

## HEALTH, SAFETY AND PHYSICAL SECURITY POLICY

### Revision History

Revision No & Date	Date of Approval	Changes Made	Remark
2/1/2024	2/5/2024	<ul style="list-style-type: none"> <li>▪ Combined Health, Safety and Environment Policy and Physical Security Policy based on the common principles.</li> <li>▪ Changes as per new organizational structure made.</li> <li>▪ Policy clauses reworded for more clarity. Clause on noncompliance added</li> </ul>	

### INTRODUCTION

Middle East College (MEC) ensures the health, safety and physical security of all individuals on campus. MEC is committed to implementing and regularly reviewing the Health and Safety Management System (HSMS), to create a safe and healthy environment for students, faculty, staff, and visitors.

### PURPOSE

The Policy promotes a safety culture and raises awareness among individuals, ensuring a safe, secure, and healthy learning and working environment, while meeting legal and professional requirements in compliance with relevant national laws, National Fire Protection (NFP) codes, and Ministerial decree no. 286/2008. The policy further ensures consistent implementation of appropriate security controls and measures against physical security threats, safeguarding MEC property, equipment, and information.

### AUDIENCE

This policy applies to all MEC stakeholders, including, contractors, visitors and guests.

### DEFINITION



**Health and Safety Monitoring Group (HSMG):** A group that promotes awareness of health and safety at the campus and develop a collaborative relationship between management, staff and students to identify and resolve health and safety concerns.

**Physical Security:** Physical security refers to protective measures aimed at safeguarding the college campus, infrastructure, assets, and individuals from unauthorised access, and other threats.

**Risk:** The likelihood of an occurrence of a hazardous event or exposure to a hazardous material and the severity of the impact that can be caused by the event or exposure.

**Hazard:** A source of harm (i.e., material, energy source, or operation) with the potential to cause illness, injury, or death to personnel or damage to a facility or the environment.

**HSMS:** Health Safety Management System is a management system implemented in the organisation to maintain a culture of well-being and safety in the entire organisation.

**CCTV (Closed Circuit Television):** It is also known as video surveillance. It is a video camera used to transmit a signal to a specific place on a set of monitors.

## POLICY STATEMENT

The MEC HSMS shall provide a clean, hygienic and safe teaching and learning environment to all staff and students. The implementation of MEC HSMS ensures:

1. All institutional premises, including laboratories, recreational and other facilities meets national and relevant international safety regulations and standards including applicable legal and regulatory requirements.
2. Health and safety hazards and associated risks are taken into due account as an integral part of MEC operations through extensive Hazard Identification and Risk Assessment (HIRA) .
3. Accidents shall be prevented and incidents and ill-health resulting from occupational hazards shall be controlled
4. MEC implements comprehensive security measures, including strategic placement of CCTV, restricted access to designated areas, and controlled entry via ID cards.
5. Training, information and/or awareness on health and safety shall be provided to all MEC staff, students, personnel visiting and/or working on MEC campus.



6. All stakeholders and interested parties of MEC shall comply with all relevant legal and regulatory requirements and all MEC policies and procedures related to Health, Safety and Physical Security.
7. Performance and effectiveness of the HSMS shall be continuously monitored through inspections, internal audits/reviews, and external reviews to ensure compliance, and continual improvement by implementing corrections and corrective/preventive actions.
8. Regular patrols by the security personnel, monitoring of the fire protection systems, burglar alarms installed in cash-holding offices enhance the physical security in MEC campus. Any cases of physical security breaches shall be reported to the Security Services Office.
9. Non-compliance with the Health, Safety and Physical Security Policy and related procedures will result in disciplinary action in accordance with the guidelines outlined in the Code of Conduct and Discipline Policy for Staff and the Student Code of Conduct Policy.

## REFERENCES

- Health, Safety and Environment Monitoring Group Mandate
- ISO 45001:2018 - Occupational Health and Safety Management Systems
- Ministerial decree no 286/2008.
- National Fire Protection (NFP) codes
- Student Code of conduct policy
- Staff Code of Conduct and Discipline policy
- Student Disciplinary Committee ToR
- Staff Disciplinary Committee ToR