



Environment Health and Safety Management System Manual

**CANADIAN INTERNATIONAL
SCHOOL**



EHS Management System Manual

Document Review and Approval

Function	Name	Designation	Date	Signature
Prepared by	Zeinab El Zein	EHS officer	01/09/2015	<i>Zeinab El Zein</i>
Approved by	Monica Francis	Principal	01/11/2015	<i>Monica Francis</i>



EHS Management System Manual

LIST OF CONTENT

1. INTRODUCTION	3
1.1 INTRODUCTION TO CIS	3
1.2 INTRODUCTION TO AD EHSMS REGULATORY FRAMEWORK	4
1.3 ABU DHABI ENVIRONMENT, HEALTH AND SAFETY CENTRE (OSHAD)	5
1.4 SECTOR REGULATORY AUTHORITIES	5
1.5 CANADIAN INTERNATIONAL SCHOOL IS REQUIRED, BUT NOT LIMITED TO:	6
1.6 CANADIAN INTERNATIONAL SCHOOL EHSMS	6
1.7 SCOPE OF EHSMS	7
2. EHS POLICY	8
3. RISK MANAGEMENT	8
4. ROLES AND RESPONSIBILITIES	9
5. EHS TRAINING	9
6. COMMUNICATION & CONSULTATION	10
7. DOCUMENT CONTROL	11
8. EMERGENCY MANAGEMENT	12
9. INCIDENT INVESTIGATION	13
10. DOCUMENT REVIEW AND HISTORY	14

EHS Management System Manual

1. INTRODUCTION

1.1 Introduction to CIS

Canadian International School responds to the needs of 21st century expatriate students. We are living in an international community, so our school must provide a learning environment that cultivates the knowledge, skills and attitudes necessary to compete in an increasingly global society. Right from the embracing arch at the entrance of CIS, students, parents, teachers and staff know that they are walking into a facility that has been purposely designed for a community of learners to meet the demands of our international world.



At CIS, the Alberta Program of Study provides the internationally renowned standards and curriculum framework to support Inquiry-Based Learning (IBL), a student-centered educational philosophy that has proven to increase students' abilities to problem-solve.



Students are presented a guiding question, and then must use their prior knowledge and skills to build direct and meaningful correlations to solve the problem. Math, English, Social Studies, Science, Information and Communication Technology, Fine Arts fuse as they are explored in real life contexts that demand and allow for multiple intelligences to shine.

The more involved students are in the process of learning, the greater the depth and scope of understanding. Engaging students' minds in the whole process means they are learning



EHS Management System Manual

how to learn and how they learn. They are learning more about themselves and their world, and ultimately developing a sense of security and belonging.

Understanding that we are global citizens brings added responsibility and challenges. Our children must be able to think, communicate, and succeed on an international scale. Our expectations of them are high and broad, so our educational delivery must reflect and model these demands.

1.2 Introduction to AD EHSMS Regulatory Framework

An Environment, Health and Safety Management System (EHSMS) is an integrated system that takes into consideration all aspects related to protection of the work environment, and the health and safety of the workers. It includes certain components that facilitate the development of the policy, programs and procedures necessary to improve performance in EHS issues.

On 6th December 2006, the Executive Council of Abu Dhabi Emirate approved "Abu Dhabi Emirate EHS Policy". The purpose of this policy is to attain the excellence in the protection of environment, health and safety, through partnership between all government and private sectors to ensure activities within Abu Dhabi Emirate are undertaken in a responsible, safe and sustainable manner.

In June 2007, a Higher Committee was established with high level representatives from various government entities in Abu Dhabi Emirate, for the purpose of supervising the development of an Environment, Health and Safety Management System (EHSMS) Framework for implementation within the Emirate of Abu Dhabi.

Abu Dhabi Emirate Environment, Health and Safety Management System (AD EHSMS) Framework is an Abu Dhabi Government Initiative that was developed to control environmental impacts resulting from workplaces and to ensure safe and healthy conditions for all workers in the Emirate.

The AD EHSMS initiative was officially launched at the national symposium held on 25, 26 and 27 February 2008. Following that, it went through a detailed revision process by different sectors, and in July 2009, documents were re-issued under "Abu Dhabi EHSMS Regulatory Framework".



EHS Management System Manual

The first version of the AD EHSMS Regulatory Framework (version 1.2, issued July 2009) and the latest amended version of the AD EHSMS Regulatory Framework (version 2.0 was issued Feb 2012) includes the EHS Policy, the EHSMS Decree (issued 16th June 2009), the EHSMS Manual, Codes of Practice and Guidance Documents. These are published on: www.oshad.ae

1.3 Abu Dhabi Environment, Health and Safety Centre (OSHAD)

On 2nd February 2010, the Executive Council of Abu Dhabi Emirate issued a Decree approving the establishment of Abu Dhabi EHS Centre. The Centre aims to ensure the implementation of Abu Dhabi Emirate Environment, Health and Safety Management System (AD EHSMS) through provision of an integrated regulatory framework for management of all issues related to occupational health and safety as well as environmental impacts resulting from working places, in addition to building capacities in the EHS field.

1.4 Sector Regulatory Authorities

Currently there are 11 Sectors with private sector entities reporting to the Sector Regulatory Authorities (SRAs). Authority of the SRAs was delegated by Abu Dhabi EHS Center as per Decree No. 42 of 2009.

The SRA for the entire School sector" is the Abu Dhabi Education Council, ADEC, with each entity dealing directly with Abu Dhabi Education Council. For additional information, please refer to the following email: ehs@adec.ac.ae

Abu Dhabi Education Council is required to assist in the development and implementation of the Environment, Health and Safety, Management System (EHSMS) for the Education Sector as required by the Decree No. (42) Of 2009. This Decree aims to implement the EHSMS in the Emirate of Abu Dhabi through provision of a unified tool at the Emirate Level to facilitate implementation of legislation relevant to occupational Health and Safety, protection of the Environment, and conservation of Nature resources.



EHS Management System Manual

1.5 Canadian International School is required, but not limited to:

- Develop an EHSMS in accordance with ADEC EHSMS Minimum Requirements for medium risk in compliance with EHSMS documents provided by ADEC EHS Section
- Complete Implementation of the reviewed and Approved EHS Management Systems by the ADEC.
- Inspection, auditing, investigation of EHS incidents, and monitoring of entity EHS performance to ensure proper implementation of such systems.

1.6 Canadian International School EHSMS

Environment, Health and Safety Management System manual describes the management system followed by School located in KHALIFA City A., Abu Dhabi. This School manual is a means of ensuring that EHSMS practices followed by Canadian International School, meet the requirements of the students, interested parties, and the applicable legal and regulatory requirements.

Canadian International School through the decision made by the Top Management, responded by taking a step forward to adopt the EHSMS requirements of AD EHSMS RF Ver. 2.0 & Abu Dhabi Tourism & Culture. An EHSMS Awareness Training was held at Canadian International School and the School's EHS Committee was officially formed. From then on, the documentation of this manual, along with other Standard g Procedures and Forms began with the assistance of 3rd party consultants.

Canadian International School demonstrated its commitment to environment, health & safety through the consistent and effective implementation of the EHSMS.

The EHS manual is developed on the basis of, AD EHSMS RF Ver. 2.0. This manual provides a framework to address all issues of importance related to the Environment, Health, and Safety practices of Canadian International School.



EHS Management System Manual

1.7 Scope of EHSMS

The purpose of this Occupational, Health and Safety Management System is to provide an overarching framework for managing occupational, health and safety hazards and risks in the Canadian International School. The OSHMS provides a common approach and system for identifying and managing occupational, health and safety risks across the School.

Canadian International School has developed a Health, Safety and Environmental management system, for better fulfillment of the needs of their students and staff, and to improve the management to achieve efficiencies and better Environment, Health and Safety outcomes. This document applies to all staff and students of Canadian International School.

The scope of the Health, Safety and Environmental system for Canadian International School

- To provide necessary guidelines with respect to various permit to work guidelines at School activities.
- To provide effective and systematic Incident investigation and reporting mechanisms, to ensure that further risks of workplace incidents are eliminated.
- To mitigate, prepare for, respond to and recover from operational emergencies as may occur in the premises of School.
- Comply with all legal and other requirements applicable to Canadian International School activities in relation with Health, Safety and Environmental matters.
- To provide and specify the methodology of EHS risk & impacts assessment; and the development of controls as appropriate for Canadian International School.
- To provide instructions and to assign responsibilities for controlling those operations and activities those are associated with EHS Risk and Impact.
- To ensure that all waste generated as the result of school activities is stored, handled and disposed of in a manner that takes account of Local Government Regulations and requirements.



EHS Management System Manual

2. EHS POLICY

Canadian International School is firmly committed to Health & Safety as a core Educational Sector requirement alongside quality, productivity and student's satisfaction the management of Canadian International School is committed to implement and maintain a health safety and environmental Management system

Canadian International School has established, documented, implemented, and maintained an EHS policy in compliance to AD EHS Policy and ADEC (Abu Dhabi Education Council) EHS Policy.

The EHS Policy is appropriate to the scale, nature and requirements of Abu Dhabi EHSMS Regulatory Framework, version 2.0 and the Emirate of Abu Dhabi EHS Policy requirement.

The EHS Policy is authorized and signed by Principal and communicated within the internal meetings, by displaying it at key locations throughout the office, and by posting it. Communications to external parties are through posting it in the office and guest area notice board.

Printed copy of the EHS policy will be made available to all stakeholders or any interested party on written request to the EHS Officer.

EHS policy, strategy, organizational goals and key elements of the EHS management system are shared with new employees as part of their orientation program.

During management review meeting, leadership reviews the policy statement and key system elements to ensure its appropriateness, effectiveness, and continuing suitability.

Additional review of the EHS policy may be carried out whenever there is change in the School plan, organization structure, educational service process, technology, or/and change in statutory and regulatory legal requirements which are required to be complied with.

Reference: EHS Policy Procedure

3. RISK MANAGEMENT

Commitment to EHS at Canadian International School is reflected through EHS risk management process, which is an integral part of educational service, planning and



EHS Management System Manual

execution. EHS Risks are assessed for each and every department at Canadian International School While assessing risk it is ensure that relevant factors are taken into consideration which is described in detail in the "Risk Management Procedure".

Canadian International School conducts regular reviews of educational service process, activities, departments etc. to identify and prioritize the EHS risks.

Reviews are also initiated as a result of significant change to corporate structure, infrastructure, educational service plan or any changes due to legislation.

Reference:

EHS Risk Management Procedure

4. ROLES AND RESPONSIBILITIES

The Health, Safety and Environmental manual, operational procedures, objectives and plans illustrate the functions, their interrelations, responsibilities, and authorities relevant to Specific EHS responsibilities, accountabilities, and authorities can be found in the documented procedure.

Appropriate distribution of these documents and associated training assures clear communication of this information.

The reporting structure and the function flow shall be as per the "Organization Chart". The Organization chart and School EHS Committee is appended to the "Management Responsibility" procedure.

Reference:

Roles and Responsibilities Procedure

5. EHS TRAINING

Canadian International School shall identify, plan, monitor, and maintain records of the training which is identified and provided for its personnel who are performing tasks that has



EHS Management System Manual

the potential to cause an EHS risk. Canadian International School has established a system to train employees at each function and at relevant level so as to ensure that desired level of EHS performance is achieved.

It is ensured that persons performing activities/tasks are competent on the basis of appropriate education, training, experience, and skills.

It is ensured that all staff and sub-contractors are made aware of their roles and responsibilities in achieving conformity with the EHS policy, procedures and other requirements of Health, Safety and Environmental System.

Reference:

EHS Training Procedure

6. Communication & Consultation

Canadian International School shall ensure that effective communication channel has been established and appropriate communication takes place with regards to the effectiveness of the Health, Safety and Environmental System. The types of communication are as follows:

- ▶ Internal Communication among the various levels and functions of Canadian International School
- ▶ External communication with Parents of students and other interested parties.

Canadian International School firmly believes that the effective participation and consultation of staff at all levels of the organization will be an added advantage to the continuous and systematic improvement of the Health, Safety and Environmental System.

Reference:

Communication and Consultation Procedure,



EHS Management System Manual

7. Document Control

CIS has established and maintained the procedures for control of all documentation relating to the Health, Safety and Environmental System.

The procedure ensures that:

- All documents are reviewed and approved for adequacy by School Principal prior to issue.
- The pertinent issues of appropriate documents are available at the location where operations essential to the effective functioning of the Health, Safety and Environmental System are performed.
- All changes to documents are in writing, are reviewed and approved by the same functions as original documents, and are distributed to all holders of controlled copies. The designated functions have access to pertinent background information upon which to base their review and approval.
- Master set of applicable documents is maintained and updated by the EHS Officer
- The document control procedure provides for identifying and establishing the current revision status to preclude the use of invalid documents and/or obsolete documents.
- Obsolete documents are normally removed from points of use and issue as stated in the procedure
- Where applicable, the nature of the change is highlighted in the document and appropriate attachments.
- Documents are legible, readily identifiable and retrievable.



EHS Management System Manual

The procedures ensure that the documents of external origin of Company's Health, Safety and Environmental system are adequately controlled and are updated. All incoming and outgoing correspondence is adequately controlled and filed for easy retrieval.

Reference:

Document Control Procedure

Record Retention Procedure

8. Emergency Management

EHS Officer along with School Principal is responsible for identifying the potential emergency situations. The potential emergency situations that are identified but not limit to the following:

- Fires and explosions;
- Medical emergency – major injury/fatality.
- Severe weather – sand storms, flooding;
- School bus accident;
- Earthquake;
- Bomb threat;
- Hazardous substance release – inside and outside school grounds;

The emergency preparedness and response plan is reviewed as stated in the emergency procedure. Additionally, this shall be reviewed immediately after occurrence of an accident/incident.

The responsibility of preparation and implementation lies with the EHS officer in consultation and coordination with the third party or consultants.

School emergency response plan is communicated to all staff and students by displaying it at identified locations.



EHS Management System Manual

A documented procedure is established, implemented, and maintained to ensure effective implementation of this requirement.

Reference:

CIS Emergency Procedure

9. INCIDENT INVESTIGATION

Canadian International School ensures that all incidents and deviations occurring within the school under its control are recorded, investigated and analyzed in order to determine deficiencies related to occupational health & safety practice within Canadian International School. This includes other factors that is causing or might be contributing to the occurrence of incidents. A documented procedure is established, maintained, and implemented for handling incidents and potential nonconformity related to occupational health & safety.

An incident investigation team may be constituted for the investigation and analysis of incidents by the EHS Officer, depending upon the nature and magnitude of the incident. The investigation is carried out to determine the underlying causes of incidents. Based on the findings, EHS Officer shall implement the actions to prevent similar events from occurring. The focus of investigation will be to obtain the facts and not to put the blame anyone. The team and the investigative process shall clearly deal with all the involved individuals in a fair, open and consistent manner.

All investigations shall be carried out in a timely manner. Incident investigation is carried out through interview of individuals who were present at the location during the time of incident, by analyzing the scene of incident, by taking photograph wherever appropriate or through any other means.

Results of the incident investigation is recorded in a documented report and submitted to the Principal for review. The purpose of the review is to:

- Identify the need for corrective action,
- Identify opportunities for preventive action;



EHS Management System Manual

- Sharing the outcome with staff to create awareness; and
- Identify opportunities for continual improvement;

Investigation report is maintained by the EHS Officer as part of health & safety records. Results of the investigations are communicated to all staff with the intention.

Reference:

Emergency Management Procedure

10. Document Review and History

The amendment history is listed in the following table.

Version No.	Date of Issue	Details of Amendments
1.0	5 th September, 2015	Document Created