



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Security, Safety and Occupational Health Procedures

Prepared by
Quality and Accreditation Department

Second Version
September 2025



Document Identification Card

Document Title	Security, Safety and Occupational Health Procedures
Code	UOM-SECS-QAD-PRO-001-V2
Owner	Quality Department and Accreditation
Reference	- Requirements of the National Council for Occupational Safety and Health (NCOSH). - Saudi Standards, Metrology and Quality Organization (SASO) specifications related to occupational safety requirements, equipment, and devices. - Saudi Civil Defense regulations concerning fire safety, emergencies, and evacuation.
Purpose	Guidance for university staff, students, and visitors regarding security, safety, and Occupational Health procedures and precautions
Scope of Implementation	University campus and all university facilities and corridors
Adoption	Permanent Committee for Quality and Accreditation
First Version	September 2022
Revision	September 2025
Current Version	Second Edition - September 2025

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I. Guide Introduction

Out of the university's commitment to ensuring the safety and security of its staff, students, and visitors, and to protecting them from risks, and in fulfillment of its mission and objectives, the university, represented by the Quality and Accreditation Department, has developed this guide, "Guide to Security, Safety, and Occupational Health Procedures." This guide sheds light on these procedures and practices, introduces the entities involved in security, safety, and risk management within the university, and fosters a spirit of cooperation among all its members in this regard. We ask God for success and that this guide will be beneficial to the university's staff, students, and visitors.

The concept of university security encompasses a set of preventative procedures and regulations implemented to prevent incidents that compromise the security of individuals and facilities. The security supervisor is central to these procedures. The security supervisor, monitor, or guard is the vital element upon which the university's security system rests, as all other elements of the security system depend entirely on them. A competent security supervisor, monitor, or guard can address any gaps that may exist in the security system through their skills, experience, expertise, and creativity. Security is a necessary requirement for achieving stability in any society. We cannot imagine any activity, growth, or development without it.

The concept of safety: Public safety is of paramount importance in protecting lives, property, and the environment. Occupational safety and health are among the most important requirements in any institution and must be included in the strategic plans of any educational institution. Therefore, the university places great importance on guidance, instruction, establishing rules, and disseminating preventative awareness.

Through its Security and Safety Department and Risk Management Department, the university implements systems to ensure campus security and public safety according to approved mechanisms, procedures, and standards that guarantee the public safety and occupational health of facilities and individuals.



II. Security and Safety Department

The University Security Department is one of the most important departments in the university due to its numerous responsibilities in maintaining the safety of university facilities, buildings, and property, as well as ensuring the safety of individuals within the university and raising the level of discipline to guarantee the smooth running of the educational process. The university recognizes the necessity of implementing "risk management" standards to protect its students and staff.

2.1 Strategic Framework

2.1.1 Vision of the Security and Safety Department

To be distinguished by providing security and safety services to all university staff and visitors, and to demonstrate humanity in the refined manner that reflects the sophistication of this educational institution.

2.1.2 Mission of the Security and Safety Department

Efforts were made to raise the level of security and safety in all matters related to this within the university campus in a more effective manner, and to arrange security guards seriously, through which trust is exchanged between the various segments of the university community and between individuals working in the field to present a civilized image of security and safety.

2.1.3 Values of the Security and Safety Department

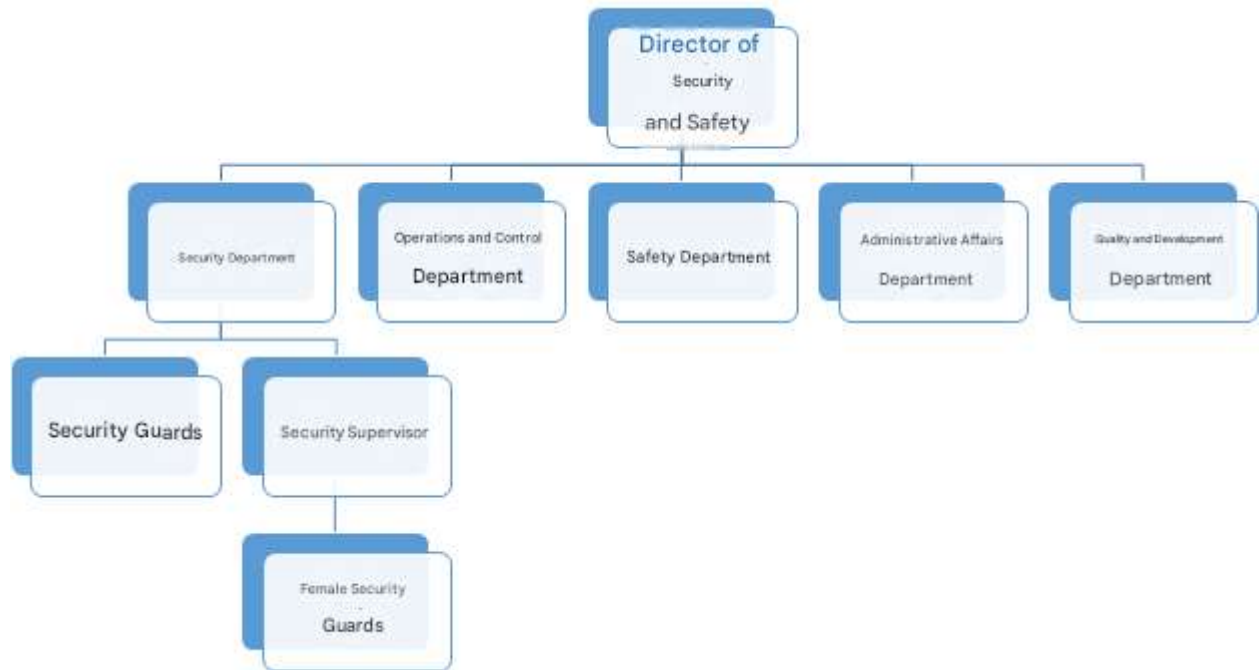
- **Quality:** We are committed to excellence in inputs, processes, and outputs.
- **Integrity:** We perform our work with dedication and integrity, adhering to professional ethics.
- **Transparency:** We are committed to the highest standards of disclosure, integrity, and accountability within a corporate governance framework.
- **Teamwork:** We operate as a unified team.
- **Innovation:** We foster creative thinking and a spirit of innovation in both thought and action.
- **Continuous Learning:** We support ongoing learning and growth both within and beyond the university.
- **Development:** We believe in the necessity of development and growth in all areas and operations.

2.1.4 Strategic Objectives

1. To maintain the safety and security of lives and property within the university.
2. To promote a culture of prevention among students and staff.
3. To ensure effective preparedness and response to emergencies.
4. To monitor and regularly maintain camera, alarm, and fire systems.
5. To develop the capabilities of administrative staff through continuous training.
6. To improve the organizational structure and document the department's operational procedures.
7. To promote the effective use of technology in administrative activities.

8. To enhance coordination with relevant external entities.

2.2 Organizational Structure



2.3 Security and Safety Department Tasks

1. The department is responsible for all security operations at the university, working to prevent incidents, address them when they occur, and mitigate their escalation.
2. Making appropriate decisions according to the organizational structure.
3. Following up on communications received from official entities both inside and outside the university, and processing all related transactions.
4. Supervising the placement of directional signs and ensuring they are in suitable locations.
5. Standardizing procedures and instructions governing security operations within the university campus and its external and internal facilities.
6. Ensuring that all personnel are familiar with security principles and procedures.
7. Carefully selecting personnel for security supervision and personnel management.
8. Selecting highly capable and competent individuals with strong work ethic and good character.
9. Providing security awareness programs to educate personnel on current events and issues.
10. Developing contingency plans for any emergency, whether natural or man-made, and training personnel accordingly.
11. Providing the necessary equipment and resources to help detect crime and maintain order.
12. Imposing penalties on anyone who attempts to disrupt security on campus and in its branches.
13. Establishing security procedures, ensuring their full implementation, and addressing any



obstacles.

14. Conducting mobile and foot patrols to prevent infiltration, detect incidents, and initiate investigations.
15. Supervising the deployment of security personnel at fixed locations such as gates and other essential sites around the clock, and designating entry and exit points.
16. Conducting surprise inspections of work sites to ensure proper operation.
17. Providing sound advice and guidance to all staff members, listening attentively to their complaints and opinions, and seriously considering them.
18. Prohibiting the placement of any advertisement within the university premises unless it has been stamped by the advertising entity (only within the university).
19. Playing a vital role in accurately assessing the situation and conveying the true picture to the relevant authorities.
20. Regularly and continuously verify the efficiency and operation of safety equipment at the university and promptly notify the relevant authorities of any malfunctions.
21. Promote awareness of safety and security matters (lectures, seminars, brochures, and posters).
22. Monitor security personnel at main entrances and ensure they are recording the required data.
23. Propose regulations for organizing parking within the university campus and oversee its proper use.
24. Issue vehicle permits for university staff, including faculty, employees, students with special needs, and private sector employees working at the university.
25. Monitor traffic flow within the university campus, ensure security, guard vehicles in parking areas, and issue traffic citations to violators.
26. Escort university visitors, including VIPs, delegations, and participants in conferences, seminars, and exhibitions hosted by the university, and provide necessary security for them.
27. Question suspected individuals, conduct preliminary investigations, and refer them to the appropriate authorities.
28. Street vendors and beggars are prohibited from entering the university campus or standing in front of the university gates.
29. Lost items must be collected after documenting their contents and location (time and date) and forwarded to the administration for safekeeping and public announcement.

2.4 General Safety Procedures

Among the most important procedures implemented by the university through its Security and Safety Department are the following:

- Providing safety equipment and supplies in its buildings, offices, and laboratories.
- Enforcing all safety laws and regulations throughout the university.
- Conducting risk assessments and analyses for all work sites, as well as equipment and machinery within the university. Examples include regularly reviewing internal and external electrical connections, enforcing safety regulations for electric stoves, and regulating their placement.
- Developing training programs for new employees to familiarize them with the fundamentals of occupational safety and health, and conducting specialized and general occupational safety courses for all university staff.

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- Establishing emergency and evacuation plans for all university colleges.
 - Ensuring that employees wear personal protective equipment while working in areas classified as hazardous.
 - Reviewing complaints from university employees regarding occupational safety
 - Investigating accidents, identifying and documenting the causes, and then working to prevent the causes and actions that may lead to injury or accidents during work
 - Spreading awareness and education in occupational safety and health through informational signs, publications, and brochures.



III. Risk Management Department

3.1 Strategic Framework

3.1.1 Vision of the Risk Management Department

“A nationally leading department in risk management to ensure the sustainability of excellence and the quality of future competencies.”

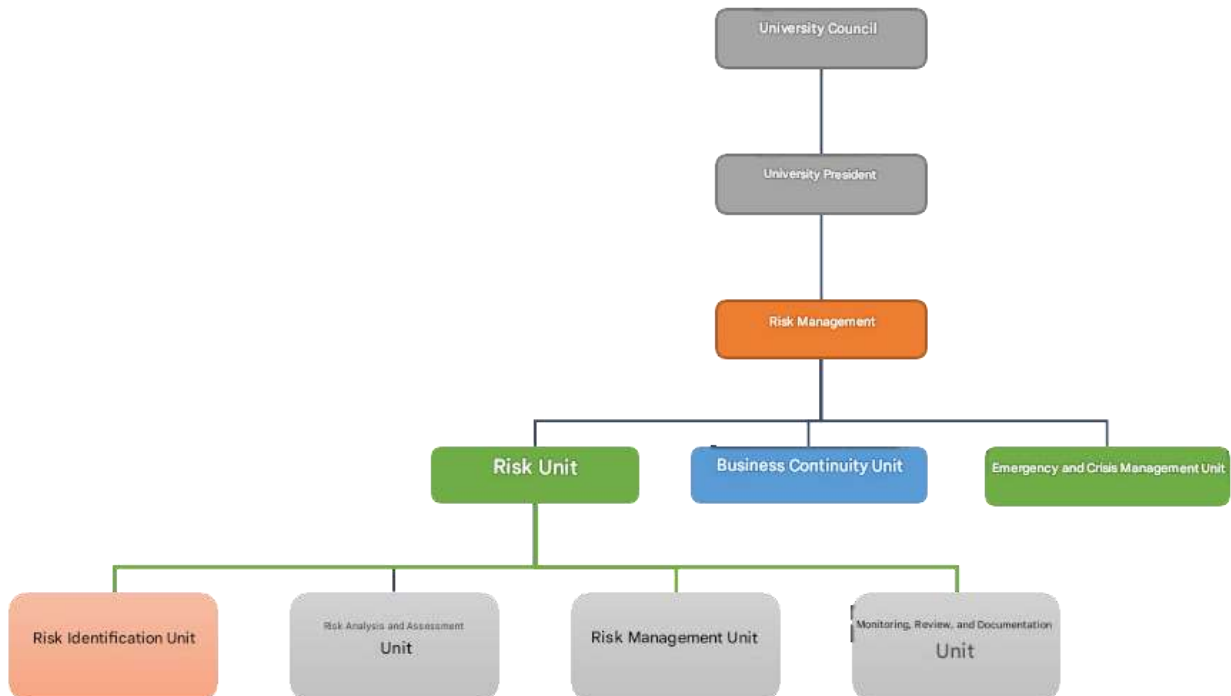
3.1.2 Mission of the Risk Management Department

“To implement best practices in risk management to ensure the quality of education and professional development, the sustainability of university operations, and to promote innovation and partnership through transparency, accountability, and continuous improvement.”

3.1.3 Strategic Objectives of the Risk Management Department

1. To promote a culture of risk management and establish professional practices that support governance and institutionalize institutional work.
2. To ensure compliance with national and international standards and institutional and program accreditation requirements.
3. To support financial sustainability through effective financial risk management, avoiding waste, and maximizing resource efficiency.
4. To protect the university's academic reputation and maintain the quality of educational and research services.
5. To enhance the quality of decision-making by providing accurate data and analyses based on risk assessment.
6. Ensuring the continuity of vital operations and services to enhance the sustainability of the educational and research process.
7. Enhancing the university's competitive advantage through innovative risk management that supports academic and research excellence.
8. Protecting the interests of all stakeholders, including students, faculty, staff, and partners.
9. Embracing innovation and digital transformation in risk management and improving operational efficiency.
10. Committing to a continuous improvement methodology to ensure the development of the quality of the risk management system.
11. Promoting transparency and accountability in all risk management processes to contribute to building institutional trust.
12. Achieving full integration with the university's strategic plan to ensure that risk management priorities align with the university's strategic objectives.

3.2 Organizational Structure



3.3 Tasks Related to Safety and Environmental Risks

Mustaqbal University is committed to minimizing and reducing risks and their impacts, and to maintaining the safety and health of its staff and visitors in all its administratively affiliated facilities and sites. It is also committed to protecting the university environment.

Furthermore, the university is committed to implementing its risk policy and fulfilling its requirements in accordance with international standards, regulations, and laws. The university's Risk Management system and plan will be updated regularly to ensure the safety and health of its staff and visitors, based on the following:

1. Providing necessary advice and recommendations to the university's senior management regarding risks.
2. Preventing risks and mitigating their occurrence to the greatest extent possible.
3. Successfully and effectively managing risks should they occur.
4. Activating an effective internal monitoring system that enables early warning of any emerging risk and anticipates risks before they occur through:
 - Identifying the types and levels of risks in all university facilities, such as laboratories, offices, etc.
 - Conducting an annual risk assessment review, updating guidelines, and establishing risk management policies.
 - Establish early warning and monitoring mechanisms to alert the university to take corrective actions to manage any potential risks.



5. Identify and define risks, determine probability and impact indicators, and assess risk levels in a risk management plan and publish it.
6. Document the procedures to be followed in the event of a risk occurring (God forbid) and notify the responsible parties.
7. Develop a change management policy so that if changes occur in the nature and extent of the primary risks, the policy can be easily implemented, and any emerging risks can be monitored and addressed.
8. Monitor any failures in dealing with risks that have occurred at the university, study the reasons, and report them to senior university officials with recommendations.
9. Ensure that all risk management policies and procedures comply with the relevant state directives.
10. Develop, implement, and periodically update the university's strategic risk management plan and conduct ongoing risk surveys.
11. Provide support to departments through technical assistance, training, and other resources, and monitor the efficiency of existing systems.
12. Develop general emergency plans.
13. Preparing training programs for all staff members regarding risks, in coordination with the relevant training authorities at the university, and finding appropriate ways to make these training programs mandatory for all university staff members.

3.4 Procedures to Ensure Occupational Health and Safe Environment

Occupational safety and health are among the most important requirements in any institution and must be included in the strategic plans of any educational institution. Because occupational safety is of paramount importance in protecting lives, property, and the environment, the university places great emphasis on guidance, instruction, establishing regulations, and disseminating preventative awareness. The university implements systems to ensure public safety according to approved mechanisms, procedures, and standards that guarantee the public safety and occupational health for facilities and for individuals.

3.4.1 Procedures for Mitigating Environmental Risks

University environmental risks include fire, natural disasters, and chemical, biological, and health hazards. These risks are addressed through avoidance, reduction, relocation, or acceptance, depending on the level of risk.

Procedures for mitigating environmental risks at the university include identifying and assessing sources of risk, establishing preventative and remedial controls, clearly defining responsibilities, training staff and students, activating emergency plans, and periodically reviewing procedures to ensure the safety of the university environment and the continuity of operations.

At Mustaqbal University, environmental risks are addressed within the framework of corporate risk management, integrated into planning, operations, and control, rather than being treated as a separate procedure. Examples include facility maintenance, ensuring the safety of laboratory equipment, monitoring chemical storage, and establishing early warning mechanisms and

regular follow-up. Promoting a culture of environmental awareness and continuous training is also essential in reducing accidents and protecting individuals and property.

3.4.2 Key Actions

- Identifying sources of environmental hazards within the university campus, such as laboratories, facilities, improper storage, and the risks of fire and natural disasters.
- Conducting periodic risk assessments based on probability and impact severity, and continuously updating the risk register.
- Implementing control and monitoring plans, and establishing corrective actions when deficiencies or high risks are identified.
- Providing training, awareness programs, and emergency and evacuation procedures, as well as accident response protocols, and conducting regular drills.
- Adhering to safety and environmental protection regulations, and distributing roles and responsibilities among the administration, subsidiary bodies, and university personnel.

Hazardous Waste Disposal Mechanisms

With increasing environmental and health awareness of the dangers posed by medical and chemical waste generated from healthcare facilities and laboratories to the environment and human health, the university, represented by the Security and Safety Department and the Risk Management Department, implements safe mechanisms for disposing of hazardous waste resulting from the use of university laboratories and health units. This takes into account the risks to individuals in the vicinity of medical waste who are at risk of infection, as well as those responsible for transporting and disposing of such waste. The university contracts with several companies specializing in hazardous waste of all types, both medical and non-medical. These contracts specify the mechanisms to be used for handling and disposing of this hazardous waste, including the use of incinerators, furnaces, sterilization, and other methods. The university also applies specific mechanisms to prevent this risk through a classification system for medical and non-medical waste, the use of bags designated for each type of waste, and obliging male and female workers to place bags of the appropriate weight in garbage bins within the scientific departments of the university and avoiding the transfer of waste bags by hand through the corridors so that they do not tear, and they are usually transported by small carts designated for this purpose to the temporary collection place, as well as the use of small plastic containers or cases marked with the hazardous biological waste symbol, and collecting the remains of needles and syringes immediately after their use, and not throwing them directly into garbage bags except after they have been sterilized, and they are disposed of by not filling those cases to more than three-quarters of their capacity.



IV. Procedures for Protecting Individuals and Dealing with Electric Shocks

4.1 Electrical Accident Causes

An electric shock accident occurs when an electrical circuit is completed and electric current passes through a person's body or part of it. This happens when current flows from one of the live wires to the person's body and then to the neutral wire, or from one wire to the person's body and then to the ground. The danger increases if the ground is wet or if the current flows from one wire to the person's body and then to another wire.

The reasons for current passing through a person's body are as follows:

- a) Insulation failure in any of the conductors of ungrounded equipment that the person touches.
- b) Human error when a person intentionally or unintentionally touches a bare (uninsulated) conductor carrying an electric current.
- c) Human error when a person approaches a medium- or high-voltage source beyond the permissible limits.

4.2 Preventive Procedures

- 1) Disconnect the current from both the live and neutral wires using a circuit breaker or by removing the fuses before cleaning any light bulb, even if it is switched off.
2. Do not attempt to repair electrical wiring, installations, or equipment yourself; call a professional.
3. Do not run wires and cables under carpets or near doors and seats to prevent them from becoming worn and causing tripping hazards.
4. Keep cables and wires away from water and heat sources such as hot water pipes or hot appliances.
5. Do not pull on the cord when disconnecting the electricity; gently unplug it from the socket.
6. Regularly inspect cables, connections, and appliances, as they are prone to wear and tear, especially around plugs and near connectors. Worn wires and fittings can cause short circuits, electric shocks, and sometimes fires.
7. Do not touch light switches with wet hands.
8. Do not plug multiple devices into a single socket.
9. Do not operate electrical appliances while standing on a wet floor, if you are wet, or barefoot.
10. Prevent dust and dirt from accumulating on motors and electrical appliances and keep them clean at all times.
11. Do not inspect or attempt to repair electrical appliances while they are plugged in.
12. Keep flammable materials such as curtains, clothing, and papers away from lamps, heaters, and all electrical appliances.
13. Do not leave appliances plugged in after use.
14. Replace frayed wires with new ones and do not attempt to wrap them with tape.
15. Avoid constructing buildings and structures under or near power lines.
16. Raise awareness about power outages and advise caution regarding exposed wires and sockets, staying away from downed power lines, and not tampering with electrical appliances, equipment, or machinery.

4.3 Methods of rescuing someone from an electric shock

Immediately disconnect the power supply to the victim by switching off the main or branch circuit breaker. Do not touch the victim with bare hands while they are still in contact with the live wire to avoid electrocution. Also, be aware of the victim's location; if they are at a height, protect them from falling. In situations where it is difficult to disconnect the victim quickly enough, the following steps must be taken:

- If the voltage is less than 1000 volts:

To separate the victim from live wires, use dry insulating materials such as wood, ropes, and clothing. Do not use metal or wet tools. It is advisable to stay away from metal objects surrounding the victim, as they are good conductors of current. After putting on thick, non-perforated insulating gloves or covering their hands with any thick, dry cloth, the rescuer should pull the victim away from the wire by their clothing. It is recommended to use one hand during the rescue. If the victim's fingers cannot be freed from the wire due to muscle contraction during the current, place an insulating wooden board under their feet to insulate them from the ground. This should be done with extreme caution and care. The rescuer can also insulate themselves from the ground by standing on a dry, insulating board or wearing insulating shoes.

- If the voltage is greater than 1000 volts:

Use insulating materials that can withstand such voltages, such as wearing gloves and rubber boots, and use an insulating stick to move the victim away from the high-voltage lines. Grounding can also be performed on high-voltage lines by connecting one end of a wire to the grounding point of the tower or high-voltage pole, then dropping the other end onto the live wire touching the victim. In this case, the victim will fall to the ground, so precautions must be taken to prevent further injury from impact.

It should be noted that a dangerous electrical charge may remain on a line disconnected from the grid; therefore, it is essential to ground these lines to eliminate the risk.



V. Safety and Security Behaviors of Staff, Students, and Visitors

Several responsibilities fall upon university staff, students, and visitors that must be observed to ensure a safe learning environment. These include:

- University staff, including faculty and employees, must obtain permanent permits to access nearby internal parking areas.
- University staff must adhere to traffic regulations within the university and refrain from parking in undesignated areas.
- Individuals employed by companies or organizations contracted to work with the university must obtain temporary permits to enter the internal areas surrounding the university administration and its colleges with their personal or company vehicles.
- Access to the university campus is unrestricted from 6:00 AM to 5:00 PM. Outside of these hours, permits must be obtained, and the reason for entry must be registered at the main campus gate.
- Faculty members, teaching assistants, and technicians must observe safety regulations while working in laboratories, workshops, and clinics, and they must ensure that students comply with these regulations.
- Faculty members, teaching assistants, and technicians are required to instruct students on safety rules to ensure their well-being, using all available means, and to ensure the presence of safety signage.
- University staff are expected to take a proactive approach by reporting any behavior, procedures, or equipment that appears to violate safety regulations.



VI. Conclusion

This guide embodies Mustaqbal University's commitment to providing a safe and healthy university environment for all its staff, students, and visitors. This is achieved through the implementation of occupational safety and health procedures and standards, the promotion of a culture of preventative awareness, and the activation of risk management systems in accordance with best national and international practices.

The guide clarifies the responsibilities of relevant parties, public safety procedures, mechanisms for mitigating environmental risks, hazardous waste management, and guidelines related to protecting individuals and responding to electrical accidents. The guide affirms that the university, represented by its Security and Safety Department and Risk Management Department, is committed to implementing systems and procedures that ensure the safety and occupational health of its facilities and personnel.

This guide serves as a continuously evolving framework, reviewed periodically to ensure it remains relevant to organizational and technological changes and achieves the highest levels of protection, preparedness, and emergency response. The university encourages all its members to adhere to its provisions and actively participate in fostering a culture of security and safety, thereby contributing to the protection of lives and property and supporting the sustainability of the educational and research process.