



كلية الشرق الأوسط
Middle East College

Health and Safety at MEC

A safety guide



EMERGENCY RESPONSE GUIDE INFORMATION

ON DISCOVERING A FIRE

- Activate the nearest fire alarm.
- Call fire warden immediately.
- Fight the fire if you are trained, if all occupants have evacuated or if the flames are small.
- Evacuate the building immediately through nearest exit.
- Do not re-enter the building until "all clear" is announced by authorized person.

IN CASE OF MEDICAL EMERGENCY

- Always stay calm.
- Call immediately college Wellness Centre (24531777) and inform nearest first aider at your location or call Health and Safety Office (24531438) and explain type of emergency required.
- Remember; do not move any injured person/ victim unless you are permitted.
- Try to comfort the injured person/ victim until the medical support arrives.

IN CASE OF BUILDING EVACUATION

- On hearing the alarm everyone must cooperate with wardens or Emergency Response Team and shall:
 - Close all doors if you are the last person to leave the room.
 - Leave the building as per the instruction given during evacuation.
 - Do not investigate the source of emergency
 - Do not use the elevators, you could be trapped inside if the power fails or is switched off.
 - Muster at the assembly point and wait for all clear signal to return to the building.

EMERGENCY CONTACT DIRECTORY

EMERGENCY HOTLINE

888

Health and safety office	24531438
Security services office	24531745
Wellness Centre	24531777
Head, Campus services department	24531434

Maintenance and housekeeping office	24531433
ROP/ Civil Defense	9999
On call Ambulance	9999
Sultan Qaboos University Hospital	24147777

Health and Safety at MEC

MEC is committed to provide an accessible, safe and vibrant campus to all its stakeholders. The college ensures the health and safety of students, staff, and visitors by providing reasonably practicable measures to maintain a safe and secure learning and working environment.

Occupational Health and Safety Management System (OHSMS) is implemented at MEC to promote a safety culture among its stakeholders. OHSMS is benchmarked with the international standard **BS OHSAS 180001:2007** and certified.

This booklet summaries the safety procedure and protocols followed at Middle East College. It assists you to know the information on health and safety, what to do and whom to approach on matters related to health and safety. It also act as a reminder of certain necessary actions that must be followed in case of any emergencies.

Every staff, student and visitor is responsible for carrying out college procedures and practices. Every person shall comply with laws related to Health and Safety matters while on campus.

Health and Safety Office

Health and Safety Office at MEC is located in Ibn Rushd Building (IBR) ground floor, Room no IBR 001. All information related to health and safety and well-being is provided by the Health and Safety Office.

Trainings, awareness sessions for fire-safety, first-aid, reporting incidents, hazard identification and risk assessment are conducted for promoting safety culture.

Every 2 years, building in MEC undergo a fire and safety inspection by Royal Oman Police, Directorate of Civil Defense. After validation, the fire and safety systems and equipments are certified.

Health and Safety Office assists and ensures to undertake MEC's activities in a safe and healthy manner.

Emergency Response Team (ERT)

The Emergency Response Team is responsible for evacuation, securing and management of the campus and hostels during any emergencies.

Fire-wardens

Fire-wardens are assigned in each floor of all college buildings with primary responsibility of building evacuation during emergencies. The list of fire-wardens assigned to a particular floor is displayed indicating their names and contact details. Fire-wardens can be identified with the high visibility vests.



First-aiders

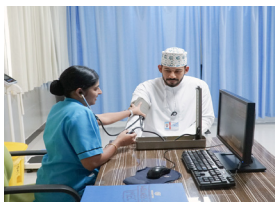
First aiders are assigned in each floor of all MEC buildings. The list of first-aiders are displayed indicating the name and contact details of the nearest First aiders. First-aid boxes are available in each floor of every building and in Civil and Mechanical Engineering laboratories.



Wellness Centre

Wellness Centre at MEC is located in Al Khwarizmi building (AKZ), Ground floor, Room No. AKZ-002. The Centre is equipped with qualified nurses who handles medical emergencies. In case of further treatment, it is referred to the nearest Health Centre. Wheel chairs are provided in all buildings for assistances in case of any medical emergencies.

The Centre operates from 08:00 am to 08:00 pm and is available on call on all working days and can be reached by dialing Ext. 777. In addition, Wellness Centre is available in the ladies hostel to support the residents.



Security Services Office

Security services office ensures the security in campus for all students, staff and visitors apart from maintaining the security of assets and properties. Security guards are deployed in each building during the college operational hours. The college buildings including the hostels are manned by guards and support staff 24x7.

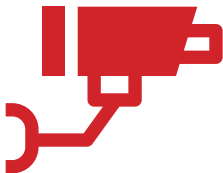


Safety and Security Measures

- Emergency evacuation drills are conducted every semester to ensure how to exit safely and quickly during emergencies. Standby wheel chairs are provided at specific locations which may be used in case of emergencies.
- Fire alarms in each building are tested regularly on a weekly basis. Such alarms are actuated for a very short period of time (usually 3-5 seconds). Any activation beyond 3-5 seconds must be considered as an emergency. Fire wardens will access rooms to ensure that there is no fire and to ensure that occupants have responded to the drills.



- Health and safety trainings, workshops and awareness sessions are conducted periodically.
- Guards do patrolling in campus during the operational hours to ensure safety and also provide assistance and support if required. All security guards are trained first aiders and fire wardens.
- Surveillance cameras are installed to ensure the personal safety and security of all at Middle East College. Whilst respecting the privacy, CCTV system is installed in and around the campus.



توقف، تفاعل وبلغ Stop, Act and Report



I am:

- ☐ Student
☐ Staff
☐ Vendor/Contractor
☐ Parent
☐ Visitor /Guest

Type

- ☐ Observation on Health safety & Environment
☐ Unsafe condition and Near Miss incident
☐ Accident and Injury
☐ Fire /Explosion

Details of Incident or Observation

Date & Time of Incident/Observation

Location

First aid provided: ☐ Y or ☐ N

Details

Affected People

Contact Health and Safety Officer:

Telephone: 24531438

email: azadjali@mec.edu.om

البريد الإلكتروني:

هاتف: ٢٤٥٣١٤٣٨

أنا

- ☐ طالب
☐ موظف
☐ مورد/مقاول
☐ ولي أمر
☐ زائر/ضيف

نوع الملاحظة

- ☐ ملاحظة عن الصحة والسلامة والبيئة
☐ حالة غير آمنة
☐ الحوادث والإصابات
☐ الحريق/الانفجار

تفاصيل الحادث أو الملاحظة

تاريخ ووقت الحادث\الملاحظة

الموقع

هل تم الحصول على الإسعافات الأولية
☐ لا ☐ نعم

التفاصيل

الأشخاص المتضررين

تواصل مع مسؤول الصحة والسلامة والبيئة:

Stop Observation Card

Accident reporting

The college encourages and expects staff, students and visitors to promptly and accurately report all accidents, near misses, emergencies, suspicious activity and potentially dangerous situations through the reporting system available.

The incident reporting can be done through **Stop Observation Card** placed next to reception area/ guard desk in all buildings. In addition, staff can report any incidents through HRIS.





Fire Fighting Systems

The college has various firefighting systems installed in all its buildings. All staff and students should be aware of the location of fire extinguishers. Any one handling fire extinguisher should ensure that they are using the right kind of fire extinguisher.

To use a fire extinguisher:

- P** - Pull safety pin from handle
- A** - Aim the nozzle to the base of the fire
- S** - Squeeze the trigger handle
- S** - Sweep from side to side (watch for re-flash)

If you notice a fire extinguisher which has been discharged, or partially charged, with a pulled safety pin, obstructed from view, not being hung in the proper location please contact the **Health and Safety Office (24531438)** or **Maintenance and Housekeeping Office (24531433)**.

Smoking

Smoking is prohibited inside all college buildings and its outdoors.



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Al Rusayl, Muscat
Sultanate of Oman
Tel: 00 968 24531400
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