe environment for the Campus:

- To adapt and maintain a reliable system by testing and inspection and ensuring the alignment of the system with codes and Manufacturers standard.
- Regular Checking of Electrical Equipment's
- Fire Safety Compliance and Best Practice (fire risk assessments, maintenance and testing, smoke alarm testing and life systems)
- Air Conditioning Servicing
- Preventive Maintenance
- Risk Assessment
- Accidents reporting and investigation
- Cleaning and pest control
- Securing the premises
- Maintenance Reporting
- Water tank systems
- Pest Control

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## Procedures in the Event of Fire:

On hearing the fire alarm:

- Leave the Building by your nearest available exit.
- Ensure all doors are closed behind you if you are the last one to leave the room.
- Report to the assembly point.
- Report any persons not accounted for to the person undertaking the Roll call.
- Only re-enter when told it is safe to do so by the fire service.

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## DON'T:

- Don't Delay Evacuation for any reason including to collect personal belongings.
- Don't Use lifts and use the stairs as the lift may stop or smoke and fumes may enter the lift.
- Don't Take any type of risks.

## Fire Safety Training:

It's the responsibility of the Health and Safety team to provide regular awareness, evacuation test (Twice a year or 3) and suggest recommended vendors to provide health and safety training courses that are suitable for AGDA staff, Faculty and Students to make sure all the AGDA Staff are familiar with:

- Fire evacuation test and assembly points.
- How to use fire extinguishers
- Being able to identify and understand fire safety signage
- Being able to understand the need to have the appropriate fire escape routes clear at all times and to have suitable fire doors in place
- Who to contact in the event of a workplace fire?

## First Aid Kit:

Health and Safety Team will be responsible also to:

- ensure the availability of First Aid Boxes as per the guidelines for health and safety in workplace in the federal government.
- Refilling the first Aid box and checking the expiry date for the components
- Ensure that all First Aid Boxes can easily be reached during any emergency or injuries.

In the event of a serious injury at the campus, Call an Ambulance by Dialing 999, For Minor injuries go to the nearest hospital or medical center.

All accidents must be recorded and where necessary, reported to the authorities.

## On Campus Smoking:

- Smoking is prohibited inside the Campus at any time not just the working Hours and all employees, Staff and students should follow this policy.
- Smoking is permitted only in designated areas outside the Campus.

## Alcohol and Drugs:

- No Alcoholic Beverages may be served or consumed in any work area of the AGDA at any time.
- The Unlawful use, manufacture, distribution, sale, or possession of any illegal drug is prohibited in any workplace area of AGDA at any time. Violations of this policy may be grounds for serious disciplinary action, up to and including discharge.

## Harassment Policy:

- AGDA is committed to provide a workplace that is free of discrimination:
- AGDA is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels to create an environment free from discrimination, harassment, retaliation and/ or sexual assault.
- Harassment based on race, color, gender, disability, religion, or age includes harassment of an individual in terms of stereotype group characteristics or on any other legally prohibited basis is unlawful and undermines the character and purpose of the Diplomatic Academy. Such discrimination or harassment violates Academic's policy and will not be tolerated.
- Harassment of any kind is not acceptable behavior at AGDA; thus, harassment may therefore lead to sanctions up to and including termination of employment or student status.
- AGDA is committed under this policy to stopping harassment and associated retaliatory behavior. All AGDA supervisors have the responsibility to act to stop harassment in the areas under their supervision.

## Accidents and Incident Reporting:

All accidents, work-related ill-health and near misses occurring within the Campus are reportable to the Health and Safety team.

Health and Safety team will evaluate the accidents and ensure that:

- There is no immediate risk of danger.
- Ensure if medical assistance is required.
- Report to the Chairman of health and Safety Team
- Report on the accident in AGDA incident Form.
- Who to contact in the event of a workplace fire?

Any other employees involved or witness during any accidents must cooperate with the health and Safety team to provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident

The Health and Safety team should evaluate the accident and investigate to provide a full report accordingly. All incidents should be recorded and kept with the Chairman of health and Safety Committee.

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## Emergency Contact:

For any emergency or incidents reporting all employees can reach the Health and Safety Team from the below contact details:

| Email Address | GS@agda.ac.ae |
|---|---|
| Office Number | 02-2016713 |

Health and Safety Team with the support of Security Guard will take the required action in case of any serious injuries and emergency cases that will require to call the competent authorities from the below contact details:

| Abu Dhabi Police | 999 |
|---|---|
| Ambulance | 999 |
| Civil Defense | 999 |

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## Parking and Traffic Safety:

AGDA is responsible to provide a safe parking area for Students, Faculty, Staff and Visitors.

The 24/7 Security Guard at AGDA is responsible to:

- Monitor the movement of the cars.
- Report for any suspicious activities.
- Controlling access to AGDA (Grant or deny access to vehicles)
- Protect the property and the surrounded parking area.
- Ensure the parking lot rules are followed.
- Availability of security guards to guide visitors and students.
- Take the required Action in case of any car accidents inside the parking area.