



THE UNIVERSITY LIBRARY HEALTH AND SAFETY POLICY



Universiti Brunei Darussalam Library Health and Safety Policy

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THE UNIVERSITY LIBRARY HEALTH AND SAFETY POLICY

1. Health and Safety Policy Statement

This is the official document of the Universiti Brunei Darussalam Library pertaining to the Health and Safety. This document comprises of the Policy Statement, Role and Responsibilities; Standard Emergency Procedures; and policies pertaining to the Health and Safety of Library staff and users.

Chief Librarian: _____
Signature: _____

2. Responsibilities and Duties

Library officers and staff hold crucial responsibilities towards the health and safety in the Library.

Those responsible for work are responsible for its safe conduct. Staffs with responsibility are expected to lead by example.

Staff must monitor those they supervise (i.e. contractors) that are working in accordance with risk assessments and are using necessary control measures.

Should an accident or other incident occur to staff or students under their control, they should investigate the causes, take necessary remedial action, and issue appropriate reports to the Chief Librarian and to the Office of Safety, Health and Environment (OSHE).

Health and safety duties are delegated to following staff:

Duty	Person Responsible
Health and safety manager	Haji Awg Mohd Yussop bin POKIDDP Hj Awg Musa (Assistant Chief Librarian)
Health and safety training	Amirul Shahezal bin Haji Abd. Rahman
Health and safety secretary	Amirul Shahezal bin Haji Abd. Rahman
Accident reporting and investigation	Haji Awg Mohd Yussop bin POKIDDP Hj Awg Musa (Assistant Chief Librarian), Haji Jumat bin Haji Ahmad, Amirul Shahezal bin Haji Abdul Rahman
Risk assessment	All coordinators and head of divisions
Fire Marshall	<ul style="list-style-type: none"> • Haji Awg Mohd Yussop bin POKIDDP Hj Awg Musa (Assistant Chief Librarian) • Haji Abdulah bin Haji Tahir • Merhane binti Mohamed Salleh • Hajah Norleha binti Haji Mat Yassin • Hajah Kamsini binti Haji Mohd. Hussin • Mutiara binti Haji Jais • Dayangku Noraini binti Pengiran Haji Idris • Pg Hajah Rosni binti Haji Abd Wahab • Hajah Normah binti Haji Mohammad Zain • Ahmad Safwan bin Haji Abd Jalil • Amirul Shahezal bin Haji Abdul Rahman • Haji Jumat bin Haji Ahmad • Haji Tengah bin Haji Ismail
Night-shift Fire Marshall	Reference Officer
Fire wardens & first aiders	Main Library:

	<p>Third Floor:</p> <ul style="list-style-type: none"> • Haji Kamal Ariffin bin Haji Apong • Noor Hayati binti Haji Latif • Dk Mariam binti Pg Haji Apong • Haji Jumat bin Haji Ahmad <p>Second Floor:</p> <ul style="list-style-type: none"> • Zakaria bin Haji Masri • Norlina binti Kamran • Noraidah binti Haji Abdul Latif • Aslina Qartina binti Ahmad <p>First Floor:</p> <ul style="list-style-type: none"> • Hajah Saindah binti Seruji • Hajah Zaimah binti Haji Tamit • Nurqamarina binti Matali • Norsinah binti Jainuddin <p>Ground Floor:</p> <ul style="list-style-type: none"> • Ak Hamirul Fadilah binti Pg Hamdani • Mohd Norisman bin Mohd Rosman • Suhaninah binti Sanih • Saidah binti Haji Mohammad <p>Business Library (BL): The whole BL:</p> <ul style="list-style-type: none"> • Haji Saiful Bahri bin Haji Saini • Amalina binti Haji Ahmad • Affandi Haji Pinne • Siti Nor Khairunnisa binti Haji Hassan
Estates and building co-ordination and supervisor	Haji Jumat bin Haji Ahmad
Contractors permit to work and supervision	Haji Jumat bin Haji Ahmad & Security Personnel

Health and Safety Manager

- Advise the Chief Librarian, Librarians and Library Health and Safety Committee on the formulation and implementation of health and safety policy, providing link with University policy and the Office of Safety, Health and Environment (OSHE) to ensure consistency and effectiveness
- Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and staff are aware of their responsibilities

Health and Safety Training Coordinator

- Liaise with the Safety Office, , Faculty Buildings Manager and others on matters of policy, procedure and other safety matters
- Coordinate training across the system to ensure that core procedures are known and understood and that staff are aware of new procedures and that problems arising from safety audits and risk assessments are assessed, logged, revisited and training needs met
- Attend internal and external meetings to ensure safety issues are appropriately represented, reported and communicated

Health and Safety Secretary

- Record all meeting related to health and safety
- Maintain accident and injuries record
- Implement decision and action
- Advise the matters on health, safety and environment

All Coordinators and Head of Divisions

- Identify workplace hazards
- Prepare and carry out risk assessment
- Carry out workplace inspections

Health and Safety Committee

- Attend all health and safety meetings
- Promote health and safety policy and program
- Participate in the identification of workplace hazards
- Carry out workplace inspection

Fire Marshall & Night-shift Fire Marshall

- Check the alarm panel
- Proceed to the confirm alarm location from the fire alarm panel
- Call Fire Service (*Bomba*) at 995
- Provide following information to *Bomba*
 - *type and scale of emergency*
 - *exact location of emergency*
 - *number of people involved*
 - *your personal information and contact numbers*
- Manage and keep order at the assembly area
- Advice emergency services of the location and type of incident, access route, etc.
- Maintain a log of events

Fire Wardens

- Perform thorough check of the location you are responsible for
- Bring a fire extinguisher if possible.

- Always ensure your safe escape route.
- Do NOT use the lift and do not turn them off either.
- Proceed to the Assembly Area and perform a roll-call.
- Inform Fire Marshall if any personnel are unaccounted for.

First Aiders

- Retrieve your first Aid Kit.
- If you are not in your location at the time of the alarm sounding, Do NOT return to collect the first aid kit.

Estates and Building Coordinator and Supervisor

- Perform thorough check on the Library buildings
- Prepare and carry out risk assessment on Library compounds
- Advise contractors on wearing Personal Protective Equipment (PPE)

2.1 The Organisation for Carrying Out the Policy

How the library formulates, governs and manages their policies within the University is outlined below.

a) Governance

All head of divisions are responsible for ensuring the Library Health and Safety policy is implemented, reviewed and updated to reflect changes and additions.

They must ensure that all staff and library users are aware of the policy.

b) Policy Formulation

The Library Health and Safety Committee is chaired by Chief Librarian and attended by all elected members, including fire wardens and first aiders.

This committee will discuss on safety issues and monitors the health and safety communication.

Annual report on health and safety is necessary to be compiled and submitted to the University Administration if deemed necessary. It should include any health and safety incident.

c) Head of Division Responsibilities

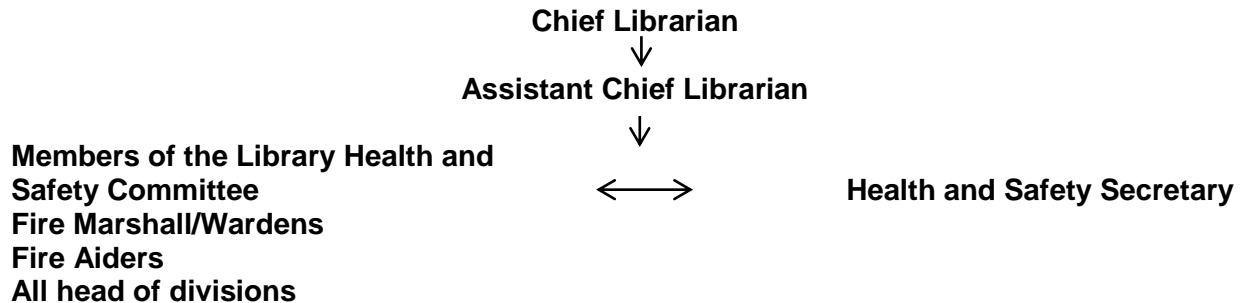
All heads of divisions are expected to undergo appropriate training in health and safety issues, particularly with regard to the staff they manage.

All staff and users have a responsibility to:

- Read any information on safety that is provided on the Library portal or on notice boards

- Ensure they never attempt to operate unfamiliar equipment, or undertake tasks which may be unsafe.
- Know the procedure to adopt in the event of a fire and familiarise themselves with the fire exits.
- Report anything hazardous to a member of library staff
- Ensure all accidents and incidents are reported to a member of library staff.
- Take care of their own health and safety as well as others who may be affected by their work.
- All members of the library have a responsibility to co-operate with their colleagues to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

3. Flow Chart of Level of Health and Safety Managerial Responsibilities:



4. Standard Emergency Procedures

The library has established standard emergency and safety procedures pertaining to the following:

- Fire and emergency procedures
- Fire drills
- First-aid procedures: action in the event of an accident
- Electrical safety
- Work by contractors in the Library
- Smoking policy
- Violence in Library

4.1 Fire and Emergency Procedures

Action in the event of a fire

If you notice a fire you should immediately raise the alarm by breaking the glass at the nearest manual fire alarm call point. The alarm is a continuous bell, accompanied by flashing red lights.

Fire extinguisher equipment is provided in the libraries but should only be used:

- After raising the alarm and ensuring that the fire and rescue services have been called
- If by doing so you do not place yourself in any danger
- By those trained in using fire extinguishers
- If the fire is very small

Fire precautions - all Libraries (Main and Business Libraries)

All fire exits and escape routes are to be kept clear of obstructions. Stairways in particular must be kept clear of anything which might in itself be the cause of a fire or which is flammable.

Evacuation Procedures

The following procedures apply to any evacuation situation:

- Become familiar with your building. Know the location of emergency exits.
- In the event an evacuation is necessary, UBD Library Fire Marshall or Fire Wardens to evacuate.
- Remain calm. Try to keep others calm.
- Exit the building using stairwells. **NEVER** use the elevators. Close and secure all doors behind you.
- Proceed to the designated assembly area. Keep quiet and listen for directions from the Fire Marshall or Officer(s) from OSHE staff.
- Notify the first responding agency of any disabled, trapped or injured persons.
- **NEVER** re-enter the building unless directed to do so by the Fire Marshall or OSHE staff or the fire department (*BOMBA*).

4.2 Fire Drills

Fire Drills are arranged at least once a year, and take place during term. It is important that the correct procedure for the arrangements is followed.

- The purpose of the drill is to:
 - check on the effectiveness of the response from staff and users
 - check that all supporting activities provided by Estates and Buildings are appropriate and correct
- The Library Fire Marshall and the Library Fire Warden(s) review:
 - the time taken to evacuate the building
 - the number of fire exits used
 - the adherence to correct procedures by library staff

Post fire-drill report is required every time a fire drill is carried out. Copies are kept by the Fire Marshall and Estate Coordinator.

Any problems illustrated by the drill are taken up by the Fire Marshall and remedial action will be instigated where necessary.

4.3 First-Aid Procedures: Action in the Event of an Accident

All work related injuries, dangerous occurrences, near misses or incidents of ill health must be recorded and reported on a report and a copy sent to the Chief Librarian and the University Safety Office. This may be done by the First Aider or any other person attending.

First-aid boxes are kept at appropriate places in each library and with each named First Aider. First Aiders are responsible for checking the contents of each first aid box, and re-ordering supplies when necessary.

Whenever there is an accident a First Aider should be contacted. If there is no First Aider in the building, the person at Reception or the Loans Desk should be contacted. She/he will contact the operator and ask for a First Aider from another location to attend and to report initially to the Reception or Loans Desk.

First Aiders act as the first point of call in an accident or incident. If an accident calls for experience beyond that of a First Aider, then they should contact the **Ambulance Service** on **991** or **Office of Safety, Health and Environment (OSHE)** on **+673 2463001 ext. 2200**.

5. Control of General Workplace Hazards

The library has also established control of general workplace hazards pertaining to the following:

- Housekeeping and waste disposal
- Safe storage
- Hazardous substance
- Asbestos
- Electrical safety
- Work by contractors in the Library
- Smoking policy
- Violence in Library

5.1 Housekeeping and Waste Disposal

The cleaning of offices and other areas is undertaken by Library cleaners to recognised standards and general waste must be collected from office areas daily.

5.2 Safe Storage

General office materials must be stored on shelves, desks or other equipment which have been designed for that purpose.

In addition, flammable or hazardous materials must be stored in cupboards or other areas which have been specifically designed for this purpose.

5.3 Hazardous Substance

Staffs who wish to bring in or introduce any form of hazardous substance into the workplace must seek the approval of Health and Safety Manager prior to its introduction.

The Health and Safety Manager will be responsible for assessing the risk and come up with appropriate control measures to ensure safe usage at all times.

5.4 Asbestos

Asbestos contains fibres that can cause cancer to everyone who breathes in. Asbestos is normally used as building materials that are found in old buildings.

Shall asbestos be found exposing to library staff and users, please contact Health and Safety Manager or the Office of Safety, Health and Environment (OSHE) for further health and safety arrangements.

5.5 Electrical Safety

Safety checking on portable electrical equipment is carried out every six months or annually.

Only electrical equipment that is properly installed and maintained should be used in the Library. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use.

Library staff should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables.

Any item that becomes faulty should be taken out of service and referred to the appropriate person for repair or replacement. Only those qualified to repair electrical equipment should attempt to do so.

5.6 Work by Contractors in the Library

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside the Library needs to be adequately controlled to ensure the health and safety of members of the department.

To ensure that appropriate measures are taken to control risks, the appropriate manager or in-charge security should liaise with those in charge of the work through their appropriate named person.

Contractors are required to wear a visitor pass at all time and fill in a form (UBD LIBRARY'S VENDORS MAINTENANCE/ CONSTRUCTION FORM) in the security desk before carrying out their work, which is subject to the approval of Estate Coordinator (Haji Jumat bin Haji Ahmad).

5.7 Smoking

Smoking is not allowed in the library and within six (6) metres of the library compound. This is with utmost respect to His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam's Tobacco Order 2005.

Whoever caught breaching the rules will be reported to the Office of Safety, Health and Environment (OSHE) and the Ministry of Health for further action.

5.8 Violence in Library

Library staff and users should identify those activities which might put those carrying them out at risk of attracting violent behaviour.

Library staff and users should carry out risk assessments and safer working arrangements should be instituted if necessary.

The results of assessments and subsequent arrangements should be recorded and reported.

Violent incidents should always be reported to the most senior member of staff available, who will contact Security staff and the Police.

All incidents should be recorded and reported by the official on duty.

In the event of someone being attacked or physically abused, the security personnel or Library staff should call emergency services at:

- **Ambulance** - 991
- **Police** - 993
- **Fire Station** - 995
- **Search and Rescue** - 998



HEALTH AND SAFETY UBD LIBRARY RISK ASSESSMENT FORM

Location		Reference	
Assessor's Name		Assessment Date	
Assessor's Position		Review Date	

Area or Activity	Hazards	Who are at risk	Control measures in place	Control measures required	Action by whom and when



HEALTH AND SAFETY UBD LIBRARY'S VENDORS MAINTENANCE or CONSTRUCTION FORM

Date and Time:

Location or Building:

Description of Work:

Name(s) of person doing work:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

List(s) of hazardous equipment:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Approve by Library Estate and Building Supervisor

Documents Prepared by:
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