



OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

INTRODUCED: March 2020	REVIEWED ON: April 2026	NEXT REVIEW: January 2027
IMPLEMENTED BY: Principal		

TABLE OF CONTENTS

1.0 Roles and responsibilities

- 1.1 School Principal
- 1.2 OHS Officer
- 1.3 Department Heads and Supervisors
- 1.4 School Staff
- 1.5 Contractors

2.0 OSH Target and Objectives Procedure

- 2.1 OHS target and Objective procedure
- 2.2 Communication
- 2.3 Monitoring

3.0 Legal Compliance

- 3.1 The school's compliance procedure
- 3.2 Legal requirements:
- 3.3 Evaluation of compliance
- 3.4 Communication

4.0 Management of contract

- 4.1 Use of contractors
- 4.2 Contractor selection
- 4.3 Preparation of work order
- 4.4 Communication

5.0 OSH Committee

- 5.1 Establishment of OSH committee
- 5.2 OSH committee meetings
- 5.3 Competency of OSH committee members
- 5.4 Roles and responsibilities of OSH committee members
- 5.5 Communication and consultation of OSH information

6.0 OSH Training & Induction Procedure

- 6.1 Training Purpose
- 6.2 OSH Induction
- 6.3 Monitoring of OSH Training

7.0 Competency

- 7.1 OSH Competency procedure
- 7.2 Identification and evaluation of competency requirements
- 7.3 Review of competency program

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

8.0 OSH Inspection procedure

- 8.1 Purpose
- 8.2 Scope
- 8.3 Responsibilities
- 8.4 Identifying Areas and Inspection Teams
- 8.5 OSH Inspection Schedule
- 8.6 Conducting OSH Inspections
- 8.7 Identifying Hazards
- 8.8 Review
- 8.9 Record Keeping
- 8.10 Updating the Risk Register

9.0 OSH risk management procedure

- 9.1 Risk Management Methodology
- 9.2 Risk Management Steps
- 9.3 Risk Register
- 9.4 Ongoing Review of Risk Register

10.0 OSH Incident Reporting & Investigation Procedure

- 10.1 Purpose
- 10.2 OSH incidents
- 10.3 Reporting, investigation and Documentation

11.0 Emergency Management Plans

- 11.1 General Requirements
- 11.2 Emergency Response Team
- 11.3 Prevention
- 11.4 Potential emergency
- 11.5 Preparedness
- 11.6 Response
- 11.7 Reporting Requirements

12.0 Response to specific emergencies

- 12.1 Fire
- 12.2 School Bus Emergency
- 12.3 Earthquake
- 12.4 Hazardous Substance Release
- 12.5 Bomb Threat
- 12.6 Potential Alert threat (Missile Threat)
- 12.7 Bicycle safety
- 12.8 Emergency decision flowchart

13.0 Document control

- 13.1 Ensure documents remain legible, traceable and secure
- 13.2 Document Identification/Numbering
- 13.3 Ensure relevant version control to prevent unintended use of obsolete documents

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

13.4 Ensure appropriate review and approval processes

13.5 Ensure a distribution process for OSH documents

14.0 Record retention

14.1 Process to maintain OSH records

15.0 Management review

15.1 Purpose

15.2 The school's Management System Review procedure(s) shall address

16.0 Audit

16.1 Audit Scope

16.2 Audit Team

16.3 Conducting the Teaching – learning audit

16.4 Conducting the OSH internal audit

16.5 Conducting the Third Party audit

17.0 OSH performance monitoring

17.1 The school's OSH Monitoring Procedure(s) shall address, at a minimum

17.2 OSH Performance Monitoring

18.0 Management of change

18.1 Purpose

18.2 Management system processes will undergo changes, typically when

18.3 Management Change process

18.4 Communication of Management Change process



OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

DEFINITION:

The term "occupational safety and health" means a standard which requires conditions, or the adoption or use of one or more practices, means, methods, operations, or processes, reasonably necessary or appropriate to provide safe or healthful employment and places of employment.

PURPOSE:

Aims

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issued within the school.
- To create a team approach to health and safety issues.
- To prevent accidents, injuries and disease in the school.

SCOPE:

This manual applies to all employees, contractors, students and visitors.

OSHAD:

OSHAD SF is a management tool that integrates Occupational Health and Safety management components of a business into one coherent system. The integration of these components allows the business to achieve its objectives efficiently by managing the impacts of various activities and minimizing workplace risks.

FRAMEWORK:

Wise Indian Private school is an educational institution (Kindergarten to Grade 10) with facilities like classrooms, science laboratories, computer laboratories, libraries, indoor play area, outdoor play areas, swimming pool, and administrative offices. **The school will strictly adhere to the OSHAD guidelines.**

This manual sets out the principles and procedures for Wise Indian Private school to meet its obligations and commitment to a safe and healthy environment at the school premises.

Wise Indian Private School shall endeavor to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people
- create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- ensure that adequate financial, physical and human resources are available to support the management of occupational safety and health in the school

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

1.0. Roles and Responsibilities:

The school employees will strictly adhere to their assigned roles and responsibilities. The [staff appraisal policy](#) will ensure the employees conformance against their defined roles.

All the employees will follow the hierarchy ([school hierarchy chart](#)) for reporting and following their roles and responsibilities.

1.1. School Principal

- The school Principal is ultimately responsible for OSH and OSHMS.
- Establish risk management processes at the school that meet the requirements of this procedure.
- Provide adequate resources to maintain and review risk controls within the school.
- Ensure that employees, contractors, students and visitors have relevant information, instruction and training in the principles of risk management.
- Ensuring all new employees undertake induction training upon commencement.
- Endorsing the School OSH Policy.
- Ensuring the school complies with all applicable OSH laws and regulations.
- Allocating adequate resources for OSH (e.g. budget, human resources, equipment, space, etc.);
- Allocating responsibility for OSH and delegation of authority by appointment of suitable person to the role of OSH Officer.
- Ensuring the appointed OSH Officer attends mandatory OSH training.
- Attendance at mandatory OSH training for school leaders.
- Ensuring implementation of school OSH procedures.
- Ensuring risk management activities are incorporated into relevant activities and processes throughout the school.
- Ensuring employees are provided with OSH information, training and instruction.
- Ensuring communication and consultation mechanisms are established including the establishment of an OSH Committee.
- Ensuring an annual OSH assessment is conducted and submitted to ADEC OSH Section.
- Ensuring incidents are recorded internally & reported externally to ADEC OSH Section.
- Ensuring the school has effective emergency management procedures.

1.2. OSH Officer

- The school OSH officer along with the School Principal is ultimately responsible for the OSH and OSHMS.
- Conduct risk assessments within the risk assessment methodology outlined in this procedure.
- Review reported hazards and incidents to identify risks.
- Identify, document, implement and review controls to eliminate or reduce OSH risks.
- Maintain records of the risk assessment process in the risk register.
- Carry out regular workplace inspections.
- Immediately carry out an appropriate investigation of any accident or any near miss to any person engaged in work or study or any approved activity, at the school premises.
- Keep abreast of health and safety information provided by ADEK.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- Liaise as necessary with relevant Government or private bodies.
- Consult and cooperate with the school staff on all matters relating to workplace health and safety.
- Promote a culture of safety amongst all school participants including the principal, members of the management team, students, their parents and community members.
- Immediately report to the principal any potential or actual hazard that poses a danger to the safety and health of staff, students, community members or visitors to the school.
- Participating in the delivery of OSH induction training
- Ensuring records are kept of OSH induction training.
- Participating in evaluation of the OSH induction program.

1.3. Department Heads and Supervisors

- Implementing and monitoring the risk management program.
- Participating in hazard and incident investigations.
- Regularly discussing OSH issues at departmental meetings.
- Providing OSH information, training and supervision.
- Reporting of OSH hazards and incidents.

1.4. School Staff

- Participate in risk assessment activities.
- Report hazards and incidents within the school.
- Advise the OSH Officer where risks need reviewing or inclusion in the risk register.
- Implement risk controls and report back on the suitability of those controls.
- Follow safe work procedures and instructions.
- Complying with OSH instructions and safe working procedures.
- Using appropriate personal protective equipment and safety systems.
- Being familiar with emergency and evacuation procedures.
- Not willfully or recklessly endangering anyone's health and safety.
- Participating in the preparation of risk assessments.
- Reporting OSH hazards, incidents and issues.

1.5. Contractors

- Conduct, record and provide risk assessments of their work activities.
- Participate in risk assessment activities being conducted at the school.
- Report hazards and incidents within the school.
- Implement risk controls and report back on the suitability of those controls.
- Follow safe work procedures and instructions.

2.0 OSH Targets and Objectives

2.1. OSH Targets and Objectives procedure:

- Ensure OSH targets and objectives, where practicable shall be measurable.
- Incorporates requirements of:
 - a. the school's [OSH policy](#).
 - b. legal requirements ([Legal register](#)).
 - c. Risk management ([risk register](#))
 - d. ADEK and CBSE requirements.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- e. OSHAD-SF mandatory key performance indicators, as defined in OSHAD SF.
- Set program(s) for achieving the targets and objectives, including, the methods, timeframes, monitoring activities and responsibilities
 - Ensure targets, objectives and procedure(s) are reviewed periodically to ensure they remain relevant and appropriate ([Monthly inspection and internal inspection](#)).
 - Monitoring performance should include:
 - Overall OSH report
 - Audit and Inspection results
 - Incidents investigation report
 - Compliance to reporting timescale
 - Closure of identified incidents
 - Lost time injury frequency rate

2.2. Communication:

- Any changes/modifications will be communicated through Oral and written communication from OSH officer/Principal.
- Making this regular agenda item in OSH Committee meetings.
- The OSH notice board should be used to communicate the same.

2.3. Monitoring:

- The OSH targets and objectives should be monitored by the OSH Officer along with the OSH committee members.
- The OSH targets and objectives will be monitored through monthly inspection and internal audit checklist.
- The OSH committee will identify the [monthly inspection areas](#) and the team leaders and team members.
- The monthly inspections will be conducted by the appointed team leaders and team members monthly using the [monthly inspection checklist](#).
- The internal audit will be carried out by the OSH officer along with the Committee members annually using the [internal audit checklist](#).
- The school will appoint a certified third-party auditor annually.
- Corrective actions are developed and communicated and recorded through [corrective action registers](#).

3.0. Legal compliance

3.1. The school's Legal Compliance Procedure(s) shall, at a minimum:

- Identify and access relevant legal and other requirements through [Legal Register](#).
- The Legal Register is comprehensive and detailed.
- Ensure compliance to relevant legal and other requirements when developing OSHMS procedures, processes and programs.
- Ensure communication to relevant stakeholders of legal and other requirements; and
- Be reviewed periodically to ensure it remains relevant and appropriate.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

3.2. Legal Requirements:

- The school will adhere to the regulatory requirements as defined by OSHAD SF, ADEK and CBSE and MOE.
- The OSH officer is responsible for compliance to legal requirements shall obtain information on the legal requirement, by referring to any of the following.
 - ☐ Notification from Ministry of education, ADEK or CBSE.
 - ☐ Information in Newspapers.
 - ☐ By referring to various Acts & Rules Book
 - ☐ Through visiting the website to get information on the latest updates.

3.3. Evaluation of compliance:

- All the above requirements should be cataloged in the legal register and reviewed annually or as and when required.
- Any changes in the legal requirements to be brought to the notice of the OSH committee and necessary changes to be implemented.
- An OSH officer with the school principal is responsible for the implementation or modification in the system arising due to any legal changes.

3.4. Communication:

- Any changes/modifications will be communicated through Oral and written communication from OSH officer/Principal.
- Making this regular agenda item in OSH Committee meetings.
- The OSH notice board should be used to communicate the same.

4.0 Management of contractors

4.1. Use of Contractors:

Wise Indian Private School uses contractors to undertake a wide variety of different tasks. This ranges from support services such as cleaning, transport, clinic, security and waste disposal through to technical works such as electrical or building repairs and major construction.

4.2. Contractor selection:

- Effective OSH pre-qualification and assessment should be undertaken during the contractor selection process.
- The pre-qualification parameters will be defined at the OSH Committee. The parameters would include: -
 - ☐ The minimum experience in similar work
 - ☐ The minimum value of contracts handled by the contractor in the past in individual capacity.
 - ☐ An acquaintance of contractors with city / local norms.
- The OSH officer/admin in charge will invite details from contractors. The invitation could be through a newspaper advertisement, word of mouth, or through associates. The new contractor will be required to submit the following documents:
 - ☐ Company Profile (legal entity status) of the contracting firm
 - ☐ Credentials and work have done
 - ☐ List of equipment
 - ☐ Current project in-hand
 - ☐ Staff Details and Machinery details
- The eligibility of a contractor will be determined based on information submitted vis-à-vis the pre-qualification parameters. If the parameters are not met, then the contractor will not be considered for

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

registration, and communication of the same will be sent to the contractor. In case the pre-qualification parameters are met the contractor will be considered for the task.

4.3. Preparation of work order:

Based on the finalized details of the contractor, the contract executive will prepare a draft work order and the same will be forwarded to the OSH officer/admin in charge for approvals. After making necessary changes in the draft work order (if any), the final work order will be prepared by the contract's personnel and will be approved and signed by the Contractor and the school.

- Health & safety requirements should be incorporated in the contract.
- OSH review of the service providers / contractors is done at the tender evaluation stage.
- OSH requirements comprehensively defined in the "Project Contract" document.
- Safety and Health on the work sites are effectively managed using Safety and Health assessment, regular inspection and weekly site management meetings.
- Permit to Work (PTW) must be implemented for different types of contractors' activities.
- Contractor monitoring must include the process for issuance of OSH Violation Notices on non-compliances to OSH requirements.

4.4. Communication:

- The OSH officer briefs the contract team members of all the safety protocols before the commencement of work.
- The area under work to be cordoned off and safety signs put up.
- The OSH officer must ensure that the school employees affected by the ongoing work must be informed prior to the commencement of the task.
- The Contractor must ensure that all tasks are carried out in such a manner as to cause minimum disruption to daily business.

5.0 OSH Committee

5.1: Establishment of OSH committee:

The School Principal/OSH officer is responsible for establishing an OSH Committee which meets the following requirements:

- The committee will meet at least 4 times per academic year.
- The committee will be chaired by a member of the senior management team who has been delegated the responsibility by the School Principal/ OSH officer.
- The committee will be representative of the whole school community, including representatives of contractors based at the school and the School Nurse.

5.2. OSH Committee meetings:

The first meeting of the OSH Committee must be held within 3 months of the commencement of the new academic year and include the following tasks:

- Confirming the Chairperson.
- Establishing the arrangements for committee meetings (set meeting dates, finalise Terms of Reference).
- Discussion of purpose and function of the committee.
- Clarify roles and responsibilities of committee members.

The proceedings of the OSH Committee should be recorded on the OSH Committee Meeting Minutes and displayed on the school noticeboard.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

5.3. Competency of OSH committee members:

The school's Management of Competency process shall address, at a minimum:

- Ensure that employees and other persons under its control performing tasks are competent based on appropriate education, training and/or experience; All the staff must be ADEK approved.
- A process to identify and evaluate OSH competency requirements, including:
 - a. Relevant OSH competencies; and
 - b. Task-specific competencies.
- Methods of assessing competencies (refer to 7.2)
- Process to record competencies (refer to 7.2)
- Maintaining and improving competencies; and (refer to 7.2)
- A system to review the OSH competency procedure. (refer to 7.2)

5.4. Roles and responsibilities of OSH committee members:

- The OSH Committee must meet and operate in accordance with the Terms of Reference and act as a consultative forum in the school.
- Support the functioning of the committee through the provision of suitable facilities to meet, access to information, communication of meeting minutes and ensuring all staff have access to the minutes.
- Have active membership on the committee or delegate a member of the senior management team to chair the committee.
- Advice on OSH issues within the school.
- Assist in the resolution of OSH issues.
- Participate in OSH committees and associated activities.
- Adhere to the OSH Committee Terms of Reference.
- Assist in the dissemination of OSH information.

5.5. Communication and consultation of OSH information:

- Communication and consultation with employees will take place through the OSH committee. However, the School OSH officer should display OSH information on the notice boards.
- The committee will meet a minimum of 4 times a year. The minutes of the meeting to be recorded and shared with the staff.
- As a minimum, the designated area should display the following information:
 - ☐ OSH Policy.
 - ☐ Name/s of OSH Representatives (member of the senior management team with delegated responsibility for the OSH Committee).
 - ☐ Name of the OSH Officer (with officially delegated responsibility for leading OSH within the school).
 - ☐ Emergency Plan.
 - ☐ Minutes of OSH Committee meetings.
 - ☐ OSH activities calendar.
 - ☐ Location of first aid kits and names of first aiders
- Communication should also be in visual form. There are a number of standard signs used to identify hazards within the school environment and to warn employees, contractors and visitors. These include:
 - ☐ Location and direction of emergency exits and assembly points.
 - ☐ Location of fire extinguishers.
 - ☐ Restricted/prohibited access areas.
 - ☐ Storage of hazardous substances.
 - ☐ Electrical hazards.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- ☒ No smoking.
- ☒ Requirements for Personal Protective Equipment (PPE).

6.0 OSH Training & Induction Procedure

6.1. Training Purpose:

- The purpose of this procedure is to ensure that all employees have received appropriate OSH information, instruction and training in order to achieve safe and healthy work performance.
- Identification of training requirements should be risk based considering the requirements of all the stakeholders of the school.
- This procedure applies to all employees and contractors within the school and addresses the requirement for mandatory OSH training as specified in the OSHAD-SF.

6.2. OSH Induction

OSH induction is intended to provide employees with information about OSH within the school including relevant people, procedures, equipment and facilities. The school induction will include:

- Identified hazards and risks
- Hazardous substances - handling, storage and disposal
- First Aid provisions
- Fire and emergency response procedures
- School/Department specific procedures.

This should be recorded on the OSH Induction Checklist.

6.3. Monitoring of OSH Training:

- The OSH committee must identify training requirements through risk assessment
- Record the training requirements and document the same in the OSH [training matrix](#).
- The training requirements in the form of [training matrix](#) must be reviewed annually or as per requirement.
- [Training reports](#) to be maintained after every training with the list of attendees and their signature. Signatures may not be applicable in case the training is conducted virtually.

7.0 Competency

7.1. OSH Competency procedure:

- Identify the roles and responsibilities of all the employees, both teaching and non-teaching staff.
- The school will ensure that all the employees are competent by getting ADEK approval and CBSE approval.
- Approval letters, lesson observations, walkthrough observations and appraisals to be used as competency records.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- Regular feedback on lesson observations and appraisals to help the staff improve their competencies.
- Staff appraisal to be conducted annually to measure the individual competencies against those that have been identified in their job roles.

7.2. Identification and evaluation of competency requirements:

- Internal and ADEK school audits to be conducted to assess teaching competency requirements.
- Internal audits will be conducted once per term per teacher per subject.
- Color bands to assess the teacher competency.
- [Teaching-learning-assessment audit reports](#) to evaluate the section performance.
- Walk through observations to be conducted on a regular basis by the senior management team. Feedback to be provided as and when necessary, in an informal setting.
- Staff appraisal feedback and lesson observation feedback to be given formally by the senior management team.

7.3. Review of competency program:

- Staff appraisal policy, staff appraisal forms and lesson observation forms to be reviewed annually or as and when necessary.

8.0 OSH Inspection Procedure

8.1: Purpose:

- The purpose of this procedure is to establish a program of regular OSH inspections so that hazards, unsafe acts and unsafe conditions are regularly identified and assessed, and suitable control measures are implemented and reviewed for adequacy.

8.2. Scope:

- This procedure applies to all areas and facilities within the school, including the equipment used and the tasks and activities undertaken within the area.

8.3. Responsibilities:

- The nominated OSH Officer will oversee the implementation of an OSH inspection program in which small teams regularly inspect areas, facilities, equipment, tasks and activities.

8.4. Identifying Areas and Inspection Teams

- The School Principal and OSH Officer will identify the areas and facilities within the school that will be subject to regular OSH inspections. The areas will be recorded on the Inspection Team worksheet. Examples of areas within the school that may require regular inspection include:
 - ☐ Administration/office areas.
 - ☐ Playground equipment, outdoor sporting areas, sporting equipment.
 - ☐ Storage areas.
 - ☐ Swimming pools.
 - ☐ Science Laboratories.
 - ☐ Clinics.
 - ☐ Fire-fighting equipment.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- pantry.
- Roof access.

- Each area will have different inspection requirements, so a competent person (employee or contractor) who has relevant experience should lead the inspection program for each identified area. The inspection team will adhere to the checklist.
- Each inspection team will need to review the OSH inspection checklist for suitability prior to inspection.
- Any changes to the activities, tasks or facilities at the school should trigger a review of the inspection checklist, but at the least, inspection checklists should be reviewed annually to ensure ongoing suitability.

8.5. OSH Inspection Schedule

After the checklists have been reviewed for suitability, the OSH Officer, in consultation with the inspection teams, will schedule inspections and document these on the Annual OSH Activities Calendar. The schedule should ensure that all areas are inspected

- Annual internal inspection using the [internal audit checklist](#).
- A simple walkthrough on a monthly basis using the attached [monthly inspection checklists](#).

8.6. Conducting OSH Inspections

- The internal inspection (audit) should be carried out by the OSH officer, Principal and the OSH committee.
- The monthly OSH inspections must be led by the nominated competent person and involve relevant others (e.g. the school nurse for the clinic, maintenance contractor for swimming pool) using the area specific OSH inspection checklist. All items on the checklist must be completed.

8.7. Identifying Hazards

- Where the inspection identifies a hazard, unsafe act or unsafe condition, suitable controls must be established and recorded on the inspection checklist in consultation with relevant employees/contractors.
- Control measures need to be applied to hazards according to the hierarchy of control outlined in the risk management procedure. For any high-risk hazards or hazards which the team are uncertain about, ADEC OSH Section can be consulted.

8.8. Review

- Prior to conducting the OSH inspection, the previous inspection report should be reviewed to verify that controls have been implemented.
- Any actions that are still outstanding need to be highlighted for immediate attention/follow up.
- The OSH Officer should review the inspection checklist within 7 days of the inspection being completed to verify that proposed controls are appropriate.

8.9. Record Keeping

- The OSH Officer must retain a copy of all completed inspections and accompanying reports. These should be stored in a central file.
- Any outstanding issues need to be raised at OSH Committee meetings and/or with the School Principal for further action.

8.10. Updating the Risk Register

- The OSH Officer must ensure that the risk register is updated as needed because of findings documented on OSH inspections.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

The purpose of this procedure is to outline the process for identifying, assessing, controlling, monitoring and reviewing health and safety risks within the school environment.

This procedure applies to all school facilities and events and applies to the activities of all employees, contractors, students and visitors, including curriculum activities.

9.1. Risk Management Methodology

A standard approach to identifying hazards and assessing risks ensures that:

- Hazards that people may be exposed to are proactively identified.
- An assessment is conducted to determine the level of risk (likelihood of the hazard occurring and its consequences); and
- Consideration is given to eliminating the hazard, or where that is not possible, to reducing the risk to an acceptable level.

9.2. Risk Management Steps:

Risk management should consist of the following steps:

- Step 1: List all tasks & activities within the work area
- Step 2: Identify the hazards within the work area
- Step 3: Assess the risk
- Step 4: Eliminate or control the risk
- Step 5: Monitor and review controls

Step 1 – List the Work Tasks

List all work tasks within the work area including people, activities, processes, equipment & substances.

Step 2 – Identify the Hazards

Hazards come in many forms. Some are common and easy to identify (e.g. infectious illnesses, cutting tools), but some may be more complex or uncommon and therefore much harder to identify (e.g. a normally low risk activity being done differently – with younger children, or a larger group). Hazards can be identified from various sources of information or triggered by a particular event, such as:

- Incidents (near misses and accidents) and investigations.
- Inspections.
- Consultation with employees and contractors involved activities or tasks.
- Observation of work activities and practices.
- Purchasing chemical substances or plant and equipment.

Any hazards not already identified on the school risk register (see section 2.2 Risk Register) need to be added by the OSH Officer through a process of consultation with the people potentially exposed to the hazard (e.g. teachers, lab staff, admin staff, etc.)

Step 3 - Assess the Risk

Risk assessment is the process of determining the 'level of risk' associated with a hazard. This involves considering the likelihood that a harmful consequence (e.g. injury) will occur if people are exposed to the hazard. The risk level is made up of two elements that need to be considered in combination:

- The likelihood of an incident occurring; and
- The consequences if it did occur.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

Since various factors, the nature of the activity and the specific context will influence the level of risk, all risk assessments must be conducted in consultation with those affected and consider the following:

- Who will be involved in the activity (e.g. previous experience, physical capability, number of people);
- What they will be doing (e.g. lifting heavy objects).
- What they will be using (e.g. hazardous chemicals, tools).
- Where they will be (e.g. outdoors, near water, at height).
- How often the activity happens and for how long (e.g. every day for 1 hour).
- Who will be leading the activity (e.g. experience, qualifications)

The risk assessment must be documented and the risk level qualitative using the following risk assessment matrix as a guide.

RISK ASSESSMENT MATRIX					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain/ Frequent	Med	High	Extreme	Extreme	Extreme
Often	Med	High	High	Extreme	Extreme
Possible	Low	Med	High	High	Extreme
Unlikely	Low	Med	Med	High	High
Rare	Low	Low	Low	Med	Med

Using the Matrix

To use the matrix, map the consequence of the risk, followed by the likelihood of an incident occurring for each hazard to arrive at the assessed level of risk. The following table provides a description of each of the consequence and likelihood categories.

Consequence	Description of Consequence	Likelihood	Description of Likelihood
Insignificant	Insignificant impact on surrounding communities. Minor injuries which may require self-administered first aid. Injured persons can continue to perform normal duties.	Rare	Never occurred.
Minor	Minor Complaints. Injuries requiring on-site treatment by a medical practitioner. Injured person unable to perform normal duties.	Unlikely	Has Occurred.
Moderate	Ongoing complaints from the community. Serious Injuries requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effect.	Possible	Has occurred more than once
Major	Major ongoing long term health effects likely to surrounding communities. Single fatality.	Often	Occurs several times per year.
Critical	Extreme health risk potential for death in the community. Multiple fatalities.	Almost Certain/ Frequent	Occurs frequently.

- The OSH Officer should ensure that a risk assessment is completed for each specific hazard that is added to the school risk register.
- The 'inherent risk' is assessed first and involves scoring the risk level of the hazard without consideration of any control measures. The inherent risk level is used to determine the actions and controls that are required to reduce the risk to an acceptable level.
- The 'residual' risk is then assessed and involves scoring the risk level of the hazard after considering all the

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL


control measures.

- If the existing controls don't reduce the level of risk sufficiently, additional controls will need to be added, and the risk assessed again.
- The residual risk rating should be regularly reviewed as new controls are identified and implemented.
- The following table provides a guide to prioritizing risks so that appropriate action can be taken to reduce the risk to an acceptable level.

Assessed Risk Level	Description of Risk Level	Actions
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	The activity cannot continue in its current form, alternatives must be considered. Significant control measures will need to be implemented to ensure safety.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be put in place before the activity is undertaken.
Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with existing controls in place.

Step 4 – Eliminate or Control the Risk

- Once hazards have been identified and assessed, control measures to either eliminate or lower the level of risk are to be developed and implemented.
- The types of control measures are categorized according to the 'hierarchy of control' and the school must consider control strategies in order from 'most effective' to 'least effective' according to the diagram below.

Hierarchy of Controls		Examples
 <p style="margin-top: 10px;">Most Effective (High Level)</p> <p style="margin-top: 10px;">Least Effective (low level)</p>	<p>Elimination: Remove the hazard completely from the workplace or activity.</p>	<ul style="list-style-type: none"> ● Fill in a hole to eliminate a trip hazard ● Contract tasks out to experts with specialist equipment
	<p>Substitution: Replace the hazard with a less dangerous one.</p>	<ul style="list-style-type: none"> ● Use a less hazardous chemical that still does the job ● Choose an alternative excursion site
	<p>Engineering (Redesign): Changing a machine or work process to make it safer.</p>	<ul style="list-style-type: none"> ● Raise a bench to reduce bending ● Adding guards on a machine
	<p>Engineering (Isolation): Separate people from the source of the hazard.</p>	<ul style="list-style-type: none"> ● Erect safety barriers around a hazard ● Using a fume cupboard to handle chemicals in the lab
	<p>Administration: Putting rules, procedures, signage or training in place to make the workplace safer.</p>	<ul style="list-style-type: none"> ● Not mowing near people ● Painting a trip hazard
	<p>Personal Protective Equipment (PPE): Protective clothing and equipment.</p>	<ul style="list-style-type: none"> ● Gloves, hats, aprons, footwear, hearing protection.

- When considering control measures, often, more than one control will need to be used in combination to reduce risk. For example, use of hazardous substances may require ventilation (engineering), a review of handling procedures and training (administrative) and the allocation of respirators (PPE).
- All affected employees must be informed about the control measures being implemented. The School Principal and OSH Officer must make sure that adequate information, instruction, training and supervision is provided to employees, contractors, students and visitors at all times during the implementation of controls to ensure they

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

are applied correctly.

Step 5 – Monitor and Review Controls

- The final step in the risk management process is to monitor and review the effectiveness of control measures that have been implemented – both as the activity is being conducted and after the activity is completed.
- If necessary, modify or add control measures to ensure safety. This will be required if new hazards are identified, or if the existing controls are inadequate (e.g. there was an incident that caused an injury, or a near miss).
- Record any changes to control measures in the monitor and review section of the documented risk assessment for future reference. This information will be helpful to improve the activity the next time it is conducted.
- The risk register should also be reviewed when triggers (e.g. an incident) occur. The OSH Officer will need to review the hazard and residual risk rating to determine if the controls are effective in reducing residual risk.

9.3. Risk Register

ADEC OSH Section developed generic risk registers for the following school environments – Kindergarten, Cycle 1, Cycle 2, and Cycle 3. These registers can be modified to suit the specific environment of each school.

The OSH Officer is then responsible for making sure the risk register is maintained on an ongoing basis.

9.4. Ongoing Review of Risk Register

The OSH Officer must review the risk register:

- When first implementing the risk register into the school.
- Annually.
- When hazards are reported.
- When incidents or near misses occur.
- When controls are not effective and need review.
- When new substances or plant and equipment are introduced.
- When new or additional information regarding a hazard is made available or is communicated to schools by ADEC OSH Section.

10.0 OSH Incident Reporting & Investigation Procedure

10.1. Purpose:

- The purpose of this procedure is to provide guidance on the process for recording, reporting and investigating OSH incidents.
- Prompt reporting of hazards and incidents is encouraged to facilitate the development of a proactive health and safety culture where actions are implemented to prevent incidents occurring.
- This procedure applies to all employees, contractors, students, parents and visitors.

10.2. OSH incidents:

- **Serious Accidents**

The School Nurse must be called immediately. The injured member should not be left unattended at any time. The Nurse must assess the extent of the injury to the best of his/her ability and act accordingly, not hesitating to call an ambulance where necessary. **Serious Incidents** must be reported to the Principal and the OSH Officer as soon as possible following the above process.

- **Near misses**

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

Should any member of staff witness a 'near miss's they should write a note about what happened will be recorded in the Near Miss Incident Book, initiating the comment. The Safety officer will investigate and take such remedial action as they consider necessary.

- **Minor Accidents/ /Incidents** are documented by the Safety Officer and reported to the Principal, Vice Principal, the Supervisors and Class Teacher following the above process.
- **If an ambulance is deemed necessary**

Immediate treatment must be given as required while the ambulance is on its way, the second member of staff must organize to inform the parents, guardians or emergency contacts. Basic information only should be given to the parent and there should be no speculation as to the injury unless certain of the details. When the ambulance has been called the School Security should open the school gates to allow access and wait at the junction of the school and the main road to guide the ambulance to the school, thus avoiding unnecessary delay.

If the parents have not arrived before the ambulance leaves, a member of staff must

- ☐ Accompany the injured to hospital and this member of staff will take a mobile phone with them. Staff remaining at school must find out from the ambulance to which hospital the injured is to be taken so that the parents or family members can be kept informed.
- ☐ If there is any change in this destination enroute- the accompanying member of staff must report this back to school as soon as possible

- **Minor Grazes, Cuts & Bumps**

During lesson times, play or lunchtime, everyday cuts and bruises are to be dealt with by the class teacher or member of staff on playground duty. First Aid items are provided across the school. If staff regard it as being warranted, the child will be sent to the School Clinic. The child may be accompanied, depending on the severity of the injury.

10.3. Reporting, investigation and Documentation:

- Any of the above OSH incidents must be brought to the notice of the OSH officer or the principal immediately.
- The above-mentioned OSH incidents should be documented in the Logbook and an Accident/Incident form must be filled, giving the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event.
- The filled Accident/Incident Forms are filed in the School Clinic while maintaining confidentiality. A copy of the report is furnished to the principal's office.
- Parents and Teachers are notified by the nurse. It is the responsibility of the Teacher to phone the Parents to provide the details of an Incident.
- The member of staff who is first on the scene of an accident must, as soon as possible, fill-in the incident reporting Form giving as much information and detail as possible including time/cause/action taken.

This includes:

- ☐ Date, time and place of incident
- ☐ Name (and class) of the injured person

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- Details of their injury/illness and what first aid was given –what happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.
- Parents will be informed of the administration of significant first aid as soon as feasibly possible, preferably by a telephone call from the class teacher or the Supervisor. The appropriate Cycle Supervisor must be informed of the accident.
- Identified communicable diseases must be reported to the principal then to the Health Authority Abu Dhabi as per HAAD Policy in Reporting Notifiable Communicable Diseases. This record can be combined with other accident records.

11.0 Emergency Management Plans

The purpose of this document is to provide guidance to schools in the process of developing School based emergency management plans that address the four components of prevention, preparedness, response and recovery.

This guideline applies to all schools and covers all employees, students, contractors and visitors.

11.1. General Requirements

OSH officers must ensure that staff, students and the school community know the contents of the school's emergency management plan and are trained so that they know what to do in an emergency. Additionally, schools will test the emergency arrangements through practice drills at regular intervals (two drills in each semester) to ensure that procedures work, and everyone is familiar with their roles and responsibilities.

Emergency management plans must:

- Describe actions to be taken before, during and after an emergency in the form of an [emergency action plan](#) to ensure the ongoing safety of staff, students and others present at the school.
- Be reviewed periodically, after practice drills and following an incident, accident or emergency.

11.2 Emergency Response Team

The school will establish an [emergency response team](#) with specified duties to oversee the development and implementation of school specific emergency management plans. This team will also be responsible for activating response procedures in the event of an emergency.

11.3. Prevention

Prevention is the key to emergency management and requires assessing the potential hazards and risks to the school and identifying what actions need to be taken to prevent or reduce their impact on school occupants, property and the community.

For each potential hazard or risk identified, consider:

- What could be done to prevent the emergency from occurring?
- If the emergency can't be prevented, what could be done to mitigate (lessen) its impact?
- How could the school be prepared to respond to the impact of the emergency?
- How could the school respond during the actual emergency if it occurred?
- How could the school recover from the emergency?

11.4. Potential emergency

Potential emergency scenarios that school must consider during this step of emergency planning include:

- Severe weather – sandstorms, flooding.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- School bus accident.
- Earthquake.
- Fires and explosions.
- Off-site emergencies – during events/excursions.
- Epidemics of communicable diseases.
- Intruders.
- Bomb threat.
- Hazardous substance release – inside and outside school grounds.
- Medical emergency – major injury/fatality.

11.5. Preparedness

School may have little control over some of the hazards that may have an impact on it. However, we can be prepared by developing proactive measures to mitigate their impact or respond to such events.

Preparedness involves considering the range of emergencies that require further action and developing response plans which should include:

- A site plan and general description of the school and environment.
- Roles and responsibilities of staff and others.
- Identified evacuation assembly areas – sites that are well beyond the school grounds, internal locations within buildings for cases where external evacuation is not appropriate.
- Alternate evacuation assembly areas and exits from buildings and grounds.
- Emergency services and key personnel contact numbers.
- Methods of communicating during an emergency.

11.6. Response

- When faced with an emergency, this is the time to ‘activate’ an Emergency Management Plan.
- Emergency Management Plans are tested and rehearsed regularly to ensure everyone knows what to do and where to go.
- The members of the school’s Emergency Response Team should know that there will always be some confusion during an emergency and, as leaders in the situation, they need to demonstrate a calm and confident approach so that all stakeholders are reassured that the situation is under control.

Issues to consider in the preparation of emergency response plans include:

- Procedures for confirming the emergency and deciding to activate the emergency response plan.
- Procedures for reporting the emergency.
- Arrangements for supervision of students for the duration of the emergency and until normal dismissal time.
- Arrangements for recording of details concerning any student who is released into the care of a parent/guardian during an emergency.
- Lockdown/lockout and evacuation procedures including arrangements for a mandated head count of all students and staff following such an event.
- Readiness levels and ‘trigger points’ for decisions about school closures.

11.7. Reporting Requirements

Where the safety of students, employees or contractors is at risk, or there is a threat to property or the environment, it must be reported immediately to emergency services on 999. It must then be reported to ADEC OSH Section on 02 615 0182 or 02 615 0322.

Report the following incidents to ADEC OSH Section:

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- Fatality or serious injury (see Incident Reporting & Investigation Procedure);
- Transport accident.
- Fire, explosion, flooding, major disaster or natural event.
- Chemical, biological or radiological spillage or contamination.
- Outbreak of disease.
- Assault, threat or offensive behavior.
- Siege, hostage or disappearance of a student.
- Firearms, weapons or bomb threats.

12.0 Response to Specific Emergencies

12.1. Fire

Prompt action can prevent risk of personal injury and property damage, but the first priority is the safety of students, employees, contractors and visitors. In the event of internal fire or smoke:

- Remain calm and raise the alert (activate the alarm);
- Immediately evacuate the room where the internal fire/smoke occurred.
- Assist people in immediate danger – especially people with disabilities.
- OSH Officer will Notify Civil Defense on 999.
- Implement partial or full evacuation procedure if necessary.
- Close windows and doors on departure, if possible, to prevent the spread of fire and smoke.
- Designate a security guard to ensure Civil Defense has access to the site of the fire e.g. gates are open, and vehicles are not blocking access.
- People with disabilities who require help should be moved to the assembly area in front of the reception area and await further assistance.
- Conduct a final check in pairs, if it is safe to do so, to ensure all staff and students are accounted for. Advise the Chief Warden of the result.
- Contact ADEC OSH Section for advice and support, as required.

The Teachers must:

- ☑ Ensure to leave the lights on
- ☑ Ensure the doors and windows are closed
- ☑ Leave the room by the designated fire exit with all the Children as quickly and quietly as possible.
- ☑ Take the attendance sheet and emergency numbers.
- ☑ Show the green card to the responsible authority to ensure all the students are present in the safety area or show a red card if any of the students is missing in her group.
- ☑ Any identified extra student in the group must be reported to the OSH officer who in turn will inform the student's teacher.

The students must:

- ☑ Remain calm and follow the teacher's instruction.
 - ☑ Do not run and push each other.
 - ☑ Follow the teacher toward the assembly area through the nearest exit.
- If children and staff are caught away from class when an alarm goes off, they should exit through the nearest exit door and then move quickly to the designated assembly area for an attendance check.
 - Attendance is taken once the assembly area is reached.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- **The ERT team members** ensure that Windows are shut, doors closed, and everyone is out of bathrooms and classrooms.
- If someone is missing after the attendance check, the Teacher will inform the concerned safety officer and he or she will look for the missing child/staff. The safety officer will inform the fire department personnel on site. In a drill, if the person is not found on the grounds, 997 will be contacted to report where the Child or adult was last seen.

12.2. School Bus Emergency:

Bus Accident: In the event of bus accident

Divers' must:

- Call (999/998) immediately, give your location and advise if anyone has been injured.
- If there is a potential threat to safety inside the bus, immediately stop the bus in a safe place.
- Attempt to fix the problem if this can be done without posing a further risk to the driver or the students. (If the driver is trained).

Bus Monitors/Supervisors:

- Call the School Transport Operator.
- Immediately evacuate students from the bus to a safe area.
- Keep students calm and quiet.
- Inform school management.

School transport operator:

- Arrange alternative bus, driver, and bus supervisor if needed.
- Go to the site.

School Management:

- Ensure students safe arrival to their school or homes.
- Notify ADEK OSH at 026156999.
- Act according to ASHAD SF Policy in regard to incident reporting and investigation
- Inform the parents

OSH Officer

- Conduct OSH incident investigation as per OSH Incident Reporting & Investigation Procedure of School OSH manual.

Bus Fire: In the event of bus fire

Divers' must:

- Call (999/997) immediately, give your location and advise if anyone has been injured.
- Attempt to extinguish the fire with a fire extinguisher if it can be done without posing a risk to the driver or other passengers.

Bus Monitors/Supervisors:

- Call the School Transport Operator.
- Immediately evacuate students from the bus to a safe area.
- Keep students calm and quiet.
- Inform school management.



OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

School transport operator:

- Arrange alternative bus, driver, and bus supervisor if needed.
- Go to the site.

School Management:

- Ensure students safe arrival to their school or homes.
- Notify ADEK OSH at 026156999.
- Act according to ASHAD SF Policy in regard to incident reporting and investigation
- Inform the parents

In case of any injury to the students, driver or the bus monitor, ensure the injured person is not moved. Call 999/998 immediately and give a description of the type of injury.

12.3. Earthquake

Earthquakes are a natural hazard which cannot be prevented but the effect that an earthquake has on the school can be reduced if you have a plan. In case of earthquakes all must follow:

- Have a safe internal area to shelter during an earthquake.
- Shelter under (and hold onto) a sturdy table, bench or interior doorframe.
- Stay clear of windows and outer walls.
- Keep well clear of buildings, overhead structures, walls, power lines and trees.
- Tend to injure.
- Evacuate if the building is damaged (exit through the nearest exit though evacuation plan).
- All must evacuate the building after shaking stops.
- Follow designated evacuation routes, proceed to the assembly point. Do not run or push
- Teachers must take headcount once assembled in the assembly point and report to the HSE Officer.
- Do not enter the building unless all clear instruction is received.

12.4. Hazardous Substance Release

Inside School Grounds

The Emergency Response Team (ERT) will assess the situation and determine whether evacuation is required based on all immediately available information.

- Teachers and ERT members must move students, staff, and visitors to a designated safe zone.
- Students must follow teacher's and ERT instructions
- HOS and HSE Officer Verify attendance against class registers at the assembly area.
- HSE Officer Contact Civil Defense (997) if the substance is unknown or unsafe to handle.
- Arrange for cleanup of the spill only if it is safe to do so.
- Principal/HSE Officer Issue the "all clear" before allowing students, staff, and visitors to return to the building.

Outside School Grounds

Incidents such as fires, motor vehicle accidents, or industrial events may result in the release of hazardous substances outside the school. In such cases, emergency services may instruct the school to secure and seal the premises.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- HSE Officer/ AO maintain continuous communication with emergency services, who will advise if further action is required.
- If contamination outside the school is confirmed:
 - ERT and Teacher's Move all students, staff, and visitors indoors immediately (SAFE ZONE).
 - HSE Officer Call emergency services (999).
 - HOS and HSE Officer Verify attendance against class registers.
 - Relocate occupants to rooms:
 - Furthest from the source of contamination
 - Close to an exit
 - Upwind, where possible
- Close all external doors and windows and switch off air conditioning systems.
- HSE Officer/AO/Principal Notifies ADEC OSH Section AND Civil Defense (call 997) to report the incident and seek guidance or support.
- Evacuate the premises only if directed by emergency services.

12.5. Bomb Threat

The school emergency plan should include procedures for dealing with bomb threats. The person who answers the phone must gather as much useful information as possible. The person who answers the phone must:

- Keep calm and be courteous, note the exact time of the call and attempt to write the exact words of the caller.
- Receptionist or the phone call receiver must get as much information as possible by asking:
 - ☐ What is the nature of the threat (bomb, biological, etc.)?
 - ☐ Where is it located?
 - ☐ What does it look like?
- If possible, signal another person and write a note explaining the nature of the call and the declared threat. The other person can then alert the school principal who will alert police (call 999).

12.6 Potential Alert threat (Missile threat)

- Receive alert from official authorities. HSE Officer will immediately activate emergency response. Announce clearly: *"Shelter-in-place immediately"*. Stop all activities without delay.
- Teachers and ERT will inform students to move immediately to the nearest safe zone area.
- Stay away from windows, glass. (minimum 4 meter)
- In case you are in an outdoor area stop all outdoor activities immediately. Move students to the nearest building (safe zone) safely.
- Always maintain complete silence and discipline to hear further instructions from the authorities.
- During Transit / Buses students must stay away from windows below window level and protect their heads. Support staff and drivers do not disembark in exposed areas. Be inside the bus until all clear instructions are received.
- Teachers, staff and parents must keep students calm and reassured with psychological support if needed.
- Teachers Conduct student headcount immediately after all clear instruction if any miscount report to HOS will future report to HSE Officer immediately.
- Consult school nurses to provide first aid in case of medical emergency.
- School counselors will give support to any students, staff or teachers in case of panic, trauma.
- Report injuries or damages to HSE officers.
- Do not leave the designated safe zone until an official "all clear" has been issued by the relevant authorities.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

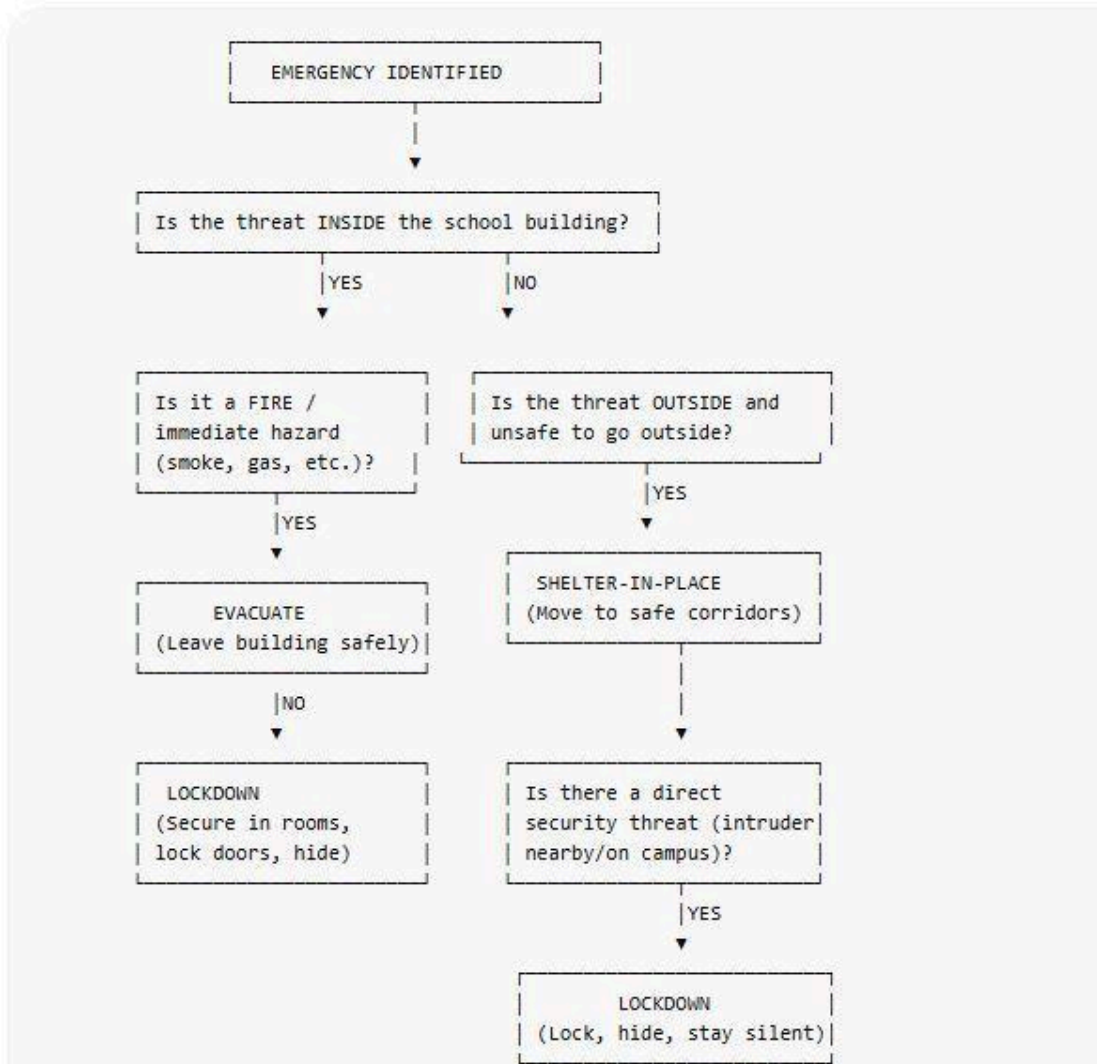
12.7 Bicycle safety

- Students who bring bicycles to school must obtain prior approval from the school administration and submit parent/guardian consent.
- Students must ensure that their bicycles are in safe working condition, and the use of a safety helmet and high visibility vest is mandatory.
- Riding bicycles within the school premises is strictly prohibited. Students must maintain 5 kmph speed at the school entrance to their bicycle to the designated parking area. And recommended not to exceed 20 kmph speed on the roads.
- All bicycles must be parked only in the designated parking area and secured properly. The school will not be responsible for any loss, theft, or damage to personal property.
- Students are not permitted to bring electric scooters inside the school.
- Failure to comply with this policy may result in revocation of permission to bring bicycles or e-scooters to the school premises.

12.8 Emergency decision flowchart

Emergency Decision Flowchart

(Evacuate vs Shelter-in-Place vs Lockdown)



OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

13.0 Document control

Document control procedure:

- The HR along with key staff members to ensure all documents of internal & external origin, is controlled with respect to approval, distribution, change, etc.
- The OSH documents must be approved by the Principal and the OSH officer
- All the academic documents must be approved by the principal.

13.1. Ensure documents remain legible, traceable and secure.

- OSH Manual and other important policies are maintained as pdf files and hosted on www.wiseuq.com
- for the convenience of our stakeholders- staff, students, parents, contractors and community. These documents can be accessed through any standard web browser.
- The lesson plans and subsidiary resources will be uploaded on the school learning management system and will be assessed by the employed teachers and registered students only.
- Work instructions, job roles, handbooks, curriculum documents will be available on the One Drive system and will be available to authorized personnel only.
- All medical records of students and staff to be maintained by the school clinic and shared with authorized personnel only.
- All the digitalized documents must be stored on One Drive and the school server.
- The hard copies of the documents should be filed and readily be available with the concerned departments.

13.2. Document Identification/Numbering

- All the documents are required to be assigned document code numbers.
- The following list of prefixes is used to identify the quality documents
OSH- Occupational Safety and health
QM- Quality Manual
QC- Quality Control
OSH- Health and safety
ACD- Academic
WI- Work Instruction
SOP-Standard Operation Procedure
F- Format
P- Policy
R- Reports
- Document Numbers are further distinguished by sequential Document Identification Numbers. e.g. 01, 02, 03.

13.3. Ensure relevant version control to prevent unintended use of obsolete documents.

- The HR, section supervisors and Heads of departments to ensure that all OBSOLETE documents are deleted or shifted to the OBSOLETE folder.

13.4. Ensure appropriate review and approval processes.

- All the documents must be approved by the principal.
- All the documents should be revised annually or as per any changes required.
- Curriculum documents must be reviewed at least once a term.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

13.5. Ensure a distribution process for OSH documents.

- The OSH Officer and the Principal will ensure OSH documents are available to authorized personnel.
- The OSH committee members review all the OSH documents.
- The OSH Policy, annual calendar, ERT list and minutes of meeting should be available on the OSH notice board.

14.0 Record retention

14.1. Process to maintain OSH records

As necessary to demonstrate conformity to the requirements of this document and Section 3 of Federal Law No. 8 for 1980, on Regulation of Labor Relations; the school shall develop document retention form which gives details on:

- process to ensure identification, storage, protection, retrieval, retention & disposal of records.
- process to retain OSH documents and record for a minimum period of 5 years; and
- Process to retain medical / occupational health records for a minimum period of employment plus 30 years thereafter.

15.0 Management review

15.1. Purpose:

- The top management which is led by the Principal, OSH Officer and the OSH Committee should review the OSH process and procedures annually to ensure it aligns with the OSHAD SF procedures.
- Specify clear roles and responsibilities assigned to review team members.

15.2. The school's Management System Review procedure(s) shall address:

The school OSH committee led by Principal and OSH officer will conduct quarterly OSH committee meetings which will also be management review meetings. The schedule should be planned in the annual activity calendar.

These meetings will:

- Specify clear roles and responsibilities assigned to review team members.
- Defines the process of recording, implementing and communicating the results of management reviews.
- Review the following documents annually or as and when required and make necessary changes if need
 - a. OSH manual.
 - b. previous review findings.
 - c. results of internal audits and monthly audits (refer 16.0)
 - d. OSH performance against targets and objectives (refer 2.0)
 - e. changes to legal and other requirements (refer 3.0)
 - f. legal register (refer 3.0)
 - g. risk register (refer 9.3)
 - h. relevant communications and complaints.
 - i. OSH incidents, investigations, non-conformances and corrective and preventive actions (refer 10.0)
 - j. recommendations for continual improvement
 - k. any other changes that affect the organization.

The minutes of the meeting will be recorded and documented.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

16.0 Audit

The objective of presenting OSHAD Audit Process is to help the school in understanding expectations on establishing an OSHMS Audit Program.

The schools' OSHMS Audit program shall comply with the OSHAD-SF requirements.

16.1. Audit Scope:

- The objective of the audit is to verify the effective implementation of OSHAD-SF requirements as applicable to the school's operations and activities.
- The scope of OSHMS compliance audit includes review of documents & records, interviews with selected facility staff and inspection of teaching – learning operations, activities and facilities.

16.2. Audit Team:

- The school shall establish two audit teams
 - ☐ Teaching- learning audit team
 - ☐ OSH internal audit team

16.3. Conducting the Teaching – learning audit:

- Teaching- learning audit team headed by Principal with the Vice Principal, Head of Primary, section supervisors and Heads of Departments
- The Teaching-Learning audit to be conducted once per teacher per term. The schedule will be shared by the section supervisors well in advance.
- The section supervisors will generate the following results after the inspection.
 - ☐ Teachers color banding
 - ☐ Audit report

16.4. Conducting the OSH internal audit:

- The internal audit team will be led by Principal, OSH Officer and the OSH Committee members.
- Using the internal audit checklist, the team will inspect the school facilities and ensure OSH guidelines are followed.
- The OSH audit schedule should be pre-planned and represented in the OSH annual calendar.
- Internal audit will be conducted on a quarterly basis.
- The OSH officer will write the audit report and submit for the committee review. The audit report will consist of
 - ☐ Positive
 - ☐ Satisfactory
 - ☐ Observation
 - ☐ Minor Non-compliance
 - ☐ Major Non-compliance

16.5. Conducting the Third-Party audit:

- The school will appoint an approved auditor to conduct the third-party audit annually.
- After the Audit
 - ☐ Receive and review Audit Report
 - ☐ Generate Corrective Action Plan
 - ☐ Fill the Non-compliance reports "action plan"
 - ☐ Track the implementation of the corrective action plans to close all non-compliances as scheduled in the action plans.
 - ☐ Update OSHAD on status / progress of Corrective Action Plan.
 - ☐

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

17.0. OSH Performance Monitoring

17.1. The school's OSH Monitoring Procedure(s) shall address, at a minimum:

- monitoring of the school's OSH targets and objectives.
- monitoring the effectiveness of OSH programs and control measures.
- proactive and reactive measures of performance to monitor conformance with OSH programs and control measures.
- monitoring compliance with applicable Federal Occupational Standards and OSHAD SF- Standards and Guideline Values.
- relevant requirements outlined in relevant OSHAD SF Regulatory Instruments.
- requirements outlined in SRA / CA permits / licenses / no objection certificate / etc.
- requirements outlined in approved OSH Plans and Studies.
- requirements outlined by relevant SRA / Competent Authority(s); and
- Description of methodologies and instruments used to monitor, including, calibration requirements and records.

The monitoring of occupational Safety and Health shall be risk based and include at a minimum:

- occupational noise, air and lighting through regular monthly walk-through inspection.
- ergonomic and workplace design factors.
- wellness programs.
- waste management.
- hazardous substances.
- health surveillance.
- occupational illnesses; and
- OSH hazards, near-misses and incidents.

17.2. OSH Performance Monitoring:

- The OSH targets and objectives should be monitored by the OSH Officer along with the OSH committee members.
- The OSH targets and objectives will be monitored through monthly inspection and internal audit checklist.
- The OSH committee will identify the [monthly inspection areas](#) and the team leaders and team members.
- The monthly inspections will be conducted by the appointed team leaders and team members monthly using the [monthly inspection checklist](#).
- The internal audit will be carried out by the OSH officer along with the Committee members annually using the [internal audit checklist](#).
- The school will appoint a certified third-party auditor annually.
- Corrective actions are developed and communicated and recorded through [corrective action registers](#).

18.0. Management of Change

18.1. Purpose:

- The purpose of this procedure is to establish management direction and high-level objectives for change management and control.
- The school's Management of Change process shall, at a minimum:
 - ☐ ensure that changes in organizational structure, personnel, plant, resources, documentation, processes or procedures do not result in the inadvertent introduction of hazards and increased risk.
 - ☐ analyze changes in operational procedures or processes to identify any required changes in training, documentation or equipment.
 - ☐ analyze changes in location, equipment or operating conditions for potential hazards; and
 - ☐ Ensure that all personnel are made aware of and understand any changes in requirements, procedures and applicable control measures.

OCCUPATIONAL HEALTH AND SAFETY (OSH) MANUAL

- This procedure will ensure the implementation of change management and control strategies to mitigate associated risks such as:
 - ☐ Information being corrupted and/or destroyed.
 - ☐ Computer performance being disrupted and/or degraded.
 - ☐ Productivity losses being incurred; and
 - ☐ Exposure to reputation risk.

18.2. Management system processes will undergo changes, typically when:

- Improvement opportunities have been identified, typically to improve process effectiveness.
- Nonconformities within a process are identified and require corrective action.
- Conditions in the school system might change, requiring a process to be updated.
- New processes are added which impact existing processes, requiring changes.
- Outsourcing or changing important processes like Learning Management systems.
- Persons in key roles leaving the organization.
- Any other reason determined by management.

18.3. Management Change process:

- The request for a process change shall be documented. The justification for the change shall be recorded.
- Management shall evaluate the merits of the proposed change and determine the actions necessary to address and implement the intended changes.
- Wherever it is deemed essential, Section heads and heads of the various subjects will be consulted about proposed changes. This may include discussions with teachers, SEN department, Parent representatives, student representatives or other relevant parties before approval for the proposed change.
- Change of teachers in between the academic year will be notified to the parents through mail by the section supervisors.
- Changes must be approved by the principal, governing body and the relevant department prior to implementation of the proposed changes.

18.4. Communication of Management Change process:

- The principal/board chairman will address and communicate the changes implemented to all the affected departments.
- The implemented changes will be a regular part of the meeting agenda.
- The changes concerning parents and students will be communicated through mail, circular, newsletter or SMS.

Principal's Approval	
Date:	April 2026