

**MINISTRY OF MANPOWER
Sultanate of Oman**



IBRA COLLEGE OF TECHNOLOGY

HEALTH AND SAFETY MANUAL

2011 – 2012

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1. Introduction

Health and Safety are a major concern in any work place. Ibra College of Technology is concerned about health and safety of students, staff and the visitors on campus. Ibra College of Technology is committed to providing a healthy and safe working environment to students, staff and visitors and gives importance to this cause.

This Health and Safety manual is developed by the 'College Health and Safety' committee. Each Head of the Department will be responsible to implement the contents of this manual. This Health and Safety manual provides different health and safety procedures and guidelines to be followed at various working venues in order to minimize the hazards. Before applying the Health and Safety guidelines, all staff and students are required to read this manual thoroughly. The college administration is responsible for health and safety of staff and students.

2. Purpose

To make sure that both the learner and staff:

- are aware of the importance of Health and Safety.
- identify hazards, manage risks safely, minimize risks and understand the controlling measures.
- get acquainted with Health and Safety procedures required on campus and acquire practical skills to solve any related problems.
- receive Health and Safety resources

Health & Safety

3. Scope

- To ensure that the procedures in the Quality Sub-Manual (Laboratories and Workshops) are understood and followed by all.
- To advise the Dean on Health and Safety policy.
- To ensure that appropriate steps are being taken to promote the safety of staff, students and other persons on campus.
- To review the implementation of college safety policy in all places, particularly in workshops and laboratories.
- To produce an annual report to the College Council on Health and Safety including recommendations for change.
- To promote Health and Safety consciousness amongst staff and students.
- To organize regular First-Aid training sessions in the college.
- To maintain and discuss at Health and Safety Committee meetings, a complete record of accidents in the college.
- To maintain contact with national and regional organizations concerned with Health and Safety matters.

4. Definitions

First Aid :

First Aid is the initial care that's given to the patient before medically trained personnel arrive, or before the patient arrives at a health care centre.

Electrical Safety:

Electrical safety involves using safe practices when working with or near electricity or electrical devices. This is important because electricity is dangerous. It can be destructive and lethal. It can cause shocks, burns or fire. Even 9-volt batteries can cause mild shocks if not handled properly.

Computer Safety:

Many people use computers or visual display units (VDUs) as part of their jobs. Most suffer no ill-effects. VDUs don't give out harmful levels of radiation and rarely cause skin complaints. If you use one and suffer ill-effects it may be because of the way you are using the computer. For example, you might suffer from strain in the back of the hand due to excessive 'mouse' clicking, or stress or neck ache if you use a VDU without a break for a long time. Problems like these can be avoided by a well-designed workstation.

Machine Safety:

It refers to safeguards that are applied to both machinery and the operators who work with them. Examples are interlocks that stop a motor if a person gets too close, safety guards that cover moving gears and blades, as well as the more obvious safety goggles and protective clothing.

Occupational health and safety:

It is a cross-disciplinary area concerned with the safety, health and welfare of people engaged in work or employment. The goal of all occupational health and safety programs is to foster a safe work environment. As a secondary effect, it may also protect co-workers, family members, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment. It may involve interactions among many subject areas, including occupational medicine, occupational (or industrial) hygiene, public health, safety engineering, chemistry as well as health physics.

Fire Fighting drill:

An exercise conducted how to use of firefighting equipment or the evacuation of a building in case of a fire.

5. Policy Statement

To ensure safe a environment for students, staff and visitors on campus. Ibra College of Technology aims to provide the following

- Comply with all relevant health and safety procedures.
- Manage and maintain a safe, healthy working environment.
- Provide sufficient information about health and safety issues.
- Provide appropriate health and safety training to students and staff.
- Ensure that the health and safety procedures are reviewed regularly.

Health & Safety

6. Roles and Responsibilities

- To promote health and safety awareness, compliance and training for college staff and students
- To identify and report health and safety problems; as well as recommending solutions to those problems
- To provide health and safety resources to the community at large.
- To co-ordinate the communication of public health information strategies
- To conduct Fire fighting drills
- To provide a safety manual for all stakeholders
- To provide a workplace safety procedure

The College Health and Safety Committee (CHSC) is comprised of nine members with allocated responsibilities from various departments/centres. The CHSC has the mandate to advise, assist, and make recommendations on policy and procedures which will improve the health, safety and personal security of staff, students and the visitors at the college.

The members of Health and Safety Committee will take necessary steps to improve the quality of work and to meet the Health and Safety standards at the college.

7. Safety Procedures

7.1 Health Care Services

At Ibra College of Technology, the students and staff as well as those who need first aid treatment and medication are treated by the health services at the clinic by the Nursing officer.

Students who need treatment are requested to produce college identity cards. Students that feel sick during the class /examination times, are taken care off at the college clinic. In case of an emergency, students will be taken to the nearest IBRA Government Hospital with the referral form from the college clinic.

7.2 Electrical safety procedures

All staff and students use electric powered equipment and systems throughout the campus. Whether in an office, lab or workshop, electricity is used continuously, usually without incident.

Only trained, authorized or qualified individuals should do any repair or work on electrical equipment.

General Precautions for all Staff and Students

- Never work on "hot" or energized equipment unless it is necessary to conduct equipment troubleshooting
- Use extension cords only as temporary power sources.
- Do not connect too many pieces of equipment to the same circuit or outlet as the circuit or outlet could become overloaded.
- Be sure that ground-fault circuit interrupters (GFCI) are used in high-risk areas such as wet locations (GFCI's are designed to shut off electrical power within as little as 1/40 of a second).
- Plug strips, such as those used on computers, should be plugged directly into outlets and not into extension cords or other plug strips.
- Inspect all equipment periodically for defects or damage.
- All cords that are worn, frayed, abraded, corroded or otherwise damaged must be replaced.
- Grasp the plug to remove it from a socket - never pull the cord.
- Keep all cords away from heat, oil and sharp edges.

- Always follow the manufacturer's instructions for use and maintenance of all electrical tools and appliances.
- Keep equipment operating instructions on file.
- Never touch an electrical appliance and plumbing at the same time.
- Always unplug electrical appliances before attempting any repair or maintenance.
- All electrical devices must be properly grounded with approved three wire plugs unless they are "double insulated". Grounding provides a safe path for electricity to the ground, preventing leakage of current in circuits or equipment.
- All electrical equipment used on campus should be UL or FM approved.
- Keep cords out of the way of foot traffic so they don't become tripping hazards or become damaged by traffic.
- Never use electrical equipment in wet areas or run cords across wet floors.
- Ensure energized parts of electrical equipment operating at 50 volts or more are guarded against accidental contact.
- Only properly trained employees should work on electrical equipment.
- Know how to respond to emergencies such as electric shock incidents or fires.

Localized Electrical Outage

- All Staff should immediately report electric outages to maintenance department.
- If possible, identify the defective equipment or the cause of the failure and remove it from service.
- Report this information to maintenance department personnel upon their arrival.

Labs and Maintenance

- **NEVER** work with electricity greater than 600 volts without specific permission, training and written procedures. Notify your supervisor immediately if you have any questions.
- Be able to recognize electrical safety hazards in your work area.
- Ensure that all authorized or qualified persons have received appropriate training in order to operate or repair equipment.
- Keep equipment in good working order to help prevent electrical accidents.
- Maintain a three-foot clearance around electrical panels.
- Electrically operated equipment must be de-energized before work may commence.
- Always follow lockout/tag-out procedures when working on electrical equipment (Lockout/Tag-out Program) and wear appropriate Personal Protective Equipment (PPE) such as safety glasses, rated rubber gloves, rated rubber sleeves, insulated boots, or face shield.
- Never override safety devices such as electrical interlocks.

- Remove all rings, key chains or other metal objects when working around electricity.
- Wear appropriate personal protective equipment, such as eye protection or insulated gloves, as needed.
- Never use metal ladders when working near energized wiring.
- Damp or wet environments may be dangerous when working with electricity.
- Never plug in cords that are wet or touch electrical equipment with wet hands.
- Employees working with lasers, performing hardware or software testing, or other activities that do not require direct contact with electrical components, should be aware of electrical safety issues and be alert to the possibility of other employees conducting energized work in the area.

Reporting Requirements:

Damaged or Defective Electrical Equipment

Report malfunctioning equipment or devices to your supervisor. Typical issues include:

- Damaged cords, plugs or outlets;
- Receiving a shock when touching the equipment; and
- Arcing, sparking, smoking, or otherwise malfunctioning equipment.

Any electrical equipment not operating properly should be:

- Taken out of service immediately.
- Tagged or labelled as "Do Not Use".
- Reported to the appropriate department or individual for repair.

Do not attempt to repair any electrical equipment yourself unless you are properly trained and authorized to do so.

If safety issues persist, please notify your supervisor or submit a Report of Safety Concern.

7.3 Workshop Safety Procedures

General Workshop Safety – Student Responsibilities

1. Students should enter workshop in overalls and in lab coats in labs.
2. Always listen carefully to the teacher and follow instructions.
3. It is dangerous to run, push, throw objects or play in a workshop.
4. When attempting practical work all stools should be put away.
5. Treat tools and all equipment with care.

6. Keep the workshop neat and tidy. (Benches, cupboards and machines).
7. During instruction it is important to look, listen and ask questions at the end of the demonstration.
8. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
9. Do not use a machine if you have not been shown how to operate it safely by the teacher.
10. Always be patient, never rush in the workshop.
11. Always use a guard when working on a machine.
12. Keep hands away from moving/rotating machinery.
13. Use tools carefully, keeping both hands behind the cutting edge.
14. Report any damage to machines/equipment as this could cause an accident
15. Spot the hazard. Use all your senses to spot hazards. Look around, listen, notice any strange smell (like smoke or chemicals) and use your knowledge about things that might be dangerous. (A hazard is anything that could hurt you or someone else).

Personal Safety

1. **WEAR SAFETY GLASSES.** Wear face shield when using any machine (and when using hand tools where there may be a danger to the eyes).
2. **FOOTWEAR.** Wear substantial, protective footwear to avoid injuries.
3. **WEAR PROPER CLOTHING. (NO LOOSE FITTING CLOTHES OR JEWELRY).** Loose clothing, neckties or jewellery can get caught in moving parts of the machine.
4. **HAIR PROTECTION.** Long hair can get caught in moving parts of the machine. Tie it back or wear a hair net or caps.
5. **EAR PROTECTION.** Machines can cause high pitch noises which can damage hearing. Use the ear plugs provided.
6. **DUST MASK.** Wear a dust mask or dust filter when the cutting operations are dusty. Ensure that the dust extractor is correctly positioned and turned on.
7. **HAND PROTECTION.** When using heating tools (e.g. strip heater or hot air gun) protective gloves must be worn.
8. **MEDICATION & DRUGS.** If you are taking any medication that may decrease the speed of your reflexes or affect your senses, let your teacher know upon entering the workshop.

Safe Conduct

The following recommendations detail the standard behaviour for all personnel working within a laboratory.

1. Never adopt a casual attitude in the workshop and always be conscious of the potential hazards.
2. Ensure that personal clothing is suitable to the workshop conditions, e.g. Safety footwear with steel capping. Thongs or open footwear should not be worn in the workshop area. Singlets, tank tops or similar clothing are not suitable for wearing in the workshop.
3. Always wear eye protection when using power operated hand or machine tools, or while performing physical tests that could lead to eye damage.
4. Use protective clothing and devices appropriate to the type of operation being carried out, giving due consideration to the work being carried out in the vicinity.
5. Never run in the workshop or any laboratory.
6. Never indulge in reckless behaviour in the workshop.
7. Always exercise care when opening and closing doors and entering or leaving the workshop.
8. Do not carry out any work in isolation in the workshop; ensure that at least a second person is within calling distance.
9. Do not handle, store or consume food or drink in the workshop.
10. Do not store food or drink in a refrigerator, which is used to store workshop materials.
11. Regard all substances as hazardous unless there is definite information to the contrary.
12. Before any work is carried out in the workshop, permission must be obtained from the Workshop Supervisor. Never undertake any work unless the potential hazards of the operation are known as precisely as possible, and the appropriate safety precautions are adopted. Any flame producing activity is not to commence until the immediate area has been cleared of dust. Many materials, which are non-flammable and in a lump state, become quite volatile when in powdered or dust cloud form.
13. Take additional care when carrying or moving any potentially hazardous material or substance.
14. Warning signs and barriers are to be erected at entrances to the workshop before any testing is carried out when using materials of an excessively dusty toxic or otherwise unpleasant nature.
15. Keep all fire-escape routes completely clear at all times.
16. Label all safety equipment and maintain it in good operating condition. Check and inspect safety equipment for correct operation in accordance with the manufacturer's instructions and report any requirement for maintenance to workshop supervisor.
17. Ensure that all safety equipment remains accessible to the workshop personnel at all times.

Mechanical Workshop Safety

Students are advised to obey following safety Do's and Don'ts

Item No.	Safety Do's	Safety Don'ts
1	Wear safety overall.	Don't wear any loose clothes.
2	Wear safety goggles.	Don't walk inside the workshop without safety goggles.
3	Wear safety shoes.	Don't wear sandals in workshop.
4	Wear safety gloves when required.	Don't wear watches and jewellery.
5	Plan well before you start working.	Don't run inside the workshop.
6	If in doubt – ASK.	Don't use incorrect tools.
7	Adopt safe working procedures.	Don't adopt your own methods.
8	Place things in proper place.	Don't put things out of order at your workstation.
9	Always be alert and obey teachers.	Don't day dream.
10	Keep your workplace neat and clean.	Don't leave your workplace dirty.
11	Please work slowly and carefully.	Don't be in a hurry.
12	Clamp the work piece firmly to worktable.	Don't use mobile phones.
13	Always use proper tools.	Don't use worn tools.

Housekeeping

Housekeeping is an important component in the workshop to ensure risks of injury from potential hazards in the environment are controlled. The following precautions are to be taken to ensure the safety of personnel within workshop:

- Floors are to be kept tidy and dry.
- Benches are to be kept clean and free from chemicals and apparatus that are not being used.
- Aisles and exits are to be kept free from obstructions.
- Bottles and glassware are to be kept off the floor.
- Access to all emergency equipment (fire extinguishers, first aid kits) to be kept free from obstruction.
- Work areas and equipment are to be thoroughly cleaned after use.
- If last to leave the workshop, make sure all equipment is turned off.
- If contractors are working in your area, make known to them any hazards that may exist in your area, i.e. flammable liquids, dusts, combustible material.

General Machine Safety

Follow personal safety requirements - eye protection; footwear; correct clothing; hair protection; ear protection; and dust mask.

1. Understand the machines safety and operation notes – regarding each machine and obtain permission. Always check with your teacher and ensure that you have been shown the safe operation of the machine. Only the person operating the machine is allowed inside the yellow lines. All personal safety requirements (above) must have been met before stepping inside the yellow lines.
2. Adjustments - ensure all adjustments have been made to the machine with the power off and cutters stationary.
3. Safety guards - make sure safety guards are in place.
4. Secure work - always use clamps or vice where possible and never force a tool. Ensure you are in the correct stance and correctly balanced.
5. Turn off after use - after completing an operation, shut off the power and ensure that the blades or cutters have stopped - before leaving the machine.
6. Keep area clean & report faults.

7.4 Computer Safety Procedures:

As computers are probably the most ubiquitous type of machine in today's work and learning environments, the issue of ergonomically sound interaction with them has come to the fore. In general, computers are clean, quiet and safe to use. However poor interaction with/and positioning of computer equipment can lead to health problems, such as eyestrain, swollen wrists and backache. Problems can be avoided by good workplace design and by good working practices. Prevention is easiest if action is taken early through effective analysis of each workstation.

There are a number of practical steps that can be taken to achieve an ergonomically positive environment and, furthermore, to promote a safer learning environment. These are:

- Positioning of the person and equipment
- Arranging a safe learning environment
- Taking regular breaks

For students with disabilities, it is advisable to consult with an occupational therapist in relation to ergonomics.

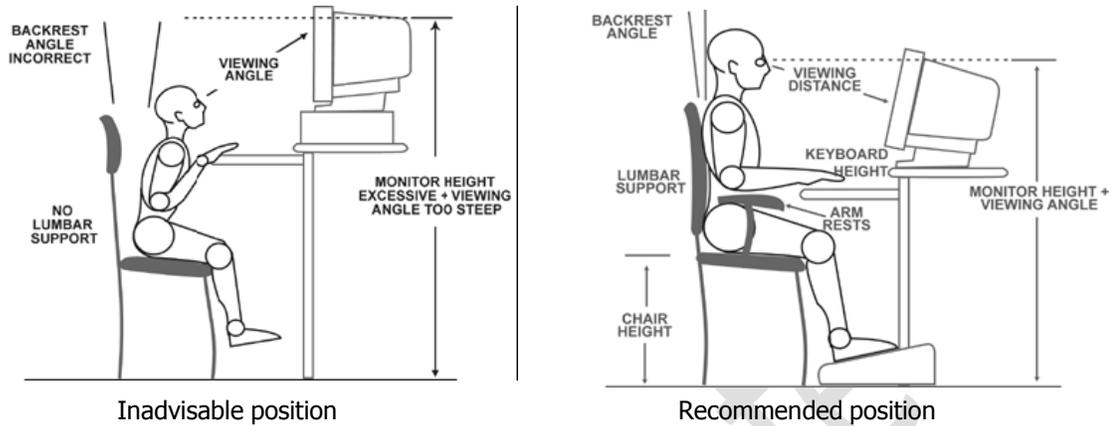
Positioning

Body positioning and the positioning of equipment are fundamental to ensuring a comfortable and healthy interaction with computers. The following recommendations can help to reduce the risk of health problems:

- Sit up straight rather than slouch forward

- Use supports such as foot rests, wrist rests and adjustable chairs
- Adjust equipment to the correct height, distance and angle

The diagrams below highlight some positive and negative body and workstation positioning.



Arranging a Safe Learning Environment

The term 'workstation' refers collectively to the computer, the monitor, the keyboard, the desk, the chair and the space provided for doing work. Workstations should be comfortable and have sufficient space to allow for freedom of movement. A minimum of 4.65 square meters of floor space for adults is recommended for office or similar environments. Adequate space between workstations should be provided for students both in a classroom and computer suite context. This should exclude space taken up by fixtures such as presses and filing cabinets. As computers can generate heat, a well-ventilated room is an important consideration. Coiled cables also give off heat and may need to be rerouted. In addition, securing and covering trailing cables is necessary if hazards are to be avoided. The following table identifies how specific aspects of our environment can be organized to create the right ergonomic conditions for a safer learning environment.

Environment	Health and safety considerations	Ergonomic Recommendations
VDU (visual display unit)	<p><i>f</i> Avoid discomfort caused by reflective glare and eyestrain.</p> <p><i>f</i> Protect eyes against moisture loss.</p>	<ul style="list-style-type: none"> • Take adequate breaks regularly • Adjust contrast and brightness • Focus on distant object regularly • Use an anti-glare screen with older monitors • Adjust height so that the top of the screen is at eye level

		<ul style="list-style-type: none"> • Position in a downwards viewing angle • Make sure the screen surface is clean
Keyboards	<ul style="list-style-type: none"> • Prevent wrist strain which can develop into RSI (repetitive strain injury) 	<ul style="list-style-type: none"> • Use a wrist rest • Type with wrists floating above the keyboard • Keep elbows relaxed • Keep mouse at the same height as keyboard • Tilt the keyboard to the most comfortable position
Chair	<ul style="list-style-type: none"> • Prevent back problems 	<ul style="list-style-type: none"> • Adjust chair to a suitable height • Tilt seat for lumbar support • Allow adequate knee clearance under the desk • Do not sit in the same position for long periods
Light	<ul style="list-style-type: none"> • Prevent visual fatigue • Avoid reflective glare 	<ul style="list-style-type: none"> • Provide natural light if possible • Position monitors at right angles to windows, otherwise use blinds • Avoid strong artificial lighting
Noise	<ul style="list-style-type: none"> • Minimise distraction caused by noise 	<ul style="list-style-type: none"> • Use headphones for software containing audio • Position printers or photocopiers away from workstations
Heat	<ul style="list-style-type: none"> • Prevent discomfort caused by heat 	<ul style="list-style-type: none"> • Ventilate rooms but avoid creating draughts • Turn off equipment when not in use • Consider air conditioning
Electrical Safety	<ul style="list-style-type: none"> • Prevent accidents 	<ul style="list-style-type: none"> • Leave technical repairs to experts • Reroute, secure and cover stray leads • Replace frayed leads and damaged plugs • Avoid overloading extension leads • Be aware of coiled cables overheating

7.5 Chemical Safety Procedures

Acids - acids are highly corrosive, causing burns to skin and clothing.

When diluting an acid, **always** slowly add the acid to the water, stirring to dissipate the heat to avoid splattering. **CAUTION:** NEVER pour water into a concentrated acid. Any acid spills should be dealt with promptly by neutralizing with a base.

Bases - Strong bases can also cause severe burns to the skin. Bases are very dangerous if splashed into the eyes.

Mercury - mercury is highly toxic and spills are difficult to clean up. If special mercury recovery equipment is not available (sprays, wipes, etc. - available from chemistry lab suppliers) zinc dust should be used. Zinc dust reacts with mercury to form a safe mixture that is easy to handle and dispose of.

BASIC FIRST AID

Minor cuts - wash the cut with soap and water and pat dry. Apply sterile bandage or dressing.

Severe - Apply pressure. Elevate. Apply dressing or bandage. Prepare to treat for shock. Seek medical assistance.

1. Burns, Chemical

Flood the affected area of the body with water for 20 minutes. Remove contaminated clothing. Seek medical attention.

2. Burns, Fire

Minor burns - cool the burned skin in cool water for at least 10 min until the pain is relieved.

Severe burns - immediately start cooling the burn with cool water for at least 10 minutes. Have the victim lie down. Prepare to treat for shock. Cover the burn with clean, non-fluffy material to protect from infection; bandage loosely. Seek medical attention

Clothing on fire - STOP, DROP, and ROLL. If available wrap the victim tightly in a fire blanket or other heavy-duty fabric (wool is the best) to smother the flames. The victim should be lying down if wrapped in a blanket to avoid a "chimney effect" which would increase the severity of the fire.

Smoke and/or Fire in the Lab - Be sure to know the location of all fire exits

Minor fires - know the location of the fire extinguisher and how to use it.

Major fires - All individuals should immediately leave the laboratory. The last person leaving the lab should close the door to the laboratory. If smoke has filled the room, stay low while evacuating the room. The school fire alarm should be rung after exiting the lab.

On ALL burns, DO NOT

1. Use lotions, ointments and creams
2. Use adhesive dressings
3. Break blisters

Eye Injuries

Chemicals in the eye - Immediately flush the eye with fresh water for 15 - 30 minutes. Loosely bandage around the eyes. Seek medical attention

Foreign object in the eye - NEVER remove any object embedded in the eye! Floating objects in the eye which can be seen may be flushed from the eye with water. If flushing does not remove the object, the victim should seek medical attention.

Electric Shock

Lay the casualty down, raise and support their legs.
Cover with a coat or blanket to keep them warm
Do not give them anything to eat or drink.
Check breathing and pulse frequently.
Give lots of comfort and reassurance

7.6 Fire safety Procedures

It is more sensible to prevent a fire than to be forced to put one out. Most establishments carry notices prohibiting the use of naked flames or a smoking in certain areas and provided that we comply with these instructions.

Make sure that all appliances are switched off after use and that all highly combustible materials are kept away from any source of heat, then the risk of fire will be minimised.



7.6.1 Fire Detection and Control

In order the fire to exist three components must be present they are fuel, oxygen, and the heat.

Detection is confirmed usually 3 methods:

1. Human detection, smoke detection and heat detection
2. Human detection limited to individual noticing the fire and raising the alarm manually at a break glass call point both smoke and heat detection rely on automatic means of sensing the fire and operating the alarms.
3. The control of the fire is limited to two methods:
 - a) Manual control (using extinguishers)
 - b) Automatic (sprinkler) extinguisher

7.6.2 Types of fire extinguishers

It is not possible to extinguish all types of fires by same kind of extinguishers , it would be dangerous to use water on a liquid fire as the burning fluid would only be spread on the surface of water , it would also be harmful they may catch fire instantly .

Type	Most suited for	Class	Colour
Water	wood, paper, textile	A	Signal Red
CO ₂	Petrol, oil, paints etc.,	B, C	Black
Foams CO ₂ /water	Petrol, paint etc.,	B	Pale Cream
Powder,	All classes of fire	A, B and C	French Blue
Halogenated Hydrocarbon gas Equipments	petrol, paint, electrical	B and C	Emerald Green

7.6.3 Fire fighting drill:

Every year fire fighting drill is conducted and demonstrations are given how to use fire extinguishers, types of fire extinguisher, selection of type based on the nature of fire etc.

8. Dissemination

The Health and Safety manual developed by the College Health and Safety Committee distributed to each Head of the Departments and centre. Head of Departments and Centres will be responsible to implement the contents of manual. The Health and Safety manual provides different health and safety procedures and guidelines to be followed at various working venues in order to minimize the hazards. Before applying the Health and Safety guidelines, all the staff and students are required to read this manual thoroughly. The college administration is responsible for health and safety of staff and students.

9. Related Documents

- i. By-laws of College of Technology**
- ii. Quality Assurance Manual, Version 6.1, November 2007**
- iii. Quality Sub Manual**

10. References

1. Regulation of Occupational Safety and Health, Ministry of Man Power
2. Oman Medical College Health and Safety Policy

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