

# Health, Safety & Environment Policy Statement

KPR Institute of Engineering and Technology (KPRIET) endeavours to ensure a healthy, safe work and study environment for all its employees, students and visitors

KPRIET shall take reasonable and suitable steps to identify and manage the risks of injuries, occupational diseases, health hazards and property damage on a continuing basis

KPRIET shall take adequate steps to ensure the environment's conservation and preservation.

KPRIET shall,

- comply with the National Policy on Safety, Health and Environment at Workplace and other related legislations/ acts
- promote awareness among students and staff about health, safety and environment through regular engagements and communications
- ensure all the necessary systems and resources to manage health, safety and environment inside the campus are in place
- organize health, safety and environment audits at regular intervals to eliminate or reduce risks at workplace
- train manpower periodically to respond to any emergency situations
- maintain the campus "tobacco-free".

KPRIET requires all its students, employees and stakeholders to always adhere to this policy.



**Dr. M. Ramasamy**

Principal

KPR Institute of Engineering and Technology



V 1.0 | 09.03.2022

<b>Policy Name:</b>	<b>Health, Safety and Environment</b>			<b>Policy No.:</b>	<b>P2</b>		
<b>With effect from:</b>	26.08.2023	<b>Last revised on:</b>	-	<b>Revision No.:</b>	-		
<b>Responsible Person</b>	Administrative Officer	<b>Contact Info.</b>	<b>Email-ID:</b> ao@kpriet.ac.in <b>Phone Number:</b> 0422-2635600 Ext.: 635				
<b>Applies to:</b>							
<b>Faculty</b>	✓	<b>Student</b>	✓	<b>Alumni</b>	✓	<b>Parents</b>	✓
<b>Staff</b>	✓	<b>Visitors</b>	✓	<b>Vendors</b>	✓	<b>Employee</b>	✓

Version History				
Version No.	Approved By	Revision Date	Description Of Change	Author

## Policy Implementation Guidelines

### **1. Implementation**

- Internal audits are conducted on a regular basis to assess the risk of all activities, equipment, buildings, policies, procedures, training and manuals across the institute.
- Any safety related incidents reported by users is investigated thoroughly and appropriate actions initiated.
- Emergency plans are communicated to all academic and residential zone users through display boards and emergency drills.
- Ensure that Material Safety Data Sheets (MSDS) are made available in the labs and followed by all users.
- Appropriate equipment is employed for a given activity and it is in good operating condition.
- Fire extinguishers, emergency eyebath/shower units and other emergency equipment are unobstructed, plainly visible and in good order. Specialized training for handling fire extinguishers is provided to the laboratory technicians.
- First-aid kits are kept in easily accessible, visible and recognized locations and all laboratory technicians are trained in handling them.
- It is forbidden to eat, drink or apply cosmetics near dangerous materials (radioactive, bio-hazardous or chemical).
- Food and beverages are not permitted to be kept in the refrigerator or freezer where hazardous chemicals are kept.
- A list of emergency contact numbers that includes Medical Centre, Transport in-charge, Administrative Officer, Security Officer, faculty-in-charge, lab-in-charge and respective HoD are displayed in all labs.

- Ensure that the floors are not slippery and that there are no falling or obstructing objects (e.g., cords, cables, wires, equipment, and tools).
- Separate bins for different types of wastes are placed at strategic locations.
- Ensure all electrical appliances and equipment are grounded properly.
- KPR Medical Centre shall take care of employees' and students' health and attend to any medical emergency situations.
- Identify all risks and classify them into low-, medium- and high-risk categories. Anyone involved in high-risk activities (refer to appendix 1) are required to have completed the relevant training and necessary approvals/ work permit from the management are obtained before starting the work.

## **2. Guidelines/ References from Public Statutory and Non-Statutory Bodies**

- Safety, Health and Environment Handbook (2019), Central Public Works Department, Ministry of Housing and Urban Affairs.

## **3. References**

- Safety, Health and Environment Handbook (2019), Central Public works department, Ministry of Housing and Urban Affairs
- Policy on laboratory safety and environmental health (2020), Indian Institute of Science, Bangalore
- Safety Manual (2019), Indian Institute of Science, Bangalore

- National Policy on Safety, Health and Environment at Workplace, Ministry of Labor and Employment, Government of India.

<https://labour.gov.in/sites/default/files/SafetyHealthandEnvironmentatWorkPlace.pdf>

## Appendix 1



### **KPRIET Work Permit – Admin Office**

	Employee Name	:
	Employee ID	:
	Designation	:
	Supervised by	:

#### **Permitted to work in the following areas only:**

1.	IT Peripherals	Yes/ No
2.	Electronics (TV, Projector, Speaker, etc.)	Yes/ No
3.	Electrical	Yes/ No
4.	Plumbing	Yes/ No
5.	Carpenter	Yes/ No
6.	AC Work	Yes/ No
7.	Cooking/ Mess Operations	Yes/ No
8.	Food Serving	Yes/ No
9.	House Keeping	Yes/ No
10.	Sanitization worker	Yes/ No
11.	Waterman	Yes/ No
12.	Gardening (Plantation and Maintenance)	Yes/ No
13.	Driving (Bus, Car, Loading vehicle)	Yes/ No
14.	Lab equipment servicing/maintenance	Yes/ No

**Certification/ Qualification/ Experience/ Any other comments**

**Authorized by**