



DEPARTMENT OF FOOD ENGINEERING
OCCUPATIONAL HEALTH AND SAFETY POLICY

Feb 2021

Prepared by:

OSH Committee

Approved by:

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DOCUMENT HISTORY AND REVISIONS

Issue Date Notes

1. 26/02/2021 Issue of policy

Next Review due: 26/02/2022 – responsibility for this assigned to Chairperson Department.



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1. INTRODUCTION

1.1 SCOPE

This policy applies to every aspect of the Food Engineering Department including all educational, research, recreational and management activities. It defines the department's commitment to discharge its duty of care to anyone possibly impacted by its undertaking, the organization roles and responsibilities of specified employees, and the arrangements in force to secure the health, safety and welfare of all people to whom it owes a duty of care. The policy also sets out the expectations on employees, students, and workers to support the department's efforts to provide a safe and healthy workplace and to meet their own individual duty of care to others.

1.2 PURPOSE

The purpose of health and safety policy is to formalize the department commitment to provide a safe and healthy environment for all students, faculty, staff and visitors of our campus community and to define a strategy for achieving and maintaining university-wide compliance with all environmental, health, and safety laws and regulations. The Policy Statement is supplemented by individual procedures covering a range of activities and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work, including Laboratories, classrooms, staff/faculty offices. This responsibility is successively devolved through department management structure, and all concerned people carry a personal responsibility for the health and safety of those affected by their actions.



2. DEFINITIONS

ABBREVIATION	FULL FORM
FED/the department	Food Engineering Department
OSH	Occupational Health and Safety
CS	Convener Safety
SOP	Standard Operating Procedure



3. HEALTH AND SAFETY POLICY STATEMENT

Food engineering department accepts its responsibilities for all applicable health, safety and environmental protection laws, regulations and requirements. To meet this standard of excellence, the FED OSH Committee implements initiatives and best practices to systematically integrate health, safety, and environmental considerations and sustainable use of natural resources into all activities.

It is the Policy of Department of Food Engineering to:

1. A commitment to health and safety among all employees and students is encouraged through an active consultation and communication.
2. Regard health and safety as a core management function.
3. Define and identify health and safety responsibilities at all levels across the Department.
4. Promote an attitude of safe working by employees and students in all aspects of the Department's work, underpinned by appropriate training and disciplinary procedures in line with the overarching University policy.
5. All work, teaching and laboratory areas, plants and equipment should meet approved safety standards.
6. Maintain a safe and healthy working environment and safe methods of operation;
7. Ensure the provisions and distribution of appropriate resources to meet health and safety issues.
8. Suitable and appropriate training and counselling session will be arranged.
9. All employees and Students should show its commitment to health and safety by complying with policies and procedure, exercising due care and attention and by understanding that they too have obligations for themselves and one another.
10. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.
11. Health and safety policy will be reviewed after one year.



4. STATEMENT OF RESPONSIBILITIES

4.1 CHAIRPERSON DEPARTMENT

- Providing leadership to develop and implement OSH policies, programs and procedures.
- Providing technical resources, staff support, advice, and consultation to Departmental Staff and students.
- Providing necessary information, instruction and training to enable staff to perform their job in a safe manner;
- Encourage and facilitate the attendance of appropriate members of the Department on relevant internal and external health and safety training events;
- Take personal action to immediately suspend or stop any activity that is dangerous or not carried out within departmental health and safety policy.
- Formulating and drafting for review, policies, procedures and guidelines necessary to implement the environmental health and safety programs under its jurisdiction.
- Monitoring Department compliance and the effectiveness of OSH programs.
- Acting as the department liaison with governmental and regulatory agencies regarding environmental health and safety matters.

4.2 OSH COMMITTEE

Occupational Health and Safety Committee (OSH) Convener and members are appointed by Chairperson Department and are critical to the effective implementation of the health and safety program and ensuring University compliance. The committee has following members:

Dr. Zahoor ul Hussain Awan	Head
Mr. Salman Ali Khan	Convener
Ms. Aisha Jilani	Secretary

In the course of Duty OSH committee will

- Report to the Chairperson on all health and safety related issues.
- Report any breaches of Health and Safety policy (departmental) to the Chairperson immediately.
- Provide a written report on recent activities and incidents to each Department Safety meeting.
- Investigating identified hazards and recommending actions to correct deficiencies.
- Ensuring that OHS policies, written programs and guidelines are communicated, implemented and evaluated to all Departmental personals.
- Coordinating appropriate training for staff, faculty, students, visitors and volunteers in their areas.
- Stopping any University-related activity which presents an unreasonable health or safety risk to University employees, students or visitors.



- Preparing reports, recordkeeping and recommendations as needed to assist in compliance with OSH program.
- Assisting with incident or near-miss incident follow-up investigations.
- Providing assistance to correct identified deficiencies.

4.3 ALL EMPLOYEES

- Read, understand and comply with OSH policies, procedures and guidelines governing their activities.
- Promptly report unsafe conditions, environmental hazards as well as injuries and illnesses to the OSH Committee member.
- Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others.
- Shall maintain all work equipment in good condition, reporting any defects to their supervisor.
- Use common sense and good judgment at all times to avoid potential hazards that may exist or be created in the work environment.

4.4 ALL STUDENTS

- Shall at all times, whilst they are on Department premises or taking part in Department activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on Department premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University;
- Shall at all times, whilst in residence in Department property, comply with all fire, safety and security procedures as laid down in the contract of residence;
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the Department in the interests of health, safety or welfare;
- Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- Shall use protective or specialist clothing as required and shall use all safety equipment available;
- Shall maintain all equipment in good condition, reporting any defects to their supervisor;
- Shall report all occupational ill-health issues/accidents/incidents/near misses, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.



- All injuries, safety incidents, hazardous work conditions and “close calls” shall be recorded on the available “Incident and Hazard Report Form” provided by concerned OSH Committee member.

5. COVID-19 SOPS FOR ALL EMPLOYEES/STUDENTS/VISITORS (UNDER THE GUIDELINE OF GOVERNMENT OF PAKISTAN)

All Employees/Students/Visitors shall wear the mask throughout the day.

- Crowding of people should strictly be avoided. Every person must ensure keeping a distance at least 1 meter (3 feet) for seating.
- All persons must perform hand hygiene frequently with soap and water and use hand sanitizer.
- The Employees/Students/Visitors should cover their nose and mouth while sneezing or coughing with their flexed elbow or use tissues. Dispose off the tissues immediately after use. Avoid touching their face.
- Smoking will be strictly prohibited in the campus.

In case of any Employees/Students/Visitors with having any symptoms of Covid-19 the Medical department to be informed immediately.

6. ENFORCEMENT AND RESPONSE TO NON-COMPLIANCE

The primary responsibility for the environmental health and safety of the workplace belongs to each University employee/student. However, employees functioning in a supervisory role have a heightened responsibility to ensure that safe conditions, practices and training are provided and followed within their areas of control. Members of the campus community shall cooperate fully with all aspects of the OSH policies and programs. Failure to comply with established OSH policies, programs and procedures can lead to University disciplinary action under the general rules of conduct of all University employees, applicable collective bargaining agreements and the University student Conduct Code.