



Please provide the year your institution has publicly committed to reaching net-zero.

Bahria University has developed a policy regarding Health, Safety and Environment Policy in 2021 which is given at Annex 'A'. The policy includes the following key aspect:

1. Bahria University Environment Policy
2. Environmental Management Plan
3. Water Management
4. Waste / Storm Water Management
5. Wastewater Minimization and Re-use.
6. Minimizing Use of Plastic Shopping Bags
7. Introduction of digital culture for official corresponding
8. Double side printing



Annex 'A'

Bahria University Health, Safety and Environment Policy

BAHRIA UNIVERSITY
Discovering Knowledge



Health, Safety and Environment Policy
2021



Table of Contents

CHAPTER 1

- 1.1 Safety Policy
- 1.2 Policy Statement
- 1.3 Policy Framework
- 1.4 Aim
- 1.5 Preamble
- 1.6 Applicability
- 1.7 Conflict in orders/duties
- 1.8 Understanding Safety
- 1.9 Occurrence
- 1.10 Reporting an Occurrence
- 1.11 Investigating an Occurrence
- 1.12 Risk Management Process
- 1.13 Steps of Risk Management
- 1.14 Buddy System
- 1.15 Safety Check-List
- 1.16 Reference Publications
- 1.17 Feedback

CHAPTER 2

- 2.1 HSE Organisation
- 2.2 HSE Management Hierarchy
- 2.3 HSE Officer



- 2.4 Standing HSE Committee (SHC)
- 2.5 Fire Officer
- 2.6 Section In-charges and Onus of Responsibility
- 2.7 Risk Assessment
- 2.8 Reporting Channel
- 2.9 Scrutiny of Civil Works
- 2.10 RESPONSIBILITIES
 - 2.10.1 Duties – Deputy Director HSE - BUHO
 - 2.10.2 Standing HSE Committee (SHEC)
 - 2.10.3 Campus Administration
 - 2.10.4 Faculty and Staff
 - 2.10.5 Section-In Charges
 - 2.10.6 Senior Medical Officer (SMO)
 - 2.10.7 Human Resources Managers
 - 2.10.8 Campus HSE Officers
 - 2.10.9 Deputy Director (Tech)
 - 2.10.10 Director/Deputy/Assistant Director (Admin & Coordination)
 - 2.10.11 Duties relevant to Staff and Students
- 2.11 HSE Audit
- 2.12 Promoting HSE at Campus
- 2.13 Work Permit and Conduct of Contractors
- 2.14 HSE Awareness through Community Support Programme
- 2.15 Promoting HSE at Campus



2.16 Administration of Persons With Disabilities (PWDs)

2.17 Rights of Persons With Disabilities (PWDs)

CHAPTER 3

3.1 Fire Hazard

3.2 Firefighting Concept within Bahria University

3.3 Risk Assessment

3.4 Layout Plan of Buildings

3.5 Fire Audit

3.6 External Audit

3.7 Combustible Material

3.8 Use of Wood and other inflammable Materials

3.9 Dangerous Conditions (Fire Safety)

3.10 Unwanted Fire Alarm Signals (UFAS)

3.11 Fire Actions Display

3.12 Fire Warning System

3.13 Duties of Firefighting Officer.

3.14 AOR Firefighting Officer BUIC

3.15 Composition of Firefighting Teams

3.16 Fire Fighting Equipment

3.17 Types of Fire and Recommended Fire Extinguishers

3.18 Maintenance Responsibility

3.19 Maintenance of Portable Fire Extinguishers



- 3.20 Fire Extinguishing Ball
- 3.21 Fire Extinguishing Ball Installation
- 3.22 Fire Pumps
- 3.23 Replacement of Fire Hose
- 3.24 Alternate Power Supply to Fire Main Pumps
- 3.25 Display of Fire and Emergency Services Contact Numbers
- 3.26 High Fire Risk Areas
- 3.27 Fire and Rescue Vehicle
- 3.28 Laboratories Safeties
- 3.29 Server Rooms Safeties

CHAPTER 4

- 4.1 Emergency Evacuation Plan and Drills
- 4.2 List of Occupants
- 4.3 Buddy System
- 4.4 In-charge Emergency Evacuation
- 4.5 Access to Buildings
- 4.6 Special People Rescue
- 4.7 Exit Routes
- 4.8 Emergency Muster Area(s)
- 4.9 Calling Numbers for Assistance
- 4.10 Actions on Receiving Fire/Emergency Alarm and Earthquake
- 4.11 Use of Lifts



4.12 Emergency Evacuation – Day Care Center

4.13 Emergency Evacuation Training

CHAPTER 5

5.1 Training Organisation

5.2 Scope of Training

5.3 Training Facilities

5.4 Role of Students Support Center

5.5 HSE Training through Leadership Development Center

5.6 Training to Faculty Members

5.7 Weekly Fire Exercise and Lectures

5.8 Emergency Evacuation Drills

5.9 Documentation of Training

CHAPTER 6

6.1 Importance

6.2 Bahria University Environment Policy

6.3 Organisation

6.4 ENVIRONMENTAL MANAGEMENT PLAN (EMP)

6.5 The Purpose of the EMP

6.6 Components of the EMP

6.7 Scope of EMP

6.8 WATER MANAGEMENT

6.9 Waste / Storm Water Management

6.10 Waste Water Minimization and Re-use



- 6.11 Septic Tanks
- 6.12 **SOLID WASTE MANAGEMENT PLAN**
- 6.13 Principles of Solid Waste Management
- 6.14 Instructions for Solid Waste Disposal
- 6.15 Developing Effective Material Management (from Raw to Waste)
- 6.16 Use of Plastic Shopping Bags
- 6.17 **NOISE & AIR MANAGEMENT OPTIONS**
- 6.18 Reducing Environmental Foot – Prints
- 6.19 Roles and Responsibilities
- 6.20 Director Quality Assurance
- 6.21 Director Campus/ CU HODs and Faculty member
- 6.22 Local Environment Coordinator
- 6.23 Potable Water Testing
- CHAPTER 7**
- 7.1 Importance
- 7.2 Objective
- 7.3 Policy Framework
- 7.4 Organisation
- 7.5 **PREVENTION**
- 7.5.1 Preventive Measures
- 7.5.2 Administrative
- 7.5.3 Precautions Against Spread of Communicable Diseases



CHAPTER 6
ENVIRONMENT PROTECTION

6.1 Importance. Environment plays an important role in healthy living and the existence of human life. Earth is a home for different living species. We all are dependent on the environment for food, air, water, and other needs. Therefore, every individual needs to save and protect our environment. This chapter aims to formulate and implement policies that improve the environment at various Bahria University Campuses/ CUs. An attempt has been made to raise the level of understanding about the environment putting in place a framework where everyone joins hands to produce a healthy environment not only at BU but in various other places.

6.2 Bahria University Environment Policy. The Environment Policy sets the high-level objectives for the Environmental Management Plan which include:

- a. Minimizing the carbon/ environmental foot-prints via conservation of natural resources for future generations through improvements in energy efficiency.
- b. Developing effective material management (from raw to waste).
- c. Increasing awareness of environmental responsibility among staff, students and visitors to the University.
- d. Having an environmental management system that ensures the University complies with national environmental standards.
- e. Taking into account environmentally sustainable initiatives in new construction projects and renovations.
- f. Maintaining the University premises in an environmentally sensitive way, having regard to the protection of natural habitats and local wildlife.
- g. Promoting and encouraging sustainable forms of mass travel and transport by staff and students to reduce carbon emission.
- h. Striving to continually to improve the University's environmental performance.
- j. Ensure provision of clean and safe potable water at the university.



area. Indoor/outdoor plantation be encouraged to achieve better noise levels. Plant Factors that affect sound absorption:

- (1) Number of plants (the more the better)
- (2) Size of the plant(s)
- (3) Surface area of the leaves and of the plants themselves.

d. **Pollution Control Technology Management.** An aspect that should cover the areas like construction sites and experimentation laboratories using noxious chemicals, dust and biological agents. For this, exhaust hoods, local exhaust ventilation system, scrubbers and other engineering controls may be employed.

e. **Development of Parametric Periodic Monitoring.** An annual or biannual monitoring of air parameters (PM, gases) may be conducted to evaluate compliance with standard/ chosen level of environmental quality.

6.18 **Reducing Environmental Foot – Prints.** This significantly important aspect needs to be covered by means of the following pragmatic options,

- a. **Mass Transit.** All campuses/CUs are to provide means of mass transit and discouraging use of private vehicles.
- b. **Renewable Energy.** All campuses are to work out the option of utilising solar energy not only to cut the cost but to minimize carbon emissions. The campuses be gradually shifted to the solar energy.
- c. **Annual Environmental Audits.** Calculation of environmental foot prints, cost benefit analysis be conducted by E&ES department and EMP be revised accordingly. Annual environmental audits for and of BU units be conducted annually.

6.19 **Roles and Responsibilities.** Each campus/ CUs shall be responsible to formulate and implement their EMP. Help from E&ES department may be sought as and when required. Department of Earth and Environment Sciences (E&ES) shall be responsible to monitor the implementation. Besides, E&ES department at Islamabad campus shall be the sponsoring directorate for keeping the instructions contained in this chapter up to date.

6.20 **Director Quality Assurance.** All campuses are to forward environment data to BUHO as and when required. Director Quality Assurance at BUHO shall be responsible for obtaining Green Matrix certification from Environment Protection Agency (EPA) for all campuses.

