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# SESAME

## HEALTH AND SAFETY PROGRAM

### 1. STATEMENT OF GENERAL POLICY

- 1.1. SESAME fully accepts the obligations placed upon it by the Jordanian Government covering health and safety. SESAME is committed to protecting the health and safety of all staff, researchers, visitors, community and surrounding environment. SESAME requires its Director to ensure that the following program is implemented and to report annually on its effectiveness in view of SESAME's safety policy.

### 2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

#### Introduction

- 2.1. This program has been prepared and published under the requirements of Occupational Safety and Health provisions in the Jordanian Work Legislation No. (8), 1996. Provisions in the legislation are considered to be the minimum safety requirements at SESAME. The purpose of the program is to establish general standards for health and safety at SESAME and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

### 3. SESAME RESPONSIBILITIES

#### The Director

- 3.1. The Director has overall responsibility for the implementation of SESAME program. In particular, he/she is responsible for ensuring that the health and safety program is widely communicated and that its effectiveness is monitored. He/she must also: i) ensures the observance of the health and safety rules for all workers at SESAME; ii) defines the organizational structure and the roles; iii) decides the goals to be achieved; and iv) establishes material and human resources.

#### Directors and Group Heads

- 3.2. Sector Directors and Group Heads are wholly accountable to the Director for the implementation and monitoring of the program within the area of their specified responsibility. They must also: i) ensure that prevention goals are achieved; ii) approve the procedures related to their areas; and iii) participate actively in the investigations in the unlikely event of an accident.

#### Safety Office

- 3.3. The nominated Safety Officer is responsible for co-ordinating effective health and safety program and controls across SESAME.
- 3.4. Safety Office responsible for:
- the production and maintenance of SESAME's health and safety program and ensuring that Group Guidelines are consistent with it;
  - its application;
  - monitoring and reporting on the effectiveness of the health and safety program;
  - the provision of general advice about the implication of the law the identification of health and safety training needs.
  - the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within SESAME.
  - Checks and/or produces reports, procedures, safety sheets and any other document related

to risks prevention and organizes the document system of the Safety Office

- Follow-up the implementation of the corrective measures in different situations (accidents, risks evaluation, ...)
- Offers support to sector directors and group heads.

#### **SESAME Staff**

- Follow and contribute to implement preventive measures.
- Pay constant attention to safety in routine tasks as well as extraordinary tasks.
- Enforces her/his own safety as well as her/his colleagues' at any time at the workplace.
- Know and follow all the procedures.
- Make appropriate use of the tools and protection equipment required for a particular task.
- Inform immediately Safety office and/or appropriate person(s) about any risk.

#### **4. HEALTH AND SAFETY MANAGEMENT PROCESS**

- 4.1. SESAME believes that consideration of the health and safety of staff is an integral part of the management process. The provision of the Safety and Health at Work Act and associated Codes of Practice will be adopted as required standards within SESAME. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
- 4.2. SESAME requires managers (Directors and Group Heads) to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from SESAME budget as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 4.3. For major additional expenditure, cases of need will be submitted by Directors to the Director.
- 4.4. If unpredictable health and safety issues arise during the year, the Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

#### **5. HEALTH AND SAFETY GUIDELINES**

- 5.1. It is the policy of SESAME to require Group Heads to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the group and the work organised within it.
- 5.2. It shall be the responsibility of the Group Head to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:
  - a clear statement of the role of the group;
  - regulations governing the work of the group;
  - clear reference to safe methods of working,
  - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
  - training standards;
  - the role and identity of the Health and Safety Representative;
  - names of specialist advisers who can be approached about the work of the group;
  - the manager responsible for organisation and control of work;
  - accident investigation and reporting procedures;
  - group safety rules;
  - fire procedures;
  - policies agreed by SESAME.

## 6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS - ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

6.1. It is the policy of SESAME to require a thorough examination of health and safety performance against established standards in each group, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the program;
- group guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

6.2. The information obtained by the Audit will be used to form the basis of the plan for the group for the following year. Audits must be completed by July of each year.

6.3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

6.4. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.5. In addition to carrying out Safety Audits, it is the responsibility of the group head to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

6.6. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the Risks and decide on precautions.
4. Record the findings and implement the precautions and mitigation procedure(s).
5. Review the assessment and update when necessary.

## 7. SAFETY REPRESENTATIVES

7.1. SESAME will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Group. They may also formally report hazardous or unsafe circumstances to the Head of Group and or Safety Officer and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## 8. TRAINING

8.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

8.2. Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's

responsibilities under this policy, and the role and purpose of safety representatives;

- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

## **9. RECORDS, STATISTICS AND MONITORING**

9.1. SESAME will operate systems for recording, analysis and presentation of information about accidents, incidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident (and in some cases incident) statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director.

## **10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

10.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences to the Jordanian Authorities, shall rest with the Director as delegated to the Safety Officer.

## **11. SPECIALIST ADVISORY BODIES**

11.1. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside SESAME.

## **12. THE OCCUPATIONAL HEALTH SERVICE**

12.1. It is the policy of SESAME to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals. All types of hazards and associated risks will be detailed in an annex to this policy in a later stage.

## **13. FIRST AID**

13.1. It is the policy of SESAME to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **14. FIRE**

14.1. The Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all SESAME premises. The Director delegates these responsibilities to the Directors.

14.2. In addition, SESAME will nominate a Fire Officer (this may be the Safety Officer or someone external to SESAME)

- report and advise on the standard of fire safety in SESAME's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in SESAME's premises and to submit reports of such incidents.

## **15. CONDEMNATION AND DISPOSAL OF EQUIPMENT**

15.1. Procedures for the, condemnation and disposal of equipment are set out in SESAME's Standing Financial Instructions. Managers introducing new equipment should have new

equipment checked by the Safety Officer.

## **16. FOOD HYGIENE**

16.1. Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer

## **17. LIFTING AND HANDLING**

17.1. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The HR Unit will ensure appropriate training in lifting and handling is provided to staff who require it.

## **18. NON-SMOKING ON COMPANY PREMISES**

18.1. SESAME has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on SESAME premises are available from the HR Unit.

## **19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

19.1. The Control of Substances Hazardous to Health Regulations require SESAME to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. SESAME must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

## **20. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

20.1. All new computer installations must adhere to the Standard Specifications and comply with the Health and Safety Regulations.

## **21. CONTROL OF WORKING TIME**

21.1. SESAME is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 40 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## **22. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

22.1. This policy requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities. Employees have equal responsibility with SESAME for Health and Safety at Work.

22.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## **23. PEOPLE WORKING ON SESAME PREMISES NOT EMPLOYED BY SESAME**

23.1. Persons working in SESAME premises who are employed by other organisations are expected to follow SESAME Health and Safety Policies with regard to the safety of SESAME employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly, seconded SESAME employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

23.2 When pregnant women reports that she is pregnant a risk assessment should be carried out focussing on the work that she is doing and the hazard that might increase risk to her and the child.

#### **24. VISITORS AND MEMBERS OF THE PUBLIC**

24.1. SESAME wishes to ensure that as far as is reasonably practicable, the Health and Safety of visitors to SESAME establishments will be of the highest standard.

24.2. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Group. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

#### **25. CONTRACTORS**

25.1. SESAME wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in SESAME's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

25.2. Contractors must also observe SESAME's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

25.3. In tendering, Contractors will be asked to confirm they have a written Health and Safety Policy. SESAME's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.