

Directorate of Health and Safety

The mission of the Department of Health and Safety at Cihan University-Sulaimaniya is to use a variety of hazardous materials and processes that require special training and control measures to protect students, staff, and our environment from harm. Set out below are the safety, health, and environmental objectives of the University and the Management Program, forming the basis for fulfilling our mission in a safe and environmentally responsible manner.

The objectives of working in the Health and Safety Directorate of Cihan University-Sulaimaniya are to ensure that:

- All staff, students, researchers, and visitors are aware of biological hazards, legal requirements, and university policy and procedures relating to working with microorganisms and biohazardous substances.
- Staff, students, and researchers are aware of their responsibilities regarding biosafety at Cihan University.
- All staff, students, researchers, and visitors receive appropriate training and information that enables them to recognize the potential hazards associated with their work.
- Adequate medical, conventional, and biological waste disposal systems in place.

Principle of Operation

The working principle of the Health and Safety Directorate of Jahan University-Sulaimaniya is based on the firm conviction that accidents causing personal injury or damage to property or the environment can be prevented. No business or operational phase is more important than safety.

Cihan University-Sulaimaniya provides and maintains a safe and healthy environment at all locations and establishes operating practices designed to ensure the safety of all.

All faculty, staff, and students are responsible for their own individual safety performance and for protecting the environment. Each coach/supervisor is also responsible for creating a climate of safety and environmental awareness. Safety and environmental protection must be an integral part of every business. It is everyone's responsibility to follow safety rules and work in a way that prevents injury to themselves and others and does not harm the environment. Accident prevention and environmental protection are in everyone's best interest. Only with continued joint efforts and cooperation can we achieve these goals.

Departmental Responsibilities

General Responsibility:

- Allocate sufficient funds to implement university safety and environmental programs and policies.
- Communicate a positive attitude toward the university's safety and environmental programs.
- The direct activities of the departments are organized so that the protection of the safety and health of students, visitors, and staff as well as the environment is an integral part of any activity.
- Ensure that students, visitors, and staff are informed and carry out their responsibilities within the university's safety, health, and environmental protection policies and programs.
- Ensure that students and staff receive appropriate and timely safety and environmental information and training.

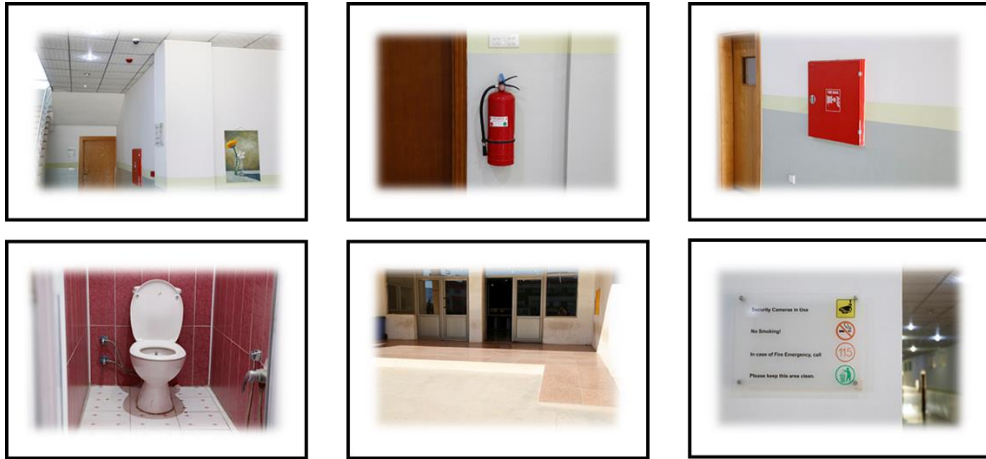
Special Responsibilities:

- Establish safety communication for the department and supervise and direct their activities.
- Appoint qualified personnel for cleaning departments with one or more biological and chemical laboratories.
- Establish a list of required safety and environmental training for each position within the department and ensure that each employee receives adequate training. Environmental Health and Safety should be consulted to help meet training needs.
- Implement a process to report and correct departmental safety, health, and environmental risks and to ensure that appropriate corrective actions are taken.

Environmental Health and Safety

Environmental Health and Safety provide technical support to assist university administration in the development and implementation of the Safety, Health and Environmental Program and its impact assessment, Environmental Health, and Safety responsibilities include:

- Act as University liaison with internal and external regulatory agencies.
- Inform those responsible for compliance with changes in safety, health, and environmental regulations.
- Provide the resources and techniques that the university needs to protect the safety and health of faculty, staff, and students.
- Maintain necessary safety, health, and environmental records to document University programs in accordance with specific regulations.



Emergency and Prevention:

This section contains general emergency response procedures to be followed in the absence of department or facility-specific procedures. The supervisor or person in charge in the area where the emergency occurs is responsible for investigating all emergency incidents and reporting them to Environmental Health and Safety.

Instructor Responsibility

At the beginning of each academic term teaching staff are required to instruct students and other staff. The following information should be included in the instructions:

- Call for emergency evacuation or sounding of the building fire alarm.
- Location of exits in the nearest hall/laboratory. It is the duty of the instructor to point out paths to exit for students. Exit routes are installed in all classrooms, classroom labs, and research labs.
- Certain safety measures may be required before it actually happens, such as: making experiments/reactions safe, turning off gas, etc., if safe to do so.
- Construction elevators are not used for evacuation.
- Evacuees should not congregate in or around building gates or doors, evacuees should be at least 100 feet from the building. The designated meeting place will be determined by the instructor.
- Employees can enter the building only when the public safety officer at the emergency scene says "all is well".

Incident reaction plans that are likely to occur such as:

Fires in Buildings

- Begin evacuating the building using the nearest alarm tow station.
- Request the assistance of the fire department.

- If the fire is small and you have had training in using a large fire extinguisher, you may try to extinguish the fire.
- Use the nearest safe exit to leave the building on the way out Close all doors to prevent the spread of smoke and fire.
- After exiting, immediately move to a safe location at least 100 feet from the building.
- Do not re-enter the building until an on-clear has been issued by public safety or the fire department.



Medical Emergency

- Assess the area immediately for hazards and possibilities (fire, toxic gas vapor or explosion, etc.) or situations that may require transporting the injured to a safer location. Otherwise, do not move the injured more than necessary.
- Alert for public safety and request first aid assistance or an ambulance.
- Provide emergency first aid as needed if trained to do so.
- If the injury is a hazardous chemical exposure, provide safety information to emergency medical responders, calling the emergency room to provide information as soon as possible.



Environmental Protection

Waste Disposal

Several types of waste are generated at the university and their disposal is regulated according to several scientific laws and regulations. It should be done with environmental health and safety in mind, and some specific information about proper waste disposal procedures.

Office Waste

Cihan University-Sulaimaniya Solid Waste will be regulated for disposal such as includes paper, cardboard, textiles, etc. These items may be placed in trash bins and large garbage bags outside each building. Office equipment and tools, furniture, and loose waste shall not be disposed of in this office waste repository.



Computers and Monitors

Cihan University-Sulaimaniya organizes waste from computers, video monitors, televisions, and fluorescent lights. The Cleanup Team Manager will facilitate and coordinate the disposal of all light bulbs and computer waste on campus. Broken computer parts or broken light bulbs are disposed of as hazardous waste through environmental health and safety.

Laboratory Waste

Laboratories generate a range of wastes including medical waste, hazardous waste, liquid industrial waste, broken glassware, empty containers, chemical spill waste, and fertilizers. Prior approval from Environmental Health and Safety must be obtained before any laboratory waste, other than office-type waste, is disposed of in sewers or placed in outdoor bins or bins. Waste disposal costs vary greatly depending on the amount and type of waste.



Laboratory Safety

In laboratories using hazardous equipment and toxic or flammable chemicals, doors to hazardous material storage rooms shall be posted with emergency signs, hazards,

and name(s) and telephone numbers (work and home) of persons responsible or familiar with hazards posted for assistance in unauthorized entry and securing laboratories when unattended.



Biological Laboratory

Activities involving the use of human body fluids, cells, and tissues require training and implementation of a blood-borne disease exposure control plan. Activities involving the use of non-human body fluids and their cells and tissues require training and documentation.

Laboratory Assistants

The laboratory assistant is required to assist students in teaching health and safety procedures in daily operations in the college laboratory. Since lab assistants are the liaison between students and faculty, they are usually required to keep regular working hours to meet the needs of students and their duties are summarized as follows:

- The Laboratory Assistant is directly responsible for all the contents of the laboratory assigned to him and is considered to be in charge of his grade and must take care of its maintenance and repair.
- Laboratory assistants must adhere to laboratory dress codes while working and wearing hair for females, and students are required to dress in the lab and wear protective gear, such as safety glasses during experiments.
- Adhere to proper laboratory procedures, processes and methodologies, and university-approved health and safety guidelines, and must secure all chemical reagent glass covers to prevent leakage, and return all reagents and equipment to their assigned locations after class.
- Clean and disinfect equipment and work areas if necessary, including water baths, incubators, storage tanks, glassware, and plastics, as well as safe ways to dispose of laboratory waste, including garbage, recyclables, and biological hazards.

- Observe laboratory testing with faculty members during tests by students, including immunology, chemistry, hematology, microbiology, etc. that require careful prevention and safe disposal to prevent the spread of infection.
- Dispose of broken glassware, hazardous waste, non-hazardous waste, and chemical waste safely within designated areas.
- Report and maintain any faults in both equipment and supplies.