

FLOOR LEADERS MANUAL ON ENVIRONMENT, HEALTH AND SAFETY AT WORK ISSUES

UNIVERSITY OF NICOSIA

Environment, Health and Safety Office
July 2015



General duties

The Floor Leaders are employees that have been appointed by the University of Nicosia to contribute in enforcing the Environment, Health and Safety Policy and Practice of the University. They report to Dr E. Solomou who is the Executive Vice President for Administration of the University of Nicosia, and the co-ordinator of the Environment, Health and Safety matters of the Campus.

In general, the Floor Leaders must be aware of the relevant policy and practices on environment, health and safety at work issues of the University namely (a) Internal Procedures for EHS, (b) Emergency Planning and evacuation procedures and (c) Risk Assessment. Furthermore, the Floor Leaders must be aware of the instructions given to staff on environment, health and safety at work issues that are mentioned in the specified document.

They are the frontiers of relevant actions that have to be taken before or after an accident. They need to be ready to deal with things that sometimes go wrong and be prepared to deal with unplanned events.

They must think about emergencies and assist the Environment, Health and Safety Committee in implementing the provisions set in the Environment, Health and Safety Policy and Practice.

It is important that the Floor Leaders know, among others, how to prevent fires and what they should do if a fire occurs. They are all given practical information and training about the fire precautions in the work - place and what to do in the event of a fire.

Training and written information is also given in a way that Floor Leaders can understand, and take account of those with disabilities such as hearing or sight impairment, those with learning difficulties and those who do not use English as their first language.

Specific duties

In particular, the Floor Leaders must be ready to provide clear instructions and information on:

- the actions employees should take if they discover a fire or an earthquake;
- how people will be warned if there is a fire;
- how the evacuation of the workplace should be carried out;
- where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated;
- identification of key escape routes, how people can gain access to them and escape from them to places of safety;
- the fire-fighting equipment provided;
- the duties and identity of employees who have specific responsibilities in the event of a fire;
- arrangements for the safe evacuation of people identified as being at risk, those with disabilities, members of the public and visitors;
- where appropriate, any machines/processes/power supplies which need stopping or isolating in the event of fire;
- specific arrangements, if necessary, for high-fire-risk areas of the workplace;
- how the fire brigade and any other necessary emergency services will be called and who will be responsible for doing this;
- procedures for liaising with the fire brigade on arrival and notifying them of any special risks, eg the location of highly flammable materials; and
- essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways etc
- means for fighting fire (details of the number, type and location of the fire-fighting equipment);
- the location of manually operated fire alarm call points and control equipment for the fire alarm;
- the location of any emergency lighting equipment and any exit route signs;
- the location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas valves.

Emergency Procedure (Health & Safety Management System, UNIC-HSP-07)

In case of fire (and/or emergency liable to put in danger people, equipment, infrastructures and environment) sound the alarm immediately by breaking the glass of the nearest Fire Alarm Operating Point, and then by calling the telephone number below:

- Reception: 22 841 500
- Fire Brigade: 112

When reporting an emergency, always state the area/floor of the building concerned.

Moreover, provide details of any damage and, where appropriate, specify the number of persons involved.

Evacuation Instructions

- Once the alarm has been sounded, all those present must leave the “danger area” via the closest emergency exit, and go to the Assembly Point.
- Leave behind all your personal belongings except those strictly necessary (glasses, lenses, etc).
- Leave the area from the nearest emergency exit (unless otherwise instructed by the rescue team).
- Keep calm and silent.
- Do not come back for anything.
- Suspend any jobs.
- As far as possible try to help those in a difficult situation.
- Do not block building access points.
- Keep clear any building access.
- Keep away from emergency vehicles while in operation.
- Rush to the nearest assembly point.

Special Instructions

- Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated.
- Make sure that no one is left behind in the laboratories, kitchens or W.C.s.
- Conduct a quick search as you go, to make sure hazardous equipment is shut off and that doors are closed and no one is left behind.
- If there is smoke in the hall, stay low; cover your mouth with a damp cloth or handkerchief; visualize where the exits are and stay close to and use the wall to guide you so you do not become confused.
- If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insist. If anyone refuses to leave note the fact but do not waste time arguing.
- Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- If the stair is full of smoke, go to another stair.
- **Do not allow the stairway doors and other exit doors to be blocked in the open position.** Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- If two Floor Leaders are available on a floor, one should block the entrance to the elevators and guide the occupants towards the nearest and safest stairway.
- Special attention needs to be given to any persons with disabilities, in particular, those who are visitors and unfamiliar with the building.
- Inform fire department personnel of any individuals who need assistance evacuating.
- **DO NOT ENDANGER YOURSELF TO CARRY OUT YOUR DUTIES** but make known to the Administration (e.g. Executive Vice President for Administration) if you have been unable to carry out the check.

- Once you have evacuated the building, make sure that no one enters until permission is given either by Emergency Personnel or Vice President for Administration.

ALWAYS CONSIDER YOUR OPTIONS & RISKS OF INJURING YOURSELF AND OTHERS IN AN EVACUATION ATTEMPT. DO NOT MAKE AN EMERGENCY SITUATION WORSE.

ALWAYS REMEMBER THE FOLLOWING STEPS:

1) WALK calmly to the nearest EXIT.

Do not collect your personal belongings or coats.

2) DO NOT USE THE LIFTS

Disabled persons unable to use the stairs should wait in a stairwell for assistance.

3) ASSEMBLE after evacuation

There are four Assembly Areas:

Assembly Point A: at the front between the Central and Millennium Buildings

Assembly Point B: at the front between the Central and Europa Buildings

Assembly Point C: in the parking lot behind the Europa Building

Assembly Point D: in the parking lot behind the Millennium Building

These four assembly points are clearly marked with signs located in the parking areas of the premises.

Emergency practices will take place periodically.

Upon Discovery of a Fire

- Sound the alarm
- Tackle the fire with equipment provided, if safe to do so.

DO NOT TAKE ANY RISKS

- Telephone the Receptionist **22841500** or the Fire Brigade **112** with details, ask for help if necessary.
- Close windows and doors before evacuating.

During an earthquake - Know what to do when the shaking begins

- **DROP, COVER, AND HOLD ON!** Move only a few steps to a nearby safe place. Stay indoors until the shaking stops, and then make sure it is safe to exit. Stay away from windows.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

Identify what to do after the shaking stops

- Check your floor for injuries.

- Give first aid for serious injuries, either yourself or the First Aider of your area.
- Expect aftershocks. Each time you feel one, **DROP, COVER, AND HOLD ON!**
- Look for and extinguish small fire. Eliminate fire hazards.
- Get everyone out in the Assembly Point, according to the Emergency Plan.
- Use the telephone only to report life-threatening emergencies.

Fire detection (Health & Safety Management System, UNIC-HSI-17)

During working hours, fires are often detected through observation or smell. The University Campus has arrangements for detecting fires.

Portable fire extinguishers (Health & Safety Management System, UNIC-HSI-09)

All workplaces in the University Campus are provided with means of fighting fire for use by people in the premises.

Types of portable fire extinguishers

The fire-fighting extinguishing medium in portable extinguishers is expelled by internal pressure, either permanently stored or by means of a gas cartridge. Generally speaking, the following three types of portable fire extinguishers are located in the University Campus premises:

- **Water** : Suitable for most fires with wood, paper, fabrics but NOT fires involving flammable liquids or electrical equipment.
- **Dry Powder** : Suitable for flammable liquids or electrical fires.
- **Carbon Dioxide (CO₂)** : Suitable for flammable liquids or electrical fires.

IMPORTANT: The dry power and carbon dioxide fire extinguishers are suitable for electric fires as well.

The most useful form of fire-fighting equipment for general fire risks is the water-type extinguisher or hose reel. Each floor has a hose reel which is known to be in working order and of sufficient length for the floor it serves. DO NOT use water for fires involving flammable liquids or electrical equipment.

Fire extinguishers are properly maintained and serviced. They are located in conspicuous positions on escape routes, preferably near exit doors and are clearly visible.

Electricity

Electricity can kill. In case of electric shock know what to do if someone suffers from an electric shock.

If the victim is still in contact with the electric current, switch off the power (or remove the plug). Call for medical help immediately (Reception telephone number: 22841500)

First Aid

- Know who the first-aider or “appointed person” is in your floor (and how to contact them in an emergency) and where the first-aid room or first-aid equipment is.

For clarifications or further information on your duties ask the EHS Officer or the Office of the Executive Vice President for Administration.

For further information please refer to the Emergency Evacuation Plan Manual.

Prepared by:

University of Nicosia - Environment, Health and Safety Committee

Updated October 2005

Updated November 2006

Updated May 2009

Updated September 2009

Updated June 2010

Updated September 2010

Updated September 2011

Updated November 2012

Updated September 2013

Updated July 2015