



PHOENICIA UNIVERSITY

Environmental, Health and Safety Policy (EHSP)

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I. Principles

The **Environmental, Health, and Safety Policy (EHSP)** at Phoenicia University (PU) embodies an unwavering commitment to continual improvement. Our foremost objective is to ensure the environment, health, safety, and overall well-being of all individuals affiliated with PU, including staff, faculty, students, and visitors. This policy reflects PU's dedication to not only create a secure and risk-aware environment but also to foster a culture where risks are comprehensively assessed, understood, and effectively managed.

PU is firmly committed to incorporating environmental sustainability, health and safety, and fire safety as fundamental values in all aspects of learning, research, and employment. This commitment extends to all members of our community, encompassing staff, faculty, students, and any individuals utilizing our facilities or impacted by our activities.

In all our strategic planning and daily operations, PU diligently upholds a robust management framework that adheres rigorously to prevailing environmental sustainability, health and safety, and fire safety regulations and legislation.

II. Responsibilities

At PU, we are dedicated to upholding the highest standards of environmental, health, and safety to cultivate a secure and healthy environment for all individuals engaged with the University.

Consequently, PU is committed to:

- Exercising prudent diligence in all its activities to ensure the safety, environmental well-being, and overall health of its staff, students, researchers, and any individuals who may be impacted;
- Allocating the necessary resources to effectively manage risks related to environmental, health, and safety;
- Establishing and maintaining risk-based emergency programs to ensure appropriate levels of health and safety are upheld;
- Promoting open communication and consultation on safety, well-being, and health matters. Information regarding safety hazards will be provided to staff, faculty, and students, and all are encouraged to report potential hazards;
- Acknowledging the environmental impact of its development, research, procurement, and other institutional activities and operations.

In the pursuit of these objectives, it is the responsibility of all individuals associated with the University to adhere to the EHSP and to remain informed about any potential conditions that could impact their well-being, health, or safety.

The chain of responsibility begins with all staff, faculty, and students in the workplace, laboratories, or classrooms and extends upwards through the levels of management. All heads of departments, managers, and supervisors at PU are obligated to implement the EHSP and ensure that all their practices and activities are in alignment with its principles and objectives.

In accordance with the **Campus Access, Security, and Keys Policy**, which encompasses access control and security assessment, the following measures are put into effect:

- Campus access is limited exclusively to PU ID holders;
- Regular risk assessments are conducted to identify potential threats to the safety and security of individuals and organizational assets;
- All facilities are properly labeled and identified;
- Comprehensive risk assessments and controls are implemented for hazardous substances, electrical systems, and fire safety;
- Effective emergency plans and procedures are established to respond to various contingencies, including natural disasters, accidents, and security incidents;
- Adequate training and instructions are provided to staff and other relevant individuals.;
- Appropriate records and information are accurately documented and readily available as needed.

Further, the **Laboratories Supervisor** provides assistance to all PU staff, faculty, and students in order to ensure that all the work conducted in the University laboratories is in compliance with the EHSP guidelines outlined herein.

These shall include:

- Developing a hazard assessment checklist for all laboratory procedures;
- Evaluating equipment and overall lab conditions for usability, safety, and relevance;
- Providing instruction to laboratory personnel regarding potential hazards;
- Vigilantly monitoring and rectifying errors and hazardous conditions;
- Emphasizing the significance of laboratory safety measures;
- Selecting appropriate Personal Protective Equipment (PPE) and ensuring its proper utilization.;
- Maintaining comprehensive records and documentation;
- Conducting investigations into the circumstances surrounding laboratory incidents or accidents and implementing effective preventive measures to mitigate their recurrence.

The EHSP shall be enforced by PU's senior management and all respective departments. Hence, failure to comply with the EHSP may result in disciplinary action in accordance with the appropriate University committee.

III. Policies and Procedures

PU is dedicated to creating safe and inspiring learning and working environments for all its constituencies. We accomplish this by establishing comprehensive policies and procedures that cover various aspects, including environmental responsibility, health, safety, fire safety measures, and emergency preparedness. Concurrently, we proactively advocate for the preservation of the environment while emphasizing health and safety as integral components of our commitment.

Our stringent measures for environmental responsibility, health, and safety at PU are crafted to ensure a secure and eco-conscious campus environment. These measures encompass thorough risk assessments, ongoing safety training, and routine audits, all of which are aimed at upholding the highest standards of safety and environmental stewardship.

1. Discrimination and Harassment

PU is deeply dedicated to ensuring a secure, diverse, inclusive, welcoming, and violence-free atmosphere for all members of its community.

Throughout all academic and administrative interactions, programs, opportunities, and services, PU unequivocally prohibits any form of discrimination, encompassing but not limited to factors such as race, color, religion, age, identity, preferences, marital status, and disability. Such acts of discrimination and harassment are in direct violation of University policy and will not be condoned.

2. Accommodation for Disabilities

PU is dedicated to ensuring a supportive environment for all staff, faculty, and students who have disabilities, as well as offering equal employment opportunities for qualified individuals with disabilities.

Furthermore, the University is committed to creating an inclusive and welcoming environment that enables individuals with disabilities to fully participate, enjoy equal access, and receive reasonable accommodations to support their needs.

3. Environmental Sustainability

At PU, we are steadfast in our commitment to promoting eco-friendly environmental practices across various domains to secure a sustainable future. Our initiatives encompass environment-friendly building and landscaping, green energy adoption, sustainable transportation, climate protection measures, eco-conscious operational practices, waste reduction and recycling efforts, environmentally preferable purchasing practices, sustainable foodservice, and the development of sustainable water systems.

We aim to empower our campus community to become actively engaged environmental citizens in both the academic and local communities by:

- Implementing an efficient waste management process that prioritizes the procurement of renewable, reusable, recyclable, and recycled materials;

- Ensuring the responsible use of hazardous materials and adhering to all necessary Health and Safety protocols to safeguard the PU community and the surrounding environment during the handling and disposal of such materials.

Furthermore, it is imperative that all heads of departments, managers, supervisors, staff, faculty, and students assume responsibility for adhering to sustainable processes and procedures within their respective work areas and throughout the entire PU campus. Together, we can play a pivotal role in championing environmental sustainability at PU and in our broader communities.

3.1. Drug and Alcohol-Free Workplace

PU recognizes alcohol and drug abuse as significant concerns related to health, safety, and security. In line with our commitment to a secure and conducive environment, the University calls upon all employees and students to contribute to the creation and maintenance of a campus that is devoid of alcohol, drugs, or other intoxicating substances.

Furthermore, as a prerequisite for ongoing employment, employees are required to maintain a drug-free workplace.

3.2. Smoking-Free Space

In pursuit of a healthy workplace for all, encompassing employees, students, and visitors, PU is committed to upholding a tobacco-smoke-free environment. As such, smoking is strictly prohibited within all indoor premises, with designated exterior smoking areas being the sole exception.

To ensure clarity and compliance with these regulations, prominent signage will be conspicuously placed at building entrances and inside elevators, serving as a means of informing the public about the applicable smoking policies.

4. General Emergency Plans

The institution coordinates emergency response planning and provides guidelines for departmental emergency response plans in case of fire, medical, and earthquake, as outlined in the Emergency Preparedness Procedures in Appendix A.

These plans encompass evacuation and assembly procedures executed by security personnel, posted evacuation instructions, reporting, training and communication protocols, as well as drills.

4.1. Fire Safety Measures

PU employs the most efficient practices to establish fire prevention guidelines across campus, prioritizing the safety and well-being of staff, faculty, students, and visitors while also considering environmental concerns.

The **Fire Emergency Procedure (FEP)** at PU is implemented to identify, control, and mitigate activities that pose a fire risk or contribute to conditions conducive to fire spread.

Key components of the FEP include:

- Plans and procedures for safety drills, warning systems, communication systems, and first aid arrangements;
- Annual facility audits and policy reviews;
- Ongoing maintenance, revisions, and mock events to ensure compliance with the Maintenance Policy.

5. Incidents and Accidents

PU is committed to providing sufficient provision for first aid to deal with accidents and injuries that might arise at work. To achieve this objective, the **Student Health Care Center (SHCC)** at PU is devoted through its health service practitioner to ensure that Occupational Health and Safety (OHS) standards are met on campus.

The mission of the SHCC is to be fully prepared for responding to all health emergencies and non-emergency situations.

The SHCC is responsible for:

- Providing an effective primary aid assistance to students, staff, and faculty;
- Promoting the health and wellbeing of all members at the University;
- Advising on health issues that could affect the attendance of students or the performance of staff;
- Assisting in fulfilling health surveillance and regulatory requirements;
- Ensuring that work health issues are appropriately managed.

All incidents and work-related accidents resulting in personal injury or property must be reported directly to the management. The Incident Report related form is attached in Appendix B.

All incidents and accidents are appropriately documented and recorded in the **Accident Book**.

5.1. Medical Insurance

At PU, the medical insurance plan for students and staff is designed to comprehensively cover all accidents that may occur on campus, during university-sanctioned activities off-campus, and workplace accidents. This mandatory plan ensures the well-being and security of all PU members.

IV. Information, Communication and Training

PU is dedicated to providing clear and relevant instructions and information concerning hazardous substances and associated risks, ensuring that individuals are well-informed about proper procedures.

Furthermore, PU encourages the reporting of any concerns related to existing procedures, allowing for thorough investigation and remedial actions as needed.

Recognizing the importance of training, PU strives to equip individuals at all levels with the knowledge and skills necessary for enhanced contributions to health and safety. Training programs generally encompass:

- Fire procedures and warning systems
- Exit and escape route locations
- Evacuation and assembly protocols
- Incident reporting processes
- Guidance on restricted areas

In addition to these general training components, specific job-related training is mandated for laboratory workplaces, which includes:

- Adherence to environmental health and safety practices in accordance with the Laboratories Health and Safety Policy
- Identification and assessment of potential hazards
- Proper use of PPEs

As a result, all staff, faculty, and students are expected to demonstrate a comprehensive understanding of current safety practices and requirements within their respective workplaces.

Appendices

Appendix A – Emergency Procedures

Emergency Preparedness Procedures

The subsequent procedures are compulsory in the event of fire, medical, and earthquake emergencies at PU.

General Emergency Procedures

These guidelines are of general importance, and it is imperative that all PU staff, faculty, and students acquaint themselves with the emergency procedures outlined below:

- Maintain composure: Panic can impede clear thinking and rational decision-making;
- Employ available resources: Use methods such as vocal alerts, activating fire alarms, or contacting the office of safety and security (at 1112) to promptly inform authorities about the situation;
- Adhere to designated evacuation routes (EXIT) and assembly points (located near the commercial area and the main gate);
- Comply with instructions from the office of security, and always seek their assistance when necessary;
- Familiarize yourself with PU's specific emergency procedures, including the locations of fire extinguishers, first aid kits, emergency exits, and relevant contact information;
- In cases of severe injuries, seek assistance from the student health center for care;
- Exercise caution: Refrain from taking unnecessary risks and avoid re-entering hazardous areas until receiving clearance from security personnel.

Important Telephone Numbers

Nationwide

Red Cross 140

Internal Security 112

University Emergency Extension Numbers

Student Health Care Center 1911

Security 1112

Reception 1070

Fire Emergency Procedures

In the event of a fire, it is essential for all students, faculty, and staff to adhere to the following procedures:

- Remain calm and activate the nearest fire alarm;
- Exit the building via the nearest EXIT;
- Avoid using elevators; utilize the emergency exit stairs;
- Refrain from attempting to extinguish the fire or retrieving personal belongings;
- Dial 1112 to reach the office of safety and security;
- Wait at the designated assembly point, situated either at the commercial area or near the main gate.

Medical Emergency Procedures

In the event of a medical emergency, please adhere to these general guidelines:

- Dial the office of safety and security at 1112 or contact the student health care center at 1911 to request professional medical assistance;
- When making the call, provide clear and concise information about the situation, the individual's condition, and their precise location;
- Offer support and reassurance to the affected person and continue monitoring their condition until professional help arrives;
- Ensure that the medical personnel can easily access the person in need.

Earthquake Emergency Procedures

In the event of an earthquake, it is of utmost importance to take swift action and adhere to the following emergency procedures to safeguard your well-being:

- Shield your head and neck with your arms;
- Unless there is an immediate indoor threat, remain indoors;
- Steer clear of windows, glass, or other objects that could shatter during the tremor;
- Stay vigilant for objects that may fall or shift, including ceiling tiles, light fixtures, bookshelves, or heavy furniture;
- Evacuate if necessary, utilizing stairs instead of elevators due to potential power outages during an earthquake;
- Abide by the designated evacuation routes and assembly points established by PU;
- Prepare for aftershocks and exercise caution regarding potential hazards resulting from the initial earthquake.

Elevator Emergency Procedures

The following guidelines serve as general precautions to ensure the safety of elevator users:

- Refrain from using elevators during a fire emergency;
- Avoid overloading elevators beyond their designated capacity;
- Exercise caution around elevator doors and refrain from pushing or leaning against them;
- Do not attempt to open the elevator door while it is in motion;

In the event of becoming trapped in an elevator due to a system failure:

- Utilize the elevator alarm or emergency stop button to request professional assistance;
- If someone is experiencing panic, provide reassurance and avoid attempting to extricate them on your own. It is safest to wait for help;
- Maintain a calm and quiet demeanor to listen for safety instructions from professionals;
- In case of an emergency, dial 1112 for immediate assistance.

Spills Emergency Procedures

All individuals working in laboratories where spills may occur must strictly adhere to the established spill response procedures. These comprehensive guidelines provide step-by-step instructions for safely and effectively managing spills:

- Prioritize your safety and the safety of others in the vicinity. In cases involving hazardous substances, promptly relocate to a secure location away from the spill, preferably upwind;
- Assess whether the spill can be managed safely without professional assistance or if it necessitates immediate attention from trained personnel;
- Alert nearby individuals about the spill to ensure their awareness;
- Notify the relevant authorities and emergency response teams as required;
- Implement measures to contain the spill, preventing it from spreading to other areas or entering drains, waterways, or sensitive environments;
- Ensure you are equipped with the appropriate PPEs to safeguard against exposure to hazardous substances while handling the spill or participating in the cleanup;
- Adhere to proper cleanup procedures for the removal or neutralization of the spilled substance, provided you have received the necessary training;
- Dispose of contaminated materials in accordance with relevant regulations and guidelines;
- Report the spill promptly to the instructor or laboratory supervisor for further action and documentation.

Appendix B – Laboratory Incident Report

Incident Report

1. Position: Employee/Faculty Student

2. Details of Injured:

Name : _____ Date of Birth : _____
Gender : M F Blood Group : _____
Address : _____ Phone Number : _____
ID : _____

3. Details of Incident:

Date : _____
Time : _____
Location: _____
Describe the events leading up to the injury and how the injury occurred: _____

4. Nature and Extent of Injury:

Part of body injured:

<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Arm	<input type="checkbox"/> Back
<input type="checkbox"/> Eyes	<input type="checkbox"/> Trunk	<input type="checkbox"/> Leg	<input type="checkbox"/> Unspecified

Other: _____

Nature of injury:

<input type="checkbox"/> Contusion	<input type="checkbox"/> Burn	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Amputation
<input type="checkbox"/> Laceration	<input type="checkbox"/> Superficial	<input type="checkbox"/> Fracture	
<input type="checkbox"/> Concussion	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Dermatitis	

Other: _____

5. Treatment:

First Aid given: Yes No

First Aider name: _____

Medical treatment required: _____

Head of Department Name: _____
Head of Department Signature: _____
Injured Person's Name: _____
Injured Person Signature: _____
Date: _____

Thank You

