



Procedure Title:	Communication Participation of Health and Safety Management System				
Procedure Number:	FA.SSD.10.6.PR	Version:	1.0	Effective Date:	Spring AY 24-25
Owner:	Facility Management & Support Services	Participants:	ISO Consultant		
Date recommended by the Divisional Committee/Council:	29/06/2025	Institutional Council/Committee Approval:	NA		
AY due for Review: (Annually) If not within the review cycle, indicate the reason:	AY 25-26	Reviewed: NA	With modification:	-	
			With no modification:	-	

I. Procedure Statement:

Dar Al-Hekma University supports an environment where effective communication, participation and consultation takes place regarding Health and Safety Management System (HSMS) issues.

II. Purpose:

This procedure governs the rules, regulations, and procedures followed during internal and external communication for HSMS issues, employee participation and contractor consultation.

III. Scope:

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

IV. Roles & Responsibilities:

- A. The Occupational Health and Safety Manager is accountable for ensuring compliance with this procedure and the specific responsibilities of other positions.



- B.** All documents and records must be retained for a minimum of 3 years and in accordance with the university's retention policy.

V. Procedures

A. General

- 1)** The Communication Participation procedure applies to all employees working in Dar Al-Hekma University (DAHU).
- 2)** It explains and defines the methods for internal and external communication, and consultation and participation of DAHU employees.

B. Description of Activities

1) Internal Communication

- a.** Communication between employees of various departments at DAHU on matters relating to the HSMS is carried out through e-mail, messages, electronic systems, and displays.
- b.** Periodic safety meetings in the workplace are also considered a HSMS-related communication tool.
- c.** Additionally, safety signs and posters are displayed across the University for the dissemination of HSMS-related information.
- d.** HSMS orientation is provided to new employees, contractors, and visitors who are expected to move around DAHU on their own.

2) External Communication

- a.** Any incoming, external communication on an HSMS-related issue, including project-specific communication, shall be forwarded to the Occupational Health and Safety Manager.
- b.** The Occupational Health and Safety Manager shall review the communication, evaluate the requirement to respond to it, and respond promptly:
 - i.** The Occupational Health and Safety Manager shall discuss the communication and the required response for legal or contractual with the Executive Director for Finance and Administration before responding.



- ii. For non-legal or non-contractual HSMS communication, the Occupational Health and Safety Manager shall decide upon the type of response based upon professional judgment.
 - c. The response to relevant external parties shall be documented and maintained by the Occupational Health and Safety Manager.
 - d. The Occupational Health and Safety Manager maintains a list of significant aspects of activities at various locations and shall communicate externally to relevant interested parties based upon request and approval of Executive Director for Finance and Administration.
- 3) Employee Participation
 - a. The University encourages the participation of its employees in the HSMS.
 - b. Employees of the occupational health and safety unit have been trained and participate in the development of the risk register and in incident investigation.
 - c. Relevant draft HSMS policies and procedures are discussed with FMSS-QAC and their feedback is sought before finalizing them.
- 4) Contractor Consultation
 - a. In an event that there could be changes affecting the University's contractors' (relating to HSMS matters), the Occupational Health and Safety Manager shall hold consultations with them.
 - b. The Occupational Health and Safety Manager shall also be responsible for consultations with other relevant parties as required.

VI. Flowchart:

NA

VII. Definition(s)

Word/Term	Definition
Worker	A person performing work or work-related activities that is under the control of the organization.
Participation	Involvement in decision-making.
Consultation	Seeking views before making a decision.



Workplace	Place under the control of the organization where a person needs to be or to go for work purposes.
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VIII. Verification Process:

HSMS internal audits

IX. Related Policy/Procedure(ies):

1. FA.SSD.10.0-PP - Health and Safety Management System

X. Reference Documents:

1. ISO 45001 Standard

XI. Form(s):

Communication Log	FA.SSD.10.6.PR.1.0-FR
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XII. Record of Changes:

Rev. No	Date	Description
Rev. 0.0	Jan 2025	Initial Version

XIII. Contact(s):

Department: Facility Management and Support Service

Division : Finance and Administration

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XIV. 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