

## **Part Eight: Campus Security and Health Safety**

The purpose of this guideline is to provide a framework for safety in the use of substances hazardous to health.

### **8.1 Identification Card**

Every student is issued an official identification card that must be on their person carry at all times. This card is required for entry into various University facilities, as well as for participation in University services and functions, such as food services, library access, and student elections.

The identification card is designed to last the duration of four academic school years. If a card is lost, damaged, or stolen, the cost of replacement is \$20 in addition to the regular costs of the card. If a card is malfunctioning because of normal wear and tear, a replacement fee is not charged. The replacement fee must be paid by cash or check and cannot be charged to a student account.

ID cards are the property of KUST and are non-transferable; lending the ID card to anyone for any purpose is prohibited and may result in disciplinary action. ID cards must be surrendered to University officials, including campus security personnel, upon request; failure to comply may result in disciplinary action. Further, the card must be presented for identification purposes to any University official upon request. The card becomes void upon termination or interruption of enrollment and must be returned to the University.

### **8.2 Emergency**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area informed of, and are fully conversant with, emergency procedures.

In case of a medical emergency KUST has a small clinic in the campus with all necessary First Aid tools and at least two well-trained employees on campus to provide medical assistance to University community, as well as to coordinate with local health authorities in the event a need arises. At the same time First Aid boxes are accessible on each floor.

In case further medical treatment is required KUST's clinical employee will contact the nearest hospital. In case cost is incurred KUST will follow financial policies and arrangements for partial coverage. In this case, the patient (student, staff, or faculty) is responsible for bearing the remainder of the cost of any professional treatment. The University may provide escort service on campus when a sudden illness or injury occurs.

### **8.3 Safety in the Common Areas**

Although offices, libraries, cafeteria, and other general areas may seem at first sight to be relatively, non-hazardous compared to other areas of the University, they nonetheless can be the scene of a substantial number of accidents, some of which may be serious. This

includes but is not limited to misuse of electric power sources and hand-held sharp and cutting tools (tools range from scissors, glasses, fork, knives, pen and pencils, etc.), and other possible hazards. While these tools are very different and can be used for a wide variety of jobs, they all require that safety precautions be observed. If not handled properly, sharp-edged and other cutting tools can cause cuts and puncture wounds. Physical encounters close to the windows or near the stairs lifts and horseplay, for example, are forbidden. University community members are advised to take precaution while using these tools. Virtually all accidents of this nature are avoidable.

## **8.4 Fire Safety**

### **8.4.A General Fire Prevention**

Fire is probably the most serious danger that most University personnel will ever have to face. It can break out almost anywhere and can affect everyone.

Because prevention is obviously preferable than cure, implementing regular fire prevention routines are one of the simplest and most efficient means of preventing fire. The value of the nightly routine of switching off and unplugging electrical equipment, checking that gas fires and gas taps turned off, and closing the doors to all rooms and staircase enclosures, cannot be over-stressed.

Fire, with the possible additional risk of explosion, is a higher risk problem in laboratories and workshops where flammable liquids and gases are often used. Strict precautions are required in these areas to ensure that possible sources of fire or explosion are handled properly. A Bunsen burner or faulty thermostat may be sufficient to start a fire. Welding and cutting equipment should never be used near flammable liquids or burnable materials, unless adequate precautions are taken to prevent ignition from occurring. Written instructions and signs should be displayed prominently on every floor in the campus.

### **8.4.B Discovering a Fire**

If you discover a fire

1. Activate the nearest fire alarm.
2. Leave the building.
3. Ensure that a University employee has been informed of the location of the fire.

### **8.4.C Hearing the Fire Alarm**

On hearing the fire alarm

1. Leave the building immediately by the nearest available exit.
2. Close doors as you leave.
3. Do not use lifts.

### **8.4.D Means of Escape**

It is essential that the means of escape from a building function efficiently. Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through inhaling smoke than

through direct burns. Fire doors must therefore never be propped or wedged open; to prop open a fire door can cost lives if a fire breaks out. Thus, all exit doors should be unlocked and able to be opened from the inside without the use of keys. At the same time, exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

All personnel are advised to become familiar with the exit and escape routes from the building in which they normally work.

## 8.5 Health

It has often been said that it is better to be safe than sorry, and whilst this is easy to say, its realization requires supportive structures and responsibilities, to be implemented across the University, in order to ensure the maintenance of health and safety standards. Encourage staff to set high standards of health and safety by personal example, in order that students leaving the University should take with them an attitude of mind that accepts good health and safety practice as normal.

KUST, safety is everyone's responsibility and all members of the University community are therefore expected to be thoroughly familiar with their respective safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace.

Ensuring the health and safety of others members of the University community is just as important as the avoidance of avoiding injury to oneself. No one connected with the University has any right to endanger others, whether they are staff, students, or visitors. Academic staff has a particular responsibility to set a good example.

It is the duty of everyone engaged in University activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in laboratories, workshops, practical classrooms and elsewhere, at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, technical staff, cleaners and other colleagues. In the interests of health, safety, and welfare no person is permitted to intentionally interfere with, or misuse anything provided by the University.

This policy is intended to:

- a. Prevent accidents, illnesses, and injuries.
- b. Increase safety awareness, among the campus community.
- c. Provide guidelines for ensuring safety and minimizing risks to health in connection with the use, handling, storage, and transport of articles and substances.
- d. Provide necessary information, instruction, training, and supervision to ensure the health and safety of campus employees and students.
- e. Provide necessary protective equipment for the health and safety of employees and students;