

1.1 Appendix 2: Health and Safety Policy



Occupational Health and Safety Policy and Objectives

MDIS School of Engineering and Technology is committed to meet relevant statutory and regulatory requirements through demonstration of responsibility for the health and safety of the employees, contractors, students and visitors in the work environment.

To achieve this, we shall aim to:

- Eliminate hazards at the workplace to ensure everyone's health and safety;
- Prevent occurrence of incidents and ill health;
- Provide adequate information, training and supervision of all employees in occupational health and safety practices;
- Continually improve the effectiveness of the occupational health and safety management system;
- Comply with the requirements of Workplace Safety and Health (WSH) Act, relevant legislations and code of practices.

Approved by:

Date:

A handwritten signature in black ink, appearing to read 'Tham Yieng Wei', is written over a horizontal line.

Dr. Tham Yieng Wei
Dean, MDIS

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1.2 Appendix 3: Fire Safety Procedures

Fire Safety

Fire safety precaution is given top priority by MDIS. Although the building is protected, it is still important to be prepared for any eventuality.

In case of fire

1. a) Raise the alarm by calling the Security Office at 6796 7604 via telephone. State CLEARLY your location.
2. b) Notify SCDF of the fire outbreak at 995 if you are unable to reach the Fire Command Centre.
3. c) If the fire is at its initial stages, attempt to extinguish or control the fire from a safe distance with the available firefighting equipment. Such attempt should be done/ conducted without personal risk pending the arrival of the Singapore Civil Defence Force (SCDF) firefighters.
4. d) Activate fire alarm by breaking the Fire Alarm Break Glass. They are easily noticeable along the corridor en route to the escape staircases of Blk A, B, C, D & E as well as common walkways of Blk F and Life Sciences laboratories at Blk G. Those in Blk A are located near the two lift lobbies on every floor.
5. e) Withdraw from the scene of fire if you are unable to control or contain the fire. Allow the firefighting personnel/SCDF to take control the firefighting.
6. f) Do not panic. If you must evacuate the building, do so in orderly manner.
7. g) Do not use lifts. Walk down the stairs in single file.

Evacuation Procedures

Our staff are trained in emergency situations such as fire evacuation. However, students are strongly encouraged to familiarise themselves with the emergency exits on your level (Please refer to the evacuation plan in the classroom) and the following evacuation procedures:

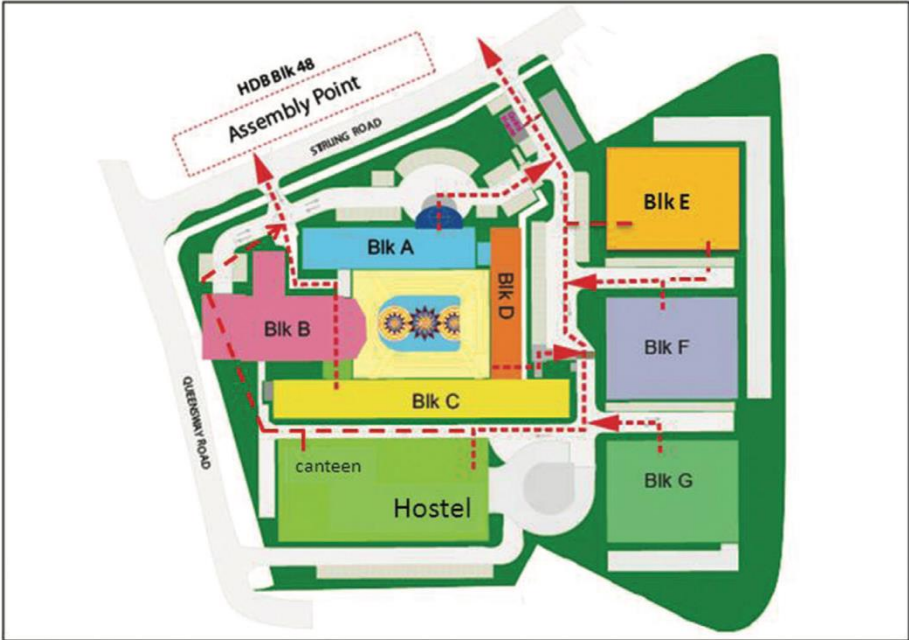
Upon hearing the continuous ringing of fire alarm bell followed by the announcement via Public Announcement System to evacuate, all staff & students shall immediately:

1. a) Evacuate the campus in a calm and orderly manner, using the nearest escape staircase with exit signs above until you reach the ground level.
2. b) Use alternative staircases if a specific staircase is cut off or rendered unusable by smoke of fire.
3. c) Do not use lifts.
4. d) At ground level, proceed to the front gate and then to the assembly point (next to Block 48 Stirling Road, please refer to the fire escape plan).
5. e) Remain at the Assembly Point until further instructions.
6. f) Seek and obey instruction of the Fire Wardens.
7. g) Do not re-enter the building unless clearance has been given.

DO NOT TAMPER WITH ANY FIRE EQUIPMENT (FIRE EXTINGUISHER, FIRE HOSE, ETC).

MDIS Campus, 501 Stirling Road

Fire Escape Route Plan Assembly Point



1.3 Appendix 4: First Aid Provision

First Aid Facilities

There are a total of 16 boxes of Box C type First Aid Boxes shared within departments in MDIS Campus and another 1 in DG.

1 sick bay located at Block A level 1.

Monthly inspections are conducted by PMD staff on the amount/quantity of the medicinal items in the First Aid Boxes.

A group of staffs located within the various blocks in campus and Dhoby Ghaut campus is trained in Occupational First Aid and formed our Emergency Response Team. (Human Recourse Department is to provide the updated list of First Aiders.)

1.4 Appendix 5: Health Initiative

Health Initiative

Health talks and health check-ups are arranged for students and staff annually. Health practitioners from various government bodies or private agencies are invited to create awareness i.e. Singapore Health Promotion Board etc

In line with government policy, MDIS went smoke-free in 2009. Besides, sending out a memo to all students and putting up banners, a 3-day "smoke-free" campaign to create awareness among students in 2009 done in collaboration with Health Promotion Board. Besides pamphlets and goody bags, students got a chance to take photographs of themselves in the future after many years of smoking. The campaign was a success and popular with students and would be organized again in 2010.

Students caught smoking in campus, would be given a warning letter and a quit-smoking kit so that they would consider kicking the habit and help the environment. All students are made aware that the campus is smoke-free from the following:

- Student hand-books given during Student Orientations
- Campus activities (campaigns, green movement etc) through banners and memos
- Patrol checks by our security

1.5 Appendix 6: Disabled Students

Disability

As for Disabled students, the Central Planning Unit is obliged to change classroom to ground floor so that fire safety procedures will be in place.