

Q1 incidents breakdown

Case	Description	Organization	Date & Time of Incident	Date Created	Incident Type	Incident Category	Incident Entity	Status	Department	Location / Equipment	Service Request	Created By
10499	Broken Water Pipeline	DMC	7/03/2021 8:00	16/03/2021 13:35	OSH Incident	EPD	HCT	Incident Report for CS HSE In-charge Review	*			BHAMAMEH
10497	Chemical spill in the Lab-W117	ADM	2/03/2021 16:10	15/03/2021 8:41	OSH Incident	NM	HCT	Incident Report Closed	FM	HCT-AUH-ADM		MAMAN
10496	12208 Wound cut (First aid case)	RUC	14/03/2021 14:03	14/03/2021 14:12	OSH Incident	FAC	CONTRACTOR	Incident Report Closed	FM	HCT-WRC-RUC		MFAROUK
10492	Hitting library glass door While walking	RKM	28/02/2021 15:00	1/03/2021 13:44	OSH Incident	FAC	HCT	Incident Report Closed	*			RMOHAMED
10480	Car Accident by Student	SMC	26/01/2021 13:35	8/02/2021 23:03	OSH Incident	EPD	STUDENT	Incident Report Closed	FM	HCT-SHJ-SMC		SPINTO
10479	Leakage from Glass Bowl - VET LAB	SMC	7/02/2021 17:35	8/02/2021 22:36	OSH Incident	EPD	HCT	Incident Report Closed	FM	HCT-SHJ-SMC		SPINTO
10470	Property damage due to water leak	RKW	23/01/2021 9:00	26/01/2021 11:49	OSH Incident	EPD	CONTRACTOR	Incident Report Closed	*			IHUSSEIN
10463	Property Damage Due to Heavy Wind	FMC	22/01/2021 6:38	24/01/2021 8:54	OSH Incident	EPD	HCT	Incident Report for CS HSE In-charge Review	FM	HCT-FUJ-FMC		MALSAMAH1

Q1 2021 - Incident Analysis

Contractor				Total Incident	2
Near Miss	First Aid	Property Damage	FAT		
0	1	1	0		

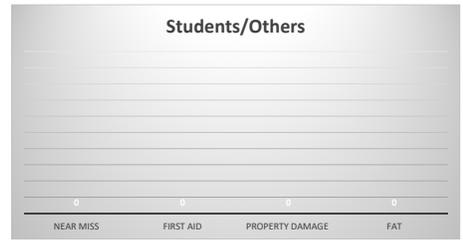
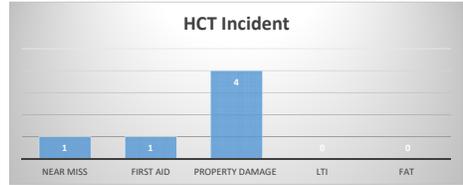
Incident Type	Number
Nearmisses	1
Property Damage	5
First Aid	2
Total	8

HCT Incident				Total Incident	5
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Near Miss	First Aid	Property Damage	LTI	FAT
1	1	4	0	0

Others				Total Incident	1
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Near Miss	First Aid	Property Damage	FAT
0	0	0	0



Q2 incidents breakdown

Case	Description	Organization	Date & Time of Incident	Date Created	Incident Type	Incident Entity	Status	Department	Location / Equipment	Incident Category
10018	Slipping	RKW	21/10/2018 11:34	21/10/2018 11:52	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW-B1	LWOI
10021	First Aid Case - Welding Lab	RKM	1/11/2018 11:34	1/11/2018 11:37	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-RAK-RKM-B1-05-GF-101	FAC
10022	Private car incident	RKW	4/11/2018 13:01	4/11/2018 13:05	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-RAK-RKW	OTH
10023	Property Damage RKM 03/2018	RKM	5/11/2018 10:58	5/11/2018 11:05	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10024	Private Car Incident	RKW	13/11/2018 11:07	13/11/2018 11:12	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-RAK-RKW-B1-XX-GF-FF	OTH
10025	Vehicle Collisions	MZC	15/11/2018 15:12	15/11/2018 15:16	OSH Incident	HCT	Incident Report Closed	FM	HCT-WRC-MZC	OTH
10026	Property Damage	SMC	19/11/2018 16:07	19/11/2018 16:11	OSH Incident	OTHERS	Incident Report Closed	*		EPD
10032	Vehicle accident	DWC	27/11/2018 12:27	27/11/2018 12:30	OSH Incident	STUDENT	Incident Report Closed	FLEET		
10033	Fall incident (pain and swelling on the right ankle; abrasion on the right leg)	DMC	10/12/2018 16:10	10/12/2018 16:21	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	LWI
10034	Private Car Commuting Incident	RKW	17/12/2018 11:21	17/12/2018 11:27	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	
10035	Storage of combustible materials in Porta cabins (caravans)	RKM	17/12/2018 15:31	17/12/2018 15:34	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	OTH
10037	Property damage- student hit gate barrier	ADW	19/12/2018 13:00	25/12/2018 13:11	OSH Incident	STUDENT	Incident Report Closed	*	HCT-AUH-ADW	EPD
10040	Property Damage	FMC	15/01/2019 11:57	15/01/2019 12:14	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-FUJ-FMC-EA-PK2	EPD
10041	First aid injury	ADM	14/01/2019 17:10	16/01/2019 9:58	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADM	FAC
10042	First aid case	SMC	24/01/2019 15:18	24/01/2019 15:20	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-SHJ-SMC	
10044	Property damage	AAW	17/01/2019 3:20	30/01/2019 12:38	OSH Incident	HCT	Incident Report Closed	FM	HCT-ALN-AAW-B1-XX-FF-LB04	EPD
10045	Violence at work incident	RKW	26/01/2019 9:15	1/02/2019 11:19	OSH Incident	CONTRACTOR	Incident Report Closed	FM		MTC
10050	While turning the club car (By Mr. Ibrahim Athugam) to left side , the back t	DWC	4/02/2019 12:40	4/02/2019 12:44	OSH Incident	HCT	Incident Report Closed	FLEET		EPD
10051	Medical Treatment Case	RUC	6/02/2019 9:23	6/02/2019 9:28	OSH Incident	CONTRACTOR	Incident Report Closed	FM		MTC
10052	OSH Incident	FWC	6/02/2019 10:35	6/02/2019 12:54	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC-C	FAC
10054	Property damage due to college car commuting incident	RKW	11/02/2019 13:30	12/02/2019 12:36	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10055	RKM Incident 01/2019 dt 13.02.19	RKM	13/02/2019 12:34	14/02/2019 12:35	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-RAK-RKM	NM
10057	RKM Incident 02/2019 dt 14.02.19	RKM	14/02/2019 6:15	14/02/2019 14:57	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	NM
10059	Property Damage - Traffic sign was hit by student's car	ADK	28/01/2019 14:00	18/02/2019 14:50	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-AJF	EPD
10060	Property Damage - Student's car hit the boundary wall	ADK	11/02/2019 8:30	18/02/2019 15:01	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-AJF	EPD
10061	RKM Incident 03/2019 dt 14.02.19	RKM	14/02/2019 10:00	19/02/2019 13:29	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10062	Property Damage (Car Accident)	CS	22/01/2019 13:15	21/02/2019 16:20	OSH Incident	HCT	Incident Report Closed	FM		EPD
10088	Staff - Cut Over Right Palm (Below ring and little finger)	DMC	18/02/2019 13:00	5/03/2019 11:18	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	FAC
10091	Near Miss Due to false sealing collapse	RKW	5/03/2019 10:00	7/03/2019 11:05	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKW	NM
10093	OSH Incident	FWC	10/03/2019 10:39	11/03/2019 10:39	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-FUJ-FWC-EA	EPD
10094	Near Miss-Visitors car incident	RKW	6/03/2019 12:10	12/03/2019 10:56	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-RAK-RKW	NM
10096	Student - Left Eye Irritation	DMC	12/03/2019 9:20	12/03/2019 15:23	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-DXB-DMC	FAC
10101	First Aid case	SMC	17/03/2019 12:00	20/03/2019 10:00	OSH Incident	HCT	Incident Report Closed	*		FAC
10102	Car incident (property damage)	SMC	18/03/2019 10:31	20/03/2019 10:32	OSH Incident	HCT	Incident Report Closed	*		EPD
10106	Slips, Trips and Falls	SWC	27/01/2019 9:30	27/03/2019 12:10	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SWC-B1	
10108	OSH Incident	DWC	25/02/2019 11:55	1/04/2019 11:41	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-DXB-DBW-B19	EPD
10110	Incident No RKM 04/2019	RKM	5/04/2019 16:15	8/04/2019 10:01	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10112	Contractor - Slipping Near-miss	DMC	7/04/2019 11:30	16/04/2019 14:03	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-DXB-DMC	NM
10113	Student - Right Little Finger	DMC	16/04/2019 10:00	16/04/2019 14:21	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-DXB-DMC	FAC
10114	While using Boom Loader to shift excavated soil from MEP room by United Engineer	DWC	15/04/2019 11:50	18/04/2019 9:38	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-DXB-DBW	
10117	Near Miss	SWC	25/04/2019 8:49	28/04/2019 8:56	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SWC	NM
10118	Property damage (car accident)	ADW	27/04/2019 9:54	28/04/2019 10:01	OSH Incident	HCT	Incident Report Closed	FM		EPD

10121	OSH Incident	FWC	28/04/2019 13:40	28/04/2019 15:29	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-FUJ-FWC	NM
10127	Power Extension Plug Molten	RKW	4/05/2019 11:45	5/05/2019 9:42	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10130	OSH Incident	FWC	12/05/2019 5:45	12/05/2019 12:07	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-FUJ-FWC-EA	NM
10133	Under commissioning false ceiling fall and damage	DWC	11/05/2019 0:30	14/05/2019 11:24	OSH Incident	CONTRACTOR	Incident Report Closed	FAST		
10134	OSH Incident	FWC	10/01/2019 11:34	14/05/2019 11:32	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-FUJ-FWC	EPD
10135	Near Miss	AAW	13/05/2019 12:44	14/05/2019 12:53	OSH Incident	HCT	Incident Report Closed	*		NM
10136	OSH Incident	FWC	14/05/2019 7:30	14/05/2019 13:40	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-FUJ-FWC-EA	
10139	Property damage (Gate barrier)	ADW	20/05/2019 9:18	21/05/2019 9:30	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10140	RKM Incident 05/2019 dt 26.5.19	RKM	26/05/2019 8:40	26/05/2019 13:07	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	FAC
10145	Mashine failure (ADWC Data Center CCU failed)	ADW	9/06/2019 21:18	12/06/2019 13:25	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10149	Car Accident - Multiple Collisions	CS	28/05/2019 12:45	24/06/2019 9:20	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-CS	EPD
10153	Property Damage	SWC	19/02/2019 15:20	26/06/2019 8:32	OSH Incident	HCT	Incident Report Closed	*		
10155	Near Miss	AAW	27/06/2019 8:15	27/06/2019 13:46	OSH Incident	HCT	Incident Report Closed	FM	HCT-ALN-AAW	NM
10159	RKM Incident 06/2019 dt 29/06/19	RKM	29/06/2019 10:00	1/07/2019 9:00	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	MTC
10162	OSH Incident	FWC	4/07/2019 6:00	4/07/2019 8:55	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-FUJ-FWC	EPD
10163	Water Leak	RKW	7/07/2019 10:00	10/07/2019 13:47	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	NM
10166	Golf car was drivin by unauthorised person and they hit the emergency glass door	ADM	22/07/2019 8:45	25/07/2019 11:05	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-ADM	EPD
10170	Small Fire in Civil department	ADM	17/08/2019 8:40	21/08/2019 17:15	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADM	EPD
10171	Cleaner stepped on a screw while moving material	ADK	19/08/2019 16:48	21/08/2019 17:21	OSH Incident	CONTRACTOR	Incident Report Closed	CLN HK	HCT-AUH-AJF-EA	
10172	Inclement weather	DMC	23/08/2019 6:00	24/08/2019 23:14	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	EPD
10173	First aid injury	ADW	15/07/2019 13:00	25/08/2019 10:42	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	FAC
10174	First aid injury	ADW	18/07/2019 10:00	25/08/2019 11:16	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-ADW	FAC
10176	Accidental Release of Kitchen Hood Wet Chemical Extinguisher	RKW	16/08/2019 14:32	28/08/2019 14:35	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10177	Property Damage	AAW	28/08/2019 7:45	29/08/2019 13:30	OSH Incident	HCT	Incident Report Closed	FM	HCT-ALN-AAW	EPD
10178	Near Miss - Fire Alarm Activation	RKM	29/08/2019 8:30	30/08/2019 9:12	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM-B1	NM
10179	Near Miss - Fire Alarm Activation	RKW	26/08/2019 14:08	30/08/2019 9:30	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKW	
10180	Property damage (Gate Barrier & Mirror)	ADW	1/09/2019 9:00	2/09/2019 9:13	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10182	Private Car Incident	RKW	3/09/2019 17:50	5/09/2019 15:14	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-RAK-RKW	
10183	Near Miss	AAW	5/09/2019 12:30	5/09/2019 17:04	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-ALN-AAW	NM
10188	Mild Face Injury	DMC	5/09/2019 8:00	11/09/2019 13:46	OSH Incident	STUDENT	Incident Report Closed	*		
10191	Property Damage	SMC	1/09/2019 4:20	18/09/2019 15:03	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SMC	EPD
10202	The cleaner was carrying heavy material alone and he got his arm injured	ADM	18/09/2019 15:30	1/10/2019 11:51	OSH Incident	ADM	Incident Report Closed	*		FAC
10203	The Cleaner fell down twice in different days without reporting	ADM	24/09/2019 15:15	1/10/2019 16:16	OSH Incident	ADM	Incident Report Closed	*		FAC
10204	OSH Incident	FWC	5/10/2019 1:00	5/10/2019 14:39	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-FUJ-FWC	
10205	Property Damage due to Strong Winds	RKM	5/10/2019 1:00	6/10/2019 10:35	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10206	Property damage	ADW	7/10/2019 8:27	7/10/2019 14:31	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10208	Broken Glass Wall - Property Damage	DMC	6/10/2019 6:31	13/10/2019 13:54	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC-B1-01	
10209	Manhole Broken Property Damage	RKW	14/10/2019 14:37	20/10/2019 13:14	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10217	Car Accident Hit Barrier	RKW	23/10/2019 13:50	30/10/2019 10:32	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10218	Vehicle Collisions	MZC	30/10/2019 9:10	31/10/2019 11:31	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-WRC-MZC	FAC
10219	The cleaner put his hand in hot water while cleaning the coffee machine	ADM	21/10/2019 9:15	3/11/2019 16:50	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-ADM	FAC
10222	Cleaner injury from sharp edge	ADM	21/10/2019 10:30	5/11/2019 11:10	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-ADM	FAC
10224	One staff hit her leg with seat base and fell down twisting her leg	DWC	13/10/2019 11:10	6/11/2019 12:34	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DBW-B7-G-GF	

10225	Property Damage Due to Heavy Rain & Winds	RKM	9/11/2019 18:13	10/11/2019 14:21	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10226	Adverse Weather (Heavy Rain) The cleaners were removing tables and one table slipped and scratched the victim	DMC	10/11/2019 12:30	10/11/2019 14:30	OSH Incident	HCT	Incident Report Closed	*		
10227	Visitor hit her head on the glass door	ADM	29/10/2019 7:30	10/11/2019 23:08	OSH Incident	CONTRACTOR	Incident Report Closed	*		
10228	Property Damages Due To Adverse Weather	ADK	14/10/2019 13:40	10/11/2019 23:12	OSH Incident	OTHERS	Incident Report Closed	*		
10231	Near miss (Boundary wall fences fell down)	RKW	9/11/2019 18:30	11/11/2019 11:23	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10232	Reception counter glass was broken	ADW	10/11/2019 11:15	12/11/2019 11:18	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	NM
10233	Property Damage Due To Private Car Incident	ADK	19/10/2019 8:50	13/11/2019 11:45	OSH Incident	HCT	Incident Report Closed	*		
10234	First Aid Case	RKM	11/11/2019 15:50	14/11/2019 8:02	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10236	Glass panel in room (TA004) meeting room broke by it self	RKM	24/11/2019 10:45	24/11/2019 15:30	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	FAC
10237	Cleaner finger got scratched while separating 2 tables	ADK	23/10/2019 15:00	25/11/2019 10:16	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-AJF	EPD
10238	Near Miss - Stuck inside elevator	ADK	30/10/2019 8:56	25/11/2019 10:32	OSH Incident	CONTRACTOR	Incident Report Closed	CLNHK	HCT-AUH-AJF	FAC
10239	Glass exit door was broken due to negligence from the cleaners at work	SMC	25/11/2019 12:15	25/11/2019 15:28	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-SHI-SMC-B2-01-GF-G111	NM
10241	Private Car Generate Smoke	ADM	25/11/2019 0:31	26/11/2019 13:04	OSH Incident	HCT	Incident Report Closed	FAST	HCT-AUH-ADM	EPD
10242	Property Damages from the storm	RKW	5/12/2019 11:20	10/12/2019 23:25	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-RAK-RKW	NM
10243	Service Water Pipe Line Burst	ADM	10/11/2019 12:00	16/12/2019 14:20	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADM	EPD
10244	Property Damage	FMC	21/12/2019 9:30	22/12/2019 10:49	OSH Incident	HCT	Incident Report for CS HSE In-charge Review	FM	HCT-FUJ-FMC	EPD
10246	Aluminum Cladding Fall Down on Skylight	SWC	10/01/2020 0:15	11/01/2020 20:55	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-SHI-SWC	EPD
10247	First Aid	FMC	6/01/2020 11:08	12/01/2020 13:26	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-FUJ-FMC	EPD
10251	Contractor Staff Seizure	SWC	13/01/2020 11:15	13/01/2020 11:58	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-SHI-SWC	FAC
10252	Property damage (Adverse weather damages)	FMC	6/01/2020 15:10	14/01/2020 10:04	OSH Incident	CONTRACTOR	Incident Report Closed	*	HCT-FUJ-FMC	MTC
10253	Ground Water Leak In Innovation	ADW	10/01/2020 10:30	15/01/2020 9:21	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10254	Slip, Trips and Falls	RKW	13/01/2020 10:30	15/01/2020 11:29	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	NM
10255	Assets damaged happened in outdoor areas in campus due to wind	SWC	27/03/2019 18:39	15/01/2020 18:43	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHI-SWC	LWI
10256	Proprety Damage due to heavy Rain	DWC	11/01/2020 9:11	16/01/2020 8:57	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DBW	EPD
10257	Car Accident (Property damage)	AAM	11/01/2020 12:00	16/01/2020 9:29	OSH Incident	HCT	Incident Report Closed	FM	HCT-ALN-AAM	EPD
10259	Property Damage (water pipe proken)	RUC	9/01/2020 4:10	16/01/2020 14:15	OSH Incident	HCT	Incident Report Closed	FM	HCT-WRC-RUC	EPD
10260	Broken Glass Wall Inside Innovation Space	AAM	19/01/2020 7:50	21/01/2020 16:03	OSH Incident	HCT	Incident Report Closed	FM	HCT-ALN-AAM	EPD
10261	First aid case for a cleaner who injured his finger while carrying material	RKW	23/01/2020 9:30	26/01/2020 14:21	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10271	Faculty stumbled and fall down and got minor injuries	ADK	6/02/2020 14:20	12/02/2020 10:04	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-AJF	FAC
10272	First Aid-Lab Instructor recieved hand finger injury	DWC	11/02/2020 10:02	12/02/2020 12:35	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DBW-B1-A	FAC
10274	Medical treatment case	RKW	12/02/2020 11:49	13/02/2020 14:53	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	FAC
10275	Cleaner hit his head with the assemble point sign	DWC	16/02/2020 9:55	16/02/2020 12:22	OSH Incident	STUDENT	Incident Report Closed	FM	HCT-DXB-DBW	FAC
10278	Property Damage	ADK	23/02/2020 15:11	23/02/2020 16:12	OSH Incident	CONTRACTOR	Incident Report Initiated	FM	HCT-AUH-AJF	FAC
10279	OSH Incident	RKW	22/02/2020 13:15	23/02/2020 19:34	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKW	EPD
10280	Bus incident (Equipment/Property Damage)	FWC	25/02/2020 10:00	25/02/2020 11:21	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC-EA	EPD
10281	Property Damage	RUC	26/02/2020 14:05	26/02/2020 14:54	OSH Incident	HCT	Incident Report Closed	FM	HCT-WRC-RUC	EPD
10283	Cladding fall from B2 Building Roof	RKM	29/02/2020 9:00	1/03/2020 12:15	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-RAK-RKM	EPD
10284	Student hit his head with table tennis table while standing up	FMC	28/01/2020 3:00	1/03/2020 12:44	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FMC	EPD
10285	Property damage (Car accident)	ADM	27/01/2020 13:45	2/03/2020 11:57	OSH Incident	STUDENT	Incident Report Closed	*		FAC
10286	First Aid Case Finger Injury	ADW	2/03/2020 12:15	4/03/2020 11:02	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10287	First Aid Case	RKW	2/03/2020 7:45	4/03/2020 12:35	OSH Incident	OTHERS	Incident Report Closed	FM		FAC
10288	Property damage	RUC	4/03/2020 13:50	4/03/2020 14:43	OSH Incident	HCT	Incident Report Closed	FM	HCT-WRC-RUC	FAC
10290	Fragile Roof Top	FWC	22/03/2020 8:00	22/03/2020 15:37	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC	EPD
10291	Water leakage due to rain	RKM	22/03/2020 19:45	23/03/2020 11:49	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	NM
10292	Property damage- Heavy wind and rain	RKM	22/03/2020 19:30	23/03/2020 12:38	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	NM
10293	Broken Glass window in N block	ADW	21/03/2020 14:44	23/03/2020 14:47	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10298	student khalid stomach pain	ADM	21/03/2020 9:10	1/04/2020 13:41	OSH Incident	HCT	Incident Report Closed	*		FAC
10299	street sweeper accident	SMC	2/03/2020 15:54	5/04/2020 15:58	OSH Incident	STUDENT	Incident Report Closed	*		FAC
10300	Property Damage due to rain - DB & Fire alarm cable	SMC	2/03/2020 16:00	5/04/2020 16:03	OSH Incident	CONTRACTOR	Incident Report Closed	*		EPD
10301	Water Leak due to pipeline damage	DMC	11/01/2020 16:27	14/04/2020 16:29	OSH Incident	HCT	Incident Report Closed	*		EPD
10302	OSH Incident	DMC	25/04/2020 10:30	27/04/2020 13:22	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	EPD
10303	Property damage (Car accident)	FWC	18/05/2020 10:00	18/05/2020 13:53	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC-E	EPD
10305	While collecting the waste Greenline vehicle by the barrier	ADW	31/05/2020 8:30	2/06/2020 8:59	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10308	Heavy Water Leakage	ADM	8/06/2020 10:30	9/06/2020 15:42	OSH Incident	HCT	Incident Report Initiated	*		EPD
10309	Classroom glass door was broken due to loose screw of the door	SWC	17/06/2020 13:25	18/06/2020 8:04	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHI-SWC	EPD
10311	Main header pipeline at plant room	ADM	21/06/2020 10:00	24/06/2020 14:57	OSH Incident	HCT	Incident Report Initiated	FM	HCT-AUH-ADM	EPD
10312	Window Glass Cracked	DMC	24/06/2020 19:00	25/06/2020 12:39	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	EPD
10313	The happiness officer's feet was entangled by cables	SMC	25/06/2020 8:24	28/06/2020 14:48	OSH Incident	OTHERS	Incident Report Closed	FM	HCT-SHI-SMC	EPD
10316	Property damage(door glass broken)	ADM	25/06/2020 13:00	2/07/2020 8:49	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADM	FAC
10319	Staff Falling	ADW	11/08/2020 7:15	17/08/2020 11:12	OSH Incident	HCT	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10322	Small fire in the lift due to short circuit	RKM	24/08/2020 11:50	26/08/2020 12:47	OSH Incident	HCT	Incident Report Closed	FM	HCT-RAK-RKM	MTC
10323	Car Accident -Property Damage	ADM	18/08/2020 9:00	26/08/2020 13:11	OSH Incident	HCT	Incident Report Initiated	FM	HCT-AUH-ADM	EPD
10327	One of building external glass panel observed broken/damaged	SMC	30/08/2020 11:20	30/08/2020 18:18	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHI-SMC	EPD
10329	Broken Glass at Z block	FMC	2/09/2020 13:06	2/09/2020 13:04	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC	NM
10333	Broken Light - Near Miss	DMC	31/08/2020 3:54	8/09/2020 13:37	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	EPD
10334	Roller Blind Fall Down in Library	DMC	8/09/2020 12:25	8/09/2020 14:03	OSH Incident	HCT	Incident Report Closed	FM	HCT-DXB-DMC	NM
10340	First Aid Case - Staff	FMC	6/09/2020 10:24	14/09/2020 13:24	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FMC	NM
10351	Cleaner had an abarasion at his finger from the wall while arranging the chairs	SMC	6/10/2020 13:25	8/10/2020 11:30	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHI-SMC	FAC
10355	Broken main 3 inch water pipeline in student center	ADM	8/10/2020 16:38	11/10/2020 11:23	OSH Incident	CONTRACTOR	Incident Report Initiated	FM	HCT-AUH-AJF	FAC
10358	Fatality Of Staff	DMC	14/10/2020 8:40	14/10/2020 13:45	OSH Incident	HCT	Incident Report Closed	*		EPD
10373	First Aid Case - Student	RKM	27/10/2020 13:30	27/10/2020 20:11	OSH Incident	HCT	Incident Report Closed	*		FAT
10378		SMC	17/11/2020 15:15	1/11/2020 16:06	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHI-SMC	FAC

10379	One of female staff slipped on wet floor and fell down inside female washroom	FWC	3/11/2020 12:35	4/11/2020 12:33	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC-B	LWI
10383	A student hit the main gate electronic barrier by her car	FWC	4/11/2020 16:23	5/11/2020 16:22	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FWC-EA	
10401	Contractor First Aid Case-Knee Injury	RKM	17/11/2020 8:24	17/11/2020 21:32	OSH Incident	OTHERS	Incident Report Closed	*		FAC
10440	Slips, Trips and Falls	SWC	20/12/2020 9:25	20/12/2020 9:41	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SWC-B1-01	
10441	Property damage (Contractor vehicle hit campus gate barrier)	ADW	20/12/2020 11:54	21/12/2020 11:58	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-AUH-ADW	EPD
10442	Car Accident (Property damage)	RUC	20/12/2020 15:05	21/12/2020 14:24	OSH Incident	HCT	Incident Report Closed	FM	HCT-WRC-RUC	EPD
10454	Construction worker fell from ladder	ADK	21/12/2020 15:26	10/01/2021 15:29	OSH Incident	CONTRACTOR	Incident Report Initiated	*		FAC
10463	Property Damage Due to Heavy Wind	FMC	22/01/2021 6:38	24/01/2021 8:54	OSH Incident	HCT	Incident Report Closed	FM	HCT-FUJ-FMC	EPD
10470	Property damage due to water leak	RKW	23/01/2021 9:00	26/01/2021 11:49	OSH Incident	CONTRACTOR	Incident Report Closed	*		EPD
10479	Leakage from Glass Bowl - VET LAB	SMC	7/02/2021 17:35	8/02/2021 22:36	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SMC	EPD
10480	Car Accident by Student	SMC	26/01/2021 13:35	8/02/2021 23:03	OSH Incident	HCT	Incident Report Closed	FM	HCT-SHJ-SMC	EPD
10492	Hitting library glass door While walking	RKM	28/02/2021 15:00	1/03/2021 13:44	OSH Incident	HCT	Incident Report Closed	*		FAC
10496	12208 Wound cut (First aid case)	RUC	14/03/2021 14:03	14/03/2021 14:12	OSH Incident	CONTRACTOR	Incident Report Closed	FM	HCT-WRC-RUC	FAC
10497	Chemical spill in the Lab-W117	ADM	2/03/2021 16:10	15/03/2021 8:41	OSH Incident	HCT	Open	FM	HCT-AUH-ADM	NM
10499	Broken Water Pipeline	DMC	7/03/2021 8:00	16/03/2021 13:35	OSH Incident	HCT	Incident Report Closed	*		EPD

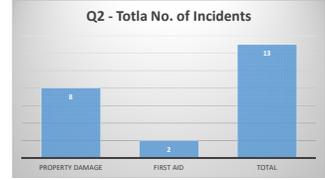
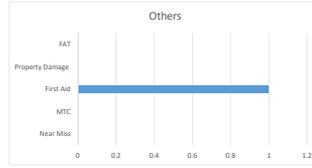
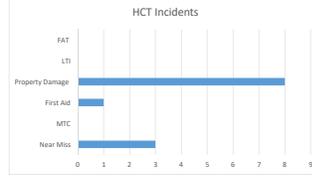
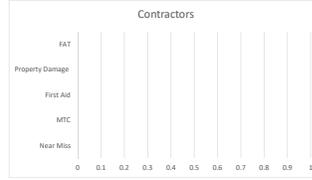
Q2 2021 - Incident Analysis

Contractor					
Total Incident					0
Near Miss	MTC	First Aid	Property Damage	FAT	
0	0	0	0	0	

HCT Incident					
Total Incident					12
Near Miss	MTC	First Aid	Property Damage	LTI	FAT
3	0	1	8	0	0

Others					Total Incident	1
Near Miss	MTC	First Aid	Property Damage	FAT		
0	0	1	0	0		

Incident Type	Number
Nearmisses	3
Property Damage	8
First Aid	2
Total	13



Q3 incidents breakdown

Case	AI ADAA Number	Remarks	Description	Organization	Date of Incident	Date Created	Incident Type	Incident Category	Status	Department	Location / Equipment	Service Reque	Created By
10660	19305		Football Field Fence Collapsed	SMC	15-Jul-21	15-Jul-21	OSH Incident	EPD	Incident Report Closed	FM	HCT-SHJ-SMC		SPINTO
10662	19307		Minor incident, Tree Fall on Staff car	ADW	8-Jul-21	15-Jul-21	OSH Incident	EPD	Incident Report Under Investigation	FM	HCT-AUH-ADW		HALSHEHHI1
10666	19313		Ceiling has fallen along with ceiling tiles	ADM	17-Aug-21	18-Aug-21	OSH Incident	EPD	Incident Report Closed	*			MAMAM
10667	IR-005-999-gov-FA81-25082021	LTI	Slipping Inside Toilet	RKW	25-Aug-21	26-Aug-21	OSH Incident	LWI	Incident Report Closed	FM	HCT-RAK-RKW-B1		IHUSSEIN
10668	19314		HCT Car Accident	SMC	31-Aug-21	31-Aug-21	OSH Incident	EPD	Incident Report Closed	FM	HCT-SHJ-SMC		SPINTO
10670	19374		Tree fell down in external area passway no damage occurred	ADM	31-Aug-21	7-Sep-21	OSH Incident	NM	Incident Report Initiated	*			MAMAN
10672	19318		First Aid - Fall from stairs	SWC	31-Aug-21	29-Sep-21	OSH Incident	FAC	Incident Report Under Investigation	FM	HCT-SHJ-SWC		MALSAKKAF
10673	19323		First Aid Case-Electrocution	RKW	29-Sep-21	30-Sep-21	OSH Incident	FAC	Incident Report for CS HSE In-charge Review	FM	HCT-RAK-RKW-B1-01		IHUSSEIN
10677	19376		Activated Fire Alarm	DMC	29-Sep-21	12-Oct-21	OSH Incident	NM	Incident Report for CS HSE In-charge Review				BHAMAMEH
10676	19377		Water leakage outside Business Block	DMC	23-Sep-21	12-Oct-21	OSH Incident	EPD	Incident Report for CS HSE In-charge Review				BHAMAMEH

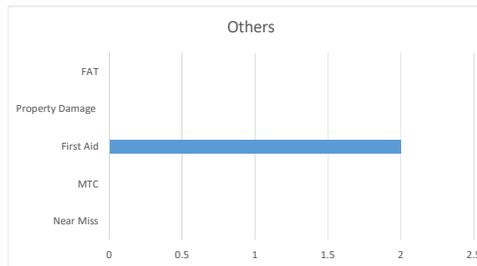
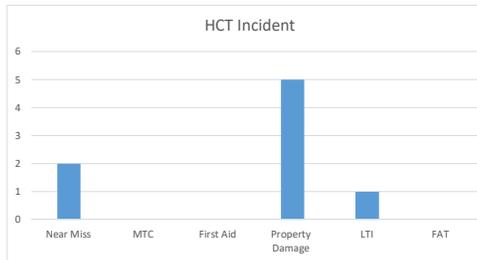
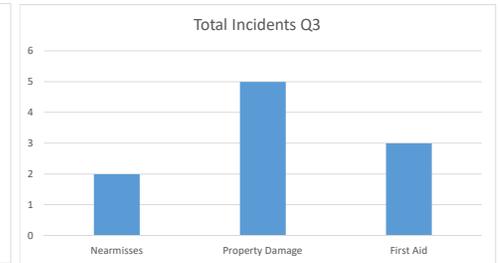
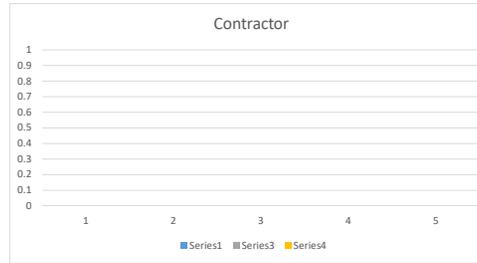
Q3 2021 - Incident Analysis

Contractor					Total Incident	0
Near Miss	MTC	First Aid	Property Damage	FAT		
0	0	0	0	0		

HCT Incident						Total Incident	9
Near Miss	MTC	First Aid	Property Damage	LTI	FAT		
2	0	0	5	1	0		

Others					Total Incident	1
Near Miss	MTC	First Aid	Property Damage	FAT		
0	0	2	0	0		

Incident Type	Number
Nearmisses	2
Property Damage	5
First Aid	3
Total	10



Q4 Incidents breakdown

Row No	Case	Heading	Brief Description	Org	Date of Incident	Incident Type	Incident Entity	Status	Incident Category	Location/Equipment	Incident Cost	Risk Assessment	Corrective Actions Taken	Responsibility	Date Completed	
1	10674	Breathing difficulties & low blood pressure	due to pregnancy she face difficulties of breathing and her blood pressure went down	MZC	Oct 4, 2021 9:30:00 AM	OSHI	STUDENT	Incident Report Closed	MTC	HCT-WRC-MZC	0	YES	Key Corrective Action			
2	10680	Water Leakage at Awani	The MEP Supervisor reported that on 05/11/2021 around 11:00 am, the water leakage from Awani Cafeteria sink was occurred as the sink tap was not closed by the cafeteria staff on the previous day. The flowing water has entered the floor sockets in the area and the power DB (RCCB) was tripped in the area. The water leakage has damaged 6 floor sockets in the area. The MEP team did the damage control, however the floor sockets are damaged.	SMC	Nov 5, 2021 11:32:00 AM	OSHI	HCT	Incident Report Closed	EPD	HCT-SHU-SMC	0		Replacement of damaged floor sockets Repair of defective water tap	Awani Restaurant	7-Nov-2021	
3	10684	Property Damage due to	It is reported by Facilities Department (Karthik) that the Football Field Light pole is tilted to one side due to heavy winds on 11th November 2021.	SMC	Nov 11, 2021 10:32:00 AM	OSHI	HCT	Incident Report Closed	EPD	HCT-SHU-SMC	0		Repair of Tilted Electric Light Pole through Insurance Claim	Facilities Dept		
4	10685	Car gone over the pedic	HCT-SJW C Parking around 0722hrs, during the parking patrolling accident occur. Student mistakenly press accelerator when she was trying to park her car at the open parking area. Student is fine likewise, the Gardener working on the area also do not have injury.	SWC	Nov 15, 2021 7:22:00 AM	OSHI	STUDENT	Incident Report Closed	NM	HCT-SHU-SWC	0	YES	Key Corrective Action Risk assessment with regards vehicles and parking	Facilities / EHS	18-Nov-2021	
5	10688	Car Accident with the M	Today in HCT-SJW at Main Gate around 10:49hrs, student vehicle suddenly hit the Main Gate exit right gate which broke the gates and fell off on the vehicle resulting to a damage of Gate and student's vehicle. Security (SG. Ehsan and Daljit) duty on the Main Gate responded to the student, LSG. Ameena send out the student from the Vehicle and brought to the Student waiting area to recover until the arrivals of ambulance. Meanwhile, the campus nurse responded to support and administer first aid until the arrival of emergency services. Student reported to have no injury but she was in shock due to the incident. SHJ Police were notified and likewise the Rafid Hotline number. Notify the Student Life to inform the Parents of student. Around 11:10hrs, the Parents of Student arrived at the Main Gate. Sharjah University rescue team came, add barricading on the accident area. Waiting for the Rafid Police for the investigation before removing the gate bars. Around 11:45hrs, Rafid came Mr. Ali Humaid and Mohamoud Fahmy for the investigation. National ambulance arrived for further check to our student to make sure the student is fine. Also, the university city team arrived at the campus gate to clear the damaged gate and initiate replacement.	SWC	Nov 24, 2021 3:12:00 PM	OSHI	HCT	Incident Report Under In	EPD	HCT-SHU-SWC	0	YES	Key Corrective Action Close the gate and initiated report with the insurance aid was administrated and ambulance is contact Area of the incident was controlled	ERP	24-Nov-2021	
6	10695	Adverse Weather - Wat	On the 31st of Dec 2021, at 11:15 hrs it was reported by the security team that due to heavy rain the campus buildings where affected at multiple areas. 1. Main Block - B, A, C, Long corridor 2. K Block 3. J Block 4. HS Block 5. ILC Block 6. F block 7. R block 8. Tanweer Hall 9. Sport Complex Immediately the team reported to the campus (MEP) and initiated assessment report.	SWC	Dec 31, 2021 7:54:00 AM	OSHI	HCT	Incident Report Initiated	EPD	HCT-SHU-SWC		YES	Key Corrective Action			
											0					

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Q4 2021 - Incident Analysis

Contractor Total Incident 0

Near Miss	MTC	First Aid	Property Damage	FAT
0	0	0	0	0

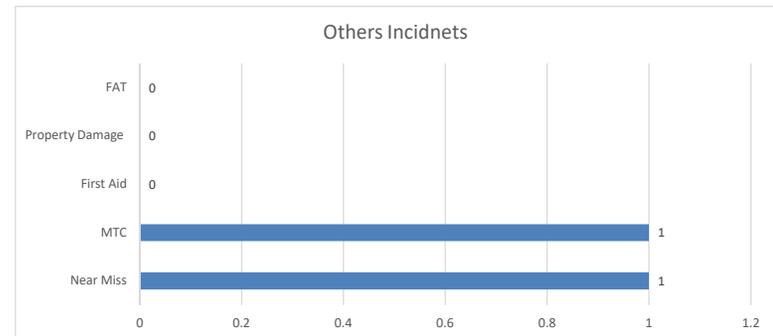
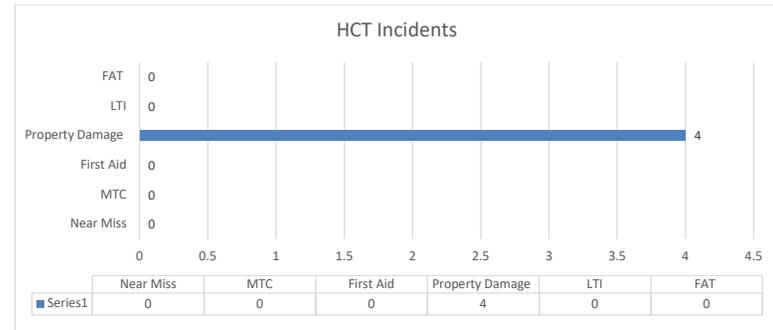
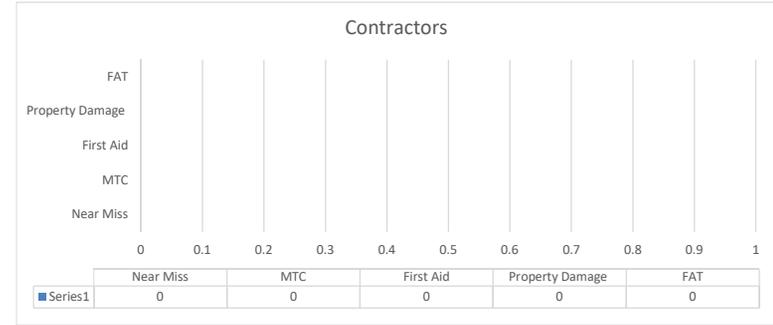
HCT Incident Total Incident 4

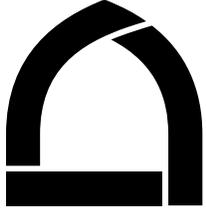
Near Miss	MTC	First Aid	Property Damage	LTI	FAT
0	0	0	4	0	0

Others Total Incident 2

Near Miss	MTC	First Aid	Property Damage	FAT
1	1	0	0	0

Incident Type	Number
Near miss	1
Medical treatment case	1
Property Damage	4
Total	6





كليات التقنية العليا Higher Colleges of Technology

Environment, Health and Safety Management System

EHS Manual

Revision History

	Environment, Health & Safety Manual	Doc. No.:	HCT-M-SS-GSEHS-01.001
		Rev. No.:	1.0
		Doc. Date:	February/2021

Revision No.	Revision Date	Description of Change	Pages Affected	Issued By
1.0	Feb./2021	Omission of the introduction to Abu Dhabi Environment, Health and Safety Management System	5 & 6	
1.0	Feb./2021	Addition of ADPHC and Abu Dhabi Public Health System Framework	All	
1.0	Feb./2021	Addition of ISO 45001:2018 and omission of OHSAS 18001:2007	All	
1.0	Feb./2021	Updating Internal & external issues	5 & 6	
1.0	Feb./2021	Elaboration of understanding the needs and expectations of works and other interested parties	6	
1.0	Feb./2021	Clarifying the element of "section 6.2, 6.3, 6.5, 6.10"	9	
1.0	Feb./2021	Addition of Opportunities into relevant elements	All	
1.0	Feb./2021	Addition of outsourcing into management of contractors "6.7"	11	
1.0	Feb./2021	Omission of ADEC and SRA from Abbreviations, Terms & Definition and addition of EHS opportunities	15 & 24	

	Environment, Health & Safety Manual	Doc. No.:	HCT-M-SS-GSEHS-01.001
		Rev. No.:	1.0
		Doc. Date:	February/2021

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1. HIGHER COLLEGES OF TECHNOLOGY

Founded in 1988 by Federal Decree the Higher Colleges of Technology (HCT) is the largest higher educational institution in the UAE, having a well-respected reputation for innovative and hands-on, workplace relevant teaching and learning methodologies, which are based on the philosophy of Learning by Doing.

Approximately 22,000 students attend 17 modern, technology-enhanced men's and women's campuses in Abu Dhabi, Al Ain, Dubai, Fujairah, Madinat Zayed, Ras Al Khaimah, Ruwais and Sharjah.

HCT offers many different, work-relevant, English-taught programs in Applied Communication, Business, Computer & Information Science, Engineering Technology, Health Sciences and Education at various levels.

All programs are designed in consultation with business and industry leaders to ensure the students' skills are job-relevant and to the highest standards.

Students learn in a technologically sophisticated, e-learning environment that encourages development of independent and life-long learning skills.

HCT graduates are eagerly sought by employers as they are capable of operating effectively in today's global business environment. Over 60,000 academic credentials have been awarded to its graduates since 1991.

The HCT has established dynamic relationships with UAE companies and organizations and the world's leading universities and organizations.

2. ENVIRONMENT HEALTH & SAFETY MANAGEMENT SYSTEM

HCT EHSMS is a management framework that provides a systematic approach that can be used by any organization to continuously improve its EHS Performance to achieve efficiencies and better environment health, and safety outcomes.

HCT EHS management system complies with local requirements of OSHAD/ ADPHC and international standards of Environmental management system ISO 14001:2015 and Occupational Health and Safety management system ISO 45001:2018.

3. PURPOSE

This manual provides a framework of the Environment Health and Safety Management System and applies to all activities and services of HCT for controlling and mitigating the Environment Health and Safety hazards and risks at HCT. This system has been developed and organized to comply with the OSHAD SF Version 3.0 (Abu Dhabi Public Health System Framework). It also aims to provide all employees, contractors, visitors and other stakeholders with a clear understanding of the

	Environment, Health & Safety Manual	Doc. No.:	HCT-M-SS-GSEHS-01.001
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management system and the importance of adhering to the policies and procedures of the organization. Mechanisms

4. SCOPE

This Environment, Health and Safety Management System (EHSMS) applies to all activities and services of HCT for controlling and reducing the Environment Health and Safety hazards and risks at all HCT campuses. This system have been organized and prepared to comply with the OSHAD SF (ADPHC), ISO 14001:2015, ISO 45001:2018 and CAA requirements. This EHSMS Manual applies to all employees, contractors and other stakeholder of HCT, taking into account their need and expectations and HCT identified internal and external issues.

5. UNDERSTANDING THE ORGANIZATION CONTEXT

5.1 Context of Organization

HCT determines the external and internal issues that are relevant to its strategic direction and that affect the ability of HCT to achieve the intended outcomes of its EHSMS. HCT ensures that these identified internal and external issues are monitored and reviewed on regular basis. The list of identified internal and external issues are listed below;

INTERNAL ISSUES	
POSITIVE	NEGATIVE
Existing Department's culture	Current EHSMS awareness level of HCT employees
Policies and procedures are developed to achieve the EHSMS vision	Adaptability of HCT employees to COVID 19 new norms, precautions and controls
Management commitment towards EHS Management system and continual improvement	
Set programs for propagating awareness amongst employees	
Willingness of the EHS unit to lead the efforts on EHSMS documentation and implementation.	

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Utilization of smart applications and platforms in the EHSMS implementation, communication and consultation	
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EXTERNAL ISSUES – GOVERNMENT BODIES, CONTRACTORS	
POSITIVE	NEGATIVE
UAE and/or international legal and other requirements compliance	Competency and compliance levels of new and existing contractors
Allocated budget	Potential cuts on the budget
Quarterly OSH performance reporting to CA (Abu Dhabi region)	The absence of a competent authority to directly report to on EMS progress in Abu Dhabi region and EHS overall in northern emirates.
Abu Dhabi Government vision and strategic directions	Global warming/climate change
The affiliation of HCT with accreditation bodies.	Resource depletion and biodiversity
Collaboration and/ or coordination with regulators and relevant government bodies to facilitate the access to required updates, information and data.	Current pandemic situation of COVID 19
	Contractors compliance with COVID 19 requirements and their ability to comply and operate

5.2 Needs & Expectations of Stakeholders

HCT determines its stakeholders and their needs and expectations relevant to its EHSMS. HCT's stakeholders can potentially have either negative or positive leanings on the HCT's ability to provide the services. The information about these stakeholders and their needs and expectations are

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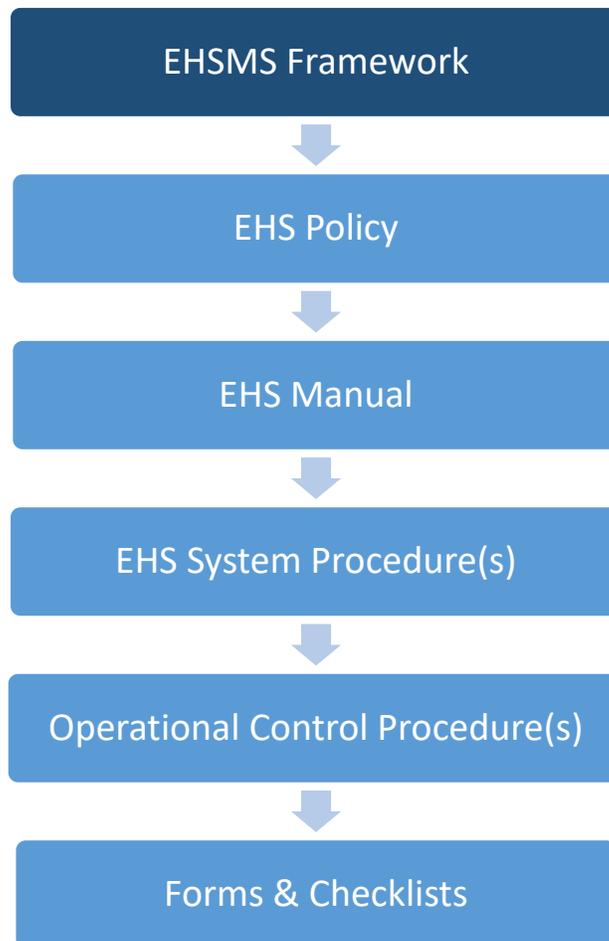
monitored and reviewed on a regular basis. The list of stakeholders determined by HCT is given in the table below along with their needs and expectations and mode of engagement to identify their needs and expectations.

Stakeholders	Needs/Expectation	Mode of Engagement/ Communication
Top Management, Board of Trustees	<ul style="list-style-type: none"> • Effective Environmental, Health and Safety Management System • Cost savings through EHSMS implementation • EHSMS Continual improvement and sustainable development. 	<ul style="list-style-type: none"> • Management Review Meetings • Internal Audits and Inspections • Performance Monitoring Reporting • System Wide EHS Committee • EHS platforms and dashboard
Government & Regulatory authorities	<ul style="list-style-type: none"> • Compliance with applicable laws and regulations • Reporting 	<ul style="list-style-type: none"> • Permits & Licenses • Management Programs and Plans • Reports
Employees	<ul style="list-style-type: none"> • Commitment to EHSMS Implementation • Training and awareness • Compliance with EHSMS • Awareness and training • Guidelines 	<ul style="list-style-type: none"> • Induction, awareness sessions and Meetings • Workshops for implementation of operational procedures (e.g.: Waste management) • EHS platforms and dashboard
Other Neighboring entities	<ul style="list-style-type: none"> • Coordination in Case of Emergency Situations. • Emergency Preparedness Practices. • Community engagement 	<ul style="list-style-type: none"> • Webpage • Emergency Preparedness Drills • Initiatives and programs
Students	<ul style="list-style-type: none"> • Guidelines • Training • Proper education • Advanced facilities 	<ul style="list-style-type: none"> • Notifications and website • EHS Platforms • Allocated budget

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Contractors & Suppliers	<ul style="list-style-type: none"> • Commitment from top management in providing, clear and transparent EHSMS policies & Allocating resources and fulfilling any additional EHS requirements • Creating safe, healthy and Environment-friendly workplace 	<ul style="list-style-type: none"> • Formalized tender process • Supplier selections, evaluations and audits • Contracts and tender • Supplier EHSMS requirements • Supplier meeting and events • Product safety and quality information e.g. MSDS's, 3rd party certificates etc.
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6. HCT EHSMS FRAMEWORK



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6.1 Environment, Health & Safety Policy

The starting point of an Environmental Health and Safety management system is EHS policy which is the driver element of the management system and it shall be unique to the organization. The management of HCT developed the EHS Policy specific to its activities and services which is in line with OSHAD System Framework (ADPHC) and includes best practices and references from ISO 14001:2015 and ISO 45001:2018.

The EHS policies is a controlled document. Copies of these policies are displayed in prominent locations for addressing both employees and all interested parties. In addition, these policies is also communicated to all employees, contractors and other stakeholders through HCT intranet or any other means.

The EHS policies will be reviewed in the annual Management Review for continuing suitability. Any changes to the EHS policies will be communicated to all related personnel coming under the scope of this manual.

Reference Document:

EHS Policy [HCT-P-SS-GSEHS-01]

6.2 Roles & Responsibilities

The management of HCT ensures the designation of EHS responsibilities to each role within the organization to ensure effective implementation and integration of HCT EHSMS, within the organization.

HCT management ensures the availability and adequacy of resources necessary to establish, implement, maintain, and improve the performance of the EHSMS. These resources include personnel, organizational, infrastructural, technological, and financial resources.

Reference Documents:

EHS Roles & Responsibilities [HCT-P-SS-GSEHS-01.001]

6.3 Resources

HCT has identified number of resources including human, infrastructure, equipment, organizational knowledge required for the establishment, implementation, maintenance and continual improvement of the EHSMS.

The needs for resources are identified through a variety of processes, including corrective and/or preventive actions and management reviews to satisfy existing and changing needs.

6.4 Targets & Objectives

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HCT Management have established the EHS Objectives and Targets, respective to the EHS policies, to eliminate the uncontrolled EHS risks. It also identifies the Key Performance indicators to measure the performance of the EHSMS. The Top Management of HCT shall ensure the set objectives and targets are in line with the OSHAD SF (ADPHC) & relevant requirements.

The SMART EHS objectives and targets are set by HCT EHS committee system level in consultation with the EHS Unit and other committee campus level heads related to each relevant function. EHS Unit shall ensure that set objectives and targets are consistent with the EHS policies and prioritized based on the level of risks and opportunities , technological options, concerns of interested parties, legal and other requirements, financial, operational, business requirements and the views of the interested parties. The set objectives, KPI's and Targets shall be reviewed annually in the management review meeting or when there are changes in activities, processes and services.

Reference Documents:

Objectives, Target and Management Program [HCT-P-SS-GSEHS-01.002]

6.5 Legal and Other Requirements

HCT has developed the process to identify, access and update the applicable legal and other requirements, to which the organization have related Environmental aspects and impacts, OHS Hazards, Risks and opportunities.

HCT EHS Unit & committee system level shall ensure the applicable legal and other requirements/ compliance obligations are identified considering the nature of the activities and services.

The identified EHS legal and other requirements are listed in the EHS Legal Register – [HCT/EHS/FSP-002] to evaluate the compliance against the requirements.

The Legal Register will be reviewed, EHS Legal Review Records – [HCT/EHS/FSP-003] once in a year or whenever there are changes/ amendments from the legal body.

Reference Documents:

Legal and other Requirements [HCT-P-SS-GSEHS-01.003]

6.6 Risk Management

EHS Risk management is the identification, assessment, and prioritization of Environmental Health and Safety risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of any unfortunate events. The EHS Risk assessment of HCT Campuses is initiated by committee campus level and Health & Safety Specialist/ In-charge campus level in consultation with campus staff. The Risk Assessment will be reviewed annually or whenever there is major EHS incidents or a change in process, operations and services of

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HCT.

HCT also determines the opportunities, relevant to its EHS hazards, legal compliance/ obligations and other issues and requirements taking into consideration that EHS hazards can result in risks and opportunities associated with either adverse risks (threats) or beneficial risks (opportunities).

EHS Opportunities are established, implemented and maintained while taking into account, planned changes to the organization (including work organization and work environment), management system, processes and activities to eliminate hazards and reduce EHS risks.

The identified hazards are listed with controls in the EHS Risk Register – [HCT/EHS/FSP-004/01] for each campus.

Opportunities are listed in Opportunities and Risks Register - [HCT/EHS/FSP-004/02] for system level.

Reference Documents:

EHS Risk Management – [HCT-P-SS-GSEHS-01.004]

6.7 Management of Contractors

HCT has developed the contractor management procedure for managing the Environmental, Health and Safety risks arising from its contractors' and outsourcing activities. Also to ensure a systematic approach to the management of contractors is consistent with legal and other requirement, so that risks to Health and Safety of personnel, the community and the Environment are minimized. These management processes shall include:

- Selection
- Contractual Agreement
- Coordination and Communication
- Mobilization / Work in Progress
- Monitoring Performance

Reference Documents:

Management of Contractors [HCT-P-SS-GSEHS-01.005]

6.8 Emergency Management

Emergency management is the continuous process by which all individuals, groups, and communities manage the potential hazards in an effort to avoid the impact of disasters resulting from the hazards. HCT has developed an Emergency Management Plan to identify potential emergency situations, respond and mitigate EHS emergencies, and to ensure necessary communications are in place. These

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plans include consideration of:

- Accidental releases to the atmosphere
- Accidental discharges to water and land
- Specific environmental and ecosystems effects from accidental releases
- Fire
- Severity of the emergency event

Emergency Action Plan should be annually reviewed, as necessary, and revised for continuous improvement, with special consideration given after the occurrence of incidents or emergency situations.

Reference Documents:

Emergency Response Procedure [HCT-P-SS-GSEHS-01.006]

6.9 Standard Operating Procedures

HCT has developed a control procedure for standardizing operating procedures and work instructions to manage and control the EHS risks related to the services and activities of HCT. The operational controls for activities that are associated with the identified significant EHS Hazards shall have controls that manage the EHS risks that are consistent with the EHS policies, objectives and targets. These operational control procedures shall identify ways to mitigate the risks and prevent harm to the Environment and the Health and Safety of employees, contractors, visitors and students.

Reference Documents:

Standard Operating procedures [HCT/EHS/OP-001 – 042]

6.10 Management of Change

HCT has developed a procedure for the management of change to:

- Ensures that changes in organizational structure, personnel, documentation, processes/procedures does not inadvertently introduce new EHS hazards or increased risk.
- Analyzing changes in legal and other requirements, knowledge or information about EHS Hazards and risks, development in knowledge and technology.
- Analyzes changes in operational procedures or processes to identify any required changes in training, documentation or equipment.
- Analyzes changes in location, equipment or operating conditions for potential hazards.
- Ensures that all personnel are made aware of and understand any changes in requirements,

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procedures and applicable control measures.

Reference Documents:

Management of change procedure [HCT-P-SS-GSEHS-01.007]

6.11 Training & Competency

HCT has developed Training and Competency procedure to ensure the identification of training requirements, development of training, competence and awareness required for HCT employees and contractors.

Reference Documents:

Training and Competency Procedure [HCT-P-SS-GSEHS-01.008]

6.12 Incident Investigation & Reporting Procedure

HCT has developed a procedure for the reporting and investigation of all EHS hazards, near misses and incidents, to ensure that all incidents are reported, root causes are analyzed and corrective and preventive action is implemented and recorded.

Reference Documents:

Incident reporting and investigation procedure [HCT-P-SS-GSEHS-01.009]

6.13 Communication, Consultation & Participation Procedure

By considering the following factors, HCT has developed a procedure for communication and consultation:

- Internal Communication throughout the organization
- Communication with contractors and visitors to the workplace
- Relevant communication with stakeholders
- Development of EHS Performance
- Consultation and participation of employees on EHS matters
- Consultation on EHS risk register, objectives and targets.
- Consultation on EHS committee meeting.
- Consultation with contractors and stakeholders.

Reference Documents:

Communication, Consultation & Participation Procedure [HCT-P-SS-GSEHS-01.010]

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6.14 EHS Inspection Procedure

HCT EHS Inspection Procedure includes the following considerations:

- Scope, criteria and objectives of inspections to be covered
- Responsibilities and resources for EHS Inspection
- Inspection program including frequency, methods of data collection, reporting, nonconformance, corrective and preventive action, record keeping
- Monitoring and review of inspection program
- Internal and External Reporting Requirements

Reference Documents:

EHS Inspection procedure [HCT-P-SS-GSEHS-01.011]

6.15 Internal & External Audit

Internal audits of this management system are planned and performed on a regular basis by an internal auditor or audit team in accordance with HCT Internal and External Audit Procedure. Internal Audits are performed by competent internal auditors on areas for which they have no direct responsibility. These audits objectively evaluate the effectiveness of all aspects of the HCT EHSMS.

External EHSMS audits could be performed as optional of HCT to demonstrate regulatory compliance. External audits will be initiated by HCT and shall be conducted by third party consultants who are registered and approved by OSHAD.

Reference Documents:

Internal and External Audit procedure [HCT-P-SS-GSEHS-01.012]

6.16 EHS Performance Monitoring Procedure

HCT has developed EHS performance Monitoring Procedure to monitor the EHS Performance and assess the success of the EHS management system. The monitoring shall include EHS objectives and targets, programs and control measures, applicable legal and other requirements and also requirements of SRA's and OSHAD regulatory Instruments.

The results of monitoring and measurement shall be reported to the management and relevant regulatory authorities, as required. If any instruments are used for monitoring and measurement then they will be calibrated or verified for accuracy and the records of the same will be retained. The EHSMS performance reports will be communicated to the stakeholders as required.

Reference Documents:

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EHS performance monitoring procedure [HCT-P-SS-GSEHS-01.013]

6.17 Documented Information Procedure

HCT Control of Documents and Record Retention Procedure standardizes document and record control to maintain and improve the developed EHS management system. Documents that are required by the management system are controlled.

Reference Documents:

Control of Documents and Record Retention Procedure [HCT-P-SS-GSEHS-01.014]

6.18 Management Review Procedure

Management reviews this EHSMS, including EHS policies, Targets & Objectives on an annual basis. These reviews are performed to assess the adequacy, effectiveness and continuing suitability of the existing EHSMS, as well as opportunities for improvement.

HCT has developed the procedure for scheduling, conducting, review, and also for maintaining the collective records of all reviews performed.

HCT continually improves the effectiveness of this EHSMS through periodic reviews of its performance. Improvement opportunities will be identified through the management review and the results of such improvement activities will be used for the continual improvement of the system.

Reference Documents:

Management Review procedure [HCT-P-SS-GSEHS-01.015]

7. REFERENCES

- OSHAD System Framework Elements, Version 3.0 & 3.1 March 2017.
- OSHAD System Framework Manual. Version 3.1, March 2017.
- OSHAD System Framework Codes of practices.
- OHSAS 18001:2007 – Occupational Health & Safety management systems – Requirements.
- ISO 14001:2015 - Environmental management systems – Requirements.

8. ABBREVIATIONS, TERMS & DEFINITIONS

HCT : Higher Colleges of Technology.

HQ : Head Quarter.

EHS : Environment Health and Safety.

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- EHSMS** : Environment Health and Safety Management System.
- OSHAD SF** : Abu Dhabi Occupational Safety and Health System Framework.
- ADPHC** : Abu Dhabi Public Health Center.
- CA** : Competent Authority.
- EAD** : Environmental Agency Abu Dhabi.
- CAA** : Commission for Academic Accreditation-Ministry of Education.
- SMART** : Specific Measurable Achievable Realistic and Time-Bound.
- KPI** : Key Performance Indicators.
- EMT** : Emergency Management Team.
- MOC** : Management of Change.
- CPAR** : Corrective and Preventive Action Request.
- NC** : Non Conformance.
- Procedure** : Specified way to carry out an activity or a process requirements of the EHSMS. It is the output of a work instruction, providing objective evidence of compliance to the requirements specified therein.
- Process Owners** : Person who has the responsibility for the performance of activities/process in realizing objectives measured by the KPI's and has the ability and authority to make necessary changes.
- EHS Objectives** : The goals, in terms of Environment, Health, Safety performance, which the organization has set itself to achieve.
- EHS Targets** : Detailed performance requirements, which arise from the Environment, Health and Safety objectives. EHS Targets shall be measurable wherever applicable, and shall be linked to specified time scales.

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EHS Management Program : A description of the measures to be undertaken for achieving EHS objectives and targets.

Applicable laws and regulations : Legal (regulatory) and other (voluntary –not regulatory) requirements promulgated by country, state or local government authorities that apply to the Environment, Health and Safety activities and/or services of HCT.

Legal Requirements/Obligations : Legal refers to UAE and/or Abu Dhabi laws, Regulations, Decrees and any guidelines or codes of practice adopted by HCT on its own or because of these laws, Regulations or decrees. It also refers to any international standards or treaties to which the UAE, Abu Dhabi Emirate is a signatory, or under which they have agreed in principle to operate.

Other requirements : Those requirements which are required to be complied with at all times for the continued operation either due to a contractual obligation with or specified by the interested parties/stake holders.

Hazard : Source, situation or act with a potential for harm in terms of human injury or ill health, damage to property, damage to environment or a combination of these.

Hazard Identification : Process of recognizing that a hazard exists and defining its characteristics

Hierarchy of Control : A Hierarchy of Control is used to eliminate or manage the risks to as low a level as practicable. It is listed below in order of effectiveness.

- a. Elimination: Remove the hazard. For example, eliminating a requirement to carry out the task, use a piece of equipment or utilize a chemical.
- b. Substitution: Replace the material, plant or work practice with a less hazardous one. For example, replacing a hazardous chemical with a less hazardous one.
- c. Engineering Controls: Technology based solutions to minimize risk by reducing the manual intervention or

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reliance on human behavior.

- d. Administrative controls: Controls such as warning signs etc.
- e. Personal Protective Equipment (PPE): Wearing personal Protective Equipment (PPE) is the last and least effective control method used. It involves staff wearing appropriate PPE such as safety shoes, aprons, goggles etc., to isolate the person from the hazard.

- Incident** : Any unplanned event resulting in or having a potential for injury ill health, damage or other loss.
- Near Miss** : A near miss is an event that could have resulted in human injury or damage to property, processor the environment.
- EHS Risk** : (In relation to any potential injury or harm) The likelihood and consequence of that injury or harm occurring.
- Risk Assessment** : An assessment of risk is a systematic examination of all aspects of the work to be undertaken to consider what could cause harm to environment, people (employees, visitors, contractors and so on). Following a risk assessment decisions can be made on the practical actions needed to prevent any problems arising.
- Risk Register** : A list of hazards, associated risks (pre and post control) and controls, sorted in order of the highest to lowest risk.
- Plant & Equipment** : includes;
- a. Any machinery, equipment, appliance, implement and tool;
 - b. Any component/parts of a machine; and;
 - c. Anything fitted, connected or related to any of those things.
- Chemicals and Substances** : Any natural or artificial substance, whether in the form of solid, liquid, gas or vapor.
- Systems of work** : Methods, procedures and practices by which work is to be carried out.

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- Environment** : Surroundings in which an organization operates including air, water, land, natural resources flora, fauna, humans, and their interrelation.
- Environmental Aspect** : Surroundings in which an organization operates including air, water, land, natural resources flora, fauna, humans, and their interrelation.
- Environmental Impact** : Any change to the environment, whether averse or beneficial, wholly or partly resulting from an organization’s activities, products or services.
- Risk Control** : That part of risk management which involves the implementation of policies, standards and procedures or physical changes to eliminate or minimize adverse risks.
- Contractor** : Person, not directly employed by HCT who requires regular access to the premises in order to perform work.
- Emergency** : Is an incident that can cause death, significant injuries to employees, to the surrounding community, or significant negative impacts on the environment.
- Emergency Management Program** : All the arrangements undertaken by the company in support of emergency management, including the organizational structure, budget, resources, procedures and documentation.
- Emergency Response Plan** : A document identifying all the activities to be undertaken by the company from notification of an emergency incident, through incident stabilization, up to recovery from negative impacts of the incident.
- Accident/Incident** : An uncontrolled/unplanned/undesired event that results in undesirable consequences to the personnel (injuries/illness) and/or to the assets (damage/lose) or to the neighboring community or environment.
- Training** : Training encompasses the necessary steps to ensure that employees and contractors have the job competencies (knowledge, skills and values) necessary to fulfill their environment, health and

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safety responsibilities.

- Competency** : Having adequate and sufficient training, qualifications and experience, to be capable of carrying out a task safely and effectively.
- Incident** : An event or chain of events, which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, environment, entity reputation or third parties.
- Injury** : Physical harm or damage to a person resulting from traumatic contact between the body of the person and an outside agency, or from exposure to environmental factors.
- Near Miss** : All incidents that did not result in but have the potential to result in undesirable consequences to personnel (injury/illness), and/ or to the assets (damage/loss) or to the neighboring community or environment.
- Occupational Injury** : Physical harm to employee that resulted from single exposure event to chemical, physical or biological agents in the work environment.
- Occupational Illness** : Any abnormal condition or disorder, other than one resulting from an occupational injury, cause by exposure to factors associated with employment and/or work environment. It includes acute and chronic illness or diseases, which may be caused by inhalation, absorption, ingestion or direct contact. It includes acute and chronic illnesses, or disease that may be caused by inhalation, absorption, ingestion or contact.
- Investigation** : Formal process of identifying the causes of the incident to reveal the root cause of the incident.
- Restricted work injuries/illness** : Any injury/illness because of which employees are unable to perform one or more of the routine functions of the job (job functions that the employee regularly performs at least once per week), or from working the full work day that he would otherwise have scheduled to work, regardless of whether or not employee is

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scheduled to work on those day(s).

- Reportable injury** : Total reportable injuries is the sum of fatalities, permanent total disabilities, lost time cases, and cases involving restriction of work or motion, medical treatment or loss of consciousness.
- Recordable injuries/illness** : Death or cases of occupational injuries or illnesses that result in days away from work, days of restricted work, loss of consciousness, temporary or permanent job transfer, termination of injured employee for medical treatment beyond first aid.
- Incident owner** : The responsible manager for the area of operation or activity where the incident took place.
- Root cause** : The factor that started the chain of events, if removed, it prevents recurrence of the same or similar incidents.
- Corrective Action** : Action to eliminate the cause of a detected nonconformity or other undesirable situation.
- Preventive Action** : Action to eliminate the cause of a potential nonconformity or other undesirable potential situation.
- Bottom up** : The level of EHS performance deemed acceptable for a given period or phase of activity. May be defined in qualitative terms.
- Communication** : The reception, conveyance assimilation of date and information.
- Interested Parties** : Individuals or groups concerned with or affected by the EHS performance of HCT and the EHS risks and impact of the HCT activities and services.
- Key Performance Indicator** : A quantifiable measurement and / or indicator that can be used to track the progress in achieving important goals within a company.
- Top Down** : The channel of communication from top management down the organizational hierarchy to all levels of employees of the company.

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- Audit** : Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.
- Audit Plan** : A formal description of the assessments activities that will be executed. Audit plan typically include the standard, auditor identification, dates, identification of the department, and location, auditee and requirements that will be assessed.
- Audit Schedule** : A list of dates, times and elements or process that will be assessed.
- Corrections Action** : Action to eliminate a detected non conformity.
- Corrective and Preventive Request Action** : A documented request to improve a process, procedure, work instruction, or to initiate an internal investigations of the cause of non-conformity for the purpose of applying corrective or preventive action.
- Non Conformity** : Non-fulfillment of a requirement. Any deviation from relevant work standards, practices, procedures, regulations, legal requirements, etc.
- Major Non Conformity** : A determination that there is an absence or total breakdown of a system to meet a requirement of the standard. This can include a number of minor nonconformities against an element, clause, or process which when combined indicate a total breakdown of the system.
- Minor Non Conformity** : A determination that the standard or the organization’s management system is implemented but deficiencies are found and a sample of objective evidence of implementation shows 50% or less instances of deficiency.
- Objective Evidence** : It is the data that shows or proves that something exists or is true. Objectives evidence can be collected by performing observations, measurements, test, or by using any other suitable method.
- Internal Audit** : A formal activity carried out against documented systems, procedures, instructions and other related documents to examine

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objective evidence and verify for compliance or otherwise and report.

Internal Auditor : An individual or team who performs the audit of functions / area in which he/she is not directly involved.

Monitoring : A systematic process of checking, observing, inspecting, keeping track of, regulating or otherwise controlling key parameters and characteristics of the management activities to determine conformance with a specific standard or other performance requirement, or to measure progress towards its objectives and targets.

Measurement : A system method for estimating, testing, or otherwise evaluating key parameters and characteristics of a section's management activities or operations to determine conformance with a specific standard or other performance.

Internal Documents : Documents generated internally or within the confines of the organization such as EHS policies, EHS manual, procedure, etc.

External Documents : Documents that are generated outside the confines of the organization. Such as international standards, legislations etc.

Records : Documents stating results achieved or providing evidences of activities performed.

Continual Improvement : An on-going effort to improve services and processed through the use of EHSMS polices, objectives, audit results, analysis of data, corrective and preventive actions, and management review.

Effectiveness : Refers to the accomplishment of the objectives and targets set for the EHSMS.

EHS Committee System Level : Management level committee formed to discuss EHS, legal, and other relevant issues. The committee shall be chaired by senior management and may include management from all HCT campuses.

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- EHS Committee Campus Level** : Management level committee formed to discuss EHS, legal, and other relevant issues. The committee shall be chaired by campus director or selected campus representative and may include management from HCT’s college departments.
- Management Review** : A means for top management to evaluate the EHSMS to determine its suitability, adequacy and effectiveness. The review shall address the possible need for changes to policies, objectives and other elements of the EHS management system in the light of the commitment to continual improvement.
- Sustainability** : A determination that the EHSMS continues to be in accordance with the nature of the organization.
- EHS Opportunity** : Circumstances or set of circumstances that can lead to improvement of EHS performance.

EHS Incident Investigation and Reporting Procedure

1.0 Purpose

The purpose of this procedure is to define the minimum requirements in HCT for immediate notification, reporting and to conduct the necessary investigation (after accident/ hazard/near miss) to identify the root cause of the incident and take the necessary corrective action(s) towards preventing the reoccurrence.

2.0 Scope

This procedure is applicable to all types of incidents and near misses that may or could affect the Environment, Health and Safety of HCT employees, students and contractors.

3.0 Control and Distribution

3.1 The Executive Director - General Services is the owner of this procedure.

3.2 All requests for revisions shall be addressed to the Executive Director - General Services. This procedure shall be reviewed as required. Amendments shall be made, if required, after approval as per the DoA, and superseded versions of the procedures shall be retained for future reference.

3.3 Date of next review: 30 May 2026

4.0 Definitions

Near Miss	: An unplanned event or series of events that occurred at the workplace which, although not resulting in an injury, illness or equipment/ property damage, had the potential to do so.
Injury	: Physical harm or damage to a person resulting from traumatic contact between the body of the person and an outside agency.
Occupational injury	: Physical harm to employee that resulted from single exposure event to chemical, physical or biological agents in the work environment.
Reportable injury	: Total reportable injuries are the sum of fatalities, permanent total disabilities, lost time cases, and cases involving restriction of work or medical treatment or loss of consciousness.
Recordable injuries/illness	: Death or cases of occupational injuries or illnesses that result in days away from work, days of restricted work, loss of consciousness, temporary permanent job transfer, termination of injured employee for medical treatment beyond first aid.
Incident	: An event or chain of events, which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, environment, reputation or third parties.
Incident Owner	: The responsible manager for the area of operation or activity where the incident took place.
First Aid Injury	: Minor work-related injury or illness that calls for only simple "First Aid" treatment and does not call for follow-up treatment by a health professional. First Aid injuries don't result in lost time from work or work restrictions.
Restricted work injuries/illness	: Any injury/illness because of which employees are unable to perform one or more of the routine functions of the job (job functions that employee regularly performs at least once per week), or from working the full workday that he would otherwise have scheduled to work, regardless of whether or not an employee is scheduled to work on those day(s).
Occupational Illness	: Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to factors associated with employment and/or work environment. It includes acute and chronic illness or diseases, which may be caused by inhalation, absorption, ingestion or contact. It includes acute and chronic illnesses, or diseases that may be caused by inhalation, absorption, ingestion or contact.
Fatality	: Work-related fatality is a death resulting from a work-related injury or illness, regardless of the time intervening between injury and death.
Investigation	: Formal process of identifying the causes of the incident to reveal the root cause of the incident.

Abbreviations:

HCT	: Higher Colleges of Technology.
HQ	: Head Quarter.
EHS	: Environment, Health and Safety.
OSHAD	: Abu Dhabi Occupational Safety & Health Center.
ADPHC	: Abu Dhabi Public Health Center.
ISO	: International Organization for Standardization.

5.0 Roles and Responsibilities

5.1 EHS Unit

- Ensure necessary resources are available for the effective implementation and maintenance of this procedure.
- Ensure the availability of competent staff to investigate the incident(s) and identify the root cause(s).
- Ensure that all near-miss/ incidents are reported.
- Participate in all incident investigations (if necessary) along with Environment, Health and Safety Specialist/ In-Charge.
- Ensure corrective actions are taken as per the outcome of the investigation.
- Reporting to concerned regulator based on their reporting requirements.
- Reviewing the lessons learned from the implementation of this procedure.
- Compiling the incident reports for all incidents within HCT and ensure the necessary actions taken as a result of the investigation.
- Maintain, review, update and enhance this procedure.

5.2 EHS Committee - Campus Level

- Develop a positive environment, health, and safety culture wherein the employees take the initiative in reporting incident(s)/near miss(s).
- Ensure the availability of competent staff to investigate the incident(s) and identify the root cause(s).
- Ensure that all campus EHS near miss (es)/ incident(s) are reported.

- Reviewing the lessons learned from the implementation of this procedure

5.3 Environment, Health & Safety Specialist/ In-Charge

- Implementation of this procedure.
- Communicating this procedure to all levels of campus.
- Compiling the incident reports for all incidents and ensure the necessary actions taken as a result of the investigation.
- Coordinating with any external parties involved in incident reporting and investigation.

5.4 HCT Employees/ Reporter

- Report any potentially unsafe act or condition.
- Report all EHS near misses, incidents to the concerned.

6.0 Procedure Description

6.1 Classifying EHS Incidents

Occupational Health & Safety (OHS) Incidents are classified for recording, notification and reporting purposes according to the severity of the incident. The type Occupational Health & Safety (OHS) incidents to be recorded, reported and/or notified by HCT to the concerned regulator are listed below (Refer to Incident Rep Investigation Flow Chart);

6.1.1 Lost Time injury;

- 6.1.1.1 Fatality;
- 6.1.1.2 Permanent Total Disability;
- 6.1.1.3 Permanent Partial Disability;
- 6.1.1.4 Lost Workday Case.

6.1.2 Serious Injury;

- 6.1.2.1 An injured person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift, support medical report from an approved medical practitioner.
- 6.1.2.2 Immediate medical treatment of the injured person(s) as an inpatient in a hospital.
- 6.1.2.3 Medical treatment of the injured persons within 48 hours of exposure to a substance.
- 6.1.2.4 Immediate medical treatment of the injured persons for;
 - Fracture (not including fingers & toes)
 - The loss of a distinct part or organ of the body, including the amputation of any part of body.
 - Loss of consciousness and/ or requiring resuscitation.
 - A serious head injury.
 - A serious eye injury, including loss of sight (temporary or permanent).
 - Exposure to hazardous material.
 - The separation of skin from any underlying tissue (such as scalping or de-gloving).
 - An electric shock or electrical burn.
 - Serious burns due to thermal and chemical agents.
 - Entrapment of a body part in machinery/equipment/plant.
 - A spinal injury.
 - Dislocation of joint.
 - The loss of bodily function and
 - Serious laceration.

6.1.3 Serious Occupational Illness / Disease;

- 6.1.3.1 Conditions caused by vibrations.
- 6.1.3.2 Conditions caused by abnormal pressure
- 6.1.3.3 Etc.

6.1.4 Serious Dangerous Occurrence;

- 6.1.4.1 Explosion or Fire
 - Explosion or fire in a room or place in which persons are at work, and which results in substantial damage to the structure of the site, or to any machinery or plant. The incident shall have also resulted in the complete suspension of ordinary work at the site or stoppage of machinery or workplace for at least 5 hours.
 - Electrical short circuit or failure of electrical machinery, plant or apparatus, which results in an explosion, fire or structural damage and inventory stoppage or disuse for at least 5 hours.
 - Explosion or fire affecting any site in which persons are at work and causing complete suspension of ordinary work in the site for at least 24 hours
- 6.1.4.2 Failure and/or Collapse of Equipment
 - Failure or collapse of false-work or its supports.
 - Collapse, partial collapse, overturning or failure of load-bearing parts of scaffold, lifts and lifting plant, equipment and/ or accessories.
 - The collapse, overturning, failure or malfunction of, or damage to, any plant/ equipment that the employee is in contact with that had the potential to cause injury/ illness.
- 6.1.4.3 Machinery Damage
 - Bursting of a revolving vessel, wheel, and grindstone wheel moved by mechanical power.
 - Explosion or failure of the structure of a steam boiler, receiver or any container used for the storage at the pressure greater than atmospheric pressure of any gas or gasses (including air) or any liquid or solid resulting from the compression of gas.
- 6.1.4.4 Collapse of Building/ Structure or Excavation

Any unintended collapse or partial collapse of;

 - Any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition; and/ or
 - Any floor or wall of any building (whether above or below ground) used as a place of work; and/ or
 - Of an excavation or any shoring supporting an excavation.
- 6.1.4.5 Electric Lines, Cables and Pipelines

Any unintentional incident in which plant or equipment either;

 - Comes into contact with overhead or underground electric lines, cables or pipeline; or
 - Causes an electrical discharge from such an electric line by coming into close proximity to it; and/ or
 - Causes an overhead line to be at a height less than that required by regulation.
- 6.1.4.6 Malfunction of Radiation Generating Equipment
- 6.1.4.7 Escape of Flammable Liquids and Gases
 - 6.1.4.7.1 The sudden, unintentional uncontrolled release inside a building;
 - Of 100 KG or more of a flammable liquid; and/ or
 - Of 10 KG or more of a flammable liquid at a temperature above its normal boiling point; and/ or
 - Of 10 KG or more of a flammable gas
 - 6.1.4.7.2 The sudden, uncontrollable release in the open air of 500 KG or more of any of the aforementioned referred material

6.1.4.8 Escape of Hazardous Material

6.1.4.9 The accidental release or escape of any materials in any quantity sufficient to cause the death, major injury or any other damage to the environment health and safety of any person.

6.1.4.10 Biological Agent

6.1.4.11 Any incident which resulted in or could have resulted in the release or escape of a biological agent likely to cause severe human infection or injury.

6.1.5 Restricted Workday Case;

6.1.6 Medical Treatment Case;

6.1.7 First Aid Injury;

6.1.8 Equipment / Property Damage; and

6.1.9 Near Miss

6.2 Notify and report all EHS Incident(s)/ Hazard(s) / Near Miss (es)

Employees are required to inform about all incidents and Near Misses in HCT at the earliest to the Environment, Health and Safety Specialist/ In-Charge. All EHS incident HCT shall be recorded and investigated as per OSHAD, Mechanism 11.0 - Version 3.0 (EHS Incident notification, Investigation and Reporting).

6.3 Notify and report Serious OHS Incident

On receipt of information related to an incident such as fatality or serious injury, Environment, Health and Safety Specialist/ In-Charge shall proceed to the incident immediately and shall take the following actions:

6.3.1 Inform the nurse/ first aid personnel about the incident and arrange for first aid;

6.3.2 If the injury is serious, call the ambulance for medical assistance and advise the nurse/first-aid personnel to stay put until the ambulance arrives and takes the

6.3.3 Advise the security personnel to secure the incident site to ensure that the valuable evidences such as equipment, material that were associated with the are not disturbed; and

6.3.4 Preserving incident site and evidence

6.3.5 In case of reportable incidents Environment, Health and Safety Specialist/ In-Charge shall preserve the site and all evidences as far as reasonably practicable investigation purpose until the concerned authorities (Police, Civil, Defense, Educational Sector, EHS Inspector/ Investigator, OSHAD Center Inspector/Inve etc.) arrives on spot.

6.3.6 HCT shall notify the concerned regulator on an incident occurring at the workplace as follow;

6.3.6.1 Fatal incidents - within 24 hours.

6.3.6.2 Serious incidents - within a maximum of 3 working days from the date of the incident for the following incident types;

- Serious dangerous occurrence
- Serious injury
- Receipt of a written diagnosis or other knowledge of the occurrence of a serious occupational illness or disease arising out and in the course of work
- Reportable occupational illness.
- Major or moderate environmental incidents

6.4 Appoint Incident Investigation Team

6.4.1 Depending upon the nature of the incident, EHS Unit/ EHS Specialist/ In-Charge shall establish an incident investigation team (when required). At least one member of the incident investigation team should have sufficient expertise on the subject matter related to the incident. The team formation may be verbally informed the investigation at the earliest. However, for serious incidents, a formal notification shall be sent within 24 hours to the management, incident owner investigation team members.

6.4.2 EHS Unit/ EHS Specialist/ In-Charge shall set the deadline for the submission of the report. If required, the help of external consultants may be sought.

6.5 Collecting Evidence

6.5.1 The investigation team shall visit the site and start collecting the evidence(s). The evidence(s) may be obtained from four primary sources namely; people, parts and papers. To arrive at a clear picture and to identify the immediate and root cause correctly, all the possible sources shall be examined.

6.5.2 A detailed survey shall be conducted while collecting the evidence(s). The investigation shall be carried out as deemed appropriate, but not limited to the following:

- Position of equipment, materials, parts or any other item at the incident site;
- Possible position of the individual before the incident, during the incident and actual position after the incident;
- Position of personal protective equipment.
- Operating conditions.

6.5.3 Once the detailed survey is performed (if deemed appropriate and necessary), the incident scene shall be documented and photographs should be taken (if required). After completion of documentation and obtaining the advice(s) of (legal counsel) where necessary, the physical evidence(s) shall be moved from the incident site. Physical evidence(s) involves materials, parts, equipment and personal protective equipment.

6.6 Interview Witness(es)

Interview of the incident witness(es) shall be performed at the earliest possible opportunity by at least one member of the investigation team (if applicable). Interview shall be documented by the interviewer (if deemed necessary). If there is more than one witness, interviews must be conducted separately. Upon completion of interview interview notes should be shown to the employee and if required signature of the interviewee may be obtained on the notes.

6.7 Review Relevant Documentation

6.7.1 The investigation team shall review the documents relevant to the circumstances of the incident and the indicators based on the evidence(s). The documentation shall include, but not limited to:

- Work Permits;
- Material Safety Data Sheet and certificates;
- Fitness/Inspection certificates for the equipment;
- Operating procedures;
- Method statements;
- Training certificates;
- Risk assessments; and
- Any other relevant documents.

6.8 Evaluate Investigation Evidence

The head of the investigation team shall be responsible for the coordination of all evidences collected by investigation team members. Based on the evidence, witness statements and following review of documentation, the investigation team shall determine the sequence of events leading up to the incident, immediate and root cause. The investigation team shall recommend the appropriate recommendation to prevent such incidents from recurrence in the future.

6.9 Investigate EHS Incident

6.9.1 Based on the findings of the investigation, investigating team shall submit the detailed report to EHS Unit within the stipulated time or upload to the reporting platform. The report may be submitted along with the evidences collected. Upon receipt of the report, EHS Unit shall review the report and obtain clarification (if any) from the investigation team. EHS Unit shall present the finding to the chair of the EHS committee - system level and the management (if required) for deliberation and actions thereon.

6.9.2 All EHS incidents in HCT, including near-miss (es) and dangerous occurrences, shall be investigated. The objective of the investigation is to identify the root



and avoid the recurrence.

6.9.3 HCT shall initiate an investigation of all EHS incidents as soon as practicable:

- HCT shall use methods, processes and techniques sufficient to identify the root causes of the occurrence.
- HCT shall utilize the findings of investigations to improve the control of hazards or significant impacts on other activities.
- Investigator(s) shall be competent in the application of investigation techniques.
- Investigator(s) shall be independent from the task, operation, individual, etc. those are involved in the incident.
- Investigator(s) shall collect the statements of witness and other relevant evidence(s) to the incident (as required) as soon as practicable after the incident.
- Investigator(s) shall consult with witnesses and other relevant evidences and with the specialist in that process to conclude the root cause.

6.10 Produce The Investigation Report

6.10.1 Environment, Health and Safety Specialist/ In-Charge and/or Investigation Team Members shall;

- Prepare incident investigation report, including relevant evidence(s) (if any), such as photographs, interview records etc.
- Recommend appropriate actions to prevent such incidents in the future.

6.10.2 The incident investigation report shall include, but not limited to, information such as;

- Type of EHS incident.
- Details of the injured person (e.g. Gender, occupation, experience, training, etc.);
- Details of the location;
- Details of the event
- Evidence collected - if any (e.g. Arrangements and location for witness interviews, the statements of the interviewees, photographs of the scene);
- Actual consequences (e.g. people, environment, assets, reputation) and potential consequences of the incident;
- The direct and root causes of the incident
- Details of the investigation outcome (e.g. equipment maintenance records; risk assessments/registers; the status of the implementation of the emergency procedures, where appropriate);
- Recommendations on preventing the recurrence of a similar incident (the recommendations shall prioritize the actions with target completion date and stipulate the action parties and responsibilities).

6.10.3 Incident Investigation shall be performed for all serious and non-serious incidents like first aid cases, near misses and the investigation report shall be completed and reported internally by completing the EHS Incident Investigation form.

6.10.4 The incident investigation report shall be completed and submitted to the concerned regulator within 30 calendar days of the date of the incident by completing and submitting Form G1 - OHS Incident Investigation (the requirements of the concerned regulator supersede the aforementioned requirements - if stringer)

6.11 Implement Corrective Action(s)

6.11.1 Based on the investigation recommendations, the incident owner shall initiate necessary corrective actions and implement them in a timely manner.

6.11.2 EHS Unit or EHS Specialist/ In-Charge shall review the corrective actions and update the status accordingly. The effectiveness of corrective actions shall be verified during the internal audit.

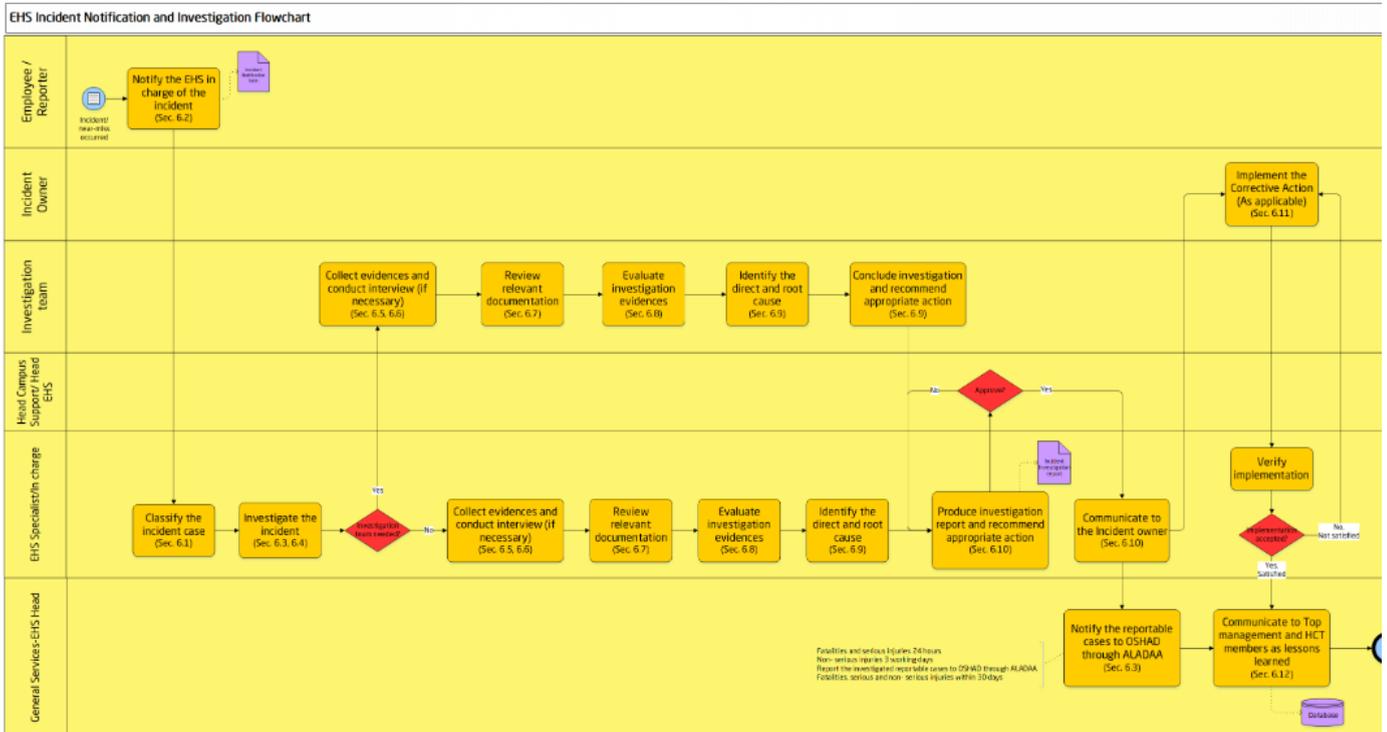
6.12 Communicate Lessons Learned

As a proactive measure, based on the investigation report and corrective actions taken, EHS Unit and/ or Environment, Health and Safety Specialist/ In-Charge shall communicate the lessons learned from an incident to staff, students and workers (as applicable).

6.13 Follow up Action

6.13.1 Environment, Health and Safety Specialist/ In-Charge shall Capture the following information monthly basis:

- Incidents reported in the previous month.
- Incidents that are not closed.
- Action items that are overdue.



Note: Sec. #.# - Related section number in the procedure.
 (/Other%20Related%20Documents/Incident%20FlowChart%20-%20Final.pdf)

7.0 Related Documents

- Incident Investigation and Reporting Forms:
(<https://myhctportal.hct.ac.ae/sites/pnp/Admin/facilities/HCT%20EHS%20Management%20System/EHSMS%20Forms/FORMS/Incident%20Investigation%20%26%20Re%20csf=1&e=aQDiEf>)
 - Serious OHS Incident Notification - OSHAD FORM - G
 - Serious OHS Incident Investigation - OSHAD FORM - G1
 - OHS Incident Notification Form
 - OHS Incident Investigation Report Form
- OSHAD SF - Element 7 - Monitoring, Investigation and Reporting, Version 3.1
- Mechanism 11.0 - Incident Notification, Investigation and Reporting, Version 3.0
- ISO 14001:2015- Environmental Management System.
- ISO 45001:2018 - Occupational Health & Safety Management System.

Version Control and Change History

Version	Amendment details	Review and approval details
0.0	New Procedure	<ul style="list-style-type: none"> • Approved by EC: January 2017
1.0	<ul style="list-style-type: none"> - Adding the students and Contractors to the scope of this procedure. - Replacing the Health & Safety Sr. Officer with Health & Safety Specialist/In-Charge. - Adding the responsibilities of Health & Safety Specialist/In-Charge. - Change ADEC into Concerned SRA/ Regulator. - Classification of serious incidents that needs to be notified within 3 days. - Change in the requirements of interview of witness. - Adding the upload requirements to the investigation process. - Adding the students into the communication of lessons learnt. 	<ul style="list-style-type: none"> • Amendments done by EHS Unit on June 2018
2.0	Adding the Incident Reporting & Investigation Flow Chart.	<ul style="list-style-type: none"> • Amendment done by EHS Unit on February 2019
3.0	Adding the nurse role as per HAAD requirements.	<ul style="list-style-type: none"> • Amendment done by EHS Unit on October 2019
4.0	Add reporter into roles and responsibilities.	<ul style="list-style-type: none"> • Approved by EC: 31/5/2021