



The Mico University College
DO IT WITH THY MIGHT

OCCUPATIONAL SAFETY AND HEALTH MANUAL

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The Mico University College

OCCUPATIONAL SAFETY AND HEALTH MANUAL

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A. OCCUPATIONAL HEALTH & SAFETY POLICY GUIDELINES

1. Introduction

The Mico University College values the safety and health of its students, employees and visitors and is committed to the promotion of safety and health within the institution. The University College shall therefore take reasonable precaution to ensure that the campus environment is safe, free of known hazards and health risks.

The University College will endeavor to maintain buildings (halls of residents, places of learning and administrative offices), equipment, machinery and tools at the required standards of operational efficiency, to reduce or eliminate risks and minimize exposure to injury or threats to the health and wellbeing of the personnel on campus.

The University College shall develop protocols for responding to accidents and emergencies (health and otherwise) to minimize injuries and damage to property.

2. Scope

The Policy shall apply to all students, employees and visitors to the institution.

3. Definitions

<i>Alarm Signal</i>	Refers to any means of alerting persons to alerting persons to imminent danger, and shall include but not limited to – bells, whistles, sirens etc. If there are electronic alarms, the signal shall be pre-determined.
<i>Catastrophe</i>	Is a large scale disaster.
<i>Disaster</i>	Is regarded as an adverse or unfortunate event, which is sudden and/or severe enough to cause a major interruption of regular activities e.g. Earthquake, Chemical spills, civil disorder etc.
<i>Emergency</i>	Is regarded as any unexpected occurrence requiring immediate suspension of regular activities and the implementation of special action to mitigate against any damage to life and/or property and may include <ul style="list-style-type: none">- Bomb threat- Seepage- An uncontrolled blaze
<i>Evacuation</i>	Refers to the process by which all occupants of any building or site follow a prescribed process to leave the building or site, quickly to a predetermined area (assembly point) to await further instructions.



<i>First Aid</i>	Means a) Cases in which a person will need medical treatment, treatment for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained, and b) Treatment of minor injuries that would otherwise receive no medical treatment or that do not need medical treatment.
<i>First Aider</i>	Is a person who holds a valid first aid certificate issued by a training body having authority in providing same.
<i>Hazard</i>	is any contributing or originating factor that generates or supports a peril and may be moral or physical e.g. any biological, chemical, mechanical, environmental or physical agent that is reasonably likely to cause harm or damage to humans, other organisms, property or the environment in the absence of its control including natural disasters or catastrophe. Hazard risks may also include liability or torts.
<i>Health</i>	Is the absence of disease or ailment and refers to the soundness of the physical, psychological and mental condition. Health refers to the wellness, vigour and fitness of the body, mind and spirit and should be maintained over time.
<i>Injury</i>	Is regarded as any damage to a person, and may include occupational diseases or illnesses.
<i>Peril</i>	Actual cause of the loss or impairment e.g. fire, fraud, overdue collections.
<i>Responsible Officer</i>	Refers to the officer who will be accountable for the specific portfolio or assignment.
<i>Risk</i>	Is the level of uncertainty of the occurrence of a peril causing financial loss and is impacted by the frequency and/or severity of the peril and whether it is speculative or pure. Risks may be internal or external to the institution.
<i>Safety</i>	Is the state of being free from hurt, injury, danger or risk. Safety also refers to the quality of insuring against hurt, injury, danger or risk.

4. Policy Objectives

4.1. The Policy aims to:

- i) Establish safety and health standards, rules and regulations for personnel (students, staff), buildings, plant, equipment and tools.
- ii) Encourage compliance with the standards for personnel, through training.
- iii) Establish guidelines for the responsibilities to achieve compliance
- iv) Promote awareness of safety and health matters in students and employees and where necessary visitors.



- v) Encourage programmes for wellness, inclusive of stress management.
- vi) Minimise the social and financial effects of workplace injury and illness, as well as, litigation and related liabilities and so contribute to the Institution's overall performance.
- vii) Develop protocols for responding to accidents and emergencies (health and otherwise) to minimize injuries and damage to property.
- viii) Promote a plan for Emergency and Disaster Preparedness.

5. Policy Statements

5.1. The Overall Environment

The Mico University College shall:

- i) Seek to reduce exposure to hazards and perils on its campuses and thus minimize the effects of injuries and illnesses either socially and/or financially, as well as, reduce the institution's exposure to litigation and related liabilities.
- ii) Promote training in safe work practices to all students and employees and provide guideline for the dissemination of information, assessment and control of hazardous situations, either at the halls of residence, classrooms, offices or other work areas or from the activities of the institution, as well as, conformity with national legislation and regulations.

5.2. The Halls of Residence, Learning and Work Environment

The Mico University College shall:

- i) Establish an Occupational Safety and Health Administration Committee (OSHA Committee) to oversee and monitor the implementation of the policy and procedures, as well as, maintain the safety and health programme. The Committee shall be chaired by the VP Administration.
- ii) Take every precaution reasonable under the circumstances, to ensure that halls of residence and learning and work areas are safe and healthy to include
 - a) The provision of adequate lighting, ventilation and optimum temperature and humidity, as well as, the provision of a clean and hygienic environment, minimising noise and all other forms of pollution.
 - b) The provision of ergonomic adequacy of the work space.
- iii) Promote compliance with the policy and procedures by:
 - a) Training to ensure that all students and employees are aware of safety rules, regulations, guidelines, emergency plans; encouraging compliance; and implementing sanctions for non-compliance.
 - b) Holding Department / Hall Managers responsible for the implementation of the policy and ensuring that the learning/work areas are clean and free of any obstacles and unprotected hazardous materials.



5.3. The Laboratories

The Mico University College shall:

- i) Ensure that all laboratory workers including staff and students are suitably trained in general safety principles, and are aware of references and resources for more specific safe information including hazardous waste disposal and information regarding
 - Chemical safety
 - Biological safety
 - Radiation safety
 - Electrical safety
- ii) Encourage the
 - wearing of the proper lab attire at all times.
 - reporting of all unsafe acts, conditions or inadequate facilities to the Dean
 - practice of good laboratory hygiene habits at all times.
- iii) Ensure that its laboratory facilities and equipment meet the requisite standards in terms of safety.

5.4. Staff at the Cafeteria, Grounds

The Mico University College shall:

- i) Require all staff that are involved in the preparation of food to have a current Food Handlers Permit.
- ii) Require all staff that work in the Cafeteria and on the grounds to wear suitable clothing for the area of work.

5.5. The Infrastructure

The Mico University College shall:

- i) Make all buildings, facilities, plants etc., comply with OSHA standards including hurricane, earthquake, lighting and fire resistance, as well as, for operational efficiency.
- ii) Undertake periodic inspections for the evaluation of the infrastructure including all buildings, equipment, tools, and communication and transportation machinery to ensure conformity to the safety standards developed at the institution.
- iii) Institute a programme of regular maintenance of all infrastructure including all buildings, equipment and tools in accordance with the maintenance schedules and budget.



- iv) Be mindful of and keep current with environmental issues associated with infrastructure, such as pollution, waste and recycling.
- v) Encourage students, employees, contractors, to report any anomaly, hazardous situation or accident to be evaluated and for appropriate action to be taken.
- vi) Ensure that specified students, employees (especially hall managers), contractors (as necessary) are trained in areas of first-aid treatment and Cardiopulmonary Resuscitation (CPR).
- vii) Place appropriate signage on campus regarding assembly areas and other areas of the emergency plan.

5.6. Risk Management – Personnel and Property

The Mico University College shall develop a programme for hazard identification and risk assessment and shall institute recommendations regarding control procedures to minimise risk. The Institution shall:

- i) Ensure that all its properties are maintained at appropriate standards in terms of buildings, air-conditioning, electrical, plumbing, landscaping and janitorial.
- ii) Ensure that adequate security arrangements are put in place especially where cash is handled to minimise risks to employees and the Institution's property.
- iii) Ensure that the institutions properties are free of wild, stray, potentially harmful animals (including vermin).
- iv) Ensure that the Managers / Deans have the right to request that any student/employee get medical evaluation, if it is felt that the student/employee may be at risk to himself, his colleagues, or the property. If the medical evaluation determines that the student/employee is unable to continue, the HR Director shall make arrangements for them the leave the institution.
- v) Take the necessary precautions to reduce the spread of infectious diseases. Medical advice should always be sought, and the measures taken should include but not limited to
 - the implementation of quarantine measure whether on the Hall of Residence or where there are gatherings of large number of persons, e.g. at examination.
 - The appropriate sanitizing of areas.
- vi) At public events e.g. graduation, advise the guests the emergency plans, should there be an emergency.
- vii) Ensure that adequate engineering and administrative systems, where appropriate, are in place to reduce persons' exposure to risks.



5.7. Risk Management – Liability

The Mico University College shall develop programme to reduce its exposure to litigation and liability claim, and to this end shall:

- i) Ensure that requisite insurances are in place to include Public Liability Insurance, Employers Liability insurance.
- ii) Ensure that contractors engaged by the institution for contracts above one million dollars (\$1,000,000.00) carry appropriate insurance specifically Contractors All Risks, Public Liability and Employers Liability and that Consultants carry professional liability.

5.8. Rising to national needs

The Mico University College will make itself available as a shelter in the event of national disaster, but shall develop suitable regulations for the condition of stay of the persons seeking shelter.

6. Responsibilities

Safety and the health shall be the responsibility of student and employee, and who shall ensure that safety and health are among the foremost consideration of every organisational activity.

6.1. The Board of Directors

The Board of Directors has responsibility for the Institution's Occupational Safety & Health Policy and shall support the process by allocating adequate resources.

6.2. The President and Executive Management Team

The President and Executive Management Team shall:

- i) Ensure the implementation of the policies and programmes that promote safety, health and wellness of the students and employees and that students and employees adhere to the Policy.
- ii) Delegate responsibilities / authority to trained and competent personnel and hold them accountable by including safety and health responsibilities in performance criteria as appropriate.
- iii) Allocate adequate resources to implement any health and safety programme
- iv) Ensure that the institution complies with all relevant Laws, Regulations and Requirements.
- v) Provide a safe and healthy environment for learning and working.

The President and the VP Administration have the absolute authority to stop or suspend any dangerous activity or practice.



6.3. The Occupational Safety and Health Committee

The Occupational Safety and Health Committee shall:

- i) Manage the process, to ensure the dissemination of information relevant to occupational safety and health to students and employees and to ensure compliance with the policy and procedures.
- ii) Along with the HR Department:
 - a) Promote the health and safety policy and procedures and ensure students / employees are trained and certified as required.
 - b) Develop a procedure for reporting and investigating accidents
 - c) Ensure that confidential information received from an investigation through interaction with students or employees remain confidential.
 - d) Develop and post protocols for dealing with emergencies (health and otherwise)
 - e) Assist in resolving health and safety issues at the institution.
 - f) Provide feedback on health and safety suggestions/concerns made by the students or employees.
- iii) Ensure that facilities are maintained according to the safety and health standards.
- iv) Develop a programme for hazard identification and risk assessment, and make recommendations regarding control procedures.
- v) Keep abreast of progress in the industry and make recommendations for improvements as necessary.
- vi) Ensure an effective system for monitoring visitors entering and exiting buildings on campus including the halls of residence.
- vii) Ensure that audits are carried out periodically on health and safety programmes and ensure that recommendations are forwarded to Executive Management.
- viii) Review the Policy once a year or as the need arises, to incorporate changes or developments in the environment or industry improvements.

6.4. Medical Personnel

The Medical personnel employed to the Mico University shall:

- i) Ensure proper medical records are kept for all students
- ii) Ensure that the medical post is opened and closed at the requisite time during the school day to attend to staff and students.
- iii) Establish a medical post during an emergency to assess, treat the injured, and refer patients for more specialized treatment, in an emergency as appropriate.



6.5. The Human Resource Department

The HR Department shall:

- i) Ensure that information from the Policy and Procedures are incorporated in the employment process (orientation)
- ii) Ensure that health and safety training is part of the training calendar each year including defensive driving for drivers.
- iii) Institute policies related to screening of and employees before they enter the institution.
- iv) Ensure that contracts referred to External Council for drafting incorporate relevant clauses for health and safety as appropriate.

6.6. Student Affairs and Services

The Departments dealing with Student Affairs and Services shall:

- i) Require students to inform the institution of any medical condition, especially where it may lead to an emergency situation requiring special treatment. All medical conditions must be supported by a medical certificate.
- ii) Support students who need special assistance

6.7. Managers, Department Heads and Supervisors

Managers, Department Heads and Supervisors shall:

- i) Adhere to this policy and ensure compliance with health and safety requirements, relevant laws and regulations.
- ii) Conduct regular inspections of work areas and/or halls of residence to determine risks and take appropriate action to reduce or minimize these risks.
- iii) Design programmes, organisational structure and relationships to minimize stress and to promote safe work methods.
- iv) Report and investigate incidents and accidents.
- v) Provide information and recommend training for employees to protect their safety and health, and recommend the necessary skills training as necessary.
- vi) Establish control procedures regarding hazards and accidents in the workplace and halls of residence, and ensure that this information is communicated to employees and students.
- vii) Take immediate action on the receipt of any report or the suspicion of unsafe or hazardous conditions.
- viii) Supervise and audit processes to ensure that proper procedures are followed, and that persons use protective gear and devices provided.
- ix) Note any change in behaviour and/or attitude of student or employees and refer concerns to the campus Doctor as necessary.



6.8. Safety Wardens

Safety Wardens are volunteers who shall be trained to assist with evacuations and coordination of personnel when an emergency occurs. They shall:

- i) Ensure that good housekeeping standards are maintained within the Department/Faculty.
- ii) Have the requisite tools and functional communication equipment e.g. Radio, flashlights, whistles, etc.
- iii) Have a good knowledge of the safety procedures, the evacuation routes etc.

In an emergency, in the case of a fire if an evacuation is required for any other emergency, Safety Wardens will:

- iv) Be easily identifiable
- v) Liaise with the Emergency Coordinator
- vi) Alert building occupants and advise them on the appropriate action to take.
- vii) Assist in the orderly evacuation of occupants by directing them to the nearest exit and ask them to remain at the outdoor assembly area.
- viii) Assist individuals with physical disabilities to an area of refuge, if they cannot evacuate, and advise emergency responders of their location.
- ix) Conduct a check of rooms and secure areas (i.e. close doors) once checked.
- x) Advise Emergency coordinators and emergency responders on the status of evacuation or emergency conditions.

6.9. First Aiders/First Responders

First Aiders / First Responders shall:

- i) Respond promptly to calls for assistance and provide same. Assistance must be in line with training
- ii) Request additional help when so required
- iii) Refer to the Medical Practitioner (Nurse/Doctor) as required.
- iv) Ensure that first aid kits are fully stocked. Request replenishment through the HR Department
- v) Maintain a log of all first aid administered
- vi) Liaise with the OSHA Committee, regularly.

A list of the First Aiders shall be posted, so that the community will know these persons.



6.10. Students and employees

Students, living on campus or not, as well as all employees shall:

- i) Take reasonable care of their safety and health.
- ii) Ensure that they understand the requirement of the policy, procedures, and standards and comply with them.
- iii) Report all health and safety concerns, incidents, accidents, or any injury or illnesses to their immediate supervisor or the manager.
- iv) Follow established procedures, wear personal protective equipment as required and/or instructed, and use machinery, equipment and materials, only as authorized and as trained and with caution as is necessary.
- v) Participate, wherever possible in defining safe work procedures and opportunities to protect and promote health and safety on campus.
- vi) Ensure that behaviour or activities do not place their health and safety or the health and safety of others at risk.
- vii) Adhere to the General Safety Rules.

6.11. Security Personnel

The Security Personnel shall be:

- i) Familiar with the Emergency Procedures of the Institution
- ii) Familiar with all the exit points and assembly areas
- iii) Operational during and after an emergency or disaster.

7. General Safety Rules

7.1. Students, living on campus or not, as well as all employees shall:

- i) Take whatever security precautions necessary to preserve life and property in an emergency situation.
- ii) Report all incidents/accidents, injuries to the Hall Manager, Head of Department/Dean.
- iii) Report any unsafe condition or acts to the Hall Manager, Head of Department/Dean for corrective action.
- iv) Perform all work following safe work practices and safe job procedures.
- v) Maintain good housekeeping in your work area at all times.
- vi) Ensure that your work area is adequately lit and well ventilated.
- vii) Ensure that emergency exits and fire fighting devices are not blocked at any time.
- viii) Ensure that fire fighting devices are not used frivolously.



- ix) Wear the appropriate personal protective gear at all times when doing specific tasks (to include gear for eyes, skin, respiratory organs, and hearing).
- x) Do not smoke in any building on campus (Smoking is prohibited inside all buildings on campus).

8. Guidelines

The Mico University College shall take every reasonable precaution to ensure that students, employees or visitors are exposed to an environment that is safe and healthy.

8.1. Emergency Plan and Disaster Preparedness:

The Mico University College values highly the preservation of life and property and to this end, shall seek to develop a programme to address emergencies, whether medical, or plant damage that may have been caused by fire, natural disaster, civil disorder or any other. The Institution shall therefore seek to:

- i) Establish a First-Aid programme inclusive of CPR
- ii) Liaise and establish a relationship with national emergency agencies e.g. hospital, fire and the police. Contact information with these entities, shall be posted in areas determined by the University College and a protocol established for contacting these services.
- iii) Extend assistance to the family of employees who have suffered a job-related accident. This assistance shall be determined by the management of the institution.
- iv) Establish through HR a plan for employees who are seriously ill especially those who are terminal.
- v) Establish mechanisms for dealing with fire, natural disasters and civil disorder to reduce the loss of life, property and economic damage, and shorten the recovery period following a disaster. The procedure shall be established and published and staff and students adequately trained.

8.2. In the case were the emergency is confined:

- i) The area shall be cordoned off not only to contain the situation, but ensure that the area remains sterile, to assist with investigations if necessary.
- ii) The Security guards shall ensure that the area remains uncontaminated, and that unauthorized persons are kept aware for their own safety.



8.3. In an emergency involving the safety/health of persons:

- i) Remain calm and positive
- ii) Check for danger. Protect yourself and the injured person from fire, explosions, or other hazards.
- iii) Look at the situation as a whole.
 - Determine the most serious problem and what needs to be done first. The most obvious problem may not always be the most serious.
- iv) Treat the most life-threatening problems like bleeding or shock first.
- v) Do not move a person if you think he/she has a spinal injury, unless the danger is great.
- vi) Check for broken bones and other injuries.
- vii) Be ready to start CPR if the person is unconscious or does not respond to your voice or touch,
- viii) Call the medical personnel or an emergency service if you need help.

8.4. Substance Abuse

- i) The Mico University College prohibits substance abuse by its students, employees or visitors.
- ii) For employees: In the event of an accident during the performance of an employee's duties, in which an employee is found to have been under the influence of drugs or alcohol, or if an employee is caught using any illegal drug or alcohol whilst on the job, the employee will be treated in accordance with the Human Resources Policy, Guidelines and Procedural Manual.
- iii) For students: If a student is caught using any illegal drug whilst on campus, the student will be liable for expulsion.

8.5. Violence on Campus

- i) The Mico University College prohibits the use of physical violence on campus or while doing the institution's business.
- ii) Staff and/or students confronted with physical violence on campus or while doing the institution's business, shall take reasonable action to secure themselves, their neighbours and the property (if it is safe to do so).
- iii) Any student, employee or visitor who becomes violent, and is a threat to the safety of himself or any other person while on campus, shall be immediately removed from the premises by the security personnel (if it is safe to do so). In the case of a student the action may warrant expulsion and in the case of an



employee, action taken shall be in accordance with the Human Resources Policy and Guidelines.

8.6. "No Smoking"

- i) In accordance with The Mico University College's undertaking to be mindful of environmental and health issues, all facilities operated by the institution shall be "No Smoking" facilities.
- ii) "No Smoking" signs shall be placed in special areas especially where there is a risk of combustion.

8.7. Facility Design and Layout

- i) **New Structures:** The Mico University College shall ensure that, new construction – buildings, facilities, plants etc. Shall be designed so that they meet current building codes and standards.
- ii) **Existing structures:** The Mico University College shall take all reasonable steps to ensure that existing structures are retro-fitted to meet current building codes and standards, where feasible.

8.8. Records Management

The institution shall:

- i) ensure that its data is accessible for operational, accountability and compliance purposes.
- ii) ensure that all its data (paper, tape, electronic or otherwise) shall be managed in such a way to ensure proper maintenance, storage and disposal when necessary in accordance with the Record Management Policy and Procedures.

8.9. Information Technology

The institution shall put policies and procedures in place to ensure that its information technology resources are used responsibly and ethically. The institution shall grant the privilege for use of the technology resources so long as its policies and procedures are complied with and if not the privilege may be revoked.



B. OCCUPATIONAL SAFETY & HEALTH (OSHA) COMMITTEE

9. Statement

- i) The purpose of the OSHA Committee is to oversee the promotion of health and safety programmes in the institution.

9.1. Organisation of the OSHA Committee

- i) An Occupational Safety and Health Administration Committee shall be established at the institution, with the VP Administration/Nominee acting as Chairman of the Committee.
- ii) The Members of the Committee shall include the HR Director, The Maintenance/Plant, Manager, the Hall Managers, a representative from Student Affairs and Student Services and any other person determined by the Committee to complete its membership
- iii) The Medical Doctor and Nurse shall be ex-officio members of the Committee.
- iv) The Committee shall hold regular meetings, the frequency to be determined by the Committee. The Committee shall maintain minutes of its meeting, as well as, records of correspondence and activities.
- v) Members except the ones named shall serve a continuous term of two (2) years, but no more than four (4) years; except for any specialist/experts. The length of membership shall be staggered to ensure continuation of experience.
- vi) The Committee shall receive all accident/incident reports to determine if there are hazards, and the strategies to reduce them.
- vii) The Committee shall establish a system by which it obtains safety-related suggestions and/or reports of hazards directly from employees or students.
- viii) The Committee shall ensure that its members are trained. Training may include:
 - a) Occupational Safety and Health Policy, Plans and Procedures
 - b) Methods of conducting Safety Committee Meetings
 - c) Hazard identification and prevention
 - d) Fire Prevention
 - e) Effective incident investigation principles.

9.2. Duties and Responsibilities of the OSHA Committee

The OSHA Committee shall:

- i) Assist the institution in evaluating the Health and Safety Programme and make recommendations as necessary.



- ii) Actively participate in identification of safety & health hazards, perils and unsafe work practices and make recommendations to eliminate hazards.
- iii) Have ready access to relevant safety and health codes, regulations or legislation and instructions regarding their use.
- iv) Monitor any health and safety programmes implemented.
- v) Develop procedures to carry out the committee's functions, taking into account the requirement of the institution's needs and welfare.
- vi) Respond to health and safety concerns, complaints
- vii) Participate in audits and inspections of working stations, learning facilities, as well as, investigations of accidents/incidents

9.3. Committee Procedures

- i) Schedule
The Committee shall meet regularly, the frequency to be determined by the Committee. The Committee shall maintain minutes of its meeting, as well as, records of correspondence and activities.
- ii) Agenda
Any member may place items on the agenda for discussion at a Committee meeting. Relevant papers shall be circulated in advance to allow members adequate time for preparation.
- iii) Minutes
Minutes shall be sent to each Committee member, and may be posted for all employees, where it is deemed necessary to advise personnel of decisions taken. Minutes may be retained for three years.
- iv) Conduct of Meetings
Meetings shall be conducted by the chairperson. In the absence of the chair person, the members in attendance will select a member as Acting Chair, who will conduct the meeting.
- v) Quorum
At regular meetings, a quorum shall be one half of the appointed members, In the absence of a quorum, a Committee meeting may continue except that no formal votes shall be conducted.
- vi) Sub-Committee
Sub Committee may be formed to carry out tasks on behalf of the Committee as required.
- vii) Reporting
The Committee shall make annual reports to the Executive Committee on its activities, its observations and evaluations and its recommendations.



C. OCCUPATIONAL HEALTH AND SAFETY PLAN

10. Statement

The Mico University College will develop a plan to promote health and safety of personnel at the institution, as well as mitigate against property damage and shall relate to all personnel on campus and all the facilities at the institution

11. First Aid

To ensure that first aid facilities are in place in terms of personnel and equipment to assist persons who may become ill or injured.

11.1. General

- i) The institution shall ensure that at least 10% of its staff are trained as First-aiders
- ii) The institution shall also ensure that at least 10% of the student population on the Halls of Residence are trained First-aiders.
- iii) A designated sick-bay shall be provided for members of staff
- iv) The institution shall post the names and contact information of First Aiders.
- v) The institution shall post contact information for emergency services at designated areas on campus
- vi) First aid supplied shall be made available to all employees requiring such items and new employees shall be made aware of the stations during orientation.
- vii) When administering first aid, all first-aiders must apply the universal precaution approach i.e. (a) assume all blood and body fluids are infectious, (b) wear the required personal protective equipment and (c) wash hands thoroughly after assisting.

11.2. Responsibilities

11.2.1. Heads of Departments/Deans

Ensure that at least one person in the Department/Faculty is a certified First Aider

11.2.2. First Aiders/First Responders

- a) Respond promptly to calls for assistance and provide same. Assistance must be in line with training and when required additional help should be requested from trained professionals (Nurse/Doctor). The First Aiders/First Responders should maintain a log and should liaise with the OSH Committee.
- b) Ensure that first aid kits are fully stocked. Request replenishment through the HR Department.



11.2.3. VP Administration

Ensure that security firm has members on campus that are trained first-aiders

11.2.4. OSHA Committee

Maintain contact with First Aiders regularly ensuring the currency of their certification; and conduct periodic audits of first aid kits and other emergency supplies. The Committee should also periodically review the effectiveness of the first aid programme.

11.2.5. HR

Coordinate and organize training for first-aiders, and refresher courses as required.

11.3. Medical Conditions

It is important for the institution to be aware of the medical conditions of students and staff members, so that appropriate treatment can be dispensed in an emergency. All contracts/ appointment letters for staff and medical forms for students shall have a disclaimer indicating that staff / students have a responsibility to advise of any medical conditions and the institution cannot be held liable should the condition cause any medical emergency.

11.4. Responsibilities

11.4.1. Medical Practitioner

Ensure adequate medical examinations are conducted

- i) on students at entry to determine baseline medical data and special needs and how they can be accommodated.
- ii) to treat illnesses and injuries of both staff and students generally and in the event of an emergency or disaster and to refer as necessary to more specialised facilities e.g. a hospital as is warranted.

11.4.2. HR Director

Ensure that new staff members provide information regarding

- i) their medical history
- ii) their suitability for the job to be done.
- iii) their specific needs and how they can be accommodated.



11.4.3. Department Heads

- i) Refer staff member / student to Medical Practitioner, in the case of illness and especially if it is felt that the employee may be at risk to themselves, their colleagues or the property.

11.4.4. Student Admission

Ensure that all students get a medical examination from the Institution's Doctors, to determine

- i) baseline medical data, and
- ii) their special needs and how they can be accommodated

The student will also be required to declare any medical condition, which should be supported by a medical certificate. If the student lives on Hall the Hall Managers must be advised of the medical condition.

11.4.5. All personnel

- a) Wear requisite 'medical alert' tag. Indicating particular allergies e.g. penicillin allergy etc.
- b) Remain at home and follow directions of the prescribing physician if suffering from an infectious disease e.g. conjunctivitis, measles, etc.

12. Transportation

The University College shall ensure that only properly qualified and authorized individuals are allowed to drive vehicles on behalf of the institution.

12.1. Scope

The policy is applicable to authorized drivers of any vehicle owned or operated by the institution, inclusive of motorcycles. It is also applicable to the use of personal vehicles, rented or leased vehicles for the conduct of company business.

12.2. Eligibility

Persons eligible to drive a vehicle owned and/or operated by the institution shall include:

- i) Persons who have a valid driver's license, and who have been authorized by the institution. If an authorized driver has his/her driver's license revoked or suspended, the driver must immediately cease operation of the vehicle and



report the revocation/suspension the HR Director. Failure to do so may result in disciplinary action, including dismissal.

- ii) Authorised employees only, except in emergencies, or in the case of repair testing by a mechanic.

12.3. Responsibility of Drivers

- i) Have a valid driver's license in possession at all time.
- ii) Use vehicles for authorised official purposes only.
- iii) Obey the Road Code, and exercise reasonable caution to prevent collision or other losses.
- iv) Operate the vehicle in accordance with all applicable policies, procedures and rules,
- v) Report to the VP Administration
 - Schedule for licensing etc. and any defects on the vehicle
 - Any change in driving status, and any summonses received for traffic violations
 - Any accident regardless of severity.

12.4. Vehicle Maintenance

Proper vehicle maintenance is a basic element of any fleet safety programme, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdown. Vehicle maintenance programme shall include the following:

- i) Scheduled weekly & monthly inspection
- ii) Scheduled cleaning (interior and exterior), and as necessary
- iii) Adherence to the maintenance schedule.

12.5. Facility Maintenance

The University College shall ensure that its facilities are adequately maintained for operational efficiency and general upkeep. The maintenance shall address: the electrical system, air-conditioning system, plumbing system, and fire prevention system, as well as landscaping and janitorial system. The University College shall devise a system for preventative maintenance but shall respond to emergencies.

12.6. Preventive Maintenance

To prevent emergencies and equipment breakdown, there shall be ongoing maintenance on equipment. Preventive measures include inspections, testing, lubrications, cleaning, filter and belt changes. Work shall be performed in accordance with the manufacturer's recommended maintenance procedures. Preventive



maintenance responsibilities include those mandated by government regulations, insurance requirements and building codes. Many of these, such as fire alarm testing, are designed to ensure the safety of building occupants.

12.7. Emergency Services

A maintenance emergency is any situation that will result in a threat to life, safety, health, facilities, utilities or the cancellation of classes, clinics or events if not responded to immediately. An example of an emergency would be a water pipe bursting and flooding a classroom. If an emergency is determined to have been caused by a department's inappropriate action or inaction, the emergency response may be chargeable to that department.

13. Chemicals

The University College shall ensure that hazardous chemicals, whether for equipment to run the plant or for the laboratories are handled in the safest possible way.

13.1. General Requirements

- i) All Chemicals shall have a Material Safety Data Sheet (Details at Appendix I).
- ii) All Chemical containers must be labelled. Minimum labelling requirements:
 - Name of Chemical
 - Supplier/Manufacturer
 - Hazard warning

And if the Chemical is being transferred from one container to another the second container must also be labelled. In addition, missing illegible labels must be replaced immediately.

- iii) All persons handling hazardous chemicals must be made aware, be trained and use proper personal protective gears as required.

13.2. Storage Requirements

- i) Chemicals must be stored in designated restricted areas that has adequate ventilation
- ii) Container caps and lids must be securely tightened on containers. This prevents leaks and evaporation of contents
- iii) Chemicals must not be stored directly on the ground. They must be stored either on shelves or on palates.



- iv) Hazardous materials must be stored away from heat and direct sunlight. Heat and sunlight may impact and degrade chemicals, deteriorate storage containers and labels.
- v) Conduct periodic cleanout of chemical storeroom to minimize accumulating unwanted chemicals.

14. Fire Prevention

14.1. Statement

The University College shall provide information and guidance regarding fire prevention strategies; to include the inspection, testing and maintenance of fire prevention and protection systems and appliance.

14.2. General Requirements

- i) The institution shall ensure that all buildings have at least one fire extinguisher on each floor and all historic buildings shall have more and fire hoses where applicable.
- ii) Fire equipment inspection, testing and maintenance shall be conducted regularly and the records kept by the VP Administration.
- iii) All stairwells, exits and passages must be free of obstruction at all times.
- iv) There must be clear access to fire protection equipment (extinguishers, fire hoses etc.)
- v) Flammable and combustible materials must be stored in proper storage containers.
- vi) Storage height must be a minimum 0.9 m from the ceiling and light fixtures.
- vii) Remove and dispose of unwanted combustible materials.

14.3. Training

- i) Employees shall be introduced to building fire safety, fire prevention and emergency response during the orientation sessions.
- ii) A core group of individuals will be trained as safety wardens with responsibilities for assisting with ensuring the minimum housekeeping standards are maintained.
- iii) The HR Director shall maintain training records of the safety wardens.



D. EMERGENCY AND DISASTER PREPAREDNESS PROCEDURE

15. Purpose

The Mico University College values highly the preservation of life and property and to this end, the institution will seek to reduce risks to both in the event of an emergency or a disaster. The purpose of the emergency and Disaster Preparedness Procedure is:

- a) To outline the action to be taken before, during and after an emergency or disaster so that there is minimal damage to life and property,
- b) To establish guideline for the maintenance of the Institution’s properties (i.e. buildings, stock and equipment) to reduce exposure to risks in the occurrence of an emergency or a disaster; and
- c) To establish strategies by which the institution can recover in the shortest possible time after an emergency or disaster.

15.1. Scope

The procedure applies to all personnel on campus and to all the facilities at the institution.

16. Emergency and Disaster Preparedness Procedures

Action	Action By
<p>16.1. Protection of Personnel</p> <p>The situations that may result in a medical emergency shall be detailed in the Personnel Manual and shall include First Aid treatment, Minor and Major Accidents and Medical Conditions.</p>	
<p>16.2. First Aid Treatment</p> <ul style="list-style-type: none"> a) Have at least one fully stocked First Aid Kit in special areas e.g. Each faculty, Cafeteria, Labs and Sports facilities. The Kit shall be inspected at least once per month and re-stocked as necessary. b) Report all injuries to the Nurse/Medical Doctor on campus. c) In the case of minor injuries, dispense First Aid Treatment in accordance with training or refer to the Nurse / Medical Doctor on campus 	<p>HOD/Dean</p> <p>Injured Staff member/First Responder</p> <p>First-Aider</p>



Action	Action By
<p>d) In the case of major injury, illnesses or medical emergency refer to the health professionals (Nurse / Medical Doctor) and follow instructions.</p>	<p>First Responders</p>
<p>16.3. Incident / Accident</p> <p>a) Report any incident/accident immediately verbally and complete an incident/accident report form</p> <p>b) Visit immediately the Nurse/Medical Doctor on campus (where necessary).</p> <p>c) Determine the course of action to be taken in the case of persons who may be injured and implement.</p> <p>d) Determine the course of action to be taken to prevent further damage to property or injury to person and implement.</p>	<p>Injured staff member / student or colleague Injured staff member / student or colleague Nurse/Medical Doctor</p> <p>Manager/Supervisor</p>
<p>16.4. Medical Condition</p> <p>a) Inform the institution of medical condition on entry and provide medical certificate in support.</p> <p>b) Refer any person suffering from the medical condition to the Nurse/Medical Doctor on campus.</p> <p>c) Determine the course of action to be taken.</p>	<p>Person with medical condition Person with medical condition / colleague Nurse/Medical Doctor</p>
<p>16.5. Communication</p> <p>Comply with the Communication Policy and procedure, whenever information concerning and Emergency or disaster has to be disseminated either to the staff or to the media.</p>	<p>Principal / All VPs / Members of the Executive Management Team / PR Director</p>
<p>16.6. Drills</p> <p>Arrange Fire Drills to ensure that all persons (staff and students alike) are familiar with the procedures:</p> <p>a) Arrange Drills at least once per semester</p> <p>b) Liaise with Fire Department, to organise drills</p>	<p>VP Administration and OSH Committee</p>



Action	Action By
<p>16.6.1. Conduct of Drills</p> <p>Conduct Drills in the following sequence:</p> <ul style="list-style-type: none">a) Alarmb) Evacuationc) Assemblyd) Head Counte) Debriefing	VP Administration and OSH Committee
<p>16.6.2. Report</p> <p>There should be a formal report on every Drill, noting weaknesses, and recommend improvements.</p>	VP Administration and OSH Committee
<p>16.7. Information Protection</p> <p>Information and data are regarded, as property of the University College and therefore every effort must be taken to ensure the continuous protection and security of documents and/or electronic data.</p>	
<p>16.7.1. Secure Areas</p> <p>The University College shall identify secure areas both on and off site where information can be stored and protected during an emergency or disaster. Inspect these areas at least once per year to ensure continued suitability.</p>	VP Administration Director Information Services



Action	Action By
<p>16.7.2. Record Management</p> <p>The University College shall:</p> <ul style="list-style-type: none"> a) Ensure the constant security of information and protect from fire, water, mildew, insects etc. in accordance with proper Records management processes. b) Ensure that all critical electronic data have back-up systems off-site. c) Move information off-site to secure a secure site when a disaster is imminent, if at all possible. 	<p>VP Administration Director Information Services</p>
<p>16.8. Precautionary Measures – Natural Disasters</p> <p>Natural disasters consist of storms, torrential rains and floods, hurricanes and earthquakes.</p>	
<p>16.8.1. Safeguard Measures</p> <p>The University College shall take steps for the safety of its personnel (staff and students) as well as, its property and to this end shall:</p> <ul style="list-style-type: none"> a) Ensure that budgetary provisions are made annually for emergencies / disasters. b) Ensure that all windows, walls roofs are water-proofed, to prevent water intrusion. c) Ensure that bookcases, filing cabinets, shelves, storage bins, are properly secured to prevent them becoming dislodged during an earthquake. 	<p>VP Administration Director Information Services</p>
<p>16.8.2. At the Start of the Hurricane season</p> <ul style="list-style-type: none"> a) Ensure that all ducts and drains are cleaned constantly, but especially during the hurricane season. The cleaning will prevent damming of water and hence flooding. b) Ensure that trees close to electric wires are trimmed, to mitigate against damage to electrical wires. 	



Action	Action By
<p>16.8.3. When a Hurricane Watch is issued</p> <ul style="list-style-type: none"> c) Ensure the adequacy of supplies to the institution. E.g. fuel in motor vehicles, fuel for the operation of the institution, water in water tanks, emergency supplies, and communication equipment is charged etc. <p>16.8.4. When a Hurricane Warning is issued</p> <ul style="list-style-type: none"> a) Students are sent home and the University College makes provisions for lockdown. b) Secure all loose items on the roofs, grounds and elsewhere to prevent them acting as missiles. c) Ensure that motor vehicles have adequate supply of fuel and are secured in a safe place. <p>16.8.5. For an Earthquake</p> <ul style="list-style-type: none"> a) Establish predetermined escape routes and assembly points and advise all staff, as well as, the evacuation procedure. b) Evacuate the building in accordance with the Evacuation procedure (Staff and students). a) will prevent damming of water and hence flooding. b) Ensure that trees close to electric wires are trimmed, to mitigate against damage to electrical wires. 	
<p>16.9. Precautionary Measures – Fire</p> <p>The institution shall ensure that there is sufficient equipment which is adequately maintained to ensure that persons can be notified effectively, and that the safety measures in place are sufficient:</p> <p>The equipment shall include by not limited to:</p> <ul style="list-style-type: none"> a) Communication equipment including cell phones, bull horns etc. b) Standby power generators c) Fire Prevention and Protection equipment d) Fire suppression equipment e) Emergency equipment as per Evacuation Procedure. <p>There should be well kept reports of maintenance activities on the equipment.</p>	



Action	Action By
<p>16.9.1. Fire Detection and notification system</p> <ul style="list-style-type: none">– Conduct visual inspection of smoke/ heat detectors <i>monthly</i> and test system <i>every two years</i> with smoke simulation.– Conduct tests of the building alarms monthly to ensure that control panels, batteries and emergency backup systems are in order.	Maintenance Manager
<p>16.9.2. Fire Suppression</p> <ul style="list-style-type: none">– Check Fire extinguishers (ABC) monthly, to ensure they are fully charged and functional.– Ensure that fire extinguishers are functional and meet manufactures specifications at least once per quarter.– Check Fire hoses monthly, to ensure that the hose is functional and that parts and connections have not crystallised.– Ensure that emergency signs are in place and visible at all times.– Ensure that standby generators always functional. There should be monthly checks of battery charge, coolant and oil levels, fan belts, terminals etc.	Maintenance Manager Contractors Maintenance Manager VP Administration Maintenance Manager
<p>16.10. Good Housekeeping</p> <ul style="list-style-type: none">a) Good Housekeeping practices should be maintained and should includeb) Stairwells, exits and passages must be free of obstruction at all timesc) There must be clear access to fire protection equipment (extinguishers, fire hoses) etc.d) Flammable and combustible materials must be stored in proper storage containers or removed and disposed of in the proper way.e) Storage height must be at minimum of 1 m from the ceiling and light fixtures.	All staff / students



Action	Action By
<p>16.11. Emergency Procedure – Fire, Explosions etc. There are disasters other than natural disasters; these include fire, explosions, utility failure, communication failure, plant damage, hazardous material accident etc. which may require immediate evacuation from the building or site.</p>	
<p>Follow the following procedures for disasters and/or emergencies that require immediate evacuation from the building:</p> <ul style="list-style-type: none">– Sound the alarm (Once the alarm is made, send message electronically) to all relevant personnel.– Evacuate the building/area as per the Evacuation Procedure– Report all missing persons Emergency Officer.– Switch off all electrical Equipment	<p>All Staff HR/IT Departments All Staff / Maintenance Personnel</p>
<p>16.11.1. In case of a bomb threat:</p> <ol style="list-style-type: none">a) Follow the instructions on the Bomb threat Control Sheet.b) Advise Senior Manager and the Policec) Arrange for the alarm to be set off so that occupants of the building will be aware that there is an emergency and proceed with the evacuation procedure.	<p>Telephone Operator receiving the call Senior Manager</p>



Action	Action By
<p>16.12. Emergency Procedure – Civil disorder, Riot etc. Other emergency situations may arise in civil disorder, riot etc. In these situations there may be a need to evacuate the area.</p> <ul style="list-style-type: none"> a) Contact the relevant authority (e.g. Police) to determine the extent of the disturbance, and to solicit advice as to the recommended routes. b) Advise the staff in terms of: <ul style="list-style-type: none"> – Office Closure – Recommended routes to leave the area c) Ensure that persons in the field are contacted and advises d) Secure the property and switch off machinery and equipment and alert the Security. 	<p>Any Executive Manager</p> <p>HR Director</p> <p>HR Director</p> <p>VP Academics</p>
<p>16.13. Emergency Procedure – Information Systems</p> <ul style="list-style-type: none"> a) Prevent all critical files, including Accounts Software and data files, from being lost, there critical files shall be: b) Backed-up daily and file shall be store off site. c) Logged including the name of the files, backup date, start time, name of person backing up and signature. d) Disconnect services before evacuating the building in the event of a disaster, if there is no immediate danger to life. 	<p>IT Department</p> <p>IT Department</p>
<p>16.14. Recovery Procedure</p> <p>After a Disaster or an Emergency:</p> <ul style="list-style-type: none"> a) Ensure that staff, as well as, students where relevant have had their basic needs met. (Arrangements regarding accommodations may have to be made for residential students if the emergency takes place during the night). b) Secure the institution’s properties to prevent looting and minimise damage. c) Ensure that financial resources are in place to allow the institution to become fully operational in the shortest possible time. 	<p>HR Director</p> <p>VP Administration</p> <p>Bursar</p>



Action	Action By
<p>16.14.1. Restore Information System:</p> <ul style="list-style-type: none">a) Coordinate the procedure for ensuring that the information system is returned to operational efficiency as quickly as possible.b) Contact external agents as necessary assist with recovery of data.c) Ensure accuracies of restarted balances and interim transactions are coded.	<p>IT Director</p> <p>IT Director</p> <p>Bursar</p>
<p>16.14.2. Procedure for large groups</p> <ul style="list-style-type: none">a) All large groups (e.g. at graduation) shall be advised of the emergency procedures at the start of event should there be an emergency situation. The advice shall include:<ul style="list-style-type: none">- The location of exits- how to proceed i.e. quickly, without panicking- The need to keep thoroughfares free and unimpeded, to allow emergency vehicles access to the area.	



17. Evacuation Procedure

Action	Action By
<p>17.1. Purpose and Scope</p> <p>The purpose of this procedure is to outline the processes to remove all persons present in any building or site of the Mico University College from imminent danger, in an emergency or disaster, in the shortest possible time.</p> <p>It is imperative that all persons in the buildings or on site be aware of the need to react quickly and in accordance with the established procedures in the event of an emergency and to leave the area promptly.</p> <p>The procedure applies to all persons in the buildings or sites of the Mico University College.</p>	
<p>17.2. Evacuation</p> <p>17.2.1. Preparation for Evacuation</p> <p>a) Appoint an Emergency Coordinator</p> <p>17.2.2. Emergency Personnel</p> <p>All Emergency Personnel shall:</p> <p>a) Be familiar with the Disaster Plans and Evacuation Procedure</p> <p>b) Have functional communication equipment to liaise with Emergency Coordinator and other Emergency personnel.</p> <p>c) Ensure that the stock of emergency supplies is well maintained.</p> <p>d) Have available, office and after-hours telephone numbers of key persons etc.</p> <p>17.2.3. All Staff members and students</p> <p>a) Be familiar with exits and assembly points</p> <p>b) Be aware of exit routes</p> <p>c) Be aware of the location of First-aid kits and other emergency equipment</p> <p>d) Report any potentially dangerous situation to the Emergency Coordinator.</p>	<p>Appointment Committee of the Institution</p>



Action	Action By
<p>17.3. In an Emergency Situation</p> <p>17.3.1. An Emergency Situation</p> <p>a) When discovering an emergency situation, raise an alarm (The function of the alarm signal is to warn persons in the building/site that a state of emergency has arisen and that they should leave the building/site at once).</p> <p>b) If an emergency alarm is raised as a prank or for spurious reasons, the offender shall be disciplined as per the Personnel Policy.</p> <p>c) The person(s) discovering the emergency situation shall immediately advise:</p> <ul style="list-style-type: none"> - The HOD/Dean - The Telephone Operator <p>d) The Telephone Operator shall immediately call the appropriate State Agency e.g. Fire Department or Police.</p> <p>e) If necessary the information shall be relayed electronically to all relevant personnel.</p> <p>17.3.2. A Bomb Threat</p> <p>a) If a Bomb threat is received, the telephone Operator receiving the call shall immediately complete the Bomb threat for and advise:</p> <ul style="list-style-type: none"> - An Executive Manager - The Police / Bomb Squad - The Fire Department <p>b) The Executive Manager shall immediately raise the alarm</p> <p>c) Once an alarm is heard do not panic begin the evacuation procedure.</p>	<p>Employee discovering an emergency situation</p> <p>HR Director</p> <p>Employee discovering an emergency situation</p> <p>Telephone Operator</p> <p>HR/IT Department</p> <p>Telephone Operator</p> <p>Executive Manager</p> <p>All Staff</p>
<p>17.4. Evacuation Procedure</p> <p>a) On hearing the alarm, employees shall stop working immediately. Visitors and staff shall proceed quickly and orderly (i.e. in single file on the left). Towards the exits and then through to the emergency stairwells</p>	<p>All employees</p>



Action	Action By
(where present), to assembly points for further instructions.	HOD / Manager
b) The HOD/Manager has ultimate responsibility for the attendance register (if available) to indicate the persons who were in attendance at the time of the emergency.	Security Personnel
c) The Security personnel shall have a record of visitors to the campus.	All Personnel Personnel
d) Move to the designated assembly points	
e) Should there be only one exit from the room, and there is a fire, open the door just a crack to check for smoke. If there is, leave by a window if practical or proceed through the door keeping low to the ground. If the door feels hot, do not open, but use an alternative exit.	Groups
f) At the assembly point each grouping shall stand in identifiable groups and the groups shall remain at the assembly point to await further instructions by the Emergency Coordinator.	HOD / Manager
g) A head count shall be taken immediately as the group reaches the assembly point by the HOD/Manager or his appointee. If it is noticed or reported that someone is missing, the information is to be given immediately to the Emergency Coordinator.	Security Personnel
h) Instructions shall be given to the groups at the assembly point.	All Personnel
i) Assist the State Agencies to conduct search and rescue operations.	Emergency Coordinator
j) Report to the Emergency Coordinator if persons have sustained injury and are in need of medical attention.	Safety Wardens
k) Make the necessary arrangements for medical assistance.	
l) Assist disabled persons or any other person with limited physical capabilities e.g. pregnant women, persons with heart conditions etc.	All Personnel All Personnel
m) Stay away from buildings, walls, power poles or other structures that may fall, if outside the building.	Medical Personnel All Staff
n) Do not touch loose or dangling wire.	HR Director
o) Establish a medical post to attend to the injured.	
p) Refer all injuries to the medical post.	
q) In the event of serious injury or death, notify next of kin.	Emergency Coordinator
r) Confer with State Agencies, or other persons in authority, to determine if and when it would be safe to re-enter the building/site and advise staff accordingly.	



Action	Action By
<p>17.5. Role of Security Personnel</p> <p>The roles and responsibilities of the Security Personnel as it relates to the evacuation procedure shall be incorporated in all Security Contracts.</p> <p>17.5.1. The Security Personnel shall:</p> <ul style="list-style-type: none"> a) Be familiar with all exits and assembly points b) Monitor the evacuation of the building and direct persons to the assembly points c) Assist with the evacuation of disable persons or persons with limited physical capabilities, as necessary. d) Assist State Agencies with search and rescue efforts should anyone be reported missing and ensure that no place to which persons have access is overlooked. 	
<p>17.6. An Earthquake</p> <p>17.6.1. During an Earthquake</p> <ul style="list-style-type: none"> a) When in a building, keep calm and do no attempt to leave the building during the quake b) Stay away from windows and tall furniture such as filing cabinets c) Take cover under heavy furniture desk/table in a supported doorway or a corner and look out for falling objects d) If outside, stay away from high buildings, walls power poles or other structure that may fall. e) If driving, stop and carefully move the car as far out of traffic as possible. Do not stop on or under a bridge or overpass or under trees, light poles or signs. Stay in your car until the shaking stops. f) If in a mountainous area – watch out for falling rocks, landslides, trees and other debris that could be loosened by the quake. <p>17.6.2. After an Earthquake</p> <ul style="list-style-type: none"> a) Evacuate the building site as per the Evacuation Procedure. b) Do not use the telephones, and do not touch loose or dangling wires 	<p>All Personnel</p>



Action	Action By
c) Do not attempt to move seriously injured persons, unless they are in imminent danger or you are authorised to do so.	All Personnel
d) Ensure that all electrical circuit breakers are switched off, and all valves and pumps are locked off.	All Personnel
e) Ensure that Maintenance Service providers have access to emergency equipment.	All Personnel
f) Assess damage	Maintenance Personnel
g) Devise a programme to address damage, should there be broken water mains, dangling or loose electricity wire etc., and therefore contact relevant utility company as required.	VP Administration
h) Advise staff when to return to work, if there is serious damage to the physical plant, and work has to be suspended.	Technical Team/OSHA Com. VP Administration
	HR Director

18. Legal and Regulatory Requirements

The Mico University College shall satisfy the requirement of all applicable legislation included but not restricted to:

- i) Public Health Regulation
- ii) The Labour Relations Code
- iii) Insurance Legislation
- iv) The Building Operations and Works of Engineering Construction Regulations
- v) Occupiers Liability Act
- vi) Building Codes
- vii) Security Codes
- viii) Environmental Codes



19. References

- i) Lock Down Procedures
- ii) Security Contract
- iii) Records Management Policy
- iv) ICT Policy
- v) Laboratory Policy
- vi) Communications Policy and Guidelines
- vii) Human Resource Management Policy and Guidelines

20. Appendix I - Material Safety Data Sheet

The Material Safety Data Sheet may include the following:

- i) Chemical Product and Company Identification'
- ii) Composition
- iii) Physical and Chemical properties
- iv) Stability/reactivity
- v) Hazards identification
- vi) First Aid measures
- vii) Accidental release measures
- viii) Handling and storage
- ix) Exposure control /PPE
- x) Safe Handling
- xi) Toxicological information
- xii) Ecological information
- xiii) Disposal
- xiv) Transport information
- xv) Regulatory information
- xvi) Other