



BRAINAE UNIVERSITY

Health and Safety Policy

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Contents

I. GENERAL PROVISIONS.....	3
1. Vision.....	3
2. Mission.....	3
3. Core Values.....	3
II. Health and Safety Policy.....	3
2.1 Safety.....	3

I. GENERAL PROVISIONS

1. Vision

To excel internationally with quality education, research and innovative service to the community

2. Mission

To be a locomotive of the sustainable development in the World by developing competency in educational practices

3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus - and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality
- Transparency
- Trustworthiness

II. Health and Safety Policy

2.1 Safety General Policy

It is BRAINAE University policy to maintain building fire/life safety systems in a first class manner through the following steps. This will ensure compliance with local laws and insurance requirements and will reduce liability.

- Conformance to local codes, NFPA Standards and applicable engineering standards.
- Accurate, clear documentation of system components.
- Use of system documentation to support training of new personnel and to maintain the knowledge level of existing staff about the systems.
- Regular, formalized and documented testing of equipment and training of personnel.
- Formal designation of a Fire Safety Director within the site management and operations staff.

Performance Standard

Engineering and operations staff must be able to demonstrate a working knowledge of the building's fire/life safety system. They must also demonstrate the ability to respond to and react with the systems as they are intended to function.

Standard:

- Individual to understand and explain the fire/life safety system.
- Understanding of emergency power and lighting systems.
- Explain the fire suppression network using building prints or the posted system diagrams.
- Explain the detection/alarm systems using building prints or the posted system diagrams.
- Know and locate principle valves, control points and detection devices.
- Understand and explain the impact of the fire/life safety system on the operation of other building systems.
- Perform these to the satisfaction of the operations manager and building management.

- Review of compliance with this training standard shall be included in technical performance reviews by the Director of Facilities & Operations

System Documentation

Purpose

To provide accurate records of life safety systems to support training, ease of reference, consistent maintenance.

Responsibility

Facility Manager, Engineering Manager

All on site management teams shall maintain accurate documentation of fire/life safety equipment and systems. These will provide a reliable, accessible reference both for planning, problem resolution and emergency response. It also provides a basis for training management, engineering and security staff.

The Site Operating Manual shall provide a system description, a riser diagram, a one-line diagram of primary controls.

A one-line diagram and a riser diagram shall be posted at “blueprint size” in the main mechanical room. Emergency systems shall be distinguished, preferably in red if incorporated into other system documentation.

The system documentation shall be revised as needed due to changes in tenant or building systems.

All devices, equipment and systems maintenance shall be recorded in the building’s preventive maintenance program and maintained in accordance with codes and manufacturers’ standards.

System descriptions shall include the following points making clear the operation of the system:

Audible/visual alarms sounded when an alarm occurs.

Functioning of elevators

Communication ability to elevators, stairwells, floors and tenant spaces.

Functioning of stairwell door locks.

Functioning sequence of fire pumps.

Functioning sequence of primary fans, emergency fans, floor dampers, etc.

Functioning sequence of specialized equipment such as under floor systems, Halon systems, etc.

Included in system descriptions should be the following:

Often, these can be drawn from building specifications, drawings and equipment suppliers. Wet/dry sprinkler systems

Other fire suppression systems (e.g.: Halon)

Heat/smoke detection systems

Interconnections to other sites and/or municipal agencies

Smoke management / pressurization systems

Elevator emergency operation

Emergency mode operating sequences for HVAC systems.

Other fire/life safety systems

Local law compliance systems

Maintenance Management

Purpose

To provide for consistent maintenance of fire/life safety systems and to incorporate this work into the larger maintenance management system.

Responsibility

Facility Manager, Engineering Manager

All fire/life safety systems and equipment shall be incorporated in the on site maintenance management system. Maintenance and other technical records shall be maintained.

On assuming management of a site, all system components shall be catalogued and established in the maintenance management system and appropriate equipment files established. Manufacturer's manuals and maintenance specifications shall be obtained.

Compliance of the systems with local laws and with performance specifications, such as pressure tests, shall be confirmed.

Pre-Fire Plan Book

Purpose

To provide an accurate ready reference for emergency response agencies; to facilitate efficient and accurate coordination between UOS and those agencies in order to further safeguard people and property; to comply with local ordinances where applicable.

Responsibility

Facility Manager, Engineering Manager

Wherever required by local law or whenever approved by the owner, a Pre-Fire Plan Book shall be established and maintained on site. The book shall be kept in the building office and at the main security/fire command center. Where required by law, the command center copy shall be kept in a locked, marked box accessible to the fire department. If the building does not have a main command center at the lobby, a suitable location shall be sought that will be readily accessible to the fire department on arrival.

The Pre-Fire Plan Book differs from the site fire/life safety procedures in that its primary purpose is to assist the fire department in managing a building emergency. The fire safety procedures, on the other hand, are aimed at guiding the actions of site personnel. The Pre-Fire Plan Book shall contain the following:

- Floor plans of each floor of the building
- Fire suppression system diagrams

- Smoke management / HVAC diagrams
- Capabilities of annunciation system
- Locations of key electrical equipment
- Locations of Computer rooms
- Locations of any non-sprinkle red areas
- Locations of all stairwells and egress passages
- Locations of kitchen and other exhaust systems
- Location of hazardous / flammable materials
- Elevator systems
- Locations of operable windows and their keys
- Location of MSDS Files

System Testing

Purpose

To ensure on a regular basis that fire/life safety systems are functioning properly and are in compliance with codes and manufacturer's standards.

Responsibility

Facility Manager, Engineering Manager

Fire/life safety systems shall be regularly tested and the results documented. Generally, components such as annunciation systems should be tested at least quarterly. Other components such as suppression systems, smoke management systems, etc. should be tested at least annually or in compliance with code.

In order to minimize liability exposure and to maintain a safe environment for building occupants, the following life safety systems shall be test operated by or with the participation of the Building Engineer and Engineering Manager as follows:

Emergency generator Weekly for one hour Electric fire pump Monthly Diesel fire pump Weekly Elevator phones / call buttons Daily Battery pack

exit/egress lights Monthly Annunciation system Quarterly Smoke evacuation system Semi-annually

Test date, time and results shall be recorded in a permanent log for future reference as required.

Where an emergency generator exists on the property, an annual simulated power failure will be conducted to test the operation of the generator, automatic transfer switches, exit and egress lighting, elevator recall, and other life safety systems.

Simulated Power Failure Test will require a written plan which covers the following steps:

Select a weekend evening when all power to the building may be disconnected. Schedule Elevator and Electrical Contractors to provide assistance with the Simulated Power Failure.

Provide written notification to all Tenants of the scheduled test and advise them to take appropriate precautions with telephone systems, computer systems, etc. which will be subject to loss of power. Prior to beginning testing, verify that building is vacant. Make announcement over Emergency Annunciation system, if available.

Begin test by directing Electrical Contractor to simulate loss of electrical power by opening all Service Entrance disconnect switches at building main switchgear.

Verify emergency generator start and transfer of emergency transfer switches.

Record fuel consumption.

Verify proper emergency generator operation.

Direct Elevator Contractor to verify proper initiation of elevator recall and ability to select and operate each individual elevator car under Fireman's Control.

Verify proper operation of Fire Alarm System on battery backup power.

Test elevator recall and communication systems.

Verify proper operation and adequacy of all Exit lighting.

Verify load shed operation if applicable.

Restore normal electrical power by asking Electrical Contractor to close all service entrance disconnect switches.

Verify proper re-transfer of automatic transfer switches and engine generator cooldown and shutdown.

Ask Elevator Contractor to verify the proper return of elevators to normal operation.

Verify proper operation of all normal building systems including fire alarm system.

Develop written summary of test and test results. Contract and schedule vendors to correct or rectify any problems found. Retain written summary and vendor repair records in permanent file.