INSTITUTE OF APPLIED TECHNOLOGY
"Emiratization of Technological Careers"

معهـــد التكنولوجيـــا التطبيقيـــة
«التكنولوجيـــا بأيـــــدٍ إمـــاراتيـــة»

أبوظبي Abu Dhabi
بوليتكنك
POLYTECHNIC

Health, Safety, and Emergency Policy & Procedures Manual

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Welcome Message

Welcome to the Abu Dhabi Polytechnic (Abu Dhabi Polytechnic). Abu Dhabi Polytechnic is a governmental entity managed by the Institute of Applied Technology. We are excited to offer you the opportunity to complete a Diploma / Higher Diploma Programme taught by our staff in collaboration with our strategic partners. We aim to provide you with high quality learning opportunities during this important phase of your life and we believe that each student has the ability to achieve the targeted goals through the supportive environment present at Abu Dhabi Polytechnic both at the Abu Dhabi campus and the Al Ain campus.

Abu Dhabi Polytechnic recognizes and accepts its responsibility as an employer to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees, students and other persons who may be legally present within the premises under control. Abu Dhabi Polytechnic wishes to develop and improve all health, safety and welfare issues to achieve and maintain the desired results.

This Manual sets out Abu Dhabi Polytechnic's (Abu Dhabi Polytechnic) commitment to the provision of a Safe and Healthy environment and working conditions for its community (academic, support staff and students). Abu Dhabi Polytechnic community should be aware of the information in connection with safety and health. The Manual also outlines the approach to emergency management and operations. In Abu Dhabi, Abu Dhabi Polytechnic and Applied Technology High Schools (ATHS) coexist in the same campus, Abu Dhabi Polytechnic will be heavily cooperating with ATHS management to attain the objectives of this policy. The Al Ain campus has its own management of the policy

I wish all of Abu Dhabi Polytechnic community a fruitful career in a safe environment.

Dr. Ahmed A. Al-Awar
Abu Dhabi Polytechnic Director
December 12, 2012

1. INTRODUCTION

Purpose

This Manual sets out Abu Dhabi Polytechnic's (Abu Dhabi Polytechnic) commitment to the provision of a Safe and Healthy environment and working conditions for its community (academic, support staff and students). Abu Dhabi Polytechnic community should be aware of the information in connection with safety and health. The Manual also outlines the approach to emergency management and operations. It has been developed to assist Abu Dhabi Polytechnic to protect its staff and students during an emergency situation. This Manual takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Declaration of intent

Abu Dhabi Polytechnic recognizes and accepts its responsibility as an employer to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees, students and other persons who may be legally present within the premises under control. Abu Dhabi Polytechnic wishes to develop and improve all health, safety and welfare issues to achieve and maintain the desired results.

Mission and Goals

A. The mission of Abu Dhabi Polytechnic in an emergency/disaster is to:
    1. Protect lives and property
    2. Respond to emergencies promptly and properly
    3. Coordinate with local emergency operations plans and Community resources
    4. Aid in recovery from disasters

B. The goals of Abu Dhabi Polytechnic are to:
    1. Provide emergency response plans, services, supplies and communication for all facilities and employees
    2. Ensure the safety and supervision of students, faculty, staff and Visitors to the Abu Dhabi Polytechnic.
    3. Restore normal services as quickly as possible
    4. Coordinate the use of Abu Dhabi Polytechnic personnel and facilities
    5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

Health and Safety

Safety and security of all members of the Abu Dhabi Polytechnic community are preconditions of the learning, dialogue, and personal growth at Abu Dhabi Polytechnic. The Abu Dhabi Polytechnic works comprehensively to promote public safety on its campuses and facilities, at its events, and in international exchange programmes.

Abu Dhabi Polytechnic uses an integrated approach to safety and security on campus and in the surrounding community. At both campuses the resources of the Department Student Support Services, Emergency Response Team, and other departments are coordinated in a network designed to provide a safe environment, to prevent potential problems before they occur, to respond swiftly and effectively when problems do arise, and to maintain essential services and business operations after a serious incident. Abu Dhabi Polytechnic is planning to maintain an emergency preparedness Web site at http://www.Abu Dhabi Polytechnic.ac.ae/.

Operational Guidance and Definition of Responsibility

Operational responsibility concerning safety and health policy is delegated by the Abu Dhabi Polytechnic director. The director is responsible for implementing and maintaining a health and safety management system and for the organizational arrangements necessary to fulfill the requirements of this policy. In addition, a technical person from the relevant department will be part of the decision making team.

a. Responsibility

Management of Abu Dhabi Polytechnic takes the responsibility for the health and safety of its staff and students very seriously. It embraces their health and safety responsibilities and makes every effort to meet its legal duties for health and safety of employees and students affected by the Polytechnic's activities. Abu Dhabi Polytechnic management aims to achieve this by:

1. Providing leadership appropriate for the same cause
2. Having a formal role in developing strategies and relevant polytechnic safety and health policies.
3. Ensuring that all staff contributes to the safety of Abu Dhabi Polytechnic.
4. Ensuring that Abu Dhabi Polytechnic expatriates staff get relevant safety and health policies where applicable.
5. Ensuring that adequate resources are provided to meet the health and safety strategies and policies.

6. Ensuring that all its decisions reflect health and safety policy.
7. Encouraging active participation of all employees in improving health and safety
8. Monitoring health and safety performance
9. Formally reviewing health and safety performance.
10. Guidance and counseling.

b. Initial Response

1. The Abu Dhabi Polytechnic personnel are usually first on the scene of an emergency situation within the Abu Dhabi Polytechnic. They will normally take charge and remain in charge of the emergency until it is resolved, and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from government agencies and industry where appropriate. However, at no time will Abu Dhabi Polytechnic officials transfer responsibility for student care.
2. The Abu Dhabi Polytechnic Director/ Head of Campus will be responsible for activating the Abu Dhabi Polytechnic emergency operations plan and the initial response which may include:
   a. Evacuation – When conditions are safer outside than inside a building. Requires all staff and students to leave the building immediately.
   b. Reverse Evacuation – When conditions are safer inside a building than outside. Requires all staff and student to go to safe places in the building from outside the building.
   c. Lock down – When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classroom doors are locked and students and staff stay in their offices, work areas and classrooms.
   d. Shelter-in-place – When conditions are safer inside the building than outside. For severe weather sheltering, students and staff are held in the building safe areas and interior rooms or basement away from windows. For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed.

c. Notification Procedures

1. In case of an emergency at any Abu Dhabi Polytechnic facility, the flow of information (after calling police [999], fire [997] or ambulance [998] if necessary) shall be from the Abu Dhabi Polytechnic Director/ Head of Campus to the system directorate office. Information should include the nature of the incident and the impact on the facility, students and staff.

2. In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a lock down incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lock down or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.

d. Training Exercises

1. Abu Dhabi Polytechnic understands the importance of training, drills, and exercises in the overall emergency management programme. To ensure that personnel and community first responders are aware of their duties and responsibilities under the emergency plan and the most current procedures, appropriate training, drill and exercise actions should occur at least twice per calendar year.

2. Training and refresher training sessions shall be conducted for all Abu Dhabi Polytechnic personnel. In case of academic staff, training should coincide with the beginning of the calendar year. Training for the remainder of the support staff shall be held at a time during the Abu Dhabi Polytechnic year that will allow for maximum attendance. Records of the training provided including date(s), type of training and participant roster will be maintained.

Activities by Phases of Emergency Management

This Manual addresses emergency actions that are conducted during all four phases of emergency management.

a. Mitigation/Prevention

Abu Dhabi Polytechnic will conduct mitigation/ prevention activities as an integral part of the emergency management programme. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities.

b. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Preparedness activities include providing emergency equipment and facilities; emergency planning, including maintaining this plan; involving local emergency responders in training opportunities; conducting periodic drills and exercises to test emergency plans and training; and completing an After Action Review after drills, exercises and actual emergencies.

c. Response

Abu Dhabi Polytechnic will respond to emergency situations effectively and efficiently. The focus of most of this Manual is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, Abu Dhabi Polytechnic will carry out a recovery programme that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the Abu Dhabi Polytechnic and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the Abu Dhabi Polytechnic to its normal state. The recovery process includes assistance to students, families and staff. Examples of recovery programmes include temporary relocation of classes, restoration of Abu Dhabi Polytechnic services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities.

Facility Sharing in Abu Dhabi

Abu Dhabi Polytechnic operates on two campuses; one in Abu Dhabi and one in Al Ain. The Al Ain campus is a stand-alone facility located near Al Ain International Airport. Abu Dhabi Polytechnic, Abu Dhabi is located at IAT new campus in MBZ. The facility is shared between Abu Dhabi Polytechnic and IAT Applied Technology High School (ATHS). ATHS has its own staff who are in charge of the Campus monitoring Facility coordination. In addition, Abu Dhabi Polytechnic has two additional staff in its organization chart for health and safety, namely, Facility coordinator and Health and Safety Officer who will be responsible as Health and Safety Practitioners. The Director of Student and Support Services in collaboration with ATHS are responsible for ensuring that the Institution Facilities/Departments are aware of existing and future health and safety legislation.

Key Objectives

Abu Dhabi Polytechnic (Abu Dhabi Polytechnic) is committed to implementing the following objectives:

- Integrating health and safety planning into the Abu Dhabi Polytechnic's mainstream planning cycles.
- Supporting a positive health and safety culture where everyone is aware of, and meets their responsibilities for the safety and health for themselves and others.
- Defining the health and safety responsibilities of all members of the Abu Dhabi Polytechnic.
- Ensuring that all staff have the knowledge and competence they need to meet their individual and collective responsibilities to health and safety in working environment.
- Providing competent specialist advice to support good decision making.
- Maintaining and documenting an effective health and safety management system.
- involving, consulting and communicating with all staff and students on health and safety issues,
- Working in partnership with other employers where there are shared facilities or Activities (e.g. ATHS)
- Measuring, monitoring and reviewing health and safety performance.
- providing the resources necessary to meet Abu Dhabi Polytechnic's health and safety obligations

Implementation of the Policy

The Department of Students and Support Services at Abu Dhabi Polytechnic and in collaboration with other departments at Abu Dhabi Polytechnic and ATHS is responsible for the management of health and safety and are therefore responsible for putting this policy into practice within the Abu Dhabi Polytechnic facilities. The Director of Abu Dhabi Polytechnic will support them in this endeavour and the Health and safety Committee will advise Abu Dhabi Polytechnic on the standards to adopt. The implementation of the Abu Dhabi Polytechnic's Health and Safety Policy pays particular attention to matters as:

- Co-operation and involvement of employees and students in all matters concerning safety.
- Adequate arrangements for access to safety information.
- Ensuring that a programme of induction and appropriate safety training for staff are carried out.
- The provision and maintenance of safe plant, equipment and a healthy working environment.
- The provision of safe processes and systems of work.
- The provision of personal protective clothing and equipment, with appropriate training in its use.
- Establishing and maintaining procedures for dealing with emergencies.
- Ensuring a procedure for the reporting and investigation of accidents, incidents and potentially dangerous situations.

- The provision of adequate arrangements for First-Aid.
- The provision of information on potential hazards and subsequent identification through signs notices and labels.
- Making appropriate arrangements for the safe transport, handling and storage of hazardous substances.
- Making arrangements for the safe disposal of all waste.
- Identifying all workplaces for which Abu Dhabi Polytechnic has responsibility and ensuring that safe working practices are established in them.
- Making appropriate arrangements for the safe conduct of work outside normal hours and for field work activities; ensuring that health screening is carried out for all employees and students where appropriate to the nature of their work.
- Minimizing any impact upon the environment by any of its activities.

Policy Review

The Abu Dhabi Abu Dhabi Polytechnic is committed to reviewing and developing its health and safety policy and the organizational and other arrangements required to deliver it. It will review the health and safety management systems at least once every two years and will initiate additional reviews if circumstances so require.

2. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

During emergency situations, the normal organizational arrangements at Abu Dhabi Polytechnic must be modified to facilitate emergency operations. Organization for emergencies includes an Executive Group (EG), Emergency Operations Team (EOT) and Emergency Response Team (ERT).

a. Executive Group

The Executive Group provides system guidance and direction for emergency management programmes and for emergency response and recovery operations. The Executive Group includes a representative from Abu Dhabi Polytechnic Board of Trustees, the Managing Director, the Manager Student Support Services and the Abu Dhabi Polytechnic Director.

b. Emergency Operations Team

The Emergency Operations Team (EOT) develops and administers emergency operations plans at the Abu Dhabi Polytechnic level, coordinates with local emergency services, coordinates Abu Dhabi Polytechnic planning activities and recruits members of the Abu Dhabi Polytechnic emergency response teams. The EOT includes the Director, Facilities Officer, H&S Coordinator and Nurse(s), as appointed by the Director.

c. Emergency Response Team

The Emergency Response Team (ERT) assists the EOT in managing an emergency at the Abu Dhabi Polytechnic level and providing care for Abu Dhabi Polytechnic employees, students and visitors before local emergency services arrive, or in the event of normal local emergency services being unavailable. The Emergency Response Team is appointed annually by the Director, and should include instructors and support staff. ERT could include counselor(s), students' affairs coordinator(s), health & safety coordinator, security supervisor(s), receptionist etc. Its composition may vary slightly depending on the type of emergency, as determined by the Abu Dhabi Polytechnic Director.

Assignment of Responsibilities

a. General

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, the EOT under the leadership of the Abu Dhabi Polytechnic Director assumes primary responsibility for planning and coordinating specific emergency functions, with oversight and guidance as appropriate to the emergency from the Executive Group. The EOT in turn directs the ERT response activities. Other Abu Dhabi Polytechnic personnel with appropriate knowledge and skills may be assigned roles on the ERT by the Abu Dhabi Polytechnic Director for specific emergency functions.

b. Health and Safety Structure and Arrangements

To implement this policy, structured arrangements are made at Institutional level as follows:

1. The Board of Trustees

a. Establishes strategic objectives and priorities for the emergency management programme and provide general policy guidance on the conduct of that programme.
b. Reviews Abu Dhabi Polytechnic construction and renovation projects for safety.

2. The Managing Director

a. Initiates, administers and evaluates emergency operations programmes to ensure a coordinated response across the system when needed.
b. Assigns resources (persons and materials) to various sites for specific emergency needs.
c. Authorizes immediate purchase of outside services and materials needed for the management of emergency situations.
d. Implements the policies and decisions of the Board of Trustees relating to emergency management.

3. Manager Student Support Services

a. Consults with the local emergency services providers to ensure coordination of the Abu Dhabi Polytechnic plans with community emergency plans.
b. Coordinates in-service emergency response education for all Abu Dhabi Polytechnic personnel.
c. Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.

d. Monitors the emergency response during emergency situations and provides direction where appropriate. Stays in contact with the leaders of the emergency service agencies working with the emergency.
e. Requests assistance from local emergency services when necessary.
f. Serve as the system coordinator between the Managing Director and the Abu Dhabi Polytechnic Director on emergency management matters.

4. The Abu Dhabi Polytechnic Director / Head of Campus

a. Has overall decision-making authority in the event of an emergency at his/her Abu Dhabi Polytechnic building until emergency services arrives.
b. Keeps the public informed as appropriate during emergency situations.
c. Through the Manager Student Support Services and Managing Director, keeps the Executive Group informed of the emergency status.
d. Ensures that the plan is coordinated with the system's plans and policies.
e. Annually assigns selected staff members to the Emergency Operations Team and Emergency Response Team.
f. Ensures that Abu Dhabi Polytechnic personnel and students participate in emergency planning, training, and exercise activities.
g. Assigns Abu Dhabi Polytechnic emergency responsibilities to staff as required.
h. Acts as Incident Commander until relieved by a more qualified person or the appropriate emergency responder agency.
i. Coordinates local planning and preparedness activities and the maintenance of this plan.
j. Organizes the Abu Dhabi Polytechnic's emergency management programme and identify personnel, equipment, and facility needs.
k. Encourages incorporation of emergency preparedness material into the regular curriculum.
l. Monitors developing situations such as weather conditions or incidents in the community that may impact Abu Dhabi Polytechnic.

c. Emergency Operations Team Responsibilities

a. In collaboration with the Executive Group and local emergency services providers, implements and maintains the Security and Crisis Management Plan.
b. Organizes and coordinates the Emergency Response Team.
c. Recommends training for the Emergency Response Team.
d. Establishes a communication system to pair lecturers and classes so that staff assigned to the Emergency Response Team can fulfill the duties.
e. Provides information to staff, students and community on emergency procedures.

f. Provides assistance during an emergency in accordance with designated roles.
g. Conducts debriefings at the conclusion of each emergency to critique the effectiveness of the emergency response effort.

d. Emergency Response Team Responsibilities

a. Under the direction of the EOT, provides support and care for Abu Dhabi Polytechnic employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.

b. Provides the following functions when necessary, safe and trained to do so:
   1. Facility evacuation
   2. First aid
   3. Search and rescue - light search and rescue to find missing or trapped students and/or staff and note and record the situation for other responders.
   4. Limited fire suppression - provide light fire suppression and utility shut-off if necessary.
   5. Damage assessment - assessment of Abu Dhabi Polytechnic buildings to evaluate whether or the building(s) are safe for occupation.
   6. Student/Parent reunification - establish sites for the orderly dismissal of students to their parents.
   7. Student supervision - supervise the students while emergency response activities are occurring.
   8. Support and security - secure the Abu Dhabi Polytechnic premises and make preparations for caring for students until it is safe to release them.

e. Abu Dhabi Polytechnic Staff Responsibilities

a. Prepare classroom/building emergency materials.
b. Participate in trainings, drills and exercises.
c. Direct and supervise students en-route to pre-designated safe areas within the Abu Dhabi Polytechnic premises or to an off-site evacuation shelter.
d. Check visually rooms and areas along the path of exit for persons who may not have received the evacuation notice.
e. Maintain order while in student assembly area.
f. Verify the location and status of every student.
g. Remain with assigned students throughout the duration of the emergency, unless otherwise assigned.
h. Pay more attention in case there is any disabled student in their assigned classes.

f. Information Technology Responsibilities

a. Coordinate use of technology.
b. Assist in establishment/maintenance of emergency communications network.
c. Assist in obtaining needed student and staff information from computer files.
d. Establish and maintain computer communication with the system directorate office and with other agencies capable of such communication.

g. Transportation Responsibilities

a. Establish and maintain Abu Dhabi Polytechnic protocols for transportation-related emergencies.
b. Establish and maintain plans for the emergency transport of personnel and students.
c. Train all drivers and transportation supervisory personnel in emergency protocols involving buses and the Abu Dhabi Polytechnic's security and crisis management plan.

h. Abu Dhabi Polytechnic Incident Commander (initially the Abu Dhabi Polytechnic Director)

Responsibilities:

a. Assume command and manage emergency response resources and operations until relieved by a more qualified person or the appropriate emergency response agency official.
b. Assess the situation, establish objectives and develop an emergency action plan.
c. Determine and implement required protective actions for Abu Dhabi Polytechnic response personnel and the public at an incident site.
d. Appoint additional staff to assist as necessary.
e. Work with emergency services agencies in a unified command.

i.Health and Safety Practitioners' Responsibilities

On matters of implementation, practice and development, the above Personnel are to be consulted and to offer advice on health and safety matters. They are responsible for ensuring that proper health and safety arrangements are made in conformity with this policy and must ensure that health and safety are treated as essential and integral parts of Faculty/Department activity by:

a. Encouraging a safety conscious environment;
b. Ensuring that safety information is prepared and distributed within the Abu Dhabi Polytechnic;

c. Ensuring that staff receive appropriate instruction and training to deal with the hazards associated with their work;
d. Providing students with suitable supervision and instruction, so as to ensure their safety while carrying out any activity under the control of the Abu Dhabi Polytechnic;
e. Promoting a mechanism within Abu Dhabi Polytechnic for raising health and safety matters;
f. Ensuring that regular safety inspections are carried out as appropriate by inspection teams, comprising representative members of staff who will formally tour their area of work to evaluate health and safety conformance.
g. Ensuring that all serious accidents/incidents reported to the Director/Heads of Departments are investigated and remedies are sought to prevent a reoccurrence;

Students

Students attending courses at the Abu Dhabi Polytechnic, have an important part to play in the maintenance of a healthy and safe working environment. The Abu Dhabi Polytechnic therefore expects such students, both military and civilian, to:

- Comply with all instructions as laid down by the teachers/tutors/instructors;
- Comply with any reasonable instruction imposed upon them by any member of the EOT;
- Report all HS&E incidents to their instructor or a member of the EOT; and
- Report details of any hazardous situations and defects within the premises that they have identified during their tasks or activities.

Non Abu Dhabi Polytechnic Employees

Contractors, consultants and other third parties working for the Abu Dhabi Polytechnic, have an important part to play in the establishment and maintenance of healthy and safe working environments. Abu Dhabi Polytechnic therefore expects such contractors, consultants and third parties to:

- Comply with any reasonable instruction imposed on them by Abu Dhabi Polytechnic;
- Advise Abu Dhabi Polytechnic, in advance, of any aspect of their work that poses, or may pose, a HS&E risk to Abu Dhabi Polytechnic employees, third parties or the general environment;
- Provide appropriate detailed risk assessments and/or method statements, prior to the commencement of work, that detail the safety precautions they have chosen to adopt to protect against the inherent risks within their tasks;

- Report all HS&E incidents arising from their work for the Abu Dhabi Polytechnic to their contact as quickly as possible; and
  Report, to their contact, details of any hazardous situations and defects associated within the Abu Dhabi Polytechnic premises or installations that they identify during their tasks or activities.

3. DIRECTION and CONTROL

General

A. The Abu Dhabi Polytechnic Director is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. In most situations, the Abu Dhabi Polytechnic Director will initially assume the role of Incident Commander.
B. The Manager Student Support Services will provide overall system coordination of the response activities of the Abu Dhabi Polytechnic.
C. The Incident Commander, assisted by the Emergency Operations Team, will manage the emergency response from the Incident Command Post until local emergency services arrive.
D. During emergency operations, the Polytechnic administration retains administrative and policy control over their employees and equipment. However, personnel and equipment to carry out emergency response assignments are directed by the Incident Commander. Each emergency services agency is responsible for having its own operating procedures to be followed during response operations
E. If the Polytechnic's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local, regional or national emergency services should be requested.

Emergency Facilities

Incident Command Post

a. A Polytechnic Incident Command Post (ICP) should be established by the Abu Dhabi Polytechnic Director or his/her designee on scene away from risk of damage from the emergency. Initially, the ICP will most likely be located in the main office of the Abu Dhabi Polytechnic, at either campus, but alternate locations must be identified if the incident is occurring at that office.
b. Except when an emergency situation threatens but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe storm or area-wide utility outage), an ICP will be established in the vicinity of the incident site(s).

Continuity of Abu Dhabi Polytechnic Administration

A. The line of succession for the Abu Dhabi Polytechnic is:
   1. Student Support Services Manager
   2. H&S Coordinator
   3. Campus Monitor

B. The lines of succession for each position shall be in accordance with the administrative system established by the Abu Dhabi Polytechnic.

4.PLAN DEVELOPMENT and MAINTENANCE

Manual Development and Distribution

A. The Emergency Operations Team is responsible for the overall development and implementation of the Plan. The Abu Dhabi Polytechnic Director is responsible for approving and promulgating each Abu Dhabi Polytechnic plan.
B. The Director shall determine the distribution of this Manual. In general, copies of the Manual should be distributed to those tasked in this document.

Review and Updating

A. The Manual shall be reviewed annually by the Emergency Operations Team, emergency response agencies, and others deemed appropriate by Abu Dhabi Polytechnic administration.

B. This Manual will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or Abu Dhabi Polytechnic structure occur.

5. IAT DIRECTORATE SUPPORT

Role and Responsibilities

IAT, Directorate is fully committed to its legal and moral security and crisis management obligations. IAT, Directorate recognizes that effective security and crisis management is based on a common understanding or risks and how to take the necessary measures to prevent and control them. The development of a positive institute safety culture is, there for essential to continued success.

A. Therefore as an integral part of its business process, IAT Directorate will:

- Develop, implement and maintain institution strategies, policies and processes that will help Abu Dhabi Polytechnic, Directorate manage the specified responsibilities and obligations.
- Give high regard to students, staff, members of the public, the general environment and others who may be affected.
- Demonstrate top-level commitment to this policy.
- Pro-actively measure company performance against this policy.
- Ensure an improving safety performance year on year.

B. Specifically, IAT Directorate will:

- Comply with all relevant legislation as a minimum standard and, where not exists, set high institution standard with regard to their effect on students, staff, visitors and public.
- Define key roles and responsibilities within the institution and train all staff in matters appropriate to their role.
- Provide and maintain safe-working environments that are without risk to health and welfare as far is reasonably and practicable.
- Identify, evaluate and manage the main occupational security and crisis risks associated with the Polytechnic operations, products and services and reduce or eliminate significant adverse environmental effects wherever reasonably practical.
- Train all staff to be aware of their own responsibilities in respect to security and risk matters such that they are aware of, understand the risks inherent with their tasks and are competent in the institution procedures, e.g. safe systems of work, the use of personnel protection equipment etc, that have been introduced to insure their protection.
- Continuously improve overall security and crisis management performance through regular monitoring and review of all campuses management systems.
- Provide an incident reporting and investigation mechanism designed to identify adverse accident trends and the overall safety performance of the Polytechnic.
- Provide suitable first aid and welfare facilities.
- Make arrangements for consultation with staff on health and safety issues and the effective dissemination of information.
- Avoid the use of hazardous materials and products whenever possible.
- Promote the efficient use of resources and conserve energy throughout the business.
- Operate, as part of the Polytechnic's annual performance process, a system that measures students and staff's safety performance on an individual basis. Neglect of security and crisis management requirements will be treated as seriously as any other disciplinary matter.
- Ensure that the Polytechnics security and crisis management objectives are being fulfilled through auditing activities.

C. Responsible Manager

The Facilities Manager is responsible for the development, monitoring and review of this Manual, its supporting policies and procedures and the overall

safety management strategy within the Polytechnic in the pursuit of the "positive safety culture" that the institution and all people involved.

The Health & Safety Coordinator serves as the site monitor in charge of daily monitoring of campus security.

Training Programmes

Training programmes will be developed and maintained by Abu Dhabi Polytechnic, to ensure that all active members of the EOT, and support members, are competent to complete their assigned duties. The training should address the specific elements of the Abu Dhabi Polytechnic's Security and Crisis Management plan, as well as training for responding to crisis from an emotional and mental preparedness standpoint. Refresher courses will run at a predetermined frequency for all active and support members of the EOT as well as newly hired staff. Training programmes will be modified as required to reflect changes to procedures, responsibilities, and lessons learnt from exercise, drills and real emergencies.

In consultation with relevant Polytechnic stakeholders, the Facility Manager or H&S Coordinator will source appropriate training solutions to support the policy and competencies required by the staff of the IAT. This will be either by the utilization of in-house resources or contract suppliers.

a. All Staff Induction

It is the Polytechnic's policy that ALL new staff attend a "Safety Awareness' programme to ensure that they have the accepted level of relevant information as early as achievable within their employment. The programme covers at least the following:

- Legislative requirements
- Abu Dhabi Polytechnic policies and procedures
- Incident report procedures
- Responsibilities/accountabilities
- Fire safety awareness
- Health risks

All staff who have not attend the induction programme immediately upon starting employment to receive an induction as soon as practicably possible.

The above also apply to temporary staff.

b. Technical Training

Various training programmes are available, of which some are listed below. Required training programmes will be identified and resourced as necessary. They provide necessary information together with measure of competence related to areas of:

- Health and Safety
- First Aid and CBR
- Fire Warden
- Risk Management

6.PHYSICAL & TECHNOLOGY RESOURCES

Equipment and software policy

Abu Dhabi polytechnic follows a policy for suitably maintaining the equipment on site and is fully aware of the need to purchase software applications from legitimate sources to ensure all copyright requirements are met in full. At the time of replacement of equipment the Abu Dhabi Polytechnic requires that three quotations are requested from potential suppliers to help procure equipment to a given specification. The Operations and Procurement unit then forward a purchase order to a well-known supplier to procure the physical resources. The selection of the supplier is decided by the Abu Dhabi Polytechnic Director in conjunction with his/her team after satisfying themselves of the quality, pricing and after sales service level assured by the supplier under goods warranty agreements.

Maintenance is carried out on two levels i.e. basic maintenance of hardware and physical resources is carried out on site by utilizing in house technical expertise and where the need arises to maintain newly procured equipment or hardware an under warranty technical inspection and maintenance is requested from the supplier to be provided on site to ensure equipment is well maintained and functions to meet the needs of the Abu Dhabi Polytechnic.

Occupational Health & Safety on site

Abu Dhabi Polytechnic has adopted a H&S on site policy that meets the criteria set out under the laws and regulations of the UAE. Such Health and Safety policies are in place to follow best practice in ensuring:

- All members of staff and learners are safe at all times while on premises
- All equipment is in working order and poses no health or injury threat to staff and learners

- Staff and learners are aware of the emergency and evacuation procedures in place and take part in drills to ascertain the procedures work as desired
- Suitable access for disabled students is provided
- Special work clothing/overhauls are worn and maintained when working in areas such as laboratories and /or when operating machinery
- All areas of work have sufficient lighting and are free from dirt
- All working areas have fire extinguishing facilities than have been tested and display a test certificate
- All accidents on the premises are recorded and remedial action taken to ensure the accidents are not repeated
- First Aid kits are provided and maintained for use by learners and staff
- Hazardous materials are handled with safety and kept in locations that are safe and suited to keeping chemicals and other hazardous goods

Workshops and Laboratories

Safety equipment and dangerous materials are kept in safe containers and clearly labeled. The work top areas are regularly cleaned to avoid adverse effects on the learners and staff. Members of Abu Dhabi Polytechnic staff who handle hazardous materials are trained and expert in such procedures. The working area in the workshops is bright & well lit and students always work under supervision to minimize any chance of accidents or misuse of materials in workshops and laboratories.

Emergency Evacuation Procedures

At Abu Dhabi Polytechnic, in cases of an emergency evacuation processes and exit routes are clearly displayed on walls. Staff is trained in explaining the evacuation procedures to their learners at the beginning of each academic year. Such signs are displayed in English and Arabic. Fire drills are carried out at least twice in each calendar year to ascertain the effectiveness of measures and remedial steps are taken when weaknesses are identified. Learners are aware of places to assemble when an emergency is declared to move far away from the distressed areas.

Consideration for Females and the Disabled

Physical resources for female learners on site and the disabled are well catered by the Abu Dhabi Polytechnic. Females are provided with social rooms with privacy and work areas / desks to study independently and to hold social functions without any disturbance from external surroundings. Female students are further accommodated by the provision of special working overhauls that are protective yet allow the learners to dress without compromising their cultural dressing code.

Similarly disabled learners have wheel chair access provided thus facilitating their movement from classroom to other areas in the building including the cafeteria areas and toilet facilities. Ramps are provided in Abu Dhabi Polytechnic building to allow for access of disabled students to areas including offices, admin block, staff rooms, recreational facilities etc.

Handling abuses of the IT system

All Abu Dhabi Polytechnic students are afforded facilities to access and use the IT system during work hours. Students are allowed to use email and are allotted specific email accounts by the Abu Dhabi Polytechnic to communicate with faculty and the Administration. Quarterly results are communicated using the IT System and abuse is not tolerated. Inappropriate url websites are restricted at the server and any complaints of misuse are logged by the IT Coordinator and conveyed to the Manager Student Services for further action. The student identified is issued with warnings if after investigation and questioning the offence is proven. Repeated violations may put the learners place at the Abu Dhabi Polytechnic in jeopardy since Abu Dhabi Polytechnic reserves the right to take further action on the instruction of the Director by requesting a dismissal from the Abu Dhabi Polytechnic if the violation is of a very serious nature. Such violations are seen as contravening the student code of conduct and ethics applicable to him/her upon accepting a place at Abu Dhabi Polytechnic.

Confidentiality and integrity of IT Resources

All laptops and desktops as well as printing facilities in operation at Abu Dhabi Polytechnic are password protected. All learner records are held digitally by the Abu Dhabi Polytechnic administration which is only privy to a very few number of staff members. Access of students to areas where such confidential records are kept is strictly prohibited. To manage Abu Dhabi Polytechnic resources optimally all printing is controlled by restrictive use by specific staff only. Printing of examination question papers and quizzes is also via a dedicated printer to ensure all materials remain within the domain of staff only and students are not able to access such examination related question papers prior to exam days. The entry door to the main Administration Block is in the process of being installed with a system of entry by swipe card only which is intended to further restrict access and thus enhance the confidentiality and integrity of IT Resources owned and held by the Abu Dhabi Polytechnic.

7. ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY

7.1 Risk Assessment

The fundamental basis for the HS&E issues of our employees and the future success of Abu Dhabi Polytechnic is to have a clear understanding of the risks involved in our activities and by implementing suitable control measures. Therefore as a basic element of Abu Dhabi Polytechnicprocess it will:

- Undertake Generic and Task Related risk assessments as per international best practice;
- Identify and address the HS&E risks to employees and others;
- Review assessments whenever changes in legislation, technology or working practices demand;
- Provide information to affected employees, contractors etc by appropriate means; and
- Utilise the assessments in the employee development process where training needs are identified.

Risk Assessment Forms are available at Appendix 13 to this document

7.2 General Arrangements

To implement the control measures identified by risk assessment, arrangements have been made in the areas below. This section considers the arrangements for Abu Dhabi Polytechnic as a whole.

a. Fire Safety

To support Abu Dhabi Polytechnic responsibilities on fire safety the following arrangements have been implemented:

- Hand held fire extinguishers have been provided throughout Abu Dhabi Polytechnic premises and appropriate employees will be trained in their use;
- Emergency procedures have been developed that detail evacuation arrangements and alternative exit routes;
- Competent persons have been appointed to help ensure employee and visitor safety during evacuations;
- All employees are provided with information on the procedures with supporting information displayed at prominent locations throughout the building; and
- Fire evacuation procedures are to be practiced at least once a year.

b. First Aid

First Aid facilities are available and arrangements have been made as follows:

- A nurse is employed by Abu Dhabi Polytechnic with a fully equipped first aid room;
- Details of first aid facilities are displayed at prominent locations;
- Details of first aid trained personnel are displayed at prominent locations; and
- First aid materials are replaced when used or passed their use by date.

Personnel who have special medical requirements are to notify either HR (staff) or Student Support Services (Students) when accepting a position within the Abu Dhabi Polytechnic, of the nature of their medical issue and the frequency if any of their requirement. The HR Officer and/or Supervisor Student Support Services is to inform the Health and Safety Officer of the person's name and medical requirement.

A check list of requirements for first aid boxes is at Appendix 14 to this document.

c. Employee Consultation

It is recognised that employees have a major role in the development of a positive safety culture. As such, to ensure that all employees are consulted in the following ways:

- The Health and Safety Officer will develop safety consultation meetings with the faculties and ensure the appropriate levels with employee representation; and
- The use of 'on-site consultation' arrangements if found to be more relevant and effective.

Whichever media is used the minimum standards of this policy must be maintained.

d. Incidents/Accidents

i. Reporting

International best practice dictates the process by which all incidents/occurrences are to be reported to the local authorities.

It is therefore vital that employees report all breaches of legislature as follows:

- Report such incidents to your Faculty Safety Representative or immediate line manager; who will implement short-term remedial measures, where appropriate, to protect others; and

- Report the matter immediately to the Health and Safety Officer using the accident report book which is available through the Health and Safety Officer.

The Quality Manager is to report and record all breaches of the legislation to Abu Dhabi Polytechnic Director. All incidents are to be discussed at the next EC meeting as an agenda item.

ii Investigation

Abu Dhabi Polytechnic recognises that where a HS&E incident has occurred, whether or not it has resulted in injury, it is essential to identify the root cause of the incident. This will enable Abu Dhabi Polytechnic to learn and further develop its policies, procedures and education to ensure a repeat of the incident does not occur. Therefore **ALL** employees are expected to:

- Report such incidents to their Faculty Safety Representative or immediate Line Manager who, in turn, will report to the Health and Safety Officer / Quality Manager who will implement short-term remedial measures, where appropriate, to protect others.

The Quality Manager and Health and Safety Officer in conjunction with the Faculty Safety Representative is also expected to implement a suitable and sufficient investigation to identify the root cause and to ensure improvements are implemented without delay.

An Accident Register Form is at Appendix 15 to this document.

e. Display Screen Equipment

i All employees of Abu Dhabi Polytechnic who use display screen equipment, as defined by international best practice, will receive a work station risk assessment.

ii The format for this assessment will be determined by their position within Abu Dhabi Polytechnic and time spent, on a continuous basis, with display screen equipment.

iii Those personnel who are defined as 'habitual users' will receive a full risk assessment that will be carried out by the Safety Manager or his representative.

iv Those personnel who do not fall into this category will be required to complete a 'user self assessment' that upon return to the Senior Officer Health and Safety who will determine as to whether a full risk assessment is needed.

v Both full and self-assessment forms are to be filed and reviewed as necessary by the Safety Manager.

A copy of DSE assessments and user tips is at Appendix 16 to this document

f. Control of Substances Hazardous to Health (COSHH)

It is essential that **ALL** substances, whether chemical, biological or dust, used or planned to be used within Abu Dhabi Polytechnic by its employees or contractors are assessed to identify any potential health effects such that control measures can be implemented. Therefore all responsible personnel must ensure that:

- Suitable assessments are carried out prior to the substance being purchased or at least prior to its usage and control measures are implemented; and

- Contractors, who may utilise such substances, must ensure that the said companies provide assessments and that suitable measures are taken to protect Abu Dhabi Polytechnic employees, students, visitors and members of the public.

- A master COSHH register is held and maintained by the Health and Safety Officer. Individuals who may, through the course of their duties come into contact with dangerous substances are to familiarise themselves with the contents.

- Work area registers will be raised and kept in the area where the substances may be used. Faculty Safety Representatives are to ensure that these registers are current.

g. Visitors/Members of the Public

To ensure that visitors/members of the public are not put at unnecessary risk to their health and safety it is Abu Dhabi Polytechnic policy that:

- All visitors to Abu Dhabi Polytechnic premises are accompanied, at all times, throughout their visit by an Abu Dhabi Polytechnic representative;
- Work carried out in public areas, either by Abu Dhabi Polytechnic employees or contractors and consultants, is undertaken without risk to members of the public; and

- That equipment installed in public areas, by Abu Dhabi Polytechnic or its representatives is safe and without risk to members of the public.

h. Usage of Materials/Resources

Abu Dhabi Polytechnic recognises, and is committed to, a robust strategy that will enable us to manage our environmental impact in a responsible manner and where appropriate pursue best business practice. In particular Abu Dhabi Polytechnic will:

- Ensure that waste is minimised;
- Recycle all appropriate products;
- Promote the efficient use of resources and conserve energy; and
- Where disposal is required, ensure it conforms to licensing authorities' standards.

i. Smoking Policy

Smoking is prohibited in ALL Abu Dhabi Polytechnic Campus areas.

j. Contractor Management

Abu Dhabi Polytechnic accepts that it has special HS&E and legal duties concerning the appointment of contractors to work on Abu Dhabi Polytechnic premises.

The Abu Dhabi Polytechnic's Maintenance Manager is to ensure that all contractors undertaking major work at Abu Dhabi Polytechnic are to submit their HS&E procedures covering the work, prior to the issuing permission to work. All contractors working in or on behalf of Abu Dhabi Polytechnic are to be inducted in HS&E arrangements prior to the commencement of work.

k. Welfare

International best practice and the Abu Dhabi Polytechnic's commitment is to provide a healthy and safe place of work, it is also committed to the welfare of its staff. This statement is supported by the provision of all appropriate facilities including the following:

- The provision of a good working environment, with all appropriate health and safety support facilities;
- Safe access and egress;

- General facilities i.e. drink making facilities etc.; and
- Good housekeeping and general maintenance standards.

In the provision of the above, all employees have the responsibility to ensure that such facilities are not abused or misused and are requested to support Abu Dhabi Polytechnic in maintaining such high general welfare facilities standards and also to report where such standards are not being maintained.

l. Disabled Access

There are identified disabled parking spaces at the front of the building near the entrance. These parking spaces must not be used by non-disabled personnel.

There is a ramp for wheelchair access in front of the main entrance.

In the event of a fire alarm being activated disabled personnel who are on the first floor are to wait for assistance at the top of the evacuation staircase.

Abu Dhabi Polytechnic lift (in the entrance foyer) is not to be used during such emergency evacuations.

In the event that the main entrance is out of action then identified personnel will be on hand to assist personnel to the alternative fire exits at the side of the building.

7.3. Specific Arrangements

This section considers arrangements for specific risks identified within the Abu Dhabi Polytechnic.

a. Work Equipment

Work Equipment applies to the selection, maintenance, inspections, information, risk, instruction and training of all equipment used in the workplace.

Equipment for use by Abu Dhabi Polytechnic employees has been identified as follows, this list is not exhaustive and all personnel who are in doubt over the safe use of any equipment are to contact their Line Manager or Senior Officer Health and Safety prior to use:

- Display Screen Equipment
- Personal Protective Equipment
- Office Equipment

- Lifting Equipment and Crane
- IT Equipment
- Pneumatic, Electrical and Hand Tools
- Ladders/stepladders
- High Way Staging / Work Platforms
- Machinery
- Battery Charging

b. Noise at Work

Abu Dhabi Polytechnic recognises their responsibility to ensure that all personnel, visitors, contractors and members of the public are not exposed to noise at or above the first action level (85 Db (A) in one exposure period.

As a guide, the first action level is exceeded when the noise level throughout the day is such that people have to shout to be heard clearly by someone about 2 metres away.

Where the level is at or above the first action level the Head of Department or Senior Faculty is to arrange for a risk assessment to be carried out

It will not always be necessary to produce a detailed assessment for each member of staff doing similar jobs, a single assessment will suffice.

The Head of Department or Senior Faculty must review all assessments regularly to ensure that there have been no significant deviations from previous data.

c. Electrical Equipment

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees or contractors who use, operate, maintain or install electrical equipment or installations.

Abu Dhabi Polytechnic has adopted international best practice for electrical safety covering the use, testing and repair of electrical equipment installations and general electrical services. Staff, other than those that are qualified and employed to do so should not interfere with any supply of electricity. A qualified person from the Maintenance Department should examine all ground electrical apparatus brought into Abu Dhabi Polytechnic premises before use.

No person shall use any appliance unless qualified personnel have first tested it. All appliances will be regularly tested and records kept. Any defective appliance/cabling should immediately be reported to the Maintenance Manager and taken out of service until the fault has been rectified.

To ensure that electrical equipment is safe for use, the following arrangements have been made:

- Procurement control to ensure that quality suppliers are employed; and
- Appropriate testing/inspection of equipment prior to usage and at specific intervals thereafter will be carried out by the Senior Facilities Officer.

A copy of Rules applying to Portable Appliance Testing is held in Appendix 17 to this document.

d. Manual Handling

All actions involving manual handling shall be in compliance with Recognised international best practice. Staff should ensure that manual handling activities are assessed to ensure that:

- The need to carry goods/equipment is minimised;
- The activity is replaced with mechanical means where appropriate; and
- Employees are provided with appropriate training to ensure they understand and recognise their limitations and the correct lifting technique is utilised in any manual handling activity.

Where any manual handling is imposed or required for the movements of loads regarded to be excessive in weight, it may be necessary to arrange a safe system of work for the operations and the aforementioned safe system of work should be submitted to the operative performing the task.

The lifting of equipment should be conducted only when the employee feels satisfied that they are capable of lifting such weights. If an employee is in doubt about either their capability or the task they should seek advice from the Faculty Safety Representative or Line Manager prior to commencement of work.

A copy of the Manual Handling Risk Assessment Forms is held in Appendix 18 to this document.

e. Lone Workers

There will be occasions when an individual is working alone on Abu Dhabi Polytechnic premises. Prior to working alone the individual member of staff is to

ensure that their Line Manager is aware of this work and that an assessment is to be made, by the individual and their manager as to the nature and requirements of the task. Should it be a requirement of the task that a second member of staff is required then this is to be arranged. If a second person is required but cannot be found then the manager is to inform the Safety Manager.

The manager of a lone worker is to ensure that the Senior Manager Abu Dhabi Polytechnic Support Services is aware of the need for a lone worker to be on the premises.

In the case of an emergency, lone workers must raise the alarm immediately then contact their manager.

f. Machine Safety

Where an employee is in any doubt about the risks associated with any activity that they are involved in then advice should be sought from their Line Manager.

All operators are to ensure that machinery is only used for its designated purpose and that all safety rules are strictly adhered to.

All machinery faults are to be reported to the Maintenance Manager as soon as possible; under no circumstances are operators to attempt to repair any machinery without an assessment being carried out by the Line Manager.

When work is completed it is the operator's responsibility for ensuring that the machinery is cleaned and left in a safe and tidy condition.

All machines must be turned off and power isolated when not in use.

g. Personal Protective Equipment (PPE)

International best practice gives guidelines for the requirements of the selection, use, issue and maintenance of PPE.

PPE must only be used as a last resort as the hazard should be eliminated at source or the risk reduced. Where PPE is still required, e.g. identified by risk assessment, then the following must at least, be considered in the provision:

- What PPE is appropriate to the task in hand;
- The PPE must be personal and take into consideration the user's needs;
- Regularly inspected; and
- At nil cost to the user.

h. Mechanical Handling Equipment (MHE)

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees or contractors who operate or maintain MHE, any accessories and other mechanical handling equipment. All MHE is subject to programmed inspection, by a competent person. This includes all slings, chains, hooks and overhead cranes.

- No-one is permitted to operate any equipment unless they have been fully trained and authorised to do so;
- When using lifting chains the chains must be physically checked prior to use;
- **DO NOT** move a load that appears unsuitable;
- **DO NOT** operate with the load raised, except at creep speed;
- **Do Not** stand or loiter under a suspended load.
- **A safety Man** is to be positioned so as to warn or prevent unauthorised personnel from venturing close to any lifting operation
- A register of all lifting equipment is to be held by the Maintenance Manager;
- All overhead cranes must have the safe working load displayed.

i. Driving

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees who drive Abu Dhabi Polytechnic vehicle.

- Only approved personnel may drive Abu Dhabi Polytechnic vehicle.
- NO SMOKING is allowed whilst using an Abu Dhabi Polytechnic vehicle;
- All drivers are personally responsible for adherence to the speed limits and all other UAE traffic legislation;
- The drinking of alcohol is not permitted either prior to or during the use of an Abu Dhabi Polytechnic vehicle;
- Mobile telephones are not to be used when driving an Abu Dhabi Polytechnic vehicle unless it is in hands free mode for receiving calls only, to make a call or send a text message the driver is to pull over before making the call, calls MUST NOT be sent whilst in control of a moving vehicle;
- It is the driver's responsibility to ensure that the vehicle is fully roadworthy prior to use. All faults are to be reported to the Maintenance Manager immediately; and
- All accidents and incidents must be reported to the Maintenance Manager immediately.

j. Use of Hand Tools

Abu Dhabi Polytechnic will ensure that all hand tools are, where possible, manufactured to a recognised standard and that they are fit for purpose.

Wherever possible tools should have safety features such as retractable blades for knives.

The main hazards when using hand tools are:

- Eye injuries due to flying splinters or chippings from the tool or work piece;
- Injuries to the head or body caused by a flying hammer head;
- Cuts from a knife or chisel. These can be life threatening if an artery is severed:
- Injuries to the hand or body caused if a tool such as a spanner slips: and
- A head injury to a person underneath the workplace caused by a falling tool.

Usage:

- Always use tools properly, all hand tools have practical limitations and are designed for a certain range of jobs;
- Always choose the right tool for the job in hand;
- **DO NOT USE** damaged or broken tools;
- Keep cutting tools such as chisels sharp so that they cut true without needing to be forced. Always try to cut away from the body, hands and arms when using cutting tools;
- Carry cutting tools with the blade down and always cover the blade when the tool is not being used. Never carry them in a pocket or belt;
- Never leave a knife lying where it could fall or where someone might grasp hold of the blade;
- Never use a screwdriver as a chisel;
- Use the right sized spanner for the nut. Serious injuries can be caused by a spanner slipping off a nut;
- Use eye protection where there is a risk of flying particles; and
- Use gloves where they may give necessary protection.

Maintenance:

Check tools regularly for damage. Damaged or defective tools should be presented to the Senior Manager Abu Dhabi Polytechnic Support Services for suitable disposal and/or replacement. Some common things to look for are:

- Broken hammer handles or heads;
- Spanners whose jaws are opening up;
- Cutting tools which are blunt, chipped or incorrectly ground;
- Cold chisels with mushroom heads; and
- Files without handles.

k. Control of Substances Hazardous to Health

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees in respect of exposure to hazardous substances and materials. To ensure that Abu Dhabi Polytechnic complies with best practice the following procedures are to be strictly adhered with:

- All substances and or materials used or held within Abu Dhabi Polytechnic will be subjected to a COSHH Assessment prior to use;
- All substances and materials are to be handled as instructed by the respective COSHH assessment;
- Where required, appropriate PPE is to be worn;
- Where the mixing of substances is necessary users must adhere to the instructions laid down in the safety data sheets;
- When not in use all containers are to be stored in the designated COSHH cabinet with their lids secured;
- All spillages are to be curtailed and reported to the Chief Instructor as soon as possible; and
- All empty/used containers are to be stored in the designated area.
- A copy of each safety data sheet is to be held in the first aid room.

l. Young Workers

Young workers are defined, in law, as Young Persons. A Young person is someone who has ceased to be a child but who has not attained 18.

Young Persons, whether apprentices or not, are likely to be less careful than adult trained workers, hence Abu Dhabi Polytechnic has a greater duty of care for their safety. All the statutory requirements lay great emphasis upon the need for safety consciousness, supervision and training in safe methods of work by young persons.

Young persons may not work with certain specified machines unless they have been fully instructed as to the dangers and the precautions to be taken, and

- They have received sufficient training in working the machine; and
- They are under adequate supervision from a person who has a thorough knowledge and experience of the machine.

7.4 Supporting Policies, Procedures and Relevant Legislation

Abu Dhabi Polytechnic will publish and maintain policies and procedures in support of the arrangements detailed within this document. These form the basis of approved safe systems of work etc and facilitate the creation of healthy and safe working environments throughout the Abu Dhabi Polytechnic.

These documents are available as follows:

Staff Handbook –

Health & Safety Procedures Manual

The following regulations form the basis of the development of Abu Dhabi Polytechnic HS&E policy to meet the standards of international best practice:

- UK Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Work at Height Regulations 2005
- Health and Safety (consultation with Employees) regulations 1996
- Safety Representatives and Safety Committees Regulations1977
- Manual Handling Operations Regulations 1992
- Control of Noise at Work Regulations 2005
- Health and Safety (First Aid) Regulations 1981.

8. SUPPLIERS AND TEMPORARY WORKERS

a. Suppliers

The Maintenance Manager must ensure that contractors and consultants working within Abu Dhabi Polytechnic controlled premises or activities are provided with appropriate information identified from risk assessment. This information will detail known hazards and risks arising out of Abu Dhabi Polytechnic activities that they may be exposed to as they carry out their tasks.

b. Temporary Workers

Prior to engagement, temporary workers including agency staff will be provided with:

- Information on specific occupational skills or qualifications needed to safely carry out their tasks; and
- Information on health, safety and welfare issues relating to the tasks they will be assigned.

Once appointed, temporary workers will be afforded the same standard of care for health, safety and welfare as is afforded to Abu Dhabi Polytechnic permanent employees.

9. PUBLIC SAFETY

When members of the public visit locations or activities controlled by the Abu Dhabi Polytechnic, due care will be taken to ensure their safety.

Abu Dhabi Polytechnic will also, so far as is reasonably practicable, ensure that work carried out in public areas, either by its employees, contractors or consultants, is undertaken without risk to members of the public.

Members of Staff who host visitors are to ensure that the visitor(s) is aware of any hazards or risks associated with the visit. The host is also responsible for accounting for the visitor in the event of an emergency evacuation of the Abu Dhabi Polytechnic.

10. AUDITING/MONITORING/INSPECTION

To ensure that the intentions of this policy are being implemented successfully, it is essential to carry out pro-active measurements of performance against the standards and policy contained therein. Therefore, the following methods are instigated:

- Physical inspection of buildings/work areas;
- Monitoring of activities/performances standards by the EC;
- Compliance audits against Abu Dhabi Polytechnic policy; and
- Annual audits of the Safety Management System by the Quality Manager and Health and Safety Officer to ensure that this policy is being implemented.

Copies of Audit Sheets are held in Appendix 20 to this document.

11. RECORDS

Certain types of records are maintained within Abu Dhabi Polytechnic to support this policy. These include the following:

- Incident investigation records (where applicable);
- Training records (where applicable);
- Inspection records;
- First Aid reports;
- Audit reports; and
- Risk assessments.

12. HEALTH & SAFETY ISSUES

Drug-Free Workplace Policy

Drug abuse in the workplace endangers the health and safety of the public, Abu Dhabi Polytechnic employees, students, and patients. Therefore, Abu Dhabi Polytechnic strives to maintain a drug-free workplace. Abu Dhabi Polytechnic policy states that unlawfully possessing, dispensing, manufacturing, or using illegal or controlled substances is prohibited on Abu Dhabi Polytechnic property, in Abu Dhabi Polytechnic vehicles, or while conducting Abu Dhabi Polytechnic business. The Abu Dhabi Polytechnic will terminate the employment of any individual who is convicted of unlawful manufacture, distribution, dispensation, or possession with intent to distribute or dispense an illegal and/or controlled drug in the workplace.

Injury on the Job and Workers' Compensation

Employees who sustain illness or injuries while in the course and scope of their job duties is eligible for workers' compensation. Injured employees must report the situations to their supervisors as soon as possible. Employees who are absent from work because of an injury or illness are required to provide written documentation from a health care provider prescribing time off from work; regular status updates to their supervisors; and a clearance from a health care provider to return to work.

International Health, Safety, and Security

Abu Dhabi Polytechnic recognizes that safety must be a paramount concern for members of our community traveling abroad or participating in international exchange programmes. As a result, the Abu Dhabi Polytechnic has developed emergency protocols for students, faculty, and staff traveling overseas in approved programmes and activities.

Occupational Safety

The Abu Dhabi Polytechnic strives to provide a safe physical work environment for our employees. If an unsafe or unhealthy work situation is identified or suspected, report the condition immediately to the appropriate department head. The department head, together with the Abu Dhabi Polytechnic's safety officer and other appropriate personnel, will investigate the condition and take any necessary steps to correct the problem.

Smoking Policy

Smoking is prohibited in all indoor locations. Smoking is allowed in outdoor areas, unless the area is designated as a "no smoking" zone. Smokers may not block the entrance to a building or subject nonsmokers to passive smoke.

APPENDIX 1: *Abu Dhabi Polytechnic, Campus Maps*

Guidelines:

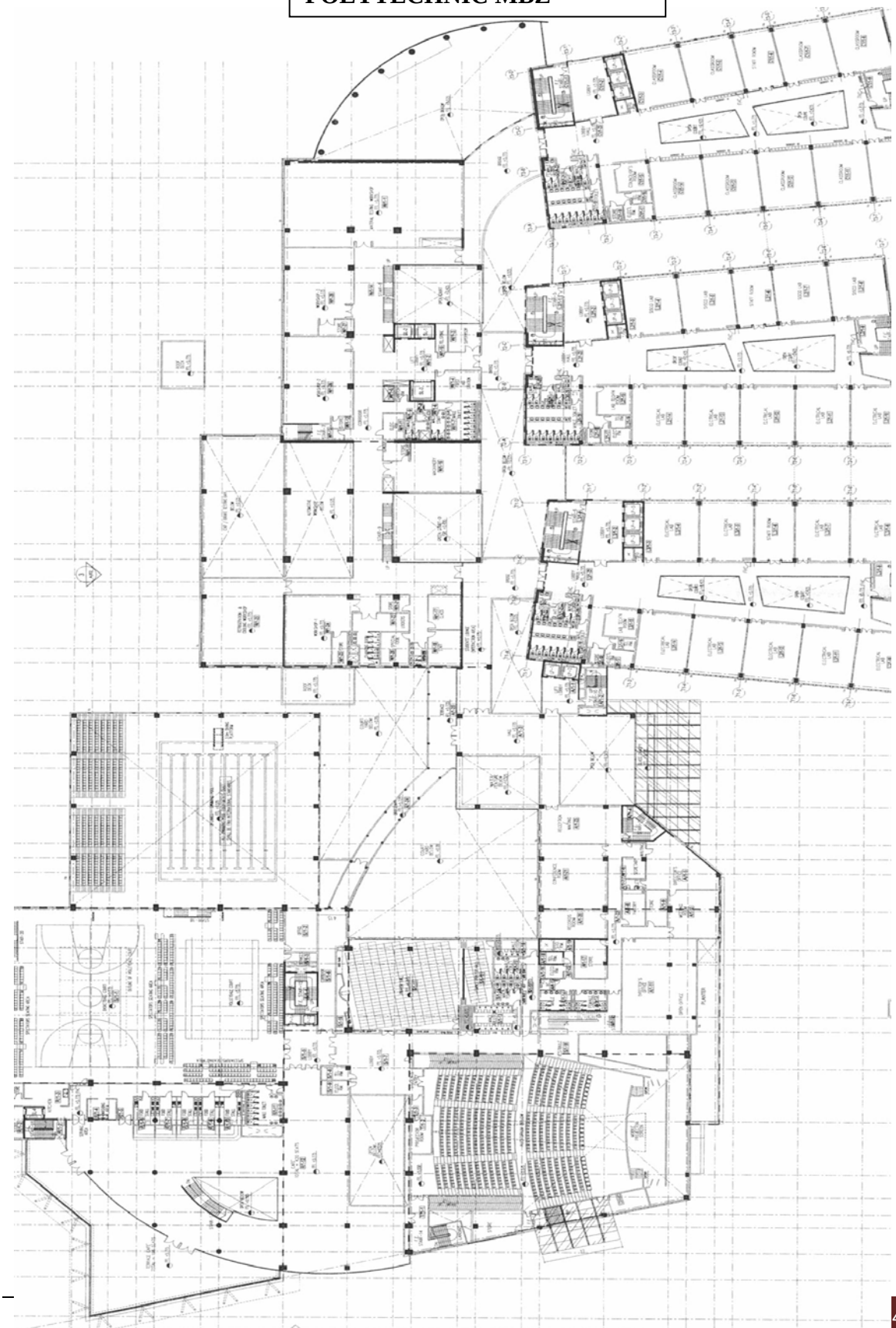
Insert map of campus and surrounding area. At minimum, include the following information on the map:

- *Primary evacuation routes*
- *Alternate evacuation routes*
- *Handicap evacuation areas*
- *Utility access/shut-off for*
- *Gas*
- *Water*
- *Electricity*
- *Telephone System*
- *Site assignments and Staging Areas*
- *Hazardous Material storage areas*
- *Heat plants/boilers*
- *Room numbers*
- *Door/window locations*
- *Any other information deemed appropriate by your planning committee*

Note:

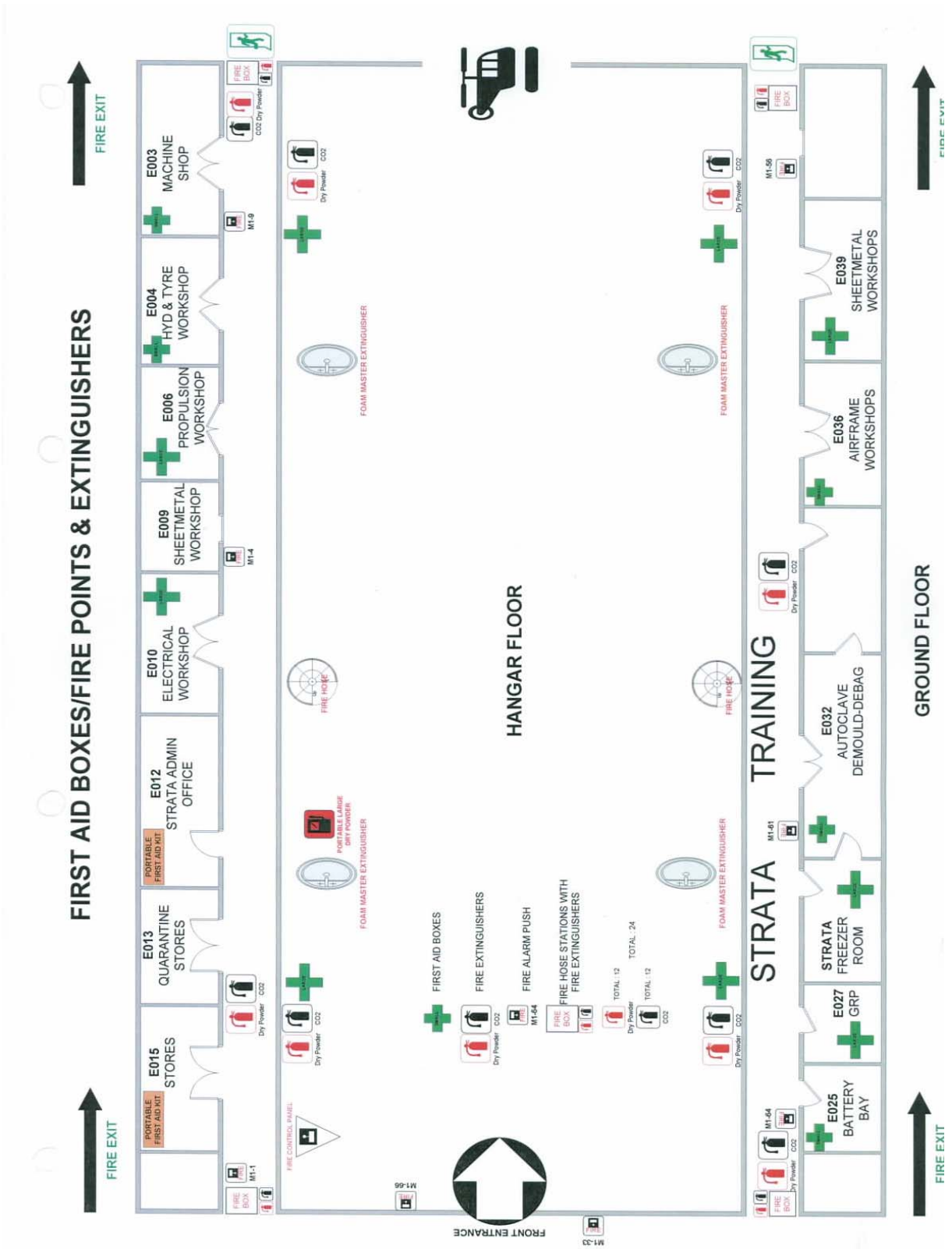
- Primary and Alternative evacuation route maps should be posted in each room of each building on campus.
- It is recommended that you develop a diagram of the entire campus site and surrounding areas. In an emergency, a diagram may be easier to read than blueprints. Consult with your local emergency responder agencies on what type of maps they prefer. Blueprints of the site should also be available in addition to the map or diagram. Blueprints may be necessary in certain fire or tactical situations.

Floor Plan ABU DHABI POLYTECHNIC MBZ

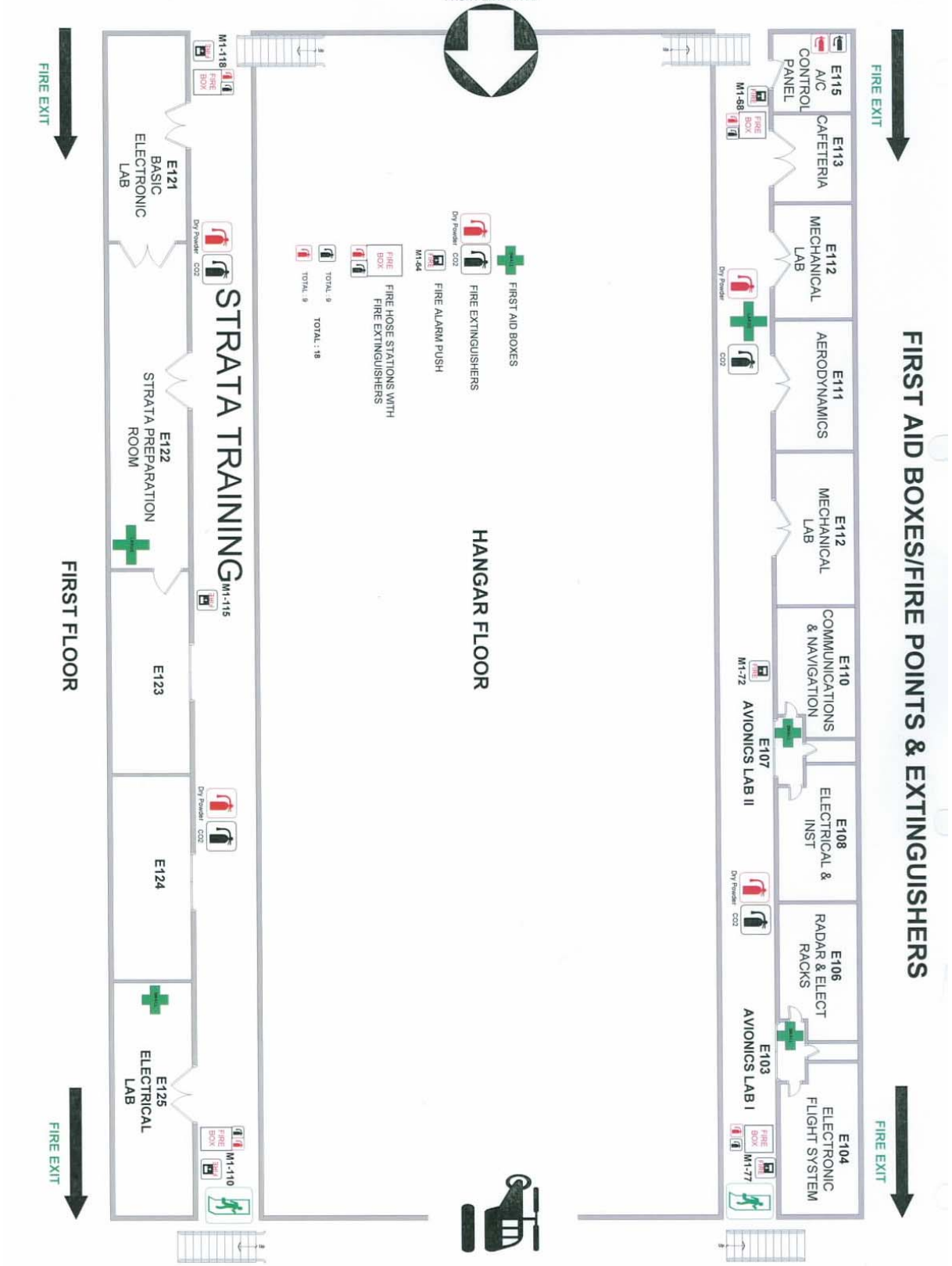


GROUND FLOOR FIRE POINTS
REFECTORY AREAS
KITCHEN
HANGAR
GAL AIR TRAFFIC CONTROL
LIBRARY & IT DEPARTMENT
SENIOR MANAGEMENT & ACADEMY DIRECTOR
FRONT ENTRANCE
FRONT ENTRANCE
FIRE EXIT
FIRE BOX
FIRST AID BOX
FIRE EXTINGUISHERS CO2
TOTAL: 22 + 3 GAL
FIRE EXTINGUISHERS DRY POWDER
TOTAL:23 + 3 GAL
FIRE ALARM PUSH
M1-80
FIRE HOSE STATIONS WITH FIRE EXTINGUISHERS INSIDE
TOTAL EXTINGUISHERS 45 (+ 6 GAL)

Al Ain Campus Hangar Ground Floor



Al Ain Campus Hangar First Floor



FIRST FLOOR FIRE POINTS
C WING
B WING
GAL AIR TRAFFIC CONTROL
D WING
A WING
FRONT ENTRANCE
FIRE EXIT
FIRE BOX
M2-30
M2-40
M2-43
M2-53
M2-14
M2-3
M2-50
M2-59
FIRE ALARM PUSH
M1-80
FIRE HOSE STATIONS WITH FIRE EXTINGUISHERS INSIDE
FIRE EXTINGUISHER CO2
TOTAL 33 + A104 ?
FIRE EXTINGUISHER DRY POWDER
TOTAL
EXTINGUISHERS

APPENDIX 2: Abu Dhabi Polytechnic Classroom Instuctor Buddy List

Guidelines for Preparing a Buddy Instructor List

- Assign instructors in adjacent or nearby rooms as buddies.
- Review evacuation routes and procedures with entire staff.
- During an emergency, instructors should conduct a classroom status check and buddy instructors should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.
- Remember: The instructors' responsibility is to all students, but in situations that threaten the lives of all, instructors should do the greatest good for the greatest number.
- If necessary, one buddy instructor should evacuate both classrooms. In these cases, the students should exit without the instructor leading them. The instructor should stay back to check the classroom and close the door (but not lock it). If both buddy instructors are available for evacuation, one should lead and one should bring up the rear, checking briefly to make sure that both classrooms are empty and closing doors.
- Ensure that each classroom contains a "go kit" that contains the instructor's class roster and the buddy instructor's class roster.
- Immediately following student accounting, one member of each buddy team must check in at the Command Post.
- In emergency situations that do not involve evacuation, it may be necessary to move all students from one buddy's classroom into the other. One instructor is then available for assignments.
- Ensure that substitute instructors are familiar with emergency procedures and who their buddies are.

Member of Abu Dhabi Polytechnic Staff (MBZ)	Buddies With
ANTHONY HECHANOVA	NT MALE STUDENTS
EVGENY STANKOVSKY	NT FEMALE STUDENTS
MURAD AL SHIBLI	EME MALE STUDENTS
SALEH ALDAAJEH	EME FEMALE STUDENTS
JAMAL AL KARAKI	ISET MALE STUDENTS
NATHEER KHASAWNEH	ISET FEMALE STUDENTS
ABDELAZIZ KHLAIFAT	PET MALE STUDENTS
MOHAMED HAILAT	PET FEMALE STUDENTS

AEET: Advanced Energy Engineering Technology
EMET: Electromechanical Engineering Technology
ISET: Information Security Engineering Technology
PET: Petrochemicals Engineering Technology

Member of Abu Dhabi Polytechnic Staff (AA)	Buddies With
ROBERT HOWARD	AME MALE STUDENTS
JOSELITO SERAFICO	AME FEMALE STUDENTS
BESHARA SHOLY	AVN MALE STUDENTS
THOMAS NEUMANN	AVN FEMALE STUDENTS
	MALE STUDENTS
	FEMALE STUDENTS
	MALE STUDENTS
	FEMALE STUDENTS

APPENDIX 3: Abu Dhabi Polytechnic Teams for 2012/2013

Abu Dhabi Polytechnic (MBZ) Emergency Operations Team

Title	Name	Mobile Number	Phone Number	Email Address
Director	Ahmad Al Awar	+971 56 1882090	+971 2 695 1044	Ahmad.Alawar@Abu Dhabi Polytechnic.ac.ae
Manager Student Services	Humaid Al Naeimi	+971 56 1882230	+971 2 695 1043	Humaid.alnaeimi@Abu Dhabi Polytechnic.ac.ae
H&S Coordinator	Yousuf Al Azizi	+971 50 5968058	+971 2 695 1049	Yousuf.alazizi@Abu Dhabi Polytechnic.ac.ae
Nurse	Mousa Rashaidah	+971 0508164917	+971 24018200	mousa.rashaideh@iat.ac.ae
Campus Monitor	Suhaila Djerah	+971 50 1116937	+971 2 6951043	Suhaila.djerah@Abu Dhabi Polytechnic.ac.ae

Abu Dhabi Polytechnic (MBZ) Emergency Response Team

Title	Name	Mobile Number	Phone Number	Email Address
ENGLISH LECTURER	ALI AL KHALDI	056- 1882076	+971 2 695 1042	Ali.alkhaldi@Abu Dhabi Polytechnic.ac.ae
LAB ENG.	SHARAF ALSHIYAB	050 - 5834708	+971 2 695 1048	Sharaf.alshiyab@Abu Dhabi Polytechnic.ac.ae
TEACHING ASST	WASEEM SIDDIQUE	055-9271046	+971 2 695 1048	Waseem.siddique@Abu Dhabi Polytechnic.ac.ae
TEACHING ASST	EYAD SHAMS	050 - 4480645	+971 2 695 1043	Eyad.shams@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	MOHMAED ROWADEH	056-2122630	+971 2 695 1047	Mohammed.alrawadeh@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	FIRAS ALRAWASHDEH	056-2122630	+971 2 695 1048	Firas.alrawashdeh@Abu Dhabi Polytechnic.ac.ae

Abu Dhabi Polytechnic (AA) Emergency Operations Team

Title	Name	Mobile Number	Phone Number	Email Address
Head of Campus	Dr Slayem Al Shamsi	+971 56 1882115	+971 3 799 6555	slayem.alshamsi@Abu Dhabi Polytechnic.ac.ae
Manager Student Support Services	Nasser Sulaiman Almemari	+971 50 6211185	+971 3 799 6402	nasseralmemari@Abu Dhabi Polytechnic.ac.ae
H&S Coordinator	Galven Silveira	+971 50 7172855	+971 3 799 6458	galven.silveira@Abu Dhabi Polytechnic.ac.ae
Nurse		+971 50	+971 3 799	
Campus Monitor	Amal Yousef	+971 50 9663626	+971 3 799 6411	amal.yousef@Abu Dhabi Polytechnic.ac.ae

Abu Dhabi Polytechnic (AA) Emergency Response Team

Title	Name	Mobile Number	Phone Number	Email Address
ENGLISH LECTURER	DIANA AL HAFFAR	050- 1376849	+971 3 799	@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	NAVROJI PARAKOT	050 - 4589497	+971 3 799	@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	PIRAN DITTA	050 - 7587566	+971 3 799	@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	SAAED AL DHAHERI	056 - 1882104	+971 3 799	@Abu Dhabi Polytechnic.ac.ae
INSTRUCTOR	PRASANNA KUNNUMBIL	050- 3397078	+971 3 799	@Abu Dhabi Polytechnic.ac.ae
LAB TECHNICIAN	CONRADO IBAY	056-2897321	+971 3 799	@Abu Dhabi Polytechnic.ac.ae

APPENDIX 4: IAT, Abu Dhabi Emergency Contact Numbers

Public Safety Agency	Contact Numbers
General Emergency	999
Police	999
Fire	997
Ambulance	998
Local Hospital	+971 2 6102000 (Khalifa hospital)
Other	+971 2 4455202 (Eitihad clinics)

Abu Dhabi Polytechnic MBZ	Contact Numbers
Director of Abu Dhabi Polytechnic	056-1882090
Manager Student Services	056-1882230
Head, Advanced Energy programme	056-1882127
Head Information Security Technology	056-1882064
Acting Head, Electronic Systems	050-9328707
Head, Petrochemical Engineering	056-1882231
Senior Coordinator Student Affairs	050-4785966
HR Personnel Affairs Coordinator	050-3213315
Senior Officer Student Registration	050-7733863
Senior Officer, Finance	050-5151365
Faculty, ISET	052-8310815
Senior Lecturer, AEET	050-3148426
Senior Lecturer, AEET	050-5820925
Senior Lecturer, ISET	056-2683522
Lecturer, Gen Requirements	050-1317316
Lecture, Gen Requirements	050-7830688
Lecturer, AEET	050-5437871
Lecturer, ES	056-1099456
Lecturer, Gen Requirements	052-8548358
Teaching Assistant	055-9271046
Teaching Assistant	050-4480645
Teaching Assistant	050-9173565
Teaching Assistant	056-2179836
Teaching Assistant	055-5730335
Teaching Assistant	050-3314041
Lab Engineer	050-5834708
Lab Engineer	050-8575677
Lab Technician	056-2122630
Lab Engineer	050-4774795
Lab Engineer	055-4962912

Abu Dhabi Polytechnic AA	Contact Numbers
Head of Campus Abu Dhabi Polytechnic	056-1882115
Manager Student Support Services	050-6211185
Head, Aero Mechanical programme	vacancy
Head, Avionics	050-1892960
Senior Coordinator Student Affairs	
HR Personnel Affairs Coordinator	
Senior Officer IT Coordinator	050-7324616
Senior Officer, Finance	050-6645920
Faculty	050-4931867
Senior Lecturer,	
Senior Lecturer,	
Senior Lecturer,	050-
Lecturer,	050-
Lecturer,	056-
Lecturer,	050-
Lecturer,	050-
Lecturer, Gen Requirements	050-
Lecturer, Gen Requirements	056-
Lecture, Gen Requirements	052-
Lab Engineer	055-
Lab Engineer	050-
Lab Engineer	050-
Lab Engineer	056-
Lab Engineer	055-

APPENDIX 5: IAT, Abu Dhabi (MBZ) Resource Inventory

Resource inventory of emergency equipment.

Item	Quantity	Place of storage
First aid kit	5	clinic
First aid box	5	clinic
Burning kit	5	clinic
O2 cylinder	2	clinic
Fire extinguisher (powder)	26	Labs, corridors
Fire extinguisher (CO2)	28	Labs, corridors, Kitchens
Emergency Lighting	(available throughout the buildings in case of power cuts)	classrooms, corridors, offices

IAT, Abu Dhabi (AA) Resource Inventory

Resource inventory of emergency equipment.

Item	Quantity	Place of storage
First aid kit	2	various - See Risk
First aid box	17	Assessment file
Foam master extinguisher	4	
Portable large dry powder	1	
Fire extinguisher (powder)	80	Labs, corridors
Fire extinguisher (CO2)	79	Labs, corridors, Kitchens
Fire Hose	2	
Emergency Lighting	(available throughout the buildings in case of power cuts)	classrooms, corridors, offices

APPENDIX 6: IAT, Abu Dhabi Staff Skills Survey & Inventory

_____ /_____ _____
Name Abu Dhabi Polytechnic Room #

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident, and they will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CIRCLE YES OR NO WHERE APPROPRIATE.

_____ First Aid (current card yes/no) _____ CPR (current yes/no) _____ Triage _____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.) _____ Running/Jogging/physical fitness

_____ Emergency Planning _____ Emergency Management _____ Search & Rescue

_____ Law Enforcement Bi/Multi-lingual (what language (s)) _____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver (CDL yes/no)

_____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation

_____ Military Experience (current) (reserves/national guard yes/no) _____ CB/Ham Radio Operator _____ Journalism

_____ Camping _____ Waste Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ In your car? _____ In your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares, first aid kit, tarps, floor mats, etc.)
_____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR ABU DHABI POLYTECHNIC SITE THAT COULD BE USED AN IN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

_____
____

COMMENTS
_____
____

_____
____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT Abu Dhabi Polytechnic?

_____
_

APPENDIX 7: Abu Dhabi Polytechnic Academic Calendar

Abu Dhabi Polytechnic (AD and AA) Academic Calendar 2016/2017

First Semester (2016-2017)

Sun	21 Aug 2016	Staff report to work (previous and new)
Sun – Thurs	21 Aug – 1 Sep 2016	Skills for Life (S4L)
Sun	**28 Aug 2016**	**First Semester Classes Begin**
Mon	29 Aug 2016	New student orientation by Heads
Mon	29 Aug 2016	Registration of NEW STUDENTS
Thurs	1 Sep 2016	Registration; add and drop last day for returning students
Sat –Tue	**10 – 15 Sep 2016**	**Observing Arafat and Eid Al Adha (TBC)**
Sun	**02 Oct 2016**	**Hijri New Year (TBC)**
Thurs	13 Oct 2016	Last day for withdrawal without W
Sun-Thurs	16-27 Oct 16	Midterm Exam (Wk8,9)
Sun-Thurs	13– 17 Nov 2016	Early registration for Second Semester starts (Wk12)
Wed	**30 Nov. 2016**	**Martyrs Day**
Fri-Sat	**02-03 Dec 2016**	**NATIONAL DAY**
Sun	**11 Dec 2016**	**Prophet's Birthday (TBC)**
Sun – Thu	11 – 15 Dec 2016	Semester 1 Final Exams
Sun-Thu	**18 - 29 Dec 2016**	**Winter Break**

Second Semester (2016-2017)

Sun	**01 Jan 2017**	**New Year**
Mon	02 Jan 2017	Second Semester Classes Begin
Mon-Thurs	02 – 05 Jan 2017	Registration; Add and drop last day
Thurs	16 Feb 2017	Last day for withdrawal without W
Sun - Thurs	19 Feb – 2 March 2017	Mid QTR exams (Wk 8,9)
Sun - Thu	**26 March – 06 April '16**	**Spring Break**
Sun - Thurs	09-13 April 2017	Early registration for Summer semester
Monday	**24 April 2017**	**Israa & Miaraj (TBC)**
Sun – Thu	30 April – 04 May 2017	Second Semester Final Exams
Sun – Thu	**07 - 11 May 2017**	**Second Semester Break**
Sun – Thu	**07 - 11 May 2017**	**Academic Staff PD Week**

Summer Semester (2016-2017)

Sun	**14 May 2017**	**Summer Semester Classes Begin**
Thurs	18 May 2017	Registration; Add and drop last day
approx	25 May -24 Jun 2017	Ramada
Sun - Thurs	11 – 15 June 2017	Midterm Exams (Wk5)
Sun –Thurs	18 - 22 June 2017	Early registration for Semeser 4 starts
Sun–Tue	25 – 27 June 2017	Eid Al Fitr (TBC)
Thurs	29 June 2017	Last day for withdrawal without W
Sun – Thu	09 – 13 July 2017	Final Exams Summer Semester
Sun - Thu	16 – 20 July 2017	Summer Semester PD Week
Sun – Thu	**16 July - 17 Aug 2017**	**Summer Break (5 weeks)**
Sun	**20 Aug 2017**	**All faculty returns**

TBC: To be confirmed
V2 change to withdrawal re week 7

– End –

APPENDIX 8: Abu Dhabi Polytechnic Emergency Response Drill Log

Date	Type of Drill	Comments
Oct 27, 2016	Fire drill (I)	
Dec 4, 2016	Basic disaster &Trauma Management (I)	
Feb 28, 2016	Fire drill (II)	
April 4, 2016	Basic disaster &Trauma Management (II)	

APPENDIX 9: Abu Dhabi Polytechnic (MBZ-Wing C) Distribution List

Distribution List

Position	Name	Office #
Director of Abu Dhabi Polytechnic	Dr Ahmad Al Awar	Wing C Ext Floor 2
Manager, Student Services	Humaid Al Naeimi	Wing C Ext Floor 2
Head Advanced Energy Programme	Dr Anthony Hechanova	Wing C Ext Floor 2
Head Information Security Tech.	Dr Jamal Al –Karaki	Wing C Ext Floor 2
Head Petrochemical Engineering	Dr Abdelaziz Khlaifat	Wing C Ext Floor 2
Senior Coordinator	Habib Ahmad	Wing C, Floor 2 Admin Block
Senior Officer, Registration	Hind Al Khatib	Wing C, Floor 2 Admin Block
HR Personnel Coordinator	Mai Al Mansoori	Mafraq Directorate Building
Senior Officer Finance	Mohamed Irshad	Wing C, Floor, Admin Block
Faculty	Dr Natheer Khasawneh	Main C Wing, Floor 2
Senior Lecturer	Dr Murad Al Shibli	Wing C, Floor 2 Ext
Senior Lecturer	Dr Evgeny Stankovskiy	Wing C Main Bldg Floor 1
Senior Lecturer	Hong Kim	Wing C Main Bldg Floor 1
Senior Lecturer	Mohammad Hailat	Wing C Main Bldg Ground Flr
Lecturer	Dr Ali Al Khaldi	Wing C Main Bldg, Floor 2
Lecturer	Saleh Daajeh	Wing C 2nd Floor staff room
Lecturer	Haani Mousa	Wing C 1st Floor staff room
Lecturer	Nashville Toledo	Wing C Ground Floor staff room
Teaching Assistant	Waseem Ahmad Siddique	Wing C Ground floor staff room
Teaching Assistant	Eyad Shams	Wing C 1st Room Staff Room
Teaching Assistant	Mohammad Rawadeh	Wing C Electrical Lab
Teaching Assistant	Hamza Ayyas	Wing C Mechanical Lab
Teaching Assistant	Hana Abusabiekeh	Wing C 2nd Floor Staff Room
Teaching Assistant	Nuha Attia	Wing C 2nd Floor Staff Room
Lab Engineer	Sharaf AlShiyab	Wing C 4th Floor Elect Lab
Lab Engineer	Hussam Fraij	Wing C 1st Floor Staff Room
Lab Technician	Firas AlRawashdeh	Wing C Ground Floor
Lab Engineer	Shoaib Hussein	Wing C Ground Floor Lab
Lecturer	Carol Williams	Wing C Second Floor Staff Room

APPENDIX 10: *CRISIS MANAGMENT STEP-BY-STEP FOR H&S OFFICER*

Abu Dhabi Polytechnic	
Crisis Management Checklist (artifacts should be prepared)	
Mitigation and Prevention	
☑ Completed	Action Checklist:
	Connect with community emergency responders to identify local hazards.
	Review the last safety audit to examine Abu Dhabi Polytechnic buildings and grounds.
	Determine who is responsible for overseeing violence prevention strategies in your Abu Dhabi Polytechnic.
	Encourage staff to provide input and feedback into the crisis planning process.
	Review incident data.
	Determine the major problems in your Abu Dhabi Polytechnic with regard to student crime and violence.
	Assess how the Abu Dhabi Polytechnic addresses these problems.
	Conduct an assessment to determine how these problems—as well as others—may impact your vulnerability to certain crises.

Crisis Management	
Mitigation and Prevention	
☑ **Action Completed**	Mitigation and Prevention Action Steps
	Know the Abu Dhabi Polytechnic building.
	Conduct regular safety audits of the physical plant. Be sure to include driveways, parking lots, playgrounds, outside structures, and fencing.
	Know the community.
	Mitigation requires assessment of local threats. Work with the local emergency management director to assess surrounding hazards. This includes natural disasters, industrial and chemical accidents, and man-made disasters. We should be active partners in community-wide risk assessment and mitigation planning. To help agencies work together they may want to develop a memorandum of understanding (MOU) that outlines each agency's responsibility.
	Bring together regional, local, Abu Dhabi Polytechnic leaders, and others.
	Given that mitigation/prevention are community activities, leadership and support of mitigation/prevention activities are necessary to ensure that the right people are at the planning table. Leadership begins at the top. We will have an uphill battle if state and local governments are not supportive of their mitigation efforts.
	Make regular Abu Dhabi Polytechnic safety and security efforts part of mitigation/prevention.
	Consult the comprehensive Abu Dhabi Polytechnic safety plan and its needs assessment activities to identify what types of incidents are common in the Abu Dhabi Polytechnic.
	Establish clear lines of communication.
	Because mitigation and prevention planning requires agencies and organizations to work together and share information, communication among stakeholders is critical. In addition to communications within the planning team, outside communications with families and the larger community are important to convey a visible message that Abu Dhabi Polytechnic s and local governments are working together to ensure public safety.

Crisis Management	
Preparedness	
☑ Completed	Action Checklist:
	Determine what crisis plans exist in the district and community.
	Identify all stakeholders involved in crisis planning.
	Develop procedures for communicating with staff, students, families, and the media.
	Establish procedures to account for students during a crisis.
	Gather information that exists about the Abu Dhabi Polytechnic facility, such as maps and the location of utility shutoffs.
	Identify the necessary equipment that should be assembled to assist staff in a crisis.

Crisis Management	
Preparedness	
Action Completed	**Preparedness Action Steps**
	Identify and involve stakeholders.
	Identify the stakeholders to be involved in developing the crisis management plan (the people who are concerned about the safety of the Abu Dhabi Polytechnic and the people who will be called upon to assist when a crisis occurs). Ask stakeholders to provide feedback on sections of the plan that pertain to them. For example, ask families to comment on procedures for communicating with them during a crisis. During the process create working relationships with emergency responders. It is important to learn how these organizations function and how you will work with each other during a crisis. It is essential to work with city and county emergency planners. You need to know the kinds of support municipalities can provide during a crisis, as well as any plans the city has for Abu Dhabi Polytechnic s during a crisis.
	Consider existing efforts.
	Before developing the Abu Dhabi Polytechnic plan investigate existing plans. How do other agencies' plans integrate with the Abu Dhabi Polytechnic's plan? Are there conflicts? If the Abu Dhabi Polytechnic recently completed a crisis plan, efforts may be limited to revising the plan in response to environmental, staff, and student changes.
	Determine what crisis the plan will address.
	Before assigning roles and responsibilities or collecting the supplies that the Abu Dhabi Polytechnic will need during a crisis, define what a crisis is for your Abu Dhabi Polytechnic based on vulnerabilities, needs, and assets.
	Define roles and responsibilities.
	How will the Abu Dhabi Polytechnic operate during a crisis? Abu Dhabi Polytechnic will form an Emergency Response Team (ERT) to manage incidents. ERT provides a structured way for delegating responsibilities among Abu Dhabi Polytechnic officials and all emergency responders during crisis response. ERT plans needs to be established with all emergency responders and Abu Dhabi Polytechnic officials before a crisis occurs.

	Develop methods for communicating with staff, students, families, and the media.
	Address how the Abu Dhabi Polytechnic will communicate with all of the individuals who are directly or indirectly involved in the crisis. One of the first steps in planning for communication is to develop a mechanism to notify students and staff that an incident is occurring and to instruct them on what to do. It is critical that Abu Dhabi Polytechnic and emergency responders use the same definitions for the same terms. The ERT system will ensure this occurs. When notifying students an event is occurring it is recommended simply using plain language rather than codes. Discuss with law enforcement the safest methods for disseminating information (cell phones, intercom, runners, etc.) *Remember, some electronic devices can trigger bombs.* Plan to communicate with families, the community, and the media. Prepare template letters and press releases in advance so staff will not have to compose them during the confusion and chaos of the event. It's easier to tweak smaller changes than to begin from scratch. The media can be very helpful in providing information to families and others in the community. Be sure to work with local media before a crisis occurs.

Crisis Management	
Preparedness - Action Steps *(Continued)*	
	Obtain necessary equipment and supplies.
	Provide staff with the necessary equipment to respond to a crisis. Consider whether there are enough master keys for emergency responders so that they have complete access to the Abu Dhabi Polytechnic. Get phones and radios necessary for communication. Maintain a cache of first aid supplies, food, water, etc. for staff and students during the incident. Prepare response kits for secretaries, Abu Dhabi Polytechnic nurses, and instructors. For nurse's kit consider students emergency medications as well as first aid supplies.
	Prepare for immediate response.
	When a crisis occurs, quickly determine whether students and staff need to be evacuated from the building, returned to the building, or locked down in the building. *Evacuation:* Evacuation requires that all students and staff leave the building. The evacuation plan should include a back up site as well as the primary evacuation site. The evacuation plan should include backup buildings to serve as emergency shelters such as nearby community center, religious institutions, businesses, or other Abu Dhabi Polytechnic s. Agreements for using these spaces should be negotiated or reconfirmed prior to the beginning of each Abu Dhabi Polytechnic year. Evacuation plans should include contingencies for weather conditions such as rain, snow, and extreme cold and heat. While most students will be able to walk to a nearby community center, students with disabilities may have more restricted mobility. Your plan should include transportation options for these students. *Reverse Evacuation:* If an incident occurs while students are outside, you will need to return them to the building quickly. Once you are safely inside you may find the situation calls for a lockdown.

Crisis Management	
Preparedness - Action Steps *(Continued)*	
	Lockdown.
	Lockdown is called for when a crisis occurs outside of the Abu Dhabi Polytechnic and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the Abu Dhabi Polytechnic will put students in danger. All exterior doors are locked and students and staff stay in their classrooms. Windows will be covered.
	Shelter-in-Place.
	Shelter-in-Place is used when there is not time to evacuate or when it may be harmful to leave the building. Shelter-in-Place in commonly used during hazardous material spills. Students and staff are held in the building and windows and doors are sealed. There can be limited movement within the building.
	Create maps and facilities information.
	In a crisis, emergency responders will need to know the location of everything in the Abu Dhabi Polytechnic. The campus maps includes information about classrooms, hallways, stairwells, location of utilities and shut offs, outside perimeters and other information necessary for quick and effective response. Paper copies of maps can be helpful and should be considered as part of the comprehensive plan.
	Develop accountability and student release procedures.
	As soon as the crisis is recognized, account for all students, staff, and visitors. Emergency responders treat a situation very differently when people are missing. Be sure to inform families of release procedures before a crisis occurs. Accurate and practiced procedures for tracking student release and ensuring that students are only released to authorized individuals must be developed.
	Preparedness includes Drills and Exercises.
	Preparedness includes emergency drills and exercises for staff, students and emergency responders. Tabletop exercises are very useful in practicing and testing the procedures specified in the Abu Dhabi Polytechnic crisis plan. Tabletop exercises involve Abu Dhabi Polytechnic staff and others sitting around a table discussing the steps they would take to respond to a crisis. Often, exercises and drills identify issues that need to be addressed in the crisis plan as well as problems with communication and response plans. Drills and exercises will improve your crisis plan and better prepare the Abu Dhabi Polytechnic to respond to an actual crisis.

Crisis Management	
Response	
☑ Completed	Action Checklist:
	Determine if a crisis is occurring.
	Identify the type of crisis that is occurring and determine the appropriate response.
	Activate the Emergency Response Team (ERT).
	Ascertain whether an evacuation; reverse evacuation; lockdown; or shelter-in-place must to be implemented.
	Maintain communication among all relevant staff at officially designated locations.
	Establish what information needs to be communicated to staff, students, families, and the community.
	Monitor how emergency first aid is being administered to the injured.
	Decide if more equipment and supplies are needed.

Crisis Management	
Response	
☑ Action Completed	Response Action Steps
	Expect to be surprised.
	Regardless of how much time and effort was spent on crisis planning, the staff should know that there will always be an element of surprise and confusion when the Abu Dhabi Polytechnic is confronted with a crisis.
	Assess the situation and chose the appropriate response.
	Your plan requires a very quick but careful assessment of the situation at hand. Determine whether a crisis exists and if so, the type of crisis, the location, and the magnitude.
	Respond within seconds.
	When a crisis actually happens, make the basic decisions about what type of action is needed and respond within seconds. An immediate, appropriate response depends on a plan with clearly articulated roles and responsibilities, as well as training and practice.
	Notify appropriate emergency responders and the Abu Dhabi Polytechnic crisis response team.
	Do not delay calling 999. It is better to have emergency responders on the scene as soon as possible, even if the incident has even resolved by the time they arrive, than to delay calling and risk further injury and damage.
	Evacuate or lockdown the Abu Dhabi Polytechnic as appropriate.
	This should be one of the first decisions made.
	Triage injuries and provide emergency first aid to those who need it.
	Designate a location to treat the seriously injured. The Abu Dhabi Polytechnic plan should identify qualified staff to determine who needs emergency first aid.

Crisis Management	
Response - Action Steps *(Continued)*	
	Keep supplies nearby and organized at all times.
	If you have to move to another location, remember to take your supplies.
	Trust leadership.
	Trust will help calm the situation and minimize the chaos that may occur during a crisis. Leaders need to project a calm, confident, and serious attitude to assure people of the seriousness of the situation and the wisdom of the directions being given.
	Communicate accurate and appropriate information.
	All information released to the media and public should be funneled through a single public information officer. This will maximize the likelihood of presenting consistent and accurate information to the public. Families should, at a minimum, know that a crisis has occurred and that all possible steps are being taken to see to the safety of their children. At some point, families will also need to know when and where their children will be released
	Activate the student release system.
	The earliest possible safe release of students is a desired goal. Often student release will be accomplished before complete resolution of a crisis.
	Documentation.
	Write down every action taken during the response. This will provide a record of appropriate implementation of the crisis plan. Also necessary is recording damage for insurance purposes and tracking financial expenditures related to the incident. *Keep all original notes and records, these are legal documents.*

Crisis Management	
Recovery	
☑ Completed	Action Checklist:
	Strive to return to learning as quickly as possible.
	Restore the physical plant, as well as the Abu Dhabi Polytechnic community.
	Monitor how staff is assessing students for the emotional impact of the crisis.
	Identify what follow up interventions are available to students, staff, and first responders.
	Conduct debriefing with staff and first responders.
	Assess curricular activities that address the crisis.
	Allocate appropriate time for recovery.
	Plan how anniversaries of events will be commemorated.
	Capture “lessons learned” and incorporate them into revisions of the crisis plan and trainings.

Crisis Management	
Recovery	
☑ Action Completed	Recovery Action Steps
	Plan for recovery in the Preparedness Phase.
	District level counselors may want to train Abu Dhabi Polytechnic staff to assess the emotional needs of students and colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside the Abu Dhabi Polytechnic community are made. During the planning phase you may want to review the credentials of service providers and certify those that will be used during recovery.
	Return to the "business of learning" as quickly as possible.
	Experts agree that the first order of business following a crisis is to return students to learning as quickly as possible.
	Abu Dhabi Polytechnic s and districts need to keep students, families, and the media informed.
	Let the families and other community members know what support services are being provided or what other community services are available. Messages to the students should be age appropriate. If letters are appropriate, be sure to consider cultural differences when preparing these materials to send home to parents.
	Focus on the building, as well as people, during recovery.
	Following a crisis, buildings and surrounding grounds may need repairing. Conduct safety audits to determine what parts of the buildings can be used and plan for repairing those that are damaged.
	Provide assessment of emotional needs of staff, students, families and responders.
	Assess the emotional needs of all students and staff. Have a Abu Dhabi Polytechnic counselor, social worker, Abu Dhabi Polytechnic psychologist, or other mental health professional determine those who need intervention. Arrange for appropriate intervention by Abu Dhabi Polytechnic or community based service providers.

Crisis Management	
Recovery - Action Steps *(Continued)*	
	Provide stress management during class time.
	Trauma experts emphasize the need to create a caring, warm, and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event.
	Conduct daily debriefings for staff, responders, and others assisting in recovery.
	Debriefings help staff cope with their own feelings of vulnerability.
	Take as much time as needed for recovery.
	An individual recovers from a crisis at his or her own pace. Recovery is not linear. Depending on the traumatic event and the individual, recovery may take months or even years.
	Remember anniversaries of a crisis.
	Abu Dhabi Polytechnic crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of the crises. Remembering the anniversary of the crisis will stimulate memories and feelings about the incident.
	Evaluate.
	Evaluating recovery efforts will help prepare for the next crisis. The following are examples of questions to ask: Which classroom-based interventions proved most successful and why? Which assessment and referral strategies were the most successful and why? What were the most positive aspects of staff debriefings and why? Which recovery strategies would you change and why? Do other professionals need to be tapped to help with future crisis? What additional training is necessary to enable the Abu Dhabi Polytechnic community and the community at large to prepare for future crisis? What additional equipment is needed to support recovery efforts? What other planning actions will facilitate future recovery efforts?

APPENDIX 11: Emergency Response Protocols

Emergency Response protocols form the system-wide core responses to incidents in the Security and Crisis Management Manual. These are written action steps that are implemented when a crisis situation calls for specific response procedures.

EVACUATION

Purpose: Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, hazardous material spill inside, structural failure, etc.)

Director:

- Designate someone to call the appropriate emergency response number: identify the name of the Abu Dhabi Polytechnic , describe the emergency, state that the Abu Dhabi Polytechnic is evacuating, and identify the location of the nearest command post.
- The Director or designee will make the following announcement using the building public address system or other designated Abu Dhabi Polytechnic - wide communication method:

"YOUR ATTENTION, PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. INSTRUCTORS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA."

- Notify the system office of the Abu Dhabi Polytechnic evacuation.
- If a campus evacuation is required, contact the Transportation Director or bus service to take students to the alternate off-campus relocation site.

H&S Coordinator:

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from instructors and inform the Director of any missing student(s) or staff.

Instructors:

- Instruct students to evacuate the building, using designated routes, and report to their assigned Assembly Area. Designate a student leader to help move your class to the assembly area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists, phone lists, and classroom emergency materials
- Inspect the bathrooms, hallways and common areas for visitors, staff and students while exiting.

- Take attendance, specially noting any students in other Abu Dhabi Polytechnic activities or services that are missing. Report any missing students or staff to the Director or his/her designee.

REVERSE EVACUATION

Purpose: When conditions are safer inside the building than outside such as: severe weather, community emergency, hazardous material release outside, etc.)

Director:

- Designate someone to call the appropriate emergency response number: identify the name of the Abu Dhabi Polytechnic , describe the emergency, state that the Abu Dhabi Polytechnic is reverse evacuating, and identify the location of the Abu Dhabi Polytechnic command post.
- Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building PA or other designated communication method(s) to gather Abu Dhabi Polytechnic community inside.
- Notify the system office of the situation.

H&S Coordinator:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, instructors and staff outside will direct students to the designated on-campus or off-campus assembly areas.
- Instructors will take attendance and account for all students. Report any missing students to administration
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entrances until the "All Clear" is given.

LOCKDOWN

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (I.E. intruder, hostage incident, civil disturbance, etc.)

Director:

The Director or designee will make the following announcement using the building Public Address system or other designated Abu Dhabi Polytechnic communication method:

"YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE ABU DHABI POLYTECHNIC IMMEDIATELY.

INSTRUCTORS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE: STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE."

- Designate someone to call the appropriate emergency response number, identify the name and address of the Abu Dhabi Polytechnic , describe the emergency, state the Abu Dhabi Polytechnic is locking down, and identify the location of the Abu Dhabi Polytechnic command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediate move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify system office

Instructors:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify director of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the "All Clear" signal is given.
- If outside, instructors will move students to the designated off-campus assembly area and wait for further instructions

SHELTER-IN-PLACE

Purpose: Provides a refuge for students, staff and the public inside the Abu Dhabi Polytechnic building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Director:

The Director or designee will make the following announcement using the building Public Address system or other designated Abu Dhabi Polytechnic communication method:

"YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND

STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM."

- Order a REVERSE EVACUATION for students and staff outside to move inside the building.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify system office that the Abu Dhabi Polytechnic is SHELTERING-IN-PLACE.

Instructors:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows when leaving.
- If outside, instructors will direct students into the nearest Abu Dhabi Polytechnic building interior safe area or other appropriate shelter.
  a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest low spot away from trees and power poles.
  b. If movement into the building would expose persons to hazards, instructors should move to designated outdoor assembly areas away from the hazard or its effects.
- All persons must remain in shelter until notified by the Director or emergency responders.

Instructors should account for their students and report any student missing to the administration.

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the Abu Dhabi Polytechnic facility or grounds is rendered unsafe and a remote site is needed.

DIRECTOR:

- Determine the appropriate pre-designated relocation site and safe evacuation route.
- Notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Coordinator.
- Request the system office to send personnel to staff the family reunification site.

H&S Site Coordinator:

- Establish a command post
- Organize public safety/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Instructors

- Provide a list of evacuees to the reunification site staff upon arrival.
- Follow the instructions of the family reunification center staff when you arrive. You may be asked to assist in staffing the site.

APPENDIX 12: Incident-Specific Protocols

BUS ACCIDENTS

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.
- Check for conditions that could cause a fire
- If conditions are safer outside the bus than inside, evacuate the bus
- Do not leave students unattended or unsupervised.
- Notify the appropriate emergency response agency. Let them know the Abu Dhabi Polytechnic bus was involved, exact location, number of injured and type of injuries, Abu Dhabi Polytechnic and bus company name, and remain on the phone to provide updates until emergency responders arrive.
- Contact the Abu Dhabi Polytechnic , system and bus company offices and provide the following information:
    1. Who
    2. What,
    3. When,
    4, Where (location)
    5. Why and needs
- Do not release any students to anyone unless told to do so by Abu Dhabi Polytechnic administration or law enforcement officials.

Director:

- Dispatch the transportation director, Abu Dhabi Polytechnic administrator or designee to the accident location.
- Abu Dhabi Polytechnic official(s) at the scene will access level of support needed and convey this to the Director and system offices.
- Director or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken to the Abu Dhabi Polytechnic office so parent notifications can be made.
- The Director or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital where the student was taken.
- Direct Abu Dhabi Polytechnic official(s) at the scene to accompany injured students to the hospital.
- Through Abu Dhabi Polytechnic nurses, ensure that any known special health information or medication for any injured student is sent to the hospital.

Managing Director

- If multiple hospitals are used, the Managing Director's office will send an administrator to each hospital.

- System staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

FIRES

- In the event a fire or smoke from a fire has been detected:
- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Abu Dhabi Polytechnic Director.
- The Director or designee will immediately initiate an EVACUATION announcement, direct staff to call 997 to verify the fire alarm, and notify the system office.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire authorities.

Administration

- Director or designee calls 997 to confirm the alarm is active, identify the Abu Dhabi Polytechnic name and location, provide exact location of the fire or smoke, state that the building(s) is being evacuated and identify the location of the Abu Dhabi Polytechnic command post.
- Abu Dhabi Polytechnic office staff will take the visitor log and student sign-out sheet and evacuate to the designated Abu Dhabi Polytechnic command post.
- Office staff will obtain student roll from instructors and inform the Director or designee of any missing students.
- Director notifies students and staff of termination of emergency, return to the building and resumes normal operations.

Instructors

- Take the class roster and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting, confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Notify the Director or designee if a student or staff is missing or you need immediate assistance.
- Keep your class together and wait for further instructions.

SEVERE WEATHER

- Severe weather watch or warning has been issued, or severe weather has been spotted near the Abu Dhabi Polytechnic :
- Monitor sources of weather information.
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Assign support staff to monitor all entrances and weather conditions.
- The Director will announce SHELTER-IN-PLACE alert signal, and will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

HAZARDOUS MATERIAL RELEASE

Hazardous material release is an incident involving the discharge or spill of a biological or chemical substance. Internal incidents may occur from activities in a Abu Dhabi Polytechnic laboratory, technical area or workshop. External exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside A Room or Building:

- The Director will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The Director directs staff to call appropriate emergency response office, provide the name and location of the Abu Dhabi Polytechnic , state the emergency and describe actions to safeguard students and staff and identify the location of the Abu Dhabi Polytechnic command post.
- The Director or designee will notify the IAT system office.
- The Director will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The Director will establish a Abu Dhabi Polytechnic command post outside the Abu Dhabi Polytechnic and brief emergency response officials when they arrive.
- Instructors should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with hazardous substances should be taken to a decontamination area.

- The Director will determine if an off-campus evacuation to a relocation site is necessary. If so, request transportation resources from the system. Alert staff to move to students to designated transportation site.

Substance Release Outdoors:

- The Director will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The Director or designee will call appropriate emergency response office, identify the name/exact location of the Abu Dhabi Polytechnic , describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The Director will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The Director will notify the Abu Dhabi Polytechnic H&S Coordinator and request activation of media and parent notification protocol.
- The Director will ensure that all buses enroute to the Abu Dhabi Polytechnic are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Instructors and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous substances, instructors should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The Director will turn on a radio or television to monitor information concerning the incident.
- The Director will remain in SHELTER-IN-PLACE until emergency officials or the appropriate agency provides clearance.
- When emergency responders determine it is safe to do so, the Director will give the “All Clear” signal to staff and students and announce whether Abu Dhabi Polytechnic will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground collapse, ground settling, broken water or sewer lines, or faulty construction. The structural failure may be catastrophic with a sudden collapse, or may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- If the roof, ceiling, or wall collapses, students and staff should immediately seek shelter under desks and tables, and move away from windows or glass.
- The Abu Dhabi Polytechnic Commander will initiate an EVACUATION of the building
- Instructors and staff will immediately attend to the injured and evacuate the building moving to their assigned assembly area(s).
- The Instructor or designee will call the appropriate emergency response number, identify the name and exact location of the Abu Dhabi Polytechnic , state the emergency, describe response actions taken, and remain on the line to provide updates.
- The Director will direct staff to turn off utilities and seal off the high risk area, if necessary
- The Director will contact and mobilize CPR/first aid certified Abu Dhabi Polytechnic personnel. The team will check for injuries and provide appropriate first aid.
- No one will be allowed to re-enter the building until declared safe by emergency management and public safety officials.

Structural failure without collapse:

- For structural failure without collapse, the Director will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Director will notify the IAT system office and determine whether to dismiss Abu Dhabi Polytechnic early, order an evacuation, or an off site evacuation for parent reunification.

Appendix 13a Generic/Task Risk Assessment Form

AAIAA Generic /Task Risk Assessment				
Activity:			**Reference No:**	
			Assessed By:	
Location:			**Approved By:**	
Generic			**Issue Date:**	
Task			**Revision Date:**	

Hazard	**Consequences**	**Persons affected**	**Existing Control Measures (Where appropriate)**	**Severity**	**Likelihood**	**Total Risk**	**Additional Measures (Where appropriate)**	**Severity**	**Likelihood**	**Total Risk**

Appendix 13b - RISK ASSESSMENT ACTIONS

Activity		Risk Reference No.	

Action Required	By Whom	Priority	Deadline for Completion	Date Completed	Signature

Name of Assessor		Signature of Assessor		Date actions passed to individuals for action:	

Appendix 13c - RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorisation from the AD)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self explanatory
Fatality	Self explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self explanatory

All agreed actions must be given a low, medium, high or immediate priority. **Low** 6 months to complete **High** 1 month to complete or to make satisfactory progress

Medium 3 months to complete **Immediate** Activity should not proceed until satisfactory progress has been made.

Appendix 13d - Risk Assessment Register – See Risk Assessment File

Ser No	Hazard	Risk Rating	Date of Assessment	Review Date	Completed		Remarks
					Yes	No	

Appendix 14 First Aid Consumables – Audit Sheet

Date: .....

Name: .....

Location of FA Box.....

Legal Requirements		Audit		Replenishment Details		
Description	**Qty**	**Actual**	**+ / -**	**Date Ordered**	**Date Received**	**Date Issued**
Disposable Gloves	2 prs					
Sterile Adhesive Dressings	20					
Sterile Eye Pads	2					
Triangular Bandages	6					
Safety Pins	6					
Medium Sterile Unmedicated Dressings	6					
Large Sterile Unmedicated Dressings	2					
Xlarge Sterile Unmedicated Dressings	3					

Distribution:

First Aid Room
File.

Appendix 15 -

Reporting of Incident / Accident Register – See Accident File

Ref No	Location	Reported By	Remarks/Details

Appendix 16 Display Screen Equipment

Appendix 16a User Tips

When using your Display Screen Equipment, try following these practices:

- Raise or lower your seat until your forearms are horizontal. Make sure your wrists are straight when your hands are on the keyboard;
- Sit right back in your chair so that the backrest can support you;
- Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position;
- If your feet do not comfortably touch the floor, please contact your Safety Representative;
- Remove any obstacle under the desk that prevent you sitting in the upright position;
- Set your display viewing distance to suit screen characters;
- Adjust the brightness of your screen to suit office lighting level;
- Rest your arms and shoulders whenever your work routine allows;
- Always make sure there is sufficient space for your work to be carried out;

When taking a work break, or at the end of the day, try to follow these practices:

- Exercise your legs and back by stretching or walking;
- Try to avoid excessive wrist and arm activities during your work break such as writing;
- Try to rest your eyes by avoiding strenuous eye activities such as reading small print;
- If you sit during your break, try to adopt informal postures, but remember not to slouch; and
- If you experience eye vision difficulties, which you consider are being caused by your Display Screen Equipment, or if you have any other difficulties, please consult your Safety Representative or Safety Manager.

Appendix 16b Display Screen Equipment – Assessment

Name of Assessor.....

Name of Employee.....

Date of Assessment.....

Observations:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Requirements (If any):

_____
_____
_____
_____
_____
_____
_____

Date of Review: .....

Assessor Signature: .....

Employee Signature: .....

Internal use only

Date Order Placed: ..... Cost: .....

Comments:

Health & Safety Officers Signature: .....
Date: .....

Appendix 16c Display Screen Equipment Self Assessment

Display Screen Equipment Self Assessment

Name:

Job Title:

Display Screen:

	Yes	No
A: Image definition satisfactory		
B: Screen can be tilted		
C: Screen can be swivelled		
D: Screen at correct height		
E: Distracting reflections or glare		

Keyboard:

	Yes	No
A: Tiltable		
B: Separate from the screen		
C: Space in ront for hands/arms		

Work Surface:

	Yes	No
A: Do you have enough space		

Work Chair:

	Yes	No
A: Stable and with swivel facility		
B: Seat adjustable for height		
C: Back adjustable for height and tilt		
D: Adjustable arms etc		

Health:

	Yes	No
A: Are you aware of the need to report Health Conditions		
B: Do you have any special needs		
C: Do you wear glasses		

Work Arrangements:

	Yes	No
A: Are you aware of how to use the software		
B: Are you able to break up periods of screen work with other work - paper work etc		
C: Have you been shown how to adjust your chair		
D: Do you know who/where to report problems		

Comments:

_____

_____

_____

Signed: _____

Date: _____

Appendix 17 Electrical Safety - Portable Appliance Testing

Definition:

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved whilst connected to the supply.

NB:

There are no universally accepted definitions of what is meant by the term portable or transportable electrical equipment.

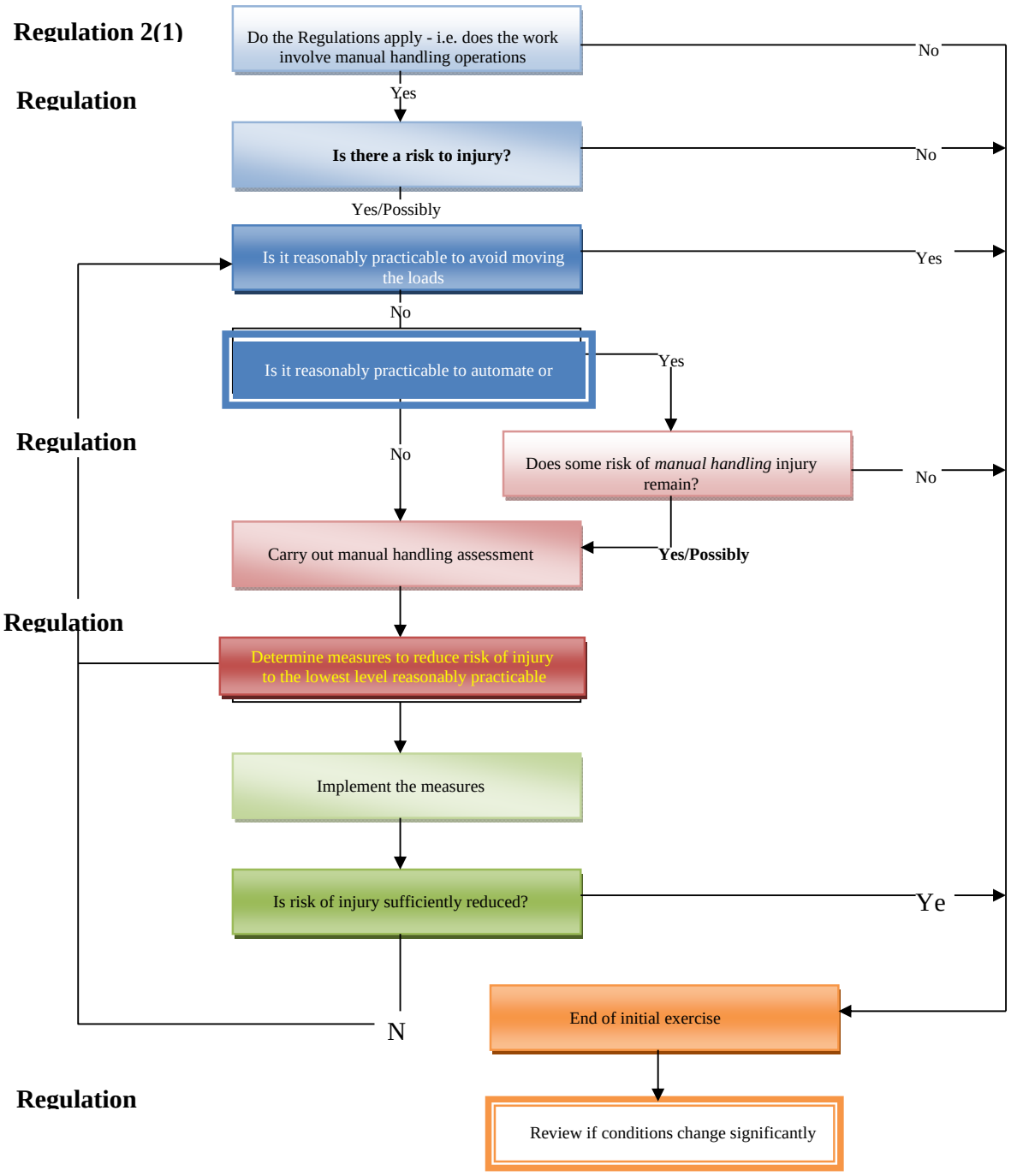
Specialised equipment, e.g., Information Technology (IT) equipment, photocopiers, facsimile machines etc are not considered to present a high degree of risk, providing the lead and plug are protected from mechanical damage or stress. Movement, and therefore damage through being moved, is likely to occur, and the equipment is often double insulated and used in a dry, clean environment with non-conducting floors.

The following table is the recommended testing frequency for portable appliance testing:

Equipment	Initial Test (Prior to Use)	Annual Test	3 Yearly	Regular User Checks	Remarks
PC (Desktop)	Yes		Yes	Yes	User checks, prior to use, after an equipment move
Scanner	Yes		Yes	Yes	As above
Facsimile	Yes		Yes	Yes	As above
Printer	Yes		Yes	Yes	As above
Laptops	Yes	Yes		Yes	As above
Charging Systems	Yes		Yes	Yes	As above
Electric Radiators	Yes	Yes		Yes	As above
Kitchen Equipment	Yes	Yes		Yes	As above
Radios	Yes	Yes		Yes	As above
Photocopier	Yes		Yes	Yes	As above
Portable Hand Tools	Yes	Yes		Yes	As above

Appendix 18 Manual Handling

Appendix 18a- Manual Handling Flow Chart



Appendix 18b Manual Handling – Risk Assessment Form

Manual Handling of Loads

ASSESSMENT CHECK LIST

SUMMARY OF ASSESSMENT Operations covered by this assessment: .... Locations: .... Personnel involved: .... Date of assessment:	Overall priority for remedial action: Nil/Low/Medium/High* Remedial action to be taken: .... Date by which action is to be taken: ..... Date for re-assessment: ..... Assessor's name: .....

- Circle as appropriate

Section A – Preliminary:

Q. Do the operations involve a significant risk of injury? Yes/No*

- If YES go to Q2. If NO the assessment need go no further.
- If in doubt answer YES.

Q2. Can the operations be avoided/mechanised/automated at reasonable cost?

Yes/No*

- If NO carry out detailed analysis and produce report outlining solution. If YES proceed to Q3 and then check that the result is satisfactory.

Section C – Overall assessment of risk:

Q3. What is your overall assessment of the risk of injury?
Insignificant/Low/Med/High*

- If not Insignificant go to Section D. If Insignificant the assessment need go no further.

Section D – Remedial action:

Q4. What remedial steps should be taken, in order of priority?

I _____

_____

ii
_____

_____
ii
_____

_____
iv
_____

_____

v
_____

_____

And finally:

- Complete the SUMMARY above
- Compare it with you other Manual Handling Assessments
- Decide you priorities for action
- **TAKE ACTION..... AND CHECK THAT IT HAS THE DESIRED EFFECT**

Appendix 18c Manual Handling – Risk Assessment Form Part 1

(More detailed assessment, where necessary):

Questions to consider: (If the answer is YES place a tick against it and then consider the level of risk)		**Level of Risk: Tick as required**			**Possible remedial action: (Make rough notes in this column in preparation for completing section D)**
	Yes	**L**	**M**	**H**	
The Tasks – do they involve:					
Holding loads away from trunk?					
Twisting?					
Stooping?					
Reaching upwards?					
Large vertical movement?					
Long carrying distances?					
Strenuous pushing or pulling?					
Unpredictable movement of loads?					
Repetitive handling?					
Insufficient rest or recovery?					
The loads – are they:					
Heavy?					
Bulky/unwieldy?					
Difficult to grasp?					
Unstable/unpredictable?					
Intrinsically harmful (e.g. sharp/hot)?					
The working environment – are there:					
Constraints on posture?					
Poor floors?					
Variations in levels?					
Hot/cold humid conditions?					
Strong air movements?					
Poor lighting conditions?					
Individual capability – does the job:					
Require unusual capability?					
Hazard those with a health problem?					
Hazard those who are pregnant?					
Call for special information/training?					
Other factors -					
Is movement or posture hindered by clothing or personal protective equipment?					

Deciding the level of risk will inevitably call for judgement. The guidelines in Appendix 1 may provide a useful yardstick.

When you have completed Section B go to Section C.

Appendix 19

RECORD OF ABU DHABI POLYTECHNIC INDUCTION

Name: _____

Date: ___ Department: _____

Date	Departmental Induction	Action	Conducted By
	1. Abu Dhabi Polytechnic Induction Introduction to ADP Aims, Approvals and Programmes.	Explanation	
	2. Abu Dhabi Polytechnic Working Practices Directors Safety Policy Working hours Booking in/out system	To be read Explanation Shown	
	3. Emergency Evacuation Procedure Action on discovering a fire Fire Alarm(s) Fire Brigade contact details Emergency exits Assembly area Location / types of extinguishers	Explanation Explanation Explanation Shown Shown Shown	
	4. Accident Reporting Accident reporting procedure Location of accident book Near miss reporting	Explanation Explanation Explanation	
	5. Hazard Reporting Hazard reporting procedure Risk assessment procedure	Explanation Explanation	

	6. Working Safely Safe working practice	 Explanation	
	7. Use of Workplace Equipment Qualified operators Maintenance checks	 Explanation Explanation	
	8. COSHH COSHH substances identification Safety data sheets	 Explanation Explanation	
	9. Welfare Toilets / wash areas / lockers Canteen facilities Staff room Smoking areas	 Shown Shown Shown Shown	
	10. First aid Names of department first aiders Location of first aid boxes Health and safety notice boards Location of medical centre / nurse	 Shown Shown Shown Shown	
	11. Notice boards Location of notice boards Use of notice boards	 Shown Shown	

Induction carried out as above (to be signed on completion).

Employee: **Head of Programme:**

Signed: Signed:

Name: Name:
Date: Date:

Appendix 20 General Audit Sheets

Subject: Fire Precautions	**Form Ref: H&S Audit Sheet A** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
FP1	Are instructions for action in the event of fire prominently displayed		
FP2	Is the Fire Risk Assessment available		
FP3	Have any material changes to the establishment not been recorded on the Fire Risk Assessment		
FP4	Have Fire Drills have been carried out and recorded.		
FP5	Do all fire points have the correct portable fire extinguishers, inspected within last 12 months		
FP6	Are all fire extinguishers safety pins in place & with an intact seal		
FP7	Are escape routes clearly marked, with a pictogram of a 'running man'		
FP8	Do all escape doors open easily and in the direction of travel?		
FP9	Are all escape routes free from obstruction and flammable material		
FP10	Have all Break Glass Points been checked every 13 weeks?		
FP11	Have all Detectors been checked within the last 12 months?		
FP12	Has the Fire Panel been checked within the last 12 months?		
FP13	Have Emergency Lighting checks been carried out?		
FP14	Have all the nominated Fire Wardens been trained and is this recorded ?		
FP15	Has the Fire Records Book been signed by the ADP Director each semester?		

Subject: First Aid	**Form Ref: H&S Audit Sheet B** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
FA1	Are notices detailing who to contact for first aid, and how to contact them, prominently displayed		
FA2	Is the first aid room clearly identified by a green sign with a white cross		
FA3	Are first aid kits complete as per contents list		
FA4	Are all first aid consumables (such as eye wash solution) within their 'Use before' date		
FA5	Is the accident book available and been used correctly		

Subject: Management of Contractors	Form Ref: H&S Audit Sheet C Page 1 of 1

Name:	Date:

Reference No.	Task	Yes	No
CON1	Have copies of risk assessments and method statements for the work been made available and reviewed		
CON2	Have the contractors been made aware of all relevant significant hazards and specific site rules		
CON3	Are high risk tasks adequately controlled by local management		
CON4	Has a Permit to Work been signed off by the appropriate person		
CON5	Do the contractors have copies of the risk assessments and method statements for their work		
CON6	Are contractors working to the method outlined in their method statement		
CON7	Do all contractors have, and are they using, all necessary PPE		
CON8	Are there any sub-contractors on site and if so have they been formally vetted by the main contractor		
CON9	Is the work site tidy and delineated by barriers, tape or signage as appropriate		
CON10	Are any special risks (such as slippery or lifted floor tiles, or isolated fire alarm systems) minimised		
CON11	Are the contractors working to the minimum H&S standards detailed within the safety plan		

Subject: Personal Protective Equipment	**Form Ref: H&S Audit Sheet D** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
PPE1	Have all PPE zones been clearly identified by signs with a pictogram		
PPE2	Does the user know how to get the required PPE, how to use, store and dispose of it, and how to report defects		
PPE3	Is there suitable provision for visitors		
PPE4	Where necessary has suitable storage been provided for the PPE		
PPE5	Is the PPE 'CE' marked		
PPE6	Are records kept of the issue, training, maintenance and inspections of all PPE		
PPE7	Is all PPE in good condition, (e.g. safety helmets within the age set by policy, with no stickers, paint or visible defect)		

Subject: Substances Hazardous to Health	Form Ref: H&S Audit Sheet E Page 1 of 1

Name:	Date:

Ref No:	Task	Yes	No
HH1	Is the atmosphere excessively dusty and if so has the dust been identified and measured		
HH2	Does the work give off gas or fume (e.g. soldering) and if so have steps been taken to remove it		
HH3	Have all substances used at or brought onto the site been listed, and a COSHH Assessment carried out		
HH4	Are there any substances in unmarked containers, or what seems to be the wrong container		
HH5	Have copies of the Safety Data Sheets been posted within the First Aid Station		
HH6	Is there a COSHH Register on-site and is it regularly reviewed		
HH7	Have all users received formal training and is it recorded in the training records.		
HH8	Are COSHH containers clearly and correctly marked.		

Subject: Work Equipment	**Form Ref: H&S Audit Sheet F** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
WE1	Are all moving parts of machines adequately guarded		
WE2	Is all access equipment free from obvious defect, and erected by a competent person		
WE3	Are emergency stop controls clearly marked and easily accessible		
WE4	Have users of all equipments being suitable trained and training recorded		
WE4	Have risk assessments being carried out for each equipment and recorded		
WE5	Are installation certificates relevant and available		
WE6	Are testing certificates relevant and available		
WE7	Do the Operational Manuals have details of specification, use and maintenance regimes for all work equipment		
WE8	Is the correct signage in place		

Subject: Environmental Issues	**Form Ref: H&S Audit Sheet G** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
ENV1	Are all waste materials stored appropriately to prevent escape or interference, then properly disposed of		
ENV2	Are adequate skips and bins available for waste materials		
ENV3	Are adequate processes in place and adhered to for dealing with spillage's or escapes		
ENV4	Are paper recycling schemes in operation		
ENV5	Are electrical appliances (where appropriate) switched off when not in use		

Subject: Electrical Safety	**Form Ref: H&S Audit Sheet H Page 1 of 1**

Name:	Date:

Ref No:	Task	Yes	No
ES1	Are any socket outlets overloaded, or visibly damaged or repaired		
ES2	Are all portable electrical appliances tested and have a label indicating the date of the next safety test		
ES3	Do any electrical appliances have any visible signs of damage or poor repair		
ES4	Is all cabling from desktop equipment neatly and safely routed		
ES5	Are instruction booklets immediately available for irregularly used appliances		
ES6	Are all electrical switches on cabinets clearly marked with their function		
ES7	Are all emergency power off switches easily accessible and can isolating switches be locked off if required		
ES8	Has high voltage equipment been suitable identified with appropriate signage		

Subject: Reporting of Injuries, Diseases and Dangerous Occurrences	Form Ref: H&S Audit Sheet I Page 1 of 1

Name:	Date:

Reference No.	Task	Yes	No
RID1	Have all accidents/incidents been reported to the Health Officer		
RID2	Has the Abu Dhabi Polytechnic Director been informed formally of all accidents/incidents		
RID3	Have all accidents/incidents been investigated and corrective actions carried out		

Subject: Signage	**Form Ref: H&S Audit Sheet J** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
SIG1	Are there sufficient safety signs and are they correctly sited		
SIG2	Have directional signs a pictogram on them		
SIG3	Has the wording on all signage been printed in both English and Arabic		
SIG4	Is the Health, Safety & Environment Policy Statement on display and has it been signed by the appropriate level of management		

Subject: Manual Handling	**Form Ref: H&S Audit Sheet K** **Page 1 of 1**

Name:	Date:

Reference No.	Task	Yes	No
MH1	Have Risk Assessments being carried out for each task and recorded		
MH2	Has training being carried out and recorded		
MH3	Is all lifting aid equipment correctly maintained		

Subject: Management of Health & Safety	Form Ref: H&S Audit Sheet L Page 1 of 1

Name:	Date:

Reference No.	Task	Yes	No
MAN1	Have Risk Assessments being carried out and are they recorded		
MAN2	Has all training been carried out and recorded		
MAN3	Has a Safety Policy Procedures Manual been produced and is it available for all Employees on site		
MAN4	Are all personnel aware of their individual responsibilities		

APPENDIX 21: Abu Dhabi Polytechnic Staff Skills Inventory

No	Special Skills	YES	NO	TOTAL
1	First Aid (current card.	4	26	30
2	CPR (current).	2	28	30
3	Triage.	3	27	30
4	Firefighting.	10	20	30
5	Construction (electrical, plumbing, carpentry, etc.).	5	25	30
6	Running/Jogging/physical fitness.	25	05	30
7	Emergency Planning.	27	3	30
8	Emergency Management.	11	19	30
9	Search & Rescue.	18	12	30
10	Law Enforcement.	5	25	30
11	Bi/Multi-lingual.	30	0	30
12	Mechanical Ability.	19	11	30
13	Structural Engineering.	4	26	30
14	Bus/Truck Driver (CDL).	2	28	30
15	Shelter Management.	3	27	30
16	Survival Training & Techniques.	21	09	30
17	Food Preparation.	30	0	30
18	Military Experience (current (reserves/national guard).	7	23	30
19	CB/Ham Radio Operator.	7	23	30
20	Journalism.	5	25	30
21	Camping.	27	3	30
22	Waste Disposal.	22	8	30
23	Recreational Leader.	29	1	30
24	DO YOU KEEP A PERSONAL EMERGENCY KIT IN YOUR CAR?	10	20	30
25	DO YOU KEEP A PERSONAL EMERGENCY KIT IN YOUR ROOM?	6	24	30
26	DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?	22	08	30
27	DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR ABU DHABI POLYTECHNIC SITE THAT COULD BE USED AN IN EMERGENCY?	18	12	30

APPENDIX 22: Abu Dhabi Polytechnic Staff Skills Survey

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT ABU DHABI POLYTECHNIC?

1 To have people trained to face disasters and knowledge about disasters.
2 More of protective department about emergency management.
3 Instructional courses training.
4 One training programme in a year.
5 Having carried out realistic exercises beforehand.
6 Training Drills and emergency Management courses.
7 First Aid Kit.
8 Summer training in June.
9 Needs guidance and training of the equipment placement in campus.
10 Undertaking professional training.
11 Crisis Management Training.
12 Simulation and case studies.
13 Emergency Planning.
14 Availability of Emergency Equipment.
15 Emergency drills prior to disaster.
16 Provision of a Hollywood style " Panic Room "
17 Knowledge of some safety and emergency rules and procedures.
18 Firefighting practice.
19 Evacuation Plan.
20 Reading articles to enhance my knowledge.