

University of Nizwa Occupational Safety and Health Regulation

Contents

Introduction

Section One: Definitions and General Terms

Section Two: Policy and Objectives

Section Three: Roles and Responsibilities

Section Four: The organizational Structure of the Management of the University Occupational Safety and Health Office

Section Five: Risks at the Workplace

Section Six: Identifying the Precautions and Emergency Plans for Firefighting

Section Seven: Health Services

Section Eight: Dates of Medical Check-up

Section Nine: Dates of inspection of machines and the materials that can be dangerous for the employees

Section Ten: Identifying the occupational safety and health specifications when buying or renting work equipment

Section Eleven: The mechanism of monitoring the occupational safety and health of the activities of the contractor with the University

Section Twelve: Procedures of investigation on work accidents and preventing the repetition of such accidents

Section Thirteen: Procedures that the employee should follow in case of any imminent danger

Section Fourteen: Procedures that employees exposed to occupational hazards should do before leaving work

Section Fifteen: Prohibitions related to accident sites

Section Sixteen: How to submit and receive the complaints of employees regarding the work hazards and how to deal with such complaints

Section Seventeen: Health and Safety Form Appendices

Introduction

The University of Nizwa (UoN) is a faculty governed not-for-profit private university that was established by the Ministerial Resolution No. 1/2004 issued by his Excellency the Minister of Higher Education on 3/1/2004, and which has come as an execution of his Majesty Royal Decree number 41/99 in relation to private universities and colleges and its executive panel.

This policy aims to organize and provide occupational safety and health precautions so as to protect the safety of the staff, students and visitors. It also aims to achieve the public interest and the interest of the parties so that each one will be aware of the regulations related.

This policy is also developed to be in line with the Regulation of Occupational Safety and Health for Establishments Governed by the Labour No. 286/2008, that organizes the precautions of occupational safety and health that is issued by the Ministry of Labor and its amendments.

Section One: Definitions and General Terms

Article (1): This policy applies to all staff, students, and visitors of the University of Nizwa including the current males or females or those who join the work in the future.

Article (2): The following terms and expressions, wherever mentioned in this regulation, shall bear the meanings against each of them as follows:

2.1 University: University of Nizwa

2.2 Staff: Any person working for the University of Nizwa for a payment, and who is also under its supervision and management.

2.3 Student: Every person registered in the University for study whether full time or part time or for scientific research or voluntary work.

2.4 Trainee: Every person who registers at the University for practical training, whether with or without pay.

2.5 Labor Law: The Omani Labor Law issued by Royal Decree. No. 35/2003 AD and its amendments.

2.6 Serious Accident: An accident that results in a permanent total or partial disability or death to a worker, or that results in injury to more than one worker or loss of production and equipment.

Article (3): The regulation of the occupational safety and health No. 286/2008 and its amendments that is issued by the Ministry of Labour.

Article (4): The Occupational Safety and Health Officer: The officer in charge of supervising and ensuring that the precautions of occupational health and safety are implemented in the University. He also works with the University team to update the documents related, and he works with the competent authorities to ensure the occupational safety and health at the University.

Article (5): The provisions of the Omani Labor Law issued by Royal Decree No. 35/2003 AD and its amendments shall be implemented; the ministerial decisions issued in implementation of this Law in matters not provided in this policy shall be implemented.

Article (6): The University has the right to introduce any amendments on the provisions of this policy, if necessary, provided that these amendments comply with the Labor Law and its amendments; the University shall seek the approval for these amendments from the Ministry of Labor.

Article (7): This policy shall be available for the staff, and they can have an access to it through the Health and Safety Office of in the University and the direct supervisor, after being approved by the Ministry of Labor.

Section Two: Policy and Objectives

Occupational Safety and Health Policy

The University of Nizwa dedicates its efforts to maintain the health and safety of the University community. This is achieved through enhancing the culture of occupational safety and health to achieve the distinguished performance at the workplace. The University also dedicates its efforts to provide the professional leadership that develops and implements the comprehensive occupational safety and health in order to prevent accidents and diseases, and to protect the staff, students, and all visitors. This is achieved through providing quality service to the students and staff; this service includes research, best academic and technical practices, technical support and effective training.

As part of providing a first-class environment for learning, research and recruitment, the University gives the utmost priority for the health and safety of its staff, students and others who are not part of the University's activities or those who use its facilities.

Ensuring occupational safety and health is an integral part of all the University's activities and its facilities. The University is also keen to adhere to the standards of occupational safety and health through the related policies and regulations. So, all staff of the University are requested to perform their individual as well as their collective responsibilities in the field of health and safety.

Chancellor of the University

Objectives

The University Occupational Safety and Health Policy aims to clarify the regulations related to the occupational safety and health in the University. It clarifies the responsibilities of the staff, students and visitors; it also explains the University occupational safety and health services, the programs, policies, procedures and training that aim to achieve the following:

- Maintain and enhance the health and safety of staff, students and visitors. It also aims to prevent accidents or occupational diseases and limiting the factors and circumstances that affect the occupational safety and health.
- Develop and encourage healthy and safe work in a way that increases the efficiency and improves the performance.
- Promote the physical, psychological and social safety and health of staff and students and provide the necessary resources to maintain and improve their technical and social skills

Section Three: Roles and Responsibilities

Occupational safety and health is the responsibility of every person in the workplace. This responsibility includes protecting oneself and not endangering the others as a result of unsafe behavior that may cause serious accidents that affect the lives of individuals or property.

Responsibilities of the employer:

- Implementation of the general regulations of the occupational safety and health in the workplace stipulated in the regulations of occupational health and measures in establishments subject to Labor Law No. 286/2008 and its amendments issued by the Ministry of Labor.
- Ensuring that the facilities and equipment meet the requirements of the safe and healthy work environment so that all different University activities can be practiced.
- Providing a healthy and safe environment for everyone.
- Providing personal safety equipment for the staff and students to protect them from the dangers in the workplace and providing the training for them on how to use such equipment.
- Providing the first aid equipment and health care in the workplace.
- Providing training for officials on the use of first aid and how to contact the university's occupational safety and health officials in case of accidents.
- Providing training for the staff on measures of preventing the work risks and how to report them.
- Informing the Civil Defense in the event of serious accidents and protecting the staff from dangers.
- Ensuring that the Department of Occupational Safety and Health in the General Directorate of Labor Care at the Ministry of Labor is notified in writing within 24 hours

in case of any serious accident occurring to the worker or in case of any work injury or occupational disease happening.

- Providing cadre who are trained to work in the occupational safety and health, and that they have the authority and support to implement all the policies and the programs of occupational health in the University environment.
- Following up the regular inspection and development of the facilities in line with the standards of occupational safety and health, and correcting deficiencies, if any.
- Ensuring the provision of training and education for employees, students and others who may be affected by the workplace hazards, and informing them of the University's occupational safety and health measures
- Ensuring the provision of resources that are needed to achieve success in the management of occupational safety and health measures.
- Identifying the responsibilities and duties of the persons in charge of occupational safety and health to ensure the effective implementation of the occupational safety and health measures in the University environment.
- Ensuring the dissemination of information related to occupational safety and health for its members and providing the effective communication
- Enhancing the individual and collective acceptance to implement the occupational safety and health measures and adhering to them.
- Providing the needed information and training to raise the occupational safety and health competence.
- Following up the implementation of the scientific and practical measures to manage the risks of the occupational safety and health measures.

Responsibilities of the employee

Adhering to the following practices of the occupational safety and health is the responsibility of every employee:

- Participating in the training programs that are offered by the office of the occupational safety and health in the University and the concerned departments.
- Immediate reporting of any health hazards, injuries, occupational diseases and serious accidents.
- Wearing personal protective clothing and using occupational safety and health equipment, where required.
- Commitment to apply first aid in the event of any accidents, or informing officials to do so.
- Observing the personal safety and the safety of the others while they are assuming their duties.
- Adhering to and implementing the University policies related to the occupational safety and health and its requirements.
- Guiding and training students on the measures of occupational safety and health in the University, and monitoring and supervising them to avoid any health hazards or

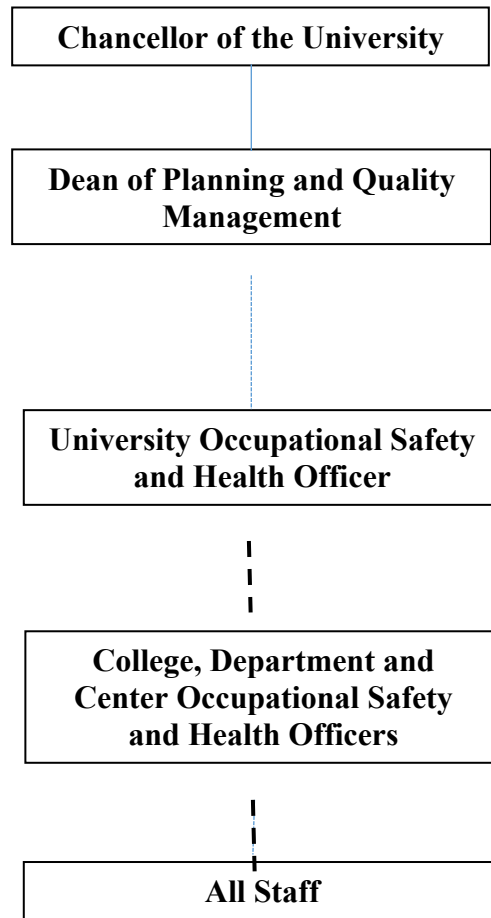
safety hazards resulting from the educational or extra-curricular activities that are performed by students under the supervision of the employee.

- Informing students of the health and safety risks associated with the academic activities under their supervision, and the procedures followed in emergency cases, and how to report them.
- Ensuring personal health and safety and the health and safety of students under their supervision or anyone who may be affected by work hazards.
- Cooperating with the University in implementing the occupational safety and health measures, and facilitating the work of the University officials to implement the approved policies and regulations.
- Avoiding any misuse of the equipment and avoiding any action that may harm the safety and health of the others.
- Reporting any potential risks in the field of work in order to avoid and prevent their occurrence.

Responsibilities of the Students:

- Maintaining personal health and safety, and caring for the others who might be affected by their actions, or cases of carelessness during the time they practice their academic, research and the extra-curricular activities in the University.
- Following up and implementing the University policies related to occupational safety and health and their requirements.
- Cooperating with the University by adhering to the measures of occupational safety and health as per the available regulations.
- Avoiding any misuse of the equipment and avoiding any action that may harm the safety and occupational health of the others.
- Reporting through the available means the dangerous cases or cases that might be dangerous for the occupational safety and health.
- Abiding by the regulations in case of using the equipment and facilities as per the instructions of the occupational safety and health in the University.

Section Four: The organizational Structure of the Management of the University Occupational Safety and Health Office



Continue to Section Four: Responsibilities and roles of the University management employees who have a main role in the development and implementation of the policies and objectives of the occupational health and safety

Chancellor of the University:

- Overseeing the implementation of the policy for collective occupational safety and health at the University.
- Issuing the resolutions related to the occupational safety and health at the University as per the recommendations received from the University Occupational Safety and Health Committee.
- Endorsement of the policies and regulations of the University Occupational Safety and Health.
- Reviewing and endorsing the reports of the Occupational Safety and Health Committee.
- Authorizing the Dean of Planning and Quality Management to follow up on work related to occupational safety and health at the University.

The University Occupational Safety and Health Committee

The University Occupational Safety and Health Committee is composed to monitor and develop the effective occupational safety and health practices in all facilities of the University. Members of the Committee are appointed by the Chancellor. The members should have the needed knowledge and experience to understand the regulations and measures of the occupational safety and health to participate effectively in the development and evaluation of the occupational safety and health in the University, and they should support the occupational safety and health committee in its tasks.

Responsibilities of the Committee:

- Reviewing and evaluating the policies organizing the occupational safety and health measures in the University and ensuring the efficiency of the implementation.
- Coordination with the University's Health and Safety Office regarding occupational safety and health measures and how to develop them.
- Review the operational plan of the Office of Health and Safety and the Occupational Safety and Health Risk Management Plan.
- Submitting recommendations to the Chancellor in all matters related to ensuring occupational safety and health at the University.
- Reviewing the reports of serious accidents from the competent authorities, and coordinating with the office of health and safety in the University to deal with them and to avoid their occurrence.

- Reviewing the measures of occupational safety and health for the providers of the service, who have contracts with the University in coordination with the office of health and safety in the University and giving recommendations in this regard.
- Reviewing the reports submitted by the Health and Safety Office and raising the necessary recommendations to address them.
- Reviewing colleges', departments' and centers' reports on occupational safety and health measures, and how to apply and develop them.
- Ensuring the adherence of all University community to the occupational safety and health
- Reviewing and analyzing the information related to the reported accidents and submitting the needed reports and recommendations.
- Reviewing the annual training and awareness plan prepared on occupational safety and health at the University and studying its effectiveness.
- Advising on current or planned areas of work, initiatives etc. that may have potential safety and health impacts, and contributing to following up the approaches etc. to ensure continued University preparation for such approaches.
- Any other work that may be assigned to the Committee by the Chairman.

Dean of Planning and Quality Management

The Dean of Planning and Quality Management is in charge of the occupational safety and health; he is also a member of the University Occupational Safety and Health Committee. He performs what the Chancellor delegates to him in everything related to occupational safety and health at the University, and he performs the following tasks:

- Supervising and ensuring the implementation of the University's occupational safety and health policies in coordination with the University's occupational safety and health Officer.
- Determining the responsibilities and roles of the Officer of the Occupational Safety and Health Office at the University and following up on the work of the Office.
- Submitting recommendations to the Chancellor regarding the appointment of members of the University's Occupational Safety and Health Committee.
- Submitting recommendations to the Chancellor regarding the appointment of the University's occupational safety and health officer and the units' occupational safety and health officials, after coordination with the unit's direct officer.
- Submitting the recommendations of the University's Occupational Safety and Health Committee to the Chancellor of the University.

- Submitting recommendations to develop the University occupational safety and health.
- Following up with the executive officials in the University to activate the occupational safety and health, each in his area of work and specialization.
- Proposing polices and organizational regulations for occupational safety and health in coordination with the University Occupational Safety and Health Office and submitting them to the Chancellor of the University to endorse them.
- Reviewing and endorsing the reports of University Safety and Health Officer, and reviewing the performance of the office and ways of developing it.
- Carrying out any other work assigned to him by the Chancellor of the University with regard to occupational safety and health at the University

University Safety and Health Officer

The University Safety and Health Officer manages the office of University occupational safety and health, and he performs the following tasks:

- Participate in the development of policies and regulations related to the University Occupational Safety and Health, and ensuring their legality as per the Regulation of Occupational Safety and Health for Establishments Governed by the Labor Law. No. 286/2008 issued by the Ministry of **Labor**
- Update the policies and regulations in coordination with the University Safety and Health Committee in line with the related governmental policies.
- Communicate with the competent authorities in the Ministry of **Labor** and the General Organization for Social Insurance and the Civil Defense regarding anything related to the workplace risks and the serious accidents.
- Commitment to develop plans to manage the risks related to occupational safety and health as per the Policy and the University Manual for Risk Management issued in January 2019 and its updates.
- Identify the risks at the workplace and how to assess them, and the mechanism of analyzing them, and working with the University management to implement a plan for management of the occupational safety and health risks.
- Ensuring the implementation of the occupational safety and health measures stipulated in the regulations for occupational safety and health measures for establishments governed by the Labor Law No. 286/2008, and issued by the Ministry of Labor.
- Ensuring the implementation of the engineering and the management requirements of the facilities as per the occupational safety and health standards stipulated in the

Regulation of Occupational Safety and Health for Establishments governed by the Labor Law No. 286/2008, and issued by the Ministry of Labor

- Ensuring the implementation of the Policy related to safety in labs, and following up the update of the Policy as per the University occupational safety and health.
- Coordinating with the health and safety officers in the colleges, departments and centers to identify any possible risks so as to avoid and prevent them.
- Discussing reports and submitting special recommendations regarding occupational safety and health at the University to the University's health and safety committee.
- Submitting reports and special recommendations regarding occupational safety and health at the University to the Dean of Planning and Quality Management.
- Spreading awareness and developing training programs in the field of occupational safety and health for all University staff, students and visitors, to ensure the implementation of occupational safety and health measures at the University.
- Following up the work of the contractors with the University to provide their services in the University facilities, and to ensure that the requirements of occupational safety and health are met and adhered to.
- Regularly reviewing the health and safety management systems in the University facilities to ensure effectiveness, and providing advice and assistance in addressing any risks or conditions that are harmful to the safety and health of staff, students and visitors.
- Monitoring and following up on reported accidents and the resulting investigations, following-up with the competent authorities, conducting independent investigations as needed, and providing appropriate advice and assistance in implementing any specific remedial measures.
- Preparing an annual report on the University activity in the field of health and safety, and submitting it to the Deanship of Planning and Quality Management.
- Communicating with the relevant organizing authorities on health and safety matters.
- Developing the operational plan for the University health and safety manuals
- Following up the provision and maintenance of the firefighting equipment and the related records.
- Determining the dates for examining machines and the operational tools that may expose workers and students to risks.
- Identifying the occupational safety and health specifications when purchasing work equipment.
- Determining the dates of conducting the medical check-ups for the employees, when necessary as per the occupational safety and health measures.
- Informing those concerned in the University administration, the University's Health and Safety Committee, and the Deanship of Planning and Quality Management, in the event of a serious risk, and recommending the necessary preventive measures.
- Carrying out any tasks assigned to him by the Dean of Planning and Quality Management regarding the occupational safety and health at the University.

Occupational Safety and Health Officers in Colleges, Departments and Centers

Occupational Safety and Health Officers in Colleges, Departments and Centers are appointed to oversee anything related to occupational safety and health in their workplace in addition to their work, as per the directions and follow up of the University safety and health office.

Their responsibilities are the following:

- Overseeing the provision of a health and safe environment for the facilities and the individuals in charge of them.
- Merging matters of health and safety as an integral part of all activities of the college / Department /Center
- Continuous monitoring of the health and safety needs of their colleague at work
- Initiating the necessary preventive measures to combat and prevent dangers.
- Ensuring the provision of the necessary support such as the engineering and management controls, personal protective equipment, professional medical examinations, and first aid.
- Ensuring that all staff are aware of the possible risks in the workplace.
- Ensuring the training of all staff of occupational safety and health before starting new duties.
- Coordination with the University's health and safety office and health and safety officers in colleges, departments and centers, and acting as a communication channel to disseminate safety and health measures and updates.
- Reporting injuries, occupational diseases and serious accidents.
- Reviewing reports of injuries and diseases in their field and develop effective plans to avoid them.
- Informing the Health and Safety office in case of any violation of the University occupational safety and health
- Developing plans for management of risks related to occupational safety and health and implementing them as per the University Policy for Risk Management
- Submitting reports on occupational safety and health to the college board/department/center for discussion and getting approval from the Dean/Director; the Dean of Planning and Quality Management shall be copied in such emails.
- Carrying out any tasks assigned to them by the college board / Department / Center in matters related to occupational safety and health.

All Staff:

- Adherence to the procedures and policies of occupational safety and health in force at the University.
- Reporting any risks or imminent accidents to the safety and health officers.
- Maintaining the University property and wearing protective clothing, if required.
- Participating in the preparation of the occupational safety and health plans.

- Participating in finding technical and health solutions to solve work environment problems.

Section Five: Risks at the Workplace

Through the health and safety office and the health and safety committee, the University of Nizwa is committed to implementing the policy and system of occupational safety and health. The University will also follow the following mechanism and analyze the potential risks.

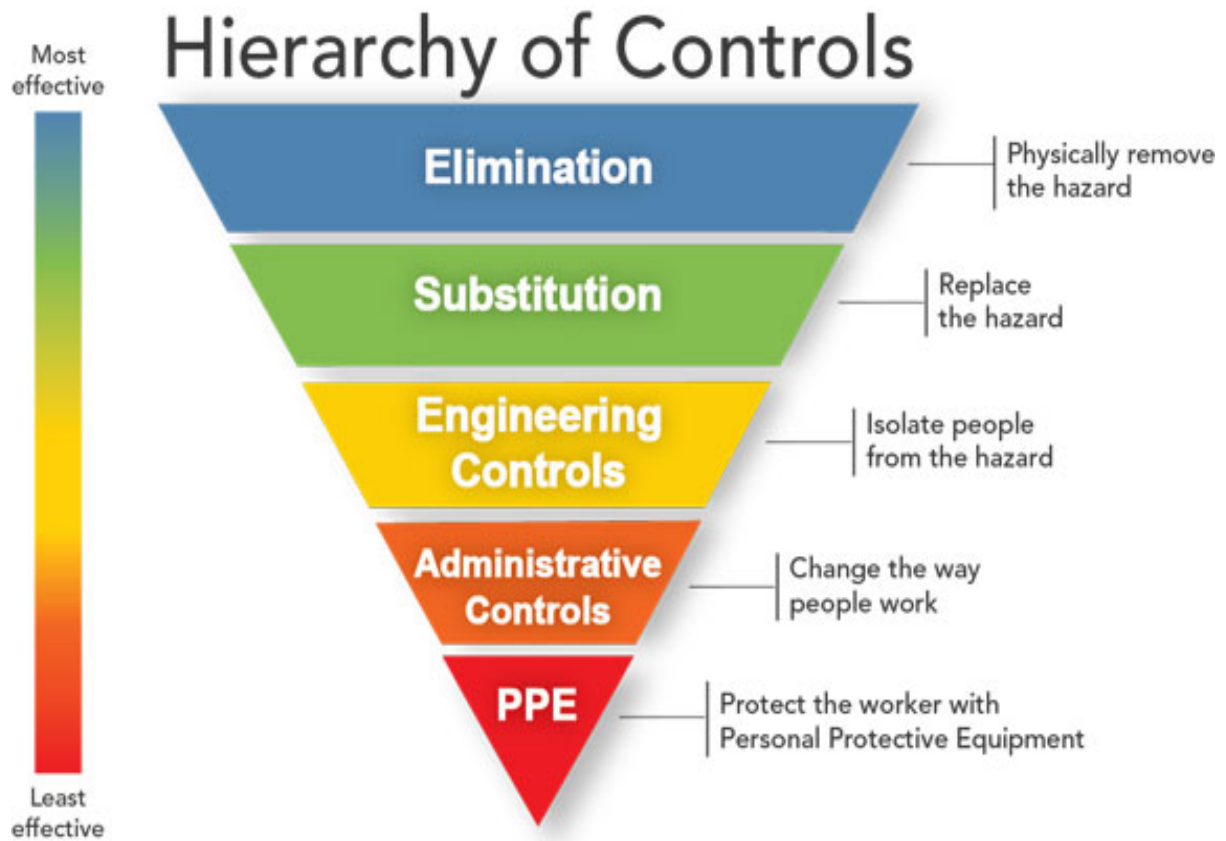
(1) In the first stage, risks are documented, based on the experience and the registered data, and the accidents that were documented in the activities and in others. The risks are classified according to their different types: Electrical, chemical, biological, ergonomic, mechanical, physical, human and environmental. All risks should be identified.

(2) Second, the possible results for each risk are identified by using the risk matrix below. Risk score is assessed by multiplying the score of likelihood by the score of impact. Hence, the level or severity of the risk based on the risk score is determined: critical (very high), major (High), moderate (medium), minor (low) and negligible (very low).

Risk Matrix

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

(3) After identifying the results related to each risk, mitigation measures and procedures are developed to reduce the critical risks and control them, and a hierarchy is adopted to control each risk, especially with regard to risks of high and medium classification.



(4) In the fourth stage, the mitigation measures that were used in the previous stage in controlling the level of danger are assessed; in case these measures were useless, they shall be improved.

All University units shall fill the form below to assess the risks under the supervision of the occupational safety and health office and the University Risk Management office.

No.	Unit	Risk Category	Risk	Risk Description	Risk Likelihood	Risk Impact	Risk Value		Existing Controls	Risk Treatment	Risk Owner
							Value	Level			
1											
2											
3											
4											

Section Six: Identifying the Precautions and Emergency Plans for Firefighting

The University of Nizwa is committed to apply the contingency plans and fire fighting and taking necessary prevention plans.

Emergency evacuation procedure

- Call emergency contact numbers.
- Contact the building emergency warden in case of emergency.
- In cases of fire emergency or other emergency situations, break the emergency call point to activate the fire alarm.
- Use the fire extinguishers in the building (suitable for the potential types of fire in buildings) and fire blankets in case the raging fire can be extinguished / controlled.
- Keep emergency exits clear of obstacles and easily accessible at all times so that they can be used for emergency evacuation to a safe place.
- The escape way must always be kept clear of obstacles and easily accessible so that it can be used for emergency evacuation to a safe place. (Elevators must not be used fire alarm has activation.)
- Assembly points in the building must be identified and kept clear of obstacles and accessible at all times so that they can be used as assembly points for emergency evacuation of the building in case of emergency.

Emergency wardens responsibilities

- Ensure the availability of quality safety and health equipment in the building, and raising a report on any defects or shortage, and follow up with the concerned parties to correct the situation.
- Ensure the availability of awareness guiding signs/posters on safety and health, and that the signs for the emergency numbers are clear for everyone in case of emergency.
- Identify all unsafe cases and behaviors in the building.
- Assisting with emergency simulation exercises, emergency response and directing people - including people with disabilities - to safe areas.
- Ensure the exit of all those present in the emergency situation from the building to the assembly point.
- Preventing anyone who tries to return to the building till after the emergency case ends, and after ensuring that the building becomes safe.
- Participate in writing the report on the accident, and in the investigation, and following up the procedures to correct the situation.
- Participate in the training and the conducted workshops on safety.
- Communicate with the different parties in case of different emergency cases.

- Ensure being familiar with the building/engineering map of the building, number of emergency exits, number and the condition of the emergency equipment and the nearest assembly points.
- Identify individuals with disability within his area and planning to help them in case of emergency.

Emergency Evacuation Procedures

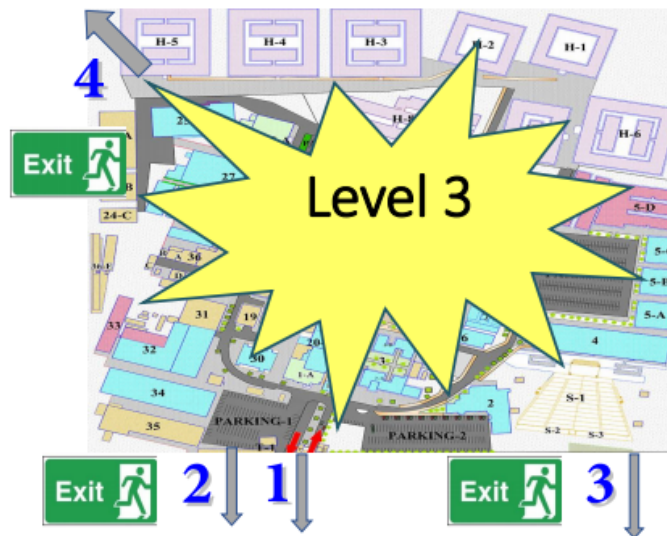
Levels of evacuation in cases of emergency



- Level No. 1 for evacuation in cases of emergency
- It is related to just one building. In this case, the evacuation will be from the affected building to only the assigned assembly point (Evacuation is optional based on the level of accidents risk)



- Level No. 2 for evacuation in cases of emergency
- It is related to more than one building inside the campus. In this case, evacuation will be from the affected buildings to the assembly points around the affected buildings. Other buildings and activities in those building should not be disturbed or affected.



- Level No. 3 for evacuation in cases of emergency
- It is related to the whole campus. In this case, staying on campus becomes unsafe due to the dangers in the place (according to the nature of the danger). In this case, the whole campus should be evacuated by using the normal emergency exists. In this case, those who are on campus might be evacuated to places far from it.

Assessment of fire risk and prevention

- Identify, assess, reduce and eliminate potential fire risks such as electrical faults, appliances with the potential to emit excessive heat, cooking equipment, sparks emitted from equipment, electrical circuits overloaded, smoked materials, open flames, and fires related to chemicals.
- Ensure that staff and faculty are well trained, and aware of their responsibilities to identify the risks of fires and reporting them.
- Ensure the continuous and correct management of the properties and checking and maintaining all the equipment and machines.
- Ensure there is a qualified technician who does the necessary maintenance of the equipment and machines to avoid the mistakes and malfunctions.
- Review and update the procedures of fire risk assessment and the precautions periodically.

Firefighting Systems

- Install appropriate smoke, gas, and temperature detectors and contact points for rapid and accurate detection of fires.

- Install proper control boards for the building to control components of the firefighting system, act as a conductor between the human element and the equipment, and provide details about the building and places of fire in it.
- Install appropriate fire alarm tools in each building to ensure rapid alerting and immediate response to those present.
- Install appropriate equipment for firefighting such as portable and fixed fire extinguishers, fire blankets, water pumps (through a water hose or an automatic fountain)
- Ensure that the building is equipped with emergency exits, evacuation routes, and clear assembly points for easy and fast evacuation of those present.
- Carry out the required inspections, maintenance and repairs for all firefighting systems in order to ensure the best and effective response during the emergency situations.
- Ensure that every building has a well-trained emergency observer, who identifies the wrong cases and responds properly during the emergency cases and helps and guides the people in the concerned building.
- Ensure that the staff and faculty are well-trained to respond and react when the alarms go off, and that they are aware of the basic procedures in the process of firefighting by using portable fire extinguishers, fire blankets and procedures for evacuation and help of the others.
- Conduct simulation exercises to practice building evacuation during fire accidents or other emergency situations in order to assess and improve the gaps in the current procedures, know the staff and students and ensure preparation, responsiveness and readiness of the facilities and units.
- Improve the awareness among the University community of the causes and risks of fake fire alarms.
- Ensure the existence of a plan to respond appropriately to all emergency cases, and that it is distributed well among the University community.

Section Seven: Health Services

The University of Nizwa is committed to developing training programs related to occupational safety and health and organizing such programs continuously to ensure the training of all University community on all measures of occupational safety and health.

Faculty, staff, researchers and students receive the required levels of information related to safety, health, education, training and awareness to enable them to perform their work, research and activities related to the study as per the following:

No.	Workshop Topic	Workshop objective	Targeted Group
1	Pandemics and infectious diseases	<p>Introduction to the pandemic/infectious diseases</p> <p>Main methods of the spread of the pandemic/infectious disease</p> <p>Effects and plans to reduce the impact of the pandemic/infectious disease</p> <p>Our duties as individuals in the society and in the workplace</p> <p>Main symptoms of the pandemic/infectious disease</p> <p>Instructions of home quarantine for the pandemic/infectious disease</p> <p>Procedures and preventive measures of the pandemic/infectious disease</p>	Students and staff of the University
2	Electric Safety	<p>General introduction on the electric energy</p> <p>Introduction on the hazardous factors in the electric circuits and electric appliances</p> <p>Causes and symptoms and impact of the electric shock and how to avoid it</p> <p>Causes of electric fires and how to avoid them</p> <p>Introduction on how to deal with the fires and the types of fire detectors and firefighting devices</p>	University staff and faculty
3	Fire safety	<p>Main causes of fires</p> <p>Hazards and causes of fires</p> <p>Methods of avoiding fires</p> <p>Systems of fire detect and firefighting</p> <p>Evacuation in cases of emergency</p>	University staff and faculty
4	Risk Management	<p>Introducing risk management</p> <p>Introducing the steps of risk management</p> <p>Examples on risk management</p>	University staff and faculty
5	Accident reporting	<p>Introducing the accident reports</p> <p>When and how accident reports are written</p> <p>Importance of reporting accidents</p>	University staff and faculty
6	First Aids	<p>Spreading awareness among the University community on first aids</p> <p>Enhancement of skills and how to deal with the emergencies and first aids in a correct way till the injured arrives to the specialized medical care</p>	University staff and faculty
7	First aids (special)	<p>Preparing a special program for dealing and rescuing the serious cases in the University labs in a correct way until the injured arrives the specialized medical care</p>	Labs faculty and staff

The University of Nizwa is committed to spreading awareness through the communication channels for all the University community regarding the measures of University occupational safety and health.

All new staff and students are trained on the occupational safety and health in the University. The Health and Safety Office in the University keeps and manages the records and the electronic documents related to safety and health (such as attendance lists, content of workshops, the used tools of assessment) whether the training was offered through the Office or the other University units.

Section Eight: Dates of Medical Check-ups

All new University staff should undergo a medical check-up as per a form and the emergency medical check-up. This is done in coordination with the University health and safety office in order to ensure the probability of any occupational disease or an infectious pandemic.

The University of Nizwa is committed to providing the primary health services to the staff and students through the medical center of the University and the University health units that are equipped with the medical equipment and the qualified medical cadre, in accordance with the laws and regulations stipulated in the University policies.

The University is committed to providing the tools of first aids in all its facilities and training the staff and students on how to use them. The University is committed to providing an ambulance and the medical cadre who accompany the ambulance in case of emergency. The University also instructs people who require special health monitoring to adhere to the special measures to ensure their health and give them the necessary support to attend safety and health programs.

Section Nine: Dates of inspection of machines and the materials that can be dangerous for the employees

Equipment	Period of Inspection from a third party
Light vehicles	Annual
Student Buses	Annual
Ambulance	Annual
Water transport trucks	Annual
Sewage transport trucks	Annual
forklift	Annual
Electricity distribution panels	Annual
Fire extinguishers	Annual
fire control panels	Annual
fire pumps	Annual
Smoke detectors and fire alarms	Annual
Academic laboratory equipment and supplies	Annual / Semi-annual
Research Laboratory equipment	Annual / Semi-annual
Ventilator Equipment	Annual
Surveillance camera systems	Annual

Section Ten: Identifying the occupational safety and health specifications when buying or renting work equipment

The University is committed to identifying the occupational safety and health specifications when buying or renting work equipment as per the following:

- Before purchasing or renting any equipment, it is generally examined, and the factory certificate is checked regarding its compliance with the local and international specifications and standards.
- The contractor should conduct the periodic maintenance for any equipment and the specialists in the University shall follow up this matter.
- When renting the equipment, the contractor should undertake to fix any malfunction of the equipment.
- Ensure the calibration of the equipment before using it.
- Electrical cables and wires must be installed in a safe and a highly efficient manner; all machines, equipment and tools that operate with electricity should be supplied with switches to cut the current. These switches should be isolated, safe and appropriate to the nature of work in its various locations and in visible places that are easily accessible in case of emergency. The equipment and machinery should have electrical wires for the grounding process.
- Any device or cables or connections or switches should be from the type that is allowed to be used in accordance with the approved standard specifications that comply with the nature and conditions of the workplace.

Section Eleven: The mechanism of monitoring the occupational safety and health of the activities of the contractor with the University

Contractors who provide services for the University facilities should abide by the following:

- Obtaining the necessary licenses from the University health and safety office before beginning the service on the University campus.
- Commitment to the occupational safety and health measures agreed upon with the University of Nizwa, in accordance with the Regulation on Occupational Safety and Health Measures No. 286/2008 issued by the Ministry of Labor.
- Ensuring the safety and health of the employees under their supervision, and ensuring the safety of all University community including employees, students, and visitors
- Cooperating with the University in implementation of the occupational safety and health measures, and adhering to policies and conditions of the University
- Ensuring the reporting, through the common mechanisms, any conditions or hazardous cases that might threaten the occurrence of any potential accident to them or to any individual in the University

- Adhering to all University occupational safety and health policies; any violation may lead to special legal action to stop the activity.
- Coordinating and communicating with the University safety and health office regarding the timings and measures of the provided services
- Cooperating with the University concerned directions in reviewing and checking the provided services to ensure their compliance with the conditions and requirements of the University Occupational Safety and Health Office
- The contractor should provide related insurances during the implementation of the related work
- Commitment to the signed agreements with the University regarding the occupational safety and health measures in the workplace, before and during the related work.
- Reporting to the Health and Safety Office in case of any work related to building or maintenance of roads in the University

Section Twelve: Procedures of investigation on work accidents and preventing the repetition of such accidents

The University is committed to training and spreading awareness among all officers, employees and students on the mechanism of reporting the accidents by using a form for reporting the accidents, and providing the support services in cases of accidents and emergencies in accordance with the following aims:

- The importance of reporting the accident regardless of the conditions or results
- How to report the accidents through the University system?

When any accident happens, the University is committed to conducting the necessary investigations in the accidents and the consequent dangers. The aim is to develop the appropriate mechanisms to avoid such accidents and prevent them from happening in the future. In case any simple or moderate accident happens, the Health and Safety Officer investigates into such accidents in cooperation with the concerned unit where the accident happens. In case of serious accidents, investigation is carried out through the health and safety committee, especially accidents that result in deaths provided that the report of investigation in both cases includes the following:

- The direct and indirect causes of the accident
- Photos and documents that support the investigation
- The correcting measures and the learned lessons

In case any accidents happen, the competent authorities in the General Directorate of Labor Care in the Ministry of Labor and the General Organization for Social Insurance shall be informed on the accidents; there shall also be coordination with them and submission of the reports and carrying out the necessary procedures (Attached is the Investigation Form for Occupational Safety and Health Accidents).

Section Thirteen: Procedures that the employee should follow in case of any imminent danger

- Stop work/ activity immediately
- Alert your co-workers
- Inform your immediate supervisor and other concerned authorities
- Proceed to the nearest assembly point

Section Fourteen: Procedures that employees exposed to occupational hazards should do before leaving workplace

- Washing with disinfectants
- Taking off the work uniform (personal protective equipment)
- Taking care of their personal protective tools
- Ensuring that all connections and machines are isolated

Section Fifteen: Prohibitions related to accident sites

- Only authorized persons are allowed to enter the accident site
- The evidence at the scene of the accident should not be changed
- Only trained persons should transfer the injured
- No pictures are allowed except for the purpose of investigation
- Do not start work until this is announced

Section Sixteen: How to submit and receive the complaints of employees regarding the work hazards and how to deal with such complaints

This is done through Accident Report Form; all comments of the employees are documented in the form, then they are dealt with appropriately through the health and safety officers. Based on this, the suitable solutions for the report are set.

Section Seventeen: Health and Safety Form Appendices

The following are Health and Safety Forms used within the campus; some forms are general purpose while other forms are used in specific areas/ use.



Place of examination		Date of Examination		Surname:	
Date of Birth:		Nationality:		Forenames:	
Country of birth:		Religion:		Current address:	
Permanent address:		Telephone number			
<input type="checkbox"/> Male	<input type="checkbox"/> Single	Present Job :			
<input type="checkbox"/> Female	<input type="checkbox"/> Married	Location:			
	<input type="checkbox"/> Widow (er)				
	<input type="checkbox"/> Divorced / Separated				
Reason for examination:		<input type="checkbox"/> Pre-Employment	<input type="checkbox"/> Others		
		<input type="checkbox"/> Periodical			
Are you a Registered Disabled Person? <input type="checkbox"/>		List your last 3 jobs:			
		(1)			
		(2)			
Do you belong to any Medical Insurance Scheme? <input type="checkbox"/>		(3)			
Have you ever had any of the following?			Y	N	
Serious accident / injury at work (if yes please specify)					
Away from work for any medical reasons					
Occupational Disease/illness					

Are you involved in any of the following activities- please tick as appropriate	
Working at heights ()	Professional drivers light or heavy ()
Working with rotating machineries or Rigs ()	Shutdown & signage ()
Cargo handling ()	Working in confined spaces ()
Firefighting and rescue work ()	Breathing apparatus work and SCBA users ()
Catering and food handling ()	Remote and offshore work ()
Hazardous chemical products ()	Working with electricity ()
Are you exposed to any of the below Occupational Hazards	
Mechanical	() Manual Handling ()Machinery work specify it:
Physical	() Noise ()Heat ()Cold ()Vibration ()Radiation ()Abnormal pressures
Biological	() Bacteria ()Fungi ()Virus ()Animals ()Parasites specify it:
Chemical	()Dust ()Fog ()Fumes ()Gases () Vapors ()Chemicals specify it:
Ergonomic	() Heavy physical work ()Incorrect postures ()Repetitive Movement
List of any previous Medical problems, medications and operations	
Date	
1	
2	
3	
4	

HEARING QUESTIONNAIRE		
	Y	N
Do you have a family history of hearing problems? .1		
Are you currently using any medication or hearing aid? .2		
Have you ever had/suffered from		
Chronic ear infections or meningitis .3		
Trauma to head/ ear canal / tympanic membrane .4		
Syphilis or TB .5		
Renal Failure .6		

Do you or have you:		
Been in the army or using guns .7		
Do scuba diving .8		
Have a noisy hobby e.g. using headset while listening to music... .9		
Exposure to noise		
Have you ever been subjected to noise in your work environment? .10		
(If NO Questionnaire is complete)		
If you were exposed to noise what kind of noise and for how long? .11		
Other ()	Continuous ()	Intermittent ()
Drilling ()	Percussion ()	Grinding ()
SLEEPING & FATIGUE ASSESSMENT QUESTIONNAIRE		
	Y	N
Do you sleep badly? .1		
Do you snore? .2		
Have you been told you stop breathing at night? .3		
Do you fall asleep during the day or feel fatigue? .4		
Do you frequently wake up in the morning feeling like you haven't slept? .5		
Have you noticed that you are feeling tired and sleepy during working hours or driving .6		
Have you been feeling a lack of energy? .7		
If YES, Please answer the following:		
SMOKING, ALCOHOL & PSYCHOLOGICAL ASSESSMENT		
	Y	N
SMOKING		
Have you ever smoked? If yes what type and how many cigarettes per day? .1		
Do you or have you ever smoked "Shisha" .2		
ALCOHOL		
Do you drink alcohol? If YES what is your average weekly intake? .3		
Do people bother you because they criticize the way you drink and do you feel guilty? .4		
Have you had any problems related to alcohol .5		
Self-Reporting Questionnaire		

nervous	Do you get scared easily or feel .6		
	The thought of ending your life has ever crossed your mind .7		

Do you have or have you had: - (Tick "Yes" or "No" column or put a (?) if uncertain exclude minor ailments.) If your answer is yes please give more details					
	Y	N		Y	N
1. Sinus and nose trouble			22. Heart Disease		
2. Neck swelling/glands			23. Rheumatic fever		
3. Difficulty in vision			24. Abnormal heartbeat		
4. Any ear problems			25. High blood pressure		
5. Asthma/bronchitis			26. Stroke		
6. Hay fever/other allergy			27. Serious chest pain		
7. Any skin trouble			28. Any blood disease/anaemia or bleeding disorder		
8. Tuberculosis			29. Kidney disease		
9. Shortness of breath			30. Painful passage of urine		
10. Coughed/vomited blood or chronic cough			31. Blood in urine		
11. Severe abdominal pain			32. Diabetes		
12. Stomach ulcer			33. Headaches/migraine		
13. Recurrent indigestion			34. Dizziness/fainting		
14. Jaundice or hepatitis			35. Epilepsy		
15. Gall Bladder disease			36. Joints/spinal and back trouble		
16. Marked change in bowel habits			37. Surgical operation		
17. Blood in stools (motions)			38. Serious accident/fracture		
			39. Tropical disease		
			40. Fear of heights or enclosed space		
			44. Awarded benefits for industrial injury/illness		
			45. Treated for a mental condition, e.g. depression, schizophrenia		
			46. Treated for problem of alcohol or drug abuse		
			47. Exposed to toxic substance or noise		
			FOR WOMEN ONLY		
			Have you ever had:-		
			48. An abnormal smear		
			49. Any gynaecological treatment		
			50. Are you pregnant?		
			51. HAVE YOU HAD AN ILLNESS NOT MENTIONED ABOVE		

		41. DVT, pulmonary embolism or clotting condition					
		42. Medical condition for which you are taking medicine regularly					
		HAVE YOU EVER BEEN:-					
18. Marked change in weight		43. Rejected for employment or insurance for medical reasons					
19. Varicose veins							
20. Lump in breast/armpit							
21. Cancer							
FAMILY HISTORY							
Diabetes	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Asthma	<input type="checkbox"/>
Heart disease	<input type="checkbox"/>	High blood pressure	<input type="checkbox"/>	Stroke	<input type="checkbox"/>	Blood Disease	<input type="checkbox"/>
						Eczema	<input type="text"/>
						Cancer	<input type="text"/>
STATEMENT: I have read the above questions.							
The answers are correct and no information concerning my present or past state of health has been withheld.							
Date:				Signature of applicant:			

FOR COMPLETION BY EXAMINING DOCTOR

N = Normal A = Abnormal (please describe)		PHYSICAL EXAMINATION	
N	A		
		1. Eyes & Pupils	
		2. E.N.T.	
		3. Teeth & Mouth	
		4. Lungs & Chest	

		5. Cardiovascular System									
		6. Abdo. Viscera									
		7. Hernial Orifices									
		8. Anus & Rectum									
		9. Genito-urinary									
		10. Extremities									
		11. Musculo-skeletal									
		12. Skin & Varicose Vns.									
		13. C.N.S.									
		14. Breasts									
HEIGHT cm	WEIGHT kg	BMI	B.P.	PULSE	HEARING	VISION				Colour Vision	Blood Group
						DISTANT		NEAR			
						Uncorrected	R	L	R		
					L	Corrected					
					R						
N	A	LABORATORY AND SPECIAL INVESTIGATIONS				N	A				
		CVS risk%- Framingham						TMT			
		Urinalysis						Audiogram			
		CBC, sickle						Chest X-Ray if indicated			
		Serum Profile- LFT, RFT, lipids and FBS						Drug Screen			
		Stool						CR Screen = Country Request (e.g. H.I.V.)			
		E.C.G.						Others- Specify			

OTHER FINDINGS AND RECOMMENDATIONS

ASSESSMENT

FIT ALL AREAS Fit with restrictions-Specify UNFIT/UNSUITABLE Pending-Referred to Specialist

Date Signature Name of Doctor (Block Capitals) Doctor and hospital stamp

استمارة التحقيق عن حوادث السلامة والصحة المهنية
Form for Occupational Safety and Health Accidents

About the Accident عن الحادث				
Name of person reporting the Accident: اسم الشخص المبلغ عن الحادث:				
Department: القسم:		Contact details: تفاصيل التواصل:	E-mail: البريد الإلكتروني:	

			Mobile: الهاتف:	
Date of the reported Accident: تاريخ البلاغ عن الحادث:			Time reported: وقت البلاغ:	AM / PM
Date of the Accident: تاريخ وقوع الحادث:			Time of Accident: وقت وقوع الحادث:	AM / PM
Location:: الموقع:				
What was being done at the time of the Accident: نوع العمل أثناء وقوع الحادث:				
Details of the accident: writing all details and another paper can be used, if necessary تفاصيل الحادث: "كتابة كل التفاصيل ويمكن لاستمرار في ورقة أخرى عند الحاجة"				
Injuries / illness/ damages details: تفاصيل الإصابات/المرض /التلف:				
About the person/s affected تفاصيل الشخص / الأشخاص المصاب أو المتأثر				
Full Name: الاسم الكامل:				

Address: العنوان:			
Contact details: تفاصيل التواصل:	E-mail: البريد الإلكتروني:		Mobile: الهاتف:
Department: القسم:			Position: الوظيفة:
Age: العمر:			Gender: الجنس: Male <input type="checkbox"/> Female <input type="checkbox"/>
Status: الوضع الحالي:	Student <input type="checkbox"/> طالب	Staff <input type="checkbox"/> موظف	Contractor <input type="checkbox"/> متعاقد
			Visitor <input type="checkbox"/> زائر
If contractor: Employer's name: إذا كنت متعاقد، اسم الشركة:			
Witness details تفاصيل الشهود			
Name: الاسم:		Contact details: تفاصيل التواصل:	
1			
2			
3			
4			
5			

First Aid details (Attended First Aider should complete this section) معلومات الإسعافات الأولية (لاستخدام المسعفين)			
First aid provided: هل تم توفير الإسعافات الأولية:	Yes <input type="checkbox"/> No <input type="checkbox"/> نعم <input type="checkbox"/> لا <input type="checkbox"/>	Time of attendance: وقت الحضور:	
Details: التفاصيل:			
Paramedic's Name: اسم المسعف:		Signature.: التوقيع:	
Post accident action الإجراءات بعد الحادث			
What happened to the injured person afterwards: ماذا حدث للمصاب بعد وقوع الحادث:			
Taken directly to hospital <input type="checkbox"/> أخذ للمستشفى	Went home <input type="checkbox"/> للمنزل	Returned back to work/study <input type="checkbox"/> عاد إلى الدراسة/العمل	ذهب <input type="checkbox"/>
Actions taken to avoid similar accidents in the future الإجراءات المتخذة لتجنب حوادث مشابهه في المستقبل			

Report written By كتب التقرير بواسطة			
Name: الاسم:			
Department: القسم:		Title: الوظيفة:	
Email: البريد الالكتروني:		Mobile: الهاتف:	
Signature.: التوقيع:		Date: التاريخ:	
Observations and Recommendations الملاحظات والتوصيات			

استمارة إبلاغ عن خطر بالجامعة
Form for Reporting a Danger in the University

To submit a suggestion or report unsafe acts or condition at workplace, please complete this form and forward it to the Health and Safety Office and copy your direct supervisor (if necessary).

لتقديم اقتراح أو الإبلاغ عن أفعال أو ظروف غير آمنة في مكان العمل ، يرجى إكمال هذا النموذج وإرساله إلى مكتب الصحة والسلامة ونسخه إلى مشرفك المباشر (إذا لزم الأمر).

Name:		Title:	
الاسم:		الوظيفة:	
College/Centre: الكلية/المركز:		Contact التواصل	E-mail: البريد الإلكتروني:
Department: القسم:			Mobile: الهاتف:
Date Reported: تاريخ التقرير:		Time reported: وقت التقرير:	AM / PM
Location: الموقع:			
Suggestion / Observation Statement: الاقتراحات/الملاحظات:			

Recommendations:

التوصيات:

Has the direct supervisor been informed? هل تم إبلاغ المشرف المباشر	Yes <input type="checkbox"/> نعم	If yes, If yes, إذا كانت الإجابة نعم	Supervisor's name: اسم المشرف ..	
	No <input type="checkbox"/> لا		Supervisor's Designation: معاينة المشرف:	
For Health and Safety Office لاستعمال مكتب الصحة والسلامة				
Received by: استلم بواسطة:			Date: التاريخ:	
Contact details: معلومات التواصل:	E-mail: البريد الإلكتروني:		Mobile: رقم الهاتف:	
Title: الوظيفة:			Signature.: التوقيع:	
Action to be taken to implement the suggestion or correct the unsafe condition/ action: الإجراء المتخذ لتنفيذ الاقتراح او تصحيح الوضع / التصرف غير الآمن:				
Departments concerned:			الأقسام المعنية	