

*A'Sharqiyah University
HSE Manual
Jun 2019*

Document review and approval

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This document has been reviewed by:

Reviewer	Date reviewed	Remarks, if any
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Name	Signature	Date approved	Remarks, if any
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Implementation and Custodian

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Contents

Foreword	3
1 Introduction	4
1.1 Purpose	4
1.2 Scope	4
1.3 Structure of the manual	4
1.4 Distribution	4
1.5 Revision	5
1.6 Forms	6
1.7 Glossary of terms & abbreviations	6
1.8 Roles and responsibilities	6
2 Health, Safety and environment policy	8
2.1 Purpose:	8
2.2 Scope:	8
2.3 University HSE Objectives:	8
2.4 Responsibilities, Accountabilities and Authorities	8
3 HSE management	9
3.1 Overview	9
3.2 Procedures	9
4 Basic safety rules	12
4.1 Overview	12
4.2 Procedures	12
5 Personal Protective Equipment (PPE)	13
5.1 Overview	13
5.2 Procedures	13
6 Road-safety management	14
6.1 Overview	14
6.2 Procedures	14
7 Fire safety	18
7.1 Overview	18
7.2 Procedures	18
8 Environment protection	22
8.1 Overview	22
8.2 Procedures	22
9 Emergency response and management	26
9.1 Overview	26
9.2 Procedures	26
10 Forms	33

Foreword

It is a great pleasure that A' Sharqiyah University (ASU) Manual of Health, Safety, and Environment is finalized which describes the Policy and Procedures pertaining to Health, Safety and Environment at ASU'. The objective of this manual is based on the assumption that our students and staff are the most important assets of the university. Hence, their health and safety has to be safeguarded.

We can achieve this objective by establishing a well-constructed safety management system and through awareness, education and continual development. At the same time, the purpose of this manual is to create a safe and healthy work environment free from any potential hazards and risks and maintain it.

A' Sharqiyah University (ASU) management has a high consideration for the safety of its contracted workers and visitors against any expected adverse effects in relation to health and safety through prevention and proactive actions. If all the parties involved follow the safety rules and operating procedures mentioned in this manual, the possibility of an accident occurrence will be highly reduced. Also with the knowledge of emergency response plan and emergency procedures of ASU, we can control any adverse effect of accidents if any.

A' Sharqiyah University (ASU) is thus definitely committed to ensuring health and safety by establishing suitable operational plans for its various activities to be executed in a safely manner.

Let us together be committed to a safe, healthy work environment in order to prevent accidents and injuries to the best of our ability.

Prof. Fouad B. Chedid
Acting Vice Chancellor
A' Sharqiyah University

March 2019 (Has **To be reviewed by the VC office**)

1 Introduction

1.1 Purpose

The purpose of the HSE Manual ('the Manual') is to:

- Document the policies of A'Sharqiyah University ('ASU'/'the University') that related to the health and safety issues.
- Ensure uniformity and consistency in applying HSE policies; and
- Provide continuity of procedures despite changes in staff.

The manual is not designed to provide assurance or a reasonable basis to attest the reliability/effectiveness of the internal controls of the University.

1.2 Scope

Significant areas in which policies have been developed include:

- HSE management
- Basic safety rules
- Personal Protective Equipment (PPE)
- Road-safety management
- Fire safety
- Environment protection
- Emergency response and management

1.3 Structure of the manual

The manual is divided into chapters and further subdivided into sections. Under each chapter, related activities are covered. The sections further subdivide the activities into systematic groups.

Each chapter is presented as follows:

- Overview
- Policies – The 'rules and regulations' for the activity

1.4 Distribution

The Director of Security shall be the controller of this manual. All inquiries and requests for revisions relating to matters included in the manual should be addressed to the Security Director.

The contents of this manual are intended for internal use only by the ASU's Staff.

The distribution of the manual is controlled through the Manual Distribution Control Record (Form 1.1).

This manual should always be kept in a safe custody and must not be copied or revealed to third parties (persons not employed by the University) without the express written permission of the controller of this manual except in the case of auditors and government officials. Copies of this manual, in whole or in part, shall be designated to Security department staff.

1.5 Revision

Revision of this manual shall be the responsibility of the Security department as and when the

need arises. Revision of this manual from time to time is the way of implementing and communicating changes in the HSE policies that may arise in response to the changing needs and requirements of the University. Such revisions provide flexibility to ensure that the manual remains relevant at all times.

Requests for revision of this manual can originate from the staff of Security department. In case any other staff member of the University wishes to introduce revision to this manual, the request for such revision shall be routed through the respective Directors of Departments. A request for manual revision is provided in Manual Revision Proposal (Form 1.2).

The controller of this manual shall review the proposed changes. If the revision proposal is not approved, notification to that effect, together with the reason, shall be sent to the originator.

If the revision proposal is approved, the controller shall ensure that suitable revision is made to the relevant pages of the manual. The controller shall then distribute the revised pages to all the custodians of the manual, along with a covering letter, that shall identify the attachments and the effective date for implementation of the revision. A Manual Revision Control Sheet (Form1.3) is provided in this manual for the purpose of recording all such revisions.

1.6 Forms

Description	Form No.
Manual Distribution Control Record	1.1
Manual Revision Proposal	1.2
Manual Revision Control Sheet	1.3

1.7 Glossary of terms & abbreviations

Term / Abbreviation	Definition
ASU / the University	A'Sharqiyah University
BOD	Board of Directors
VC	Vice Chancellor
AVC	Assistant Vice Chancellor
DOD	Director of Department
AM	Authority Manual

1.8 Roles and responsibilities

1.8.1 Security department shall be responsible for the following HSE related activities:

- Deal with health and safety issues and resolve it.
- Play the role of consultant for the worker for any health and safety issues.
- Review of employees' health and workplace conditions
- Providing information and training.

1.8.2 The University shall form a Safety and Security Committee which shall act in an advisory capacity to appropriate administrative officials. The committee's duties will include but not be limited to:

- Recommending health, safety and security policies, practices, and procedures.
- Reporting dangerous or potentially dangerous situations.
- Recommend corrective actions.
- Any other activity as decided by the Board.

2 HSE policy

2.1 Purpose:

This policy represents the commitments of the ASU's Vice-Chancellor in consultation with Facilities &Stores department (HSE Unit), towards the university community to carry their different activities in a safe manner as low as reasonably practicable.

2.2 Scope:

This policy is covering the university community, university's activities, all facilities owned, occupied or managed by the university.

2.3 University HSE Objectives:

To ensure the safety and healthy working environment, ASU, Security department shall be responsible for:

- i. Establishing appropriate safety management system.
- ii. Preventing incidents and injuries of ASU community.
- iii. Planning periodic inspections for facilities, occupational safety and safe working procedures.
- iv. Reporting and investigating all incidents happened, to prevent the recurrence.
- v. Establishing and maintaining a good workplace environment by providing safety equipment and facilities in order to reduce safety and health issues.
- vi. Providing an adequate training and information on safety to the students and staff.
- vii. Regularly reviewing and revising of HSE Manual.

2.4 Responsibility, Accountability and Authority

- Security department Director and HSE specialist responsible for establishment, implementation and maintenance of this policy and determine appropriate objectives, performance and continual improvement of health and safety.
- HSE Specialist has a major role and responsibility for the implementation and maintenance of this policy, including training and advice.
- Top Management is responsible to establish an appropriate health and safety direction, accountability and support for health and safety management. In addition to ensuring health and safety precautions in place.

3 HSE Management

3.1 Overview

3.1.1 This chapter describes the procedures relating to HSE management.

3.1.2 The scope of this chapter covers the following aspects:

- HSE training & competence

- HSE orientation programme
- Mandatory HSE trainings
- HSE training records.
- Evaluation of compliance
- Incidence investigation
- Staff participation in Occupational Safety and Health (OSH) committee.

3.2 Procedures

3.2.1 HSE training & competence

It will be ensured that all employees are competent enough to carry out their jobs safely by providing necessary HSE trainings.

3.2.2 HSE orientation programme

All newly recruited employees and the new students shall be given basic HSE Orientation by the Security department (HSE Unit).

3.2.3 Mandatory HSE trainings

Mandatory HSE training shall be provided to enhance the HSE competence of employees and ensure safe working practices which shall include the following:

1. Hazard identification and control;
2. Personal protective equipment;
3. Laboratory safety;
4. Workplace hazardous materials information system;
5. Ergonomics (The interaction between the employee and the work environment, which affects the musculoskeletal system);
6. Occupational hygiene;

Other specific training courses, as may be decided by Security department, may also be given based on a need analysis.

3.2.4 HSE training records

Security department (HSE Unit) will maintain the records of trainings imparted to the employees and update the same after each training event.

3.2.5 Evaluation of compliance

The University shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements and other requirements and keep the records of it.

3.2.6 HSE Inspection Program

There shall be periodical inspection of the HSE criteria, and the reports shall be submitted to the senior management level.

3.2.7 Incident investigation

The University shall establish, implement and maintain procedures for dealing with nonconformities including incidents and accidents and for taking corrective actions and preventive actions to ensure the following:

- Identifying and correcting incidents and nonconformities and taking actions to mitigate their impacts and adverse effects in the workplace;
- Investigating incidents and nonconformities to determine any findings that assist the incident to be happened.
- Correcting the nonconformities;
- Evaluating the need for corrective/ preventive actions in order to avoid their recurrence;
- Recording and communicating the results of corrective and preventive actions taken;
- Identifying the opportunities for continual improvement.

The University shall ensure that any necessary changes are made to HSE documentation and the same is promptly communicated to the relevant employees.

3.2.8 Staff participation in Occupational Health and Safety (OHS) Committee

The University shall ensure adequate participation of the staff members in OHS issues. Also, an OHS Committee to be formed for sustained management focused intervention in improvement in these OHS measures.

4 Basic safety rules

4.1 Overview

4.1.1 This chapter describes the procedures relating to basic safety rules.

4.2 Procedures

Smoking policy

4.2.1 ASU believes that smoking is injurious to health and is detrimental to the performance of its students and employees.

4.2.2 The University will display no smoking signs to prevent and discourage students and employees from pursuing the harmful habit of smoking.

4.2.3 Prohibiting smoking in its offices, conference rooms, toilets, and inside the buildings.

4.2.4 Signs and campaigns to create awareness among its students and employees on the ill effects of smoking.

4.2.5 Stringent disciplinary measures against violators of this policy.

4.2.6 However, special areas for smoking shall be assigned on campus where smoking may be permitted.

Work permit for vendors/ contractors working within the University Premises

4.2.7 Any work that may generate a safety risk (e.g. welding, cutting, burning, grinding, soldering, working at height etc.) will only carried out by a vendor after he has obtained a 'Safety Work Permit' from the concerned authorities.

5 Personal Protective Equipment (PPE)

5.1 Overview

5.1.1 This chapter describes the procedures relating to PPE.

5.2 Procedures

5.2.1 PPE should be resorted by the related staff, contractors and students at the laboratory for protection from the hazard in the work environment. The hazards involved in the work environment shall be assessed and adequate PPE selected.

5.2.2 The PPE selected shall:

- Give protection against risks without itself leading to any increased risk.
- Be suitable for the individual including correct fitting.
- Be compatible with the work activity.
- Comply with the specified or acceptable standards.

5.2.3 Employees/ contractors/ students shall be trained for the correct use of PPE.

5.2.4 Employees/ contractors/ students will be held responsible for proper care and use of PPE supplied to them. All PPE shall be cleaned and checked for suitability before its use.

5.2.5 Defective PPE shall be replaced immediately, so that the worker has adequate protection at all times.

5.2.6 The period of use of PPE specified by the manufacturer and the basic hygiene standards shall be complied with.

6 Road-safety management

6.1 Overview

6.1.1 This chapter describes the procedures relating to road-safety management.

6.1.2 The scope of this chapter covers the following aspects:

- General
- Eligibility to drive vehicles
- Accidents

6.2 Procedures

General

6.2.1 Vehicles shall not be driven:

- After consuming alcohol/drugs, including medicines that cause drowsiness.
- Without a valid permit, wherever applicable.
- Under fatigue.
- When sick.
- Through a flowing wadi.
- During inclement weather, but subject to permission from designated authority.

6.2.2 The seating capacity of light vehicle shall be restricted by the availability of seatbelts and restrictions imposed by ROP; no one shall be permitted to travel without wearing a seat belt.

6.2.3 The driver shall not start driving, until all occupants have fastened their seatbelts (both front and rear seat passengers).

6.2.4 Drivers shall not use GSM phones (including "hands-free" units) while driving..

6.2.5 Drivers shall not exceed any sign posted speed limits and shall adjust speed according to prevailing road and weather conditions.

Eligibility to Drive Vehicles

6.2.6 Drivers shall possess a valid ROP Driving License for the type of vehicle being driven.

Safety procedures for students' transportation

6.2.7 At bus Station

- Reach to the bus station prior to the bus is due to arrive.
- Students should not attempt to approach the bus until it has stopped.
- Keep away from the curb of the bus stop point.
- Assure that you are noticed by the bus driver clearly.

6.2.8 Boarding the bus

- Don't try to approach the bus unless it's completely stop.
- Let passengers get off before you boarding the bus.
- Use hand rail and be clear of your step.
- Ask the driver for any help.
- Follow the driver instruction.

6.2.9 On the bus

- Stay seated during the journey.
- Speaking with driver may lead to an accident.
- Try to help other with disability.
- Use the stuff racks for your luggage.
- Allow other to get off the bus smoothly.
- If you are standing on the bus, place bags on the floor between your feet.

6.2.10 Getting off at your destination

- Wait until the bus is completely stop.
- Always move in front the bus and insure the driver see you.

Accidents

6.2.11 Accidents are classified into two categories;

- Major Accidents
- Minor Accidents

Major Accident Procedures

6.2.12 At the time of the accident, consider the following:

- To report immediately to the Security department.
- To provide first aid to injured people.
- To notify law enforcement authorities (ROP).
- Providing ROP with all required information.
- To record the license plate numbers of witnesses, if possible

Minor Accident Procedures

6.2.13 In case of accident you have to consider the following:

- To report the accident immediately to the Security department.
- To notify law enforcement authority (ROP).
- Names and addresses of the parties involved.
- License plate number of the witness or first vehicle on the scene.
- Insurance details of the other party.

7 Fire safety

7.1 Overview

7.1.1 This chapter describes the procedures relating to fire safety.

7.1.2 The scope of this chapter covers the following aspects:

- General
- Extinguishing fires
- Fire extinguishing equipment
- Location, operation and maintenance of fire extinguishers

7.2 Procedures

General

7.2.1 All staff has to identify the location of fire exits, fire alarms and fire extinguishers near to their office and how to use them.

7.2.2 Security department should be immediately notified of any fires.

7.2.3 If a fire appears controllable, trained staff has to call ROP civil defense and try to extinguish the fire.

7.2.4 For fires that do not appear controllable, ROP Civil defense should be notified immediately.

7.2.5 The building fire alarm must be activated immediately and all the occupants need to evacuate the building.

7.2.6 Don't wait to collect your belongings and evacuate immediately.

7.2.7 If circumstances permit, shutting of the power and close of LPG.

7.2.8 All doors including emergency doors to be opened to facilitate speedy evacuation.

7.2.9 Emergency Evacuation Plan shall be mapped in each building and all occupants are advised to follow the route.

7.2.10 Fire extinguisher training is required annually for all employees who are expected to attempt initial control of small fires (Fire Warden).

Extinguishing fires

7.2.11 Surface fire can be extinguished by the following processes:

- Eliminating Heat (Cooling).
- Eliminating Fuel (Starvation).
- Limiting Oxygen supply (Smothering).

7.2.12 Eliminating Heat (cooling)

To extinguish the fire by cooling, remove heat at a greater rate than the total heat being evolved by the fire. The most common and practical extinguishing agent is water applied in

a solid stream, spray or incorporated in foam.

Eliminating Fuel (starvation)

Isolating the supply of fuel substance or removal of the fuel is done by cutting off the supply of gas by closing valves, pumping out unaffected portions of oil from a storage tank on fire, etc.

7.2.13 Limiting oxygen (smothering)

This is aimed at eliminating contact between the air and the burning fuel or in other words limiting air / oxygen, from a fire by smothering the burning area with a non-combustible material like a fire blanket.

CO₂ or any other inert gas is discharged into the fire, to dilute the oxygen below the concentration necessary to support combustion and thus extinguishing the fire.

It should be noted that smothering is ineffective on substances containing their own oxygen supply and on deep seated materials like wood, rags and large rolls or skids of paper.

Fire extinguishing Equipment

7.2.14 Equipment used to extinguish and control fire is of two types, Fixed and Portable.

Fixed systems

7.2.15 Fixed systems include water equipment, such as automatic sprinklers, hydrants and standpipe hose and special pipe systems for dry chemicals, CO₂ and foam.

7.2.16 Fixed Systems must be supplemented by Portable Fire Extinguishers.

Portable Fire Extinguisher

7.2.17 Portable Fire Extinguishers rapidly extinguish a fire in its early stages or between the discovery of a fire and the arrival of professional fire fighters.

7.2.18 To be effective, portable fire extinguisher shall be:

- Approved by authorized company.
- The right type for each class of fire that may occur in the area.
- In sufficient quantity and size to protect against the expected exposure in the area.
- Maintained in operating condition, inspected frequently, checked against tampering and recharged as required.

- Operable by employees who can find them and who are trained to use them effectively and promptly.
- Kept clean, clear from obstructions, and under large signs to direct attention to the same.

Location of Extinguisher

7.2.19 Extinguisher shall be located in the following locations:

- Where it is easy to reach for immediate use.
- Along the normal path of exit from a building, preferably at the exits.
- Close to likely hazards, but far enough to avoid damage or cut off by the fire. Where highly combustible material is stored in small rooms or enclosed spaces, locate the extinguishers outside the door rather than inside.

Operation of Extinguisher

7.2.20 Extinguisher shall be used only after assessing the extent of the fire and the capacity of the fire extinguisher.

7.2.21 Extinguisher shall be selected according to its suitability.

7.2.22 Method of use:

- Stay away from the wind direction for your own safety.
- Hold little away from the body so as to avoid injury to body in case of any accidental release of the contents of the extinguisher.
- Direct the jet at the base of fire and sweep upwards or sideways as the situation demands. Do not use in confined space when people are nearby.
- Do not leave fire extinguisher close to the fire as it may lead to an explosion.
- Do not operate before reaching the fire point.
- Keep away from smoke, spills and fumes.
- Do not open the lid, unless authorized to service.

Maintenance of extinguisher

7.2.23 All types of fire extinguishers need periodical maintenance in order to keep them safe and maintain their prompt serviceability.

- 7.2.24** Visual inspection shall be carried out every month by the competent person appointed for this purpose.
- 7.2.25** Periodical servicing shall be carried out twice in a year by an authorized service agency.

8 Environment protection

8.1 Overview

8.1.1 This chapter describes the procedures relating to environment protection.

8.1.2 The scope of this chapter covers the following aspects:

- Objectives
- Management of non-hazardous waste
- Management of hazardous waste

8.2 Procedures

Objectives

8.2.1 The following shall be the objectives of environment protection management:

- To prevent any harm to the environment.
- Waste reduction – find alternatives to manage the waste effectively.
- Treatment and / or neutralization of chemical waste.
- Disposing off wastes by using scientific methods appropriate for a given situation.

Management of Non hazards Waste

- 8.2.2** Non-Hazardous Waste is known as any material (Solid /Semi-solid), which does not have any danger to the environment or to human health if it is dealt with in a safe manner.
- 8.2.3** All solid non-hazardous wastes shall be collected, handled, stored, transported and disposed of such that it does not cause any nuisance or hazard to public health and environment.
- 8.2.4** Non-hazardous waste have to be treated separately and shall not be mixed with any hazardous wastes during the disposed of.
- 8.2.5** Domestic kitchen refuse shall be stored in black-colored bins lined with black or grey-colored refuse plastic bags.
- 8.2.6** Bio-Hazards refuse shall be stored in yellow-colored bins lined with black or grey-colored refuse plastic bags.

Management of Hazardous waste

- 8.2.7** Hazardous Waste is Known as (Liquid –Solid) waste, which due to its physical and chemical characteristics could lead to harmful to human health or the environment when inadequately handled, stored, transported, treated or disposed of.
- 8.2.8** Hazardous waste shall not be mixed with any other type of waste or discharged to a common or other internal or external sewage of other drainage system.
- 8.2.9** Chemical waste (Liquid form) in the Laboratories disposed of safely through drainage system designed to neutralizing of (Acid/Base) and store of neutralized liquid in separate tank to be taken by authorized agent.
- 8.2.10** Regular maintenance of Chemical waste system shall be conducted every three months, and lime stone chips shall be replaced at least every 2 years.
- 8.2.11** Semi-liquid form of sewage sludge in the septic tanks shall be transported by vehicles licensed to transport hazardous waste, to a sewage treatment plant for treatment.
- 8.2.12** Dry cell batteries shall be placed in ordinary refuse bags together with domestic waste.

9 Emergency response and management

9.1 Overview

9.1.1 This chapter describes the procedures relating to emergency response and management.

9.1.2 The scope of this chapter covers the following aspects:

- Emergency response team
- Emergency preparedness
- Fire
- Road accident
- Loss of life
- Electrical shock
- Gas leakage

9.2 Procedures

9.2.1 General

9.2.2 Emergency situation is defined as a critical condition that may endanger life, assets or the environment. Emergency management emphasizes on three goals, which are:

- To Safe life.
- Property protection.
- To resume normal operation.

9.2.3 These three goals can only be achieved with the involvement of all levels of management and employees, during any emergency situation

9.2.4 Emergency management is an ongoing process of planning and responding, to react effectively when an unplanned event occurs. This process consists of the following four phases:

- Preparedness - Preparing for an emergency situation.
- Response - Planned response to an emergency situation.
- Recovery - Process of returning to normal operations.
- Mitigation -Prevention of the effects of emergency situation.

Emergency response team

9.2.5 An emergency response team formed of a certain staff who will play a specific role during emergency cases, and they have a responsibility to respond to any emergency without any confusion.

9.2.6 Duties of the emergency response team are as follows:

- Evaluate the situation and identify whether an emergency exists that requires activating an emergency procedures.
- Manage emergency adequately, including evacuating employees and minimizing property loss.

Ensure that ROP civil defense and medical services are contacted, and communicate the situation to them.

Emergency preparedness

9.2.7 Search and Rescue Team shall be appointed and trained about emergency procedures. The leader of Search and Rescue Team shall be a qualified First Aider.

9.2.8 All First Aiders shall be competent and certified.

9.2.9 First aiders and fire wardens' name shall be listed with contact number and communicated to ALL.

9.2.10 Escape routes and emergency telephone number shall be distributed and displayed within the university.

9.2.11 Escape routes signs should fix on walls for easy identification.

9.2.12 Fire alarm / bell shall be installed at suitable places.

9.2.13 All means of reporting emergencies shall be made familiar to all employees.

9.2.14 Prearranged assembly area shall be communicated to students and employees in advance. A responsible person should be appointed to account for students and employees during an emergency.

9.2.15 Assembly area shall serve as an area to meet with outside emergency agencies and to account for the evacuees.

9.2.16 Emergency communications shall include phones, alarm systems, etc., for alerting employees in emergency case, and for informing ROP (civil defense).

9.2.17 Alarm system should be with an auxiliary power supply to serve in the event of any electricity failure.

Fire

9.2.18 In case of fire, the person who first detects the fire shall perform the following:

- Activate fire alarm system and alert other.
- He shall exit the area ensuring that no other person is trapped in the area.
- If trained to do so, he shall extinguish the fire using the appropriate fire extinguisher available nearby.
- Kitchen staff should close the valve of the LPG cylinder, immediately.
- If generator is in use for electric power supply, it shall be switched off.
- The employees shall proceed to assembly point through the escape routes.

Road traffic accident

9.2.19 In case of road traffic accident and only minor injuries happened, consider the following:

- Put off the engine, and evacuate the vehicle.
- Evaluate the condition of passengers, if any.
- If you are trained providing the help to prevent any deterioration of case.
- Don't move any seriously injured victims.
- Contact emergency telephone number (9999) and give them all information required (location, nature of accident, assistance needed, mobile number for further contact).
- If communication aid is not available, watch out for any vehicle passing nearby and request the driver to inform emergency number using the nearest source of communication.
- Wait till emergency aid reaches the scene.

Electric shock

9.2.20 In case someone has received an electrical shock, the person who first detects the injured party shall perform the following:

- Ensure own safety before approaching the injured party.
- Isolate the power source.
- Free the person from the source of contact using dry wooden push stick. If push stick is not available use some other non-conductor of electricity available in the premises.
- Do not try to pull person with bare hand, use hand gloves to prevent transmission of electric current.
- If it is of high voltage, do not go too close before isolation.
- Give first aid by a qualified first aider

Gas leakage & Chemical spillage

9.2.21 In case of gas leak, the person who first detects the leak shall perform the following:

- Close the gas valve if possible.
- Evacuate the area and reach a designated "assembly point"
- If possible, control the spillage taking adequate precautions by using proper PPE.

9.2.22 For spillage which cannot be controlled by routine measures, the below procedures are to be followed:

- If any civilians are around, ensure that they are informed immediately and advise them to evacuate to a safe area.
- Ensure- 'No smoking' to prevent any fire.
- Administer First Aid to victims, if any.
- Evacuate victims to the nearest medical aid post.
- Place warning signs / sign boards and barriers at strategic points to prevent entry into the area by persons / animals.

10 Forms

MANUAL DISTRIBUTION CONTROL RECORD	FORM No. 1.1
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Manual Copy No. _____					
Date of issue	Custodian			Date of return	Signature of Controller
	Position	Name	Signature		

MANUAL REVISION PROPOSAL **FORM No. 1.2**

		Serial No.	Date
Originated by:		Position:	
Matters proposed to be revised (attach photocopies if required)			
	Number	Description	
Chapter			
Section			
Paragraph No		Page No.	
Proposed revisions (use additional sheets if required)			
Reasons for proposed revisions			
Comments of Director of Facilities and Stores			
Comments of VC			
Authorized signatories (Sign off)			
Approved	Effective date		
Not approved	Signature	Date	

MANUAL REVISION CONTROL SHEET

FORM No. 1.3

				Chapter	Section	Page
Release Number	Release Date	Covering Letter Reference	Manual Revision Proposal Reference	Remarks		