



Policies & Procedures Manual Sir Syed University of Engineering & Technology

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Policy Statement
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continue the improvement in all areas of activities.

	Name	Designation	Date
Prepared by:	Engr. Akhtar Nadyme	Director QEC	07-02-2020
Reviewed by:	Prof. Dr. Muhammad Aamir	Associate Dean of Engineering	13-02-2020

Environment and Health Safety (EHS) Policy

1. Preamble

Safety and Security of personnel and material is of paramount importance and calls for exclusive and standardized measures to be institutionalized for strict compliance by all concerned. Environment on the other hand has gained high global importance considering habitat and aesthetics as vital health aspects. In order to address EHS related matters a Standing Committee was constituted at SSUET in August 2019. However, no formal policy, duly approved by statutory bodies was available. This document provides a policy implemented with the approval by competent authority.

2. Introduction

Sir Syed University of Engineering and Technology aims to provide and maintain a safe and healthy environment at all locations and will establish operating practices designed to assure the safety of all. SSUET is committed to providing a safe and healthy environment to its staff, students and all concerned. SSUET is also committed to implementing a safety management system on campus that ensures compliance with the national and international safety legislation.

3. Constitution of Standing EHS Committee

A standing Committee of the following was constituted according to Office Order # SSUET/Reg/S&S Com/2019/2328 dated 23rd August 2019 to develop safety and security instructions that comprehensively addresses all safety, security and environmental concerns with foolproof compliance mechanism:

- i. Registrar
- ii. Director Student Affairs
- iii. Director Strategic Planning & Development
- iv. Chief Security Officer
- v. 2 Senior Faculty Members

4. Implementation of Environment, Health & Safety Policy

An Environment, Health & Safety (EHS) manual has already been developed at SSUET to provide detailed procedures to be implemented. Following major EHS areas are addressed in the manual:

- i. Fire Safety Guidance
- ii. Earth Quake Evacuation Procedure

- iii. Criminal or Violent Behavior
- iv. Lab Safety Instructions
- v. Everyday Elevator Safety Rules
- vi. Building Evacuation Procedure
- vii. Health Policy

According to this policy following will be ensured:

The EHS Manual will be widely circulated and will be made available to all concerned departments, faculty, staff and students. The EHS Manual will also be placed on the website of SSUET.

Training sessions / drills by experts will be conducted of all the concerned, including faculty, staff and students.

The manual will be reviewed and updated periodically to address the current issues, risks and hazards.