



**RUSHMORE BUSINESS SCHOOL**

**HEALTH AND SAFETY  
MANUAL**

| 2020

# Document Verification



<b>Document title</b>		<b>HEALTH AND SAFETY MANUAL</b>		<b>File reference</b> <b>HR/HS/2016</b>	
<b>Revision</b>	<b>Date</b>	<b>Filename</b>			
Draft 1	20 October 2016	<b>Description</b>	First draft		
			Prepared by	Checked by	Approved by
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		Signature			
Version 2	15 December 2018				
Version 3	25 February 2020	<b>Filename</b>			
		<b>Description</b>	Final		
			Reviewed by	Checked by	Approved by
		Name	Kajal Purlackee	Dr N Essoo	
		Signature			



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# 1 Introduction

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The management of Rushmore Business School considers health and safety (H&S) at work to be of fundamental importance, and its commitment is encapsulated in the School's H&S Policy.

Rushmore Business School is committed to complying with current applicable H&S legislation and to the continual improvement of its H&S procedures through on-going monitoring and review.

This document is the Health & Safety Plan for Rushmore Business School. It records how Rushmore Business School's H&S policy and procedures are implemented in the school activities and on all the projects which it undertakes.

The primary purpose of this document is to provide a first point of reference for all safety-related systems and procedures within the school.

## 2 Safety, Health, and Environment Policy Statement

Rushmore Business School is committed to providing a safe and healthy environment for its employees, students, visitors and to manage the environment in a sensible and responsible manner.

Rushmore Business School will strive to improve its safety, health and environmental performance continuously by adhering to the following policy objectives:

- Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations.
- Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment.
- To ensure that activities are conducted in a safe, healthy and in an environmentally responsible manner
- Engaging in sound reuse and recycling practices and exploring feasible opportunities to minimize the amount of waste generated.
- Using energy efficiently throughout our activities and operations.
- Communicating our desire to improve our performance continuously and fostering the expectation that every employee, student, and contractor on university premises will follow this policy and report any environmental, health, or safety concern to university management.
- Monitoring of progress will be conducted through periodic evaluations.

The policy will be reviewed annually, updated when necessary and any revisions brought to the attention of all employees and those others who may be affected.

**Dr Nittin Essoo**  
**Director**

## **3 Roles, Monitoring and Review**

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### **3.1.1 Safety Co-ordinator**

The safety co-ordinator reports to the Director and is responsible for the management of the H&S framework. The safety coordinator shall be assisted by a local H&S Consultant and together they will ensure that Rushmore Business School H&S commitments are being met, and that all of the requirements of the H&S system are being correctly carried out.

Duties include:

- liaising with other members of the health & safety team, such as first aiders and fire wardens, to ensure that the systems in place are being managed effectively;
- reporting and investigating accidents, incidents and near misses;
- acting as point of contact for anyone requiring information or guidance on health & safety, or wishing to report a workplace hazard;
- communicating H&S guidance and arrangements to the rest of the school as necessary;
- assisting in identifying any training requirements within the office, and helping to arrange or conduct training as appropriate;
- programming, monitoring and recording all statutory inspections, testing and/or routine maintenance required in the office, using the H, S&E Log
- carrying out and recording regular safety inspections and ensuring that any corrective or preventive actions are implemented as required.

### **3.1.2 First Aider**

First aiders provide first aid treatment to employees, students and/or visitors if they are injured or become ill on the school's premises. Other duties include:

- ensuring that accidents, injuries, illnesses etc. are reported promptly to the safety co-ordinator with respect to the accident reporting procedures;
- assisting in the investigation of any accident with which they are involved.

### **3.1.3 Fire Wardens**

Fire wardens are responsible for organising the orderly emergency evacuation of employees, students, contractors and visitors from the premises, including providing assistance to anyone who has restricted mobility.

They should also help to ensure that emergency walkways and exits are clear from obstructions and hazards at all times and that fire extinguishers are in place and unobstructed.

### **3.1.4 Workstation Assessor**

Workstation assessors provide guidance to employees when setting up and using a workstation. This includes:

- ensuring that all staff complete a workstation assessment.



- discussing any problems highlighted during the assessments with the individuals concerned;
- recording any remedial measures identified, including who is to take action;
- checking that remedial measures have been effective and updating the assessment records accordingly.

## 3.2 Facilities Management

Facilities Services Management are responsible for the maintenance of buildings and fire life safety systems.

## 3.3 H&S Teams

Organisation charts showing the members of the H&S teams for Rushmore Business School are included in **Appendix B**.

### H&S Team

#### 3.3.1.1 Office Health & Safety

<b>Safety Co-ordinator</b>	HR Office
<b>Health and Safety Consultant</b>	Ashley Appaya: + 230 5422 3241
<b>Workstation Assessors</b>	Varun Domun
<b>First Aiders</b>	Savika Ghoorahoo Shaylaan Auzine
<b>Fire Wardens/ Marshals</b>	Achiepo Shirley Augnoo Jeevesh Domun Varun Maheeput Amit Purlackee Kajal Terumalai Sanita Sawon Youdishwar
<b>Facilities Services</b>	Vilasha Pusun

#### 3.3.1.2 HR & Staff Welfare

HR Team	HR Office
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### 3.3.2 Monitoring and Review

The arrangements for managing H&S for the school are documented in the H&S procedures,

A list of the arrangements and procedures available are included as **Appendices C-E**.

### 3.3.3 Monitoring

The planning, monitoring and recording of statutory inspections, equipment servicing and other safety checks in each office are carried out by the safety co-ordinator or facilities manager using the office HS&E Log.

Safety inspections of each office are carried out by the office H&S Coordinator at least every month. Findings are recorded, and any corrective or preventive actions followed up as appropriate.

Further details of our monitoring procedures are included later in this document.

### 3.3.4 Review

H&S is included on the management meetings, during which any requirements relating to H&S, including training, review or internal audit are discussed and recorded.

A review of H&S-related performance is also included as part of quarterly review meetings, which cover all activities of the school.

Procedures are regularly reviewed following suggestions or feedback from staff, students or other persons where required, or following changes to legislation, personnel, equipment, working environment etc.

## **4 Office Safety**

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The H&S plan covers H&S arrangements for Rushmore Business School.

### **4.1 Inductions**

Office H&S inductions are given to all new staff, including contract staff by the safety co-ordinator.

Attendance at the H&S induction is mandatory and should be recorded. Records of inductions are also held by the safety co-ordinator and on individuals' staff.

### **4.2 Accident Reporting**

Staff is required to report all accidents, incidents and near misses to their safety co-ordinator.

Accident reporting procedure.

### **4.3 Safety Training**

The training needs are discussed regularly in H&S meetings. Training courses are organised by the Health and Safety Committee.

Individuals' H&S training needs are reviewed regularly, for example following changes to legislation or procedures, while reviewing school risk assessments. Any training needs that are identified are recorded and the training are arranged by the safety co-ordinator.

All training attendance must be recorded.

### **4.4 HS&E Log**

The programming and monitoring of the various office inspections and tests required by law, or recommended by industry best practice, are managed by the H&S consultant.

The day to day arrangements for these activities are managed and recorded by each H&S consultant using the HS&E Log. Records include inspection, fire alarm maintenance and testing, fire procedures and evacuation drills, fire extinguisher and emergency light testing, portable appliance testing etc.

The HS&E Log is reviewed at least quarterly by the safety co-ordinator or facilities manager, as appropriate.

### **4.5 Fire Risk Assessment and Evacuation Procedure**

Fire risk assessments are carried out every year. These are held by the safety co-ordinator / facilities manager and kept under regular review. A full review will be required if there are any significant changes within the building layout.

Established evacuation procedures exist for the building. These are communicated to all staff. Details of evacuation procedures are displayed around each floor level, on notice boards.

The day to day management of the fire life safety systems are the responsibility of the facilities manager or safety co-ordinator.

Feedback is requested from all staff (and especially from fire warden) following each evacuation drill, and procedures are reviewed and updated as necessary.

## **4.6 External Contractors**

The appointment and control of external contractors working at the school is managed by the facility manager.

All contractors working in the office receive a briefing.

## **4.7 First Aid**

Qualified first aiders are available to assist staff and visitors in the event of injury or illness. First aiders also ensure that all accidents in which they assist are reported to the office safety co-ordinator, in accordance with the accident reporting procedures.

First aid boxes are available in at the strategic location. First aid boxes should be replenished as soon as possible after use, as well as being checked at least every 3 months to ensure that all contents are within use-by dates.

Lists of first aiders are displayed around each floor level. All staff are asked to ensure that they make themselves aware where their nearest first aider is located.

First aiders attend regular refresher training in accordance with first aid procedure. Refresher training requirements are monitored by the safety co-ordinator and courses arranged as required.

## **4.8 Company Car Management**

Company cars are regularly checked, and basic maintenance carried out by a competent person; these checks are recorded and include lights, oil, water, screen wash, fluid levels and tyre pressures.

Please remember though that it remains the driver's responsibility to ensure the car is roadworthy before driving it, and for returning it in the same condition. If defects occur, they must immediately be reported to the facilities manager.

Company cars are checked at authorised service centres when required.

Safety equipment provided includes seat belts, warning triangle and fire extinguisher.

Smoking is not permitted in company cars.

The Emergency Response Plan describes in a formal procedure how Rushmore Business School would respond to a major incident in an emergency situation. It is concerned with the initial response to the incident, until the emergency situation is over, or handover to the Business Continuity Plan, or other, has happened.

## **4.9 Hazardous Substances**

The day to day arrangements for controlling the potential risk from hazardous substances are managed by the facility manager.

Material Safety data sheets (MSDS) are requested from manufacturers and/or suppliers for all chemicals and other substances used in the workplace, and potential hazards identified.

Risk assessments are carried out for all substances with the potential to cause harm (for example flammable materials, or substances with a Workplace Exposure Limit). Control measures are put in place to eliminate or reduce the risk, for example by substituting the chemical for a safer alternative.

Staff are made aware of hazardous procedure, and regular safety inspections are carried out to help identify any other substances which may need to be assessed.

Contractors or cleaners using substances on the premises must have up-to-date risk assessments in place and these risk assessments must be reviewed by the Health and safety consultant prior to work commencing.

## **4.10 Risk Assessment**

Risk assessments are carried out as required to highlight potential hazards in each office, and control measures are put in place to provide a safe working environment for all employees, student, visitors and contractors. The risk assessments are reviewed at least annually to ensure their continued suitability and are made available to all staff via the intranet.

Local risk assessments have been carried out for the following hazard areas:

- Contractors
- Disabled Staff / Visitors
- Display Screen Equipment
- Electricity
- Fire Safety
- Hazardous Substances
- Housekeeping
- Manual Handling
- New and Expectant Mothers
- Visitors
- Welfare

## **4.11 Workstation Assessment**

Workstation assessments are carried out using workstation self-assessment questionnaire. All staff is asked to complete a workstation assessment when they first join the office, as well as following any change to desk layout, equipment used etc.

Any non-conformances highlighted by the assessment are discussed between the individual concerned and the workstation assessor, and appropriate corrective actions agreed. All non-conformances and corrective actions are recorded.

## **Appendix A**

### **H&S Objectives and Targets**

## Health & Safety Plan Objectives: 2020/2021

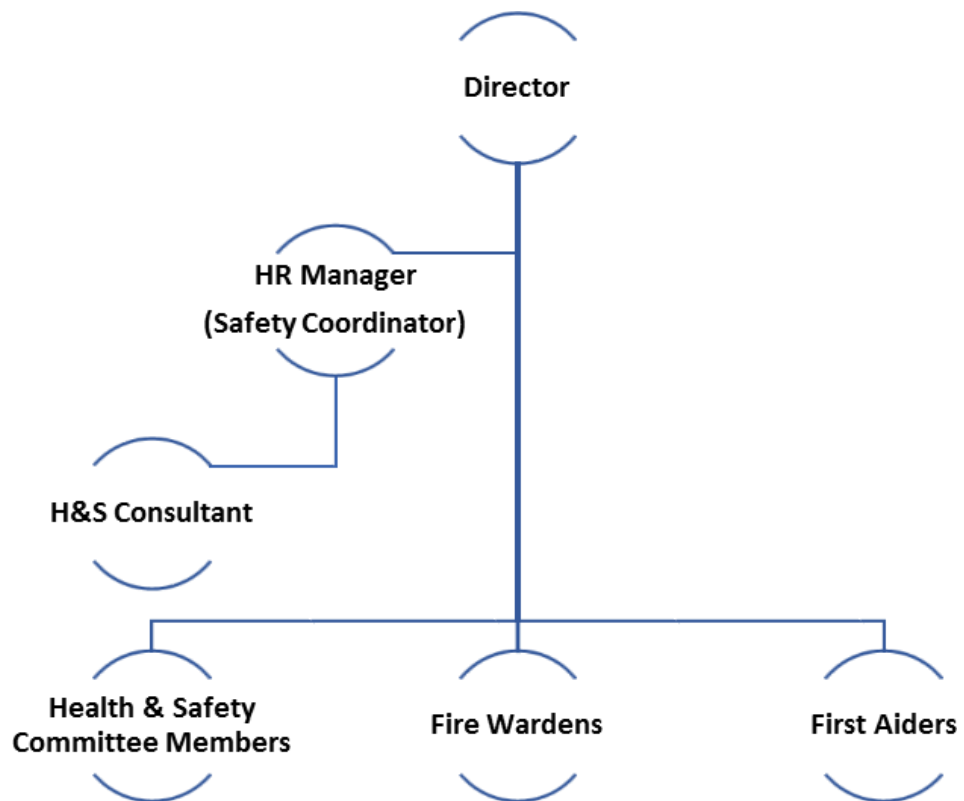
No.	Process / Activity	Objectives	Targets	Action	Time Frame	Responsible	Records
1	<b>OHS POLICY</b>	To comply with legal requirements		To develop OHS policy and endorsed by the Director	Jul-21	HR	Affixed policy statement
2	<b>LEGAL &amp; OTHER REQUIREMENTS</b>	Comply with legal requirements	All applicable legislations- OSHA 2005,	Gap analysis and establish action plan OSHA 2005 ERA 2008 Tertiary regulation	Mar-21	HR+HSO	Gap analysis and action plan
3	<b>MANAGEMENT INVOLVEMENT</b>	To ensure commitment	All HODs	OHS key performance indicator and performance evaluation	Jul-21	HR	KPI
4	<b>CONSULTATION</b>	Ensure active participation	Management and employees representative	Set up of OHS committee and committee to be held once every two months for follow up of action	On going	HR	Minutes of meeting
5	<b>HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>	To minimize safety and health hazards and legal requirement	routine and non-routine activities	To conduct risk assessment and establishment of Risk Control Plan	Jul-21	HR+HSO	Risk Register
6	<b>OHS RISK CONTROL PLAN</b>	Reduce or eliminate risk at work	All risk activities having score>10	As per OHS Risk plan	Aug 21	HSO	Evaluation records
7	<b>TRAINING ON HEALTH AND SAFETY</b>	Ensure personnel is aware of safe work Procedures	All Employees	Fire safety First Aid Manual Handling Office ergonomics Chemical Safety Electrical safety	As per training plan	HR+HSO	Training plan/ Training records/ Induction

No.	Process / Activity	Objectives	Targets	Action	Time Frame	Responsible	Records
8	<b>ACCIDENT PREVENTION</b>	Analyze accident /incident /near miss data	All accidents/near miss/Incident	To formulate accident procedure	-	HSO	Accident register
9	<b>EMERGENCY PROCEDURES</b>	Test emergency procedure	1 fire drills per year	To formulate emergency procedure Fire evacuation procedure Torrential rainfall procedure Cyclone procedure	Aug-21	HR	Fire Drill evaluation report
10	<b>SITE INSPECTIONS</b>	Carry out site inspections	once every two month	Design standard workplace inspection checklist. Regular inspections of premises	On going	HSO	Site inspection reports
11	<b>SAFETY EQUIPMENT INSPECTION</b>	Meet legal requirements	List of identified equipment under OSHA 2005	Inspect all equipment as per established frequency. Register of equipment's including Fire extinguishers, hose reel and detection system	Jul-21	SSS	Inspection reports
12	<b>ELECTRICAL SAFETY</b>	Comply with legal requirement	All RCDs	To conduct monthly testing of all redds installed	Ongoing	HR	Test register
13	<b>CONTRACTOR AND SUB CONTRACTOR SAFETY ON SITE</b>	To reduce safety risk on site	All contractors and sub-contractors	Contractor safety procedure Risk assessment and control measures prior to work where applicable	2020/2021	HR	Record of briefing and other documents
14	<b>WORKPLACE HEALTH PROMOTION</b>	To promote health and safety culture	All employees	To organize talks and health promotion campaign	1 <sup>st</sup> quarter 2021	HR	Records of campaign.



## Appendix B

### H&S Team Organisation Charts





## **B2      First Aiders**

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- 1. Savika Ghoorahoo**
- 2. Shaylaan Auzine**

## **B3      Fire Wardens/ Evacuators**

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- 1. Achiepo Shirley**
- 2. Augnoo Jeevesh**
- 3. Maheput Amit**
- 4. Purlackee-Boodhoo Kajal**
- 5. Sawon Youdishwar**
- 6. Terumalai Sanita**

# Appendix C

## H&S Arrangements

## C1 Accident Reporting

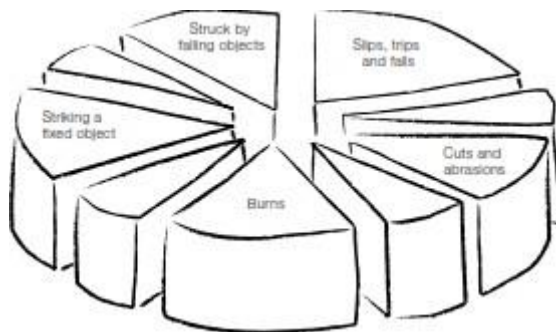
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C.1.1 All accidents, however minor will be reported and will be recorded on the Accident Report Form and in an Accident Register. All potential hazards, sometimes illustrated by near misses, will be reported and recorded.

C.1.2 The HR and Health and Safety consultant will identify any incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and will make the report to the Ministry of Labor, employment and industrial relation.

C.1.3 All reported accidents/incident occurrence will be entered in the Accident Register by the Health and Safety consultant followed by an investigation and recommendation.

Refer to **Appendix D** for procedures.



SOURCES OF INFORMATION  
LEGISLATION – OSHA 2005  
Section 85

## C2 Electrical Safety

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### C2.1 Office Fixed Electrical Wiring

To avoid electrocution or fire hazards all electrical equipment should be treated with care.

Only a qualified/competent and authorized Electrical Technician may repair, alter, maintain or adjust the fixed wiring.

All fixed electrical installations of the school will be inspected and tested as agreed by the facilities manager.

### C2.2 Portable Electrical Apparatus

Only authorized, electrically competent persons may carry out any electrical work, including fitting plugs to appliances.

However, all equipment that is authorized to be used will be subject to the arrangements for safety testing and inspection set out below.

All portable electrical equipment (except for PCs and Printers) is to be routinely inspected and tested on an annual basis or at an early period as deem necessary and defects to be rectified by

qualified/competent electrician. PCs and Printers will be tested as recommended by the manufacturer.

Records of inspection and testing are to be held by facility manager.

Any electrical Cables will be run in such a way so that they do not cause a tripping hazard.

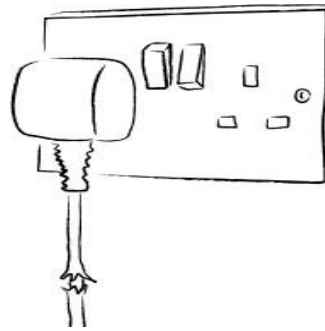
The facilities manager appointing Contractors to carry out electrical work will as far as possible ensure that they have the experience and competence necessary to carry out the work being asked of them.

#### **SOURCES OF INFORMATION**

**Maintaining Portable and Transportable Electrical Equipment; guidance note HS (G) 107**  
**Electricity at Work: Safe Working Practices; guidance note HS (G) 85**

#### **LEGISLATION**

**Occupational Safety and Health (Electricity at Work) Regulations 2009**



## **C3 Fire Precautions**

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### **C3.1 Fire Certificate**

The Fire Certificate for the building shall be issued by the Government Fire Services.

### **C3.2 Fire Procedures**

The Fire Procedures have been documented separately, and action to be taken in the event of a fire, are on display at exits routes and notice boards

The H&S Committee will nominate a responsible person (Fire Warden) to co-ordinate the fire precautions.

The fire log book will be held by the Safety coordinator and used to record all fire evacuation drills and equipment tests and inspections.

The regular health and safety inspections to be carried out by the Health and Safety consultant will include fire precautions and housekeeping checks.

### **C3.3 Fire Warden and Training**

Fire Warden will be nominated in accordance with the size and layout of the Business Units. Their names will be made known to all employees by means of notices on display on notice boards.



Selected staff at each premise will be trained in the use of fire extinguishers and some basic fire fighting

All staff will be made aware of the fire procedures, assembly point and these are also covered at induction for all new staff.

Fire Evacuation Drill will be conducted at least twice per year and proper record will be kept.

The Fire Risk Assessment will be completed by Health and Safety consultant as a competent person. This will be reviewed annually or whenever changes are made to the building which could affect fire safety.

### **LEGISLATION - OSHA 2005**



## C4 First Aid

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The school aims to provide above the minimum first aid requirement at all levels

The fully qualified First Aiders will have their certificates renewed every three years.

The provision of first aid equipment is managed by the responsible First Aider.

The location of First Aid equipment and the names of First Aiders will be communicated accordingly and this information will be imparted to new staff at their induction.

First Aid supplies will be kept in accordance with the First Aid Regulations 1989. The First Aiders have the responsibility for maintaining adequate and clean supply of first aid equipment, including carrying out regular checks of their boxes.



### LEGISLATION

- **OSHA Section 45**
- **The Health and Safety (First Aid) Regulations 1989**

## C5 Risk Assessment

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### POLICY AND PROCEDURES

C.5.1 It is the policy of Rushmore Business school to demonstrate that all risks arising from its work are progressively assessed and, as far as reasonably practicable, controlled.

C.5.2 All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when there is reason to believe the risk has changed, or at least every two years.

- C.5.4 The Head of departments are responsible for risk assessment and control in their own areas, and the Health and Safety consultant has a coordinating role.
- C.5.5 The relative importance of risks will be assessed and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.
- C.5.6 Head of departments will maintain their risk assessment records, which may be monitored from time to time by the Health and Safety consultant.
- C.5.7 Risk assessment will generally involve the following steps:
- i) Being clear what work is being assessed
  - ii) Identifying the hazards associated with the work, and their severity
  - iii) Referring to any published health and safety standards or guidelines, including any University Health and Safety standards of practice.
  - iv) Identifying any substances, materials, equipment etc. involved
  - v) Identifying how the task is actually carried out (which may differ from instructions) and what happens when things go wrong
  - vi) Identifying anything about the working environment that could affect the risk, such as poor housekeeping, inadequate ventilation, heat, noise etc.
  - vii) Identifying any personal characteristics of employees or others which could affect the risk
  - viii) Coming to a conclusion about what the risk is, i.e.: the likelihood of harm occurring and the severity of the outcome if it does
  - ix) Deciding the priority for dealing with the risk
  - x) Deciding the measures necessary to control the risk, aiming to control it at source in preference to using other means, such as personal protective equipment.
  - xi) Ensuring that responsibility for risk control is properly allocated and that the control measures are carried out.

## **SOURCES OF INFORMATION**

- **Successful Health and Safety Management, HS(G)65 from HSE**
- **Five Steps to Risk Assessment, IND(G)163L from HSE**
- **Risk Assessment Guidelines from the Ministry of Labour**

## **LEGISLATION**

- **OSHA 2005 Section 10, 11**

## C6 Workstations

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C.6.1 All screen "users" will be identified.

C.6.2 Any risks to health or safety associated with display screen work will be assessed and the assessments recorded and kept under review. This will be carried out by the screen users themselves and recorded on an assessment checklist. In the event of any discomfort, the member of staff should immediately inform their Team Leader who will, together with the Health and Safety officer carry out an immediate risk assessment. Any symptoms will be recorded in the Accident/ Incident Register

C.6.3 All issues arising out of the assessments will be discussed with the employee's Team Leader.

C.6.4 Any risks that have been identified will be remedied within a reasonable time.

### **Head of department are responsible for risk control.**

C.6.5 The work of every screen user will be planned by the user and their manager to enable them to have adequate flexibility and mobility including such change from screen work as to minimize the risk of fatigue.

C.6.6 Every screen user will receive basic health and safety training to enable them to plan their work and adjust their workstation to minimize any risk to health or safety. Users should take regular breaks away from the screen before they become fatigued.

C.6.7 The Health and Safety consultant will monitor the self-assessments and arrange for the provision of training



C.6.8 Items to be considered when setting up a workstation:

- Place your monitor at arm's length and at eye level
- Centre your keyboard and monitor in front of you.
- Reduce glare by window furnishings or adjusting equipment.

- Arms should be at 90 degrees' angles, elbows slightly above desk and avoid over reaching for the keyboard and mouse.
- Type with your hands and wrists floating above the keyboard and avoid stretching your fingers. The palm rest should be used during breaks from typing.
- Avoid bending your wrists up, down, or to the sides.
- Rest your feet flat on the floor using a foot rest if necessary.
- Ensure the seat does not press into the back of your knees.
- Ensure adequate lumbar support by adjusting the back rest.
- Take regular breaks away from the screen.

## **SOURCES OF INFORMATION**

- **Display Screen Equipment Work: Guidance on Regulations**
- **Working with VDUs; booklet IND (G) 36(L)**
- **Seating at Work; HS (G) 57**
- **Lighting at Work; HS (G) 38**
- **Work-related Upper Limb Disorders: A Guide to Prevention; HS (G) 60**

Visual display screens are not a health risk in themselves, but problems can arise in the way that they are used.

## **C7 Manual Handling**

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Manual handling is one of the most common and costly of workplace injuries. Manual handling involves the use of human effort to push, pull, carry, hold or restrain any object or animal. It does not just relate to the lifting of heavy objects.

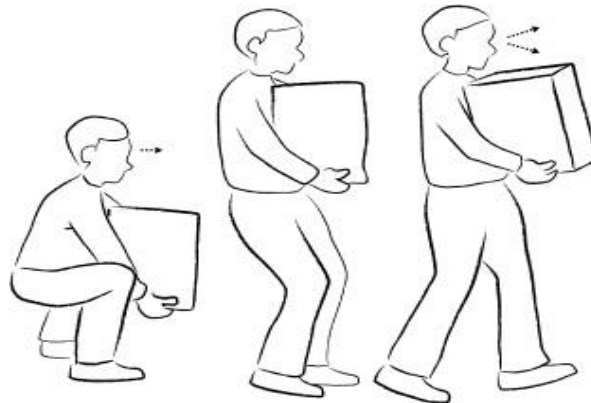
C7.1 No one should undertake any manual handling task that they feel that they are unable to manage, if in doubt, do not do the task, and seek assistance. A safety-first mentality should be adopted.

C7.2 Be aware of the risk factors – the safety of the general environment e.g. is it cluttered, is lighting adequate, are there any slip or trip hazards? The characteristics of the load e.g. heavy, awkward, difficult to grasp. Be mindful of your own ability e.g. fatigue, unwell, lacking in coordination.

C7.3 Where possible use assistive equipment, such as trolleys and lifting devices.

C74 Always use correct manual handling technique – keep the spine neutral, bend with the knees using semi squat and avoid twisting, flexing forward with the spine, or sideways leaning of the spine.

C75 Relying on training of staff is not as effective in reducing manual handling injuries as proper workplace design and provision of equipment– please keep this in mind!



## SOURCES OF INFORMATION

Manual Handling: Guidance on Regulations

## LEGISLATION

OSHA 2005 Section 84

## C8 Personal Protective Equipment

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### C8.1 Risk Assessment

Head of Department responsible for work where employees are at risk will identify whether there is a need for the use of personal protective equipment under the OSHA 2005 and PPE at work regulation 2012

In doing so, Head of department will first consider how the risk may be controlled at source and treat the requirement for personal protective equipment as a last resort. Wherever it is reasonably practicable, other, more positive and effective means will be used.

Before choosing any personal protective equipment, Head of department will carry out an assessment of the risk to be protected against and an assessment of the equipment to be used to protect any individual. On the basis of such assessment, the suitability of the equipment for protection against the risk will be assessed.

### C8.2 Suitability of Personal Protective Equipment (PPE)

All PPE that is selected will:

- Be appropriate for the risks involved and the environmental conditions
- Take account of ergonomic requirements and the state of health of any wearer
- Be capable of fitting the wearer correctly
- Be effective to prevent the risks involved without increasing overall risk
- Be compatible with any other item of PPE worn simultaneously.

### **C8.3 Maintenance of Personal Protective Equipment**

Head of Department responsible for work where PPE is used will ensure the proper maintenance, cleaning, examination, disinfection, repair and replacement of that equipment.

#### **SOURCES OF INFORMATION**

**Personal Protective Equipment at Work: Guidance on Regulations**

**Respiratory Protective Equipment: A Practical Guide for Users, HS(G)53**

#### **LEGISLATION**

**OSHA 2005**

**PPE at work regulations 2012**

## **C9 New and Expectant Mothers**

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Rushmore Business School recognizes the need to provide and maintain adequate facilities for pregnant and nursing mothers. This is to ensure safe and comfortable working environments, giving consideration to the condition of the pregnant member of the staff.



## C10 Security

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Ensure visitors are collected/returned to reception and escorted by a member of staff at all times.

Do not leave documents where they can be seen by unauthorized people and ensure filing cabinets are kept locked.

All contractors carrying out work in your workspace should have the appropriate authorization to do so. If you see anyone carrying out work they should not, don't ignore them. Inform an appropriate person and never be afraid to challenge visitors.

Keep personal belongings out of sight and preferably under lock and key.

You can help prevent intruders from gaining access to our premises by:

- – Challenging people you do not recognize;
- – Not allowing anyone to 'tailgate' you through security doors.

## **Appendix D**

### **Health and Safety Procedures**



## **D1 Accident/ Incident Procedure**

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### **D1.1 Purpose**

This procedure describes the steps to be followed in case an employee, student or visitors is injured or found ill at work at Rushmore Business School.

### **D1.2 Scope**

Applicable to all employees, students and visitors.

### **D1.3 Responsibilities**

The Human Resources Manager (HR) hold overall responsibility for effectiveness of the procedure.

Injured/ill employee is responsible to notify his immediate head of department of any injury or accident or illnesses at work.

The immediate Head of department have a primary responsibility to ensure that the injured/ill employee receives First Aid and/or is transported to hospital and, if need be, that the injured person's family is informed about the accident/incident.

The immediate Head of department has to report immediately, or as soon as possible, accurate information to HR on the injured/ill employee.

HR is responsible to report to the Ministry of Social Security in case of injury & keep records in employee file for future reference. Updated information on medical conditions and allergies (as far as is practicable) of employees should be maintained by the HR.

Health & Safety Consultant is responsible to conduct enquiries on the injury and make recommendations to the HR Manager. As defined by law, he/she should report injuries to the Director of Occupational Safety and Health of the Ministry of Labour, Industrial Relations and Employment. Further, he is responsible for regularly checking, replenishing, and maintaining the contents and equipment for first aid within expiry dates.

### **D1.4 First Aid Needs Assessment**

In line with the OSHA 2005 Act and First Aid Regulations, 1989, first aiders are selected amongst each department to cater for emergency intervention in case of injuries.

The appropriate level of first-aid provision and the number of first aiders per work area is decided following each department risk assessment.

Workplace hazards and risks could be in the form of recurrent injuries:

- Cuts and bruises from mechanical equipment,
- Body injuries following trip, slip and fall,
- Electrocutions from electrical equipment's, etc.

Workplace illnesses could be in the form of:

- Headache
- Vomiting
- Abdominal pain, etc.

Selected personnel are trained and certified by the approved First Aid organization.

Presently, at least one first aider should be available per working area.

A list of first aiders as well as emergency contacts is affixed on notice boards.

First aid needs assessment is reviewed following major operational modifications, changes in workforce organization or legal regulations.

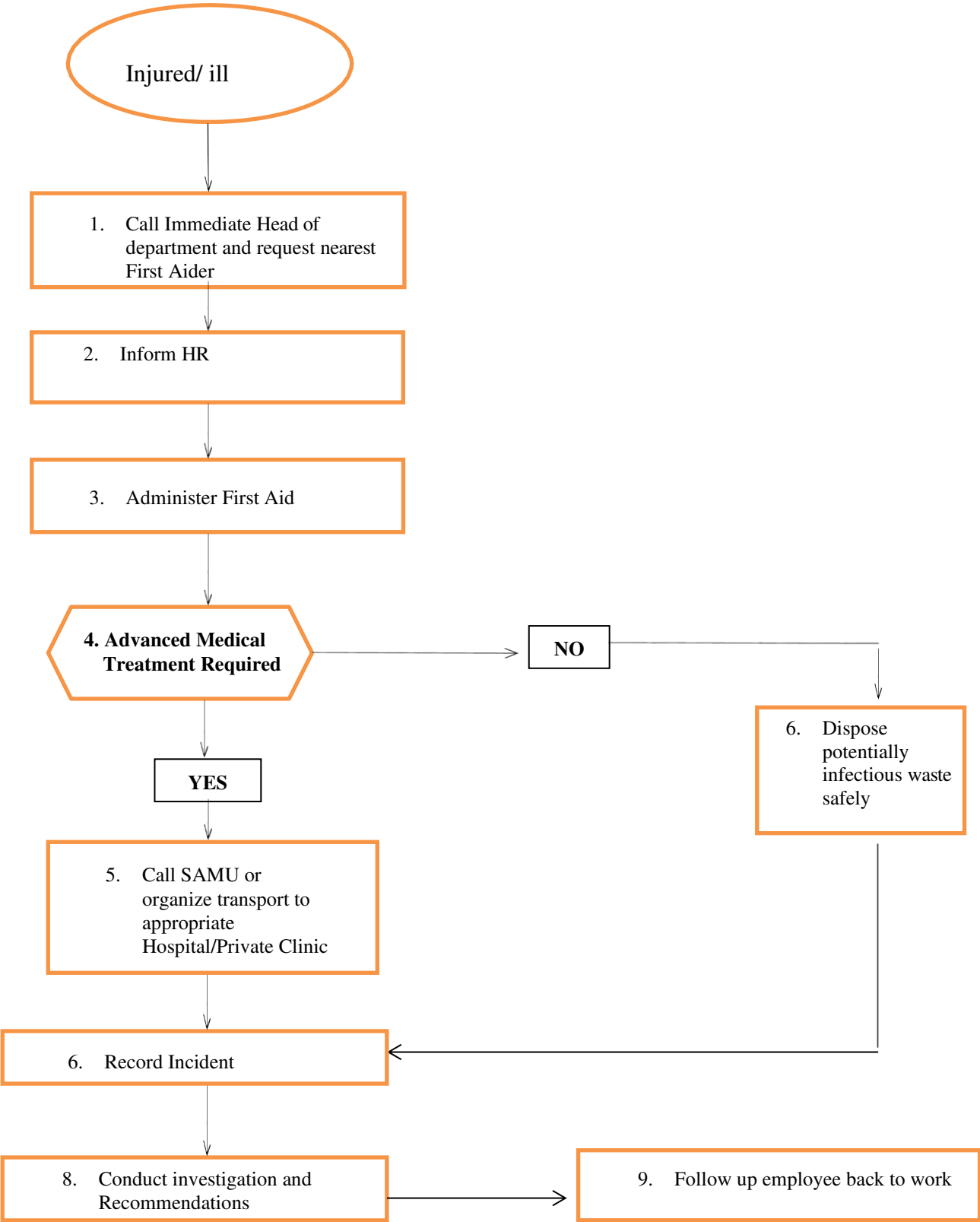
## **D1.5 First Aid Facilities**

A first aid box as per local legislation is kept at ground floor.

## **D1.6 Drugs And Medications**

As per legal requirement, **no one** is allowed to administer drugs and medications to injured persons except the licensed health care provider.

# INJURY AT WORK REPORT - FLOW CHART



RESPONSIBILITY	STEP	ACTION
Injured employee	1	<p><b>Call on immediate Head of department or nearest person for first aid.</b></p> <p>Following occurrence of an injury or illnesses, the employee should immediately inform his/her immediate Head of department or request nearest person to inform the latter to obtain First Aid treatment.</p>
Immediate Team Leader	2	<p><b>Inform HR.</b></p> <p>Informs HR on all details of injury.</p>
First Aider	3	<p><b>Administer First Aid</b></p> <p>Wears protective equipment such as disposable latex gloves should be worn to prevent direct or indirect contact with blood or other body fluids whilst administering treatment.</p> <p>Provides necessary first aid to injured person using available first aid kit.</p> <p>Fills in accurate details on name of injured employee, date and time of incident, treatment provided and his name in the Incident/ Accident Register.</p>
HR		<p>A list of First Aiders for each department is affixed on notice boards.</p>
HR	4 & 5	<p><b>Advanced medical treatment required?</b></p> <p>If the injury or illness is serious and advanced medical treatment required, the HR calls SAMU to transport the injured person to nearest appropriate hospital/ Private Clinic.</p>
First Aider	6	<p><b>Dispose potentially infectious wastes safely.</b></p> <p>Once first-aid treatment has been provided, the medical wastes should be disposed as follows:</p> <ul style="list-style-type: none"> <li>- Highly infectious materials such as materials contaminated by abscesses, infected wounds, fresh blood, etc., should be disposed into a plastic labelled 'BIOHAZARD' with a <b>red/yellow</b> tag.</li> <li>- Non-hazardous wastes such a plastic materials or paper should be disposed into a black plastic bag.</li> </ul> <p>Ensures that the contaminated areas/equipment is cleaned immediately with a sanitizer.</p>
HR		<p><b>Record and report incident</b></p> <p>Fills in the <i>Incident / Accident Report Register</i></p> <p>Fills in Social Security Form and forward to responsible Ministry if injury leaves exceed two weeks</p> <p>Keeps records in employee file.</p>

H&S Consultant	8	<b>Conduct enquiry and initiate corrective actions.</b>  Investigates on incident, views record and proposes corrective actions to HR.
HR /H&S Consultant		Implement and follow-up preventive/corrective action plans (PAP/CAP) till close out to prevent recurrence of injury. Present CAP and root cause analyses in management reviews.
H&S Consultant/HR	9	<b>Follow-up employee back to work</b> Once employee has received suitable medical care, the latter is helped to reinstate his occupation.

### **TRAINING**

All concerned personnel will be trained on this procedure.

### **RECORD KEEPING**

HR shall maintain records of injury in employee's file.

## **D2 Fire Evacuation Procedures**

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### **D2.1 Introduction**

This Fire Evacuation Procedures manual has been provided to allow the Management to familiarize with the emergency procedures in place, so as to facilitate a safe, orderly and timely evacuation when need arises.

### **D2.2 Aim**

1. To ensure, as far as practicable, that no person suffers injury or illness as a result of a fire arises in the Building
2. The procedures that follows are designed to assist the organisation and implementation of Fire Emergency procedures at the School

### **D2.3 Legislation**

Section 75 of the Occupational Safety and Health Act 2005: Safety provisions in case of fire, subsection (c) notwithstanding paragraph (a), every employer shall carry out a fire drill at least once a year in all places of work requiring a fire certificate under the Section 76 according to an established fire and emergency plan approved by the fire services and record of the drill kept.

### **D2.4 Emergency Evacuation Priorities**

- **First Priority : Protection of Life**

The priority is to ensure that any people who may be in danger are warned and those actions are taken to guarantee their safety.

- **Second Priority: Prevent spread of hazard.**

This aims at controlling the extent of the hazard within the building and minimizing its release into the environment.

- **Third Priority : Save Assets in the affected area.**

This is to prevent personal and Company assets from being damage in the event of fire

- **Fourth Priority: Eliminate Hazard**

The final priority is to eliminate the fire by extinguishment.

## **D2.5 Responsibility for developing and implementing the Fire Emergency Procedures**

Management is responsible for the development and implementation of the Fire Emergency Procedures at the school.

## **D2.6 Implementation of Fire Emergency Procedures**

The Fire Emergency Procedures for the school shall be implemented under the direction of the Chief Fire Warden

The Fire Emergency Team comprises of:-

- Chief Fire Warden
- Roll Call Officer
- Evacuation Warden
- First Aid Personnel

### **D2.6.1 Duties of Fire Emergency Team**

#### **1. Chief Fire Warden**

On becoming aware of a potential Fire Emergency, the Chief Fire Warden shall determine the nature of the emergency and decide on the appropriate action. If a Fire Emergency is declared, the Chief Fire Warden shall initiate the emergency procedures which should include the following action:

- Ensure that appropriate emergency services have been notified. This can be achieved by contacting the Fire Services on 115 or Police Force on 999.
- Ensure the Evacuation Wardens are advised of the situations.
- Initiate and coordinate evacuation of the workplace.
- Designate additional warden to cover affected areas
- Ensure fire Alarm is not silenced until fire is subdued.
- Instruct Security Staff to meet Fire Brigade and to provide guide to scene.
- Liaise with Roll Call Officer to ascertain that everybody is accounted for.
- Instruct Fire Brigade on arrival the location of fire and if any rescue has to be effected or building to be protected

## **2. Roll call Officer**

On hearing of the evacuation signal, the HR Manager present in the building shall act as Roll Call Officer at the Assembly Point.

### **Responsibilities of Roll Call Officer in the event of fire**

- Collect attendance sheet
- Proceed to the Assembly Point
- Account for all staff and visitors by referring to the visitors list and departmental attendance sheets.
- Keep the staff informed by liaising with Chief Fire Warden
- Inform Chief Fire Warden of the outcome of the roll call
- Await further instruction from Chief Fire Warden
- If situation is under control, upon instruction of the Chief Fire Warden, re-direct staff to their respective departments.

## **3. Evacuation Warden**

The Evacuation Warden should be appointed for each level of the building to control the emergency procedures for that area, generally as directed by the Chief Fire Warden. The Evacuation Warden has the authority to evacuate their area if there is any impending danger.

### **a. On hearing of the evacuation signal**

1. Instruct your staff to evacuate to the designated Assembly Point
2. Ensure that pathways are clear of any obstructions
3. Ensure that staff and visitors are evacuated by the nearest exit and are directed to the designated Assembly Area
4. Ensure that all doors and windows are closed
5. Ensure that staff and visitors are prevented from re-entering the room.
6. Together with the Warden's report to the Roll Call Officer at the designated Assembly Point

### **b. Points to note**

1. Close all doors and windows behind you
2. Do not allow staff or Visitors to stop to collect personal belongings
3. No member of staff shall be allowed to return to the building or leave the Assembly Point unless authorized.

#### **4. First Aid Personnel**

On hearing the alarm they will have to make contact with Chief Fire Warden and make way to the Assembly Point with equipment to render first aid as required.

### **D2.6.2 Fire Instructions**

#### **ON DISCOVERING A FIRE**

1. Stay calm and do not panic
  2. Raise the alarm by operating the nearest fire alarm call point.
  3. Call the fire Brigade by dialling 115
1. Give the Fire Brigade precise information concerning the fire, include
    - a) Your name and telephone number
    - b) The exact location of fire
    - c) The nature of the fire or whether persons are trapped

#### **FIRE FIGHTING TIPS**

1. Try to remove flammable material from fire zone i.e Paper, plastics etc.
2. Attempt to fight fire with nearest available Fire extinguisher with assistance of colleague if it is safe and been trained to do so until further help arrives.
3. If person catches on fire cover them with blanket or sheet.

#### **ON HEARING THE ALARM**

1. Leave the building by the nearest available exit.

#### **ACT CALMLY**

#### **CLOSE ALL DOORS (to stop fire spreading)**

2. Give the necessary assistance to people who need it to ensure that they can reach safely to the nearest Assembly Point
3. Proceed to the assembly point.

Do not return to the building for any reason until authorized to do so.

### **D2.6.3 Fire Evacuation Drill**

A fire evacuation drill should be held at least once per year (Legal Requirement as per Occupational Safety and Health Act 2005).



An Evacuation Exercise should simulate a fire or emergency situation and answers the following questions:

- **Does the evacuation plan work?**
- **Are the action taken by the staff correct?**
- **Does the warden communication system ?**
- **Does the warning system work?**
- **Are the evacuation routes satisfactory?**
- **Is there adequate first aid and firefighting equipment?**
- **Does the Roll call system work?**
- **Is the Assembly Point appropriate (Space)**
- **Does the Fire Emergency Team work?**

These questions will provide a guideline to Test the effectiveness of the Fire Emergency Procedure.

**End of document**