



**UNIVERSITY OF  
ENGINEERING AND  
TECHNOLOGY, PESHAWAR**



# **Environmental, Health and Safety Policy**

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## 1.1 INTRODUCTION

The University of Engineering and Technology (UET), Peshawar recognizes the importance of implementing Environment, Health & Safety (EHS) practices to meet national regulatory requirements and comply with the expectations defined under the Washington Accord. Therefore, it is essential to define and implement EHS practices to ensure a safe and healthy environment for all individuals associated with the university.

This document provides guidelines for developing comprehensive procedures and implementing them effectively to foster a proactive EHS culture and ensure compliance. The regulations considered for developing these guidelines include UET EHS Policy and its literature for Educational Institutions.

At UET, the management is responsible for assigning and communicating the responsibilities and authorities for relevant roles within the EHS management system at all levels within the university. These responsibilities and authorities will be maintained as documented information.

This policy applies to all campuses of the University of Engineering and Technology, Peshawar. UET is committed to promote a culture of safety, preventing accidents, and reducing the risk of harm to people, property, and the environment.

In addition to the policies outlined above, UET will establish EHS committees to oversee the implementation of these guidelines. These committees will include:

### 1.1.1 CENTRAL EHS COMMITTEE:

The central EHS committee will consist of the following members:

- 1) Registrar
- 2) Campus Coordinator of each campus
- 3) One faculty member from each department
- 4) Admin Officer
- 5) Provost
- 6) Chief Proctor

### 1.1.2 DEPARTMENTAL EHS COMMITTEE:

The departmental EHS committee will consist of the following members:

- 1) One lecturer/safety officer/department coordinator
- 2) One lecturer/lab engineer member
- 3) One lecturer/lab assistant member
- 4) Semester Coordinator
- 5) Program Team Member

### 1.1.3 CAMPUS EHS COMMITTEE:

The campus EHS committee will consist of the following members:

- 1) Campus Coordinator, convenor
- 2) Chairman of each department or his nominee(s)
- 3) Security Officer(s) of the Campus

These committees will work together to ensure that EHS practices are implemented and maintained at all levels within the university.

## **1.2 GENERAL SAFETY RULES**

The following are some of the general safety rules that must be observed throughout the University of Engineering and Technology, Peshawar (including main campus and satellite campuses) :

1. Familiarize yourself with emergency procedures, including evacuation routes, and know the location of emergency exits and fire extinguishers.
2. Wear personal protective equipment (PPE) when required and receive appropriate training on PPE usage and maintenance.
3. Use electrical equipment only by the manufacturer's instructions, and do not attempt to repair or modify equipment without authorization and proper training.
4. Store, handle, and dispose of chemicals according to university procedures and regulatory requirements.
5. Smoking is strictly prohibited in university buildings and designated non-smoking areas.
6. Unauthorized use of university vehicles or equipment is not allowed.
7. Report all accidents and incidents immediately to the relevant supervisor or authority.
8. All employees and students must participate in safety training as required by the university.
9. Foods and drinks are not permitted in laboratories or other areas where hazardous materials are present.
10. Be aware of risks in the work area and follow safety rules and procedures.
11. Carefully review equipment manuals, procedures, and instructions before operating any machine or instrument.
12. If unsure about any work, ask your supervisor before proceeding.
13. Running, horseplay, pranks, and practical jokes are not allowed in the workplace.

Visitors and students must be accompanied and supervised by an authorized person in laboratories and hazardous places.

These general safety rules will help in preventing accidents and injuries at the workplaces. Specific rules and procedures may vary depending on the work environment, and employees should receive appropriate training and guidance on safety procedures in their work areas.

## **1.3 HOUSEKEEPING**

Housekeeping in EHS policy refers to the maintenance of a clean and organized workplace to minimize the risk of accidents and injuries. It involves keeping the work environment free of hazards such as clutter, spills, and tripping hazards, and ensuring that equipment and materials are properly stored and labeled. Effective housekeeping practices can help prevent slips, trips, falls, and other workplace accidents. Housekeeping is an important aspect of EHS policy as it promotes a safe and healthy work environment for employees and visitors.

1. Never block access to exits, emergency equipment (such as fire extinguishers, eye washes, and emergency showers), or electrical panels.
2. Keep work areas clear of all materials except those needed for work.
3. Keep extra books, personal belongings, and other items away from equipment that requires air flow or ventilation to prevent overheating.

4. Equipment and chemicals must be properly stored and labeled.
5. Clean up work area once the experiment/work is completed and before leaving.
6. Return all tools to their proper storage places.
7. Properly dispose of used materials in appropriate containers.
8. Ensure drawers and doors are closed after use so they do not present a bump or trip hazard.
9. Store large, heavy, or breakable items on lower and middle shelves.
10. Carefully lift heavy objects to prevent back injury.
11. No storage in stairways or hallways.
12. Avoid overcrowding of storage areas and shelves.
13. Keep floors and work surfaces clean and dry to prevent slips, trips, and falls.
14. Regularly inspect equipment and facilities for any signs of wear and tear or damage and report any issues to the appropriate authority.
15. Keep all work areas and storage areas well-lit and free from clutter.

By following these housekeeping guidelines, we can ensure a safe and clean working environment for all employees, students, and visitors at UET Peshawar.

### **1.4 FOOD**

Here are some rules related to food in the EHS policy of UET Peshawar:

1. Foods and drinks are not allowed in laboratories or other areas where hazardous materials are present.
2. Food should only be consumed in designated eating areas or break rooms.
3. All food and drink containers should be disposed of properly in designated waste bins.
4. Refrigerators and other food storage areas should be kept clean and free of expired or spoiled food.
5. Employees should wash their hands before handling food and avoid touching food with bare hands.
6. Employees should not share food or drinks with others to avoid the spread of illnesses.
7. Food brought from home should be stored in airtight containers to prevent contamination.
8. Food should not be consumed in areas where it is not permitted, such as workshops, machine rooms, or areas where chemicals are stored.
9. Employees should follow proper hygiene practices while handling, preparing, and serving food to prevent contamination and foodborne illnesses.
10. Employees should report any food-related hazards or incidents to their supervisor immediately.

### **1.5 SMOKING**

Smoking is strictly prohibited in the university buildings, official vehicles, buses, and designated non-smoking areas, according to the EHS policy. This policy applies to all employees, students, visitors, and contractors. The use of e-cigarettes and other vaping devices is also strictly prohibited. Failure to comply with this policy may result in disciplinary action.

## 1.6 FIRE EXTINGUISHERS

Fire extinguishers must be available in public corridors, laboratories, and other areas where they are required. They should be regularly checked by a designated employee appointed by the head of concerned department. He/she should check the expiry date of each fire extinguisher, and if expired, it should be refilled and properly labeled with refilled and expired dates. All concerned individuals must receive fire extinguisher safety training.



## 1.7 FIRST AID AND MEDICAL FACILITIES

In any workplace including laboratories, and other designated areas., it is important to have appropriate first aid and medical facilities available in case of injury or illness. This includes trained personnel who can administer first aid and access to necessary medical equipment and supplies.

The University of Engineering and Technology, Peshawar is committed to provide a safe and healthy environment for all employees, students, visitors, and contractors. As part of this commitment, the university has established policies and procedures to ensure that first aid and medical facilities are readily available when needed.

In addition, the university has established partnerships with local hospitals and medical facilities to ensure that employees, students, and visitors have access to necessary medical treatment and care. The university also provides transportation to medical facilities for emergency cases.

All employees and students are encouraged to report any incidents requiring medical attention to their supervisor or a designated university official immediately. By working together, we can help ensure a safe and healthy environment for everyone at the University of Engineering and Technology, Peshawar.

## 1.8 FIRST AID KITS

First Aid kits should be readily available in all departmental laboratories, corridors, and hostels, as well as any other areas where they may be deemed necessary.

## 1.9 FIRST AID PROCEDURES

If you come across someone who is injured or experiencing a medical emergency, please follow these steps:

1. Contact emergency services or medical services immediately. You can do this by dialing the emergency number (Rescue-1122), contacting the UET Security Officer, or reaching out to the Transport Section for university ambulance services.
2. If you are qualified to do so, administer first aid. If not, seek assistance from someone qualified.
3. Stay with the individual and monitor their condition until they can be evacuated to a hospital for further treatment.



### 1.10 SECURITY

Security is an essential component of any organization, including educational institutions like universities. It involves the protection of people, property, and information from harm, damage, theft, or unauthorized access. In the context of the university, security measures are in place to ensure the safety of students, staff, and visitors, as well as to protect the assets of the institution. Security policies and procedures cover a range of areas, including access control, emergency response, theft prevention, and data security. It is the responsibility of everyone in the university community



to follow security protocols and report any suspicious activity to the appropriate authorities.

1. Laboratories and workshops must be locked when not in use to prevent unauthorized entry.
2. Individual users are responsible for maintaining the security of any space to which they have keys and must not allow unauthorized or non-registered persons into that space.
3. Faculty and staff must safeguard resources from unauthorized access, misuse, or removal.
4. All laboratory users must take reasonable precautions against theft or misuse of materials that could potentially harm the public.
5. Work alone in laboratory areas is not allowed. Always have supervision in workshop and lab spaces, unless permitted to work alone.
6. Visitors must be accompanied and supervised by authorized personnel when in laboratory areas.
7. All doors leading to the outside must be kept locked and secure outside of normal working hours.
8. Do not leave valuable items unattended in laboratory or workshop areas.
9. Report lost or stolen keys or access cards immediately to the appropriate personnel.
10. Properly secure and label hazardous materials and equipment.
11. Use caution when working with confidential or proprietary information, and properly secure such information when not in use.
12. Use of cameras and other recording devices within laboratory spaces is prohibited without prior approval.
13. Notify the appropriate personnel immediately if unauthorized access to laboratory spaces or materials is suspected.

### 1.11 ELECTRICAL SAFETY

Electricity can pose a potential danger of electric shock or fire in any area where there are outlets, plugs, wiring, or connections. It is important to be aware of the hazards and take precautions to ensure your safety. High voltage electrical equipment in labs and work areas requires additional caution. Here are some guidelines to follow:

1. Know the location of circuit breaker panels in labs.
2. Keep all electrical panels accessible and unobstructed.
3. Secure electrical cords to avoid tripping hazards.

4. Connect to the power source last.
5. Turn off and unplug equipment before making repairs.
6. Do not use an electrical outlet or switch if the protective cover is cracked or missing.
7. Ensure that all electrical apparatus is properly grounded.
8. Never remove the ground pin of a 3-pronged plug.
9. Do not run wires over moving or rotating equipment or string them across walkways as this creates a trip hazard.
10. Never use electric wires as supports, and never pull-on live wires.
11. Always pick up and carry portable equipment by the handle or base.
12. Use dry hands and stand on a dry surface when using electrical equipment, plugging in an electric cord, etc.
13. If electrical equipment emits smoke or a burning smell, immediately shut off the power and take it out of service for repair.
14. Avoid overloading circuits by using power strips or multiple outlets on regular sockets.
15. Do not use light plugs for heavy machinery, ACs, or heaters.
16. Only trained personnel should operate generators.
17. Trained personnel should operate the changeover switch.
18. Trained personnel should operate and maintain solar panels.
19. Any hazards should be reported to the works department of the university campus.
20. Electrical danger pose areas should be properly labeled and the danger sign should be posted near the dangerous location.

Remember, electrical safety is everyone's responsibility, and it is essential to be aware of the hazards and take necessary precautions to prevent accidents.

## 1.12 EXTENSION CORD

1. Whenever possible, avoid using extension cords.
2. Extension cords should only be used as a temporary solution.
3. Do not run extension cords under doors, across corridors, or hang them from the ceiling.

## 1.13 HIGH VOLTAGE

The EHS (Environment, Health, and Safety) policy for high voltage areas, labs, or lines is crucial to ensure the safety of individuals working in such environments. The EHS (Environment, Health, and Safety) policy for high voltage areas, labs, or lines is crucial to ensure the safety of individuals working in such environments.

1. It is prohibited to work alone in high voltage zones.
2. Prior permission must be obtained before operating any high voltage equipment.
3. Under no circumstances should any modifications, attachments or changes be made to high voltage equipment.
4. Always ensure that all capacitors are properly discharged using a grounded cable with an insulating handle before touching high voltage leads or the inside of any equipment, even after it has been turned off. Capacitors may hold a charge for several hours after the equipment has been turned off.



5. When adjusting any high voltage equipment or a laser powered with a high voltage supply, only one hand should be used. The other hand should be placed in a pocket or behind your back to eliminate the risk of an accident where high voltage current flows up one arm, through your chest, and down the other arm.
6. In case of an emergency, trained personnel must be available to respond immediately.
7. All incidents and near-misses must be reported and investigated to prevent similar incidents in the future.
8. All electrical equipment must be properly grounded and labeled.
9. Any modifications or changes to high voltage equipment must be approved by authorized personnel and documented.

#### **1.14 REPORT ANY ABNORMAL WEAR, DAMAGE OR EQUIPMENT FAILURE**

It is important to report any abnormal wear, damage, or equipment failure to prevent accidents and maintain a safe working environment. Here are some guidelines to follow:

1. Regularly inspect electrical cords for wear and tear and replace frayed or damaged cords. Repair broken plugs as needed.
2. Inspect electrical equipment when the power is off and it is unplugged to check for any frayed or damaged connections.
3. If a piece of equipment fails while in use, report it immediately to your supervisor.
4. Notify your supervisor of any defects or faults you observe in the equipment.
5. If you receive a mild shock from a piece of equipment, send it for repair.
6. If you find any equipment to be unsafe, tag or label it as "UNSAFE-DO NOT USE" and describe the problem.
7. Only qualified and trained personnel should repair or modify electrical or electronic equipment. Do not attempt to repair the equipment yourself.

#### **1.15 STATIC ELECTRICITY AND SPARKS**

To prevent fires and explosions in the workplace, it is important to be aware of the potential for static electricity and sparks. The following measures should be taken to minimize the risks:

1. Avoid activities that can generate static electricity, such as rubbing or sliding materials together.
2. Electrical equipment used in areas where there is a risk of fire or explosion must be equipped with spark protection.
3. Proper grounding of equipment can protect against static electricity and sparks.
4. Keep work areas clean and free of dust and powders to reduce the risk of explosions and fires.

#### **1.16 PLANT, MACHINERY AND EQUIPMENT SAFETY**

The university is committed to ensuring that all plant, machinery, and equipment used on campus are safe and do not pose any risk to the health and safety of its employees, students, or visitors. To achieve this goal, the university will:

1. Conduct regular inspections of all plant, machinery, and equipment to ensure that they are safe to use and in good working condition.

2. Ensure that all plant, machinery, and equipment are operated and maintained by the manufacturer's instructions and any relevant legislation.
3. Provide appropriate training and supervision to all employees, students, and visitors who are required to operate or use plant, machinery, or equipment.
4. Ensure that all plant, machinery, and equipment are fitted with the necessary safety guards, warning signs, and emergency stop buttons to prevent accidents and injuries.
5. Establish safe systems of work and procedures for the use of plant, machinery, and equipment, and ensure that these are communicated to all employees, students, and visitors.
6. Conduct regular risk assessments of all plant, machinery, and equipment to identify potential hazards and take appropriate measures to control or eliminate these hazards.
7. Investigate all accidents and incidents involving plant, machinery, and equipment, and take appropriate corrective actions to prevent similar incidents from occurring in the future.
8. Provide employees, students, and visitors with appropriate personal protective equipment (PPE) when working with or around plant, machinery, and equipment.
9. Ensure that all employees, students, and visitors are aware of the hazards associated with working with or around plant, machinery, and equipment, and provide them with appropriate information, instruction, and training to work safely.

The University of Engineering and Technology Peshawar is committed to ensuring the highest standards of plant, machinery, and equipment safety, and will continually review and improve its policies and procedures to achieve this goal.

### 1.17 SIGNS AND MARKINGS

Signs and markings are important tools used to communicate information about safety hazards, regulations, and procedures clearly and concisely.

1. Clear and easily recognizable signs and markings must be used to identify potential hazards, required personal protective equipment, and emergency equipment.
2. Signs and markings must meet applicable regulatory requirements and be regularly maintained.
3. Signs and markings must be used to indicate the location of emergency equipment such as fire extinguishers, first aid kits, and emergency showers.
4. Areas that are off-limits or require special precautions must be marked and designated.
5. Warning signs must be used to indicate hazards such as high voltage areas, confined spaces, and areas with hazardous materials.
6. Safety information signs must be used to communicate important safety information such as emergency contact numbers, evacuation routes, and safety procedures.
7. Where necessary, floor markings must be used to indicate walkways, traffic lanes, and the boundaries of work areas.
8. All signs and markings must be visible, free from obstruction, and located in appropriate locations.

	MEANING	SHAPE & COLOUR	SYMBOLS
<b>PROHIBITION</b>	You must not. Do not do. Stop.	RED means STOP	are put inside the safety shape. These are used in all EEC Countries. No admittance, No smoking, No dirty clothes
<b>MANDATORY</b>	You must do. Carry out the action given by the sign.	BLUE means OBEY	Keep clear, Head protection must be worn, Wear gloves
<b>WARNING</b>	Caution. Risk of danger. Hazard ahead.	YELLOW means risk of DANGER	Danger high voltage, Danger head your head, Danger risk the in operator
<b>SAFE CONDITION</b>	The safe way. Where to go in an emergency	GREEN means GO	First aid station, Emergency phone, Emergency exit
<b>MULTI-PURPOSE SIGNS</b>	To be used when the hazard requires more than one of the 4 types to convey the safety message.		High voltage, No admittance, No smoking, Head protection
<b>SUPPLEMENTARY TEXT</b>	If the safety sign needs additional information it may be added in words.		Fire alarm call point, DANGER, Head protection, Evacuation routes
<b>FIRE EQUIPMENT SIGNS</b>	For indicating the location of fire fighting equipment and how they should be used.		Fire alarm call point, Fire hose reel, Fire extinguisher, Fire alarm
<b>WORKS TRAFFIC SIGNS</b>	Are the same design as public road signs.		STOP, NO ENTRY, NO VEHICLES, DANGER IDENTIFICATION MARKING

### 1.18 ETHICAL CONDUCT

UET commits to uphold ethical conduct in every aspect of Environmental Health and Safety. We unequivocally denounce all forms of discrimination, harassment, or retaliation associated with Environmental Health and Safety and will implement our policies strictly to prevent and address such behavior.

### 1.19 SAFETY SLOGANS

“Safety starts with S but begins with YOU!”

### 1.20 EHS POLICY POSTER

This poster will be printed on flex material and the frame will be displayed prominently in a noticeable location within the university.

# ENVIRONMENTAL, HEALTH AND SAFETY (EHS) POLICY

At UET Peshawar, we are committed to provide a safe and healthy environment for all our employees, students, and visitors. Our Environmental, Health, and Safety (EHS) policy is designed to protect people, property, and the environment from harm.

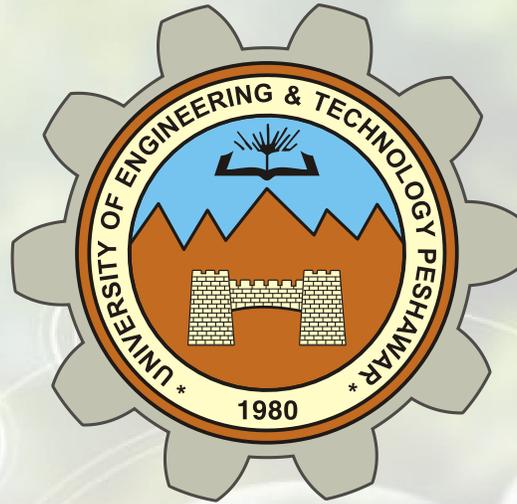
#### Aims of our EHS policy include:

- ▶ Complying with all applicable laws and regulations
- ▶ Providing training and education to our employees and students
- ▶ Identifying and assessing potential dangers related to our activities and implementing appropriate measures to manage and minimize them.
- ▶ Investigating all incidents and accidents to determine the root cause and taking corrective actions to prevent recurrence
- ▶ Implementing and maintaining an effective emergency response plan to minimize the impact of emergencies on people, property, and the environment
- ▶ Monitoring and regularly reviewing our EHS performance to identify areas for improvement

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Employees are an essential component of the EHS program, and as such, everyone should take part in identifying and removing any obstacles that hinder the attainment of the policy objectives mentioned above

**Safety starts with S but begins with YOU!**



# ENVIRONMENTAL, HEALTH AND SAFETY (EHS) POLICY

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