

TMUC Health, Safety, Environment and Security Policy

TMUC is committed to providing a safe and healthy Campus/HO environment and shall take effective steps to prevent potential accidents and injuries to the learners and employees' health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practical, the causes of hazards inherent in the Campus/Office environment, and bearing in mind the prevailing knowledge of the educational industry and of any specific hazards.

Specifically, TMUC Management is committed to providing and maintaining

A safe and healthy educational working environment where equipment and systems are in place to mitigate or control health & safety risks arising from college work activities.

All necessary health and safety measures to ensure statutory compliance.

Necessary information, instruction, training and supervision to ensure Health and Safety at work.

First Aid Provisions

It is mandatory for all pre identified TMUC employees to have First Aid Training. HR at Campus/HO are trained and refresher courses are arranged at least once in a year.

It is also obligatory for all Campuses/HO to have first aid kits available in all long-distance travelling vehicles used to conduct TMUC business whether rented or provided by the office. All Campuses/HO must have First Aid Kits. All employees should be made aware of the location of First Aid boxes.

TMUC discourages the self-medication practices and any employee taking any medicine without having expert opinion will be responsible for his /her own actions. The first aid boxes may only have general purpose medicines on the directions of a qualified doctor.

Campus Manager is responsible for maintaining a properly equipped first aid box. A notice stating where the first aid box is kept must be displayed prominently in public areas.



HOUSEKEEPING

Cleanliness and maintenance of the Campus/Office equipment and other facilities will be in accordance with TMUC's set standards. Floors should be cleaned on a regular basis and waste bins should be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard, such as obsolete items of furniture, should be removed without delay.

SMOKING

Non-smokers shall be protected from the discomfort and health hazards of tobacco smoke in Campuses/HO areas. No Smoking policy shall prevail in all Campuses/HO locations of the TMUC premises and within its owned or rented vehicles. It is the responsibility of the HOI and all Senior Management to enforce this at all time as much as it is practical. Smoking is permitted only outside the campus premises at designated spots.

VENTILATION

Effective and suitable measures should be taken to ensure that enclosed Campus/HO are adequately ventilated and “stale air or air that is hot or humid” is replaced at a reasonable rate. “Ventilation” includes both open able windows and mechanical systems and the legal requirements include avoidance of unpleasant smells and exhaust fumes, where possible. Where ventilation systems are installed, these must be fitted with an effective device that will give a visible or audible warning of failure in the system.

FIRE SAFETY MANAGEMENT SYSTEM

TMUC Management shall ensure the implementation of an effective fire management system within TMUC Premises. Each premise shall have a fire safety procedure that shall incorporate the following basic elements of fire safety:

- Means of detecting fire and raising the alarm.

- Means of fighting fire.
- Adequate means of escape.
- Provision of suitable information and training.
- Regular checks of all electrical appliances to avoid short circuiting.

For all TMUC premises, the following requirements are specified for fire prevention and emergency plans:

FIRE DETECTION AND MANAGEMENT SYSTEM

The design of a fire alarm system for any TMUC premises must take into account the degree of risk involved. The purpose of a fire alarm system may be simply to alert the persons in the building in the event of an emergency.

Campus Manager shall ensure the installation of Fire Alarm within TMUC premises. Fire alarms will be checked on monthly basis as per the Standard Operating Procedures. All the tests shall be documented for tracking and monitoring purposes.

Any operational fault will be rectified and staff shall be informed of alternative temporary warning arrangements which may be necessary.

FIRE PRECAUTIONARY MEASURES

TMUC management is committed to deploy a proactive approach to ensure H & S of its learners and employees. As a mean to prevent outbreak of fire inside the Campuses/HO, all employees are supposed to observe precautionary measures communicated by the Campus Manager/HR & Admin Department.

PROVISION OF FIRE FIGHTING EQUIPMENT

All TMUC premises must have adequate means for fighting fire. Selection of fire appliances depends on the fire risk. Portable firefighting equipment shall be installed and maintained properly.