



The American University of Kurdistan Health and Safety Policy and Procedure

Policy Number: FS007
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I. INTRODUCTION

- A. Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- B. Purpose:** AUK upholds this policy to provide guidelines and instructions to assist the University in its compliance with the applicable health and safety standards and regulations.
- C. Scope:** This Policy applies to all of AUK’s faculty, staff, students, independent contractors, partners, and visitors while on AUK’s premises.

II. ROLES AND RESPONSIBILITIES

- A. Responsible Executive:** Vice-President for Administration and Finance (VPAF)
- B. Responsible Administrator:** Director of Campus Service Department (CSD)
- C. Responsible Office:** CSD
- D. Policy Contact:** Director of CSD

III. **POLICY STATEMENT**

The University conducts its operations and maintains its facilities in a manner conducive to the creation of a healthy and safe environment for its employees, students, independent contractors, partners, and visitors while on Campus. The University will comply with all laws, regulations, and standards promulgated by the Government of the Kurdistan Region.

IV. **POLICY PRINCIPLES**

The guiding principles of this Policy are to:

- a. Provide adequate control of the health and safety risks arising from the University's activities and operations;
- b. Consult with the Campus community on matters affecting health and safety;
- c. Provide and maintain a safe and operational environment and equipment;
- d. Ensure safe handling and use of substances;
- e. Provide information, instructions, and supervision for all employees;
- f. Prevent accidents and cases of work-related illnesses;
- g. Maintain safe and healthy working conditions; and
- h. Review and revise this Policy as necessary at regular intervals as campus circumstances change.

V. **RESPONSIBILITIES**

A. **The University's Responsibilities**

1. Ensure the Campus is free of known hazards that are causing or are likely to cause death or serious physical harm to members of the Campus community;
2. Ensure the workplace satisfies health and safety requirements, e.g. ventilation, temperature, lighting and sanitary, washing and rest facilities;
3. Assess the risks to health and safety of all while on Campus;
4. Make arrangements for implementing the health and safety measures identified as necessary by assessments;
5. Ensure that all units/departments of the University are accountable for meeting all applicable health and safety standards and regulations;
6. Ensure that all units/departments have an individual who is designated as being responsible to provide adequate first aid in case of emergency;
7. Ensure the equipment is suitable and safe for its intended use, and that it is properly maintained and used;
8. Prevent or adequately control exposure to substances that may damage health and safety;
9. Ensure that all hazmat is properly managed on-Campus and disposed of as per international best practices;
10. Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation;
11. Ensure that appropriate safety signs are provided and followed;

12. Ensure that each unit/department appoints a person from its staff to be responsible for reviewing and reporting compliance and interacting with the University's Campus Services for guidance as needed;
13. Ensure that each unit/department provides training to their employees on how to meet all applicable health and safety standards and regulations; and
14. Ensure that each employee understands that s/he is ultimately responsible for compliance.

B. Faculty's Responsibilities:

1. Co-operate with the University on health and safety standards;
2. Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
3. While in a classroom or laboratory, take responsibility to ensure that all students under his/her direction are aware of and comply with all health and safety requirements of the classroom or laboratory; and
4. Ensures the prompt investigation of classroom or laboratory-related injuries or illnesses. Upon the occurrence of an incident, the faculty member or lab assistant shall directly and promptly submit the *Injuries and Illnesses Report From* of the incident to the Campus Services Department (CSD), initiating an immediate investigation. This investigation will determine if there is an unsafe condition that requires correction and whether applicable safety requirements were followed at the time of the occurrence.

C. Staff's Responsibilities:

1. Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
2. Use work items provided by the University correctly, including personal protective equipment;
3. Not to interfere with or misuse anything provided for health, safety, and welfare purposes;
4. Whether full or part-time staff, be responsible for knowing and complying with all health and safety standards and regulations;
5. Immediately submit the *Injuries and Illnesses Report From* to report injuries, accidents, or dangerous occurrences at work to their direct supervisor or to the CSD;
6. Comply with occupational safety and health standards and regulations which are applicable to his/her own conduct.

D. Students' Responsibilities:

1. Each member of the student body shall be responsible for knowing and complying with all health and safety standards and regulations that may apply to his/her own conduct while on Campus whether in class, laboratory, campus residence, or while engaged in any other campus activity;
2. The Office of Student Affairs is responsible for ensuring that all students are familiar with the applicable health and safety standards and regulations throughout the Campus; and

3. The Office of the Provost is responsible for ensuring that all students are familiar with all applicable health and safety standards and regulations pertaining to the classroom and laboratories.

E. Independent Contractor's, Partner's, and Visitor's Responsibilities

1. Take reasonable care for their own and others' health and safety while on AUK's premises;
2. Comply with any reasonable instructions, policies, and procedures given by the University;
3. Not interfere with anything provided to safeguard their own health and safety or the safety of others;
4. Promptly submit the *Injuries and Illnesses Report From* to report health and safety concerns to the CSD or to any of the University's employee;
5. Contractors working on Campus should report any concerns relating to their own safety or suspected unsafe working practices to the CSD; and
6. On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

F. The Campus Service Department (CSD) Responsibilities:

1. Provide guidance to all University units/departments in the formulation of sound health and safety practices and for providing technical expertise to meet the objective of compliance with all health and safety standards and regulations;
2. Serve as the central reporting and record-keeping unit responsible for university health and safety;
3. Communicate with and coordinate activities with regulatory agencies on all health and safety issues relating to the University and in case of emergency;
4. Determine appropriate standard operating procedures for the control of emergencies that do not involve criminal activity or violence but affect life safety or protection of buildings or other facilities;
5. Oversee the handling and disposal of hazardous material in the academic and non-academic operations of the University;
6. Prepare, maintain, review, and update all appropriate health and safety plans, handbooks, and related measures annually;
7. Make sure all available health and safety equipment, such as the sprinkler system, fire extinguishers, cameras, and announcing speakers are properly maintained, tested, and operational at all times; and
8. Make sure the AUK Campus Security is available 24/7.

VI. RESPONSE PROCEDURES

A. Emergency Communications

1. Telephones: In case of an emergency, announcement speakers will be utilized to inform the Campus community of the emergency. The announcement speakers

function on an UPS system. If the UPS system does not function properly, office phones will be used to contact all faculty, staff, students, and visitors on Campus.

2. Emergency Alarm System: The building fire alarm system is continuously monitored by the CSD and tested on weekly basis. To assure the safety of all while on Campus, the CSD Director, Director of Student Affairs Office, and the Director of Human Resources Office will work together to ensure that everybody is properly informed of the Emergency Alarm System.
3. Email: When needed, the Information Technology Department will send a group email to everyone. This is to make sure that AUK uses every possible channel of communication.

B. Employee Orientation

All members of the AUK community are informed of the University's Evacuation Plan (see below the Evacuation Plan). The Evacuation Plan and all significant revisions to the plan will be routed to the CSD. All members of the AUK community will be reminded of the Plan as necessary and encouraged to discuss the Plan with CSD.

C. Evacuation drills

Evacuation drills will be scheduled, conducted, and recorded by the CSD.

D. Medical Emergency

Medical Emergency means a condition caused by an injury or sickness that manifests itself by symptoms of sufficient severity that a prudent layperson possessing an average knowledge of health and medicine would reasonably expect that failure to receive immediate medical attention would place the health of the person in serious jeopardy. In such circumstances, the following steps are to be considered:

1. Visit the AUK Health Clinic, located on the LG floor Wing B. If nobody is available in the Clinic, call the CSD at 0751-7006862, or extension 1123.
2. If a bystander, provide the name(s), location, number of people injured, and description of the medical emergency.
3. If a bystander, do not approach or move the injured/ill person unless it is safe to do so. If it is safe, stay with the injured/ill person until help arrives.
4. If a trained bystander, provide aid if it is safe to do so.

E. Fire Risk

1. All members of the AUK community are familiar with the nearest fire alarm and fire extinguisher in the building. If you discover a fire, explosion, or smoke, immediately call the CSD at 0751-7006862, or extension 1123 to contact the Duhok City Fire Department.
2. If trained, use the fire extinguisher to extinguish the fire when it is necessary and safe to do so.
3. If there is a fire, activate the fire alarm. Notify others if you can.

4. If the fire alarm sounds,
 - i. Immediately go to the Designating Emergency Assembly Areas (see the map below).
 - ii. Do not use the elevators.
 - iii. Do not open doors if they are hot.
 - iv. Follow instructions from CSD and/or the City Fire Department.
 - v. Help those who need assistance to move from the area.
 - vi. Do not re-enter the building until authorized to do so.

F. Severe Weather

Severe weather refers to the dangerous effects created by certain changes in the atmosphere that result in tornadoes, extreme thunderstorms, or blizzards. In cases of severe weather, the following measures are recommended:

1. Monitor the local TV stations, radio stations, any weather-related internet sites, etc.
2. Take shelter on the lowest level of the building.
3. Do not pull the fire alarm.
4. Stay away from windows.
5. Move to an interior hallway.
6. Wait for an all-clear notification prior to returning to your work area, class, or residence room

G. Earthquake

If an earthquake occurs, please do the followings:

1. Ensure desk, chairs, and other items do not block exits if moved during the shaking.
2. Drop, cover, and hold until the shaking stops. Protect the head, neck and spine.
3. Stay away from windows, cabinets, bookcases, and other heavy objects.
4. Prepare for the possibility of aftershocks.
5. Evacuate the building if there is a visible damage, gas odors, or other signs that it is unsafe to remain indoors.
6. If evacuated, do not return to the building until a safety assessment has been done.

H. Chemical Spill/Hazardous Materials Emergency

Chemical and hazardous materials spill including biological, chemical, and radiological materials pose a serious risk if not promptly and properly responded to by the appropriate emergency response staff. In cases of chemical and hazardous materials spills, you must promptly do the followings:

1. Call the CSD at 0751-7006862, or extension 1123.
2. The concerned units and/or departments will provide information on the type of chemicals (if known), size of the spill, and possible exposures.
3. Evacuate the area and the building based on instructions from the CSD.
4. The evacuated area should remain evacuated until an all-clear notification is given by the CSD.

I. Armed Intruder or Active Shooting

An armed intruder is defined as a person actively threatening lives in a populated area. An armed intruder may be an active shooter - a person actively shooting a weapon and causing harm, or it could be an individual with a knife or other weapon. If the security and safety of the Campus are compromised or threatened by an armed intruder or active shooter, the following measures shall be taken immediately;

1. Call the CSD at 0751-7006862, or extension 1123.
2. Get as far as possible from the danger area.
3. In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
4. Flee the area if it is safe to avoid danger.
5. If escape is impossible, then lock (or barricade) all doors and secure in a safe area. Turn off lights and all noise-producing devices, such as cell phones. Remain in place until an all-clear notification is given by an authorized person or law enforcement official.

J. Criminal Activities and Suspicious Behavior

Criminal and suspicious activity is any observed behavior that could indicate a person may be involved in a crime or about to commit a crime. All members of the AUK community are asked to assist in making the University a safe place. If witnessing a crime in progress or behavior believed to be criminal or a victim of a crime, immediately do the following:

1. Report to the CSD at 0751-7006862, or extension 1123 from a safe location.
2. Know and use safe routes for entering and exiting the Campus and buildings.
3. Use any campus phone to report a crime or suspicious person.
4. Do not approach or attempt to come to a physical contact with the crime suspect.
5. Avoid conflict and confrontation with the crime suspect whenever possible.

VII. CLASSROOM AND LAB SAFETY PROCEDURES

AUK has prepared a set of guidelines to ensure safety in classrooms and labs, as follows:

1. Students read all fire alarm and safety signs and follow the instructions in the event of an accident or emergency.
2. Students are fully aware of the emergency and evacuation procedures.
3. Students are aware of the location of the classroom or lab's safety equipment—including first aid kit(s), fire extinguishers, eye wash stations, and safety showers—is located and how to properly use it.
4. Use emergency phone numbers to call for help in case of an emergency.
5. Lab areas containing carcinogens, radioisotopes, biohazards, and lasers are properly marked with the appropriate warning signs.
6. Open flames are not to be used in the laboratory without permission from a qualified supervisor.

7. Students are aware of exits of classrooms or labs as well as the locations of fire alarms.
8. Students work in properly-ventilated areas.
9. Students follow the proper procedures for the disposal of lab waste.
10. Students report all injuries, accidents, and broken equipment or glass immediately, even if the incident seems small or unimportant.
11. If any unsafe conditions are noted in the lab or class, students inform the instructor or CSD as soon as possible.

VIII. EVACUATION PLAN

Refer to the AUK Evacuation Plan for detailed information on off or on-campus evacuation. In the event of an evacuation announcement, follow these steps:

1. Refer to the Evacuation Map for information on building exits and assembly areas.
2. If it is safe, take personal belongings, such as keys, wallets, and technological devices.
3. Avoid using elevators during the evacuation.
4. Direct individuals in need of evacuation assistance to emergency responders or the CSD. Wait for instructions and additional information from emergency responders or the CSD.

IX. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** December 3, 2024