

**Jubaiha Center**

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HEALTH AND SAFETY POLICY

1. INTRODUCTION

- Jubaiha Center is committed to ensuring the health, safety, and welfare of all staff, students, contractors, and visitors. This Health and Safety Policy outlines Jubaiha Center procedures, responsibilities, and commitments to creating a safe and compliant environment in accordance with Jordanian occupational health and safety regulations and international best practices.

2. PURPOSE

- This policy aims to:
- Prevent accidents, injuries, and work-related ill health.
- Promote a proactive health and safety culture.
- Ensure compliance with relevant Jordanian legal and regulatory requirements.
- Define roles, responsibilities, and processes for managing health and safety across the academy.

3. SCOPE

- This policy applies to:
- All employees, students, visitors, and service providers.
- All academy facilities, learning environments, and online spaces.
- All activities conducted on-site, during off-campus trips, or during educational placements.

4. POLICY STATEMENT

Jubaiha Center will:

- Provide safe premises, equipment, and working conditions.
- Deliver training, supervision, and instructions on safe practices.
- Conduct regular risk assessments and implement appropriate control measures.
- Consult staff and students on health and safety matters.
- Monitor, report, and review health and safety performance regularly.

5. RESPONSIBILITIES

Principal:

- Holds overall accountability for Jubaiha Center health and safety strategy.
- Ensures sufficient resources are allocated to maintain safe operations.

Health and Safety Officer:

- Implements and monitors safety policies and procedures.
- Conducts inspections, risk assessments, and incident investigations.
- Reports findings to the Senior Management Team and relevant authorities.

Line Managers and Faculty Leads:

- Ensure compliance with health and safety requirements in their areas.
- Conduct team-specific risk assessments and enforce safety standards.

Employees and Tutors:

- Follow safety instructions and use protective equipment as required.
- Report hazards, incidents, and near misses immediately.

Students:

- Participate in safety briefings and follow all posted instructions.
- Behave responsibly and report unsafe conditions.

6. RISK MANAGEMENT

- General and activity-specific risk assessments are completed annually and for all new initiatives.

- Hazards are identified, evaluated, and mitigated with appropriate control measures.
- Emergency and high-risk areas receive additional safeguards.

7. FIRST AID AND MEDICAL SUPPORT

- First Aid kits are available at all key academy locations and checked regularly.
- Trained first aiders are on duty during operational hours.
- Serious incidents are recorded and reported to authorities as required.

8. FIRE SAFETY

- Fire drills are conducted regularly.
- Fire extinguishers and alarm systems are serviced and tested routinely.
- Clear evacuation routes and signage are displayed throughout all facilities.

9. EMERGENCY PROCEDURES

- Staff and students are trained in fire, medical, and lockdown procedures.
- Emergency contact lists are reviewed quarterly and displayed in all departments.

10. TRAINING AND INDUCTION

- All new staff and students receive health and safety induction.
- Role-specific training is provided for labs, workshops, or technical environments.
- Refresher training is scheduled annually or after policy updates.

11. MONITORING AND REVIEW

- Health and safety records are reviewed monthly.
- Annual audits are conducted, and recommendations are implemented promptly.
- Reports are submitted to the Senior Management Team.

12. NON-COMPLIANCE

- Breaches of health and safety policies may result in disciplinary action.
- Serious or repeated violations are escalated to senior leadership and relevant authorities.

13. REVIEW

- This policy is reviewed annually or following changes in law, operational structure, or after incidents occur.

Approved by:

Director General, **Jubaiha Center, Jordan**

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