



الجامعة العربية المفتوحة
Arab Open University

**Policy of Health and Safety
At the Arab Open University**

Version :3

The Arab Open University - Health and Safety Policy

Responsibilities:

The overall responsibility for the Health and Safety issues at AOU lies with the Offices of the President and the Assistant President for Administrative & Financial Affairs. For implementation purposes, the said offices will delegate implementation and management responsibilities to the Rector of each AOU Branch, who will assure compliance through delegation to the appropriate HQ, Branch department or other relevant agencies. Health and Safety are, however, the collective responsibility of the entire AOU community.

Policy Statement:

AOU is committed to provide a safe and healthy learning and teaching and work environment. It is committed to protect the university community by adopting appropriate health and safety measures in each campus in compliance with the local health regulations in each Country.

Scope:

The policy applies to all members of the university community including staff, students, contractors and university guests and to all campuses and study centres of the university and in all activities related to the operation of the University.

Compliance

AOU will comply with the Health, Safety and Environmental Codes promulgated by the authorities of the country of operation in full cooperation with the host Ministries of Higher Education, Health, Environment, Fire and Safety. All AOU premises will be inspected regularly by the relevant public authorities for compliance with relevant building, health, environment, fire and

safety codes. Compliance will also be monitored through the respective offices at HQ and the Branch campus.

Implementation

The implementation of the policy requires the commitment of the Senior Management which has ultimate responsibility for health and safety, and involvement of University staff and others.

The necessary funding and resources needed to implement Health and Safety measures in each Campus must be included in the HQ and Branch annual budget.

AOU Branch Rectors and their respective offices are to review and submit to the Assistant President for Administrative & Financial Affairs an annual report on the Health and Safety measures in place at the Branch.

The Branch Rectors and their respective offices are to use the attached check list to assure consistency of compliance and assure all elements have been taken into consideration.

Items that are “in progress” or “not applicable” are to be noted as such.

AOU Branch Rectors are to assure that all health and safety inspections required by the law have been undertaken and reflected in the Branch annual report.

AOU Branch Rectors are to assure that risk assessments have been conducted and reviewed annually, or earlier if working or environmental conditions have changed.

AOU will assign Health and Safety staff, as required, to provide guidance and coordination on health and safety matters to the branches.

AOU will provide special safety measures for physically challenged individuals and other vulnerable groups.

AOU will provide protective equipment and clothing to staff and students as required by law and best practice.

AOU will provide training in health and safety matters to key staff members to assure adequate implementation of the AOU Health and Safety Policy.

Dissemination

AOU will widely distribute information circulars, brochures, and posters on health and safety matters of interest to the university population.

AOU will provide health and safety information through its website, Learning Management System(LMS) and local messaging systems.

AOU will clearly and publicly post safety and evacuation instructions in each of the premises for all AOU staff and students.

AOU will clearly mark in each of the premises all safety features including evacuation routes, assembly points, and fire extinguishers.

AOU will produce and disseminate to the university community health and safety manuals/guidance including the following:

- Code of conduct and general safety at work
- Emergency evacuation procedures
- First Aid training and awareness
- Health & Safety for special needs personnel
- Health & Safety in university laboratories
- Personal protective equipment
- General Housekeeping practices

Check list

In order to assure consistent application of all health and safety measures, a check list is attached to be used by HQ and AOU Branches and their respective offices.

Amendments to the AOU Health and Safety Policy

The Health and safety Policy is an evolving document. It will be reviewed every 3 years or earlier if circumstances dictate. AOU reserves the right to make amendments or additions as conditions require.

Version :3	Approved by UC# 63 -2018
Version:2	Approved by UC#57-2016
Version :1	Approved by VC# 15-2012

Framework for the Implementation of Health and Safety Policy

The health and safety policy at AOU is executed within a well-developed framework that underpins the larger mission and vision of the university and the following objectives of the Health & Safety policy.

1. Strong workplace health and safety culture
2. Health & safety of every student and staff on campus
3. Risk free, safe environment for staff and students.
4. Continuing awareness campaigns of H&S on campus.
5. Well trained team of staff at any given point of time.
6. Presence of a minimum of at least two H&S trained staff on campus during working hours.
7. Stringent compliance to H&S policy.
8. Continuous monitoring of implementation and enhancement of H&S standards.

IMPLEMENTATION AND COMPLIANCE STRUCTURE:

The overall responsibility for the Health and Safety issues at AOU lies with the office of the assistant president for administrative affairs in HQ and the Assistant Director for administrative Affairs in each Branch Country. The designated H&S staff will be responsible for overseeing the implementation and compliance of H&S standards in each of the AOU branches. The H&S staff will coordinate with the different departments in each of the branches and delegate implementation and management responsibilities through the Branch Rector or the Director of the study centre. The H&S staff at the branch will assure compliance through delegation to the appropriate Branch department or other relevant agencies. Health and Safety are, however, the collective responsibility of the entire AOU.

Roles and Responsibilities:

The office of the president is in charge of establishing a strong line of commitment to achieving H&S health standards at AOU and ensuring a safe and risk free environment for its staff, students, contractors and guests. The President's office reserves all rights to approve or disapprove of any changes in the H&S policy. The Administrative Affairs sector is responsible for reinforcing a commitment to H&S standards through planning and delegating implementation and management responsibilities and budget approval towards H&S across branches.

Health & Safety Team: The health and safety team at HQ would be responsible for:

- Promoting a culture of health and safety across the institution and an increased awareness of these issues.
- Managing and implementing of Health & Safety standards in compliance with the AOU's health and safety Coordinating with H & S staff in branches to ensure policy commitment and compliance to H & S standards through dissemination of H & S plan.
- Periodic reviewing and reporting of H & S practices and its efficacy in achieving the goals set.
- Developing plans and procedures for H & S risk assessment and implementation of remedial procedures.
- Assessment of availability of H & S resources in the branches and identifying requirements and reporting to Assistant president for Administrative and financial Affairs.
- Generating annual reports on H & S standards and practices across the institution.

Health & Safety Staff (AOU-Branch):

- Fostering a culture of Health & Safety practices at the Branch.
- Ensuring compliance to Health & Safety policy and practices
- Identifying hazards and assess risks at the branch and report to the Branch Rector and responsible office at the branch.
- Generating awareness amongst staff and students on health and safety issues.

- Create a team of trained H & S staff and ensure the recruitment of at least two of them during working hours.
- Identifying training needs on health, safety, and providing the same in collaboration with the local bodies and in respect to the local governmental rules and legislations. This should be a regular and on-going activity.
- Ensuring the availability of all physical resources required to maintain H & S standards.
- Communicating health and safety standards to all members of the university community and ensuring compliance through feedback on performance.
- Periodic monitoring and reporting of health and safety measures and relevant performance indicators.
- Annual monitoring of the implementation and effectiveness of the Health & Safety policy at a local level.

Monitoring and Compliance to Health & Safety should be included in the regular quality checks and the Internal Audit Annual Plan.

[HEALTH AND SAFETY CHECKLIST AND ACTION PLAN \(1\).docx](#)