



Document #: NED/QSP 18/00	Issue #: 02
Title: Quality System Procedure for Health, Safety and Environment Management	

QUALITY SYSTEM PROCEDURE

Health, Safety and Environment Management

(CLAUSE 4.2 OF ISO 9001:2015)

	NAME	DESIGNATION	SIGNATURE	DATE
WRITTEN BY:	Dr. Muhammad Wasif	Director QEC	Signed	12-10-2023
REVIEWED BY:	Prof. Dr. Muhammad Tufail	Pro-Vice Chancellor	Signed	12-10-2023
APPROVED BY:	Prof. Dr. Muhammad Tufail	Acting Vice Chancellor	Signed	12-10-2023
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1. PURPOSE

The purpose of this QSP is to standardise and apply a systematic approach related to the Health, Safety and Environment (HSE) together-with the HSE planning, implementation and monitoring in all Teaching and Non-teaching departments of the university; it also defines the necessary controls. Finally, its purpose would be to align the university health and safety system with the international benchmarks.

2. SCOPE

This QSP shall be applicable to relevant functions in all Teaching and Non-teaching Departments of the University requiring processes related to the Health, Safety and Environment (HSE) Management. It shall follow the maximum possible extent of International HSE standards (preferably ISO 45001), which sets the minimum requirements for the health and safety in workplace to protect the University's employees, students and other stakeholders. The QSP shall also be defined within the NED University Environment Protection Policy as defined in QSP 17.

3. OBJECTIVE

The objective of this QSP is to develop a system across all functions/departments in the University through which the HSE Processes can be planned, implemented, monitored and controlled, to ensure the health and safety and smooth working of the processes.

4. RESPONSIBILITIES

- 4.1 The University Leadership (VC, PVC and Deans) are responsible to monitor and control the implementation of Health, Safety and Environment (HSE) Management System within the University.
- 4.2 The Director QEC is responsible to monitor the compliance of HSE Management System. The Director QEC will also ensure that (i) concerned faculty, officers and staff receive the necessary trainings regarding the implementation of HSE Management System; (ii) necessary audit checks conducted, and corrective actions taken, (iii) required statistical/progress reports showing the effectiveness of its implementation prepared and submitted to the University Leadership for review in the BOR(UL).
- 4.3 The Departmental Leadership (Chairpersons and HODs) are responsible to ensure the compliance of the HSE Management System within their departments/sections. The Chairpersons and HoDs are also responsible to communication to all concerned and implement the HSE Management System within their departments.
- 4.4 The Health, Safety and Environment Committees at the University and Departmental Levels (HSEC-UL & HSEC-DL) are responsible to periodically review the compliance and progress activities of the HSE Management System.

5. PROCESSES

- 5.1 **The Health, Safety and Environment Committee at University Level (HSEC-UL)** shall be headed by the Vice Chancellor and shall comprise the PVC, all Deans/Chairpersons/HODs and the nominated Deputy Director QEC as Member/Secretary. **The HSEC-UL is responsible for;**
 - 5.1.1 HSE planning of the University through preparation and approval of the HSE Plans for each calendar year.



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5.1.2 HSE compliance, implementation and monitoring across the University through the reviews of the Key Performance Indicators (KPIs) of individual departments.

5.1.3 The HSEC-UL shall hold TWO regular meetings in a calendar year along-with the BoR-UL Meetings. The special/emergent meetings may also be called when necessary.

5.2 Health, Safety and Environment Committee at Departmental Level (HSEC-DL) shall be headed by the Chairperson/HOD, nominated Faculty/ Officers/ Lab Supervisor/ Laboratory Engineers and HSE Focal Persons as Member/Secretary. **The HSEC-DL is responsible for;**

5.2.1 HSE planning of the Department and its implementation, in line with the University's HSE Plans for each calendar year.

5.2.2 Follow-up actions related to the HSE implementation, as pointed out by the HSEC-UL, to facilitate the Internal/External Audit Teams and/or Visiting Teams of the PEC and Federal/Sindh HECs.

5.2.3 The HSEC-DL shall hold TWO regular meetings in a calendar year. The special/emergent meetings may also be called when necessary.

6. PROCEDURE

6.1 The University Leadership shall constitute the Health, Safety and Environment (HSE) Committees at the University and Departmental Levels (HSEC-UL & HSEC-DL).

6.2 The Director QEC shall prepare a list of Faculty/Officers/Employees of the University who has undertaken any kind of training pertaining to the occupational health & safety, first aid, firefighting, etc.

6.3 With approval of University Leadership, the Director QEC shall select and nominate adequate number (preferably 6 to 10 having higher level certifications) among the prepared list as the HSE Developers constituting a Central HSE Team with a Team Lead. The Central HSE Team will also act as the HSE Auditors later.

6.4 The Central HSE Team shall go through the HSE Standards and after necessary consultation with the stakeholders, shall propose the following.

- The requirements and compliances as per International HSE Standards,
- Health and Safety Policy (Environment Protection Policy is available in QSP 17),
- The Hazard and Risk Register along with the necessary controls, responsibilities, and assessments (Refer to QSP 16 Risk Management System),
- HSE audit checklists and observation sheet,
- Necessary format and templates for the effective implementation of HSE Management System (including incident/accident report and log etc),
- Continuous improvement targets in HSE Management System.

6.5 QEC shall provide necessary training (to be arranged by the QEC) about the approved HSE Management to all Chairpersons/HODs and Departmental HSE Coordinators.

6.6 All the Chairpersons/HODs and Departmental HSE Committees shall implement the approved HSE Management System within their respective departments.

6.7 The progress of the HSE Implementation shall periodically be monitored through the HSE Audits to be organized by the QEC. The audit purpose will be to benchmark the current state of HSE implementation, identify the gaps and provide recommendations for remedial measures/ improvement/ standardization.



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6.8 The progress of the HSE Implementation and follow-up actions of the HSE Audit shall periodically be reviewed in the Health, Safety and Environment (HSE) Committees at the University and Departmental Levels by the University and Departmental Leaderships, respectively.

7. RECORDS RELATED TO DOCUMENT AND RECORDS CONTROL

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| 7.1 The ISO 45001 Health and Safety Management Standard (reference document) | |
| 7.2 University-wide Policies – Environment Protection Policy | QSP 17 |
| 7.3 University-wide Policies – Health and Safety Policy | QSP 17 |
| 7.4 Risk Management System | QSP 16 |
| 7.5 Internal Memo | F/QSP 02/01/--- |
| 7.6 Incident/Accident Report | F/QSP 18/01/--- |
| 7.7 Incident/Accident Log | F/QSP 18/02/--- |
| 7.8 HSE Audit Checklist | F/QSP 18/03/--- |
| 7.9 HSE Audit Observations | F/QSP 18/04/--- |
| 7.10 Emergency Safety Plan | F/QSP 18/05/--- |