

A woman wearing a black hijab and a man wearing a white thobe and ghutra are looking at a document together. The image is overlaid with a semi-transparent green filter. The woman is on the left, and the man is on the right, both looking down at the document they are holding.

Health and Safety Induction 2024-2025 Academic Year

Health and Safety Induction for Employees, Students and Contractors



Welcome to ADSM

Welcome to Abu Dhabi School of Management (ADSM)

*Health and safety is our top priority to maintain
a safe and healthy working environment*

Sign-In

Please sign in on the sheet provided.



General Safety Guidelines

Mobile Phones

Keep all mobile phones off or on silent mode during work hours.



Smoking Restrictions

Smoking is only permitted in designated areas. Please adhere to the smoking restrictions

Emergency Exits

Familiarize yourself with the nearest emergency exits.

Know the assembly point location in case of an evacuation.



Evacuation Plan – Ground Floor

EVACUATION PLAN GROUND FLOOR

IN CASE OF FIRE
في حالة نشوب حريق

Rescue anyone in immediate danger.
إنقاذ أي شخص معرض للخطر الداهم

Active The Alarm (Break the glass).
فعل إنذار الحريق (كسر الزجاج)

Contain the fire (Close Doors & Windows).
احصاء الحريق (إغلاق الأبواب والشبابيك)

Extinguish the fire, if safe to do so
إخماد الحريق بالطفاية إن أمكن ذلك

Pull the pin
اسحب دبوس الأمان من عسي الطفاية

Aim The Extinguisher at Base of the fire
وجه خرطوم الطفاية لقاعدة الحريق

Squeeze the handle of the fire extinguisher
إضغط مقبض الطفاية

Sweep from side to side at the base of the flame
حرك خرطوم الطفاية من جانب إلى آخر باتجاه قاعدة الحريق

خطة الإخلاء الطابق الأرضي

SITE PLAN	إخلاء المبني	LEGEND				EMERGENCY NUMBER
	<p>اتبع التعليمات التالية إخلاء منطقة الخطر اطلق إنذار الخطر</p> <p>EVACUATE</p> <p>Following Progressive Building Evacuation. Sweep Area. Take Roll Call If Evacuating Area / Building</p>	<p>You are here</p> <p>أنت هنا</p>	<p>Fire Hose Reel</p> <p>بكرة خرطوم الحريق</p>	<p>Assembly Point</p> <p>نقطة التجمع</p>	<p>FIRE ACTION</p> <p>الدفاع المدني Civil Defence 997</p> <p>الإسعاف Ambulance 998</p> <p>الشرطة Police 999</p>	
	<p>Fire Exit</p> <p>مخرج طوارئ</p>	<p>Fire alarm break glass</p> <p>جرس الإنذار</p>	<p>Primary Route</p> <p>مسار الهروب الرئيسي</p>	<p>Secondary Route</p> <p>مسار الهروب الثانوي</p>		
	<p>Fire Extinguisher</p> <p>طفاية الحريق</p>	<p>Fire Emergency Telephone</p> <p>هاتف طوارئ الحريق</p>	<p>Landing valve</p> <p>صمام الهبوط</p>			
	<p>Elevator</p> <p>مصعد كهربائي</p>	<p>Breaching inlet</p> <p>نقطة تعبئة مياه الحريق</p>				

Evacuation Plan – First Floor

EVACUATION PLAN FIRST FLOOR

خطة الإخلاء
الطابق الاول

RACE	IN CASE OF FIRE	في حالة نشوب حريق
	Rescue anyone in immediate danger.	إنقاذ أي شخص معرض للخطر الداهم
	Active The Alarm (Break the glass).	فعل إنذار الحريق (كسر الزجاج)
PASS	Contain the fire (Close Doors & Windows).	احتواء الحريق (إغلاق الأبواب والشبابيك)
	Extinguish the fire, if safe to do so	إخماد الحريق بالطفاية إن أمكن ذلك
	Pull the pin	امسح دبوس الأمان من عسي الطفاية
	Aim The Extinguisher at Base of the fire	وجه خرطوم الطفاية لقاعدة الحريق
	Squeeze the handle of the fire extinguisher	اضغط مقبض الطفاية
	Sweep from side to side at the base of the flame	حرك خرطوم الطفاية من جانب إلى آخر باتجاه قاعدة الحريق

SITE PLAN	إخلاء المبنى	LEGEND	EMERGENCY NUMBER																																	
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Evacuation Plan – Second Floor

EVACUATION PLAN

2nd FLOOR

خطة الإخلاء
طابق الثاني

RACE	IN CASE OF FIRE في حالة نشوب حريق
	Rescue anyone in immediate danger. انقذ أي شخص معرض للخطر الداهم
	Active The Alarm (Break the glass). فعل إنذار الحريق (كسر الزجاج)
	Contain the fire (Close Doors & Windows). احتواء الحريق (إغلاق الأبواب والشبابيك)
	Extinguish the fire, if safe to do so إخماد الحريق بالطفاية إن أمكن ذلك
	Pull the pin اسحب دبوس الأمان من على الطفاية
PASS	Aim The Extinguisher at Base of the fire وجه خرطوم الطفاية لقاعدة الحريق
	Squeeze the handle of the fire extinguisher اضغط مقبض الطفاية
	Sweep from side to side at the base of the flame حرك خرطوم الطفاية من جانب إلى آخر باتجاه قاعدة الحريق

SITE PLAN

LEGEND

You are here		آنت هنا		بكرة خرطوم الحريق
Fire Exit		مخرج طوارئ		جرس الإنذار
Fire Extinguisher		طفاية الحريق		هاتف طوارئ الحريق
Elevator		مصعد كهربائي		نقطة تعبئة مياه الحريق

EMERGENCY NUMBER

FIRE ACTION	الدفاع المدني	997
	الإسعاف	998
	الشرطة	999

Health and Safety Policies

ADSM's Commitment

We ensure a safe environment for all employees, students, and visitors.

Policies are available in the Policies and Procedures Manual 2024-2025 Academic Year.

Accessible on the T-Drive for the campus community.

Legal Compliance

ADSM complies with all UAE legal requirements, including the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).

Health and Safety Officer

Designated Officer

ADSM has a designated Health and Safety officer responsible for implementing our health and safety policies.

Moutaz Abou Assaf
+971 2 691 7763

First Aid and Emergency Medical Care

First Aid Room

Located on campus, fully equipped, and operated by a registered nurse.

First Aid Boxes

Available in each building with emergency contacts posted.



Responsibilities

ADSM Responsibilities

Maintain a safe environment.

Conduct regular health and safety training.

Implement necessary precautions to prevent accidents.



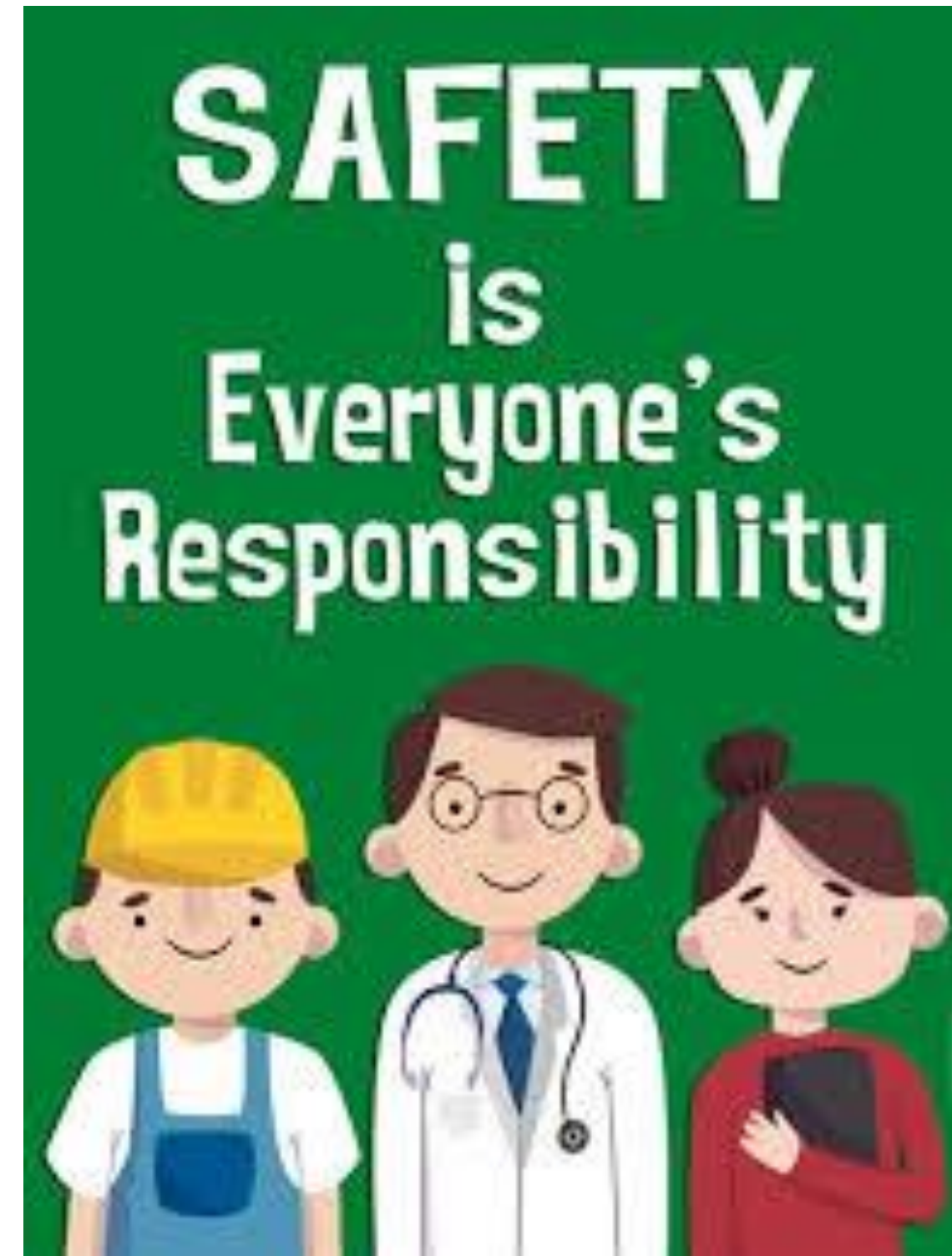
Responsibilities

Employee Responsibilities

Safeguard your own health and safety.

Ensure others are not exposed to risks.

Report unsafe practices, accidents, and injuries.



Hygiene and Travel Protocols

On-Campus Hygiene and General Instructions

Wash or sanitize hands regularly.

Throw Trash at the designated trashcans

Maintain the cleanness of the campus, classes and rest areas.

Park you Vehicle in the designated parking spots

Prayer Rooms

Always keep it clean and tidy for everyone use.

Prayer Rooms will be sanitized between uses.



Health and Safety Induction for Contractors



Introduction

Welcome to ADSM

Your safety and the safety of your team is our priority.

We expect all contractors to adhere to our health and safety protocols to maintain a safe workplace.

Contractor Responsibilities

Maintain a Safe Workplace

Ensure all work areas are kept clean and free from hazards.

Properly store tools and equipment when not in use.

Safety of Your Team

Provide appropriate safety gear (PPE) for all team members.

Conduct regular safety briefings and toolbox talks.

Ensure all team members are trained and aware of ADSM's safety protocols.



Compliance with ADSM Safety Policies

Follow ADSM Guidelines

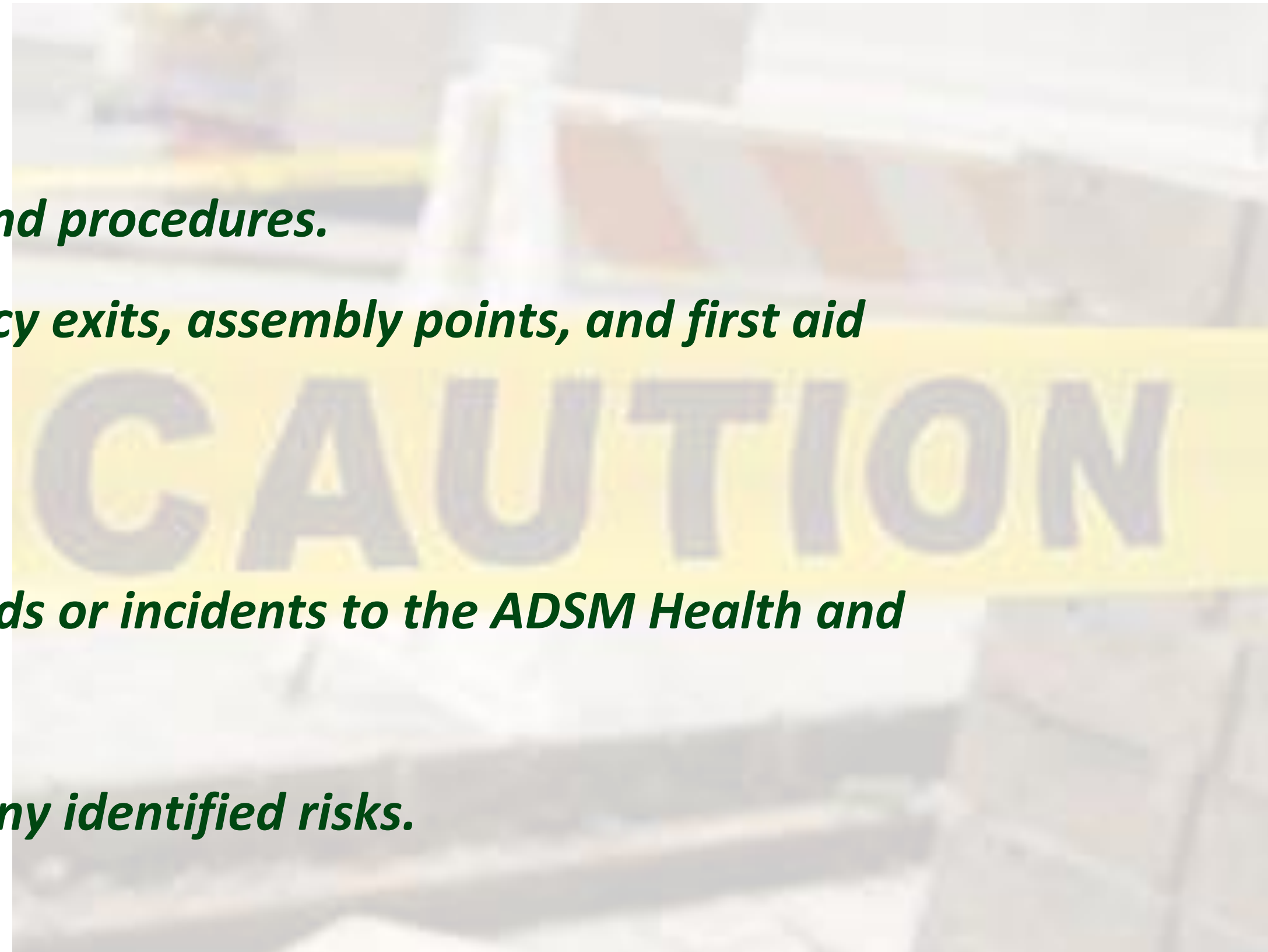
Adhere to all ADSM safety policies and procedures.

Familiarize your team with emergency exits, assembly points, and first aid locations.

Report Hazards and Incidents

Immediately report any safety hazards or incidents to the ADSM Health and Safety Officer.

Take immediate action to mitigate any identified risks.

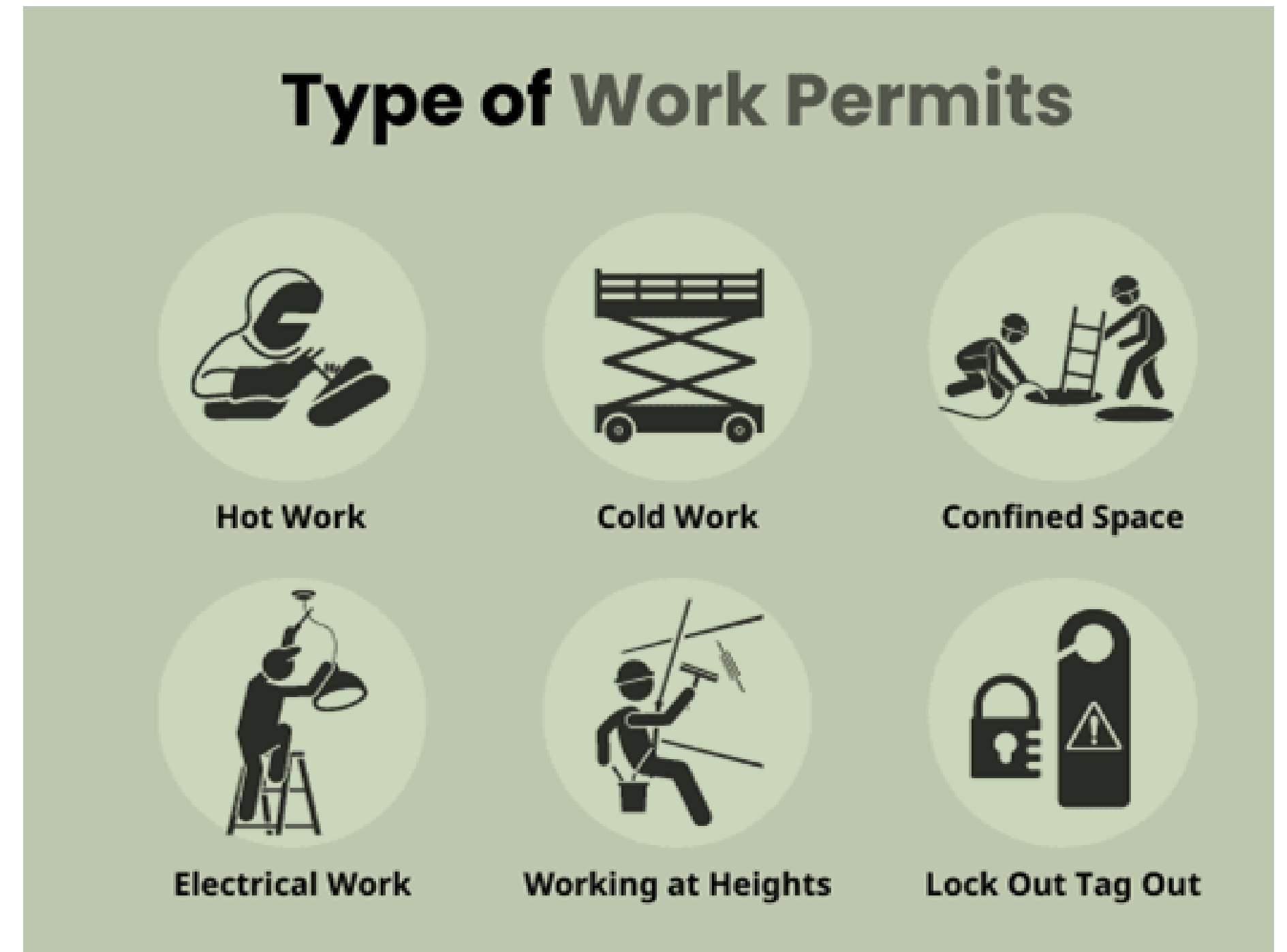


Safe Work Practices

Permit to work

Adhere to ADSM Permit to work system

Fill the required forms required forms and get approval before starting the work



Safe Work Practices

Tools and Equipment

Adhere to ADSM Use tools and equipment as intended and ensure they are in safe working condition.

Working at Heights

Follow safety procedures when working at heights, including the use of harnesses and guardrails.

Electrical Safety

*Ensure all electrical work is done by qualified personnel.
Inspect electrical tools and cords regularly for damage.*



Personal Protective Equipment (PPE)

Mandatory PPE

Ensure all workers wear required PPE (hard hats, gloves, safety glasses, etc.).

Proper Use and Maintenance

Make sure PPE is in good condition and used correctly.

Replace any damaged or worn-out equipment immediately.



Environmental Responsibility

Waste Management

Dispose of waste properly and in designated areas.

Avoid any actions that could harm the environment (spills, improper disposal of chemicals, etc.).

Use tools and equipment as intended and ensure they are in safe working condition.

Noise Control

Minimize noise levels to avoid disturbing the campus environment.

Use noise-dampening materials or equipment where necessary.

Conclusion

Final Reminders

Health and safety is everyone's responsibility.

Lead by example and help maintain a safe environment.

Questions?

the floor is open for any questions.

