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## Occupational Health and Safety policy: Statement

### SUMMARY

As a part of providing a first class environment for learning, research and employment, Emirates Diplomatic Academy (EDA) 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 it's 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.

### 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.

### 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 work 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 to 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 the suitable training Courses related to health and safety (Fire Safety, First Aid etc.) for EDA Staff.

### **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 assisting 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

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

### **Visitors:**

- Upon Arrival to EDA 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 a 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 log 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 EDA Campus, in support of academic and student programs and activities. It also seeks to ensure that EDA Campus is safeguarded.

EDA takes seriously its responsibility to provide students and employees with safe facilities, and well-maintained equipment and materials. Individuals accessing EDA 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.

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Students should bring EDA 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 EDA may restrict some access as required.

### **Access to EDA Campus During the Pandemic**

EDA is responsible to implement the required precautionary measures to safeguard the health and safety of Students, Faculty, and staff and to update EDA Members with New announcements and instructions from the relevant authorities to avoid the spread of pandemic.

Access to EDA Campus will be depending on the Higher management approval.

1. All Employees, Faculty, Students and Visitors who are present at EDA must comply with the following actions to ensure the safety at the Campus:

- Medical Test not more than 14 days result
- Download Al Hosn application for infection monitoring purposes
- Face Masks are obligatory for anyone entering EDA
- Always maintain social distancing of 2 meters
- Avoid hand shaking or any physical contact
- Exercise hand washing or hand sanitization whenever possible

2. Individuals suffering from any of the below common symptoms of the Pandemic will not be allowed to access EDA Campus unless providing the result of the medical test through Al Hosn Application:

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### **Common symptoms of Pandemic**

- Fever
- Tiredness
- Dry cough
- Some patients may have aches and pains, nasal congestion, runny nose, or sore throat

### **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 a 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

### **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 EDA staff, Faculty and Students to make sure all the EDA 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

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- 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 are permitted only in designated area outside the Campus.

### **Alcohol and Drugs**

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

### **Harassment Policy:**

- EDA is committed to provide a workplace that is free of discrimination:
- EDA is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels in order 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.

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- Harassment of any kind is not acceptable behavior at EDA; thus, harassment may therefore lead to sanctions up to and including termination of employment or student status.
- EDA is committed under this policy to stopping harassment and associated retaliatory behavior. All EDA 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 the accident in EDA incident Form

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

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:

<b>Mobile Number</b>	<u>+971 56 5018811</u>
<b>Email Address</b>	<u><a href="mailto:Gs.Proc@eda.ac.ae">Gs.Proc@eda.ac.ae</a></u>
<b>Office Number</b>	02-2016739

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:

<b>Abu Dhabi Police</b>	999
<b>Ambulance</b>	998
<b>Civil Defense</b>	997

### Parking and Traffic Safety:

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

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

- Monitor the movement of the cars
- Report for any suspicious activities
- Controlling access to EDA (Grant or deny access to vehicles)
- Protect the property and the surrounded parking area
- Ensure the parking lot rules are followed

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- Availability of security guard to guide visitors, students
- Take the required Action in case of any car accidents inside the parking area

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