

2023-2024

University of Fujairah
Department of Facilities Management

Policy on Health & Safety

Release no. 02
UOF – DFM
Originated by: Mohamed Ramadan



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I. Overview

These policies and procedures are designed to guarantee efficient services governing health and safety for all members of the UOF community and to provide guidance when safety problems occur.

II. Scope

It covers health and safety concerns in the university.

III. Objective

To provide a safe working environment, in terms of implementing health and security policy, among employees, students, and visitors.

IV. Policy Statement

UOF shall:

1. Communicate to students, faculty, and staff that they have personal responsibilities for their safety issues. And,
2. Maintain a safe campus that supports the educational activities of the institution.

Policy Process:

1. CAMPUS SAFETY AND RISK MANAGEMENT PLAN

This plan shall be developed to provide a safe environment for students, employees, and visitors. The benefits of a safe campus cannot be overemphasized. These procedures are designed to make the campus environment safe for all members of the UOF community and to provide guidance when safety problems occur.

Students must understand that they have personal responsibilities for their safety issues. This handbook includes issues for on-campus safety. Efforts to maintain a safe campus support the educational activities of the University and allow the UOF family to interact in safe, secure, and enjoyable surroundings. The Campus Safety Department works to ensure safety campus-wide with their interaction with students, faculty, and administrators.

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1.1. Fire Safety

Fire Safety is a primary concern for all members of the UOF family. A serious concern for safety in any public building relates to fire. UOF sets forth the following guidelines:

1. Smoke detectors, fire alarms, and fire extinguishers must not be tampered with.
2. Smoking inside any building on the UOF campus is strictly prohibited by policy and law and is a health and fire hazard.
3. Incense, candles, and any other open flame instrument, as well as electric room heaters, are not to be used in the residence halls.
4. The use of tobacco is strongly discouraged. However, smokers must safely dispose of all tobacco products and must obey all "No Smoking" signs.
5. Hallways must be clear of all objects that might impede exit from the building.
6. Students must participate and cooperate fully in all fire drills. Failure to comply with these guidelines will result in severe sanctions and/or dismissal.
7. Staff and students should become familiar with the location of the fire exits and fire extinguishers posted on each floor.

If you see a fire, or smoke or suspect a fire due to fire odors, activate the building's fire alarm immediately. Notify the safety officer who will call 991 to report the fire to the Civil Defense Department. Report all fires regardless of size or damage to the reception.

If you hear a fire alarm sounding, be calm, don't panic and do the following:

1. Evacuate the building by the closest exit in a peaceful and orderly manner.
2. When a person is unable to evacuate a building because of disability, the person will be placed in a safe location at a fire exit stairwell.
3. Elevators must not be used during fire or fire alarm conditions.
4. Control of elevator functions may be relinquished to professional firefighters.
5. Once evacuated, a building will not be re-entered until the "all clear" has been given by a fire safety authority and communicated through Security Services and the Fire Wardens.
6. The Physical Plant Fire Safety Technician will keep records of tests of fire equipment on file for at least two years.

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1.2. Building Security

The Campus Safety Committee will check unoccupied buildings to ensure that each is locked. This building check will provide the opportunity to observe problems at the buildings such as water leaks, fires, and broken windows/doors.

Students are required to always carry their identification cards and present them to university officials upon request.

- Don't count your money in public and carry only a small amount of cash at a time.
- Walk purposefully, briskly, and keep moving.
- If leaving by yourself after dark, ask someone you trust to walk you to your car or other destination.

2. EQUIPMENT AND SOFTWARE TECHNICAL SUPPORT: REPLACEMENT AND UPGRADING

The Department of Information Technology Support (DITS) is committed to ensuring that all staff employed by, and students taught by, the UOF have adequate computing facilities to carry out their work and studies. This section outlines the policy and procedures for the provision of desktop/laptop & iMac Apple computing facilities to each member of the UOF.

2.1. General Renewal of Desktops/Laptops & iMac Apple

General renewal of desktop machines will come from the Equipment Hardware budget. The renewal of the machines will be on a three (3) and four (4) yearly cycle. The upgrade cycle for the various groups within the UOF will be Groups Upgrade years:

For administrative staff and teaching staff, a machine will be purchased in the year of renewal. A current Staff Standard is maintained by the Chair of the Equipment and IT committee. The standard should be updated as new hardware becomes available by the Chair (of the Equipment and IT Committee).

2.2. Undergraduate Laboratories

There will be an upgrade cycle of 3 - 4 years. Hence the upgrade cycle for the laboratories will be as follows:

- Computer Labs (IBM Compatible) 2017

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- Computer Labs (iMac Apple) 2019

The current Undergraduate Standard is maintained by the Chair of the Equipment and IT committee. This standard should be updated at the time of each purchase by the Chair.

a) *Department Associates and Visitors*

Department associates and visitors will be allocated a machine recycled from the General Renewal schedule above. Some new machines may be purchased, as the budget allows, replacing machines older than five (5) years.

b) *Research Fellows*

The department is committed to ensuring that non-continuing Research-only staff have adequate computing facilities. In the first instance, it is the responsibility of the Grant holders from which a Research Fellow is employed to provide a desktop machine.

2.3. Schedules for the replacement and upgrading of equipment.

The UOF's Information Technology Plan details the instructional needs of students in computer-based programs; instructional needs for computing in classrooms, the open-access labs, and the library; and the computing needs for both faculty and staff. The plan includes hardware, software, training, and support. The success of the plan is assessed, and the plan is modified based on enrolment growth, faculty and staff growth, curricular changes, student outcomes assessment, and surveys of continuing students, staff, faculty, and alumni. Responsibility for drafting this plan is assigned to the IT and Network Administrator.

2.4. IT Resources Replacement and Expansion Plan

The university has initiated a cyclic *Information Technology Resource Replacement and Expansion Plan* to ensure that all technology on campus is kept up to date.

To address these issues, existing computers, networked printers, and projection systems in the University have been placed on a replacement cycle, and plans for expansions have been put in place. There are three separate processes to buy or replace the technology:

- Administrative areas
- Faculty office areas
- Classrooms/labs

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The goals of the technology replacement and expansion plan are to:

1. Ensure that appropriate computing resources are available in shared and departmental computing facilities, classrooms, labs, and university offices to support the mission of the institution.
2. Ensure that each faculty and staff member who uses computing resources in his or her office has a computer of sufficient capacity to fulfill his/her responsibilities.
3. Implement minimum standards for computing equipment on campus (first adopted in 2006 and reviewed annually by the Information Technology Advisory Committee) and promote uniformity of technology levels within an area.
4. Ease resources and financial planning by reducing the effort involved in budgeting and planning for new computers. Eliminate the need to request capital equipment reviews, write requisitions, and request installations.
5. Provide for the cost-effective and timely purchasing and installation of new equipment while decreasing the deployment time for new equipment; and
6. Expedite the disposal of old equipment.

3. ADMINISTRATIVE IT RESOURCES REPLACEMENT POLICY

The Administrative Areas Replacement Process covers all PCs and workstations, networked printers, and portable/fixed projection systems not assigned to a faculty member or installed in a classroom or lab. It includes workstations for all classified staff and administrators as well as general-use computers shared in a department or used by student workers. Areas that are funded on a cost-recovery basis, such as Continuing Education, are not covered under this plan.

The process calls for the replacement of all administrative PCs every five years. To accomplish this goal a replacement timetable has been approved.

The plan also covers existing laptops, shared workgroup printers, and both fixed and mobile computer projection systems. These items will be inventoried and evaluated during the workstation installation process and installed as the replacement equipment arrives on campus.

Approximately 80 new PCs and 30 Laptops were installed in the 2014 fiscal year and 34 new PCs were installed in the 2015 fiscal year also 21 new iMac Apple was installed in the 2015 fiscal year in the

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subsequent fiscal year under the Administrative Areas Replacement Process. It estimates that the majority of all new installations for a fiscal year can be completed in 2 weeks.

3.1. Request Additional IT Resources

In some situations, users may be required to run special software or perform unique tasks as part of their assigned job duties and may need a computer with more memory, a faster processor, or a larger hard disk than the one they currently are using. Users in this situation may request that their computer/laptops/iMac Apple be evaluated to determine an appropriate upgrade path. IT may recommend additional memory, a larger hard drive, or possibly a newer workstation. The user's department will pay for system upgrades. Replacement systems will come from the limited pool of systems ordered for this purpose.

While we expect that the majority of requests will come at the beginning of the fiscal year, requests will be reviewed throughout the year to handle unforeseen changes in job duties, etc.

Staff members are required to email the IT Manager to request an exception to the Administrative Area Replacement Process.

3.2. Faculty Technology Replacement Process

The Faculty Technology Replacement Process covers the replacement of computer/laptop and shared suite printers assigned to full-time faculty at Fujairah University. The process calls for the replacement of desktop computers every five years and laptop computers every four years. To accomplish this goal a timetable for the replacement of faculty computers/laptops has been established by the Information Technology Advisory Committee which includes the Dean of Academic Affairs, The IT Manager, the Program Coordinators, and the Chief Librarian.

Exceptions to the timetable and platform changes will be handled through the ITAC (Information Technology Advisory Committee) Proposal Process.

3.3. Classroom/Lab Technology Expansion and Replacement Process

The Classroom/Lab Technology Replacement Process covers student and instructor workstations in computer labs, Technology Enhanced Classrooms, traditional classrooms, laboratories, and the library IT Facilities. The process covers workstations, workgroup printers, and classroom projection systems, and the Library Audiovisual equipment. Areas that are funded on a cost-recovery basis, such as Community and Continuing Education or BPI, are not covered under this plan.

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The process calls for the replacement of PCs and other equipment every 3-4 years. To accomplish this goal, the University has created a timetable for the expansion and replacement of existing lab/classroom technology. The timetable is annually reviewed by the ITAC. Based on the feedback received, adjustments are made to ensure that appropriate technical resources are available in each area.

3.4. Installation Process

One week before the start of the installations, communication will be sent to various departments to announce the timeframe for replacements. IT staff will set up specific installation dates for each area as they are ready to install in an area.

1. For administrative areas, IT plans to start in the lowest numbered room in an area and work their way up through all areas.
2. Installations for faculty members will be scheduled with the ITAC coordinator. The ITAC coordinator will be assisted by other IT staff and outside contractors to expedite the installation process.
3. For classrooms/labs, installations are scheduled with the affected classroom or lab area to ensure that the impact on instruction is minimized and that the technology is implemented as quickly as feasible.
4. IT staff and contractors will need approximately two hours per workstation.
5. Standard software will be installed on all workstations. Non-standard software will not be replaced without proof of license and original installation disks or CDs. Please be aware that some older software may be too outdated to install successfully and may need to be upgraded.
6. For non-classroom/lab computers, the contents of the user's data folders will be transferred to the new workstation. (My Documents on Windows workstations) Data files should be stored within this designated folder.
7. Bookmarks from Firefox or IE will be copied to the new computer.
8. Please note that individual customizations, such as toolbars, screen savers, and desktop items may be lost and will need to be recreated by the user.
9. IT will remove replaced workstations for reassignment as determined.

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4. DATA SECURITY POLICY

4.1. Backup, Recovery & Retention

1. System owners are responsible for providing the backup requirements to ensure the successful recovery of electronic information/data in the event of failure. These backup provisions will allow college business processes to be resumed in a reasonable amount of time with minimal loss of data. Since failures can take many forms and may occur over time, multiple generations of backups should be maintained.
2. The minimum backup requirements are:
 - a) Backups of all UOF information/data and software must be retained such that operating systems and applications are fully recoverable. This can be achieved using a combination of image copies, Full Backups, incremental backups, and differential backups.
 - b) The frequency and retention of backups are determined by the criticality of the information/data. At a minimum, backup copies must be retained for 90 days.
 - c) At a minimum, three backup versions of UOF information/data must be maintained.
 - d) At a minimum, one fully recoverable backup version of all UOF information/data must be stored in a secure, off-site location.
 - e) Only UOF information/data stored on networked file server drives will be backed up according to the UOF backup cycle.
 - f) Recovery procedures must be developed and verified frequently.

4.2. Privacy of Electronic Materials

1. UOF seeks to comply with privacy requirements and confidentiality in the provision of all IT services, but privacy and confidentiality cannot be assured.
2. Users must know that the security of data and networks is not inviolable/unbreakable.
3. Restrictions apply to accessing UOF information and data. Only authorized users are allowed to access UOF information and data to prevent accidental or unintentional exposure or amendment to application software, information, or data.
4. Users must be aware that network and systems administrators during their performance of their duties need to observe the contents of certain data on storage devices and in transit, to ensure the proper functioning of the UOF IT facilities.
5. On these occasions, they may inadvertently see the contents of email messages. However, the contents of electronic data will not be released to persons within or outside of UOF except in response to:
 - a) Written permission from the user with the signature from the Dean for Academic Affairs or Chancellor for general staff; or

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- b) A request from a Senior Executive, which includes the Dean of Academic Affairs, and IT Manager, made in writing and accepted by the University Chancellor or delegated persons to investigate a potential breach of policy; or
- c) Where deemed appropriate by the University to uphold the statutory rights of individuals in matters such as privacy, copyright, occupational health and safety, equal employment opportunity, harassment, and discrimination, or as per local UAE laws?
- d) An official request from an appropriate law-enforcement officer investigating an illegal act, including a court order.
- e) Access to any data will always be via the IT Manager or persons nominated by the University Chancellor. Given the confidentiality of such information, such persons are required to uphold the UOF privacy policy.

5. POLICY ON APPROPRIATE USE OF TECHNOLOGY RESOURCES

5.1. Use of Technology Resources

A. Scope

1. This policy and the associated rules apply to all users of the University of Fujairah IT Facilities. The policy covers computing and communications facilities including network (wired and wireless), telephones, facsimiles, mobile phones, desktops, printers, photocopiers, email, Web, and similar resources.
2. Usage of remote systems accessed via the University of Fujairah IT facilities is covered by this policy and its associated rules and is in addition to any local regulations pertaining to the remote system.
3. All users should be aware of this policy, their responsibilities, and legal obligations, are required to comply with the policy, and are bound by law to observe applicable statutory legislation.

B. General Principle

1. UOF's IT facilities are provided to assist staff, students, and other authorized users in conducting bona fide academic and administrative pursuits.
2. All users must accept full responsibility for using the University of Fujairah IT facilities in an honest, ethical, and legal manner concerning the privacy, rights, and sensitivities of other people. The user must be following the University of Fujairah policies.
3. Usage of IT facilities:

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- a. An authorized user of the University of Fujairah IT facilities has an assigned user account, which is identified by a username.
 - b. Authorized users may only use the facilities and a user may only use those IT facilities to which they are authorized.
 - c. A user may be given access to a range of IT facilities and is to use these facilities in a manner that is ethical, lawful, effective, and efficient.
 - d. A user may only use those facilities they have been authorized to use.
 - e. A user must not use an account set up for another user nor make any attempts to find out the password of a facility they are not entitled to use.
 - f. A user can expect that access to their account shall not be available to another user.
 - g. A user must not attempt to find out the authentication secret of any other user.
 - h. Where access to a facility is protected by an authentication method, e.g., a password, a user must not make this available to any other person. Should they do so they will be held responsible for all activities originating from that account. This does not apply when a user provides access to their account to an authorized technical support person from the IT department.
4. UOF discourages the storing of passwords given the security risks this poses.
 5. Each user, while using their account, is responsible for:
 - a. all activities which originate from their account.
 - b. all information sent from, intentionally requested, solicited, or viewed from their account.
 - c. publicly accessible information placed on a computer using their account.
 6. A user must:
 - a. show restraint in the consumption of resources.
 - b. apply academic and professional integrity.
 - c. respect intellectual property and the ownership of data and software.
 - d. respect other's rights to privacy and freedom from intimidation, harassment, and annoyance.
 - e. abide by University of Fujairah policies regarding privacy, confidentiality, and copyrights.
 7. No user shall:
 - a. attempt to subvert the security of any of the University's IT facilities.
 - b. attempt to create or install any form of malicious software (for example worms, viruses, sniffers) which may affect computing or network equipment, software, or data.
 - c. attempt to interfere with the operation of any of the University's IT facilities.
 - d. attempt unauthorized access to any University IT facilities.
 - e. use the University of Fujairah IT facilities for private gain or financial gain to a third party.

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8. The University IT facilities, including email and web servers and other similar resources, may not be used for:
 - a. the creation or transmission (other than for properly supervised and lawful teaching or research purposes) of any material or data that could reasonably be deemed offensive, obscene, or indecent.
 - b. the creation or transmission of material that the average person deems likely to harass, intimidate, harm, or distress.
 - c. the creation or transmission of defamatory material.
 - d. the transmission of material that infringes the copyright of another person.
 - e. the unauthorized transmission of material that is labeled confidential or commercial in confidence.
 - f. the deliberate unauthorized access to facilities or services.
 - g. the transmission of any material that contravenes any relevant international or local UAE laws.

D. Equipment and Computer Laboratories

A user of any computer laboratory shall abide by any instruction or signage as provided by authorized personnel and shall provide relevant identification on request.

1. Users must take due care when using IT equipment and take reasonable steps to ensure that no damage is caused to IT equipment.
2. Users must not use equipment if they have reason to believe it is dangerous to themselves or others to do so.
3. Users must report any damage to IT equipment to appropriate personnel.
4. No user shall without proper authorization:
 - a. attach any device to the University of Fujairah IT facilities.
 - b. connect any equipment to the College network that will extend access or provide off-campus access to University of Fujairah IT resources (for example a modem or Wi-Fi Access point) without the prior written approval of the IT Manager, or delegated persons, that such connection meets University security standards.
 - c. tamper with or move installed IT facilities without authorization.

This policy and the IT Rules for the use of the University of Fujairah IT facilities and computer laboratories apply without exception. The University reserves the right to apply additional policies and rules specific to individual laboratories.

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E. Reporting Misuse

It is the obligation of all staff and students to report those who are misusing equipment or not adhering to the rules and regulations of this policy. Where appropriate the Lecturer or Supervisor should be advised immediately. The Lecturer or Supervisor will determine whether to proceed with the disciplinary process.

Refer to Policies: Rules for Use of University of Fujairah Computer Facilities, Rules for Student Discipline and Conduct, and Staff Code of Ethical Conduct & Discipline Related to Responsibilities.

F. Staffing roles and their availability

The IT and Network administrator or one of his staff will be on call 24 hours, 7 days a week to ensure that the system is running properly at any time. The staff will be available to provide services to students during normal working hours. However, the computer labs and the IT facilities in the library will be available to students from 9:00 a.m. until 9 p.m. on weekdays, and from 9:00 a.m. until 5:00 p.m. during weekends. At least one IT staff member will be available after working hours and at the weekends to help students in the computer labs.

6. MEASUREMENT AND EVALUATION

UOF shall provide a Workplace Health and Safety (WHS) performance that is measured, monitored, and evaluated using the performance indicators to ensure that the organization is performing in accordance with its policy, objectives, and targets. Importantly, areas of success and activities requiring corrective action and improvement will be identified.

How does UOF evaluate its policies on health and safety? And How does UOF evaluate the health, safety, welfare, and accessibility needs of its students, employees, and visitors?

Scope:

The organization measures, monitors, and evaluates its performance in consultation with its employees or their representatives and takes corrective action when necessary.

What is this standard about?

Performance measures need to be monitored and reported on and the performance of practices against procedures needs to be audited to verify process control and effectiveness.

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Frequency:

The Occupational Health and Safety Management System Management Review (OHSMSMR) will be undertaken annually.

Report:

The review report will be tabled at the University of Fujairah Health and Safety Committee (UOFHSC) and will include the review outcomes and any resulting recommended changes to the Occupational Health and Safety Management System (OHSMS).

Review scope:

The management review will include discussion and decisions based on the following:

1. OH&S performance.
2. OH&S Policy and Objectives.
3. Resources, and other elements of the OHSMS.
4. Actions for improvement in the OHSMS and its process.
5. Actions for improvement related to stakeholder requirements.
6. Requirements for resources, including training needs.

Action arising:

The above output will be recorded in the UOF Health and safety committee (UOFHSC) minutes as actions planned and will include the following details.

1. Action planned.
2. Person responsible for the action.
3. Timeframes for the implementation of the action.

Approval:

The minutes of the review meeting will be recorded and approved by the UOFHSC chair and the Chancellor.

Following approval by MUOSHC, the report will be sent to Major Initiatives Implementation and Oversight (MIIO).

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Agreed action:

The Manager, OH&S is responsible for ensuring that the agreed actions are implemented.

Minutes:

A copy of the UOFHSC minutes will be stored electronically and will be available via the OHS website.

Survey:

A copy of the UOFHSC survey by students, staff, and visitors (*Figure 1*) will be stored electronically and will be available via the UOF website.

Records:

Record to be kept by	Records	To be kept for
UOF - HSC	Minutes of meeting	5 years
OH&S	Input report	5 years
OH&S	Survey	5 years

Tools:

The following tools are associated with this procedure: "OHSMS Management Review Input Template".

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EVALUATION - HEALTH & SAFETY PROCEDURES

Please rate the statistics used for health / يرجى تقييم الإجراءات المتبعة للصحة و السلامة من 1 الى 5 حيث 1 يعني سيء و 5 يعني ممتاز / and safety from 1 to 5, 1 means bad and 5 means excellent

This form is automatically collecting emails for university of fujairah users. [Change settings](#)

What is the efficiency of the followed * ما مدى كفاءة التدابير و الإجراءات المتبعة للصحة و السلامة في جامعة الفجيرة؟
procedures for health & safety policy at UOF

- 1
- 2
- 3
- 4
- 5

State your suggestions. أذكر مقترحاتك

Long answer text

Figure 1

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02	Aug.14.23	01	Aug.14.23	Head, DFM	Chancellor	

Approval:

Signatures:

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Approved:
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