



# Health and Safety Manual

## 2019-2020

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## 1.0 Introduction

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CUCA is committed to providing a safe and healthy environment to students, faculty, staff and its patrons. This manual sets out the basic guidelines to minimize the safety hazards.

The policies and procedures described in this manual apply to all individuals present in the College. It is intended to address all campus-specific safety issues that are common.

CUCA recognizes:

- Its responsibility to the students, faculty and staff, and visitors who are inside the College premises
- The importance of cooperation from everyone in order to achieve the objectives of the safety policy.
- The need to delegate some aspects of its policy to specific employees, such as laboratory instructors and lab-in-charge;
- Its commitment to providing sufficient information about health and safety issues (and training, as and when necessary) for employees.

*Note : This manual shall be read along with the course laboratory manuals.*

## 2.0 Emergency Responses

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The following numbers shall be contacted in case of emergency:

First Aid : College Clinic  
Ajini Varghese, Nurse  
Extn: 1205

Ambulance : 998

Fire Department (Civil Defense) : 997

Civil Defense (Ajman) : 06-703-5500

Police : 999

### Nearby Hospital

Saudi German hospital : 06-800-2211

Chief Engineer : Engr. Vishnu Haripriyan  
Extn 1196  
055-425-7936

### **3.0 Health and Safety Policy**

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#### **Objectives**

Plan of a safe working environment, free from causes of accidents and injuries at any site and at all times.

1. Prevent any untoward incident within the College premises
2. Protect students, faculty, staff and visitors within the College premises by putting in place safety guidelines
3. To minimize adverse effects of any incidents through proper reporting and mitigation strategies
4. Training in Health and Occupational Safety shall be given to all students, faculty, and staff
5. Safe working methods will be maintained at all times

#### **Scope**

1. All incidents occurring within the College premises without regard to severity
2. All faculty, staff, students and visitors within the premises of the College

#### **Policy Statement**

1. Faculty, staff and students shall abide by the rules and regulations in this handbook while inside the College premises.
2. The Campus Supervisor shall ensure that where necessary, visitors are made aware of safety precautions and regulations when inside the College premises.
3. The Management reviews the implementation of the Health and Occupational Safety procedures through meetings with the President.
4. Emergency contact numbers shall be posted in strategic areas within the College.

5. The implementation of the College Health and Occupational Safety policy shall be reviewed periodically and changes in the policy shall be communicated to faculty, staff and students.
6. Any faculty, staff, students, or visitors shall report encountered or witnessed occurrences of incidents or near miss through the contact details mentioned in the Emergency Responses.

## 4.0 New Employee Orientation

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All new employees, whether permanent, temporary, or part-time, must receive basic instruction for the following items:

| ITEM  | SAFETY INSTRUCTION   |
|---|--|
|    | Reporting Emergencies: procedures for notifying emergency authorities    |
|    | Emergency Evacuation Procedures  |
|    | Fire Alarm System and Fire Extinguishers: location and use               |
|  | Accident Reporting Procedures: for reporting ALL accidents and incidents |
|  | Reporting Unsafe Conditions: procedures and corrective action            |
|  | First Aid Kits: location and use   |
|  | Signs and Labels: identification and explanation                         |
|  | Safety and Health Training: when and where                               |

## 5.0 Reporting Incidents

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An 'incident' can occur anywhere and at any time. Although some incidents are insignificant, others have serious consequences. Since the College is responsible for the safety of the individuals enrolled hence procedures are put in place to protect their well-being. Taking into consideration that not all incidents may cause physical injury to people, the guide below can help to assess which incidents need reporting.

### A. What incidents can be reported?

A formal report shall be made in connection with any event or occurrence on the College that:

1. causes harm or injury to a student, a member of staff or a visitor while on the premises (an 'accident');
2. does not directly cause harm or injury, although it might have done at another time ('near misses');
3. causes damage to the College's physical structure, site or assets;
4. is likely to lead to the College being damaged in the future, either materially or in terms of its good reputation.

### B. Who reports incidents and how?

The incident shall be reported immediately or at the first reasonable opportunity - using the Incident Report Form as below:

1. any party who witnessed the event or occurrence; or
2. any party who has direct information from a witness to the incident
3. Upon information shared to the engineering and security team to raise an incident report with accurate details about the occurrence from which desired action plans and mitigation plan can be derived to avoid and control the reoccurrence.

4. Incident report should be circulated to all concerned departments within 24 hours of the incident occurrence stating all measures and precautions that were taken.

B. What actions shall be taken?

1. Any faculty, staff, student, or visitor who encountered or witness an incident or near miss shall request for emergency assistance by calling the helpline (see Emergency Response)
2. The completed Incident Report Form must be passed to the Chief Engineer where the incident or near miss occurred.

## **6.0 General Rules**

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### **A. Safety Precautions**

1. Corridors shall be posted with emergency numbers and emergency response team to contact in case something goes wrong.
2. Practical jokes or other behaviors which might confuse or distract people are prohibited.
3. Be alert of any unsafe conditions and report them immediately to the Campus Supervisor
4. All buildings must be kept clean, all trash (rubbish, waste) must be put in the receptacles provided for it, trash must not be allowed to accumulate and all trash containers and covers, where they are attached, shall be checked regularly.
5. All emergency lanes, corridors, fire doors, emergency exits or standard exits, firefighting equipment, first aid kits and other emergency equipment shall be easily accessed at all times and without hindrance. This easy access shall be maintained in all workplaces.
6. Toilet facilities must meet the standards of public health required by law.
7. Personal protective equipment that meets the specified requirements shall be available in all locations.
8. Smoking is prohibited, except in those areas designated for smoking. Smokers are liable to find that designated smoking areas will be outside. If in doubt, do not smoke.
9. All flammable materials must be removed from areas of operation, especially oils, solvents and waste.
10. Wear appropriate gears where required (i.e. lab coats)



## **6.1 Fire Safety in the College**

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Fire is a phenomenon that can take place anywhere and it is always a risk also for the College. In order to minimize the potential hazard of fire in the College, the following guidelines are put for faculty, staff, students and visitors:

The risk of fire is greatest where controlled flames, combustible materials and electrical equipment is to be found, such as (but not exclusively) in the laboratories and kitchens/pantries. In these places, therefore, it is necessary for staff to:

1. Ensure utmost possible care while using equipment and materials;
2. Ensure that fire safety precautions are followed;
3. Be aware of fire extinguishers and/or any other facilities, equipment or materials location when dealing with a fire, only if trained.
4. Check the emergency doors to ensure they are unlock.

### **A. Actions in case of a fire**

Any faculty, staff, student or visitor who discovers a fire or suspects that there is a fire in the College is advised to:

1. Sound the alarm by smashing the glass in the nearest fire alarm.
2. Alert the administrator and teacher.
3. Summon the fire department by dialing 999.
4. If trained, put out the fire with the nearest suitable fire extinguisher

If you hear a fire alarm,

1. Directly Leave the building from the nearest available exit.
2. Do not run.
3. Go to the nearest safe assembly point.
4. Do not use the elevators and escalators.

5. Proceed to the assembly point at the front of the building outside the college entrance gates.
6. Inform a faculty/staff member or campus supervisor if there seems to be a missing person.
7. If possible, faculty shall take the register to see that all students are accounted for.
8. Do NOT re-enter the building until officially informed that it is safe to do so.
9. Teaching/technical staff shall switch off the gas supply at the main isolation valve, if possible.
10. A member of staff who discovers a fire or suspects that there is a fire in the College shall act likewise, but pass on a message without hesitation to a senior member of staff who can take responsibility for implementing the College's emergency procedures. It is expected that the member of staff present will take steps to extinguish the fire if it is competent to do so, while everyone else proceeds to evacuate the building in an orderly way.
11. Staff and students who are not attending directly to the fire shall not put themselves in danger by going to the fire. They shall exit the building immediately.

#### B. Responding to a Fire Alarm: Staff and Students

When the fire signal is given:

1. Staff and students, wherever they may be, will line up quietly and prepare to exit the room; academic staff shall lead the students out according to the exit routes determined. Windows and doors must be left closed but unlocked; lights are to be turned off.
2. Administrative/support staff members shall check their areas of responsibility to make sure that all students have moved out of the area (specialized labs, computer labs, social areas, elevators, etc.); turn off all lights; close any doors left open; check for any remaining students; take the first aid kit(s) and have a mobile phone.

3. Academic staff shall make a head-count of their respective students immediately upon arriving at the assembly point. Any missing students shall be reported at once to the member of the senior staff present.
4. Everyone shall wait for the all-clear signal; after it is given, all shall return to the building in a quiet and orderly fashion.

C. Responding to a Fire Alarm: The Management

1. Once everyone is safely out of the college, the Management shall determine whether there is an actual fire. If there is a fire, the fire department will be called immediately. Other buildings in the immediate vicinity of the college shall also be notified.
2. If any student or member of staff is seriously injured, the emergency procedure for injury shall be immediately performed.
3. After the fire has been extinguished, the Management, in consultation with any outside agencies present, will decide if it is safe to return to the building. If not, the staff and students will be evacuated.
4. If the premises are dangerous, staff and students will go to the designated off-site safe havens to wait for the college transportations or to be picked up by a member of their family. Staff and students shall remain at the off-site safe havens until 'authorized' person comes to pick them up.
5. The Management shall then assess the damage and take appropriate measures; the Management shall decide when to reopen the College – if the damages is not severe. For severe damages to the College premises and property, an emergency session with the Board will be convened to decide where and when the operation of the college will resume. Students and staff will be notified regarding decisions.

#### D. General Fire Safety Tips

1. If the fire is larger than one in a wastepaper basket, do not attempt to put it out. It shall be left to professionals. Staff members shall not try to fight larger fires unless they have special training.
2. If one's clothing catches fire – DO NOT RUN - running fans and spreads the flames. A person on fire shall stop, drop, and roll. Rolling in a coat, blanket, or on the floor helps to extinguish the flames.
3. When planning to enter a closed room in a burning building, the door shall first be felt with the palm of the hand- if it is hot, DO NOT OPEN!
4. There are three very important things to remember during fire emergency:
  - Ensure the safety of staff and students;
  - Not to panic; and
  - Keep records (witnesses, incidents, actions taken, etc.) shall be kept at every stage of an emergency, if possible.
5. Routes of egress will be clearly indicated on maps of the college grounds and prominently placed in each lecture hall, laboratory and classroom.
6. The alarm signal indicating a fire is a continuous ringing which all staff and students must be able to identify promptly. A fire drill held periodically will familiarize staff and students with the sound of this alarm.
7. Staff members' responsibilities during an emergency will be clearly delineated before the emergency takes place. The following will be clearly stated:
  - which members of staff are responsible for which students;
  - where each staff member shall go during each type of emergency;
  - who is responsible for shutting off the gas and for checking elevators;
  - who is responsible for contacting the appropriate authorities and any student services (such as transportation) that could be helpful in these circumstances.
8. Faculty, and other, staff should be aware of locations of:
  - Fire alarm or manual call point.

- Nearest fire extinguisher
- Nearest first aid kit.
- Location of safe assembly point

#### E. Fire Safety Mock-Drill

The purpose of mock drill is to evaluate the emergency preparedness plan of the college and assess standard operating procedure, so that concerned persons would deliver their duties effectively while keeping in cognizance of life and property. Through this training we aim to develop proactive and reactive responses during emergency to be smooth and effective among people.

CUCA ensures to conduct mock drills once in every 6 months.



## 6.2 Emergency Lockdown in the College

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The College's lockdown methods are responses to any external or internal occurrence, which can pose a warning to the safety of staff and students in the College. The procedures aims to reduce disturbance to the learning atmosphere while assuring the safety of all students and staff.

They may be initiated in response to any kind of the emergency situation, some common cases are as follows:

- A recorded incident / civil disorder in the local community (with the potential to pose a danger to staff and students in the College)
- An invader accessing College premises who poses a risk to staff and students.
- A danger warning locally informed relating to air pollution (smoke plume, gas cloud, etc.)
- A major fire igniting in the proximity of the College

### ii. The Basic Principles of a Lockdown

The fundamental principles are to be followed in the case of lockdown:

- Staff and students will be informed if lockdown shall be initiated by means of sounding the College bell. The aforementioned is not the fire alarm. (but we do not have a College bell)
- Staff will be communicated via text message & internal email that the College premises are under lockdown measures.
- Students who are within the vicinity of College will be moved to a safe location without any delay.
- Those inside the College should remain in their classrooms and offices, in case this is safer option for their safety.
- Windows shall be locked and internal classroom doors will be barred.

- Staff should assist the students to keep calm.
- As standard protocol, the College should initiate progressive communication with the Emergency Services as soon as possible.
- Essentially, parents should be informed as soon possible as per the protocol concerning students' safety, via the College's authorized communications system.
- Students shall not be evacuated during a lockdown.
- If it is necessary to vacate the campus, the fire alarm will be the warning sign.
- Staff should wait for further guidance via health and safety team information dissemination, these include the e-mail system and via text message. It is of requisite attention that the College's lockdown methods are properly circulated by the the authorized personnel to all senior management, staff, faculty, students within the College.



### **6.3 Emergency Weather Operations in the College**

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This preparedness planning guide is meant to assist in meeting the obligations required to safeguard employees and clients who may be visiting the College premises for business related concerns. Effective planning and response team is formed between the Administration and Engineering team to be prepared for possible calamity. Effective major emergency policy catered by the team as below:

- a. The decision to close the College will generally be made on a workday on daily basis.
- b. The Administration and Engineering Departments shall thoroughly oversee the critical functions during a weather emergency and will conduct rounds to identify if any deviations are observed. Immediately, a report and recommendation shall be submitted to the Management for immediate planning and action.

The Director of HR and Administration will then consult the President to resolve if:

- a. The College should be deferred to a later opening time.
- b. The College should be ended for the day.

During emergency, according to assessments done, following recommendations shall be executed:

1. All students and staff shall be advised to either to stay home, to leave the classrooms or their work area as soon as possible after the notice is made. Non-essential employees and students who report to the College during unscheduled hours pose unnecessary liability risk to the College.
2. Administration and Engineering Departments must manage and foresee their staffing demands in advance to ensure simultaneous and effective implementation of essential activities. During periods of inclement weather, basic emergency services includes but are not limited to maintaining building operations, clearing

hallways, entrance and exits, parking areas, and College's overall surrounding areas to ensure that these areas are compatible to aid safety for all.

3. All CUCA employees and students shall remain in safe areas identified by the authorized person.
4. Inspection of the facility for structural safety and defects shall be conducted, accordingly, health and safety officer shall submit a written report detailing aberrations identified.
5. All valves and switches for gas, water, and electricity indicated in the emergency response plan will be inspected and disconnected.
6. Staff, students, and visitors are required to follow the declared protective measures and emergency exits to be used in cases of emergencies.
7. Staff, students, and visitors of the College are required to stay away on any area/s being cordoned by health and safety or maintenance team to avoid hinderance in the ongoing repair works.
8. No photographs and details are to be shared on social media by staff, students, visitors pertaining to the engineering/maintenance works ongoing in the College as it will be considered a punishable offense.
9. Inspection and tests of the PA system, fire and safety system shall be done on regular basis. Maintenance/engineering team should ensure to keep a record on the observations and inspections done.
10. During severe weather conditions, the College will use its resources to initiate continuous access to the local police, fire, emergency vehicles. Immediately areas which are essential for the safety and wellbeing of staff, students and visitor are to be cleared without delay
11. Once the critical area/s are cordoned and thoroughly inspected, Chief Engineer and Administration will clear and resolve all uncertainties prior to declaring the College as safe for normal operations to resume.

**Protocols in case of emergency:**

1. In case of any emergency, the first point of contact for reporting will be the Chief Engineer which will further escalate to Administration Department.
2. Upon onset of any emergency all entrances and exits points will be closed, inclusive of basement. Only main entrance shall remain open.
3. Parking lots of the College will be cordoned-off and prohibited for use.
4. A security officer shall remain near each entrance and another will be assigned on rounds throughout the College. As and when needed, there shall be increase of manpower provision.
5. Security officers and office assistants will be assigned in every floor to guide patrons to the emergency exits and shall immediately communicate any structural breakouts, leakages etc. to the maintenance/engineering team.
6. At any given point, if the situation cannot be contained, police shall be reached out at 999.
7. Security officers and office assistants should ensure to keep the windows and doors open/close – according to the need of the situation as instructed by the health and safety team.
8. Staff, students, and visitors are to strictly required to abide by the emergency protocols being implemented and follow all protective measures taken in this course of time.

## **7.0 Safety in the Labs**

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### A. Plan for your Laboratory Operations

1. Plan appropriate protective procedures, and plan the positioning of all equipment before beginning any operation.
2. Seek information and advice about the hazards of the chemicals to be used.

### B. When Accidents Happen

1. **EYE CONTACT:** wash your eyes with water for 15 minutes and seek medical attention and read the Material Safety Data Sheet (MSDS) for better treatment and more information.
2. **INGESTION:** Drink large amounts of water. **DO NOT ENCOURAGE VOMITING** and read the MSDS for better treatment and more information.
3. **SKIN CONTACT:** Use the shower wash Flush affected area with water and remove contaminated clothing. **IF SYMPTOMS PERSIST, SEEK MEDICAL ATTENTION.**
4. **CLEAN UP:** Promptly clean up spills. Use appropriate protective equipment and clothing. Dispose of properly.

The following conditions should be maintained to ensure safe environment in the labs:

### A. Design of the Lab

1. The laboratory facility will have an appropriate general ventilation system to avoid intake of contaminated air.
2. The stockrooms and storerooms will be well ventilated.
3. The laboratory will have available working hoods and laboratory sinks.
4. Other safety equipment in the laboratory will include fire extinguishers, safety showers, and eyewash fountains.

5. Hazardous wastes will be disposed off in accordance with the College's Procedures.

B. Maintenance of the Lab

1. Laboratory will be inspected on a regular basis
2. Modifications to the laboratory design or facility cannot be undertaken without consultation with Campus Supervisor

C. Usage of the Lab

1. Laboratory activities should be checked for appropriateness before conducting an experiment
2. Laboratory procedures shall not be started if there is a suspicion that the ventilation system cannot handle the gas or vapor emissions from the hazardous chemicals that will be used
3. There should be 2.5 linear feet of hood space for every 2 workers that spend the majority of their time working with hazardous chemicals
4. The general ventilation should have a performance level of 4-12 room air changes/hour if local exhaust hoods are used as the primary method of control
5. Hood face velocity should be 60-100 linear feet per minute.

## **7.1 Safe Handling of Chemicals/Substance**

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The following conditions shall be maintained in order to ensure safe handling of chemicals

### **A. Chemical/Substance Procurement**

1. All purchased chemicals or substances must be received at a central location designated for such purpose
2. All chemicals/substance should be dated upon receipt
3. All material safety data sheet will be collected from the supplier to insure safe handling, using and storing.

### **B. Storerooms/Stockrooms**

1. There shall be rooms specially assigned for chemical storage, handling or areas such as preparation rooms, storerooms, waste collection area, storage lockers, or chemical laboratories which are access-controlled. These areas are restricted to public. These places will NOT be used as meeting rooms, classrooms or public group demonstrations, displays and/or gatherings.
2. Keys to these areas should be carefully controlled and issued to as small a number of people as possible.
3. Toxic chemicals will be segregated in a well identified area with adequate local exhaust ventilation.
4. Chemicals that are highly toxic or whose containers have been opened will be in unbreakable secondary containers.

### **C. Transport and Distribution of Chemicals/Substance**

1. Chemicals/substance, if needed to be transported, should be carried in a suitable container specifically designed to handle such chemical/substance
2. Chemicals may be transported on carts. Liquid chemicals should be transported on carts made of non reactive plastic. These carts should have trays of single

piece construction at least 2" deep. These trays will contain any spill that may occur. Liquid bottles will be kept separated or insulated by plastic foam or cardboard which will be placed between the bottles. Liquids should never be transported in basket type carts or in carts whose shelves would allow leakage of spilled liquid

3. Do not over fill carts
4. Solids may be transported in any type cart, except the oven basket type. Gas cylinders require special carts.
5. When transporting chemicals to or from a separate outdoor storage facility, there will be appropriate ramps installed to provide proper access. Carts are NEVER to be carried over obstructions.

#### D. Storage

1. Storage of chemicals on bench tops or inside hoods is NOT PERMISSIBLE
2. Temporary storage should not be kept TEMPORARY
3. Annual inventories will be conducted and some action taken on all unused chemicals. All chemicals should have record of expiration dates.

#### E. Monitoring

1. The Health and Safety Officer should be informed by any staff, faculty to monitor exposure level if there is any suspicion or incident reports on any chemical exceeding the required level.
2. Stored chemicals and substances shall be regularly monitored by the Lab in charge.

#### F. Maintenance and Inspections

1. Formal housekeeping and chemical inspections will be held every 6 months. (Informal inspections should be continual).
2. Eye wash stations will be "bump tested" and inspected regularly.
3. Safety showers will be tested routinely by the Engineering department.
4. Hallways and stairways will not be used as storage areas.

5. Access to exits, emergency equipment and utilities should never be blocked.

#### G. Protective Equipment

1. Emergency equipment shall be checked for compatibility with the degree of potential chemical hazard which is written in the material safety data sheet.
2. Fire extinguishers will be made accessible where required.
3. Access to fire alarms and telephones will be made available for emergency use.

#### H. Records

1. Accident records will be written and submitted to the Office of Safety and Risk Management Deputy Dean and will also be retained by the Health and Safety Officer
2. Inventory and usage for High Risk substances will be maintained by the assigned Lab-in-charge and kept in specified locations
3. Any reported incidents shall be maintained by the Office of the Safety and Risk Management.

#### I. Signs and Labels

1. Emergency signs shall be properly labeled on the doors of all laboratory and rooms containing all hazardous materials areas.
2. All containers should be properly labeled, including waste receptacles, with the contents and its approximate composition. Lids will be of a screw type and be resistant to the chemicals within. Dates will indicate when material was added to the container and the approximate amount added.
3. There shall be a designated, labeled location(s) for safety shower, eye wash, fire equipment, first aid station and emergency telephone.
4. Post warning signs for areas of special or unusual hazards. These include, but are not restricted to, acid storage, compressed gases, carcinogens and highly

toxic or volatile materials. Carcinogen use area will be labeled with a sign stating "Designated Area."

#### J. Spill Policy

1. A written spill and evacuation policy should be established.
2. An alarm system will be used to alert personnel in remote or isolated areas of the facility.

#### K. Information and Training

1. The Health and Safety Officer will provide information and training to all lab-in-charge regarding guidelines set forth in this manual at the beginning of each semester.

#### A. Ventilation

1. All laboratories shall have mechanical ventilation.
2. All laboratory rooms shall use 100% outside air and exhaust to the outside.
3. Fume hoods should not be the only means of room air exhaust.

## 7.2 General Guidelines for Handling Hazardous Chemicals

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### A. Working with Allergens and Embryo Toxins

#### 1. Allergens

Wear suitable gloves to limit hand contact with allergens or substances of unknown allergic activity.

#### 2. Embryo Toxins

Reproductive Toxins are "chemicals which affect the reproductive capabilities including mutations and effects on fetuses (teratogenesis)."

2.1 The following recommendations apply to all women of childbearing age:

- Handle embryo toxins only in a proper fume hood.
- Use appropriate protective apparel, especially gloves, to prevent skin contact.
- Review each laboratory operation with a supervisor annually or when a procedure changes.
- Store Allergens or embryo toxins in a well ventilated area in an unbreakable secondary container.
- Read the material safety data sheet for more precaution.

B. Working with Chemicals of Moderate Chronic to High Acute Toxicity Supplement the rules above with the following practices:

1. Minimize exposure to these toxic substances by using any and all reasonable precautions.
2. Store these chemicals in areas of restricted or limited access.
3. Always use a laboratory hood.
4. Use appropriate personal protection and ALWAYS WASH HANDS AND ARMS AFTER WORKING WITH THESE CHEMICALS WHICH IS WRITTEN IN MSDS.

5. Ensure that at least 2 persons are present during the use of highly toxic substances.
6. Thoroughly decontaminate area, including clothing and shoes, should a spill occur. Report the spill immediately.
7. Store waste material in a closed, well labeled container until disposal.

#### C. Chemicals of High Chronic and Acute Toxicity including select Carcinogens

1. Conduct all work in a "DESIGNATED AREA" and label it as such.
2. Follow specified CONTAMINATION-DECONTAMINATION procedures.
3. Protect vacuum pumps from contamination by using scrubbers or HEPA filters. Vent the pump into the hood.
4. De-contaminate vacuum pumps and glassware in a hood before removing from a designated area.
5. Devise procedures which minimize the formation and dispersal of contaminated aerosols.
6. Dispose of contaminated animal tissues and excrement by incineration.
7. De-contaminate the designated area before normal work is resumed.
8. When exiting a designated area, remove any protective clothing, place in an appropriately labeled container for disposal, and wash hands, forearms, face and neck.
9. Use a wet mop for housekeeping or a vacuum equipped with a HEPA filter for sweeping toxic dusts.
10. Consult Environmental Health and Safety for medical surveillance if using a cancer-causing substance in amounts that may result in personnel exposure.
11. Keep records of all amounts of these substances stored and used. List names of the users along with the dates used.
12. Store containers in a WELL - VENTILATED LIMITED ACCESS area. Store the chemical in a secondary, unbreakable container. Label with a hazard warning.
13. Write contingency plans for equipment and materials needed in the event of an accident or spill.

14. Negative pressure glove boxes must have at least a ventilation rate of 2 volume changes per hour.
  - Positive pressure glove boxes must be thoroughly checked for leaks.
  - Wrap or filter exit gasses from all glove boxes through a HEPA filter and then release gasses into the hood.
15. Make sure that containers of contaminated wastes are transferred from the designated area in secondary containers.

### **7.3 General Guidelines for Lab Instructors**

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One of the Lab Instructors' most important jobs is to carry out a range of daily routines that keep the laboratories safe for their users and protect the premises against some of the risks and hazards that can arise in educational establishments and, especially, from the use of potentially dangerous fluids, substances and other materials.

This note focuses on the morning; break time and end-of-day routines that must be followed to maintain the minimum necessary level of safety in and around the laboratories.

#### **A. Mornings**

1. When you arrive in the morning, do the following:
2. Check that the doors to the laboratories are still locked.
3. Make sure that master switches for electricity, gas and water are turned on if needed that day.
4. Look in the store rooms for anything that might have been disturbed; are there any unusual smells?
5. Look for signs of an electricity failure during the night that caused equipment to be shut down. For example, refrigerators, water baths.
6. Inspect the fume cabinets.

#### **B. Break times**

1. Never leave a laboratory unlocked at a break time, unless one of the other lab instructors is in the area.
2. Ensure that the prep rooms are locked if you are leaving for a break, unless one of the other lab instructors is in the area.
3. Do not leave Bunsen burning or acid spills while you are away.

### C. End-of-Day

Before you leave college, do the following:

1. Put away all items that were used during the day in their designated storage place.
2. Ensure that all spills have been cleared up. (The cleaners cannot deal with fluids other than water.)
3. Ensure that items of waste are disposed of in the proper way. (The cleaners cannot deal with materials used for work in science.)
4. Disconnect all Bunsen burners.
5. Shut down gas valves and electricity sub-circuits.
6. Check that electrical items that should operate overnight are on and correctly set.
7. Lock the labs.
8. Tick the items on the checklist when you have made sure that all is well.
9. Lock the preparation rooms.

### D. At the end of the Week

1. At the end of each week, check the First Aid kit. Does it have all the items you expect to need in the following week? Are there items that should be replaced as a matter of urgency.

### E. Cleaning

1. All the cleaner will be trained by lab instructor for the chemical cleaning and for better method to avoid any inhalation or touching the chemical.

### F. Chemical waste

1. All chemical waste will be appropriately stored in bottle to be disposed by outsourced contractor.
2. All lab instructors will be trained for safe chemical disposal.

## 7.4 General Guidelines for Laboratory Work

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### A. Supervision

1. Students must not access a laboratory if it is untended by a member of staff.
2. Staff must ensure that students are appropriately supervised and that Risk assessments have been carried out before they are permitted to work in a laboratory.
3. The academic member of staff is responsible for the safe conduct/supervision of the session as well as ensuring appropriate Risk have been completed.
4. The lab instructors should explain the hazard and precaution before starting the class.

### B. General Conduct

1. Care must be executed with all chemicals at all times.
2. Keep bags and coats aside from work areas, walkways and exit routes where they may cause an obstruction.
3. Avoid ingestion of chemicals (e.g. licking fingers, biting nails etc.).as it may cause adverse effects
4. Experiments should not be left unattended at any time.
5. In general, evade rapid movement in the laboratory except in cases of emergency.
6. Students must not enter the laboratory under the influence of alcohol or drugs which may impair judgment.
7. Care should be taken with all glassware; damages must be reported to the member of staff in charge. The glassware must be disposed of safely. A 'Broken Glassware' bin will be provided.
8. Make sure solutions and samples are clearly labeled, dated and carry your name. Cross contamination may occur which could cause a dangerous chemical reaction. Hazardous substances should carry the appropriate label.
9. Read all guidelines and practical schedules in full BEFORE you start any laboratory work. A member of staff may test you at any time prior or during the session to

see whether you understand the experiment given. Listen to and take note of any verbal instructions you may be given.

10. Ensure to understand the various hazard warning signs used around the laboratory, on equipment and materials/chemicals.
11. No unauthorized experiments or processes are to be performed in the Laboratory. Any persons found entering the laboratory without approval will be subject to disciplinary action.

#### C. Food

1. Eating, drinking and smoking, storing of food and drink, and applying of cosmetics MUST NOT take place in the laboratory or any lecture room.
2. Refreshments may be permitted in lecture rooms used for the purpose of a meeting with the prior approval of the Dean or Head of Department.

#### D. Working Areas

1. Work area must remain clean and tidy at all times. In case of any spillage, inform the concerned party immediately.
2. Equipment, materials and chemicals must be returned to their proper storage places or as directed.
3. Switch off equipment you have turned on. Dispose of chemicals by approved methods only.

#### E. Clothing and Eye Protection

1. ALL STUDENTS MUST HAVE THEIR OWN LABORATORY COATS. Should anyone lose their lab coat, please contact the Administration to purchase another one.
2. Laboratory coats and safety glasses need be worn in the laboratory at all times and other requirement which is mentioned in material safety data sheet.
3. Laboratory coats MUST NOT be worn IN DINING AREAS.
4. Lab coats - nylon is not suitable for chemical procedures and may catch fire. Coats should be buttoned up when in use, and not contain large rips or holes that could catch on apparatus or furniture. Remove lab coats before washing hands and before leaving the lab. Store your coat in a plastic bag for transport and do not leave it where contamination may be passed on to others. Lab coats

should be washed regularly and not mixed with other washing. When bacteria have been used, lab coats should be treated with extra care so as not to carry infection to food or others.

5. Safety glasses are provided in laboratories and may be removed for microscope work and replaced after microscope work has finished. When safety glasses are to be worn, the wearers of prescription glasses must have goggles over their glasses or have prescription glasses that meet the impact and chemical requirements. Ask your opticians whether this is available.
6. Long hair must be tied back. Wearing open-toed footwear should be avoided in the laboratory due to the potential for chemical spillages. Open toe shoes will not protect against glassware falls, sharp objects and heavy items. Wear protective gloves for all operations using corrosive chemicals, irritants, toxic chemicals and biological hazards. Gloved hands must be washed before and after glove removal, to ensure contamination is not left on the glove for the next user. Do not use gloves that are suspected to have leaks. Do not blow up gloves using your mouth to check for holes.

#### F. General Laboratory Safety

1. Be aware of the sites of eye baths, fire extinguishers, first aid boxes and shower wash.
2. Contact lenses are not permitted in the lab.
3. In case of accident inform a member of staff immediately.
4. Spillage must be brought to the attention of a member of staff immediately and cleaned up by the approved method to reduce hazards to others.
5. Neither chemicals nor soils should be disposed of down the sink and must only be disposed of by approved methods. It may react with other reagents or affect the piping and/or the environment.
6. All service outlets, gas, water and compressed air, must be turned off when not in use.
7. Hands should be washed after any procedure and before leaving the laboratory.
8. Emergency services can be reached by using the internal phone system or via any of the telephones (Dial 999) civil defense.

9. First Aider can be contacted via the Office and the names of designated First Aiders are shown on notice boards.
10. Safety procedures/guidelines must be read before the start of each experiment, found in the recommended text. Extra information can be obtained from the member of staff.
11. All machines/equipment must be treated with care and only used after full instruction has been given and under adequate supervision.

#### G. Storage

1. All chemicals should be stored in a proper container.
2. A fume chamber should not be used for storage, unless for the duration of an experiment only. The use of the chamber for other activities is restricted and presents extra hazards. Steel storage cabinets colored yellow are for flammable liquids only. Chemical stores are maintained and stocked by the technical staff only. Rules regarding the transport and removals of chemicals from the stores must be observed. The chemical stores will remain locked at all times when not in use.
3. Glass items may be stored in a refrigerator, if they are not likely to freeze or the temperature is kept above 40°C. Never store flammable substances in a refrigerator, the vapor build up may explode when the door light is operated. Never store food in a laboratory refrigerator.
4. Glass stoppers may stick. Never press or hit a jammed stopper, the container may fail.
5. Never carry any storage bottle by its lid or neck. Always wear gloves when handling strong chemicals. Sometimes chemicals leak out of the caps of bottles, even when they have not been used for some time.
6. Take care when opening bottles and jars, pressure may be built up inside and released in your face.

#### H. Sharp Materials

1. All used sharp material, such as syringe needles, broken glass etc. must be disposed of into the assigned bins. Scalpels and knives must be handled rightly.
2. Always wear safety glasses to avoid chances of eye damage.

3. Never place sharps in pockets.

I. Plastic Lab ware

1. Do not put plastic lab ware into ovens unless heat tolerance has been previously checked.
2. Note some plastics are not suitable for chemicals and solvents. They may melt or decompose if they are incorrectly used for storage of chemicals.

J. Consideration of other personnel

1. Give due attention to the chemicals and procedures that you are using to assure that the safety and well-being of other laboratory users is not threatened.
2. Similarly, be aware of the experiment being conducted in your immediate vicinity.

K. Laboratory Note Books

1. It is important that laboratory note books be kept. All notes made in these must be in pencil, to avoid ink running when wet, and notes being destroyed.
2. Pages must not be removed from the note books, as these will be referred to in the event of any problems concerning your experimental work.

L. Biology and Chemistry Laboratories

1. In addition to these guidelines, specific guidelines for safe working practice in the biology and chemistry laboratories will be issued by the concerned staff and must be followed.
2. All the lab instructors should read the material safety data sheet to know the main hazard and the precaution.
3. Copy of all MSDS should be given to the student at the beginning of semester.
4. The lab instructor must insure all student is wearing all personal protective equipment.
5. All students should be trained how to use the eye wash and shower wash.
6. Before starting the class, the lab instructors should insure no one of student is wearing contact lenses.

## 8.0 Working in Dental Laboratory

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Chronic Beryllium Disease (CBD) is a severe lung disease which can be contacted through exposure to beryllium present in dental alloys. CBD can be fatal therefore safety precautions should be implemented in order to prevent its adverse effects.

The following safety precautions shall be applied:

1. Where ever possible, alloys that do not contain beryllium should be substituted for beryllium-containing alloys in dental work. Laboratory Technicians are advised to check the MSDS on the presence of beryllium substance, its hazards, and ways to protect from exposure.
2. All methods related to casting, cutting, grinding, or polishing beryllium-containing dental alloys should be managed using well designed and fixed exhaust system.
3. Vacuum systems and exhaust systems should be equipped with high-efficiency particulate air (HEPA) filters;
4. Prevent the use of compressed air to clean parts and working tables;
5. If a wet mop is used for disinfection, do not leave a film of dust on the floor after the water shrivels;
6. Check employee exposures to airborne beryllium dust and fume, applying sampling techniques on a consistent basis, to secure that beryllium exposures are under the OSHA PELs and are as low as possible;
7. Narrow the number of workers who have access to areas where beryllium-containing alloys are being cast or fabricated;
8. Use suitable respiratory protection.
9. Personal Protection when working on Dental Labs
10. After using the dental lab, wash their face, hands, and forearms before eating, drinking, smoking, or applying cosmetics;
11. Do not take food items, drinks, cosmetics etc to the work area;
12. Use gloves and arm sleeves to reduce exposure.
13. Do not enter the eating area wearing PPE and Lab coat;
14. Store casual clothes separately from work clothes in a clean area;

15. Keep your work clothes as clean as possible during the work shift;
16. Vacuum your work clothing before removal (clothes must not be cleaned by blowing or shaking);
17. Wipe off your shoes before leaving the work area.
18. Do not leave the workplace wearing PPE.
19. Place work clothes in a closed container at the end of the work shift;
20. If possible, shower and change into casual clothes prior to leaving the facility.

#### When to seek medical attention

Not all dental alloys have beryllium, and exposure above the Permissible Exposure Limit (PELs) to beryllium does not immediately present symptoms. If you show symptoms mentioned below, after having been exposed to alloys with beryllium content, you are advised to seek medical attention:

- Unexplained cough
- Shortness of breath
- Fatigue
- Weight loss or loss of appetite
- Fever or night sweats

## 9.0 Appendix: Dental Alloys Containing Beryllium

|  |                                  |               |                                       |
|--|----------------------------------|---------------|---------------------------------------|
| Nickel alloy   |                                  | Pent V        | Ticonium Premium<br>100 Denture Alloy |
| non-precious<br>nickel/chrome<br>ceramic<br>alloy          | bake-on                          | Pentillium    | Ultratek                              |
| ADAN 2   | Jel-Span                         | Polaris       | Uniflo-B                              |
| Argeloy NP   |                                  | Premium NP    | Unitbond                              |
| Bak-On NP Pre- Solder                                      | Litecast B                       | Rex V         | Vera Bond                             |
| Beta   |                                  | Rexillium     |                                       |
| Biobond II   | Microbond 2000                   | Rexillium III | Vident 550 NI-CR<br>Be Alloy          |
| Biobond II Ceramic Bonding<br>Alloy                        | Purcast                          | Rexillium V   | Vitrified V Bond                      |
| Co-span  | Neydium + Be                     | Rexillium W   | Vitron                                |
| CSN Alloy  | Nickel Chromium<br>Alloy         | Servalloy     | V Premium NP                          |
| Dentillium<br>Dentsply Regalloy T Partial<br>Denture Alloy | Nobil Ceram<br>Noble Metal Alloy | Summit<br>T-3 | W.C.V Pisces<br>Westbond B            |

|   |         |                  |                        |
|---|---------|------------------|------------------------|
| Dentsply Regalloy 100 Partial Denture Alloy | NPA I   | Tech Star        | Will-ceram Lite-cast B |
| Excelalloy                                  | NPX III | Ticon            | Will-ceram Lite-cast B |
| Fidelity 1000                               | Odyssey | Ticonium No. 44  | Wiron                  |
| Formula 40                                  | Omni    | Ticonium No. 50  |                        |
| Gemini II                                   | Pen V   | Ticonium No. 100 |                        |

## **10.0 General Guidelines for Medical emergencies**

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A medical emergency in scenario where an epidemic/pandemic is aroused, this guideline is designed to address the unique requirements of the college when the campus is experiencing increased incidence/alert of contracting a communicable disease.

### **1. Operational Management in Medical emergencies:**

An outbreak management team will be designated by the Director of HR and Administration to manage the outbreak.

The team consists of representatives from each of:

- Communications
- Food Services Health Services
- Housekeeping Services
- Engineering
- Facility

Clerical support will be required for the operational management team in such situations. Additional support staff will be allocated as relevant. any person who shows symptoms of any disease/illness will be asked to stay/return home, and follow social distancing with people.

Key Actions:

- Steps taken for this operation and isolation will be related to the WHO and any public health measures recommended by the MOH.
- As well, the succeeding two additional planning stages have been considered as below:
  - Interim intervals between waves of infection
  - A post-epidemic or pandemic business recovery plan

Key activities are as below, designating the department or office responsible for each activity.

## 2. Interim Period- Action Plan

| <b>Activity</b>   | <b>Responsible Department(s)</b>                    |
|---|---|
| Hygiene and personal emergency education for all students, staff, and faculty   | Student Affairs and Clinic Nurse                    |
| Regular review and update of operational plan   | Administration                                      |
| Identify employees with transferable skills and maintain up to date list. Emphasis on health care, personal care and counselling skills.                            | Human Resources All Departments                     |
| Risk and liability assessment of enrolment and financial impact   | Finance   |
| Develop absenteeism and academic credit/withdrawal policies specific to pandemic  | Human Resources Registrar's Office                  |
| Develop alternative student transportation or academic delivery protocol  | Student Affairs                                     |
| Develop pandemic communication plan (internal and external). This includes establishment of surge telephone and email response capabilities & accessibility.        | Marketing and Communications Information Technology |
| Develop service agreements for the continued provision of essential services such as hazardous waste removal in a pandemic, or identify a temporary alternative.    | Administration                                      |
| Complete Departmental Business Continuity and Emergency Response Plans using the operational plan to identify core operations, critical services and key personnel. | Administration                                      |
| Replenish supplies if possible for required PPE's and sanitation requirements   | Administration                                      |

|  |                        |
|--|------------------------|
| Take staff participation and relate action required to include brief counselling for employees and students. | HR and Student Affairs |
|--|------------------------|

### 3. Post Period – Action Plan

| Key Activities  | Responsible Department(s)                      |
|---|--|
| Determine and communicate return to full operations plan and timings  | Administration<br>Marketing and Communications |
| Prioritize recovery needs i.e. funding, staff, infrastructure, psycho-social services.  | Administration                                 |
| Replenish supplies.   | Administration                                 |
| Conduct in-depth lessons-learned analysis including survey of college community re impact, financial impact, enrolment impact, legal impact, reputational impact, personnel impact. | Administration                                 |
| Debrief, evaluation and revision of plan and deactivate Pandemic Management Team  | Administration                                 |
| Thank you and acknowledgement of community support, losses and changes.   | Administration<br>Marketing and Communications |

### 4. Education and Training

Education and training in advance of and during an outbreak, epidemic or pandemic are vital to reducing panic, absenteeism and infection by providing factual information, simple hygiene techniques and avoiding hyperbole and speculation. Messages should be repeated frequently in a variety of formats.

Essential components are:

- A short, understandable language explanation of the communicable disease status and characteristics.
- Update the message as more information becomes accessible.

- Provide a short, practical list of steps that anyone can take to reduce vulnerability risk.
- Emphasize the importance of hand washing, hand sanitizer, covering coughs and sneezes, avoiding face touching, avoiding casual physical contact, maintaining a clean environment, staying home when ill, and maintaining a meter of distance from anyone coughing or sneezing.
- Demonstrate how, why, where and when to put on and dispose of a surgical mask and gloves. Provide education to all front line staff.

### **5. Supplies:**

Surgical masks are adequate to control transmission by cough or sneeze and are recommended for symptomatic persons who must go into public areas. Masks, gowns and gloves are considered contaminated after a single use and should be discarded. Sufficient biological waste disposal containers will be required. Custodial staff are to wear gloves while cleaning and encouraged to wash their hands frequently. Hand sanitizers have been installed all around campus.

### **6. Human Resource Plan:**

The Human Resources departmental plan will discuss the continuance of adequate staffing levels to maintain essential and core services as identified in operational emergency plan.

### **7. Communication Plan:**

The Marketing and Communications Department is responsible to adapt the Emergency Communications Plan and timely maintain updation pertaining to current condition.

## **11.0 General Guidelines for Confined Spaces**

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All enclosed spaces located and distinguished in City University College of Ajman shall be governed, reviewed, and entry shall be provided to authorized personnel. The engineering department with HSE officer will confine these spaces and permit required confined space and non- permit required confined space

The engineering department with HSE officer will:

1. Examining all known and presumed confined places;
2. Developing a Confined Space Profile for all confined spaces within campus;
3. Indicating confined spaces as permit-required confined spaces or non-permit confined spaces;
4. Implementing the steps required to restrict unauthorized entry into a permit-required confined space by displaying warning signs or access cards.
5. Coordinating with other departments and contractor's entry to assure proper procedures are observed prior to entry, while entry operations, and later entry into permit-required confined spaces.
6. Posting Hazard Warning Signs
7. Permit required confined spaces shall be informed to employees by posting a warning sign which reads:
  - DANGER
  - DO NOT ENTER
  - AUTHORIZED ACCESS

### Confined Space Hazards

The risks linked with entry into a confined space may vary in extent from least severe to the most severe as below:

- A non-permit space which does not include any dangerous safety hazard;
- A permit-requisite space where all hazards are dismissed prior to any entry

- A permit space wherein the only hazard is atmospheric and for which continuous, forced-air ventilation alone is enough to control.
- A permit space that has the potential to hold, both atmospheric and non-atmospheric (physical) hazards.

#### Non-Permit Required Confined Space Entry Procedures

1. Study the work to see if personal protective equipment is needed.
2. Establish traffic control restrictions at the entry point, if applicable.
3. Eliminate any condition that would make replacement of the confined space entry cover unstable.
4. Once the entry cover is raised, immediately guard the entry point with a substitute barrier to avert an accidental fall through the opening and shield employees working in the space from foreign objects entering the area.
5. Ensure a safe means of communication is possible and
6. Ensure suitable lighting and/or tools (e.g., ladders) for safe entry and exit by entrants is accessible.

#### Permit-Required Confined Space Entry Procedures

1. The engineering along with HSE officer shall perform a visual inspection of the permit-required confined space and document the general purpose of entry.
2. shall convey pre-entry monitoring to decide if the space contains a hazardous atmosphere and record all effects on the Confined Space Permit if the space needs to be used by other department or a contractor.
3. If the permit-required confined space is determined as safe for entry, then other department staff or contractor will be allowed. If a permit is rejected, a representative of engineering department will identify the measures to be taken in order for access to be granted and entry into the permit-required confined space shall be prohibited until the engineering department along with HSE officer deems the space safe for entry.
4. Person entering this area should follow all necessary safety protocols and wear appropriate PPE's.

5. Post completion or while vacating these spaces for mid breaks the room should not be left open and proper hand over of the keys at the security should be ensured.

## **12.0 General Guidelines for Electrical safety**

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De-energization of electrical equipment gives the highest level of safety while maintaining or repairing electrical equipment. Operating on live electrical parts should be evaded when possible and should only be performed in the following two scenarios:

De-energizing the equipment creates added hazards, such as cessation of hazardous ventilation systems or life safety systems; and

Equipment must be energized to provide for trial that can only be performed live. Only operators that are qualified persons are permitted to work on live electrical parts that are 50 V or higher.

The latter work methods must be followed when operating on live electrical parts:

1. Personal protective equipment (PPE) must be used when required.
2. Conductive attire (watches, bracelets, rings, key chains, necklaces, zippers, cloth with conductive thread, etc.) must not be carried.
3. Non-conductive hand tools must be utilized and must be rated for the voltage at which live electrical work is being done.
4. Barriers and signage must be posted a safe range away from the work area and inexperienced persons must not be permitted in the work area.
5. Conductive elements and tools must be kept a safe distance away from live electrical parts.
6. Electrical equipment must be returned to safe conditions and all guards must be restored when work is finished.
7. When electrical equipment is not needed to be live during servicing or maintenance work, equipment should be de-energized in as per Lockout/Tag out policy.



### **13.0 General Guidelines for Pest Control**

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Regular pest control actions are taken to prevent pests from entering an area and to eradicate any pests that may be present. The activity is controlled and scheduled by engineering department with concerned pest control contractor (approved by Ajman municipality).

1. Every department is prior informed of scheduled pest control activity for their area via email.
2. All staffs/faculty are requested to submit their office keys at security station to enable access and to carry out pest control activities.
3. All safety precautions like wearing PPE's, area cordon-off arrangements are made.
4. Pest control activities are usually scheduled during weekends at late-evening hours to restrict staff/student access to these areas for next 24- hours after the treatment.
5. Once the treatment is done engineering department gives a clearance to use/access these areas and submits a completion report.



## **14.0 General Guidelines for Water Tank Cleaning process**

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Water tank cleaning an essential part of water hygiene. Neglected water tanks can be the perfect breeding ground for harmful bacteria.

Water tank cleaning is conducted by maintenance team of engineering department and ensures periodic water tank cleaning practice is done at an interval of every 6 months' block-wise.

During this course of cleaning, staff/faculty/students are prior informed to avoid the usage of restrooms, pantry until further clearance is provided for the specific block being cleaned.

All safety precautions like wearing PPE's, area cordon-off arrangements are made.

Engineering department submits a report on work conclusion.

## **15.0 General Guidelines for Traffic Management in Campus parking spaces**

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1. All vehicles entry and exit within college campus is controlled at security cabins located at entrance and exit areas.
2. Vehicle in/out logs obtain details of the vehicle, time of in/out, contact person.

Within the parking zone mapping, prerequisite has been made for all user types as follows:

- General parking
  - Taxi Rank
  - Authorized visitor parking
  - Student Drop-off/pick-up zone
  - Parking areas for people with determination in close proximity to campus buildings which are compliant with the required accessibility standards
  - Managers/HOD's reserved parking
  - Vehicle entry onto college area
3. Entry of vehicles to College premises is limited to the following:
  4. Vehicles registered by UAE Territory vehicle licensing authority
  5. Vehicles driven by Staff, Students or Visitors with a valid reason to park on college campus.
  6. Vehicles of commercial tenants who are attending meetings, functions, authorized activities sanctioned on campus.
  7. Vehicles delivering goods ordered by the college; vehicles operated by contracting companies and service providers to the college.
  8. Vehicles drop in/pick-up facilities for passengers who are Staff, Students of or Visitors to the college.
  9. Emergency services vehicles
  10. Riders must always give right of way to pedestrians.

11. Mobility devices such as wheelchairs and motorized scooters are allowed where they are used by people with a mobility impairment.

➤ Staff and Students

For staff and students entering any publicly accessible areas within any college campus, no special procedures need to be followed. For areas with restricted access, regular college security requirements shall apply.

➤ Contractors and Visitors

Contractors and visitors entering college campus, shall only do so after complying with the following process:

Who to contact Prior to arriving on site, contact shall be made with the relevant college contact person for whom the delivery is being made or with whom the visitor is meeting.

Scheduling Major deliveries shall be scheduled in non-peak periods to minimize impacts to campus operations and maximize safety of campus users. Contact shall be made with the relevant college contact person to determine the preferred time for deliveries and the specific location where the delivery is required to be made.

Reference shall be made to the Traffic Management Plan map for the relevant campus to locate permitted loading zones.

## **16.0 General Guidelines for Food Hygiene in Cafeteria**

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All food concessionaires/ contractors within the campus assigned for food services must follow Municipality health and hygiene standards especially those that apply to food court area and kitchens.

Quarterly inspections including observing adherence to the guidelines given below should be followed in areas utilized for food preparation and food display.

1. All food areas must be cleaned and hygiene should be maintained on a regular basis.
2. Only chemicals that are recognized food safe should be used on surfaces in contact with food.
3. All personnel concerned in food handling must follow good personal hygiene practices.
4. They must wear proper clothing for the area in which they are operating, including where necessary appropriate and clean headgear.
5. Food handlers who are ailing should not be permitted to prepare and serve food.
6. All foods must be stored in cleaning utensils and care must be taken to comply with temperature control conditions.
7. All facilities within food premises must be kept well maintained and faults notified promptly
8. Proper arrangements should be in place to dispose of food waste.