

AMERICAN UNIVERSITY OF MADABA

الجامعة الأميركية في مادبا



# Health and Safety Rules Guide

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# Introduction

Public health and safety is of paramount importance at universities. Universities must ensure that their campus is free from health and safety hazards and that their students, faculty, and staff have access to a safe and healthy learning and working environment. This includes providing appropriate safety and health training, monitoring and controlling hazardous substances and activities, and protecting the environment, as well as developing and maintaining emergency procedures and policies. Universities must also ensure that their facilities and programs provide a safe and secure environment for their students, faculty, and staff. Furthermore, universities need to take active steps to promote the health of their students, faculty, and staff, such as providing adequate health services, physical activity and nutrition programs, and health education opportunities. By taking these steps, universities can help protect the health and safety of their students, faculty, and staff, as well as the wider campus community.

Public health and safety at universities is not just about providing a safe and healthy environment; it is also about encouraging students, faculty, and staff to take responsibility for their own health and safety. Universities should provide resources and training to help students, faculty, and staff to recognize and manage potential health and safety risks, and to encourage them to seek assistance if they experience any health or safety issues. Additionally, universities should also strive to create an environment which fosters respect for diversity and inclusivity, to ensure that everyone feels safe, accepted, and valued on campus. By taking these measures, universities can create an environment where everyone is able to learn, work, and live in a safe and healthy environment.

Public health and safety at universities is a shared responsibility between universities, students, faculty, and staff. Universities must set the standards for a safe and healthy environment and provide the resources and training needed to ensure that these standards are met. Students, faculty, and staff must also take responsibility for their own health and safety by being aware of potential hazards and risks, reporting any safety issues, and following safety practices. By working together, universities, students, faculty, and staff can create an environment where everyone can learn, work, and live in a safe and healthy environment.

# Health and Safety Regulation at the Deanship of Student Affairs (DSA)

Staff members from DSA are available to provide individual assistance to students and handle any issues that affect their learning experience at AUM. They can communicate with parents, teachers, and other staff about the resources and support that are available and collaborate to create a plan for providing aid to students.

These instructions aim to promote the health and safety of the students, staff, and all other concerned parties that have an interaction with the DSA.

## Health and Safety Rules

### **The DSA staff shall:**

1. Exercise caution in all activities and providing facilities to protect the safety, health, and wellbeing of employees, pupils, and those affected.
2. Make sure necessary resources are accessible, if possible, to effectively manage health and safety risks.
3. Establish and maintain clear protocols to assign and accept health and safety obligations throughout the deanship.
4. Ensure the necessary systems and processes are in place to promote and engage in discussion of safety, health, and wellbeing.
5. Coordinate and refer to the competent authorities in case any events, conferences, cultural, medical or sports activities that occur in the university so all the members must follow the terms of Health Protocol.
6. Provide all the ways of health and safety awareness for all the entities in the university including Student's Association, and Student's Clubs.
7. Distribute awareness posters and brochures on campus.
8. Provide sufficient training and supervision for everyone to avoid hazards and to contribute to their own safety and health.
9. Adhere to Regulations No (15) of 2012, Regulations for Student Excursions at the American University of Madaba.

- a. Risk assessments must be conducted prior to fieldwork activities or visits to third party premises, and the results of these assessments must be shared with those who will be participating.
  - b. Those in charge of watching over students who do fieldwork or go to other people's places of business must know about the type of activity and any possible health and safety risks.
  - c. When the university organizes any kind of transportation, whether, through a centralized resource or an individual who is responsible for the fieldwork activity or visit to an outside facility, they will make sure that: (i) all legal requirements are met regarding driving, the condition of the vehicle, and the amount of insurance coverage when the vehicle is used for university business; (ii) any vehicle that is hired is through the university's provider, and the driver is legally allowed to drive and is competent with the vehicle; or (iii) they use reliable transportation providers with the necessary insurance coverage.
10. Observe non-smoking in the offices at all times.
  11. Make sure that the Deanship premises are appropriately lit.
  12. Ensure the availability of safety conditions in the Deanship premises, which lie in the safety of floors, electrical connections, escape exits, fire extinguishers and first aid materials.
  13. Adhere to public safety requirements when leaving the offices and sites as follows:
    - a. Ensure that doors and windows are closed
    - b. Make sure to turn off the lights before leaving the place
    - c. Disconnect the power supply from electrical appliances.
  14. Maintain safety instructions in case of using stairs:
    - a. Keep stairs clean and dry.
    - b. The stairs must be straight, not sloping.
    - c. Ensure that there are no obstructions on the stairs.
    - d. Provision of appropriate walkways, entrances, and exits for people with special needs and the injured.

15. Maintenance and sterilize of the Deanship premises regularly.
16. Require Disease-Free certificate from the Ministry of Health for International Students as a condition for residency.
17. Ensure the availability of suitable lighting
18. Ensure that activities and workshops are conducted in moderate and appropriate temperature, as the optimum temperature is 24°C.

## Health and Safety Rules

1. Keep walkways and exits clear of obstructions to ensure easy and quick evacuation in case of emergency.
2. Be aware of the emergency evacuation plan for the office and designated assembly areas.
3. Regularly practice emergency drills and procedures such as fire drill, earthquake drill, etc.
4. Use electrical equipment and appliances safely and unplug them when not in use.
5. Follow proper ergonomics to prevent injury, such as adjusting your chair and computer monitor to the appropriate height.
6. Be mindful of the temperature and lighting in the office to maintain comfort and prevent heat stress or eye strain.
7. Keep emergency contact information, such as the number for emergency services, prominently posted.
8. Properly store and dispose of hazardous materials, such as batteries and electronic waste.
9. Promote and maintain good hygiene, by providing sanitizing and cleaning materials.
10. Report any accident, near-misses, or safety concerns to your supervisor or safety representative immediately.
11. Electrical heaters shouldn't be used in offices.
12. Use electrical equipment safely and unplug equipment when not in use.
13. Fire extinguishers and first aid kits must be present.

# General Health and Safety Guidelines

## University Libraries

1. Be aware of your surroundings and be respectful of other students.
2. Use appropriate library etiquette, including limiting conversation and refraining from eating or drinking.
3. Refrain from running, pushing, or engaging in other disruptive behavior.
4. No smoking, vaping, or illegal substances are allowed in the library.
5. Personal belongings should be kept with you at all times.
6. Do not leave laptops or other expensive items unattended.
7. Keep all food and drinks in designated areas.
8. Follow all posted signs and instructions.
9. Report any suspicious activity or safety concerns to library staff.
10. Personal belongings should be kept with you at all times.
11. Do not leave laptops or other expensive items unattended.
12. Report any suspicious activity or safety concerns to library staff.
13. Do not tamper with library equipment.
14. Ensure that you are familiar with the library's emergency evacuation procedures.
15. Be aware of your surroundings and stay alert.
16. Do not block any fire exits or pathways.
17. Refrain from climbing on furniture or bookcases.
18. Do not attempt to move furniture or equipment without assistance.
19. Refrain from any behavior that could harm or threaten other library patrons or staff.
20. Follow all copyright and fair use policies.
21. Fire extinguishers and first aid kits must be present.

# General Health and Safety Guidelines for

## Administrative Departments

1. Ensure that all employees are aware of and follow all applicable safety laws and regulations.
2. Develop and implement an emergency evacuation plan and designate a person to be in charge of emergency evacuations.
3. Provide adequate lighting and ventilation in all areas of the financial department.

4. Ensure that all employees are properly trained to use any equipment they are required to use.
5. Ensure that all electrical outlets and equipment are properly grounded and inspected regularly by a qualified electrician.
6. Maintain a clean, orderly, and clutter-free workplace.
7. Keep workspaces free from tripping hazards, such as electrical cords and loose objects.
8. Report any safety concerns or incidents immediately to the supervisor.
9. Establish and enforce rules and regulations related to the use of safe practices while handling documents.
10. All staff must be aware of where the emergency exits are located.
11. Establish and enforce rules and regulations related to the use of safe practices while handling documents.
12. All staff must be aware of proper ergonomic practices to reduce the risk of repetitive motion injuries.
13. All staff must be familiar with the privacy and security policies of the university.
14. All staff must be aware of the local safety regulations and abide by them at all times.
15. All staff must be aware of any potential hazards in the workplace and take the necessary precautions.
16. Fire extinguishers and first aid kits must be present.

## General Health and Safety Guidelines in Computer Laboratories

1. Know and follow the safety guidelines in the lab.
2. Students are advised to take a break at frequent times while working on computers.
3. Food or drinks are not allowed in the lab.
4. Do not tamper with any equipment or software.
5. Properly power down computers before leaving the laboratory.
6. Keep the lab clean and tidy at all times.
7. Do not attempt to fix or repair any computer or equipment without assistance.
8. Do not remove any cables or wires from the lab.
9. Never plug in any personal electronic devices into the lab outlets.
10. Respect the privacy of others in the lab.



11. Refrain from using profane language or displaying inappropriate content.
12. Refrain from using the lab for any activities that are illegal or prohibited.
13. Keep all personal items such as backpacks and purses in a secure location.
14. Do not download any software or data from the Internet without permission.
15. Do not leave computers unattended while logged into your account.
16. Be aware of the potential dangers of static electricity and follow appropriate safety procedures when handling.

## General Health and Safety Guidelines for Biology Laboratories

1. Always wear appropriate personal protective equipment, including gloves, goggles, and lab coat.
2. Smoking, eating, and drinking are strictly forbidden in laboratories.
3. Be aware of the potential hazards of the organisms or materials you are working with and handle them appropriately.
4. Familiarize yourself with the location and proper use of extinguishers, eye wash stations, and safety showers.
5. Follow proper labeling and storage guidelines for biological materials.
6. Stay clean and organized work area to prevent contamination and accidents.
7. Never work alone in the laboratory.
8. Be aware of the evacuation plan for the laboratory.
9. Disinfect work surfaces and equipment before and after use.
10. Report any accident or unsafe conditions to a supervisor immediately.
11. Laboratory appointments must be adhered to and not be inside the laboratory before or after the expiry of the laboratory appointment
12. You are required to take everything seriously while you are in the lab and refrain from making light of anything.
13. Students with a health issue that requires treatment are required to notify the supervising professor and laboratory technician. For instance, those who have allergies, pregnant student, or others.
14. Cut off the General Electric current in the event of a risk or device ignition.
15. Examine the working area and attempt to identify possible hazards using OSHA's guidelines and by looking at any incident records.
16. Make sure all containers are labeled correctly.
17. Fire extinguishers and first aid kits must be present.
18. Make sure to dispose of solid, liquid, hazardous, biological, and radioactive waste according to standard regulations and laws.
19. Provide warning signs in the necessary locations and amounts.

# General Health and Safety Guidelines for Engineering Laboratories

1. When you work in the lab, you should always wear the right personal protective equipment (PPE), such as overalls, safety glasses, gloves, and face masks.
2. Students and experts are not allowed to enter laboratories unless the laboratory supervisor or course instructor is present.
3. It is strictly forbidden to eat, drink, smoke, or joke around inside the laboratory.
4. Only use laboratory equipment for the instructional purpose for which it was intended.
5. It is not permissible to conduct experiments or use a device without the knowledge of the supervisor.
6. Follow the instructions and instructions of the signs regarding public safety in the laboratory.
7. The need to wear and use personal protective equipment.
8. Not to leave the tools on the machines and make sure that they are collected in the places designated for them before operating the machines.
9. Maintain the general cleanliness of the laboratory
10. Not to leave the equipment running without supervision during the experiment.
11. Make sure that all electrical equipment is safe for use and is in good working condition.
12. Always exercise caution when operating laboratory equipment.
13. Turn off all equipment when not in use.
14. Report any safety concerns or accidents to the supervisor or safety officer immediately.
15. Keep all pathways clear and unobstructed.
16. Do not operate any laboratory equipment if you are not trained to do so.
17. Do not use damaged equipment, electrical cords or plugs. Cut off the General Electric current in the event of a risk or device ignition.
18. Fire extinguishers and first aid kits must be present.
19. Make sure to dispose of solid, liquid, hazardous, biological, and radioactive waste according to standard regulations and laws.
20. Provide warning signs in the necessary locations and amounts.

# General Health and Safety Guidelines for Physics Laboratories

1. Always wear appropriate personal protective equipment, including gloves, goggles.
2. Smoking, eating, and drinking are strictly forbidden in laboratories.
3. Be aware of the potential hazards of the organisms or materials you are working with and handle them appropriately.
4. Keep a clean and organized work area to prevent accidents.
5. Examine the working area and attempt to identify possible hazards using OSHA's guidelines and by looking at any incident records.
6. Make sure all containers are labeled correctly.
7. Be aware of the emergency evacuation plan for the laboratory.
8. Follow all safety protocols and guidelines provided by the laboratory.
9. Use electrical equipment safely and unplug equipment when not in use.
10. Report any accidents or unsafe conditions to a supervisor or instructor immediately.
11. Be aware of the proper disposal of hazardous waste and follow the protocols of the laboratory.
12. Make sure that you know the proper handling procedures when working with high voltage or high-power equipment.
13. You are required to take everything seriously while you are in the lab and refrain from making light of anything.
14. Students with a health issue that requires treatment are required to notify the supervising professor and laboratory technician. For instance, those who have allergies, pregnant student, or others.
15. Cut off the General Electric current in the event of a risk or device ignition.
16. Never touch a possibly live circuit, and do not touch electrical equipment with wet hands.
17. Do not activate any circuit or apparatus until the instructor inspects it.
18. Only use laboratory equipment for the instructional purpose for which it was intended.
19. Fire extinguishers and first aid kits must be present.
20. Make sure to dispose of solid, liquid, hazardous, biological, and radioactive waste according to standard regulations and laws.
21. Provide warning signs in the necessary locations and amounts.

# General Health and Safety Instructions in the Sports Complex

1. Follow all safety signs and instructions.
2. Wear appropriate sports clothing and protective equipment.
3. Do not run, skid, slide, or jump on any of the sports equipment.
4. Do not use any sports equipment if it is damaged or broken.
5. Be aware of any potential hazards in the area.
6. Make sure to use any equipment correctly and safely.
7. Be aware of any rules and regulations pertaining to the sports complex.
8. Make sure to hydrate throughout your time in the complex.
9. Do not bring any outside food or drinks into the facility.
10. Do not leave any trash or debris on the premises.
11. Report any injuries or illnesses to staff immediately.
12. Make sure to take any breaks as needed.
13. Provide specialized trainers to provide instructions and training to avoid injuries.
14. Provide a Emergency cabinet containing all first aid tools.
15. Ensure the readiness of fire extinguishers and train staff to use them.
16. Regular maintenance and sterilization of the sports facilities, sport equipment and machines at the gym.
17. Provide two cleaning workers.
18. Provide exit doors at the sports complex.
19. Adhere to the sports uniform while exercising.
20. Provide waste containers and place them in a suitable place.
21. Rubber floors at shower areas to prevent slipping.
22. Administer First aid courses for all sports complex employees.
23. Inform the medical team if any students have an injury during daily activities.
24. Arrange beforehand with Civil Defense for safety insurance when conducting wider scale activity like a race or championship.
25. Fire extinguishers and first aid kits must be present.
26. Provide warning signs in the necessary locations and amounts.

# Swimming Pool Safety

1. Provide two lifeguards for female and male or keep the swimming pool closed if there is no lifeguard.
2. Provide an emergency cabinet containing all first aid tools.
3. Provide exit doors at the swimming pool.
4. Provide Rubber floors at shower areas and around the swimming pool.
5. Good lighting at the swimming pool.
6. Provide waste containers and place them in a suitable place.
7. Students should be out of the swimming pool if they feel tired, cold or fever.
8. Providing iron handles inside the pool so that the students can hold them while they are inside the pool.
9. Keep electrical bases and wires away from water.
10. The number of students in each training session does not exceed 20 students.
11. The depth measurements of the pool should be clearly visible to the students on the sides of the pool.
12. Placing fixed barriers around the swimming pool.
13. Provide a clear instruction board for students that are visible to all.
14. Provide a life-saving wheel in a clear place.
15. Sterilizing the pool water and daily tests for the CL, PH tests.
16. Operate the pumps to move the water and make it overflow all the time.
17. Make a vacuum and clean the pool regularly according to use and number of students that use the pool each week.
18. Wear the appropriate swimming clothes, and non-slip shoes while walking around the pool.
19. Fire extinguishers and first aid kits must be present.
20. Provide warning signs in the necessary locations and amounts.

# Public Health and Safety Instructions for University Restaurants

1. Employees must put on safety equipment (masks, gloves, face shields, etc.) and regularly wash their hands when dealing with food and engaging with customers.
2. Employees must have a disease free certificate.
3. Set up the right waste and sanitation bins for customers and staff.
4. Abide by local and state health rules.
5. Require customers to be seated in specified areas.
6. Uphold the highest standards of hygiene and sanitation.
7. Give out single-use condiment packets.
8. Install effective ventilation systems to reduce the transmission of germs.
9. Operate equipment carefully.
10. Stick to food hygiene rules.
11. Be conscious of the risk of fire.
12. Ensure that staff practice good hygiene
13. Adhere to strict cleaning regulations.
14. Provide a safe working environment and train employees to identify and deal with food-borne diseases appropriately and report any incidents to the relevant authorities.
15. Keep floors neat
16. Make sure that all food is handled, prepared, and served in accordance with food safety standards.
17. Regularly wipe down and disinfect surfaces such as tables, counters, and chairs.
18. Fire extinguishers and first aid kits must be present.
19. Provide warning signs in the necessary locations and amounts.
20. Ensure that the workplace is properly lit.

# Safety Rules for Dorms

1. Request a Disease-Free certificate from students who intend to reside in the dorm.
2. Inform the dorm head in case having any medical history.
3. Provide all the sterilization and hygiene supplies needed in the place, and continuously sterilize the dorm premises.
4. Report diseases/ medical conditions to the appropriate health and safety authority and take the procedures needed and adhere to health protocols for each case.
5. Check for vaccine history according to health ministry regulation.
6. Ensure the availability of safety conditions in the Dorm premises, which lie in the safety of floors, electrical connections, escape exits, fire extinguishers and first aid materials.
7. Make sure that students do not get to the roof and the basement unless for authorized work.
8. It is not allowed to have any kind of alcohol drinks or any substances or drugs that could be harmful to the health.
9. Adhere to "The Dormitory Regulations for Female Students of the American University of Madaba of 2018".
10. Fire extinguishers and first aid kits must be present.
11. Provide warning signs in the necessary locations and amounts.
12. Ensure that the workplace is properly ventilated and lit.

## Evacuation Plan

An evacuation plan is an essential tool to ensure the safety of people in the event of an emergency. It outlines the steps that need to be taken in the event of an emergency, such as a fire or natural disaster, to ensure that people are safely evacuated from an area. An effective evacuation plan should consider the needs of all individuals, including those with disabilities, medical conditions, and other special needs. It should also take into account the specific risks and dangers of the premises in question and provide detailed instructions on how to safely evacuate the premises. By having a well-thought-out evacuation plan in place, you can ensure that people can evacuate quickly and safely in the event of an emergency.

An evacuation plan should include detailed instructions on the evacuation routes, assembly points, and other relevant information such as the location of emergency exits, first aid kits, fire extinguishers, and other emergency supplies. It should also provide a list of the roles and responsibilities of individuals involved in the evacuation process. Furthermore, it should include a checklist of things to do in the event of an emergency, such as shutting off power, water, and gas supplies and locking doors. It should also provide information on how to contact emergency services and any other relevant contact information. Finally, the plan should be regularly reviewed and updated to ensure that it remains up-to-date and appropriate for the premises.



## Responsibilities

The employee is liable for:	The supervisor is in charge of:
<ol style="list-style-type: none"> <li>1. Notifying of any emergency situation.</li> <li>2. knowing their primary and secondary.</li> <li>3. Grasping these protocols.</li> <li>4. Inquiring when any information is not understood or hazy.</li> <li>5. Cognizant of the proper use of emergency evacuation apparatus.</li> <li>6. Informing the manager of any special evacuation requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Giving personnel, students, and visitors information on how to respond in an emergency situation as well as training them.</li> <li>2. Determining which employees might require assistance during evacuation.</li> <li>3. Allowing employees to ask any questions.</li> <li>4. Meeting with those who were evacuated to an area at least 300 feet away from the building in order to account for any missing staff, students, or visitors.</li> <li>5. Notifying any missing colleague.</li> </ol>

### Protocol Dealing with Evacuation Plan:

1. Alert staff and occupants of the evacuation: As soon as an emergency is identified, alert staff and occupants of the evacuation. This can be done by setting off an alarm, making an announcement, or sending a text message.
2. Determine evacuation route: Designate an evacuation route that is safe and accessible for all occupants to use.
3. Instruct all staff to leave: Instruct occupants to move quickly and calmly to the nearest exit and not to use elevators.
4. Assist those with disabilities: Assist individuals with physical and/or emotional disabilities, including those with mobility impairments, and those who require assistance.

5. Account for occupants: Once outside, take a headcount of those who have evacuated and ensure that everyone is accounted for.
6. Notify emergency personnel: Upon completion of the evacuation, notify local emergency personnel such as the fire department and police.
7. Allow re-entry: Once the emergency has been resolved and it is deemed safe to return, allow occupants to re-enter the building.

## People with Physical Impairments

1. Make sure to inform your colleagues when you require help.
2. Speak up about your special needs to your boss, evacuation coordinator, and other colleagues to make the evacuation process swift, efficient, and safe.
3. Be proactive. Develop a plan before an emergency takes place and practice it. Document the alternatives.
4. Once you're in an unknown building, quickly identify phones, exits, ramps, confined stairways (check the landings to assure they are spacious enough for wheelchairs), secure rooms, fire alarm pull stations, and fire extinguishers that may be beneficial.
5. Do not take the elevator during a building evacuation unless explicitly instructed by the fire department.
6. Be proactive and take initiative instead of waiting for someone else to make the first move.

## If You Encounter a Suspicious Looking Person on Campus

1. If you encounter a suspicious looking person on campus, it is important to stay safe and alert.
2. Do not confront the person or put yourself in danger. Instead, contact campus security immediately.
3. If you feel it is safe to do so, try to get a description of the person, including any clothing they are wearing and their direction of travel.
4. Additionally, if you can safely take a photo or video of the person, that may be helpful for law.

## Weather Emergencies

People should move to their assigned places of safety as quickly as they can, avoiding windows. Elevators shouldn't be used. If the power goes out during evacuation, the stairwells will be lit, helping staff to leave the building safely. Once you reach your designated spot, gather with your team. Your manager or emergency director will make sure nobody is left behind.

SEVERE WEATHER WATCH indicates that atmospheric conditions are conducive to severe weather development, such as tornados, high winds, and hail.

SEVERE WEATHER WARNING means that severe weather has already been sighted or reported in the local area.

### **Protocol dealing with severe weather:**

- Report the emergency to your manager or the emergency evacuation coordinator.
- Find a safe place or an interior corridor to hide in.
- Stay well clear of windows.
- Gather with your work team.
- Report any missing staff to your emergency evacuation coordinator or supervisor.
- Wait for the all clear signal before attempting to return to your work area
- If you are on the top floor of a building when the severe weather alarm sounds: Move down to an interior corridor on the floor below
- If you are outside: Take shelter indoors immediately

## Hazardous Material Spills/Gas Leaks

### Definitions:

**Small spills:** Small spills are unintentional releases of hazardous material in quantities generally less than a Liter. They are not as serious as larger spills; yet still require appropriate action to ensure environmental and human safety.

**Major spills:** A major spill is an accidental release of hazardous or polluting materials into the environment, usually occurring on a large scale (over 1 Liter) over a large area. Major spills can include oil, chemical, and radioactive waste, and often result in lasting environmental damage.

## **Protocol dealing with hazardous materials spills:**

### **In the event of small spills:**

1. Inform the supervisor and others in the area about the spill.
2. Safety First: Ensure that the area is safe and that no one is in danger from the spill.
3. Contain the spill: Take steps to contain the spill. This may involve using absorbent materials such as sand, sawdust, or cat litter, or using a spill kit.
4. Use proper personal protective equipment appropriate for the spill agent.
5. Clean up the spill: Once the spill is contained, it can be cleaned up. Use absorbent materials to soak up the liquid, and then dispose of it properly.
6. Dispose of the materials: Dispose of the absorbent material that was used to clean up the spill, as well as any other materials that were contaminated with the spill considered as hazardous material.
7. Clean the area: Clean the area where the spill occurred, if necessary (Use proper personal protective equipment appropriate for the spill agent).
8. Monitor the area: Monitor the area where the spill occurred to make sure there are no residual effects.
9. If you are injured, call 1800 or 1818 from any local telephone or 0777767160 and seek medical attention immediately.

### **In the event of a major spill or gas leak:**

1. Inform the supervisor and others in the area about the spill.
2. Immediately evacuate the area and secure the area, sealing off any entrances or exits.
3. Place warning signs and caution tape around the area.
4. Alert the fire department, police, and any other emergency personnel.
5. If possible, contain the spill or leak with absorbent materials.
6. Shut off any sources of ignition and move any combustible materials away from the area.
7. If necessary, call a hazardous material response team or call.
8. Do not enter the spill area alone.
9. Do not attempt to clean, neutralize, or disinfect major spills.
10. Once the spill or leak is contained, begin cleanup operations.
11. Dispose of any contaminated materials according to local regulations.

12. Report the incident to the proper authorities.

13. If you are injured, call 1800 or 1818 from any local telephone or 0777767160 and seek medical attention immediately.



## Fire

It is important for supervisors to be aware of the position of fire alarm pull stations in their area and how to use them correctly. They should also inform their staff of the locations of these pull stations.

### If you discover fire:

- React to the situation by calling 0777767160 or 1440 and answering all questions.
- Signal all employees by activating the nearest fire pull station alarm (if it can be safely done) to signal other employees.

- The emergency evacuation coordinator or supervisor should be informed of the fire
- Closing doors upon exit helps with containing the fire
- Exit the building using the nearest safe exit
- Anyone requiring assistance should be reported to your manager or the emergency evacuation coordinator.

**When fire alarms sound, a person should:**

- Declare an emergency and notify your manager or the emergency evacuation coordinator.
- Close all doors upon exit to contain the fire.
- Exit the building through the nearest safe exit (DO NOT USE ELEVATORS).
- If staff or visitors require assistance, notify your supervisor and the emergency evacuation coordinator right away.

**After safely exiting the building:**

- Gather with your work group 300 feet away from the building at least.
- Notify your emergency evacuation coordinator and supervisor of any missing staff members.
- Wait for the "all clear" signal from the on-scene commander, Environmental Health and Safety personnel's before returning to your work center

# Types of Extinguishers and their Use

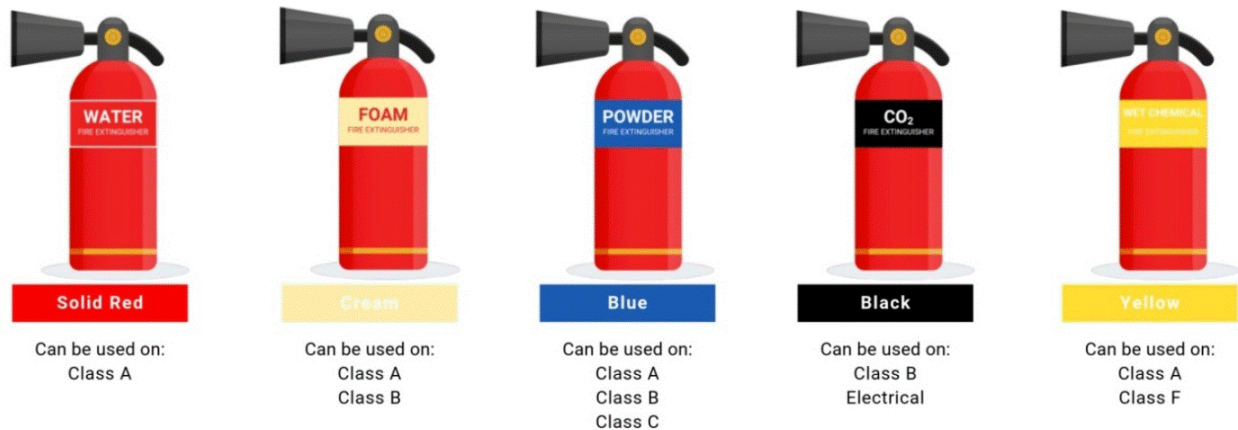
Water extinguishers: used on paper, wood, coal, cardboard and other solid fuel fires.

Foam extinguishers: used on solid fuel fires as well as flammable liquids.

Powder extinguishers: used on any kind of fire except for Class F cooking oils.

CO<sub>2</sub> extinguishers: Used on flammable liquids and electrical fires.

Wet chemical extinguishers: used on cooking oil fires as well as combustibles solid materials.



Class A: Combustible, Class B: Flammable liquids, Class C: Flammable gases. Class D: Flammable metals, Electrical: electrical goods, Class F: Cooking oils.

## SPECIAL CONSIDERATIONS:

- Remain outside and gather with your workgroup if you are outside when the alarm goes off.
- If your clothing catches fire, roll to put it out by dropping it to the ground.
- Report any smoke or fire-related injuries to a coworker or supervisor, and get help right away.
- Unless a fire is blocking your egress route or you are adequately educated and equipped, avoid attempting to put out a fire.

## MISSING EMPLOYEE(S): (Actions supervisors must take)

- Before anything else, make sure the employee(s) aren't gathered with another team or department in the evacuation assembly place.
- If the employee(s) cannot be found, inform the nearest firefighter of their assigned location and work area so that they can (if at all possible) perform a check.
- Give the firefighters a description of the missing employee(s) and the location of their last sight.





# Earthquakes

Earthquakes are a widespread phenomenon that occurs regularly throughout the world, with an estimated one million occurring each year. These seismic events can cause immense destruction when they occur in populated areas, with the last four decades alone witnessing over a million deaths in various countries due to their devastating effects. Earthquakes are caused by sudden shifts in the Earth's crust, triggered by tectonic plate movement, volcanic activity, or other changes in the Earth's structure. The population density of certain cities in seismically active areas has reached alarming levels, with as many as 20,000 to 60,000 people living in each square kilometer. This makes these megacities highly susceptible to the effects of earthquakes, leading to a high number of fatalities from trauma, hypothermia, asphyxiation, and acute respiratory failure. Additionally, the destruction of infrastructure can cause fractures and other physical injuries.

## **Protocol for Dealing with Earthquakes:**

1. Remain calm and stay in place.
2. If safe, quickly move away from windows and tall furniture.
3. If indoors, stay indoors. Do not attempt to leave the building until the shaking has stopped.
4. If outdoors, stay outside away from buildings and power lines.
5. Stay away from elevators and stairwells.
6. If in a lecture hall, stay in your seat and protect your head and neck with your arms.
7. When possible, evacuate the building as quickly as possible and gather with your work group 300 feet away from the building at least.
8. Use the nearest marked exit, and take your belongings with you.
9. If you are unable to evacuate, stay in a safe place until help arrives.
10. Stay away from any objects that could become dangerous during an earthquake.
11. Do not attempt to drive away from the area.
12. Follow the instructions of emergency personnel.
13. Report any injuries or damage to emergency personnel.
14. Assemble in a designated area, and do not return to the building until it is declared safe by emergency personnel.
15. Check for injuries, and provide first aid if necessary.
16. Do not use cell phones or other electronic devices until the shaking has stopped.
17. Remain aware of aftershocks, and take necessary precautions.
18. Monitor local news and other media sources for updates.



**Stay Safe**