

MGIS HEALTH, SAFETY AND ENVIRONMENTAL AFFAIRS (HS&E) POLICY

HS&E Committee

The HS&E committee consists of IBDP Group 4 Faculty, IBDP Coordinator, Head of School, Management.

Roles and Responsibilities of the HS&E Committee

1. The committee will discuss and develop the HS&E Policy.
2. The committee creates awareness about the HS&E Policy by developing an HS&E orientation for all new faculty and for students during the induction program at the commencement of the Diploma Program.
3. The committee will implement the policy and advise students and other faculty using the facilities accordingly.
4. The committee will also designate specific aspects of the safety program and give specific responsibilities to teachers and students.
5. They will organize trainings and drills whenever appropriate.
6. They will take decisions on the purchase of the equipment, glassware, chemicals etc. as per requirements and guidelines published by the IB.
7. They will also regularly publish and update information to be publicly available on the notice board in the laboratory.
8. The Lab Time-Table will be prepared and disseminated by the committee. They will ensure there is no overlap.
9. The committee will ensure that everything in the lab has an inventory and a record of usage of resources.
10. They will conduct risk assessment for each lab on a regular basis.
11. The committee has to ensure that instructions regarding first aid are publicly available and displayed on the notice board and make sure that the first aid kit is complete and verify the expiration date of the medication in the kit regularly.
12. Require all faculty and students to read the appropriate safety manual. Require students to read the institution's laboratory safety rules. Have both groups sign a statement that they have done so, understand the contents, and agree to follow the procedures and practices. Keep these statements on file in the department office.
13. Conduct periodic, unannounced laboratory inspections to identify and correct hazardous conditions and unsafe practices.
14. Include a module to teach students how to be safe in the lab, an integral and important part of science education.
15. Schedule annual safety meetings for all students and employees to discuss the results of inspections and aspects of laboratory safety.
16. Ensure that hazardous chemicals are segregated and clear guidelines are given when students are conducting experiments with potential hazards, highlight the prudent practices, protective facilities and equipment necessary to minimize the risk of exposure to the hazards.
17. Have a protocol to report accidents (incidents), these will be discussed and evaluated by the HS&E committee, as required.
18. Require every pre-lab/pre-experiment discussion to include consideration of the health and safety aspects.
19. Don't allow experiments to run unattended unless they are failsafe.
20. Forbid working alone in any laboratory and working without prior knowledge of a staff member.
21. Extend the safety program beyond the laboratory to the automobile and the home.
22. Allow only minimum amounts of flammable liquids in each laboratory.

23. Forbid smoking, eating and drinking in the laboratory.
24. Do not allow food to be stored in chemical refrigerators.
25. Develop plans for dealing with emergencies such as fire, explosion, poison, chemical spill or vapour release, electric shock, bleeding and personal contamination.
26. Require good housekeeping practices in all work areas.
27. Display the phone numbers of the fire department, police department, and local ambulance either on or immediately next to every phone.
28. Store acids and bases separately. Store fuels and oxidizers separately.
29. Use warning signs to designate particular hazards.
30. Develop specific work practices for individual experiments, such as those that should be conducted only in a ventilated hood or involve particularly hazardous materials. When possible most hazardous experiments should be done in a hood.
31. HS\$ E policy is signed by the students.
32. Provide adequate supplies of personal protective equipment—safety glasses, goggles and lab coats and masks.
32. Safety instructions should be given beforehand any field trip is conducted.
33. Care must be taken to not harm the environment and use any toxic material while sampling field organisms.
34. Ensure safe disposal of chemicals after the lab experiment.
35. Material handling should be communicated to students before the lab is conducted. In case of breakage due to mishandling, the expenses should be borne by the person using it.
36. User guide for the proper usage of each equipment is available.
37. Necessary procedures for calibration should be carried out regularly.
38. All electronic material should be used at an appropriate power supply.
39. No living organisms to be used for any lab experiment, in case of micro-organisms a prescribed list of harmless organisms should be used. The pathogenic microbes should not be used at a temperature closer to body temperature. The microbes after the experiment should be autoclaved and then disposed.
40. Students should wear hand gloves, safety goggles and lab coats.