



جامعة جدارا  
Jadara University

# HEALTH AND SAFETY POLICY

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## JADARA UNIVERSITY

### 2020







# Health and Safety Policy

**Policy agreed on 17<sup>th</sup> November 2020**

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## PART ONE

### General Statement of Policy, Duties & Responsibilities

#### 1. Policy Statement

Jadara University recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its students, staff (paid or volunteer) and other visitors to its premises.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of Jadara University to promote the health and safety of the students, staff and of all visitors to the University’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the University’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of students, staff and of persons not in the employment of the University arising out of or in connection with the University’s activities;

This policy statement and/or the procedures for its implementation may be altered at any time by the University’s Health & Safety Committee (“the Committee”). The statement and the procedures are to be reviewed in the beginning of each academic year by the Health and Safety Committee or by other persons appointed by the University President.





## **2. Statutory Duty of Jadara University**

Jadara University will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at campus of its students, staff and of visitors to its premises and, in general, to:

- Make University campus safe and without risks to health;
- Ensure machinery are safe and that safe systems of work are set and followed;
- Ensure substances are moved, stored and used safely;
- Give academic and administrative staff the information, instruction, training and supervision necessary for their health and safety.

### **In particular, Jadara University will:**

- Assess the risks to health and safety of its students, staff and visitors;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its students, staff and visitors;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities across campus;
- Make sure that the University campus satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.



## **3. Statutory Duty of Jadara University's Students and Staff**





Students and Staff also have legal duties, and the University confidently requests to observe these duties. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with Jadara University on health and safety;
- To use work items provided by the university correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Jadara University;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

#### 4. Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Health & Safety Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Jadara University.





## PART TWO

### Organisation of Health and Safety

#### 1. Health and Safety Sub-committee

The University President will appoint a Health and Safety Committee:

- To have a broad overview of Health and Safety matters;
- To keep the University's Health and Safety policy and procedures under review;
- To conduct safety tours of the campus;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health;
- To take such action as may be required to ensure that the University's responsibilities for Health and Safety are fulfilled;
- To report to the University President on their performance of these responsibilities.

Contractors working in the campus should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the University.

#### Safety Tours

The Health and Safety Committee shall carry out 2-monthly tours and inspections of the campus and make a report to the next ordinary meeting of the Deans Council. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

#### 2. Health and Safety Rules

All staff must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules, which the University may publish from time to time.

#### Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a student, staff or visitor in the course of employment or otherwise on the University's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the University.

#### Fire Precautions





All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the University buildings in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the University and any directions for the use of such must be followed.

### **Safety Clearways**

Corridors and doorways across the University campus must be kept free of obstructions and properly lit.

### **Maintenance**

Defective equipment, furniture and structures inside the campus must be reported as such without delay.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Tell your supervisor or representative of the Committee of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

### **Display Screen Equipment**

Jadara University recognises its responsibility to ensure the well-being of staff who habitually use display screen equipment for a significant part of their normal work. Staff are







advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the University's expense.

### **Alcohol, Drugs and Tobacco**

Smoking within the University campus and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited, and no staff and/or contractor may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).





## PART THREE

### Arrangement and Procedures

The Health and Safety Officer, nominated by the Health & Safety Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed .....

1. **First Aid and Accident Reporting**
2. **Fire Drills and Evacuation Procedures**

#### 3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed (*on the Notice Board in the Faculty Reception Area*).
- First Aid Boxes are provided in the following location(s):
  - i) Faculty Reception (*example*)
  - ii) Classroom 1 (*example*)

#### 2. Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 911 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk.
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the University’s Health and Safety Committee to consider the actions necessary to prevent recurrence.

#### 3. Fire Drills and Evacuation Procedures

##### 1. Fire Drills

- All students and staff must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session.

##### 2. in the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered;





- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the .....
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 911 and asking for "Fire";
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### 3. *Bomb Warnings*

- If you receive a warning try to find out from the caller:
  - i) The approximate location of the bomb and likely time of detonation;
  - ii) Whether the police and fire brigade have been notified;
  - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 911;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the ..... unless the bomb warning implies otherwise.

### 4. *Theatre – and Public Entertainment – Licensed Events*

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy;
- Emergency lights in the areas used must be kept illuminated;
- Advise the representative of the Health and Safety Committee of any defects or concerns regarding the facilities, eg uncleanness, refrigeration operation, cracked food preparation surfaces.

### 5. *Cleaning Materials, General Machinery and High Risk Areas*

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### 6. *General*

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.





**We request that our Students, Staff, Contractors and Visitors respect this Policy, a copy of which will be available on the University Website.**

**Approved by the Deans Council of Jadara University**

**Signature of the Council Chair  
President of Jadara University**

Prof. Mohammed Taleb Obaidat

*Moh'd T. Obaidat*

Date 17<sup>th</sup> November 2020

