

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

VISITING TEACHING STAFF



This policy is a sub-policy of the AIMS overall Health and Safety Policy Statement

AIMS is responsible for ensuring the safety of all employees and students while working at or on behalf of our campus. The duty to perform this task lies largely with the Faculty or Department that employs visiting teaching personnel. The Faculty or Department in charge of the appointment of visiting employees, in particular, shall provide an induction that includes health and safety preparations and bring this sub-policy to their notice. This material is intended to educate visiting teaching staff about their health and safety obligations.

Evacuation of fire

All visiting teaching staff must be familiar with the fire evacuation protocols in the location where they will be working.

This will include:

- the fire alarm system and how to activate it;
- The nearest escape route and fire exit;
- An alternate escape route and fire exit;
- The process for evacuating the area and who to report to; and
- The location of the necessary fire assembly point.

If you are teaching when the alarm goes off, you must direct your pupils to a safe location outside the building.

Information on Health and Safety

All visiting educational personnel must be aware of the following:

- Where to get faculty, department, or service-specific health and safety information and assistance; and
- To whom to report health and safety problems to.

Risk evaluation

All visiting teaching staff must be aware of the faculty, department, or service generic and activity specific risk assessments and control mechanisms relevant to the places and activities in which they will be working.

Safety and Health Procedures and policies

All visiting teaching staff must be familiar with the following rules and procedures, which may be accessed and obtained from:

Key policies

- Health and safety policy
- Fire policy (including evacuation procedures for wheelchair users and other individuals with limited mobility) (under development)
- Management and reporting mechanism for accidents, dangerous occurrences, poor health, and violent incidents
- Smoking policy
- First aid policy

Specific health and safety policies that will apply to their activities may include:

- Fieldwork
- Working alone
- Unattended experiments
- Personal security
- Electrical safety
- Workshop safety
- Contractors
- Display screen equipment
- Asbestos
- Office safety

In the first instance, please contact your faculty, or departmental office for more information on any health and safety problem.

