

SUBJECT: Occupational Health and Safety (OHS)

RELATED DOCUMENTS

OSHAD-SF Abu Dhabi Occupational Safety and Health System Framework V3.1; UAE Federal Law No. (8) of 1980 (Amended 2007); Workers Safety, Protection, Health & Social Care; EHS 7400 Environment, Health and Safety.

SECTION 1 POLICY STATEMENT

- 1.1. Khalifa University of Science and Technology is committed to ensuring, so far as is reasonable practicable, the occupational health, safety and welfare of all of its staff members and those affected by its activities including students, visitors, contractors and members of the public.
- 1.2. Incident Prevention is our overall aim with the expectation that all persons shall come to no harm while in the workplace.

SECTION 2 SCOPE AND APPLICABILITY

- 2.1. This policy applies to faculty, staff, students, visitors, volunteers, contractors and labor hire employees of KU.
- 2.2. This policy covers all activities and processes at each of the university campuses. It describes the process for the management of occupational health and safety of KU employees, students, volunteer, and contractors as required by Federal and Local Laws.

SECTION 3 PURPOSE

- 3.1. This policy states the commitment of Khalifa University of Science and Technology to the health, safety and welfare of all people who work, study, or visit university facilities.

SECTION 4 DEFINITIONS

The following definition(s) apply to this policy document:

- 4.1. **Occupational Health and Safety:** Occupational health and safety (OHS) is a cross disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of occupational health and safety programs is to foster a safe work environment and positive approach to the safety culture.
- 4.2. **Hazard:** Any substance, physical effect, or condition with potential to harm people, property or the environment or negatively affect the reputation of KU.
- 4.3. **Incident:** A single event/incident which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, the environment, reputation or third parties.
- 4.4. **Risk:** Risk is the measure of likelihood and consequences of an event occurring that may have an impact on KU's strategic and operational goals.

SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. The University establishes and maintains an effective occupational health and safety management system to enable it to meet relevant statutory obligations, to ensure a culture of continual improvement, and to strive towards attainment of a world class standard.
- 5.2. Through efficient risk management practices, the University aims to minimize occupational health and safety risk.
- 5.3. The University provides occupational health and safety information, instruction and training relevant to the responsibilities and needs of University staff to support them in their work.
- 5.4. Occupational health and safety arrangements are provided to enable the delivery of objectives in a way that protects the occupational health, safety and welfare of the University's community.
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- 5.6. EHS policy, provisions and guidelines are communicated to all staff and other relevant persons working under the control of the University to ensure they are made aware of their individual responsibilities.
- 5.7. A suitable provision of resources is in place at University, directorate, departmental, and faculty levels to ensure that occupational health and safety measures can be implemented.
- 5.8. EHS processes ensure that employees at all levels are involved in daily safety and sustainability decisions. Everyone has a responsibility for the environment, health and safety for their own benefit and that of others. To support this,
 - 5.8.1. Khalifa University of Science and Technology (KU) implements and maintains safe systems of work;
 - 5.8.2. KU undertakes OHS risk management activities to identify, eliminate and/or manage risks in the work place;
 - 5.8.3. KU provides and maintains safe systems for the use, handling, storage and transportation of plant, equipment and hazardous substances;
 - 5.8.4. KU consults with employees to enhance the effectiveness of the OHS Management System;
 - 5.8.5. KU provides appropriate OHS training, information, instruction and supervision for all staff and students;
 - 5.8.6. KU provides adequate resources, including finances, to facilitate the University's OHS responsibilities.
- 5.9. KU meets its license conditions as a self-insurer for workers' compensation.
- 5.10. KU complies with OHS Legislation, Regulations and relevant UAE Standards.
- 5.11. The OHS procedure documents are accessible on the EHS web page and the KU website.
- 5.12. Failure to follow safe systems of work, misuse of OHS equipment, bypassing of a risk control measure or interfering with another person's effort to work safely, may lead to

disciplinary action under the University's Disciplinary Code or prosecution under federal laws of UAE.

SECTION 6 RESPONSIBILITIES

- 6.1. The University executive leadership has ultimate responsibility for providing a safe and healthy working environment for staff, students, visitors, contractors and labor hire employees.
- 6.2. The EHS director and facilities manager are responsible for establishing OHS strategic objectives and targets in line with the requirements of this policy document and for ensuring these targets are being met.
- 6.3. Employees and students are responsible for following OHS policy, provisions, procedures, rules and regulations, and for ensuring that their conduct does not endanger themselves, others or the environment.
- 6.4. The EHS Steering Committee is responsible for ensuring effective consultation takes place within their responsible area, for providing OHS advice, and may assist with the implementation of the OHS procedure.
- 6.5. EHS is responsible for the review and maintenance of the OHS policy and related procedures, assisting senior management with the coordination and implementation of the OHS procedures in their area and providing OHS support and advice to deans, managers and the EHS Steering Committees.

SECTION 6 REVIEW STATEMENT

- 7.1. This policy is reviewed once every five (5) years, or more frequently when requested by the executive vice president or subsequent to changes in governing documents.

SECTION 8 APPROVAL AUTHORITY AND REVISION HISTORY

This policy document has been approved by the Khalifa University of Science and Technology's Board of Trustees. Original documentation is on file in the Office of the President. The online version is definitive.

First disseminated by the Office of the President on 01 January 2018

Most Recent Review: 01 January 2018

Revision History:

Revision No.	Effective Date	Description
2		
1		
0	01 January 2018	Policy document first adopted.

Next scheduled review: 01 January 2023

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