

Security, Safety and Professional Health Procedures Manual

Prepared by
Deanship of Development and Quality
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Preface

Based on the University's pursuit to insure the safety and security of its employees, and to meet the requirements of quality, the Deanship of Development and Quality developed this guide, in coordination with the relevant units, "Safety Operations and Occupational Health Manual", to shed light on the responsible parties, and develop the spirit of cooperation among all its employees in this regard.

Directorate of Safety and Risk Management

The Directorate of Safety and Risk Management was established by the decision of the University President Letter No. 24189 dated 03/23/1441 AH with the aim of preventing the occurrence of risks, limiting the effects arising therefrom, establishing and implementing risk management plans at the University and following up their implementation in all units.

Directorate of Safety and Risk Management Vision

A university environment that is safe from risks and meets safety requirements according to the approved standards.

Directorate Safety and Risk Management Mission

Preventing the occurrence of risks, limiting the effects arising therefrom, and ensuring the maximum value of sustainability for the University's safe activities that guarantee the safety of all its employees and properties.

To achieve this mission, the Safety and Risk Management Department primarily aims to:

- 1- Create a safe and sound educational environment.
- 2- Prevent risks surrounding university employees.
- 3- Develop strategies to face risks continuously.
- 4- Evaluate emergency plans and rapid response to emergencies.
- 5- Continuously assess and measure potential risks at the University.
- 6- Develop of a safety and risk management system at the University.

The Scope of Work of the Directorate, its foundations and Tasks

Qassim University is committed to reduce and minimize risks and their effects, and to preserve the health and safety of the University employees and visitors to all facilities and sites affiliated with the University administratively, and it is also committed to preserve the protection of the University environment.

The University is also committed to implement the risk policy and provide its requirements in accordance with the international laws, regulations and laws. Provided that the University's risk management system and plan is updated regularly, based on the following:

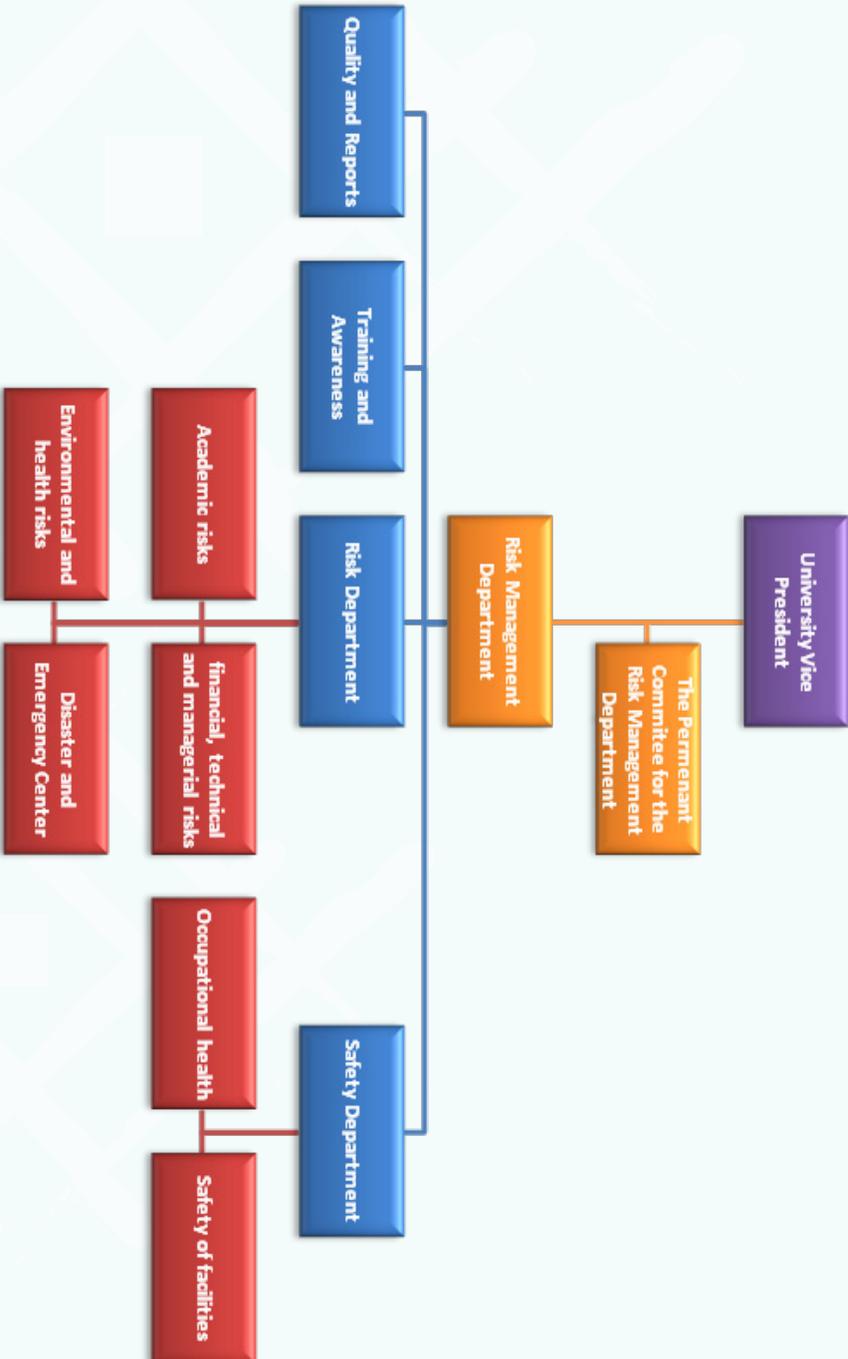
1. Prevention of risks and stopping them from occurring as much possible.
2. Dealing with risks successfully and efficiently.
3. Activating an effective internal monitoring system that enables alerting when any risk begins to arise and anticipate risks before they occur by:
 - Conducting annual risk management audit. With the update of the guide and the development of policies to deal with any risk.
 - Ensuring that risk management processes are effective and successful.
 - Ensuring that all entities in the University adhere to the University's directives and instructions regarding risks.
 - Follow up on the powers and tasks of the new department "Directorate of Risks".
 - Establish an internal monitoring system that monitors violations that lead to a specific risk.
 - The eligibility of the Directorate of Risks department to enter, inspect, examine and inquire at any side of the University to ensure that this authority adheres to the instructions for Directorate of Risks.
 - Commitment to transparency in the detection of the effects of risks of various kinds.
 - Establish early warning and monitoring mechanisms to alert the University about taking corrective action to manage any potential risks.
 - Identify the risks and determine the indicators of probability, impact and level of the risk in a plan for managing and announcing risks.
 - Documenting the procedures that should be followed in the event of a danger - God forbid - and informing the responsible authorities about it.
 - Following up on developments in the field of risk management. Especially following the authorities with reference in this regard and applying best practices.

- Directorate of Risk provides the necessary advice and recommendations to the University's senior administration regarding risks.
- The administration makes a policy for change so that if changes occur in the nature and the extent of the main risks, the policy of change is easily applied and any emerging risks are monitored and dealt with.
- The administration monitors any failures in dealing with any risks that occurred in the University and studies the reasons and raising them to the higher authorities in the University with recommendations.
- The Directorate should ensure that all policies and risk management procedures are consistent with instructions issued by the state - may God bless it- in this regard.
- The directorate undertakes the preparation of training programs for all employees with regard to risks in coordination with the Deanship of Development and Quality for Development and to find appropriate ways for these training programs to be mandatory for all University employees.

Safety and Risk Directorate Tasks

- Developing and implementing the strategic plan for managing risks in the University and updating them periodically.
- Follow up on the plans and its activities and conduct continuous risk surveys.
- Analyzing the expected risks in Qassim University and developing the necessary improvement plans to mitigate them.
- Providing support to departments through technical assistance, training and other resources, and monitoring the efficiency of existing systems.
- Ensuring the application of laws, regulations and guidelines related to safety, security, health and the environment.
- Applying the minimum global and local protection and safety requirements for University and educational facilities.
- Developing general emergency plans and training.
- Follow up the implementation of other tasks related to the field of work.
- The directorate is related to the Vice-Presidency of the University.

Organizational Structure for Safety and Risk Directorate



Description of the Roles of the Organizational Structure of the Department:

University Vice President

- Coordinates and distributes tasks between different sectors and the Directorate of Safety and Risks, and the Head of the Committee for Safety and Risks management.
- Supports and provides material and human capabilities for the Directorate Safety and risks to enable it to perform its duties.
- Supervises the processes for dealing with risks and ensures the commitment of the concerned authorities to follow the approved procedures and the guide for dealing with risks.

Safety and Risks Management Committee

- The responsibility of the Risk Management Committee is to define the strategic direction for risk management department at the University, to propose a risk management environment and structures to operate effectively and to review management reports and opportunities for improvement.
- Determination of the nature and extent of the acceptable risks that the University can deal with within its activities.
- Determination of the possibility of achieving these risks.
- Directing how to manage unacceptable risks.
- Proposing ways to reduce the likelihood of the danger materializing and its impact on university activities.
- Calculation of the costs and returns of risk and applicable risk control activities.
- Determination of the effectiveness of risk management processes.
- Determination of the implicit effects of risk management decisions.

Safety Unit

- Carries out all safety and fire-fighting works.
- Ensures the validity of the alarm devices in coordination with the concerned authority.
- Ensures the validity of the extinguishing equipment.
- Prepares safety and firefighting shifts
- Prepares an evacuation plan for buildings during the fire, God forbid.
- Directs coordination with the control room and raising all communications.
- Follows up on safety contracts with companies.
- Cooperation with the civil defense and the Red Crescent.

Safety of Facilities

This section is concerned with developing and implementing the necessary plans to maintain the integrity of the University's facilities. It also supervises the preparation of all types of plans related to the safety of educational facilities, laboratories, workshops and warehouses. The tasks of the Facilities Safety Department are the following:

- 1- Maintaining the safety of the University's facilities and the safety of its employees.
- 2- Inspecting the existing buildings and facilities to ensure that they meet the conditions of occupational safety and protection.
- 3- Protecting humans from injuries resulting from the hazards of the work environment.
- 4- Providing buildings and facilities with alarm, control and prevention systems to protect buildings and their occupants from the dangers of fires.
- 5- Performing the necessary tests and periodically checking the alarms and extinguishing devices by specialists to ensure that they work when needed.
- 6- Training workers to use all devices related to fire fighting.
- 7- Ensuring the availability of Firefighting primarily by trained personnel or by automatic means.

Profession Health

This section is concerned with the work of procedures that promote:

1. Protecting the safety and health of all University employees in relation to the work environment.
2. Protecting the safety and health of University visitors in all facilities.
3. Preserving the property and the environment related to the facility and work sites as regarding work hazards from accidents and professional diseases.

Administrative, Financial and Technical Risks Unit

It is specialized in managing how to deal with administrative, financial and technical risks, it is also concerned of the University's reputation and information risks, and may include:

- Human resources risks for administrators.
- Human resources risks for faculty members.
- Human resource risks related to students.
- Financial risks.
- Technical and information risks.
- Risks of administrative reputation.
- Legal risks.

Disaster and Emergency Center

The center is concerned with environmental, natural, construction, health, chemical and radiological emergency management. The center includes three units, coordinators in the sectors of security, safety, operation, maintenance, medical services, project management, and information technology.

- The Center for Emergency and Disaster Operations is considered the authority responsible for emergency and disaster management for the various sectors of the university.
- The Center for Emergency and Disaster Operations receives all communications for emergencies and then the report is distributed to the relevant teams.
- Filling out the case forms and following up with them until their completion.
- Submitting reports and recommendations on the case to the Chairman of the Standing Committee on Risks.

Operations Unit for Rapid Intervention

It specializes in dealing with any emergency or disaster that requires group action such as evacuation, extinguishing, or summoning security or health agencies or civil defense, and classifies accidents to:

A - Small Isolated Incidents:

It is an isolated incident that affects a small part of the university space or its tangible property and does not affect the general performance of the university. Examples include:

- The death, injury or detention of a member of the university.
- Small and location based fire.
- Simple leakage of hazardous materials.
- The power is cut off from a small area.

B - Widespread Accidents That May Lead to the Suspension of Services:

A major critical incident is defined as a situation that leads to the disruption of one or more services that affects the overall performance of the university. Examples include:

- Great fire.
- Civil unrest (stampede, shooting, demonstrations, explosions, external aggression, etc.).
- Power or water cuts off a large area.

Environmental and Health Hazards Unit

Specialized in the safety management of medical and health hazards, hazardous chemicals, biological, and radiological materials, infrastructure and operational risks, facility maintenance and project management, and may include:

- Chemical spills in laboratories.
- Radioactive material leakage.
- Hazardous and radioactive and biological waste.
- Project disruption.
- Cracking and cracking of buildings.
- Waterproofing or sewage.
- Disconnection of the air condition.

- The dangers of electric elevators.
- The dangers of electrical connections and installations.
- Suffocations.
- Infectious diseases and epidemics.
- Food poisoning.
- Chronic diseases.
- Medical mistakes.
- Medication errors.

Awareness and Training Unit

This department is concerned with preparing awareness and training programs and virtual experiences inside the University on an ongoing basis, as well as qualifying and training administrative and field teams for occupational safety and health operations. The main tasks of the Awareness and Training Department are as follows:

- 1- Holding training courses, workshops and the like in the field of occupational safety and health.
- 2- Disseminating knowledge and awareness about public safety standards in the various types of University facilities, especially occupational safety and health conditions in laboratories, workshops, and warehouses.
- 3- Raising awareness about the dangers of accidents of educational facilities and the resulting injuries
- 4- Cooperating with experts and various civil and official societies in order to improve and develop knowledge and awareness about public safety in educational facilities
- 5- Spreading the culture of dealing with emergencies and disasters, evacuation and first aid training, using the risk manual, producing and publishing the necessary publications to raise awareness, holding training programs and nominating training programs inside and outside the University.

Directorate of the University Security

The General Administration of University Security is one of the most important departments in the university because of its many tasks in maintaining the security and safety of the facilities, buildings and property of the university, as well as securing the safety of staff and visitors to the university in addition to improving the level of discipline to ensure the progress of the educational process. The University is aware of the need to provide safety and security standards in order to protect its students and staff

The concept of university security

University security is a set of preventive procedures and regulations that are followed to prevent acts and incidents that disturb the safety of individuals and facilities. A supervisor, an observer or a security guard is the effective element of the University's security system, where all other elements of the safety system depend entirely on it. A competent supervisor, observer, or security guard can fill the gaps that may exist in the security system with his/her skills, experience, and creativity. We cannot imagine activity, growth or development without such system

In this sense, safety and security is a message, principle and goal, and as a result of the expansion of security concepts in nowadays, the imperative necessity of development in the field of quantity and quality in order to provide a safe environment based on sound principles and moral values. In Saudi Arabia, the picture has become bright as a result of the concern for security by all officials in the public and private sectors, where security began to be applied in all facilities and activities from where the others ended in a unique manner and a rare experience that was able to confirm its success. In cooperation, we have achieved the desired outputs of security, considering security as a means and goal to protect people's lives, reputation, and money

The Directorate Goals

The Directorate manages all security and traffic operations at Qassim University, and works to reduce the incidence of accidents, and works on treatment procedures in the case where they occur and avoid exacerbation, and provide adequate security for all university buildings and facilities, and maintain them from vandalism or theft, and they manage all operations with special communication devices

The Directorate values

Performing work accurately, honestly and with assurance in terms of place, time and •
.location

.Full cooperation with those requesting assistance •

Dealing with university staff and visitors in a good manner and guide them and respond •
.to their queries politely and respectfully

Preparation to face complex problems and behaviors and accept them with sincerity •
.and patience

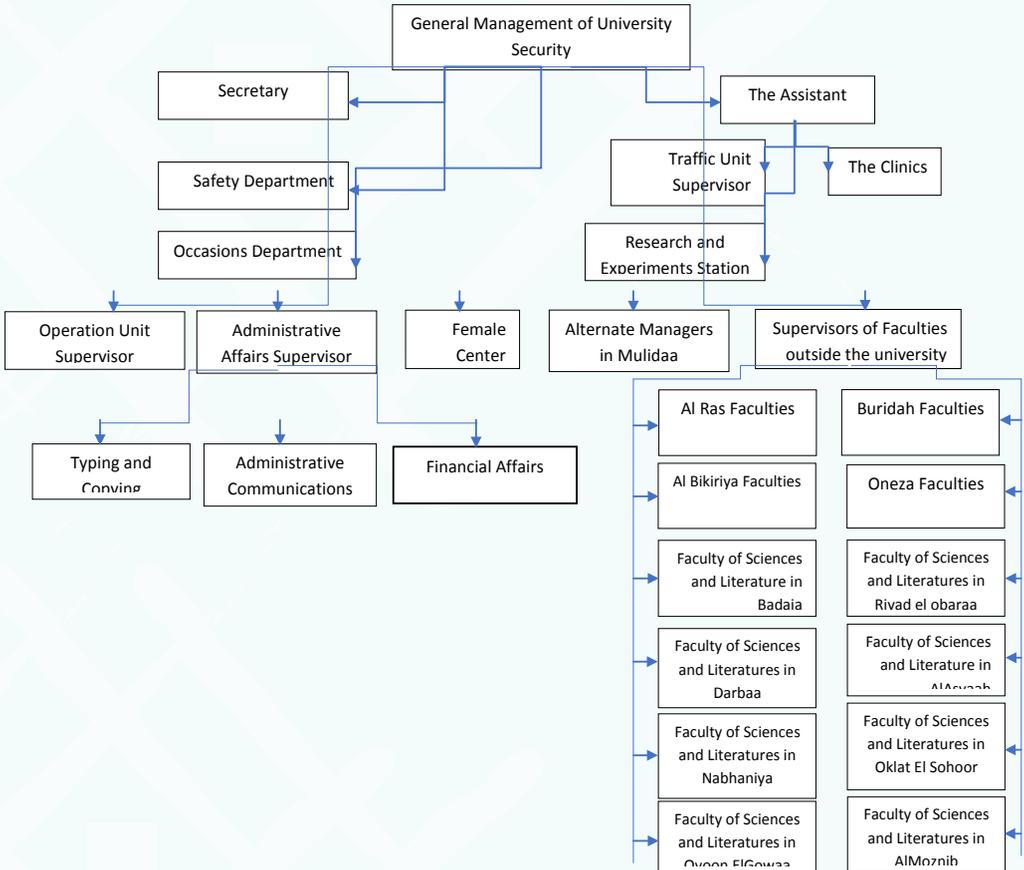
Work under different weather conditions and full discipline in executing orders without •
.any default

.Keep secrets and not disclose information •

Accuracy in writing reports with all the work details whether the issue is big or small •
.because all of those parts are the essence of the work and its evidence

The Directorate structure

The administrative structure of the department shows that it includes security supervisors for the headquarters and others for branches and supervisor of the traffic unit, in addition to the sections of safety and events, clinics and research station and experiments



Tasks of the Directorate Related to the Security and Safety

1. The Department shall undertake all security operations at the University and work to prevent and deal with accidents when they occur and avoid escalation.
2. Making the appropriate decision according to the organizational structure.
3. Follow-up of what is received from the official bodies outside and inside the university and the transactions referred to it and the completion of its procedures.
4. Supervising the development of sign boards and placing them in the appropriate places.
5. Standardize procedures and instructions governing the conduct of security in the University City and its external and internal facilities.
6. Ensure that its employees are aware of the safety rules and ways of dealing with them.
7. Good choice of those who do security supervision and personnel management.
8. Selecting individuals with high abilities and competencies in performing the work and selecting those with good qualities and ethics.
9. Security enlightenment, which aims to educate individuals on safety and current issues.
10. Develop plans for the occurrence of any emergency, whether natural or human, and train people on implementing those plans.
11. Providing devices, equipment and capabilities that help detect crime and maintain order.
12. Imposing sanctions on those who attempt to disrupt the safety system in the university and all its branches.
13. Develop safety measures and follow up their implementation to the fullest and address their obstacles.
14. Running patrols and foot patrols to prevent infiltration, detect and initiate investigations.
15. Supervise the distribution of guards on fixed sites such as gates and places necessary 24 hours a day and determine the points of entry and exit.
16. Conduct surprise tours of work sites to ensure proper functioning.
17. Providing good advice and guidance to all employees and listening to their complaints and opinions and studying them seriously.
18. Not allowing the placement of any advertisement inside the university before

stamping it from the advertiser (within the university only).

19. Performs a great task in examining reality and conveying the true image of the competent authority.
20. Periodic and continuous verification of the efficiency and operation of safety means at the university and the speed of notification of the competent authorities to re-repair the faults.
21. Work to raise awareness of safety and security issues (lectures - seminars - bulletins - boards).
22. Monitoring the security of the main entrances and verifying that they are recording the required data.
23. Propose controls on the organization of car parks within the University City and supervise their proper use.
24. Issuing car permits for university employees from faculty, staff, students with special conditions and special sectors operating at the university.
25. Following-up the traffic and flow within the university and ensure safety for them and guard the parked cars and issue traffic violations for violators.
26. Accompany visitors to the University of Dignitaries and delegations, conferences, seminars and exhibitions adopted by the university and provide the necessary escorts.
27. Questioning any suspicious person, and perform initial interrogation with them about what they have committed and refer them to competent authorities.
28. Prevent street vendors and beggars from entering the university or standing in front of the university gates.
29. Receiving any lost and found items after checking what they are and where they were found (date/time) and refer them to the Department for safekeeping and announcement.

General and Professional Safety Procedures

Occupational safety and health is one of the most important requirements in any institution and should be included in the plans that must be included in any strategic plan for any educational institution. The university, through the faculties, implements the systems to ensure public safety in accordance with the mechanisms, procedures and standards adopted by the university to ensure the public and professional safety of facilities and individuals. The most important procedures we apply are:

- Provide safety equipment and facilities in its buildings, offices and laboratories.
- Apply all laws and safety legislation in all corridors of the university.
- Conduct a risk assessment and analysis of all workplaces as well as devices, machinery and equipment within the university.
- Develop training programs for new employees to introduce them to the basics of security and occupational safety in their work, and to conduct courses in occupational safety, both specialized and general for university staff.
- Develop contingency and evacuation plans for all faculties in the university.
- Ensure that employees adhere to personal protective equipment while working in places classified as hazardous.
- Studying the complaints of university employees regarding occupational safety.
- Investigate incidents, find out the causes and record them, then work to prevent the causes and actions that may lead to injury or accidents at work.
- Raise awareness and education in occupational safety and security through signboards, publications and brochures.

Hazardous Waste Disposal Mechanisms

With the increasing awareness and understanding of the environmental and health of the seriousness of medical and chemical waste generated by health care institutions and laboratories on the environment and human beings, the University, represented in the management of projects and maintenance, applies safe mechanisms for the disposal of hazardous waste. This waste coming from the use of laboratories and health units of the university. The awareness takes into consideration the people surrounded by medical waste who are at risk of injury and persons abroad responsible for the transport and disposal of such waste. Where the project and maintenance management contracts with

a number of companies specialized in hazardous waste of all kinds, whether medical or non-medical, and in the contracts concluded with those companies mechanisms used in how to deal with the waste and the disposal process of these hazardous waste. The most important processes followed is the use of incinerators, ovens, sterilization and others. The university also applies specific mechanisms to prevent this danger through applying a classification system for medical and non-medical waste, the use of bags dedicated to each type of waste and oblige all workers (males/females) to put bags of appropriate weight in the garbage baskets within the scientific departments of the university and avoid the transfer of waste bags by hand through the corridors in order for them not to get ripped. The bags have to be transferred normally in small vehicles designated for this purpose to the place of temporary collection. As well as the use of small containers or plastic containers with a sign of hazardous biological waste and collect the remains of needles and injections immediately after use. Such needles are not allowed to be thrown directly in garbage bags they should be sterilized and disposed inside the containers. Those containers should not be filled with more than three-quarters of them.

Behaviors of University Employees towards Achieving Security and Safety

There are many responsibilities that fall on the staff of the University and must be observed to achieve a safe learning environment, including:

- Faculty members and employees must obtain permanent permits for their cars, to allow them to enter the nearby internal parking.
- Employees of the university must observe the rules of traffic within the university, and not to stand in non-waiting areas.
- Individuals belonging to companies or contracting bodies working with the University must obtain temporary permits for their cars and corporate cars to be able to park their cars in the university parking and the interior around the university administration and colleges.
- Access to the University is available without restriction from 6 am to 5 pm. Otherwise, permits and registration must be obtained at the main University City Gate.
- Faculty, support staff and technicians must follow safety rules while working in laboratories, and clinics, and require students to comply with these rules.
- Faculty, support staff and technicians should guide students with safety rules to ensure their safety, in all possible ways, and ensure that safety signs are in place.
- Positive behavior should be taken by the university staff to provide feedback on any behavior, procedures or equipment that appear to violate the safety rules.

Guidelines for Protecting the Individuals and Procedures of the Treatment of Electrical Shocks

Electrification Accidents and Ways to Save the Injured

Electrification accidents occur when the electrical circuit is completed and the electric current passes in the human body or in part of it. This is done by passing the current from one of the current-carrying facets to the human body and then to the neutral line (balancing) or from one facet to the human body and then to the ground. The risk increases if The earth was wet or the current passed from one side to the human body and then to another.

The reason for the passage of current in the human body:

A - The breakdown of the insulator in any conductor for non-grounded equipment touched by the person.

B - human error when he/she touches voluntarily or spontaneously an uncovered conductive (non-insulated) and passes an electric current.

C - Human error when approaching a medium or high voltage source and the distance between them is more than the permissible limits.

To prevent these risks, the following are required:

1 - Disconnect the current from the wires (face and neutral) by the cutter or by removing the fuses before cleaning any light bulb, even if it is off.

2 - Do not try to repair wiring, installations and electrical equipment yourself, but you should call the specialist.

3 - Do not extend the wires and cables under the carpet or near doors and seats so as not to be worn out and to prevent being stepped on.

4. Keep cables and wires away from water and heat sources such as hot water pipes or hot appliances.

5 – Do not pull the wire when the power is disconnected, but gently pull the plug from the socket.

6 - Inspect cables, connections and devices from time to time.

7 - Do not touch the lighting keys and hands wet with water.

8- Do not connect many devices to one socket.

9 - Do not operate electrical appliances while standing on wet ground or if the person is wet with water or barefoot.

- 10 - Do not leave dust and dirt accumulate on the engines and electrical appliances as they must be kept clean.
- 11 - Do not inspect or attempt to repair electrical appliances connected with electricity.
- 12 - Flammable materials such as curtains, clothing and papers should be kept away from lamps, heaters and all electrical appliances.
- 13 - Do not leave the devices connected to electricity once the work is completed.
- 14 - Replace the corroded wires with new ones and do not try to wrap them with adhesive tape.
- 15 - Avoid erecting buildings and installations below or near power transmission lines.
- 16 - Spread awareness and guard against broken electricity, not touching wires and sockets, stay away from broken power lines, and not tamper with electrical appliances, equipment and machines.

Techniques of Saving Someone Exposed to an Electric Shock

Quickly cut off the electrical current from the victim immediately by disconnecting the sub-switch or the public switch taking into account not to touch the victim with bare hands as long as he/she is in contact with the electric current so that the rescuer does not get the same electric current. Attention must also be paid to the location of the victim, if he/she is located at high height, it is necessary to protect him from falling.

In cases where it is difficult to disconnect the current from the patient at the required speed it is necessary to do the following:

- If the voltage is less than 1000V:

In order to separate the injured person from the parts that carry the current, dry isolation methods such as wood, ropes and clothes are used. Metal tools or wet tools are not allowed. After the rescuer wears thick, non-perforated insulating gloves or covering his hands with any thick, non-wet fabrics, he pulls the victim from his clothes away from the wire and it is advised to use one hand during rescue. If the victim's fingers cannot be detached from the wire due to the contraction of his/her muscles as the current passes through them, an insulated wooden board is placed under the victim's feet to isolate him from the ground by standing on a slab of any dry, insulating material or wear insulating shoes.

- If the voltage is more than 1000 volts:

Insulation means should be used such as gloves and rubber shoes, with an insulating stick to keep the injured from high voltage wires. Grounding the high-voltage lines can be performed by connecting the wire end to the grounding point of the tower or high-voltage column and then throwing the other end on the high voltage touching the injured in this case the victim will fall on the ground, so precautions has to be taken in order to not increase his/her injury as a result of hitting the ground when falling.

It should be noted that dangerous electrical charge can remain on the wire separated from the grid which is dangerous to human life so it is necessary to ground these wires to avoid such danger.

The General Directorate of University Safety and Security Data

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