



Policy Title:	Health and Safety Management System				
Policy Number:	FA.SSD.10.0-PP	Version:	1.0	Effective Date:	Spring AY 24-25
Owner:	Facility Management & Support Services Department	Participants:	ISO Consultant		
Date recommended by the Divisional Council:	29/06/2025	Date approved by the University Council:	NA	Date approved by the BOT (if applicable):	NA
AY due for Review: <i>(Annually)</i> ISO standard	AY 25-26	Reviewed: NA	With modification:		-
			With no modification:		-

I. Policy Statement:

Dar Al-Hekma University (DAHU) supports the effective functioning of the Health and Safety Management System (HSMS) to ensure a safe and healthy environment for all stakeholders.

II. Purpose:

This policy governs the rules, regulations, and procedures followed by DAHU members in implementing the HSMS and ensuring the health, safety, and well-being of all stakeholders, including employees, students, and visitors, while fostering a culture of continuous improvement.

III. Scope:

- A. The President's Office
- B. The Academic Affairs Division
- C. The Graduate Studies, Research and Business Division
- D. The Student and Alumni Relations Division
- E. The Finance and Administration Division

IV. Policy Provision:

- A. The roles and responsibilities of all relevant stakeholders in creating a healthy and safe environment at DAHU are provided below:

1) The Finance and Administration Quality Assurance Committee (FQAC) must:



- a. Demonstrate leadership and commitment to the HSMS by integrating health and safety considerations into the decision-making process.
- b. Define roles, responsibilities, and accountability to maintain compliance with the HSMS.

2) The Occupational Health and Safety Manager must:

- a. Establish measurable health and safety objectives aligned with the university's mission and monitor performance to ensure continuous improvement.
- b. Identify, assess, and control risks to prevent workplace injuries, illnesses, and incidents, in collaboration with the Occupational Health and Safety Unit.

3) The Occupational Health and Safety Unit must:

- a. Comply with all applicable legal requirements, international standards, and other obligations related to health and safety.
- b. Regularly review risk assessments and implement control measures to eliminate or minimize risks.
- c. Use data-driven insights to evaluate and enhance HSMS effectiveness.
- d. Implement and monitor the processes that keep track of the day- to-day operations to ensure continuity of service and high-safety operations.
- e. Encourage active participation and consultation with employees, students, contractors, and other stakeholders in health and safety matters.
- f. Empower stakeholders to identify and report any hazards occur on campus through orientation session and/or awareness email.
- g. Provide adequate training, resources, and support to ensure all stakeholders understand their health and safety responsibilities and can perform their roles competently.
- h. Develop, implement, and regularly test emergency preparedness and response plans to mitigate risks in case of emergencies.
- i. Develop Safety Team members who are trained and qualified.
- j. Annually review and improve the HSMS through internal audits, management reviews, and stakeholder feedback.
- k. Promote initiatives that enhance the well-being of all stakeholders and contribute to sustainable practices within the university.



V. Related Policy(ies):

1. FA.SSD.4.0-PP - Emergency Plan Preparedness
2. FA.HR.42.0-PP- Leadership Practice
3. PO.4.0. PP - Risk Management
4. FA.PRO.1.0-PP - Purchasing & Bidding

VI. Related Procedure(ies):

1. FA.SSD.10.0.PR-Change Management of HSMS
2. FA.SSD.10.1.PR-Context of Organization for HSMS
3. FA.SSD.10.2.PR-Control of Document of HSMS
4. FA.SSD.10.3.PR-Corrective Action and Conformity for HSMS
5. FA.SSD.10.4.PR-Hazard Identification and Risk Assessment of HSMS
6. FA.SSD.10.5.PR-Internal Audit for HSMS
7. FA.SSD.10.6.PR-Legal Compliance of HSMS
8. FA.SSD.10.7.PR-Management Review of HSMS
9. FA.SSD.10.8.PR-Communication Participation of HSMS
10. FA.SSD.10.9.PR-Incident Investigation
11. FA.SSD.10.10.PR-Process Monitoring and Measurement of HSMS
12. FA.SSD.10.11.PR-Calibration and Maintenance
13. FA.SSD.12.1.PR-Training

VII. Reference(s):

1. ISO 45001

VIII. Policy History:

1. Version 1.0: AY 2024-2025 (Initial Release)



IX. Contact(s):

Department: Facility Management & Support Services

Division : Finance & Administration

Telephone : + 966 12 630-3333 Ext: 125-541

Email : Healthandsafety@dah.edu.sa

X. Approvals:

Reviewed by: (signed)	Ms. Salwa Abdulraqib	Recommended by: (signed)	Ms. Reem Saklou	Approved by: (signed)	Ms. Huda Abdulraqib
Position:	Chair of QASP Council	Position:	Director of Facility Management and Support Services	Position:	Chair of FAQAC