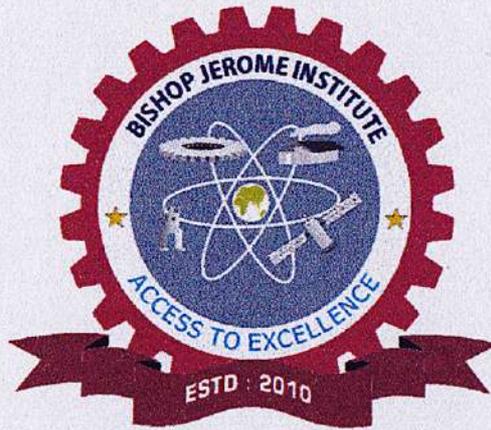


HSE POLICY

(Health, Safety & Environmental Policy)



BISHOP JEROME INSTITUTE

Fatima College Road, Kollam 691001

*Policy Ref: BJI/14-2025
Revision: 00/2025
Issue Date: 05-08-2024
Responsible Office: Administration*



Index

- 1) Introduction
- 2) Key Words
- 3) Safety Committee
- 4) Safety Meeting
- 5) Safety Officer
- 6) Lab Safety in-charge
- 7) Lab Safety
- 8) Students
- 9) Principal Investigators
- 10) Safety Training
- 11) Fire & Emergency
- 12) Fire Exit Routes
- 13) In Case of Fire
- 14) House keeping
- 15) Gas cylinder policy
- 16) Vehicle Parking Policy
- 17) Waste Disposal policy



HSE Policy

1) Introduction

BISHOP JEROME INSTITUTE (BJI) is committed to the **Health and Safety** of all our staff and students. The purpose of the **Health and Safety policies** and procedures is to guide and direct the entire team of employees to work safely and prevent injury to themselves and others.

We are encouraged to participate in developing, implementing, and enforcing **Health and Safety policies** and procedures. All reasonable steps for prevention of accidents are taken at BJI, and never will we compromise safety for expedience. Our goal is to eliminate or minimize hazards that has the potential to cause accidents.

It is the institutional policy that all students and staff are given safety training and familiarize with the policy manual and its contents. This policy will be reviewed annually. Together we can achieve a safe and happy work environment.

2) Keywords

'Health' can be defined as a state of well-being in both a physiological and psychological sense. A healthy condition is where a person is physically and mentally fit.

'Safety' can be defined as the absence of danger or physical harm to persons.

'Welfare' relates to the provision of workplace facilities that maintain the fundamental well-being and comfort of the worker, such as eating, washing, and washroom facilities which enable them to fulfil their bodily functions.

'Environmental protection' may be defined as a measure used to prevent harm to the world's environment. It prevents damage to air, water, land, and natural resources protecting flora, fauna, and human beings and their inter-relationships.

One of our most important responsibilities is to protect the Health and Safety of our co-workers and students. This will discuss some of the duties under the Occupational Health and Safety legislation and help make our workplace safer and healthier.

3) Safety Committee:

The safety committee is responsible for coordinating the overall safety program designed to protect people, property, the environment, comply with governmental regulations, and protect against liability.



Roles and responsibilities:

- a) Conduct exposure monitoring, as needed.
- b) Provide general training.
- c) Audit the safety installations and mechanisms periodically.
- d) Provide safe working guidelines for laboratory workers as well as to the general public.
- e) Review established policies at least annually.
- f) Inspect waste management functionalities and existing practices.
- g) Ensure SOP is available wherever necessary, especially in heavy machinery labs
- h) Provide consultation for safe work practices if necessary
- i) Conduct limited laboratory safety inspections annually.
- j) Conduct safety awareness programs
- k) Conduct mock fire drills at least twice per annum.

4) Safety Meetings:

The committee members will conduct the safety meeting in the presence of the Administrative Officer. Safety meetings are an opportunity to review specific accidents and cover the overall safety performance of the group. Time for open discussions should be allotted, and formal minutes of meeting should be issued after every meeting.

5) Safety Officer:

Safety Officer is the designated staff having sufficient authority who has been appointed by the Management under directives of the Safety Committee to oversee all safe practices and safety installations within the campus. The Safety officer shall be the primary point of contact for Safety Committee and responsible for identifying and reporting any unrecognized and potential hazards.

Roles and responsibilities of the Safety Officer:

- a) Implement HSE policy & procedures.
- b) On-site inspection of pumphoom and fire alarm panels at the campus.



- c) Monthly Lab safety meetings.
 - d) Yearly safety training to the students and staff of the campus.
 - e) To conduct fire prevention equipment inspection monthly.
 - f) Coordinate at least two evacuation exercises/fire drills per year to ensure that all staff becomes familiar with these procedures.
 - g) Maintaining the fire extinguisher cylinders on campus.
 - h) Coordinate HSE activities with vendors if any, who are all working in the campus.
 - i) Monitoring and coordinating the fire hydrant training to the security staff.
 - j) Prepare Risk assessment and Accident / Incident Investigation Reports.
 - k) Prepare and record all near miss incidents, and issue necessary precautionary measures to avoid all similar incidents.
 - l) Prepare and submit monthly reports to the safety committee of the campus.
 - m) Coordination with the management
 - n) Ensure that monthly inspection of fire extinguishers, power tools, equipment and machinery, ladders, lifting gears are carried out.
 - o) Prepare the site report regarding HSE issues, incidents, and FAC (First Aid Case).
- 6) **Lab safety in charge:**
- a) Each lab shall have a designated **Lab safety in charge**, who shall be an Employee from the cadre of Faculty / Physical Instructor or Staff with sufficient professional experience.
 - b) Act as a liaison between the department and HSE for laboratory safety issues.
 - c) Maintain records of training, exposure monitoring and medical examinations.
 - d) Ensure laboratory staff receive procedure-specific training.



7) **Lab safety:**

The Individual labs shall be responsible for their own safety. Moreover, follow the Safety Rules prescribed by the Safety Committee. They must undergo training in laboratory protocols and emergency responses, understand potential hazards in their respective laboratories, and act well to minimize any associated risks.

All the students are expected to be trained and tested in these practices and procedures before starting to use the laboratory to which they are assigned to.

8) **Students:**

- a) Attend laboratory safety training.
- b) Review the Chemical Hygiene Plan
- c) Follow procedures and laboratory practices outlined in the Lab safety policy and as guided by the respective lab in charge.
- d) Use the necessary engineering controls and personal protective gears, as appropriate.
- e) Report all incidents, accidents, potential chemical exposures and near miss situations to the Lab in charge or to the Safety Officer.
- f) Document specific operating procedures for work with particularly hazardous substances, including carcinogens, reproductive toxins and chemicals with high acute toxicity.

9) **Principal Investigators:**

- a) Ensure lab students attend laboratory safety training given by safety committee.
- b) Ensure lab students understand how to work with chemicals safely. Provide chemical and procedure-specific training, as needed.
- c) Provide lab students with appropriate engineering controls and personal protective equipment needed to work safely with hazardous materials. Ensure such equipment is used correctly.

10) **Safety Training:**

Importance of safety education and training is to be clearly explained to ensure a safe and healthy workplace. Emphasize that **students must not perform tasks, jobs, assignments, etc., for which they have not been trained for, and authorized to act safely.**



Routine safety meetings are to be held with all labs to keep them adequately informed about safely performing their assigned work. Also, encourage the new students and staff to report on the effectiveness of their safety orientation and meetings, so that improvements can be made. Every year, basic safety trainings are to be conducted, including the first aid safety with demonstration.

11) **Fire and Emergency:**

BJI has a **dedicated team for the Fire & Emergency responses**, including **FIRE WARDEN** for the accident investigations, and are essential to gathering pertinent information. The team will review the typical incidents/accidents occurring and how they can be avoided.

12) **Fire Exit Routes:**

Fire EXIT routes are clearly indicated by signages across the campus buildings to ensure safe exit of all occupants. Fire escape stairways as well as adequately connected fire-lift are available in the buildings, in accordance with the existing governmental and legal requirements of the country.

13) **IN CASE OF FIRE**

- If you discover a fire, shout **“FIRE! FIRE! FIRE!”** & activate the nearest fire alarm call point by **breaking the glass**. Immediately notify occupants of that part of the building to evacuate the building.



- **Inform the Emergency response security team, Lab /unit Faculty in- charge & Safety Coordinator.**
- If the fire has not spread from its point of origin, attempt to extinguish the fire by using the correct fire extinguisher – **(ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK).**



Operation of Fire extinguisher

- Pull the pin – This will allow you to squeeze the handle in order to discharge the extinguisher.



- Aim at the base of the fire, aiming at the middle will do not good. The agent will pass through the flames.



- Squeeze the handle – This will release the pressurized extinguishing agent.



- Sweep side to side – Cover the entire area that is on fire. Continue until fire is extinguished. Keep an eye on the area for reigniting.



- The Emergency team, on hearing the alarm will ask the occupants of the building to move to the **nearest Assembly Point** (Eg., Clearly marked open Lobby or to the ground in front of the building).
- The duty security guard for each area will carry out a trawl of their respective floor, checking rooms, areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.
- At such instances, **NO personnel are permitted to RE-ENTER the building** for any reason until instructed by the Security Officer/Safety In charge that it is safe to do so.

In case of an Emergency, please contact.

BJI Security Office: Ext. 316 Mob: 98958 78237 / 81388 80614
Fire control room: 101
Fire Force Dept: 0474-2746200 / 0474 2750271
Police: 100
Co-Ordinator, Safety: 86061 60693 (Mr. Stalin S.)

14) Housekeeping:

A good safety program cannot be achieved and maintained without good housekeeping and orderliness. BJI maintains good housekeeping and orderliness by keeping all necessary things in their assigned places and removing all unnecessary things from the workplace. For that, we have assigned a **dedicated housekeeping supervisor** to monitor and supervise the work until the worksite has been cleaned up and returned to its normal orderly state.

In cleaning the entire lab in a single day, like scrubbing a door, etc., the housekeeping staff will care.



15) Gas Cylinder Policy:

- No one is permitted to smoke within the campus or make open flames in areas where the flammable gases, if any, are stored or handled.
- Safety shoes are recommended for people handling gas cylinders.
- Always read the label to see what gas you are dealing with, and double-check that the cylinder is suitable for the intended use.
- In case the labelling on a cylinder is unclear or the attached tag is defaced so that the contents cannot be identified, then in such cases the cylinder in question is not to be opened or used. Further, it should be marked "contents unknown" and returned directly to the supplier.
- Suppose there is a mismatch between the color of a cylinder and the label. Do not use. Contact the supplier immediately.
- Maintenance of cylinders and their valves or relief devices shall be performed only by trained personnel.
- An emergency response plan shall be developed and implemented wherever compressed gas cylinders, if any, are used, handled, or stored.
- Valve protection caps must remain in place at all times, except when cylinders are secured and connected to dispensing equipment.
- Only wrenches or tools provided by the cylinder supplier should be used to open or close a valve.
- Cylinders should be secured and properly restrained, secure with straps or chains connected to a wall bracket or other fixed surface.
- Store all cylinders upright and secure on a level surface to prevent them from falling.



16) **Vehicle Parking Policy:**

BJI have adopted an organised **parking policy** in the best interest of the institution as part of its pre-emptive measures to reduce risk of being trapped in the event of an emergency:

- **Priority parking area** has been designated for the vehicles of the Management team, Dean of Studies as well as the Head of the Departments.
- **Four wheelers** parking area has been clearly segregated for parking staff vehicles
- **Two wheelers** parking area has been segregated to park two wheelers of staff.
- Mandatory **Reverse parking policy** has been implemented and followed to reduce evacuation time in the event of an emergency.
- Separate parking areas are available **for Students** in the Engineering Block, Management Block as well as Architecture Block premises.
- Designated parking provisions are given for the **College buses**
- **Vehicle movement** within the campus has been limited to a speed of 15 km/hour to ensure added safety.
- No staff and/or guests are permitted to park vehicles anywhere on the road-side within the campus.
- All **guests** are directed to **park their vehicles on the open ground** before the Administration and Engineering block.



17) Waste disposal Policy:

- Incinerators installed within the campus are to be used for all environmentally friendly wastes that are to be burnt.
- Lady's incinerators installed within the ladies' wash rooms are to be ideally used for destruction of all sanitary pads, rather than dumping it along with the general wastes.
- All organic waste, including food waste are to be processed naturally in the compost bins placed at different locations within the campus. The fully processed compost is utilised as quality fertilizer for the garden and other plants in the premises.
- As for all other wastes select an appropriate container (glass/polyethylene) for storage. The container should be compatible with the intended contents of storage, especially for disposal of acid waste as well as corrosive chemicals.
- BJI encourages use of original and appropriately sized containers (large enough), wherever possible.
- Separate containers are used to ensure segregation of each type of waste.
- BJI do not use metal cans for aqueous waste storage. Even at near-neutral pH, solids and liquids may corrode through metal cans. Hence only glass or polyethylene containers are used for waste storage.
- Waste segregation Proper segregation of laboratory waste is mandatory for a safe workplace.

Policy Approved by:

Anil.A.R



**Principal
Bishop Jerome Institute**