



(Formerly ITM University, Gurugram)

HEALTH AND SAFETY POLICY

1. INTRODUCTION:

The NorthCap University is committed to providing a healthy and safe environment for work and study. It aims for progressive improvement in health and safety performance leading to standards beyond the legal minimum requirements.

The University's commitment to health and safety extends to all its students, faculty/ staff members, visitors and those working in the Campus premises. Accordingly, it aims to:

- Provide a healthy and safe environment for the conduct of University activities;
- Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from University activities;
- Provide adequate training to ensure that employees are appropriately prepared to meet their health and safety responsibilities;
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- Implement appropriate emergency procedures – such as evacuation in case of fire or other significant emergency incidents or in cases of imminent danger to life and property;
- Maintain safe and healthy conditions in plant, equipment and machinery in the University, and ensure safe storage/use of substances.

2. APPLICABILITY:

The NorthCap University Health and Safety Policy applies to all members of the **The NorthCap University** and includes in its scope the responsibility of each member to care for his/her or own safety and the safety of the others.

3. HEALTH AND SAFETY REGULATIONS:

- 3.1 The underlying principle is that those who create the risk must also manage them.
- 3.2 Each Head of the Department (HOD) shall prepare a detailed assessment and instructions required to be implemented while working on Lab experiments and other Workshop activities. They will control the risks through such assessments.
- 3.3 Each employee of the University and each student working in the University has a responsibility to care for his/her own safety and care for the safety of others. All persons working in the University would apply their minds to the importance of safety. By example and training, staff and students alike should be encouraged to adopt an approach which incorporates good safety practices.
- 3.4 All work shall be undertaken after suitable and sufficient assessment of risk has been carried out by the appropriate person, responsible to supervise any activity. Whether this is Maintenance, Housekeeping, Experimental work, participative activity in Sports/ Technical/ Festivals or in competitions within and outside the University.
- 3.5 The Security Officer who shall also be Fire Safety Officer shall be responsible to lay down exhaustive instructions for prevention of Fire. The Estate Manager will put in place, a mechanism for periodic inspection of electrical gadgets, switches, plugs and other equipments in use to prevent any fire. The Security cum Fire Officer will make out evacuation plan for the safe removal/ exit of personnel, documents and material out of the building. He will ensure that the Fire Accidents are immediately reported to all concerned and actions as desired of him to control and extinguish fire are taken by him, in close co – ordination and guidance of the Registrar and the Deputy Registrar of the University.
- 3.6 The Fire Fighting Equipment, which is under the charge of the Security cum Fire Safety Officer shall be kept serviceable at all time and periodically inspected by the competent Authorities, as per the laid down instructions under the State Fire Regulations.
- 3.7 The University has a Bell System which also works as fire-alarm system by continuously actuating ringing in one to two seconds intervals of long/ short spells. The Security cum Fire Safety Officer and the Estate Officer would jointly hold fire drills once in every six months under the overall supervision of the Deputy Registrar. All employees to make sure that they know what to do in the event of fire.
- 3.8 Medical Aid is available at the Medical Inspection (MI) Room of the University. The University's MI Room is staffed with a well-qualified and experienced Medical Officer and a Homeopathy Doctor between 09:00 AM to 2:00 PM. The MI Room is equipped with Oxygen Cylinder and other emergency First Aid Equipment and medicines. Two staff members from the Security, including one female staff have been trained locally for handling emergencies as well as first

aid. Serious cases are transferred to the Hospital viz. Columbia Asia Hospital, being at a close proximity to the University Campus.

- 3.9 The University personnel are covered by an effective Medical Insurance Policy currently with ICICI Lombard. The cashless medical policy has been further extended to include spouse and children upto 18 years of age.

4. HEALTH AND SAFETY OF SPECIALLY ABLED:

- 4.1 Evacuation of Specially Abled in case of fire or other major accident requiring move of persons out of the building, would be undertaken on priority.
- 4.2 In keeping with the day to day Health and Safety care, the University has provided a separate place in the car parking for the specially abled. Ramps have been created for easy movement of Specially Abled in Chair/ otherwise in the building.

5. SECURITY:

- 5.1 The Security staff has been assigned the responsibility to ensure following:
- All visitors should make entries including their contact/ mobile numbers. All visitors should report to Reception from where they are escorted to their required place of visit. Exit entries will also be made at the Main Gate.
 - No person shall be allowed to enter into the Main Gate of the Campus with weapons, ammunition, explosive or hazardous material.
 - No drugs, alcohol, cigarettes are allowed to be brought in by any one within the campus for any use whatsoever.
 - No one shall be allowed to drive in speed beyond 30 kmph, within the campus or in front of its Main Gate.
 - No one shall be allowed to physically harm anyone in the Campus.
 - The Quick Reaction Team and Security staff would immediately come to the rescue of personnel of **The NorthCap University** in the event of any incident/accident within/ outside the Campus and evacuate serious cases to the nearest hospital (Columbia Asia Hospital) with information to the parents / relatives and to all concerned in the University.
 - The security guards will ensure full safety and security of students in the University Hostels and not permit any unauthorized person into the hostels. They will also keep a check on students entry/exit, beyond the laid down hostel timings.