



OFFICE AND CLASSROOM SAFETY

April 2011

Office and Classroom Safety Policy and Guidelines

All information herein is applicable to the office and class classroom spaces of Qatar University. Any request for amendment of this policy shall be forwarded in writing to the Office of the Director, Business Operations Department.

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1.0 STATEMENT OF POLICY

Traditionally an office and classroom environment is viewed as non-hazardous. However, injuries do occur in offices and classrooms, some of them may cause loss of work time.

To prevent accident and incident in the office and classroom that may result to injuries of employees, faculties, students, visitors, damage to property and equipment, Business Operation Department – Safety Unit shall provide Office and Classroom Safety guidelines associated with working in the office and classroom setting and shall require compliance with safety regulations and procedures. In turn, each employee, faculty and student is ultimately responsible for personal safety, and shall follow safety and health policies and procedures, exercise caution in the performance of his/her duties, use normal safe working practices, observe and obey safety postings and rules and promptly report all accidents to the appropriate school authorities.

2.0 SCOPE AND APPLICATION

The policy applies to all University office and classroom spaces. The primary objective of this policy is to protect properties, health and well being of all employees, faculties, students and visitors of the University by:

- Eliminating and preventing accidents and injuries;
- Instituting adequate procedures to protect all property from loss and damage due to accidents;
- Assuring that all employees, faculties and students clearly understand the risks that directly affect them in the performance of their respective responsibilities;
- Requiring all employees, faculties and students to be in compliance with all safety regulations and procedures;
- Reducing, controlling, or avoiding employee, faculty and students exposure to all known or suspected occupational health and safety risks;
- Establishing and maintaining communication with all employees and faculties to keep them aware of the safety and health factors related to their jobs; and
- Maintaining an effective emergency preparedness and response procedures.

All offices and classrooms in the University are covered by this policy. Classrooms use as laboratory shall not covered by this policy instead they are covered by Laboratory Safety Policy (QUBOD-SAFETY- 001.Rev 0). Inventories of offices and classrooms are indicated in APPENDIX 1, 2 and 3.

3. GUIDELINES

3.1 Hazard Management

The University will use hazard management for identifying, assessing, mitigating and controlling hazards in offices and classrooms.

3.1.1 Definitions

Hazard - source or situation with potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

Risk - combination of the likelihood and consequence (s) of a specified hazardous event occurring.

3.1.2 Hazard identification

Hazard identification is the process of identifying hazards in the workplace or for a work procedure. In order to understand what hazard identification involves, it is first necessary to understand the nature of hazards.

Identify hazards through:

- Walk through surveys
- Inspection checklists
- Past records
- Accident investigation
- Consultation
- Documentation
- Job safety analysis

3.1.3 Risk Assessment

Risk assessment is the process of assessing all of the risks associated with each of the hazards identified during the hazard identification process.

In assessing the risks, three essential steps are taken:

- The probability or likelihood of an incident occurring is evaluated.
- The severity of the potential consequences is calculated or estimated.
- Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood and severity (or consequence) of the potential outcomes in order to prioritize risks for control.

3.1.4 Risk Control

Risk control provides a means by which risks can be systematically evaluated against a set of control options (the hierarchy of controls) to determine the most effective control method(s) for the risk(s) associated with each hazard. This process involves analyzing the data collected during the hazard identification and risk assessment processes, and developing a strategic plan to control the risks identified.

The risk control process starts by considering the highest ranked risks, working down to the least significant. Each risk should be examined having regard to the

"hierarchy of controls". This provides a method of systematically evaluating each risk to determine, firstly, if the causal hazard can be eliminated and otherwise, to find the most effective control method for each risk.

The "Hierarchy of Controls" should be used at all times when implementing controls to eliminate the hazard or reduce the risk of a hazard causing loss at the University.

The hierarchy of controls is as follows:

- Eliminate the hazard.
- Use engineering controls to reduce hazard.
- Administrative controls such as workplace procedures.

The following Risk Assessment tools/ forms shall be used for hazard and risk assessment:

- Appendix 4 – Hazard Assessment Matrix
- Appendix 5 - Risk Assessment Form
- Appendix 6 - Risk Assessment Listed and Review Dates

3.2 Office

3.2.1 Work Station Physical Set-up

Setting up an office – the placement of equipment and furniture, the choice of office furnishings, lighting and so on – is not only important for your comfort. It also has a direct bearing on your safety and efficiency.

There are lots of things we take for granted when working in a typical office: a moderate to high level of background noise; lightings; communication facilities and regulated temperatures and power. These things should address when setting up an office.

The following features and fixtures shall be available in the office:

- Lighting should have 150 lux.
- Room temperature at 20 °C +/- 2.
- Maximum of 4 pieces electrical outlet.
- Minimum of one (1) telephone line.
- Adequate heating, cooling and ventilation. A relative humidity of 40 – 60 % is recommended.
- Internet connection for computer.
- Desks deep enough to provide adequate distance between the front of the screen and your eyes (around 51 to 66 cm, 20"-26") with ample room for the keyboard and mouse pad.
- Adjustable chair that provides good lumbar support and arm support. Set it up so that your feet are flat on the floor (get a foot rest if necessary), with thighs horizontal to the floor, forearms parallel to the keyboard, and wrists in a neutral position.
- Garbage bin for disposal of office waste.

3.2.2 Working Postures

Office jobs usually involve long periods of sitting, writing, reading, operating computers, etc. Improper working postures create various physical problems

such as neck and back pains and other musculoskeletal problems etc. These types of health problems are commonly associated with office sedentary workers.

The following guidelines should help to reduce these problems:

- The workstation should be properly laid out so as to minimize the physical stresses that will be imposed on the worker.
- Chairs should be comfortable to sit in for extended periods, and should be adjustable to fit the user. The following are guidelines for properly adjusting chairs:
 - Normally be adjusted to such a height that the thighs of the user are parallel to the floor.
 - The backrest of the chair should be firmly padded to provide good lumbar support.
 - The backrest should be set neither too far back nor too far forward, and it should not be so large as to restrict movements of arms and shoulders.
 - The seat and the front edge of the seat should be well padded so that it will not press uncomfortably on the buttocks or thighs of the worker.
 - The distance between the seat and working height (desktop, workbench, keyboard, etc.) should be between 210 mm and 300 mm.
 - The underside of the worktop should clear the seat by at least 170 mm, and have sufficient leg room in order to facilitate postural change.
 - A suitable work routine should be planned so that essential relaxation can be provided to the worker by physical movement away from the desk. Periodic stretching exercises during the day's work should also be encouraged.

3.2.3 Workstation Exercises

The following exercises should help to relieve some of the physical complaints/discomfort associated with sedentary work:

Visual exercises can help reduce eye strain. Try the following:

- At least every 15 to 20 minutes change your focus away from the terminal for a few seconds, and look at something at least 20 feet away. Repeat several times.
- Try palming at the same time. Form shallow cups with the palms of your hands and place them over your closed eyes for a few seconds. Repeat several times.
- Blink often. But slowly, to allow your eyes to moisten.

And when you take a break, opt for non-visually demanding diversions. Keep in mind that reading your favorite novel or doing close work may contribute to eye fatigue, so try to rest your eyes on your time off.

While working when you cannot walk away from your terminal, there are exercises you can do in place. For the most benefit you should do these exercises frequently throughout the day. Try each of the following several times:

- Begin with deep breathing and shoulder shrugs. Bring your shoulders up, breathe in, release.
- Stretch your chin forward towards the screen and bring it back. Then tuck your chin down, and slowly drop your head to stretch the back of your neck. Come up slowly. Gently roll your head from side to side.
- Do shoulder rolls. Raise your shoulders up towards your ears and rotate them back, then rotate forward.
- Do elbow squeezes. Squeeze your elbows together behind your back, release.
- Do arm stretches. Stretch your right arm up, left arm down, stretch and hold. Reverse, left arm up, right arm down, stretch and hold.
- Stretch your legs forward and flex your feet up and down. Move your legs like you're walking in place.
- If you can stand by your workstation, put your hands at the small of your back and slowly arch back. Don't do a gymnastic back bend, just a small stretch.

3.2.4 Working with Computers

Working with computers has become a major part of office works. Besides the problems associated with prolonged sitting as described above, other potential health problems have been identified among computer users, such as eye strain and injuries of the muscles, tendons and nerves of the wrists, arms, shoulders, neck and back. Injuries of this sort are often called "repetitive stress injuries" (RSI).

3.2.4.1 Eye Strain Problems

Visual problems such as eyestrain and irritation are among the most frequently reported complaints by computer operators. These visual symptoms can result from improper lighting, glare from the screen, poor positioning of the screen itself, or copy material that is difficult to read. These problems usually can be corrected by adjusting the physical and environmental setting where the computer users work. The following guidelines for work station layout can help in reducing eye strain problems:

- Workstations and lighting should be arranged so as to avoid direct and reflected glare in the field of sight, from the display screen, or surrounding surfaces.
- The screen should be properly adjusted to obtain a readable and stable image. The contrast on the screen should also be adjusted to a comfortable level.
- Background illumination for computer operation should be lower than that for general office work since a high illumination level will promote glare and reduce the contrast and visibility of the screen image. It is suggested that the illumination level for screen-based work should be reduced to 500 lux or less.
- To prevent visual overload caused by alternate light and dark areas, the difference in illumination between the display screen, horizontal work surface, and surrounding areas should be minimized.

- The display screen should be placed directly in front of the operator, at a height that is slightly below eye-level and about 500 mm away from the operator.
- The source document (if any) should be placed next to the screen. The document distance from the operator should be the same as that for the screen so that the operator does not have to change focus frequently between the two surfaces which can aggravate the eyestrain problem.

3.2.4.2 Setting up and working at Computer Workstation.

3.2.4.2.1 The Chair

Height

An important requirement for an ergonomic chair is that it has to be adjustable (Fig 1a). The seat of the chair should be adjusted to a height such that the **right angles** as shown in Fig. 1 are maintained.

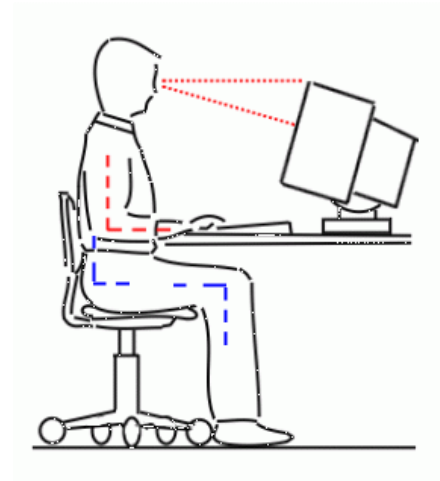


Fig. 1 The Right Angle Principle

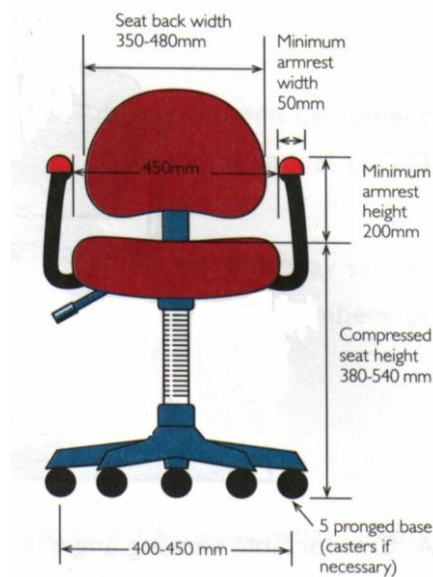


Fig. 1a* Standard adjustable chair

Features of an ergonomically designed chair:

- Right dimensions to suit the body size of the user.
- Height adjustable.
- Back rest easily adjustable in height, angle and depth.
- Preferably cloth covered seat and back
- Curved edge seat.
- Armrest (if provided) not obstructing work- preferably adjustable.
- Five pronged base (castors if necessary) to provide a stable base.

3.2.4.2.2 Seat

If the seat pan can be tilted, tilt the seat pan to get your thighs slightly higher than your knees. This straightens your spine and helps support your head and arms.

The depth of the seat pan is also important. The depth is proper if the seat pan can accommodate all of your thighs without touching the back of your knees, and with your back firmly supported by the back rest. The seat pan is too deep if the back of your knees are pressed by the edge of the seat. This condition will impede the blood circulation in your legs. For some chair types, the depth of the seat pan can be adjusted by adjusting the position of the back rest.

3.2.4.2.3 Back Support

Adjust the back rest so that it fits the curve of your lower back. You may need to repeat the adjustment until the most comfortable fit is found.

The forward/ backward position of the back rest should also be adjusted so that a comfortable pressure will be exerted on the

low back area while seated in the usual working posture at the desk. The back rest position should not feel as if it pushes you out of the seat or that you have to lean back too far to reach it.

3.2.4.2.4 Arm Rests

Arm rests can improve workstation ergonomics only if they are properly designed. Otherwise, they will do more harm than good.

They should be designed to allow you to get as close to the desk as you require (Fig. 2a) and not impinge on your elbows while you are working (Fig. 2b).



Fig. 2a Arm rest prevents operator from getting closer to desk

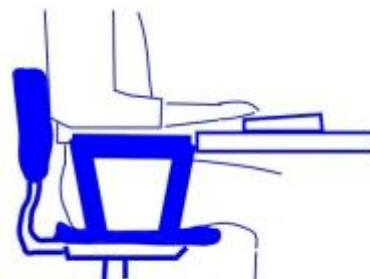


Fig. 2b Arm rest is too high and impinging on elbow

3.2.4.2.5 The Desk (Work Surface)

The work surface should be large enough to accommodate the monitor, keyboard, mouse and the documents you need to look at.

The requirements for work surfaces are different between normal office desk work and computer work. If your keyboard is placed on a standard desk or table, it is probably too high. A keyboard tray or drawer set at a lower level is necessary so as to allow the user to work with a comfortable posture.

If the keyboard tray is adjustable, adjust it to a height so that you can operate the keyboard with your elbows at a right angle. For a non-adjustable keyboard tray, you may need to

adjust your chair to fit. If your feet are off the ground as a result of raising the chair, you may need to use a foot rest to compensate the difference.



Foot Rest

3.2.4.2.6 Clearance under the desk

It is also very important that you have sufficient leg space under the desk which will allow you to maintain a proper posture (Fig. 3).



Fig. 3 Insufficient leg space leads to improper posture

3.2.4.2.7 Fatigue and Musculoskeletal Problems

Work performed at computers may require sitting still for considerable time and usually involves frequent movements of the eyes, head, arms, and fingers which may result in fatigue.

Computer users are also subject to a potential risk of developing various musculoskeletal and nerve disorders. Carpal tunnel syndrome (CTS) is one commonly recognized cumulative trauma disorder among computer users caused by repetitive wrist-hand movement and exertion.

To eliminate or reduce these problems, the following should be observed:

- Proper seating should be arranged as described above.
- Document holders should be used to allow the operator to position and view material without straining the eyes, neck, shoulder and back muscles.
- To alleviate the problem of CTS, the arms of the operator should be parallel to the floor when operating the keyboard. Wrist and forearm support will be very helpful for prolonged operation.
- Exercise breaks.

3.3 Classroom

Classroom arrangement can have a big effect on the ability of professors to effectively manage his/ her class. Physical setting sends messages about authority, about ownership, dictates interaction and safety. Arrange Classroom arrangement shall in a way that accurately portrays educational philosophy and ensures that students can move around and interact the way professor's like.

The following features and fixtures shall be available in the classroom:

- Lightings: 200-250 lux.
- Maximum of 4 pieces electrical outlet.
- Adequate heating, cooling and ventilation. 20 °C +/- 2 and a relative humidity of 40 – 60 % is recommended.
- Internet connection for computer.
- First aid kit for 10-20 persons.
- Chair that provides good lumbar support and arm support.

Also, the following basic space guidelines are recommended:

- Materials students use should be visibly stored and accessible.
- There should be no dead space which promotes random or illegitimate activity.
- Arrange the room so that the professor can monitor quickly and easily (no blind spots).
- Use vertical space for display and learning enrichments.
- Keep active areas distinctly separate from quiet spaces.
- Keep two active areas distinctly separate to avoid distraction and interference.
- Have clear and safe traffic paths no matter how your room is arranged.

3.4 Fire Safety

The following are some of the specific fire safety precautions to be observed in the office and classroom:

- Smoking is one of the major causes of fires in the office and classroom environment. At Qatar University, smoking is prohibited in all offices and classrooms.
- Access key custody of offices and classrooms should be assigned to the Security in-charged at respective buildings. Users should maintain a duplicate key.
- Flammable fluids may sometimes be used in the office. These must be properly stored in safety cans and approved safety cabinets as required according to the quantity being kept.

- The use of electric space heaters in the office is prohibited. If used, they should be located at a safe distance from combustible materials.
- To prevent over-heating, vents for heat generating office and classroom equipment such as computer monitors, multi media projectors, copying machines, etc. must not be blocked.
- Overloading of power sockets can lead to overheating and fire. The use of adaptors should be avoided to prevent overloading. If unavoidable, make sure that the adaptors and extension boards to be used must be up to the required safety standards.
- All fire exits must be clearly marked with exit signs. Fire exit signs should be visible at any location in the office. All fire doors must be kept closed to prevent the spread of fire and smoke during a fire. However, these doors **MUST NOT** be locked when people are working in the area.
- Floor plans showing fire escape routes and fire assembly points, together with the fire evacuation procedure should be posted at conspicuous locations in the office and classroom
- Hose reels, sprinkler heads and fire extinguishers (if installed) must not be blocked or obstructed. A minimum clearance of 450 mm should be maintained below sprinkler heads.
- Offices and classrooms should be provided with smoke detectors.
- Office and classroom electrical equipment, tools, cords, and usage are to be in full compliance with National Fire Protection Association (NFPA) 70E.
- Offices and classrooms shall comply with the requirement of National Fire Protection Association (NFPA) 1
- Before leaving office and classroom:
 - Switch off the light.
 - Turn off/ close water faucet.
 - Except for equipment that must always be turned on, (e.g. fax machines, refrigerators), all other equipment (e.g. computers, radio, water heaters) should be switched off.

3.5 Movement in the Office and Classroom

Many accidents in the office and classroom occur simply when people are moving around. These are normally the result of an unsafe environment, unsafe personal factors, or both. The following are some recommended precautions:

- Running in the office or classroom can cause a serious fall or collision. Walking is far safer as falls and collisions can be avoided more easily.
- Reading while walking is very dangerous and should be avoided.
- Handrails must be used when ascending and descending stairs. Never have both hands occupied for carrying things or in the pockets when using the stairs.
- Never carry things in such a way that your vision is obscured.
- Walk cautiously and slowly when approaching blind corners, especially when carrying objects.
- Doors at common areas should be constructed with viewing panels so that any person on the other side of a door can be seen.
- Transparent glass doors can be dangerous when people are unaware of their existence. They should be marked by some means so that they can be noticed.
- Self-closing doors having too much spring tension can sometimes cause problem. This should be reported to Business Operations Department – CSU Control Room at telephone number 4403 3600 for appropriate adjustments.

3.6 Lifting and Carrying

Back injuries can be caused by improper lifting and carrying things in the office or classroom. The potential for injury caused by manual material handling should be minimized by applying both administrative and engineering control measures.

3.6.1 Administrative Controls

These refer mainly to issues such as assessment of lifting tasks, training, provision of personal protection equipment, and proper job assignment.

Risk assessments should be conducted to identify lifting tasks which may pose significant risk of injury to employees. It is in fact a requirement by the Occupational Health and Safety Standard for conducting such risk assessments.

The provision of proper training is very important in reducing injuries resulting from manual material handling. Training should include the recognition of dangers in manual material handling, and use of proper lifting practices to avoid unnecessary stress to the body. The University is responsible for ensuring that employees, faculties are properly trained to perform assignments safely. Assistance is available from BOD-Safety Unit in conducting training on material handling and how to conduct risk assessments.

To avoid physical injuries such as punctures, crushes, lacerations, etc., appropriate protective equipment such as gloves, safety shoes, work clothes and/or safety helmets should be provided to and used by workers performing heavy manual materials handling operations. The University is responsible for ensuring that workers properly use the protective equipment provided to them.

The University is also responsible for ensuring that employees, faculties are physically capable of performing the tasks assigned to them.

3.6.2 Engineering Controls

Engineering controls refer to measures including:

- Deployment of appropriate mechanical aids such as use of mechanical lifting devices, trolleys, forklift trucks, etc. for moving and handling heavy objects.
- Improvement on visual and thermal environments such as lighting, color, labeling etc.
- Proper workstation designs so that workers can adopt best working postures without the need for excessive bending and over-reaching.

3.6.3 Good Practice in Manual Lifting

Some proper lifting practices are recommended below:

- Get a firm footing. Make sure that the floor is not slippery. Spread the feet for a stable stance.
- Size up the load. Determine how heavy it is. If the load is too large or too heavy for one person to carry, ask somebody to help or employ a suitable lifting device.
- Get a firm grip. Use handles, gripping or other lifting tools that will help.
- Make sure the load is free, not locked down or stuck.

- Keep the back straight. Keeping the chin tucked in will help keep the back straight.
- Lift the load with the legs, and NEVER with the back.
- Tighten the stomach muscles when lifting.
- Lift the load slowly. Do not jerk.
- Position the load close to the body before and during lifting and lowering.
- Watch out for the fingers and hands when carrying a load so that they will not be struck against other objects.
- Do not twist during lifting. Turn with the feet, not with the back.
- Set the load down gently. Use the legs. Keep the back straight.
- For Team Lifting, lifting partners should be of similar height and build and should be trained together to enable load sharing. There should be a person nominated as team leader to co-ordinate the lift.

3.7 Use of Electrical Equipment and Machines

Equipment systems must conform to the National Electric Code, National Fire Protection Association (NFPA) 70E and KAHRAMAA requirements. Compliance must be adjudicated by licensed electrician or duly trained personnel.

The misuse of electrical equipment can lead to a wide variety of potential hazards, including slips and trips over trailing cables, ill-placed floor sockets, and fans; cuts and lacerations by dangerous machine parts. In more serious cases, electric shocks and burns can also result from faulty installations and damaged electrical parts. The following precautions should be observed:

- Do not tamper with electrical equipment and electrical installations. Contact Central Service Unit (CSU) Control Room at telephone number 4403 3600 if such work is required. Damaged electrical cords and faulty electrical equipment must be reported promptly to CSU Control Room for appropriate actions.
- All electrical equipment should be maintained and repaired by qualified persons from Business Operations Department through work request.
- All electrical equipment should be of safe design and construction and operated in accordance with manufacturer's instructions.
- All electrical equipment must be properly connected to power sources by proper plugs and connections.
- Power supply for electrical equipment via trailing cables or extension cords should be minimized as much as possible. Permanent wiring should be arranged by fixing additional power outlets near the equipment, or laying suitable conduits for equipment which are to be used for extended periods of time.
- Except for equipment that must always be turned on, (e.g. fax machines, refrigerators, etc.), all other equipment should be switched off at night when nobody is working in the office.
- Many office machines and equipment such as electric typewriters, shredding machines, stapling machines, letter opening machines, etc., have moving parts which can be dangerous and result in serious injuries to personnel. These machines and equipment must be equipped with proper safety devices and guards. Staff required to operate these machines should receive proper training.

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving

directions from a qualified employee. In addition, follow these guidelines to ensure machine safety:

- Secure machines that tend to move during operation.
 - Do not place machines near the edge of a table or desk.
 - Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards.
 - Unplug defective machines and have them repaired immediately.
 - Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
 - Close hand-operated paper cutters after each use and activate the guard.
 - Take care when working with copy machines. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.
 - Unplug paper shredders before conducting maintenance, repair, or troubleshooting.
- Avoid wearing loose-fitting clothing, dangling bracelets, rings, ties or even long hair when you need to operate or work around power-driven office machines e.g. paper shredder.
- Safety and control of all office and classroom equipment emitting substances that would affect the users should be the responsibility of equipment owners/suppliers.

3.8 Equipment Safety

3.8.1 File Cabinets and Shelves

- Shelves must be securely fixed to prevent them from tipping over. When storing materials on shelves, heavier items should always be stored at lower levels.
- When filling a filing cabinet for the first time, ensure that it is properly balanced. Do not fill from the top down. Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly. Keep the bottom drawer full. This will help stabilize the entire cabinet.
- All drawers of desks and cabinets must be closed as soon as things have been put in or taken out in order to prevent people from walking into them.
- Only one drawer of a file cabinet should be pulled out at any one time to avoid the cabinet from tipping over.
- Close drawers slowly using the handle to avoid pinched fingers.
- Close drawers when they are not in use and locked properly.
- Do not block ventilation grates with file cabinets.

3.8.2 Desks

- Keep desks in good condition (i.e., free from sharp edges, nails, etc.).
- Ensure that desks do not block exits, power and communication outlets, passageways and AC air return facilities
- Ensure that glass-top desks do not have sharp edges.
- Ensure that desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury.

- Do not climb on desks. Use an approved ladder.
- Keep desk drawers closed when not in use.
- Repair or report any desk damage that could be hazardous.

3.8.3 Chairs

- Do not lean back in office chairs, particularly swivel chairs with rollers.
- Do not climb on any office chair. Use an approved ladder.
- Office desk chairs should have adjustable back supports and seat height. Make sure that your chair's back support position and seat height are comfortable.
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down.
- Repair or report any chair damage that could be hazardous.
- Do not roll chairs over electrical cords.

3.8.4 Ladders

Proper ladders or steps should be used for reaching high places. The use of chairs (especially swivel chairs on castors), boxes, drawers or other make-shift objects can result in serious falls is prohibited.

Follow these guidelines when using ladders:

- Do not load a ladder above its intended weight capacity.
- Place ladders on slip-free surfaces even if they have slip-resistant feet.
- Secure the ladder if a slip-free surface is not available.
- Avoid placing ladders in walkways. Secure a ladder if its location could cause an accident.
- Keep areas around ladders clean and free of debris. Do not use a ladder in front of a door unless the door is locked and barricaded.

3.8.5 Photocopier Machines

General Safety Practices:

- Photocopier machines must be sited where sufficient ventilation is provided.
- Comply with all caution and warning labels in order to avoid potentially hazardous conditions.
- Machines must be connected to a properly grounded electrical service outlet.
- Some covers are interlocked to ensure removal of hazardous conditions when covers are opened. Interlocks must not be bypassed or defeated.
- Covers or guards held in place by fasteners that require tools to be removed are not to be removed except by trained service personnel.
- Use only photocopier approved maintenance procedures and materials, both inside and outside the machine.
- If unusual noises, odors or smoke are noticed, the machine should be stopped immediately, disconnected from its power supply, and serviced before next use.
- Spent materials and products should be disposed of according to instructions provided on Material Safety Data Sheets.
- To avoid nuisance or discomfort effects, it is best to avoid staring at the machine's light sources.

3.8.6 Paper Shredder

General safety practices:

- Maintain labels and nameplates on the paper shredder. These carry important information. If unreadable or missing, contact the supplier for a replacement.
- Always keep the extension cord away from moving parts on the shredder.
- Avoid unintentional starting. Make sure you are prepared to begin work before turning on the Paper Shredder.
- Do not force the paper shredder. Also, observe the one sheet maximum. Overloading may damage the unit.
- Never leave the Paper Shredder unattended when it is plugged into an electrical outlet. Turn off the Shredder, and unplug it from its electrical outlet before leaving.
- Do not put paper with paperclips, staples, or folds through the Paper Shredder. Doing so will damage the unit.
- Keep the cooling vents on the bottom of the paper shredder clear and uncovered. Covering the cooling vents will cause the unit to overheat.
- Stay alert. Watch what you are doing, and use common sense when operating a paper shredder.
- Do not wear loose clothing or jewelry. Contain long hair.
- Keep your hair, clothing, and gloves away from moving parts. Loose clothes, jewelry, or long hair can be caught in moving parts.
- Avoid accidental starting. Be sure the power switch is off before plugging in. Plugging in paper shredders with the power switch on may cause accidents.

3.8.7 Fax Machines

General Safety Practices

- Do not disassemble the machine or attempt any procedures not described in the manual. Contact supplier for servicing the equipment.
- Take care not to spill any liquids on the machine.
- Unplug the machine from the power outlet and telephone jack and consult a qualified service representative if any of the following situations occur:
 - Liquid has been spilled into the machine or the machine has been exposed to water.
 - The machine produces odors, smoke, or unusual noises.
 - The power cord is frayed or damaged.
 - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.
- This machine must only be connected to a 240 V, 50 Hz, grounded (3-prong) outlet.
- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

- Do not place the machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

3.9 Preventing Cuts and Punctures by Sharp Objects

- Sharp objects such as pencils, ball point pens, letter openers, scissors, razor blades, etc. can cause serious injury. These items must be properly placed inside drawers. When they are put inside a pen holder, the sharp ends must not be allowed to point upwards.
- Pins should not be placed casually on the desk, but should be properly contained.
- When sealing envelopes, use a liquid dispenser, not your tongue.
- Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan.
- Place used blades or broken glass in a rigid container, such as a box, before disposing in a wastebasket.

3.10 Preventing Burns and Scalds

This kind of injury can happen when handling hot drinks and hot food, especially in the pantry. The temperature of certain parts of some office equipment and machines (e.g. printer head, some parts of photocopying machines, etc.) is high enough to cause burns.

- Ensure that the pots and stoves used in the pantry are of the appropriate size and type so that there is no risk for the pot to tip over. Pots should be properly placed on the stoves.
- All heating surfaces (stoves) and pots in the pantry should be regarded as hot if uncertain. Pots holding hot substances must not be placed in public areas.
- Avoid congestion inside the pantry.
- Improper use of microwave ovens may also cause burns and scald injuries. Never heat food stuff inside air-tight containers. The manufacturer's operating instructions must be strictly followed.
- Never put hot drinks in places where they can be easily knocked over. Sufficient warnings should be given to other persons who are nearby when hot substances are being moved or handled.
- Never touch any hot machine parts (which are normally labeled).

3.11 Use of Chemicals

The wide range of equipment being used, and activities being carried out in an office setting today have greatly extended the number of chemicals used daily in cleaning, lubricating, printing, developing, copying, toning and other activities. Many of these chemicals irritate skin, eyes and mucous membranes and may cause drowsiness, or intoxication. Some even present fire risks. Staff using these chemicals should be fully aware of their hazards. Manufacturer's instructions for use must be explicitly followed.

3.12 Housekeeping

One of the most significant contributions to safety in the workplace is good housekeeping practices. Good housekeeping means careful planning and establishment of workplace layout, combined with continued vigilance, maintenance and cleanliness. On the other hand, poor housekeeping is the root cause of most accidents in the office, such as fire, slipping, tripping and falling, etc.

To avoid collisions, trips and slips, all internal access area routes should be clearly signed, outlined, free from obstructions, surface defects and litter. Proper attention should be given to the following:

- Spills should be dealt with immediately. They should be cleaned up or cordoned off immediately.
- Wet areas must be adequately cordoned off with warning signs posted, such as during floor cleaning or waxing operations.
- Damaged floor surfaces such as chipped concrete floors, warping tiles, or worn spots in the carpet, etc., should be reported to Business Operations Department immediately for repair. The damaged areas should be effectively cordoned off.
- Aisles, walkways and stairs must be kept free from boxes, wastebaskets, chairs, and other obstacles that impede traffic.
- Electric and telephone cables should not be trailed across aisles and walkways, and should be arranged so that they do not pose a tripping hazard.
- Desks should be kept tidy. Drinks should be placed in spots where they cannot be knocked over easily. They should not be placed near computers and other electrical equipment. Materials should be stacked properly to prevent falling.
- Before leaving office and classroom:
 - Dispose refuse properly.
 - Lock drawers/ cabinets.
 - Ensure documents are not left in the table and properly safe keep.
- 5'S

"**5 S**" stands for 5 Japanese words all starting with S, this was translated into 5 English words also starting with S, (SEISO- Sweep, SEIRI- Sort, SEITON- Systematize, SEIKETSU- Standardize, SHITSUKE-Self-discipline)

"**5'S**" is not only a matter of good housekeeping. It is a process to create more productive people and more productive University through motivation, education and practice of 5 S. It is a creation of a strong corporate filled with spirit of high productivity.

- **SEIRI / SORT** - is an action to identify and eliminate all unnecessary items from your workplace. Take out unnecessary items and dispose.
- **SEITON / SYSTEMATIZE** - is an action to put every necessary items in good order. Arrange necessary items in good order for use.
- **SEISO / SWEEP** - is also an action to clean your workplace thoroughly.
- **SEIKETSU / STANDARDIZE** - Is a condition where high standard of good housekeeping is maintained so that there is no dust and rust anywhere. Maintain high standard of housekeeping.
- **SHITSUKE / SELF-DISCIPLINE** - is a condition where all members practice the above 4'S spontaneously and willingly as a way of life. Accordingly, it is a Culture. - Do things spontaneously without being told.

Maintain 5'S as follows:

- Desks/Worktables
 - Clear your desk every after work. (*SEISO- Sweep*)
 - Dispose unnecessary items in your desk drawers. (*SEIRI- Sort*)
 - Do not place anything under your desks. (*SEITON- Systematize*)
 - Arrange items in your desk drawers neatly for easy retrieval. (*SEITON- Systematize*)
 - Do not place your personal belonging on your desk/table. (*SEITON- Systematize*)

- Chairs
 - Place your chair under the desks after work. (*SEITON- Systematize*)
 - Return chair under table every after meeting. (*SEITON- Systematize*)
 - Do not hang coats, bags, etc. on your chair. (*SEITON- Systematize*)
 - Clean your chair regularly. (*SEISO-Sweep*)
 - Have your chair fix when it is unstable or noisy. (*SHITSUKE- Self-discipline*)

- Cabinets
 - Label contents in each cabinet at front side space. (*SEITON- Systematize*)
 - Divide cabinet drawers by partition for smaller items. (*SEITON- Systematize*)
 - Label each file for easy retrieval. (*SEITON- Systematize*)
 - Unless specified or necessary, do not place anything on top of cabinets. (*SEIKETSU- Standardize*)

- Telephones
 - Have your telephone body and dial regularly clean with soft detergent. (*SEISO- Sweep*)
 - Set telephone wires neatly around your desk. (*SEITON- Systematize*)
 - Place your telephone at most convenient location for easy use. (*SEITON Systematize*)

- Office equipment
 - Have your office machines with clean regularly soft detergent. (*SEISO- Sweep*)
 - Neatly set electric wiring for safety and good appearance. (*SEITON- Systematize*)
 - Place expendable papers neatly at designated locations by type and size. (*SEITON- Systematize*)
 - Inspect machines regularly and take actions for required services. (*SHITSUKE- Self-discipline*)
 - Assign ownership/accountability to each office equipment. (*SEIKETSU- Standardize*)

- Notice Board (Bulletin Board)
 - Ensure that notices or information's that are out of date are removed. (*SEIRI- Sort*)
 - Ensure that all information, data and graphs are regularly updated. (*SHITSUKE- Self-discipline*)
 - Items should be neatly arranged and properly secured. (*SEITON- Systematize*)
 - Pins must be readily available. (*SEITON- Systematize*)
 - Check that location of notice board is appropriate. (*SEIKETSU- Standardize*)

- Book Shelves
 - Classify books by category for easy retrieval. (*SEITON- Systematize*)
 - Always return books to their designated locations after use. (*SHITSUKE- Self-discipline*)
 - Keep books shelves clean and tidy. (*SEISO- Sweep / SEIKETSU- Standardize*)
 - Do not place anything other than books and reference materials in book shelves. (*SEITON- Systematize/ SHITSUKE- Self-discipline*)
 - Dispose outdated books and reference materials. (*SEIRI- Sort*)

- Blackboards/ Whiteboards
 - Always clean the blackboards/whiteboards completely after each use. (*SEISO- Sweep*)
 - Check chinks or markers for replenishment. (*SEIRI- Sort / SEITON- Systematize*)
 - Clean erasers from time to time. (*SEISO- Sweep*)

- Sort files, office equipment by frequency of use. Decide which of the items you use *frequently* and those you use *infrequently*, and then find appropriate storage places for them.

FREQUENCY OF USE	HOW TO STORE
➤ Less than once a year	Store within premises but outside work area
➤ Once every 2 – 6 months	Store within work area
➤ Once a month	Store within work area
➤ Once a week	Store within work area
➤ Once a day	Store within work area

3.13 Emergency Preparedness and Response

3.13.1 Fire at Main Campus

3.13.1.1 Employee, faculty, student or anyone who witness the fire shall perform the following course of action:

- Push the fire alarm button nearest to the fire location.
- Call the following emergency numbers and ask for help.
 - Central Service Station (CSU) – 4403 3600
 - Fire Section – 4403 3999

- Report the exact location of the fire.
- Inform the nearest security guard about the fire.
- Extinguish the fire if it is on early stage and if you are trained to do so.
- Leave the building by the nearest safe exit.
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Proceed to the designated assembly point indicated in the emergency evacuation plan posted in your location.

3.13.1.2 Security personnel shall perform the following course of action:

Security supervisor shall:

- Mobilize security personnel to the location of fire.
- Provide instruction to security personnel for securing the area and preventing the entry of unauthorized person.
- Provide instruction to security personnel for securing the recovered documents and equipments.
- Coordinate with QU Fire Section and Electromechanical Unit.

Security Guard near the location of fire shall:

- If the employee, student, or witness is not able to notify CSU and/or Fire Section about the fire, the security guard receiving the information from the witness shall call CSU and/or Fire Section.
- Report the location of fire.
- Extinguish the fire if it is on early stage and if trained to do so.
- Inform security supervisor.

Security Personnel responding to the emergency shall:

- Secure and cordon the area to avoid entry of unauthorized person.
- Secure the evacuation area and assign security member.
- Secure and cordon designated salvage area for recovered documents, and equipments.
- Assist the incoming Fire Brigade Team from Civil Defense.
- Regulate the flow of traffic.
- Provide directions to employees, students, contractors and visitors to evacuation area.

3.13.1.3 Central Service Unit Operator shall perform the following course of action:

- Receive a fire alarm from witness. Get the following information:
 - Name of witness
 - Phone number
 - Location of fire
 - Ask for any injured person
- Call Fire Section for immediate response, 4403 3999.
- Call 999 for assistance, if the fire cannot be control by Fire Section and there are injured person.
- Inform Electromechanical Section.

3.13.1.4 Fire Section personnel shall perform the following course of action:

The Leading Fireman shall:

- Mobilize the fire fighting team upon receiving the information and location of fire.
- Coordinate with Electromechanical Unit of BOD to de-energize/isolate electrical equipment or any electrical source from the fire scene.
- Provide instruction to fire fighting team during rescue and evacuation.
- Coordinate with Fire Brigade Team of Civil Defense if their presence is needed during fire.
- Coordinate with the QU Medical Clinic, if their assistance is needed, for treatment of injured personnel.
- Inform Central Service Unit Control Room to call 999 if the fire cannot be control by QU Fire Section.

Firemen shall:

- Wear fire fighting suits.
- Go to the location of fire.
- Bring additional fire extinguisher.
- Bring Self Contained Breathing Apparatus.
- Extinguish the fire using fire extinguisher if it is still on early stage. Use hydrant and fire hose if the fire extinguisher is not capable of extinguishing the fire.
- Conduct rescue and evacuation.
- If the rescue and evacuation cannot be performed, provide assistance to Fire Brigade Team of Civil Defense in conducting rescue and evacuation.
- Provide assistance to Fire Brigade Team of Civil Defense in extinguishing the fire if necessary.

3.13.1.5 The QU Medical Team shall perform the following course of action (applicable only during office hour):

- Coordinate with QU Leading Fireman if medical assistance is needed.
- Mobilize medical equipments.
- Provide treatment to injured personnel.
- Coordinate with the nearest hospital for possible medical treatment of injured personnel.
- Provide assistance to Emergency Medical Services of Civil Defense if necessary.

3.13.1.6 Electromechanical Section personnel and/or O& M contractor shall perform the following course of action:

- De-energize/isolate electrical equipment or any electrical source from the fire scene.
- Energize electrical equipment or electrical source after the repair completion of the damage equipment or electrical source.

3.13.1.7 The QU Leading Fireman and/ or Fire Brigade Team Leader of Civil Defense shall declare All Clear signal that fire has been stopped.

- 3.13.1.8 The QU Leading Fireman shall prepare fire accident report and submit to Safety Unit.
- 3.13.1.9 Safety Unit shall submit final report on fire accident to Electromechanical Section for review
- 3.13.1.10 Electromechanical Section shall submit report on fire accident to the Director of Business Operations Department.

3.13.2 Fire at Old University (Environmental Studies Center)

3.13.2.1 Employee or anyone who witness the fire shall perform the following course of action:

- Push the fire alarm button nearest to the fire location.
- Inform the nearest security guard about the fire.
- Report the exact location of the fire.
- Extinguish the fire if it is on early stage and if you are trained to do so.

3.13.2.2 Security personnel shall perform the following course of action:

Security Guard near the location of fire shall:

- Extinguish the fire if it is on early stage and if trained to do so.
- Call other Security personnel for help.
- Call 999 for help.
- Inform security supervisor.

Security Personnel responding to the emergency shall:

- Extinguish the fire if it is on early stage and if you are trained to do so.
- Secure and cordon the area to avoid entry of unauthorized person.
- Secure the evacuation area and assign security member.
- Secure and cordon designated salvage area for recovered documents, and equipments.
- Assist the incoming Fire Brigade Team from Civil Defense.
- Regulate the flow of traffic.
- Provide directions to employees, students, contractors and visitors to evacuation area.

Security Supervisor shall perform the following course of action:

- Assist the Fire Brigade Team from Civil Defense.
- Inform the Director of Business Operations Department.
- Inform the QU Fire Section.

3.13.2.3 The Fire Brigade Team Leader of Civil Defense shall declare All Clear signal that fire has been stopped.

3.13.2.4 The QU Leading Fireman shall prepare fire accident report and submit to Safety Unit.

3.13.2.5 Safety Unit shall submit final report on fire accident to Electromechanical Section for review.

3.13.2.6 Electromechanical Section shall submit report on fire accident to the Director of Business Operations Department.

3.13.3 Medical Distress / Injury

- 3.13.3.1 Do not panic.
- 3.13.3.2 Don't move the person; call immediately the security guard nearest to your area. Ask him/her to call QU Medical Clinic at telephone number 4403 3294.
- 3.13.3.3 If the person requires medical treatment, Security shall call Control Room Operator, 4403 3600.
- 3.13.3.4 Control Room Operator shall call 999 for help.
- 3.13.3.5 Do not conduct first aid if you are not an accredited first aider, it may aggravate the situation. Wait for medical assistance.
- 3.13.3.6 Upon arrival of medical assistance, provide your name and describe the type of emergency you have.
- 3.13.3.7 Security shall conduct an investigation. Report shall be submitted to the Office of the Director of Business Operations Department.

3.13.4 Utility Failure

3.13.4.1 Electrical/Light Failure

Remain calm. University buildings are equipped with emergency lightings. However, it is recommended to consider keeping a flashlight in office or classroom in case of electrical/ light failure for safe exiting.

3.13.4.2 Plumbing Failure/ Water Leak

- Cease all electrical equipment.
- Call Business Operations Department CSU Control Room at telephone no. 4403 3600
- Provide the following information to CSU Control Operator
 - Your name
 - Location of building where the water is leaking.
 - Contact number
- Remain calm and wait for help.

3.13.5 Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by University to assist in planning for the evacuation of people with physical disabilities.

In all emergencies, after an evacuation has been ordered:

- Evacuate if possible.
- **DO NOT** use lift, unless authorized to do so by emergency services personnel.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/students) to alert them and assist them in an emergency, is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- **ALWAYS ASK** someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If you have a physical disability and are unable to use stairways:

- Stay calm, and take steps to protect yourself.
- If there is a working phone, call Business Operation Department CSU Control Room at telephone number 4403 3600 and tell the Control Operator where you are or where you will be moving to.
- If you must move, we recommend the following:
 - Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.
 - Request persons exiting by way of the stairway to notify the Fire Section of your location.
 - Await Emergency Responders.
- If a power failure occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. Business Operation Department – CSU Control Room Operator should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the power outage occurs at night, call BOD-CSU Control Room Operator at telephone number 4403 3600 and request evacuation assistance.

3.13.16 Violent Incident in the Classroom

The University is committed to maintaining an environment that is free from all acts or threats of violence perpetrated by or against employees, faculties or students. In light of this, and to ensure greater awareness of personal safety for all campus stakeholders, it is critically important students, faculty, and other campus stakeholders become familiar with policies for violence prevention, as well as with strategies for handling a possible encounter with verbally or even physically violent individuals on this or any other campus. While on University property or while conducting University business at other locations, each employee, student, or individual is prohibited from subjecting any other employee, student, or individual to violence or threat of violence.

Violent action on University property or facilities, or while on University business, will not be tolerated or ignored. Individuals who engage in violent or threatening behavior may be:

- Removed from the premises
- Subject to disciplinary action, up to and including dismissal or expulsion; and/or
- Subject to arrest and criminal prosecution.

In classrooms, the instructor is responsible for classroom control. If a student or individual is simply upset, raises their voice, or is involved in a “passionate debate,” the instructor can usually control and end the confrontation. If a confrontation involves strange and disturbing behavior or threats of violence, students should strongly consider calling Security Office at 4403 3566; 4403 3564; 4403 6161 as soon as possible to report the behavior.

If you are made uncomfortable, or are concerned for your safety or the safety of others by the actions or behavior of another, move to a safe location and call Security Office at 4403 3566; 4403 3564; 4403 6161 as soon as possible to report the issue and get help. This action is always an appropriate response to danger or perceived danger in classroom situations.

3.14 Incident and Accident

An incident is a near miss, or, more nearly correct, a near hit. It has been described as a “lucky accident”.

An accident is by definition, “an unplanned, unwanted event that disrupts the orderly flow of the work process. It involves the motion (energy) of people, objects, or substances. It is indicated by physical injury and/or property damage.

3.14.1 Incident Reporting

All incident related to the operation of office and classroom shall be recorded, investigated and reported. An incident does not result in injury or property damaged. A hazard and exposure to the hazard must be present before an accident can occur. Remove the hazard and you remove the exposure and the accident

3.14.2 Accident Reporting

All accident involving fire and any property damaged or injuries related to the operations of laboratory must be recorded, investigated and reported. This is to determine and document properly the cause of an incident or accident occurrence and to recommend and implement corrective and preventive actions.

Office and Classroom Incident and Accident Report form is included in appendix 7 for proper reporting.

4.0 IMPLEMENTATION

4.1 Roles and Responsibility

Everyone who occupies an office or classroom is responsible for keeping the area free of hazards. Each employee who uses the room should be on the alert for hazardous conditions and promptly report any to the Business Operations Department (BOD).

Departmental spaces should be inspected at least annually. The department is responsible for the correction of any operational deficiencies that are discovered. Facility deficiencies must be reported to the BOD.

The Departments are the primary organization responsible to implement and maintain sound safety practices and that assure safety compliance in the offices and classroom. A safe working environment contributes positively to office morale and productivity.

4.1.1 Department Heads and Deans

Department Head and Dean have the primary responsibility of directing and managing the Office and Classroom Safety and therefore have responsibility for assuring sound safety practices and compliance within the Department and Colleges. They are ultimately responsible for enforcing consequences arising from moderately serious and very serious incidents.

4.1.2 Building Administrator

The Building Administrator is responsible for compliance with safety regulations and good practices in his or her area of responsibility. He ensures all facilities in the offices and classrooms are in good and safe condition.

4.1.3 Employees, Faculties, Students and Visitors

Employees, faculties, students and visitors are responsible for compliance with safety regulations and requirements in their work areas or classroom.

4.1.4 Business Operations Department – Safety Unit

Business Operation Department (BOD) Safety Unit is responsible for Office and Classroom Safety Orientation at the beginning of each semester or as need arises to Building Administrator, Safety Coordinator Teaching Assistants and employees.

4.1.5 Safety Committee

Safety committee shall be established to monitor, checking the implementation of Office and Classroom Safety. The organization structure of the Health and Safety Committee is designed to incorporate multi-disciplinary relationship to assure that Office and Classroom Safety issues are addressed in a comprehensive and integrated fashion.

Members shall possess attributes that enable them to act in accordance with auditing principles of ethical conduct, fair presentation, due professional care, independence, and evidence-based approach.

4.1.5.1 Authority

The Safety Committee advises and reports to the Vice President for Administration. The Chair of the Committee is appointed by the Vice President for Administration.

4.1.5.2 Composition

- Representative of Office of the President
- Representative of Vice President for Research
- Representative of Vice President and Chief Academic Office
- Representative of Business Operation Department
- Representative of Procurement Department
- Representative of External Relations Department
- Representative of Housing Department
- Representative of Human Resources Department
- Representative of Information Technology Services
- Representative of College of Arts and Sciences
- Representative of College of Business and Economics
- Representative of College of Education
- Representative of College of Engineering
- Representative of College of Law
- Representative of College of Sharia
- Representative of Human Resource and Administration Department

4.1.5.2 Mandate

- To oversee the application and enforcement of office and classroom safety policy.
- To establish strategies to ensure ongoing and adequate surveillance, hazard identification, and risk evaluation of office and classroom activities.
- To develop, recommend, update, and maintain policies applicable to the health and safety of offices and classrooms.
- To conduct regular meeting to discuss office and classroom safety and health concerns.
- To submit an annual report of its activities to the Office of the Vice President for Administration.

4.2 Office and Classroom Safety Orientation

Safety is a required component of any orientation program designed to all employees, faculties, students and visitors of Qatar University. All new employees and faculties assign in the offices and classroom must receive office and classroom safety orientation training prior to the commencement of work. The supervisor/ in-charge is required to provide information and instruction to the personnel under his/her supervision, (technicians, graduate students, project work students, visiting scientists, etc.), regarding all office and/or classroom safety.

Orientation for each employee must be documented and the written records kept in the workplace. Safety orientation training consists of general training applicable to all office and classroom personnel who focuses on the particular hazards and control measures.

Office and Classroom Safety topics include but are not limited to:

- Hazard Management
- Housekeeping
- Fire Safety
- Use of Electrical Equipment and Machines
- Movement in the Office and Classroom
- Lifting and Carrying
- Equipment Safety
- Working Postures
- Working Station Exercise
- Working with Computers
- Emergency Preparedness and Response

4.3 Emergency Preparedness and Response Drill

Emergency Preparedness and Response Drill in coordination with Civil Defense shall be conducted annually to test the effectiveness of emergency procedures. Drills shall be initiated by BOD-Safety Unit.

After each drill, a debriefing meeting of all relevant parties shall be held to evaluate the effectiveness of the drill, if needed, improve its execution and provide additional resources needed. BOD-Safety Unit shall prepare a summary report on the drill conducted. A re-run maybe conducted to ensure effectiveness and continuous improvement of the emergency preparedness and response.

4.4 Safety Committee Audit

The Safety Committee shall conduct audit to all offices and classrooms to ensure implementation of Office and Classroom Safety. An annual audit program shall be prepared by the committee and to be approved by the Vice President for Administration.

Findings, results of the audit shall be submitted to Department Heads/ Directors and Deans of Colleges.

Use the following forms for Laboratory Safety Audit:

- Appendix 8 – Office and Classroom Audit Checklist
- Appendix 9 – Office and Classroom Safety Non-conformance Report
- Appendix 10 – Status of Non-Conformance to Office and Classroom Safety Summary

4.5 Corrective and Preventive Actions

All corrective and preventive actions agreed during Safety audits must be implemented within agreed dates in accordance with the following guidelines:

Type of Corrective/Preventive Actions	Maximum Period of Compliance
Non-conformance to Office and/or Office and Classroom Safety Guidelines that can correct immediately (i.e. safety signage, wearing of personal protection equipment, housekeeping, safety practices etc).	Within two (2) weeks
Requires creation or revision of procedures, policies, guidelines, standards or work instructions	Within one (1) month
Requires causal investigation prior to correction.	Ideally one (1) month but not more than three (3) months
Improvement projects	Within estimated completion date as approved in Project Approval Request

Any delay or inability to meet completion deadline must be justified by concerned and approved by respective department head and/or dean.

4.6 Verification Criteria of Corrective and Preventive Action

Safety audit reported by the Committee shall be closed according to the following:

4.6.1 COMPLETENESS

- 4.6.1.1 Implementation: Is it done and completed?
- 4.6.1.2 Internalization: Is it practiced as documented?

4.6.1.3 Traceability to records: Are there records or objective evidences?

4.6.2 EFFECTIVENESS

- 4.6.2.1 Attainment of Goal: Did it eliminate the non conformity?
- 4.6.2.2 Non recurrence of non conformity: Are there no repeat infraction or similar infraction found?
- 4.6.2.3 Continuous Improvement: Does it improve the system/process?

4.7 Disciplinary Action for Noncompliance to Office and Classroom Safety

A consequence for noncompliance to Office and Classroom Safety is promulgated to uphold the University's values on excellence in everything we do, honesty, integrity, and respect for every individual. It also enables those comprising the University to work together as a cohesive and competent team deeply committed to duty and responsibility.

A disciplinary action shall be given for those who fail to implement and comply with Office and Classroom Safety. The objective of disciplinary action is to change the erroneous performance, to deter others from similar actions and to maintain consistent, effective group standard. It should be clear that it is a particular performance that is being criticized and penalized; it is not personal attack on the individual.

The imposition of disciplinary action will depend on the gravity of the infraction. The penalties may be waived in favor of more severe penalty.

Appropriate administrators shall take disciplinary action to employee, faculty who violate Office and Classroom Safety guidelines. Disciplinary actions shall follow those procedures set forth by Human Resources and Administration of the University.

The recommended schedule of disciplinary action for noncompliance to office and classroom safety is attached in appendix 11.

4.8 Work Plan

In order to implement an effective Office and Classroom Safety, a Work Plan shall be prepared for the scheduled Office and Classroom Safety Orientation and Audit. See appendix 12 and 13.

APPENDIX 1
Offices and Classrooms Inventory

1. Office of the President
2. Office of the Vice President for Administration
3. Office of the Vice President and Chief Academic Officer
4. Office of the Vice for Research
 - 4.1 Environmental Studies Center
 - 4.2 Office of the Academic Research
 - 4.3 Gas Processing Center
 - 4.4 Material technology Unit
 - 4.5 Central Laboratory Unit
5. Business Operation Department
6. Procurement Department
7. Housing Department
8. Human Resource Department
9. Information Technology Services
10. College of Arts and Sciences
 - 10.1 Department of Arabic Language
 - 10.2 Department of Biological & Environmental Sciences
 - 10.3 Department Chemistry & Earth Sciences
 - 10.4 Department of Foreign Language
 - 10.5 Department of Health Sciences
 - 10.6 Department of Humanities
 - 10.7 Department of Mass Communication and Information Science
 - 10.8 Department of Mathematics and Physics
 - 10.9 Department of Social Sciences
11. College of Business and Economics
12. College of Education
 - 12.1 Educational Sciences
 - 12.2 Psychological Sciences
 - 12.3 Art Education
 - 12.4 Physical Education & Sport Science
13. College of Engineering
 - 13.1 Chemical Engineering Department
 - 13.2 Civil Engineering Department
 - 13.3 Electrical Engineering Department
 - 13.4 Mechanical Engineering Department
14. College of Pharmacy
15. College of Law
16. College of Sharia
17. Foundation Program
18. Continuing Education Office
19. Alumni Office
20. Faculty Senate Office
21. Office of Institutional Planning and Development
22. Office of Faculty and Institutional Development
23. Office of the Students Centers
 - 23.1 Special Needs Center
 - 23.2 Student Learning Support Center
 - 23.3 Career Service Center

APPENDIX 2
Inventory of Offices /Building

Item	Name of Building	Office Room No.
1	Arena Pavilion Complex	Room 105
2	Arena Pavilion Complex	Room 118
3	Swimming Pool Pavilion	Room 108
4	Swimming Pool Pavilion	Room 109
5	Main Court Pavilion	Room 104
6	Tennis Court Pavilion	Room 102
7	Tennis Court Pavilion	Room 109
8	Men's College of Business & Economics	Room 111
9	Men's College of Business & Economics	Room 113
10	Men's College of Business & Economics	Room 115
11	Men's College of Business & Economics	Room 117
12	Men's College of Business & Economics	Room 121
13	Men's College of Business & Economics	Room 123
14	Men's College of Business & Economics	Room 125
15	Men's College of Business & Economics	Room 127
16	Men's College of Business & Economics	Room 129
17	Men's College of Business & Economics	Room 130
18	Men's College of Business & Economics	Room 133
19	Men's College of Business & Economics	Room 135
20	Men's College of Business & Economics	Room 137
21	Men's College of Business & Economics	Room 139
22	Men's College of Business & Economics	Room 140
23	Men's College of Business & Economics	Room 145
24	Men's College of Business & Economics	Room 147
25	Men's College of Business & Economics	Room 149
26	Men's College of Business & Economics	Room 157
27	Men's College of Business & Economics	Room 159
28	Men's College of Business & Economics	Room 204
29	Men's College of Business & Economics	Room 206
30	Men's College of Business & Economics	Room 213
31	Men's College of Business & Economics	Room 214
32	Men's College of Business & Economics	Room 217
33	Men's College of Business & Economics	Room 218
34	Men's College of Business & Economics	Room 219
35	Men's College of Business & Economics	Room 220
36	Men's College of Business & Economics	Room 222
37	Men's College of Business & Economics	Room 225
38	Men's College of Business & Economics	Room 227
39	Men's College of Business & Economics	Room 229
40	Men's College of Business & Economics	Room 231
41	Men's College of Business & Economics	Room 235
42	Men's College of Business & Economics	Room 237
43	Men's College of Business & Economics	Room 239
44	Men's College of Business & Economics	Room 243
45	Men's College of Business & Economics	Room 249

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
46	Men's College of Business & Economics	Room 251
47	Men's College of Business & Economics	Room 253
48	Men's College of Business & Economics	Room 262
49	Men's College of Business & Economics	Room 263
50	Men's College of Business & Economics	Room 302
51	Men's College of Business & Economics	Room 307
52	Men's College of Business & Economics	Room 309
53	Men's College of Business & Economics	Room 311
54	Men's College of Business & Economics	Room 313
55	Men's College of Business & Economics	Room 317
56	Men's College of Business & Economics	Room 321
57	Men's College of Business & Economics	Room 327
58	Men's College of Business & Economics	Room 329
59	Men's College of Business & Economics	Room 332
60	Men's College of Business & Economics	Room 335
61	Men's College of Business & Economics	Room 337
62	Men's College of Business & Economics	Room 339
63	Men's College of Business & Economics	Room 341
64	Men's College of Business & Economics	Room 345
65	Men's College of Business & Economics	Room 347
66	Men's College of Business & Economics	Room 349
67	Men's College of Business & Economics	Room 351
68	Men's College of Business & Economics	Room 355
69	Men's College of Business & Economics	Room 359
70	Men's College of Business & Economics	Room 360
71	Men's Main Building	Room 101
72	Men's Main Building	Room 102
73	Men's Main Building	Room 103
74	Men's Main Building	Room 104
75	Men's Main Building	Room 106
76	Men's Main Building	Room 107
77	Men's Main Building	Room 108
78	Men's Main Building	Room 109
79	Men's Main Building	Room 111
80	Men's Main Building	Room 112
81	Men's Main Building	Room 113
82	Men's Main Building	Room 115
84	Men's Main Building	Room 116
85	Men's Main Building	Room 118
86	Men's Main Building	Room 119
87	Men's Main Building	Room 120
88	Men's Main Building	Room 121
89	Men's Main Building	Room 122
90	Men's Main Building	Room 124
91	Men's Main Building	Room 125

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
92	Men's Main Building	Room 126
93	Men's Main Building	Room 127
94	Men's Main Building	Room 128
95	Men's Main Building	Room 129
96	Men's Main Building	Room 138
97	Men's Main Building	Room 139
98	Men's Main Building	Room 140
99	Men's Main Building	Room 141
100	Men's Main Building	Room 142
101	Men's Main Building	Room 143
102	Men's Main Building	Room 144
103	Men's Main Building	Room 214
104	Men's Main Building	Room 225
105	Men's Main Building	Room 226
106	Men's Main Building	Room 227
107	Men's Main Building	Room 228
108	Men's Main Building	Room 230
109	Men's Main Building	Room 233
110	Men's Main Building	Room 238
111	Men's Foundation	Room 101
112	Men's Foundation	Room 102
113	Men's Foundation	Room 107
114	Men's Foundation	Room 119
115	Men's Foundation	Room 203
116	Men's Foundation	Room 205
117	Men's Foundation	Room 207
118	Men's Foundation	Room 209
119	Men's Foundation	Room 211
120	Men's Foundation	Room 213
121	Men's Foundation	Room 215
122	Men's Foundation	Room 219
123	Men's Foundation	Room 221
124	Men's Foundation	Room 223
125	Men's Foundation	Room 225
126	Men's Foundation	Room 303
127	Men's Foundation	Room 305
128	Men's Foundation	Room 306
129	Men's Foundation	Room 307
130	Men's Foundation	Room 308
131	Men's Foundation	Room 309
132	Men's Foundation	Room 310
133	Men's Foundation	Room 312
134	Men's Foundation	Room 313
135	Men's Foundation	Room 314
136	Men's Foundation	Room 317

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
137	Men's Foundation	Room 319
138	Men's Foundation	Room 323
139	Men's Foundation	Room 325
140	Men's Foundation	Room 326
141	Men's Foundation	Room 327
142	Men's Foundation	Room 328
143	Men's Foundation	Room 329
144	Men's Foundation	Room 330
145	Men's Foundation	Room 331
146	Men's Foundation	Room 332
147	Men's Foundation	Room 333
148	Men's Foundation	Room 334
149	Men's Foundation	Room 335
150	Men's Foundation	Room 336
151	Men's Foundation	Room 337
152	Men's Foundation	Room 339
153	Men's Foundation	Room 340
154	Men's Foundation	Room 341
155	Men's Foundation	Room 343
156	Men's Foundation	Room 345
157	University Administration	Room 101
158	University Administration	Room 102
159	University Administration	Room 103
160	University Administration	Room 105
161	University Administration	Room 111
162	University Administration	Room 113
163	University Administration	Room 114
164	University Administration	Room 115
165	University Administration	Room 119
166	University Administration	Room 123
167	University Administration	Room 124
168	University Administration	Room 125
169	University Administration	Room 126
170	University Administration	Room 127
171	University Administration	Room 129
172	University Administration	Room 131
173	University Administration	Room 135
174	University Administration	Room 202
175	University Administration	Room 203
176	University Administration	Room 206
177	University Administration	Room 207
178	University Administration	Room 209
179	University Administration	Room 210
180	University Administration	Room 211
181	University Administration	Room 213

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
182	University Administration	Room 214
183	University Administration	Room 215
184	University Administration	Room 216
185	University Administration	Room 217
186	University Administration	Room 218
187	University Administration	Room 221
188	University Administration	Room 222
189	University Administration	Room 224
190	University Administration	Room 226
191	University Administration	Room 227
192	University Administration	Room 229
193	University Administration	Room 304
194	University Administration	Room 305
195	University Administration	Room 306
196	University Administration	Room 307
197	University Administration	Room 308
198	University Administration	Room 310
199	University Administration	Room 311
200	University Administration	Room 312
201	University Administration	Room 313
202	University Administration	Room 314
203	University Administration	Room 316
204	University Administration	Room 317
205	University Administration	Room 318
206	University Administration	Room 319
207	University Administration	Room 320
208	University Administration	Room 323
209	University Administration	Room 324
210	University Administration	Room 325
211	University Administration	Room 326
212	University Administration	Room 335
213	University Administration	Room 336
214	University Administration	Room 337
215	University Administration	Room 338
216	University Administration	Room 339
217	University Administration	Room 340
218	University Administration	Room 342
219	University Administration	Room 343
220	University Administration	Room 344
221	University Administration	Room 346
222	University Administration	Room 347
223	University Administration	Room 348
224	University Administration	Room 349
225	University Administration	Near Room 328 (1)
226	University Administration	Near Room 328 (2)

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
227	University Administration	Near Room 328 (3)
228	University Administration	Near Room 328 (4)
229	University Administration	Near Room 328 (5)
230	Men's Activity Center	Room 101
231	Men's Activity Center	Room 102
232	Men's Activity Center	Room 105
233	Men's Activity Center	Room 106
234	Men's Activity Center	Room 107
235	Men's Activity Center	Room 113
236	Men's Activity Center	Room 118
237	Men's Activity Center	Room 119
238	Men's Activity Center	Room 120
239	Men's Activity Center	Room 121
240	Men's Activity Center	Room 204
241	Men's Activity Center	Room 205
242	Men's Activity Center	Room 206
243	Men's Activity Center	Room 207
244	Men's Activity Center	Room 211
245	Men's Activity Center	Room 213
246	Men's Activity Center	Room 220
247	Men's Activity Center	Room 221
248	Information Technology Services	Room 101
249	Information Technology Services	Room 104
250	Information Technology Services	Room 105
251	Information Technology Services	Room 106
252	Information Technology Services	Room 107
253	Information Technology Services	Room 108
254	Information Technology Services	Room 109
255	Information Technology Services	Room 110
256	Information Technology Services	Room 111
257	Information Technology Services	Room 112
258	Information Technology Services	Room 113
259	Information Technology Services	Room 115
260	Information Technology Services	Room 117
261	Information Technology Services	Room 206
262	Information Technology Services	Room 207
263	Information Technology Services	Room 208
264	Information Technology Services	Room 209
265	Information Technology Services	Room 211
266	Information Technology Services	Room 212
267	Information Technology Services	Room 213
268	Information Technology Services	Room 214
269	Information Technology Services	Room 216

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
270	Information Technology Services	Room 218
271	Information Technology Services	Room 219
272	Information Technology Services	Room 220
273	Information Technology Services	Room 221
274	Information Technology Services	Room 222
275	College of Education (AVA)	Room 104
276	College of Education (AVA)	Room 107
277	College of Education (AVA)	Room 108
278	College of Education (AVA)	Room 109
279	College of Education (AVA)	Room 110
280	College of Education (AVA)	Room 111
281	College of Education (AVA)	Room 115
282	College of Education (AVA)	Room 116
283	College of Education (AVA)	Room 118
284	College of Education (AVA)	Room 119
285	College of Education (AVA)	Room 120
286	College of Education (AVA)	Room 122
287	College of Education (AVA)	Room 123
288	College of Education (AVA)	Room 125
289	College of Education (AVA)	Room 126
290	College of Education (AVA)	Room 127
291	College of Education (AVA)	Room 128
292	College of Education (AVA)	Room 130
293	College of Education (AVA)	Room 131
294	College of Education (AVA)	Room 132
295	College of Education (AVA)	Room 133
296	College of Education (AVA)	Room 134
297	College of Education (AVA)	Room 135
298	College of Education (AVA)	Room 136
299	College of Education (AVA)	Room 137
300	College of Education (AVA)	Room 142
301	College of Education (AVA)	Room 148
302	College of Education (AVA)	Room 149
303	College of Education (AVA)	Room 150
304	College of Education (AVA)	Room 150-A
305	College of Education (AVA)	Room 151-A
306	College of Education (AVA)	Room 210
307	College of Education (AVA)	Room 213
308	College of Education (AVA)	Room 214
309	College of Education (AVA)	Room 215
310	College of Education (AVA)	Room 216
311	College of Education (AVA)	Room 217
312	College of Education (AVA)	Room 218
313	College of Education (AVA)	Room 220
314	College of Education (AVA)	Room 232

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
315	Engineering Annex	Room 102
316	Engineering Annex	Room 104
317	Engineering Annex	Room 105
318	Engineering Annex	Room 106
319	Engineering Annex	Room 107
320	Engineering Annex	Room 108
321	Engineering Annex	Room 109
322	Engineering Annex	Room 110
323	Engineering Annex	Room 114
324	Engineering Annex	Room 115
325	Engineering Annex	Room 204
326	Engineering Annex	Room 205
327	Engineering Annex	Room 206
328	Engineering Annex	Room 207
329	Engineering Annex	Room 208
330	Engineering Annex	Room 209
331	Engineering Annex	Room 210
332	Men's Library	Room 103
333	Men's Library	Room 107
334	Men's Library	Room 109
335	Men's Library	Room 116
336	Men's Library	Room 117
337	Men's Library	Room 118
338	Men's Library	Room 202
339	Men's Library	Room 205
340	Men's Library	Room 206
341	Men's Library	Room 207
342	College of Sciences (Men's) Corridor A	Room 102
343	College of Sciences (Men's) Corridor A	Room 105
344	College of Sciences (Men's) Corridor A	Room 106
345	College of Sciences (Men's) Corridor A	Room 107
346	College of Sciences (Men's) Corridor A	Room 110
347	College of Sciences (Men's) Corridor A	Room 111
348	College of Sciences (Men's) Corridor A	Room 112
349	College of Sciences (Men's) Corridor A	Room 113
350	College of Sciences (Men's) Corridor A	Room 202
351	College of Sciences (Men's) Corridor A	Room 203
352	College of Sciences (Men's) Corridor A	Room 205
353	College of Sciences (Men's) Corridor A	Room 207
354	College of Sciences (Men's) Corridor A	Room 208
355	College of Sciences (Men's) Corridor B	Room 101
356	College of Sciences (Men's) Corridor B	Room 102
357	College of Sciences (Men's) Corridor B	Room 103
358	College of Sciences (Men's) Corridor B	Room 105

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
359	College of Sciences (Men's) Corridor B	Room 109
360	College of Sciences (Men's) Corridor B	Room 110
361	College of Sciences (Men's) Corridor B	Room 111
362	College of Sciences (Men's) Corridor B	Room 121
363	College of Sciences (Men's) Corridor B	Room 124
364	College of Sciences (Men's) Corridor B	Room 127
365	College of Sciences (Men's) Corridor B	Room 203
366	College of Sciences (Men's) Corridor B	Room 204
367	College of Sciences (Men's) Corridor B	Room 205
368	College of Sciences (Men's) Corridor B	Room 207
369	College of Sciences (Men's) Corridor B	Room 208
370	College of Sciences (Men's) Corridor B	Room 211
371	College of Sciences (Men's) Corridor B	Room 212
372	College of Sciences (Men's) Corridor B	Room 216
373	College of Sciences (Men's) Corridor B	Room 217
374	College of Sciences (Men's) Corridor B	Room 219
375	College of Sciences (Men's) Corridor B	Room 222
376	College of Sciences (Men's) Corridor B	Room 223
377	College of Sciences (Men's) Corridor C	Room 111
378	College of Sciences (Men's) Corridor C	Room 103
379	College of Sciences (Men's) Corridor C	Room 107
380	College of Sciences (Men's) Corridor C	Room 108
381	College of Sciences (Men's) Corridor C	Room 109
382	College of Sciences (Men's) Corridor C	Room 113
384	College of Sciences (Men's) Corridor C	Room 117
385	College of Sciences (Men's) Corridor C	Room 118
386	College of Sciences (Men's) Corridor C	Room 124
387	College of Sciences (Men's) Corridor C	Room 125
388	College of Sciences (Men's) Corridor C	Room 126
389	College of Sciences (Men's) Corridor C	Room 127
390	College of Sciences (Men's) Corridor C	Room 204
391	College of Sciences (Men's) Corridor C	Room 207
392	College of Sciences (Men's) Corridor C	Room 210
393	College of Sciences (Men's) Corridor C	Room 211
394	College of Sciences (Men's) Corridor C	Room 215
395	College of Sciences (Men's) Corridor C	Room 216
396	College of Sciences (Men's) Corridor C	Room 218
397	College of Sciences (Men's) Corridor C	Room 219
398	College of Sciences (Men's) Corridor C	Room 220
399	College of Sciences (Men's) Corridor C	Room 221
400	College of Sciences (Men's) Corridor D	Room 101
401	College of Sciences (Men's) Corridor D	Room 102
402	College of Sciences (Men's) Corridor D	Room 110
403	College of Sciences (Men's) Corridor D	Room 111

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
404	College of Sciences (Men's) Corridor D	Room 120
405	College of Sciences (Men's) Corridor D	Room 127
406	College of Sciences (Men's) Corridor D	Room 203
407	College of Sciences (Men's) Corridor D	Room 204
408	College of Sciences (Men's) Corridor D	Room 210
409	College of Sciences (Men's) Corridor D	Room 212
410	College of Sciences (Men's) Corridor D	Room 213
411	College of Sciences (Men's) Corridor D	Room 216
412	College of Sciences (Men's) Corridor D	Room 217
413	College of Sciences (Men's) Corridor D	Room 219
414	College of Sciences (Men's) Corridor E	Room 102
415	College of Sciences (Men's) Corridor E	Room 105
416	College of Sciences (Men's) Corridor E	Room 108
417	College of Sciences (Men's) Corridor E	Room 109
418	College of Sciences (Men's) Corridor E	Room 121
419	College of Sciences (Men's) Corridor E	Room 122
420	College of Sciences (Men's) Corridor E	Room 123
421	College of Sciences (Men's) Corridor E	Room 124
422	College of Sciences (Men's) Corridor E	Room 125
423	College of Sciences (Men's) Corridor E	Room 203
424	College of Sciences (Men's) Corridor E	Room 204
425	College of Sciences (Men's) Corridor E	Room 207
426	College of Sciences (Men's) Corridor E	Room 211
427	College of Sciences (Men's) Corridor E	Room 212
428	College of Sciences (Men's) Corridor E	Room 213
430	College of Sciences (Men's) Corridor E	Room 215
431	College of Sciences (Men's) Corridor E	Room 216
432	College of Sciences (Men's) Corridor E	Room 219
434	College of Sciences (Men's) Corridor E	Room 225
435	College of Sciences (Men's) Corridor E	Room 226
436	College of Sciences (Men's) Corridor F	Room 104
437	College of Sciences (Men's) Corridor F	Room 112
438	College of Sciences (Men's) Corridor F	Room 113
439	College of Sciences (Men's) Corridor F	Room 119
440	College of Sciences (Men's) Corridor F	Room 120
441	College of Sciences (Men's) Corridor F	Room 123
442	College of Sciences (Men's) Corridor F	Room 126
443	College of Sciences (Men's) Corridor F	Room 202
444	College of Sciences (Men's) Corridor F	Room 205
445	College of Sciences (Men's) Corridor F	Room 208
446	College of Sciences (Men's) Corridor F	Room 209
447	College of Sciences (Men's) Corridor F	Room 210
448	College of Sciences (Men's) Corridor F	Room 213
449	College of Sciences (Men's) Corridor F	Room 214
450	College of Sciences (Men's) Corridor F	Room 218

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
451	College of Sciences (Men's) Corridor F	Room 219
452	College of Sciences (Men's) Corridor F	Room 221
453	College of Sciences (Men's) Corridor G	Room 118
454	College of Sciences (Men's) Corridor G	Room 121
455	College of Sciences (Men's) Corridor G	Room 203
456	College of Sciences (Men's) Corridor G	Room 205
457	College of Sciences (Men's) Corridor G	Room 208
458	College of Sciences (Men's) Corridor G	Room 215
459	College of Sciences (Men's) Corridor G	Room 216
460	College of Sciences (Men's) Corridor G	Room 220
461	College of Sciences (Men's) Corridor G	Room 221
462	College of Sciences (Men's) Corridor G	Room 222
463	College of Sciences (Men's) Corridor H	Room 111
464	College of Sciences (Men's) Corridor H	Room 112
465	College of Sciences (Men's) Corridor H	Room 114
466	College of Sciences (Men's) Corridor H	Room 115
467	College of Sciences (Men's) Corridor H	Room 116
468	College of Sciences (Men's) Corridor H	Room 203
469	College of Sciences (Men's) Corridor H	Room 204
470	College of Sciences (Men's) Corridor H	Room 205
471	College of Sciences (Men's) Corridor H	Room 206
472	College of Sciences (Men's) Corridor H	Room 207
473	College of Sciences (Men's) Corridor H	Room 217
474	College of Sciences (Men's) Corridor H	Room 218
475	College of Sciences (Men's) Corridor H	Room 224
476	College of Sciences (Men's) Corridor H	Room 225
477	College of Sciences (Men's) Corridor I	Room 101
478	College of Sciences (Men's) Corridor I	Room 106
479	College of Sciences (Men's) Corridor I	Room 107
480	College of Sciences (Men's) Corridor I	Room 202
481	College of Sciences (Men's) Corridor I	Room 204
482	College of Sciences (Men's) Corridor I	Room 205
483	College of Sciences (Men's) Corridor I	Room 206
484	College of Sciences (Men's) Corridor I	Room 211
485	College of Sciences (Men's) Corridor I	Room 215
486	College of Sciences (Men's) Corridor I	Room 220
487	College of Sciences (Men's) Corridor I	Room 221
488	College of Sciences (Men's) Corridor I	Room 222
489	College of Sciences (Men's) Corridor I	Room 223
490	College of Sciences (Men's) Corridor J	Room 101
491	College of Sciences (Men's) Corridor J	Room 102
492	College of Sciences (Men's) Corridor J	Room 103
493	College of Sciences (Men's) Corridor J	Room 209
494	Women's Science College A	Room 101
495	Women's Science College A	Room 102

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
496	Women's Science College A	Room 103
497	Women's Science College A	Room 106
498	Women's Science College A	Room 115
499	Women's Science College A	Room 122
500	Women's Science College A	Room 202
501	Women's Science College A	Room 203
502	Women's Science College A	Room 204
503	Women's Science College A	Room 205
504	Women's Science College A	Room 206
505	Women's Science College A	Room 207
506	Women's Science College A	Room 214
507	Women's Science College A	Room 217
508	Women's Science College A	Room 222
509	Women's Science College A	Room 226
510	Women's Science College B	Room 104
511	Women's Science College B	Room 108
512	Women's Science College B	Room 111
513	Women's Science College B	Room 112
514	Women's Science College B	Room 118
515	Women's Science College B	Room 120
516	Women's Science College B	Room 121
517	Women's Science College B	Room 204
518	Women's Science College B	Room 205
519	Women's Science College B	Room 206
520	Women's Science College B	Room 207
521	Women's Science College B	Room 208
522	Women's Science College B	Room 209
523	Women's Science College B	Room 210
524	Women's Science College B	Room 211
525	Women's Science College B	Room 212
526	Women's Science College B	Room 213
527	Women's Science College B	Room 214
528	Women's Science College B	Room 215
529	Women's Science College B	Room 216
530	Women's Science College B	Room 217
531	Women's Science College B	Room 218
532	Women's Science College B	Room 219
534	Women's Science College B	Room 220
535	Women's Science College B	Room 221
536	Women's Science College B	Room 222
537	Women's Science College C	Room 104
538	Women's Science College C	Room 108
539	Women's Science College C	Room 110
540	Women's Science College C	Room 111
541	Women's Science College C	Room 112

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
542	Women's Science College C	Room 113
543	Women's Science College C	Room 115
544	Women's Science College C	Room 116
545	Women's Science College C	Room 117
546	Women's Science College C	Room 119
547	Women's Science College C	Room 120
548	Women's Science College C	Room 121
549	Women's Science College C	Room 122
550	Women's Science College C	Room 124
551	Women's Science College C	Room 125
552	Women's Science College C	Room 128
553	Women's Science College C	Room 129
554	Women's Science College C	Room 131
555	Women's Science College C	Room 132
556	Women's Science College C	Room 135
557	Women's Science College C	Room 136
558	Women's Science College C	Room 140
559	Women's Science College C	Room 141
560	Women's Science College C	Room 147
561	Women's Science College C	Room 148
562	Women's Science College C	Room 154
563	Women's Science College C	Room 155
564	Women's Science College C	Room 156
565	Women's Science College C	Room 157
566	Women's Science College C	Room 158
567	Women's Science College C	Room 202
568	Women's Science College C	Room 203
569	Women's Science College C	Room 209
570	Women's Science College D	Room 106
571	Women's Science College D	Room 110
572	Women's Science College D	Room 119
573	Women's Science College D	Room 121
574	Women's Science College D	Room 204
575	Women's Science College D	Room 207
576	Women's Science College D	Room 208
577	Women's Science College D	Room 209
578	Women's Science College E	Room 105
579	Women's Science College E	Room 106
580	Women's Science College E	Room 107
581	Women's Science College E	Room 108
582	Women's Science College E	Room 111
583	Women's Science College E	Room 112
584	Women's Science College E	Room 113
585	Women's Science College E	Room 115
586	Women's Science College E	Room 117

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
587	Women's Science College E	Room 118
588	Women's Science College E	Room 119
589	Women's Science College E	Room 120
590	Women's Science College E	Room 121
591	Women's Science College E	Room 122
592	Women's Science College E	Room 123
593	Women's Science College E	Room 125
594	Women's Science College E	Room 126
595	Women's Science College E	Room 211
596	Women's Science College E	Room 212
597	Women's Science College E	Room 215
598	Women's Science College E	Room 216
599	Women's Science College E	Room 217
600	Women's Science College E	Room 218
601	Women's Science College E	Room 219
602	Women's Science College E	Room 220
603	Women's Science College E	Room 221
604	Women's Science College E	Room 222
605	Women's Science College E	Room 224
606	Women's Science College E	Room 225
607	Women's Science College E	Room 226
608	Women's Science College E	Room 227
609	Women's Science College E	Room 228
610	Women's Science College E	Room 229
611	Women's Science College E	Room 230
612	Women's Science College E	Room 231
613	Women's Science College E	Room 232
614	Women's Science College E	Room 233
615	Women's Science College F	Room 101
616	Women's Science College F	Room 104
617	Women's Science College F	Room 106
618	Women's Science College F	Room 107
619	Women's Science College F	Room 203
620	Women's Science College F	Room 205
621	Women's Science College F	Room 208
622	Exhibition Hall	Room 103
623	Exhibition Hall	Room 104
624	Exhibition Hall	Room 106
625	Exhibition Hall	Room 107
626	Exhibition Hall	Room 201
627	Exhibition Hall	Room 201
628	Women's Library	Room 01
629	Women's Library	Room 08
630	Women's Library	Room 14
631	Women's Library	Room 18

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
632	Women's Library	Room 204
633	Women's Library	Room 206
634	Women's Library	Room 210
635	Women's Library	Room 212
636	Women's Library	Room 213
637	Women's Library	Room 216
638	Women's Library	Room 217
639	Women's Library	Room 218
640	Women's Library	Room 301
641	Women's Library	Room 303
642	Women's Library	Room 304
643	Women's Library	Room 305
644	Women's Library	Room 306
645	Women's Library	Room 307
646	Main Women's Building (Old Registration)	Room 159
647	Main Women's Building (Old Registration)	Room 161
648	Main Women's Building (Old Registration)	Room 162
649	Main Women's Building (Old Registration)	Room 163
650	Main Women's Building (Old Registration)	Room 164
651	Main Women's Building (Old Registration)	Room 166
652	Main Women's Building (Old Registration)	Room 167
653	Main Women's Building (Old Registration)	Room 168
654	Main Women's Building (Old Registration)	Room 255
655	Main Women's Building (Old Registration)	Room 256
656	Main Women's Building (Old Registration)	Room 258
657	Main Women's Building (Old Registration)	Room 259
658	Main Women's Building (Old Registration)	Room 260
659	Women's Activity Center	Room 101
660	Women's Activity Center	Room 102
661	Women's Activity Center	Room 103
662	Women's Activity Center	Room 104
663	Women's Activity Center	Room 105
664	Women's Activity Center	Room 106
665	Women's Activity Center	Room 113
666	Women's Activity Center	Room 114
667	Women's Activity Center	Room 117
668	Women's Activity Center	Room 119
669	Women's Activity Center	Room 120
670	Women's Activity Center	Room 121
671	Women's Activity Center	Room 132
672	Women's Activity Center	Room 204
673	Women's Activity Center	Room 205
674	Women's Activity Center	Room 206
675	Women's Activity Center	Room 207
676	Women's Activity Center	Room 208

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
677	Women's Activity Center	Room 222
678	Women's Activity Center	Room 223
679	Women's Activity Center	Room 224
680	Women's Activity Center	Room 225
681	Women's Activity Center	Room 226
682	Women's Medical Clinic	Room 101
683	Women's Medical Clinic	Room 102
684	Women's Medical Clinic	Room 103
685	Women's Medical Clinic	Room 106
686	Women's Medical Clinic	Room 107
687	Environmental Studies Center	Room 01
688	Environmental Studies Center	Room 02
689	Environmental Studies Center	Room 03
690	Environmental Studies Center	Room 04
691	Environmental Studies Center	Room 05
692	Environmental Studies Center	Room 06
693	Environmental Studies Center	Room 07
694	Environmental Studies Center	Room 08
695	Environmental Studies Center	Room 09-A
696	Environmental Studies Center	Room 09-B
697	Environmental Studies Center	Room 10
698	Environmental Studies Center	Room 11
699	Environmental Studies Center	Room 12
700	Environmental Studies Center	Room 13
701	Environmental Studies Center	Room 14
702	Environmental Studies Center	Room 15
703	Environmental Studies Center	Room 16
704	Women's Sports Center	Room 201
705	Women's Sports Center	Room 202
706	Women's Sports Center	Room 304
707	Women's Sports Center	Room 305
708	AL BIDA	Room 105
709	AL BIDA	Room 207
710	AL BIDA	Room 208
711	AL BIDA	Room 209
712	Women's Foundation	Room 101
713	Women's Foundation	Room 102
714	Women's Foundation	Room 109
715	Women's Foundation	Room 110
716	Women's Foundation	Room 111
717	Women's Foundation	Room 112
718	Women's Foundation	Room 113
719	Women's Foundation	Room 114
720	Women's Foundation	Room 115
721	Women's Foundation	Room 116

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
722	Women's Foundation	Room 117
723	Women's Foundation	Room 118
724	Women's Foundation	Room 119
725	Women's Foundation	Room 120
726	Women's Foundation	Room 133
727	Women's Foundation	Room 134
728	Women's Foundation	Room 201
729	Women's Foundation	Room 202
730	Women's Foundation	Room 203
731	Women's Foundation	Room 204
732	Women's Foundation	Room 205
733	Women's Foundation	Room 206
734	Women's Foundation	Room 207
735	Women's Foundation	Room 207
736	Women's Foundation	Room 208
737	Women's Foundation	Room 209
738	Women's Foundation	Room 210
739	Women's Foundation	Room 211
740	Women's Foundation	Room 214
741	Women's Foundation	Room 215
742	Women's Foundation	Room 216
743	Women's Foundation	Room 217
744	Women's Foundation	Room 218
745	Women's Foundation	Room 219
746	Women's Foundation	Room 220
747	Women's Foundation	Room 221
748	Women's Foundation	Room 222
749	Women's Foundation	Room 223
750	Women's Foundation	Room 224
751	Women's Foundation	Room 225
752	Women's Foundation	Room 226
753	Women's Foundation	Room 238
754	Women's Foundation	Room 239
755	Women's Foundation	Room 240
756	Women's Foundation	Room 241
757	Women's Foundation	Room 242
758	Women's Foundation	Room 301
759	Women's Foundation	Room 302
760	Women's Foundation	Room 303
761	Women's Foundation	Room 304
762	Women's Foundation	Room 305
763	Women's Foundation	Room 306
764	Women's Foundation	Room 307
765	Women's Foundation	Room 308
766	Women's Foundation	Room 309

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
767	Women's Foundation	Room 310
768	Women's Foundation	Room 311
769	Women's Foundation	Room 314
770	Women's Foundation	Room 315
771	Women's Foundation	Room 316
772	Women's Foundation	Room 317
773	Women's Foundation	Room 318
774	Women's Foundation	Room 310
775	Women's Foundation	Room 314
776	Women's Foundation	Room 315
777	Women's Foundation	Room 316
778	Women's Foundation	Room 317
779	Women's Foundation	Room 318
780	Women's Foundation	Room 319
781	Women's Foundation	Room 320
782	Women's Foundation	Room 321
783	Women's Foundation	Room 322
784	Women's Foundation	Room 323
785	Women's Foundation	Room 324
786	Women's Foundation	Room 325
787	Women's Foundation	Room 326
788	Women's Foundation	Room 333
789	Women's Foundation	Room 334
790	Women's Foundation	Room 335
791	Women's Foundation	Room 339
792	Women's Foundation	Room 340
793	Women's Foundation	Room 341
794	Women's Foundation	Room 342
795	College of Sharia & Islamic Studies	Room 104
796	College of Sharia & Islamic Studies	Room 106
797	College of Sharia & Islamic Studies	Room 111
798	College of Sharia & Islamic Studies	Room 113
799	College of Sharia & Islamic Studies	Room 115
800	College of Sharia & Islamic Studies	Room 117
801	College of Sharia & Islamic Studies	Room 118
802	College of Sharia & Islamic Studies	Room 119
803	College of Sharia & Islamic Studies	Room 120
804	College of Sharia & Islamic Studies	Room 121
805	College of Sharia & Islamic Studies	Room 122
806	College of Sharia & Islamic Studies	Room 123
807	College of Sharia & Islamic Studies	Room 125
809	College of Sharia & Islamic Studies	Room 127
810	College of Sharia & Islamic Studies	Room 129
811	College of Sharia & Islamic Studies	Room 131
812	College of Sharia & Islamic Studies	Room 133

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
813	College of Sharia & Islamic Studies	Room 135
814	College of Sharia & Islamic Studies	Room 137
815	College of Sharia & Islamic Studies	Room 139
816	College of Sharia & Islamic Studies	Room 141
817	College of Sharia & Islamic Studies	Room 143
818	College of Sharia & Islamic Studies	Room 151
819	College of Sharia & Islamic Studies	Room 153
820	College of Sharia & Islamic Studies	Room 204
821	College of Sharia & Islamic Studies	Room 206
822	College of Sharia & Islamic Studies	Room 213
823	College of Sharia & Islamic Studies	Room 215
824	College of Sharia & Islamic Studies	Room 216
825	College of Sharia & Islamic Studies	Room 217
826	College of Sharia & Islamic Studies	Room 218
827	College of Sharia & Islamic Studies	Room 219
828	College of Sharia & Islamic Studies	Room 220
829	College of Sharia & Islamic Studies	Room 221
830	College of Sharia & Islamic Studies	Room 225
831	College of Sharia & Islamic Studies	Room 227
832	College of Sharia & Islamic Studies	Room 229
833	College of Sharia & Islamic Studies	Room 231
834	College of Sharia & Islamic Studies	Room 233
835	College of Sharia & Islamic Studies	Room 235
836	College of Sharia & Islamic Studies	Room 237
837	College of Sharia & Islamic Studies	Room 241
838	College of Sharia & Islamic Studies	Room 243
839	College of Sharia & Islamic Studies	Room 245
840	College of Sharia & Islamic Studies	Room 253
841	College of Sharia & Islamic Studies	Room 302
842	College of Sharia & Islamic Studies	Room 307
843	College of Sharia & Islamic Studies	Room 309
844	College of Sharia & Islamic Studies	Room 311
845	College of Sharia & Islamic Studies	Room 313
846	College of Sharia & Islamic Studies	Room 317
847	College of Sharia & Islamic Studies	Room 319
848	College of Sharia & Islamic Studies	Room 321
849	College of Sharia & Islamic Studies	Room 327
850	College of Sharia & Islamic Studies	Room 329
851	College of Sharia & Islamic Studies	Room 331
852	Admission & Registration	Room 104
853	Admission & Registration	Room 108
854	Admission & Registration	Room 113
855	Admission & Registration	Room 114
856	Admission & Registration	Room 201

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
857	Admission & Registration	Room 202
858	Admission & Registration	Room 203
859	Admission & Registration	Room 204
860	Admission & Registration	Room 207
861	Admission & Registration	Room 209
862	Admission & Registration	Room 210
863	Admission & Registration	Room 212
864	Admission & Registration	Room 215
865	Admission & Registration	Room 216
866	Admission & Registration	Room 217
867	Admission & Registration	Room 218
868	Admission & Registration	Room 220
869	Admission & Registration	Room 221
870	Admission & Registration	Room 222
871	Admission & Registration	Room 223
872	Admission & Registration	Room 224
873	Admission & Registration	Room 225
875	Admission & Registration	Room 226
876	Admission & Registration	Room 229
877	Admission & Registration	Room 230
878	Admission & Registration	Room 231
879	Admission & Registration	Room 236
880	Admission & Registration	Room 238
881	Admission & Registration	Room 239
882	Admission & Registration	Room 240
883	Admission & Registration	Room 241
884	Admission & Registration	Room 242
885	Admission & Registration	Room 244
886	Admission & Registration	Room 245
887	Admission & Registration	Room 246
888	Central Store	Room 102
889	Central Store	Room 106
890	Central Store	Room 107
891	Maintenance Store	Room 101
892	Maintenance Store	Room 102
893	Maintenance Store	Room 103
894	Islamic Research Center	Room 101
895	Islamic Research Center	Room 103
896	Islamic Research Center	Room 105
897	Islamic Research Center	Room 110
898	Islamic Research Center	Room 111
899	Islamic Research Center	Room 115
900	Islamic Research Center	Room 116
901	Islamic Research Center	Room 117
902	Material Technology Unit	Room 102

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
903	Material Technology Unit	Room 103
904	Material Technology Unit	Room 108
905	Material Technology Unit	Room 113
906	Material Technology Unit	Room 115
907	Material Technology Unit	Room 119
908	Book Store	Room 101
909	Book Store	Room 103
1000	Book Store	Room 106
1001	Chemical Store	Room 101
1002	Police Office (Gate 1)	Room 01
1003	Police Office (Gate 1)	Room 02
1004	Security Office (Gate no. 2)	Room 101
1005	Security Office (Gate no. 2)	Room 102
1006	Security Office (Gate no. 2)	Room 103
1007	Security Office (Gate no. 2)	Room 104
1008	Security Office (Gate no. 2)	Room 105
1009	Security Office (Gate no. 2)	Room 108
1010	Security Office (Gate no. 2)	Room 109
1011	General Service Section	Room 01
1012	General Service Section	Room 04
1013	General Service Section	Room 05
1014	General Service Section	Room 06
1015	General Service Section	Room 08
1016	General Service Section	Room 09
1017	General Service Section	Room 10
1018	General Service Section	Room 11
1019	General Service Section	Room 103
1020	General Service Section	Room 104
1021	General Service Section	Room 106
1022	General Service Section	Room 108
1023	General Service Section	Room 120
1024	General Service Section	Room 121
1025	General Service Section (no number)	Room 1
1026	General Service Section (no number)	Room 2
1027	General Service Section (no number)	Room 3
1028	General Service Section (no number)	Room 4
1029	Women's Carpark Arena	Room near fire panel board
1030	Business Operations Department	Room 101
1031	Business Operations Department	Room 102
1032	Business Operations Department	Room 105
1033	Business Operations Department	Room 107
1034	Business Operations Department	Room 108
1035	Business Operations Department	Room 109
1036	Business Operations Department	Room 114

APPENDIX 2
Inventory of Offices/ Building

Item	Name of Building	Office Room No.
1037	Business Operations Department	Room 115
1038	Business Operations Department	Room 117
1039	Business Operations Department	Room 118
1040	Business Operations Department	Room 119
1041	Business Operations Department	Room 120
1042	Business Operations Department	Room 121
1043	Business Operations Department	Room 122
1044	Business Operations Department	Room 123
1045	Business Operations Department	Room 128
1046	Business Operations Department	Room 131
1047	Business Operations Department	Room 208
1048	Business Operations Department	Room 211
1049	Business Operations Department	Room 212
1050	Business Operations Department	Room 213
1051	Business Operations Department	Room 214
1052	Business Operations Department	Room 215
1053	Business Operations Department	Room 216
1054	Business Operations Department	Room 220
1055	Business Operations Department	Room 222
1056	Business Operations Department	Room 225
1057	Business Operations Department	Room 227
1058	Business Operations Department	Room 228
1059	BOD Portacabin	Room 101
1060	BOD Portacabin	Room 102
1061	BOD Portacabin	Room 103
1062	BOD Portacabin	Room 106
1063	BOD Portacabin	Room 112
1064	BOD Portacabin	Room 113
1065	BOD Portacabin	Room 114
1066	BOD Portacabin	Room 116
1067	BOD Portacabin	Room 118
1068	BOD Portacabin	Room 123
1069	BOD Portacabin	Room 124
1070	BOD Portacabin	Room 125
1071	Engineering Workshop	Room 105

APPENDIX 3
Inventory of Classrooms/ Building

Item	Name of Building	Classroom No.
1	Arena Pavilion Complex	Room 115
2	Men's College of Business & Economics	Room 101
3	Men's College of Business & Economics	Room 102
4	Men's College of Business & Economics	Room 109
5	Men's College of Business & Economics	Room 112
6	Men's College of Business & Economics	Room 151
7	Men's College of Business & Economics	Room 153
8	Men's College of Business & Economics	Room 201
9	Men's College of Business & Economics	Room 202
10	Men's College of Business & Economics	Room 209
11	Men's College of Business & Economics	Room 212
12	Men's College of Business & Economics	Room 255
13	Men's College of Business & Economics	Room 257
14	Men's College of Business & Economics	Room 259
15	Men's College of Business & Economics	Room 303
16	Men's Main Building	Room 105
17	Men's Main Building	Room 117
18	Men's Main Building	Room 123
19	Men's Main Building	Room 135
20	Men's Main Building	Room 145
21	Men's Main Building	Room 203
22	Men's Main Building	Room 204
23	Men's Main Building	Room 205
24	Men's Main Building	Room 206
25	Men's Main Building	Room 207
26	Men's Main Building	Room 208
27	Men's Main Building	Room 209
28	Men's Main Building	Room 210
29	Men's Main Building	Room 211
30	Men's Main Building	Room 212
31	Men's Main Building	Room 213
32	Men's Main Building	Room 216
33	Men's Main Building	Room 219
34	Men's Main Building	Room 220
35	Men's Main Building	Room 221
36	Men's Main Building	Room 222
37	Men's Main Building	Room 231
38	Men's Main Building	Room 232
39	Men's Main Building	Room 234
40	Men's Main Building	Room 235
41	Men's Main Building	Room 236
42	Men's Main Building	Room 237
43	College of Education (AVA)	Room 113

APPENDIX 3
Inventory of Classrooms/ Building

Item	Name of Building	Classroom No.
44	College of Education (AVA)	Room 140
45	College of Education (AVA)	Room 141
46	College of Education (AVA)	Room 145
47	College of Education (AVA)	Room 201
48	College of Education (AVA)	Room 202
49	College of Education (AVA)	Room 203
50	College of Education (AVA)	Room 208
51	College of Education (AVA)	Room 211
52	College of Education (AVA)	Room 219
53	College of Education (AVA)	Room 227
54	College of Education (AVA)	Room 229
55	College of Education (AVA)	Room 230
56	College of Sciences (Men's) Corridor A	Room 201
57	College of Sciences (Men's) Corridor B	Room 106
58	College of Sciences (Men's) Corridor B	Room 111
59	College of Sciences (Men's) Corridor B	Room 125
60	College of Sciences (Men's) Corridor B	Room 209
61	College of Sciences (Men's) Corridor C	Room 128
62	College of Sciences (Men's) Corridor C	Room 201
63	College of Sciences (Men's) Corridor C	Room 213
64	College of Sciences (Men's) Corridor D	Room 117
65	College of Sciences (Men's) Corridor D	Room 125
66	College of Sciences (Men's) Corridor D	Room 126
67	College of Sciences (Men's) Corridor D	Room 222
68	College of Sciences (Men's) Corridor D	Room 223
69	College of Sciences (Men's) Corridor E	Room 112
70	College of Sciences (Men's) Corridor E	Room 113
71	College of Sciences (Men's) Corridor E	Room 201
72	College of Sciences (Men's) Corridor E	Room 224
73	College of Sciences (Men's) Corridor F	Room 116
74	College of Sciences (Men's) Corridor F	Room 117
75	College of Sciences (Men's) Corridor F	Room 201
76	College of Sciences (Men's) Corridor F	Room 224
77	College of Sciences (Men's) Corridor G	Room 122
78	College of Sciences (Men's) Corridor G	Room 209
79	College of Sciences (Men's) Corridor H	Room 201
80	College of Sciences (Men's) Corridor H	Room 210
81	College of Sciences (Men's) Corridor H	Room 214
82	College of Sciences (Men's) Corridor I	Room 110
83	College of Sciences (Men's) Corridor I	Room 209
84	College of Sciences (Men's) Corridor I	Room 210
85	College of Sciences (Men's) Corridor I	Room 212
86	College of Sciences (Men's) Corridor J	Room 104
87	College of Sciences (Men's) Corridor J	Room 105

APPENDIX 3
Inventory of Classrooms/ Building

Item	Name of Building	Classroom No.
88	College of Sciences (Men's) Corridor J	Room 207
89	Women's Science College A	Room 212
90	Women's Science College A	Room 213
91	Women's Science College A	Room 225
92	Women's Science College B	Room 225
93	Women's Science College B	Room 226
94	Women's Science College B	Room 227
95	Women's Science College B	Room 228
96	Women's Science College B	Room 229
97	Women's Science College B	Room 230
98	Women's Science College B	Room 231
99	Women's Science College C	Room 102
100	Women's Science College C	Room 105
101	Women's Science College C	Room 133
102	Women's Science College C	Room 134
103	Women's Science College C	Room 137
104	Women's Science College C	Room 138
105	Women's Science College C	Room 145
106	Women's Science College C	Room 146
107	Women's Science College C	Room 149
108	Women's Science College C	Room 153
109	Women's Science College C	Room 201
110	Women's Science College C	Room 204
111	Women's Science College C	Room 205
112	Women's Science College C	Room 206
113	Women's Science College C	Room 207
114	Women's Science College C	Room 208
115	Women's Science College C	Room 211
116	Women's Science College C	Room 212
117	Women's Science College C	Room 213
118	Women's Science College C	Room 215
119	Women's Science College C	Room 216
120	Women's Science College C	Room 217
121	Women's Science College C	Room 218
123	Women's Science College C	Room 219
124	Women's Science College C	Room 220
125	Women's Science College C	Room 221
126	Women's Science College C	Room 222
127	Women's Science College C	Room 223
128	Women's Science College C	Room 224
129	Women's Science College C	Room 225
130	Women's Science College C	Room 226
131	Women's Science College C	Room 227
132	Women's Science College C	Room 229

APPENDIX 3
Inventory of Classrooms/ Building

Item	Name of Building	Classroom No.
133	Women's Science College C	Room 230
134	Women's Science College C	Room 231
135	Women's Science College C	Room 233
136	Women's Science College D	Room 201
137	Women's Science College D	Room 210
138	Women's Science College D	Room 211
139	Women's Science College D	Room 212
140	Women's Science College D	Room 214
141	Women's Science College D	Room 215
142	Women's Science College D	Room 216
143	Women's Science College D	Room 217
144	Women's Science College D	Room 218
145	Women's Science College E	Room 101
146	Women's Science College E	Room 102
147	Women's Science College E	Room 103
148	Women's Science College E	Room 104
149	Women's Science College E	Room 201
150	Women's Science College E	Room 202
151	Women's Science College E	Room 203
152	Women's Science College E	Room 204
153	Women's Science College E	Room 205
154	Women's Science College E	Room 206
155	Women's Science College E	Room 207
156	Women's Science College E	Room 209
157	Women's Science College E	Room 235
158	Women's Science College E	Room 201
159	Women's Science College E	Room 202
160	Women's Activity Center	Room 111
161	Women's Activity Center	Room 227
162	Women's Activity Center	Room 306
163	Women's Activity Center	Room 307
164	Women's Activity Center	Room 308
165	AL BIDA	Room 116
166	AL BIDA	Room 202
167	AL BIDA	Room 203
168	AL BIDA	Room 204
169	AL BIDA	Room 205
170	AL BIDA	Room 206
171	AL BIDA	Room 216
172	AL BIDA	Room 217
173	AL BIDA	Room 218
174	AL BIDA	Room 219
175	AL BIDA	Room 220
176	AL BIDA	Room 221

APPENDIX 3
Inventory of Classrooms/ Building

Item	Name of Building	Classroom No.
177	Women's Foundation	Room 103
178	Women's Foundation	Room 104
179	Women's Foundation	Room 227
180	Women's Foundation	Room 228
181	Women's Foundation	Room 327
182	Women's Foundation	Room 328
183	Women's Foundation	Room 337
184	Women's Foundation	Room 338
185	College of Sharia & Islamic Studies	101
186	College of Sharia & Islamic Studies	102
187	College of Sharia & Islamic Studies	Room 109
188	College of Sharia & Islamic Studies	Room 112
189	College of Sharia & Islamic Studies	Room 147
190	College of Sharia & Islamic Studies	Room 201
191	College of Sharia & Islamic Studies	Room 202
192	College of Sharia & Islamic Studies	Room 210
193	College of Sharia & Islamic Studies	Room 247
194	College of Sharia & Islamic Studies	Room 249
195	College of Sharia & Islamic Studies	Room 251
196	College of Sharia & Islamic Studies	Room 303
197	College of Sharia & Islamic Studies	Room 333
198	College of Sharia & Islamic Studies	Room 335
199	College of Sharia & Islamic Studies	Room 339
200	College of Sharia & Islamic Studies	Room 341
201	College of Sharia & Islamic Studies	Room 343
202	Material Technology Unit	Room 114
203	Material Technology Unit	Room 106

Appendix 4
Hazard Assessment Matrix

HAZARD ASSESSMENT MATRIX

HEALTH AND SAFETY RISK					
POINTS FACTORS	1	2	3	4	5
PROBABILITY OF OCCURRENCE (P) (likelihood of occurrence/recurrence)	Practically impossible	Possible but unlikely	Possible (Could occur, heard of happening)	Very probable (Has happened in the past)	Will happen (known to common or repeating occurrence)
SEVERITY OF RISK (S) (potential damage or injury)	Minor injuries/ very minor damage	Minor injuries requiring first aid/ minor damage	Injuries requiring medical treatment/ multiple damage	Extensive number of injuries/ reversible damage	Death and multiple injuries/ irreversible damage
Frequency (F) (how often or how frequent)	Once per year	Once in six months	Once per month	Once per week	Once per day or more
Exposure (E) (how often or how long is the exposure)	Rarely	Not often	Occasionally	Regular	Full Time
Number of person exposed (N)	Below 5	5 to 9	10 to 20	21 to 50	>50

NOTES:

Hazard with medium, high and extreme risks are considered significant.

RISK LEVEL	CATEGORY	ACTION AND TIME SCALE
Below 10	Low Risk	Continuous implementation of mitigating measures
10 - 13	Medium Risk	Monitoring required to ensure existing controls are maintained. Implement additional mitigating measures, if necessary.
14 - 19	High Risk	Considerable resources may have to be allocated to reduce the impacts/risk. Where impacts/risk involves work in progress, immediate management action must be taken. Record the hazard and risk. Document corrective actions taken.
Above 20	Extreme Risk	Work should <u>not</u> be started until the impacts/ risk has been reduced. If it is not possible to reduce the impacts/risk even with limited resources, work has to remain prohibited. Record the hazard and risk. Document corrective action taken.



OFFICE/ CLASSROOM RISK ASSESSMENT FORM

		Reference No.:
Room/ Area	Office/ Classroom:	Department:
ACTIVITY		
A. HAZARDS		
B. WHO IS AT RISK		
C. ACTUAL AND POTENTIAL RISK		
C. EXISTING CONTROL MEASURES	RISK RATING	
	Probability of Occurrence Score (P)	
	Severity of Risk (S)	
	Frequency (F)	
	Exposure (E)	
	Number of Person Exposed (N)	
	Risk Rating (P+S+F+E+N)	
D. PROPOSED MITIGATING MEASURES		
E. Assessed by:		
Supervisor Date	QU Safety Officer Date	
F. Reviewed and Approved by:		
Department/ College Head Date:		

Appendix 6
Risk Assessment Summary and Review Dates



RISK ASSESSMENT SUMMARY AND REVIEW DATES

Date: _____ Revision No.: _____ Reference No.:

Office/ Classroom : _____ Department / College:

Risk Assessment No.	Assessor	Date Assessed	Review Date	Changes Yes/ No	Review Date	Changes Yes/ No	Review Date	Changes Yes/ No

APPENDIX 7
Incident / Accident Report Form

STATE OF QATAR
QATAR UNIVERSITY



INCIDENT / ACCIDENT REPORT FORM

INJURED PARTY/COMPLAINANT TO COMPLETE Sections A & B, **SIGN, DATE & SUBMIT** to your immediate supervisor/department within 24 HOURS of the event.

Section A: General Information (Injured Party/ Complainant)	
Last Name	First Name
Faculty/ Staff <input type="checkbox"/>	Student <input type="checkbox"/> Visitor <input type="checkbox"/> QU ID Number <input type="checkbox"/>
Department	Position
Telephone No.	Email
Section B: Description of the Event	
When Date of Event (MM/DD/YYYY)	Time of Event
Date Reported	Time Reported
Where Location of Event (classroom, office, stairs, etc.)	Building ----- Floor & Room
What happened? (Description of event and how it occurred)	
Were you injured? (Description of injury, including parts of the body)	
What factors contributed to the event?	
How could the event have been avoided	
Was First Aid administered? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, by whom?	
Signature of Injured Party/ Complainant	Date
<i>If form completed by someone other than the injured party, please fill out the following lines</i>	
Form Completed by:	Telephone Number
Signature	Date

APPENDIX 7
Incident / Accident Report Form

STATE OF QATAR
QATAR UNIVERSITY



INCIDENT / ACCIDENT REPORT FORM

Section C: General Information	
Supervisor's Last Name	Supervisor's First Name
Department	Position
Telephone No.	Email
If there was a delay in reporting this event, list reason (s)	
Material Damage YES <input type="checkbox"/> NO <input type="checkbox"/> Approximate Value:	
Section D: Preventive Measure	
Cause of event – Root Causes (e.g. unsafe equipment, lack of training, etc)	
What corrective actions are being taken to prevent recurrence?	
Frequency of the task or activity that led to the event: <input type="checkbox"/> Often (daily or weekly) <input type="checkbox"/> Occasionally (monthly) <input type="checkbox"/> rare (1-4 times per year)	
Has a risk assessment been carried out for the process/ activity	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have person (s) involved receive training or instruction in the work or activity being carried out?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Was there any supervisor of the work being carried out?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's Comment (Additional information on event)	
If injury occurred, please check one	
<input type="checkbox"/> No First Aid administered, returned to work <input type="checkbox"/> Saw a physician, returned to light duty <input type="checkbox"/> First Aid administered, returned to work <input type="checkbox"/> Saw a physican, time loss <input type="checkbox"/> Saw a physician, return to work <input type="checkbox"/> Refused medical treatment	
Safety Committee Use only	
Reviewed by:	Date
Distribution <input type="checkbox"/> Department / College Head <input type="checkbox"/> HR <input type="checkbox"/> Chair Safety Committee	
Follow up <input type="checkbox"/> Supervisor <input type="checkbox"/> Dept./ College Head <input type="checkbox"/> Chair Safety Committee <input type="checkbox"/> Others _____	

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
1.0	Working Condition	The workstation is designed or arranged for doing Video Display Terminal (VDT) tasks so it allows the employee's. . .			
		1.1 Head and neck to be about upright (not bent down/back).			
		1.2 Head, neck and trunk to face forward (not twisted).			
		1.3 Trunk to be about perpendicular to floor (not leaning forward/backward).			
		1.4 Shoulders and upper arms to be about perpendicular to floor (not stretched forward) and relaxed (not elevated).			
		1.5 Upper arms and elbows to be close to body (not extended outward).			
		1.6 Forearms, wrists, and hands to be straight and parallel to floor (not pointing up/down).			
		1.7 Wrists and hands to be straight (not bent up/down or sideways toward little finger).			
		1.8 Thighs to be about parallel to floor and lower legs to be about perpendicular to floor.			
		1.9 Feet to rest flat on floor or be supported by a stable footrest.			
		1.10 Video Display Terminal (VDT) tasks to be organized in a way that allows employee to vary VDT tasks with other work activities, or to take micro-breaks or recovery pauses while at the VDT workstation.			
2.0	Seating	The chair..			
		2.1 Backrest provides support for employee's lower back (lumbar area).			
		2.2 Seat width and depth accommodate specific employee (seatpan not too big/small).			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
2.0	Seating	The chair..			
		2.3 Seat front does not press against the back of employee's knees and lower legs (seatpan not too long).			
		2.4 Seat has cushioning and is rounded/ has "waterfall" front (no sharp edge).			
		2.5 Armrests support both forearms while employee performs VDT tasks and do not interfere			
3.0	Keyboard/ input device	The keyboard/input device is designed or arranged for doing VDT tasks so that . . .			
		3.1 Keyboard/input device platform(s) is/are stable and large enough to hold keyboard and input device.			
		3.2 Input device (mouse or trackball) is located right next to keyboard, so it can be operated without reaching.			
		3.3 Input device is easy to activate and shape/size fits hand of specific employee (not too big/small).			
		3.4 Wrists and hands do not rest on sharp or hard edge.			
4.0	Monitor	The monitor is designed or arranged for VDT tasks so that			
		4.1 Top line of screen is at or below eye level so employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item.)			
		4.2 Employee with bifocals/trifocals is able to read screen without bending head or neck backward.			
		4.3 Monitor distance allows employee to read screen without leaning head, neck or trunk forward/backward.			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
4.0	Monitor	The monitor is designed or arranged for VDT tasks so that .			
		4.4 Monitor position is directly in front of employee, so employee does not have to twist head or neck.			
		4.5 No glare (e.g., from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen.			
5.0	Work Area	The work area is designed or arranged for doing VDT tasks so that .			
		5.1 Thighs have clearance space between chair and VDT table/keyboard platform (thighs not trapped).			
		5.2 Legs and feet have clearance space under VDT table so employee is able to get close enough to keyboard/input device.			
6.0	Accessories	6.1 Document holder, if provided, is stable and large enough to hold documents that are used.			
		6.2 Document holder, if provided, is placed at or about the same height and distance as monitor screen, so there is little head movement when employee looks from document to screen.			
		6.3 Wrist rest, if provided, is padded and free of sharp and square edges.			
		6.4 Wrist rest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
6.0	Accessories	6.5 Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDT tasks at the same time			
7.0	General	7.1 Workstation and equipment have sufficient adjustability so that employee is able to be in a safe working posture and to make occasional changes in posture while performing VDT tasks.			
		7.2 VDT workstation, equipment and accessories are maintained in serviceable condition and function properly.			
8.0	Walking Surfaces	8.1 Aisles established and clear.			
		8.2 No tripping hazards present.			
		8.3 Floors even (no holes or cracks).			
		8.4 Carpets and rugs secure.			
		8.5 Floors kept dry - not slippery.			
		8.6 If exterior doorway, entrance mats present (for wet weather).			
9.0	Electrical Hazards	9.1 All extension cords are 3-wire type and in good condition - no splices or broken insulation			
		9.2 Only one extension cord used - not plugged into other extension cords			
		9.3 Equipment power cords in good condition - no splices or broken insulation			
		9.4 Plugs in good condition - no exposed wires			
		9.5 Wall outlet and junction box covers in place; do not feel warm to the touch, if in use			
		9.6 Circuits not overloaded - all multiple outlet strips equipped with overload protection			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
9.0	Electrical Hazards	9.7 No wires or extension cords under carpets or rugs, through doorways, or placed			
10.0	Fire Prevention, Emergency Exits	10.1 Fire extinguishers have current inspection tags			
		10.2 Fire doors unlocked and closed			
		10.3 Exits not obstructed and kept unlocked when room is occupied			
		10.4 Exits properly marked; exit signs illuminated			
		10.5 Good housekeeping practiced - trash or other debris not permitted to accumulate			
		10.6 Employees informed of emergency procedures and escape routes			
		10.7 Space heaters approved by Facilities Office			
11.0	Shelving, Bookcases, Cabinets	11.1 Wall shelves designed for intended load			
		11.2 Shelves not overloaded			
		11.3 Heavy storage cabinets, bookcases and file cabinets secured from tipping			
		11.4 Stacked materials arranged neatly and, if needed, supported by bookends or other mechanisms to prevent sliding off the shelf			
		11.5 File drawers closed when not in use (only one open at a time to prevent tipping)			
12.0	Material Storage Areas	12.1 Adequate lighting in place (including emergency lighting)			
		12.2 Aisles and corridors kept clear of equipment and supplies			
		12.3 No storage within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
12.0	Material Storage Areas	12.4 Ladders (and/or step stools, as appropriate) provided for high storage areas			
		12.5 Access to electrical panels, fire exits, and fire extinguishers not obstructed			
13.0	Furnishings	13.1 Chairs in good condition and adjustable (when appropriate)			
		13.2 Machines/equipment used equipped with safety mechanisms, if needed (Example: paper cutter equipped with guard - blade spring functioning)			
		13.3 Desks and other furniture in good repair and free of splinters, sharp edges, etc.			
13.0	Furnishings	13.4 Furniture and equipment arranged to minimize the chances of occupants striking or being struck by objects or other occupants			
14.0	Housekeeping	14.1 Spill is clean immediately.			
		14.2 Wet area is cordoned off with warning signs posted such as cleaning or waxing operations			
		14.2 Damaged floor surfaces such as chipped concrete floors, warping tiles, or worn spots in the carpet, etc., are reported to the Business Operations Department immediately for repair. The damaged area is cordoned off.			
		14.3 Electric and telephone cables should not be trailed across aisles and walkways, and should be arranged so that they do not pose a tripping hazard.			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			YES	NO	N/A
14.0	Housekeeping	14.4 Desks are be kept tidy. Drinks placed in spots where they cannot be knocked over easily. They are not placed near computers and other electrical equipment. Materials are stacked properly to prevent falling.			
		14.5 Effective 5'S practice in the area.			
15.0	Emergency Preparedness and Response	15.1 Occupants know what to do in case of fire.			
		15.2 Emergency telephone numbers posted.			
		15.3 Occupant knows how to use the Fire Extinguisher?			
		15.3 Occupant knows what to do in case there is an injured person in the area.			
		15.4 Occupant knows what to do in case there is a person trapped in a lift			
		15.5 Occupant knows what to do in case there is a utility failure.			
		15.6 Occupant knows what to do for evacuating people with disability.			
		15.7. Occupant knows what to do in case there is a violence in a classroom			
16.0	Fire safety	Fire Safety Management			
		➤ Has the fire risk assessment been carried out?			
		➤ Is the risk assessment record available?			
		➤ Have the identified means to reduce or remove the significant hazards been carried out?			
		➤ Have the means to control the risk and protection of people in the event of the fire have been carried out?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance			
			Yes	No	N/A	
16.0	Fire safety	➤ Have staffs been suitably trained for these measures?				
		➤ Is there suitable monitoring of fire safety measures in place?				
		➤ Can it be demonstrated that monitoring is regularly carried out?				
		➤ Is the risk assessment properly reviewed, particularly if the premises or its use significantly changed?				
		Fire Prevention - General				
		➤ Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?				
		➤ Are all areas clean and tidy with no appropriate storage and all combustible waste properly placed in designated containers?				
		➤ Is all waste regularly collected and placed in a safe place ready for collection?				
		➤ Are smoking areas properly marked and used?				
		Fire Prevention – General				
		➤ Are all employees in high risk properly informed of the particular risks and the means to control these risks?				
		➤ Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off?				

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance			
			YES	NO	N/A	
16.0	Fire safety	➤ Are there suitable means to control the risk of arson?				
		➤ Have all staffs received basic fire prevention instruction?				
		➤ Do staffs understand the role of self-closing and other fire-resisting doors – the need to keep them closed and free of obstruction to ensure that they will control the spread of fire and smoke?				
		➤ Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?				
		➤ If any permit-to-work systems are in place, are they operated correctly all times?				
		Fire Prevention – Electrical Safety				
		➤ Is the entire electrical installation in order?				
		➤ Have all electrical systems and equipment been tested in accordance with the provisions of the NFPA 70E and/ or KAHRAMAA requirements?				
		➤ Has all remedial work been carried out or the items withdrawn?				
		➤ Are all records regarding regular testing of installation, equipment and portable appliances up to date?				
		➤ Is the use of flexible electrical cable and extension leads to a minimum and only shirt lengths used?				

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	➤ Have the means to control the risk and protection of people in the event of the fire have been carried out?			
		Fire Prevention – Electrical Safety			
		➤ Are the electrical circuits free of any evidence of overloading?			
		➤ Is electrical equipment (e.g. light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?			
		➤ Are staffs aware that only trained personnel authorized by management can repairs or alterations to electrical systems and equipment?			
		Fire Prevention – Heating Appliances			
		➤ Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?			
		➤ Is the entire heating installation in good order?			
		➤ Are arrangements for liquid or gaseous fuel supplies for heating equipment easily accessible with well marked shut-off valves?			
		➤ Are appropriately qualified and registered contractors used to carry out all installation and maintenance of liquid or gaseous fuel supply equipment?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	➤ Are staffs aware that only trained personnel authorized by management can make repairs or alterations to liquid or gaseous fuel-fired equipment and fuel supply systems?			
		Fire Prevention - Buildings			
		➤ Are all fire and smoke barriers in good condition with any openings for pipe ducts, etc. properly protected by provision of fire-resisting materials or fire dampers?			
		Fire Prevention – Buildings			
		➤ Are fire dampers tested regularly for correct operations and results recorded?			
		➤ Are there proper systems and procedures in place to control work on alterations, repairs and decoration of premises, such that no fire hazards are introduced?			
		➤ Are regular checks undertaken and recorded off the condition of all fire safety measures within the premises?			
		Fire Prevention – Means of Escape			
		➤ Are fire exits of a sufficient number and of sufficient width to enable the people present in any and all areas to evacuate safely?			
		➤ Do all final exits lead to a place of total safety?			
		➤ Are all fire exits readily available?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	➤ Are all final exits and intermediate doors easily operable from the inside without the use of a key?			
		➤ Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage?			
		➤ Are floor and stairways surfaces in good condition and free from tripping and slipping hazards particularly including any external stairs and paths?			
		➤ Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?			
		Fire Prevention – Means of Escape			
		➤ Do all doors on escape routes open in the direction of travel?			
		➤ Are all escape routes clearly and properly signed throughout their lengths, with internal doors not forming part of a route clearly labeled as such?			
		➤ Are all escape routes provided with adequate lightings at all times of the day and night?			
		➤ Is adequate emergency lighting provided and is it fully serviceable?			
		➤ Have appropriate provisions been made for the safety of persons with special needs, such as young, old and disabled?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	Fire Prevention – Action in the Event of Fire			
		➤ Are there clearly defined written fire action and emergency evacuation procedures, including provision for ensuring that everyone is out of the building?			
		➤ Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?			
		➤ Are suitable “Fire Action” notices prominently displayed around the premises?			
		➤ Have appropriate staffs been appointed to take control in the event of fire (Fire Marshal) and to summon the fire brigade for all fires, no matter how small?			
		➤ Are there sufficient fire responders available to provide for all working hours (including lunch and tea breaks), taking into account holidays and sick leave			
		➤ Have appropriate arrangements been made for dealing with those who are not normally on the premises such as members of the public, visitors and contractors?			
		➤ Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	➤ Are there alternative evacuation areas available in the event that the nominated ones are not available?			
		➤ Are emergency evacuation routes and procedures checked by carrying out drills at least once per year?			
		Fire Prevention – Fire Detection and Alarm Systems			
		➤ Can a fire alarm be raised without placing anyone in danger?			
		➤ Is the alarm system in full working order?			
		➤ Is there sufficient fire alarm call points located near to every exit from each floor and from each building?			
		➤ Are all alarm call points unobstructed and clearly visible?			
		➤ Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?			
		Fire Prevention – Portable Fire Fighting Equipment			
		➤ Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks when they are positioned?			
		➤ Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use – not obstructed or hidden?			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	<ul style="list-style-type: none"> ➤ Are the locations of all portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs? 			
		Fire Prevention – Notices and Fire Safety Signs			
		Are sufficient appropriate fire safety notices and signs used throughout the premises?			
		<ul style="list-style-type: none"> ➤ Are all fire safety signs throughout the premises present, undamaged and clearly visible? 			
		<ul style="list-style-type: none"> ➤ Do all “panic bar” fire exit doors have suitably positioned “Push Bar to Open” signs? 			
		Fire Prevention – Fire Service Facilities and Liaison			
		<ul style="list-style-type: none"> ➤ Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes? 			
		<ul style="list-style-type: none"> ➤ Are all fire hydrants in the vicinity clearly indicated and accessible? 			
		<ul style="list-style-type: none"> ➤ Is the fire brigade familiar with the premises and any particular special hazards relating to the premises or the activities within it? 			
		Fire Prevention – Testing, Maintenance and Records			
		<ul style="list-style-type: none"> ➤ Are the fire detection and alarm system tests carried out and recorded? 			
		<ul style="list-style-type: none"> ➤ Are the emergency escape lighting systems properly tested, maintained and these recorded? 			
		<ul style="list-style-type: none"> ➤ Are the portable fire extinguishers and fire hoses properly tested, maintained and these recorded? 			
		Is the automatic sprinkle system properly tested, maintained and these recorded?			
		Are any other fixed fire suppression system properly tested, maintained and these recorded?			
		<ul style="list-style-type: none"> ➤ Are any smoke or heat control systems properly tested, maintained and these recorded? 			

APPENDIX 8
Office and Classroom Checklist

Item #	Particular	Checklist	Compliance		
			Yes	No	N/A
16.0	Fire safety	➤ Are all automatic closing doors or shutters and similar properly tested, maintained and these recorded?			
		Are any emergency generators properly tested maintained and these recorded?			
		➤ Are any evacuation or fire fighting lifts properly tested, maintained and these recorded?			
		➤ Are there suitable records of the regular fire safety maintenance test?			
		➤ Are there suitable records of fire evacuation drills?			

APPENDIX 9

Office and Classroom Safety Nonconformance Report

Qatar University OFFICE & CLASSROOM SAFETY NONCONFORMANCE REPORT	Ref. No. :							
	Date :							
Area/Department:	Page :	of						
<p>DETAILS OF NONCONFORMANCE (Completed by Safety Committee) Description of Nonconformance:</p> <p>Specific Provision not Conformed:</p> <p>Reference Documents:</p> <p>Inspected by: _____ Noted by: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Committee Member Committee Chair</p>								
<p>DETAILS OF NON-CONFORMANCE AND CORRECTIVE ACTIONS (Completed by Supervisor and Department Head/ Dean after review and discussion)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Corrective Action/s (to prevent recurrence)</th> <th style="width: 20%; text-align: center;">Target Date of Implementation</th> <th style="width: 20%; text-align: center;">Actual Date of Implementation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; height: 40px;">Preventive Action/s (to prevent occurrence)</td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed by: _____ Noted by: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Supervisor / date Department Head/ Dean / date</p>			Corrective Action/s (to prevent recurrence)	Target Date of Implementation	Actual Date of Implementation	Preventive Action/s (to prevent occurrence)		
Corrective Action/s (to prevent recurrence)	Target Date of Implementation	Actual Date of Implementation						
Preventive Action/s (to prevent occurrence)								
VERIFICATION OF CORRECTIVE ACTIONS		VERIFICATION DATE						
Objective Evidences:								
Remarks:								
Verified by: _____		Approved by: _____						
_____		_____						
Committee Member/ date		Committee Chair/ date						

APPENDIX 10
Status of Nonconformance to Office/ Classroom
Safety Summary



STATUS OF NON-CONFORMANCE TO OFFICE/ CLASSROOM SAFETY SAFETY SUMMARY

Document Reference

Item No.	Date of Issue	Description of Non Conformance	Corrective Action	Target Date	Revised Target Date	Revised by	Accept Date	Accepted by	Reject Date

APPENDIX 11
Schedule of Disciplinary Actions

The disciplinary action for noncompliance to Office and Classroom Safety is categorized as follows:

1. Very Minor Injury/ Illness/ Damage to Property - Unsafe act or condition that has a very little effect on employee safety, health or property; a first aid only incident with less than 30 minutes off work.
2. Minor Injury/ Illness/ Damage to Property - Unsafe act or condition that may result in either the employee being unable to undertake normal duties for 5 days, no significant property damage.
3. Major Injury/Illness/ Damage to Property – Unsafe act or condition that may cause severe injury, permanent partial loss of one or more bodily functions, severe illness or with property damage. Requires 2 weeks - 4 months off work.

CODE	DISCIPLINARY ACTION
A	<ul style="list-style-type: none"> ➤ Counseling with documentation to the laboratory employee or faculty member, plus a notation or copy of the document to employee personal file. ➤ Copy shall be given to Department Head and/ or Dean.
B	<ul style="list-style-type: none"> ➤ Written warning to the laboratory employee or faculty member, plus a notation or copy of the warning filed in the employee personnel file. ➤ Copy shall be given to Department Head and/ or Dean.
C	<ul style="list-style-type: none"> ➤ Time Off Without Pay shall be recommended to the laboratory employee or faculty member for repeated and/or more serious violation but not serious enough for termination. The number of days is indicated after the code ➤ Copy of the document recommending for Time Off Without Pay shall be given to Department Head and/or Dean.
D	<ul style="list-style-type: none"> ➤ Termination from service shall be recommended to the laboratory employee or faculty member for very serious violation and /or totally unsatisfactory performance. ➤ Copy of the document recommending for Discharge shall be given to Department Head and/or Dean.

APPENDIX 11
Schedule of Disciplinary Actions

1.0 Very Minor Injury/ Illness/ Damage to Property

Violation/ Infraction		Disciplinary Action			
		1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1.0	Failure to comply with good housekeeping and 5'S	A	B	C1	C2
2.0	Failure to switched off equipment when nobody is working in the office and/or classroom, except for equipment that must always turned on (e.g. fax machine, refrigerator)	A	B	C1	C2
3.0	Failure to seriously participate during emergency preparedness and response drill	A	B	C1	C2
4.0	Operating office and /or classroom equipment without authority.	A	B	C1	C2
5.0	Failure to comply with proper use of computers.	A	B	C1	C2

2.0 Minor Injury/ Illness/ Damage to University Property

Violation/ Infraction		Disciplinary Action			
		1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1.0	Failure to comply with the "No Smoking" policy the office and/or classroom.	B	C2	C4	C6
2.0	Failure to report accident/ incident in the office and/ or classroom.	B	C2	C4	C6
3.0	Use of overloading power socket with no damage to University property.	B	C2	C4	C6

APPENDIX 11
Schedule of Disciplinary Actions

3.0 Major Injury/Injury/ Damage to University Property

Violation/ Infraction		Disciplinary Action			
		1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1.0	Use of overloading power socket with minimal damage	C2	C4	C6	D
2.0	Tampering of electrical equipment and electrical installation with minimal damage to University property.	C2	C4	C6	D
3.0	Improper use of office and/ or classroom equipment with damage to the equipment	C2	C4	C6	D
4.0	Use of overloading power socket with minimal damage	D			
5.0	Tampering of electrical equipment and electrical installation with major damage to University property.	D			

APPENDIX 12
Work Plan – Office and Classroom Safety Policy Orientation

WORK PLAN

OFFICE AND CLASSROOM SAFETY POLICY ORIENTATION

Item	Office/Department/Classroom	CURRENT YEAR															
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 13	Day 14	Day 15	Day 16	
1.0	Office of the President																
2.0	Office of the Vice President for Administration																
3.0	Office of the Vice President and Chief Academic Officer																
4.0	Office of the Vice for Research																
5.0	Environmental Studies Center																
6.0	Office of the Academic Research																
7.0	Gas Processing Center																
8.0	Material technology Unit																
9.0	Central Laboratory Unit																
10.0	Business Operation Department																
11.0	Procurement Department																
12.0	Housing Department																
13.0	Human Resource Department																
14.0	Information Technology Services																
15.0	College of Arts and Sciences																
16.0	Department of Arabic Language																
17.0	Department of Biological & Environmental Sciences																
18.0	Department Chemistry & Earth Sciences																
19.0	Department of Foreign Language																
20.0	Department of Health Sciences																
21.0	Department of Humanities																
22.0	Department of Mass Communication and Information																
23.0	Department of Mathematics and Physics																
24.0	Department of Social Sciences																
25.0	College of Business and Economics																
26.0	College of Education																
27.0	Educational Sciences																
28.0	Psychological Sciences																
29.0	Art Education																
30.0	Physical Education & Sport Science																
31.0	College of Engineering																
32.0	Chemical Engineering Department																
33.0	Civil Engineering Department																
34.0	Electrical Engineering Department																
35.0	Mechanical Engineering Department																
36.0	College of Pharmacy																
37.0	College of Law																
38.0	College of Sharia																
39.0	Foundation Program																
40.0	Continuing Education Office																
41.0	Alumni Office																
42.0	Faculty Senate Office																
43.0	Office of Institutional Planning and Development																
44.0	Office of Faculty and Institutional Development																
45.0	Office of the Students Centers																
46.0	Special Needs Center																
47.0	Student Learning Support Center																
48.0	Career Service Center																

APPENDIX 13
Work Plan – Office and Classroom Safety Audit

WORK PLAN

OFFICE AND CLASSROOM SAFETY AUDIT		SEMESTER											
		Spring/Week											
Item	Office/Department/Classroom	1	2	3	4	5	6	7	8	9	10	11	12
1.0	Office of the President												
2.0	Office of the Vice President for Administration												
3.0	Office of the Vice President and Chief Academic Officer												
4.0	Office of the Vice for Research												
5.0	Environmental Studies Center												
6.0	Office of the Academic Research												
7.0	Gas Processing Center												
8.0	Material technology Unit												
9.0	Central Laboratory Unit												
10.0	Business Operation Department												
11.0	Procurement Department												
12.0	Housing Department												
13.0	Human Resource Department												
14.0	Information Technology Services												
15.0	Department of Arabic Language												
16.0	Department of Biological & Environmental Sciences												
17.0	Department Chemistry & Earth Sciences												
18.0	Department of Foreign Language												
19.0	Department of Health Sciences												

APPENDIX 13
Work Plan – Office and Classroom Safety Audit

WORK PLAN

OFFICE AND CLASSROOM SAFETY AUDIT

Item	Office/Department/Classroom	SEMESTER														
		Fall/Week														
		1	2	3	4	5	6	7	8	9	10	11	12			
20.0	Department of Humanities															
21.0	Department of Mass Communication and Information Science															
22.0	Department of Mathematics and Physics															
23.0	Department of Social Sciences															
24.0	College of Business and Economics															
25.0	Educational Sciences															
26.0	Psychological Sciences															
27.0	Art Education															
28.0	Physical Education & Sport Science															
29.0	Chemical Engineering Department															

Item	Office/Department/Classroom	SEMESTER														
		SUMMER/Week														
		1	2	3	4	5	6	7	8	9	10	11	12			
30.0	Civil Engineering Department															
31.0	Electrical Engineering Department															
32.0	Mechanical Engineering Department															
33.0	College of Pharmacy															
34.0	College of Law															
35.0	College of Sharia															
36.0	Foundation Program															
37.0	Continuing Education Office															
38.0	Alumni Office															
39.0	Faculty Senate Office															

APPENDIX 13
Work Plan – Office and Classroom Safety Audit

WORK PLAN

OFFICE AND CLASSROOM SAFETY AUDIT

Item	Office/Department/Classroom	SEMESTER											
		SPRING (OF THE FOLLOWING YEAR)/Week											
		1	2	3	4	5	6	7	8	9	10	11	12
40.0	Office of Institutional Planning and Development												
41.0	Office of Faculty and Institutional Development												
42.0	Special Needs Center												
43.0	Student Learning Support Center												
44.0	Career Service Center												

APPENDIX 14

Emergency Telephone Number

S N	STATION / OFFICE	TELEPHONE NUMBERS
1	Business Operations Dept. –CSU Control Room	4403 3600
2	Fire Section	4403 3999
3	Security	4403 3566/ 4403 3564 / 4403 6161
4	Safety Unit	4403 3528 / 4403 3581
5	Medical Clinic	4403 3294 / 4403 5050
6	Qatar Emergency Line (Police, Fire, and Ambulance)	999
7	Qatar University Disposal and Chemical Waste (PLWALPA CO.)	5586 8573
8	Hamad Hospital – Accident and Emergency	4439 2111
9	Ministry of Environment	4420 7777