

## CASP025- HEALTH AND SAFETY POLICY

STATUS	<input checked="" type="checkbox"/>	New Policy			
	<input type="checkbox"/>	Continuation of Existing Policy			
	<input type="checkbox"/>	Revised Policy			
SCOPE	<input checked="" type="checkbox"/>	All CAS			
	<input type="checkbox"/>	Some CAS (.....)			
	<input type="checkbox"/>	One CAS (.....)			
TARGET AUDIENCE	<input checked="" type="checkbox"/>	Staff:	<input checked="" type="checkbox"/> All	<input type="checkbox"/> Academic staff	<input type="checkbox"/> Non-academic staff
	<input type="checkbox"/>	Students:	<input type="checkbox"/> All levels	<input type="checkbox"/> UG	<input type="checkbox"/> PG
			<input type="checkbox"/> All specialisations	<input type="checkbox"/> Some (.....)	

### 1 Rationale and Purpose

The Colleges of Applied Sciences are obligated to ensure the health, safety and welfare of people engaged in employment or who uses CAS premises. However, the CAS will continually strive to achieve the highest possible standard rather than rely on the legal minimum.

The purpose of this policy is to educate staff and students about safety measures and to create a plan of action in case of emergency. Moreover this policy aim is to reduce the high risk and increase the safety and awareness among all levels of CAS in order to achieve healthy and safety working environment.

### 2 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

HSE	:	Health, Safety and Environment
DG CAS	:	Directorate General of Colleges of Applied Sciences.
CSO	:	College Safety Officer
HSEO	:	Health Safety and Environment Officer

### 3 Content and Principles

An effective safety program needs the cooperative involvement of all employees in order to maintain the workspace in a manner that is conducive to a safe environment. This includes all aspects of healthy, safe working and learning environment, CAS's are obligated to do the following.

- 3.1 Develop a clear structure which identifies health and safety responsibility at all management levels across the CAS. This should be periodically reviewed to evaluate effectiveness and to make changes for improved effectiveness.
- 3.2 Promote awareness and protection against hazards at the CAS's workplaces by establishing appropriate disciplinary procedures.
- 3.3 Encourage discussion and consultation between management, employees and students on HSE matters and establish a HSE Committee for this purpose.
- 3.4 Maintain a safe and healthy working environment and safe methods of operation where risks to health and safety are minimal. Ensure that the HSE of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible.
- 3.5 Ensure the provision and maintenance of premises and resources to the highest level of safety.
- 3.6 To bring to the attention of all staff and students, their responsibilities to ensure the HSE of themselves and any other persons affected by their actions or omissions.
- 3.7 Provide all necessary information, instruction, training and supervision, to ensure the HSE of employees at work.
- 3.8 Ensure immediate and accurate reporting and investigation of occupational health issues, accidents and incidents.
- 3.9 Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
- 3.10 Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements.
- 3.11 Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the CAS.
- 3.12 Make specific arrangements on sites controlled by the CAS to ensure that contractors are carrying out their responsibilities for HSE to a standard acceptable to CAS management.

**4 Legislative Compliance**

The HSE officer will be the nominated 'competent person' on behalf of CAS, as required by the Management of HSE (62/2007). The CAS HSE Officer will act as 'competent person' under the Regulatory Reform (Fire Safety) Order according to Oman's Civil Defence regulations.

**5 Supporting Materials**

College byelaw, Oman's Civil Defence regulations and Royal Decree 62/2007

**6 Appendices**

- Appendix A: Benchmarking –Visits to SQU and Caledonian college of Engineering
- Appendix B: Statement of the situations of CAS building and infrastructure
- Appendix C: Engineering Laboratories
- Appendix D: First Aid requirements.

**7 Approval Agency:** Board of Trustees

**8 Approval Dates**

This policy was originally approved on: [ ]  
This version was approved on: [ ]  
This version takes effect from: [ ]  
This policy will be reviewed by: [ ]

**9 Policy Sponsor:** Director General of CAS

**10 Contact:** Directorate General of CAS