MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE

EHS INSPECTION PROCEDURE

Rev.01

20.03.2024

	Name	Designation	Date	Signature
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1. PURPOSE:

Providing a standardized and uniform procedure for obtaining authorization to perform jobs require special consideration to ensure the safety of personnel and protection of facilities by using a safe system of work and clear understanding between the contractors/departments involved.

2. SCOPE:

This procedure applies to all areas within the organization where EHS hazards may exist, including but not limited to offices, laboratories, workshops, and outdoor areas. It covers inspections of facilities, equipment, processes, and work practices related to environmental protection, occupational health, and safety.

3. TERMS AND DEFINITIONS:

EHS:	Environment, Health & Safety
Client	MBZUAI
Tenant:	The entities which have a direct leasing contract with the MBZUAI.
MOE	Ministry of Education, UAE
OSHAD	Abu Dhabi Occupational Safety and Health Centre
TFM	Total Tacility Management contractor (Service provider)
FA/FF	Fire Alarm and Fire Fighting
PPE	Personnel Protective Equipments
MEP	Mechanical Electrical Plumbing

4. RESPONSIBILITIES

- **EHS Officer:** Responsible for coordinating and conducting inspections, documenting findings, and recommending corrective actions.
- **Department Managers:** Responsible for supporting and facilitating inspections within their respective areas, addressing identified deficiencies, and implementing corrective actions.
- **Staff, Faculty & Students:** Responsible for cooperating during inspections, reporting hazards, and following safety procedures.
- **TFM Service providers :** Responsible for coordinating and conducting inspections, documenting findings, providing corrective actions, recording and followup. The Total
- **Tenants :** The entities concerned department (EHS/Facilities) needs to conduct inspection in their areas and corrective actios needs to be ensured.

5. TYPE OF INSPECTIONS

5.1 ROUTINE INSPECTIONS: These inspections are regularly scheduled to ensure ongoing safety and maintenance across the university campus. They involve thorough checks of various facilities and areas, including:

- Gym: Assessing equipment for wear and tear, ensuring proper maintenance of facilities such as showers and locker rooms, and checking for any safety hazards on the premises.
- Offices: Reviewing office spaces for ergonomic setups, fire safety compliance, and general cleanliness to prevent accidents and ensure a safe working environment for staff.
- Classrooms: Inspecting classrooms for any structural defects, electrical hazards, or potential tripping hazards, as well as ensuring that emergency exits are unobstructed.
- Dormitories: Checking dormitory rooms for fire safety equipment, ensuring proper ventilation, and addressing any issues related to pests or mold growth.
- Multi-Use Halls: Examining the condition of floors, lighting, and seating arrangements, as well as verifying that emergency evacuation procedures are clearly posted.

- Podiums: Assessing the structural integrity of podiums, ensuring proper electrical wiring for audio-visual equipment, and checking for any potential trip hazards around the podium area.
- Plant Rooms: Conducting thorough inspections of utility rooms to ensure that electrical systems, HVAC equipment, and plumbing fixtures are functioning correctly and safely.
- Fire Fighting Systems: Inspecting fire alarm systems, fire extinguishers, emergency lighting, and sprinkler systems to ensure they are in proper working order and compliant with fire safety regulations.

5.2 **INCIDENT-BASED INSPECTIONS:** These inspections are triggered by specific incidents, such as accidents, near misses, or reported hazards, and are aimed at investigating the root cause to prevent recurrence. In a university setting, incident-based inspections may include:

- Investigating accidents or injuries that occur in the gym to determine if there were any equipment malfunctions, inadequate supervision, or other factors contributing to the incident.
- Examining office areas where near misses, such as slips or falls, have been reported to identify underlying safety hazards and implement corrective actions.
- Reviewing classroom environments following incidents such as electrical failures or equipment malfunctions to prevent similar incidents from occurring in the future.
- Inspecting dormitories after reports of health concerns, such as mold or air quality issues, to identify and address potential hazards affecting residents' well-being.
- Investigating incidents in multi-use halls, podiums, plant rooms, or fire fighting systems to determine any failures or deficiencies that may have contributed to the incident and implementing corrective measures accordingly.

5.3 COMPLIANCE INSPECTIONS: These inspections are conducted to ensure that the university complies with applicable laws, regulations, and internal policies. Compliance inspections in a university setting may involve:

- Verifying that facilities meet accessibility standards as required by disability discrimination laws and ensuring compliance with health and safety regulations.

- Checking offices for compliance with building codes, fire safety regulations, and workplace health and safety standards, including proper ergonomics and hazard communication.
- Ensuring that classrooms adhere to occupancy limits, accessibility requirements, and fire safety codes, with particular attention to emergency evacuation procedures and signage.
- Assessing dormitory buildings for compliance with housing regulations, including sanitation standards, fire safety requirements, and accessibility accommodations.
- Reviewing multi-use halls, podiums, plant rooms, and fire fighting systems to ensure compliance with relevant building codes, fire safety regulations, and environmental health standards.

5.4 **PROCESS-SPECIFIC INSPECTIONS:** These process-specific inspections play a crucial role in ensuring the safety of university personnel, visitors, and contractors, as well as protecting university property and assets. By identifying and mitigating risks associated with contractor management, fit-out/construction activities, MEP systems, and event-related setups, universities can create a safe and secure environment conducive to learning, research, and community engagement.

5.4.1 Contractor Management Inspections: These inspections focus on ensuring that contractors working on university premises adhere to safety standards and regulations. They include:

- Reviewing contractor qualifications, licenses, and insurance certificates to ensure compliance with legal requirements.
- Conducting pre-work inspections to assess potential hazards and establish safety protocols.
- Monitoring contractor activities to ensure proper use of personal protective equipment (PPE), safe work practices, and adherence to university safety policies.
- Verifying that contractors have completed required safety training and orientation before commencing work.

- Inspecting work areas during and after completion to identify any safety hazards, incomplete work, or deviations from agreed-upon plans.
- The inspections generally done by the initial stage before issuing the access permit and after that TFM team is conducting the routine inspections.

5.4.2 Fit-Out/Construction Activities Inspections: These inspections focus on ensuring the safety and compliance of construction or fit-out projects on university premises. They include:

- Reviewing construction plans and permits to ensure compliance with building codes, zoning regulations, and university standards.
- Conducting pre-construction safety meetings to discuss site-specific hazards, emergency procedures, and safety requirements.
- Inspecting construction sites regularly to monitor progress, identify hazards, and ensure compliance with safety protocols.
- Reviewing contractor safety plans, including procedures for handling hazardous materials, working at heights, and controlling noise and dust.
- Verifying that proper safety measures are in place, such as fall protection systems, barricades, and signage, to protect workers and university personnel.
- Prior to the contractor engagement EHS Offiecr needs to ensure the compliance using Permit to work system (MBZUAI-QHSE-PR-001,Rev 2.0) and the TFM will consduct the inspections in the particular area.

5.4.3 Activities by Facilities Management Team Inspections: These inspections focus on ensuring the safe installation, operation, and maintenance of mechanical, electrical, and plumbing systems by the facilities management team. They include:

- Inspecting MEP systems regularly to identify potential hazards, such as electrical faults, gas leaks, or water leaks, and addressing them promptly.
- Checking equipment rooms, electrical panels, and utility corridors for accessibility, proper labeling, and compliance with safety regulations.
- Reviewing maintenance records and schedules to ensure that MEP systems are serviced and tested according to manufacturer recommendations and industry standards.

- Conducting energy audits and efficiency assessments to optimize the performance of MEP systems and reduce environmental impact.
- Providing training to facilities management staff on safe work practices, equipment operation, and emergency response procedures related to MEP systems.

5.4.4 Event-Related Setups by Event Management Teams Inspections: These inspections focus on ensuring the safe setup and operation of events organized by event management teams on university premises. They include:

- Reviewing event plans and layouts to identify potential hazards, such as crowd management issues, fire hazards, or electrical overloads.
- Inspecting event venues, stages, tents, and temporary structures for structural integrity, fire safety compliance, and accessibility.
- Verifying that electrical wiring, lighting, and audio-visual equipment are installed and operated safely, with proper grounding and circuit protection.
- Monitoring crowd control measures, such as barriers, signage, and emergency exits, to ensure the safety of attendees and staff.
- Conducting post-event inspections to assess any damage, clean-up requirements, or lessons learned for future events.
- Permit to work system needs to be followed for the access permit and it's a joined focus inspection with event management team, TFM, Security, MBZUAI facilities and EHS Officer.

5.5 **CAMPUS DORMITORY INSPECTIONS :** The Campus consist of 323 apartmemts and inorder to ensure the well-being of occupants and maintaining the hygienic standard EHS Team will inspect the dormitory along with the Campus life team. The inspection team consist of campus life team, facilities team, security and EHS Officer. The schedule of inspections, notification to occupants and follow-ups responsibilities are under educational affairs and General services and EHS team will support the process. The inspection checklist is maintained for inspections and all the reports will be maintained by educational affairs team.

6. FREQUENCY OF INSPECTION

The frequency of inspections will vary based on factors such as the nature of work, level of risk, regulatory requirements, and organizational policies. However,

- Routine inspections should be conducted at least bi-weekly in common areas and also ad-hoc basis following the General Inspection Checklist.
- High-risk areas, such as construction/fit-out areas, may necessitate more frequent inspections, with TFM conducting weekly checks.

- Incident investigations or inspections will be carried out promptly following any event, adhering to the Incident Reporting and Investigation Procedure.
- Compliance-based inspections are scheduled as needed, typically on an annual basis or in response to regulatory changes or visits.
- Event setup inspections are conducted collaboratively with the event team, MBZUAI facilities, security, TFM, and EHS team, focusing on specific requirements whenever an event occurs ie; generally conditional survey and compliance based generic requirements only.
- First aid room inspections are carried out in monthly basis.
- The Campus dormitory inspections are weekly basis and moving forward it can be reconsidered based on the room conditions.

7. ACTION

The inspection team needs to conduct the inspection based on the inspection plan, checklist and frequency. The inspection process is as follows:

- **Identify Hazards:** Inspectors/Inspection team systematically evaluate workplace conditions and practices to identify potential hazards.

- **Document Findings:** Record observations, including identified hazards, non-compliance issues, and areas of improvement. All the obseravtions needs to be updated to the observation tracker on monthly basis as well.
- **Recommend Corrective Actions:** Propose corrective measures to address identified hazards and deficiencies.
- **Prioritize Actions:** Determine the urgency and severity of corrective actions based on risk assessment.
- **Notify Management:** Inform relevant stakeholders, including department managers, contractors, and tenanats, of inspection findings and proposed actions. The report/chekcilist needs to be shared though email to the concerned parties.

8. FOLLOW UP

- **Track Progress:** The EHS Officer needs to follow up with the relevant parties about the progress of the issues identified during the inspceion and nees to track the obseravtons in an obervvation tracker. The tracker needs to be updated on monthly basis. Addiotionally to monitor the implementation of corrective actions and verify their effectiveness.
- **Review Compliance:** In order to review and ensure the compliance the EHS officer need to conduct follow-up inspections to ensure sustained compliance with recommended actions. This re-inspections will be focus inspections only (without checklist) and invitation needs to be shared with concerned teams.
- **Documentation:** Maintain records of inspection findings, actions taken, and outcomes for future reference and regulatory compliance.

More over all of the obseravtions and actions needs to be recorded and closed by the TFM application (CAFM/Smart O&M). All the obseravtions should have a job card and it shall be closed with in timeframe and status needs to be recorded and shared with the MBZUAI EHS officer in every two weeks for review. Furhur more, CAFM/Smart O&M report needs to be shared by the TFM on request to MBZUAI EHS Officer.

9. CORRECTIVE ACTION

Corrective actions within the campus context entail a systematic approach to addressing safety hazards and promoting a secure environment for students, faculty, visitors, and contractors alike, prioritizing swift responses to mitigate risks and ensure the well-being of all stakeholders.

- **Immediate Corrective Actions:** Prioritize addressing urgent and high-risk hazards promptly to mitigate immediate risks to personnel, property, or the environment. This involves taking swift action to eliminate or control the hazard to prevent any immediate harm.
- **Preventive Measures**: Implement measures aimed at preventing the recurrence of identified hazards. This may include revising procedures, improving equipment maintenance, or implementing additional safety protocols to reduce the likelihood of similar incidents in the future.
- **Training and Awareness:** Provide comprehensive training and awareness programs to educate employees on safe work practices and procedures. Ensuring that employees understand potential hazards and how to mitigate risks is crucial for maintaining a safe work environment.
- **Engineering Controls:** Modify equipment, processes, or facilities to eliminate or reduce hazards at the source. This might involve redesigning equipment, installing barriers, or implementing ventilation systems to minimize exposure to hazardous substances or conditions.
- **Administrative Controls:** Develop and enforce policies, procedures, and work instructions to minimize risks in the workplace. This includes establishing clear protocols for tasks, ensuring proper supervision, and enforcing safety regulations to promote safe behaviors and practices.
- **Personal Protective Equipment (PPE):** Ensure the provision and proper use of PPE where hazards cannot be eliminated or adequately controlled through other means. This involves providing appropriate protective gear such as gloves, goggles, helmets, or respirators and ensuring that employees are trained in their proper use and maintenance.

10.DOCUMENTATION:

Record	Review	Retention Time
Procedure	Every 2 years or when there is any change or requirements	5 Years
Inspection plan/Schedule	It is reviewed annually or in case of any changes in process/ procedure/equipment/condition	5 Years
Checklist	It is reviewed in case of any changes in process/procedure/equipment/condition.	5 Years

11.REFERENCE:

- MoE - Educational Sector Occupational Environment, Health and Safety Management System MoE (ED OEHSMS), Version 2.0 , 2020
- Local & Federal authorities in Abu Dhabi & UAE guidelines.

12.APPENDIX

12.1 EHS INSPECTION PLANNER FORMAT – GENERAL INSPECTION

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EHS INSPECTION PLANNER 2024

Location	January		February		March		April		May		June		July		August		September		October		November		December	
	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4	Week 2	Week 4
Undercroft																								
1A Data Centre																								
1B Data Centre																								
Plant Rooms																								
Storage Rooms																								
Electrical Rooms																								
Residential Building																								
All Floors & Roof area																								
1A WIND																								
1A SOLAR																								
1A WAVE																								
1A BIOMASS																								
1B BIOFUEL																								
1B HYDROPOWER																								
1B GEOTHERMAL																								
1B TIDAL POWER																								
OFFICE Buildings																								
All Floors & Roof area																								
1A Knowledge Center																								
1A Block A																								
1A Block B																								
1B Block A																								
1B Block B																								
1B Block C																								
Others																								
Podium Level																								
1B Multi Use Hall																								
Field Station																								

Completed
Planned
Open

12.2 EHS GENERAL INSPECTION CHECKLIST

EHS GENRAL INSPECTION CHECKLIST

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Areas inspected	☐ 1A WIND	☐ 1A SOLAR	☐ 1A WAVE	☐ 1A BIOMASS	☐ Under croft	
	☐ 1A Lab 1	☐ 1A Lab 2	☐ 1A Lab 3	☐ 1A Knowledge Centre	☐ Podium Level	
	☐ 1B BIOFUEL	☐ 1B HYDROPOWER	☐ 1B GEOTHERMAL	☐ 1B TIDAL POWER	☐ Field Station	
	☐ 1B Lab 1	☐ 1B Lab 2	☐ 1B Lab 3	☐ 1B Multi Use Hall		
Inspected by			**Date of Inspection**		**Signature**	

HAZARD	Yes	No	NA	COMMENTS
Layout				
Is there safe access?				
Is there enough space to move around safely?				
Can the door(s) be securely locked?				
Is external lighting adequate?				
Environment				
Are Adequate lighting & ventilation available?				
Are there sufficient storage facilities?				
Is lighting adequate in all areas?				
Is the area clean & free of clutter?				
Is rubbish collected often enough?				
Is the floor finish suitable for the prevailing conditions?				
Slips, Trips and Manual Handling				
Are floors free of trailing cables, boxes & other trip hazards?				
Is there sufficient head clearance?				
Are MEP or other equipment suitably marked or protected?				
Fire				
Are flammable & hazardous chemicals used & stored safely?				
Are fire exits & escape routes free of obstructions?				
Are fire doors clearly marked & kept closed?				
Do fire door closing mechanisms operate properly?				
Are vision panels in doors unobstructed?				
Are fire extinguishers provided and tested annually? *(check last test date on label)*				
Are up to date fire action notices displayed? *(what to do in event of fire)*				
Can fire alarms be heard in all areas?				
Are smoking rules followed?				
Is emergency lighting installed and operational? *(Check LED)*				
Are smoke/heat detectors and break glass call points unobstructed?				
First-Aid				
Are up to date posters displayed with names & locations of trained first aiders?				
Are first aid boxes clearly marked & kept fully stocked?				
Fittings & Equipment				
Are fittings in good condition? *(e.g. light fittings, socket outlets, shelving etc.)*				
Are hot, sharp or dangerous moving parts guarded?				
Are instructions manuals available?				
Electrical				
Are there enough accessible power points to avoid overloading sockets?				
Is all portable electrical equipment tested regularly? *(Check PAT test reports)*				
Are electrical cabinets and panels in good condition?				
Are suitable electrical warning notices displayed?				
Visual Inspections				
is the cable free from damage?				
damage to the plug - is the casing intact and pins straight?				
is the lead intact without any joins?				
Other Hazards/Notes				

EHS GENRAL INSPECTION CHECKLIST		EHS-MBZUAI-INS-CHL-001	
Revision No:	1.00	Date:	20.03.2024

12.3 COMPLIANCE CHECKLIST CONTRACTOR ACTIVITY

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COMPLIANCE CHECKLIST CONTRACTOR ACTIVITY

Contractor		**Date & Time**	
Location		**Permit No**	
Activity		**Type of Permit:**	

No.	Description	Y/N/NA	Remarks
1	Correct PTW is available as the scope of work		
2	Work is within the date and time limit on the PTW		
3	Emergency phone numbers are displayed on the site		
4	The work being carried out is as written in the PTW		
5	and Method Statement attached to PTW		
6	PTW is posted visibly at work locations		
7	Workers received Site Induction		
8	Workers have been briefed on the activity and MSRA		
9	Safety Data Sheets are available for all substances in storage and use		
10	Workers know what to do in an emergency		
11	Proper isolation carried out		
12	PPE is appropriate for the task and is used		
13	Tags and warning notices are displayed correctly		
14	Tools and equipment are suitable and in good condition		
15	Housekeeping is satisfactory		
16	Supervision close for monitoring the task.		
17	Suitable portable firefighting equipment is available and accessible		
18	Working at height SOP followed		

Additional Comments:

	Name	Designation	Signature & Date
Contractor Representative			
Inspected By			

12.4 FIRST AID ROOM INSPECTION CHECKLIST

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FIRST AID ROOM INSPECTION CHECKLIST				
Inspection Date & Time:				
Inspected by:				
Sl.No	**Description**	**Yes**	**No**	**Remarks**
Signages and Basic Information				
1	Is the First-Aid Clinic signage visible?			
2	Are emergency numbers displayed?			
3	Is No Smoking signage displayed?			
4	Is First-Aid attender name and contact numbers displayed?			
Emergency Management				
5	Are the entry and exit free of obstructions?			
6	Is stretcher and wheelchair available?			
7	Is oxygen support and AED available?			
8	Are firefighting equipment operational and inspected monthly?			
Equipment and Materials				
9	Are records maintained for the List of First-Aid materials, equipment's?			
10	Does the FIFO maintain for the consumables?			
11	Is the fridge used inside the clinic tested (PAT)?			
12	Are the equipment calibrated and certificates available?			
Cleanliness, Hygiene, Sanitation and Welfare				
13	Is the room clean and dry?			
14	Are washrooms available?			
15	Is housekeeping checklist maintained on monthly basis?			
16	Is the room adequately illuminated and ventilated?			
17	Is drinking water available?			
Waste Management				
18	Is bio medical waste segregated and disposed properly?			
Comments (If any):				

FIRST AID ROOM INSPECTION CHECKLIST		EHS-MBZUAI-FAB-CH-01	
Revision No :	01	Date:	25.01.2024