

جامعة الأميرة  
نورة بنت عبدالرحمن  
كلية الإدارة والاعمال  
قسم المحاسبة



Princess Nourah Bint  
Abdulrahman University  
College of Business and Administration  
Accounting Department

# ACCOUNTING DEPARTMENT

## HANDBOOK

### HEALTH and SAFETY

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# Princess Nourah Bint Abdulrahman University

## College of Business and Administration

### Accounting Department

## Health and Safety in Accounting Program

### Preface

Providing a safe and healthy work environment is a key factor in attracting and stabilizing the workforce and raising work performance, which will positively reflect on the university and thus on the college and department. From this point of view PNU seeks to promote the concept of an attractive work environment in several aspects, including those related to safety and health. In spite of the regulatory and supervisory efforts, the effort should be doubled to contribute effectively to improving the work environment and reducing injuries.

## Objective

The main objective of the guide is to establish an effective and comprehensive program for the purpose of protecting the students and employees of the department from exposure to all types of risks, whether chemical, physical or even psychological hazards, and in any case from all work risks in general that may pose a risk to health and safety, in short, to ensure the creation of a work environment Safe and secure for everyone. The desired goal of this guide is achieved through good administrative leadership and a sense of responsibility by all employees to avoid the dangerous work that results from the employee and to report dangerous situations in order to be able to remove those risks.

## Responsibility

The responsibility of safety is not the responsibility of the safety supervisor alone, but it is also the responsibility of all employees in the department. From this standpoint, every manager and supervisor must be aware and understand safety standards in general and the contents of this manual in particular.



## Employee Responsibilities

In order to make the work in the department smooth, it is the employee's responsibility to understand the safety rules and suggestions set forth in this manual. If an unsafe or destructive situation is observed on any person or property: correct the situation, report the incident to the security officer or report it to the appropriate responsible person. It is the employee's responsibility to use the protection equipment required or suggested in this guide, including ensuring that all employees know the location of the fire water hoses in their work area.

- ✓ Ensure that a map of emergency routes and exits is available in the area.
- ✓ Ensure that the passages are free from all obstacles without exception, and that they are free from all obstacles.
- ✓ Ensure that there is a usable fire extinguisher based on the inspection card.
- ✓ Ensure that a fire blanket is present.
- ✓ Ensure that employees know the locations of fire hoses.
- ✓ Ensure the clarity, ease of access, and operation of the fire alarm and fire extinguisher point.



## Protection required

Knowledge is the most effective way to protect yourself and others in the workplace environment. Take your time to learn about the hazards of the work environment that you do and the materials that you use. Accordingly, learn the procedures and policies related to these works and materials in order to achieve the objectives of preventing work risks and thus prevent injuries. None of the policies and procedures stipulated in this Safety Handbook will be effective in preventing and controlling workplace hazards in any way unless you make safety an integral part of your routine work procedures.

## Training and education

It is assumed that all the employees of the department will meet with continuous training and education regarding prevention to which the employee belongs. These two types of training can be defined as basic employee training and management or department risk training.



## Basic Training (Safety and Fire Protection)

The basic training provides all department employees with general safety procedures that require their knowledge when exposed to any kind of risks, including not removing safety devices and barriers installed in various places near elevators, corridors, etc., or making them unfit for work.

### Smoking

CBA is a smoke free college. Smoking is forbidden here. Never smoke in driveways, stairs, elevators, vehicles, or in any other public area not designated as a "smoking zone". No smoking signs are found throughout most of the department. The safe disposal of matches, cigarettes, cigars or any other inflammable material is required. These materials should be extinguished and placed in a suitable container.

### Drugs

Drug abuse destroys the will of the individual abuser, because drug abuse (makes the individual lose all religious and moral values and disrupt his career and education, which reduces his productivity and his social and cultural activity and thus deprives him of people's confidence in him, and thus turns by the action of drugs into a superficial, unreliable, careless person and perverse in mood and with dealing with others).



The use of beverages and/or intoxicating drugs during business hours is strictly prohibited and is a reason for disciplinary action including termination of service. No employee under the influence of alcohol and/or drugs will be permitted to work.

The medications prescribed by the doctor are allowed provided they do not impair functional performance. The supervisor must also be notified of any new prescription or prescription change that affects the employee's ability to perform the duties of his specific job.

## Fire protection

In the event of a fire, call 997, and make sure you know the locations of hoses and other fire protection equipment in and around work areas. Be aware of building floor plans posted in buildings that show emergency exits, fire stations, and fire extinguisher locations. Fire protection equipment should not be moved or removed from the designated storage area except when used. After the presence of a fire extinguisher, the alarm bell is activated and the elevators stop immediately. Used in an area, wait until the area is well ventilated before entering. If the fire extinguisher has been discharged for any reason, report it to send it immediately.

## A. (Safety and Fire Prevention)

The basic training provides all the department's employees with general safety procedures that need to be known when exposed to any type of risk and this includes:

- Fire safety, as everyone should know the following:
  - 1- How to respond during mock training to deal with fire.
  - 2- The procedures for reporting fire.
  - 3- The knowledge about fire reporting.
  - 4- The use of fire equipment in the work area.
  - 5- The means and methods of evacuation.
  - 6- The locations of the exits, emergency exits and points of fire alarm devices.
  - 7- Practical training on the optimal use of fire extinguishers.
  
- General occupational safety everyone should know the following:
  - 1- The procedures for reporting risks.
  - 2- The general precautions to prevent injuries or accidents and methods for reporting them.
  - 3- The procedures that must be followed in the event of an injury during work.
  - 4- The methods of preventing electrical / chemical / physical hazards.



5- The means of safety from machine hazards.

6- How to prevent back pain.

## B. Protect the area

Work area protection includes warning students and the general public that they are near work sites that pose potential safety hazards. Wet or smooth floors, areas that are stripped and waxed. This protection can be achieved by placing barriers, cones, warning tape, and/or signs in the vicinity that warn of an approaching danger.

## Light

Always use appropriate lighting to illuminate the work area of the department and to ensure safe completion of work. For temporary lighting, use extension cords or other electrical sources that are properly insulated and grounded. Ropes running through the walkway must be affixed and marked as tripping hazards.

## Work area guidelines

- No animals of any kind are allowed on the college campus.
- Fire doors may not be opened. In other doors, pickets can only be used under the door, not on the hinge side. Remove pegs at the end of each shift.



- Doors that open during breaks should be re-locked, when you are out of the area, or when work in these rooms is finished. Reduce the number of doors left unlocked during work.
- Friends, relatives, or other visitors who do not work for CBA are generally prohibited from attending college. Friends, relatives, or other visitors may not provide assistance to employees in their work, nor can they provide companionship during working hours. Visitors may be permitted after the supervisory approval of the head of the department.

## Carefully entering and exiting

Monitor the entrance floor. Step up or down if the elevator and auditorium floors are not level with each other. Before entering, stand aside and allow exiting passengers to disembark.

- It is very important to pay attention to floor level when entering and exiting the elevator.
- Sometimes, the hall floor may not be completely level with the elevator floor. Attention will keep passengers from tripping.
- A step over the gap.



- Be careful to close the doors. Touch or stop it only if it is expected to interfere with traffic.

- Although many elevator doors have protective edges designed to reopen upon touch, they must be treated like any moving equipment.
- Contact should be avoided unless absolutely necessary.
- It is also important to get in and out quickly.
- Press the door button or ask another passenger to press the "open the door" button (reverse the doors) to allow the slow engine time to enter or exit.
- Stand clear, let the doors open and keep your hands, children and clothes away from the doors.

- If the doors do not open when the elevator stops, press the alarm button and wait. Never force open doors or try to exit.

- Attempting to force open doors is dangerous because an elevator can resume travel without warning and seriously injure a person.
- The elevator inside is the safest place.
- C. Only trained professionals know how to safely remove occupants or restart an elevator.



- Chances of elevator downtime are extremely rare but if it does, keep calm, our elevators are safe and help will be offered soon.
  - Use the alarm button or stay on the phone if there is one, Stay calm and most importantly, stay indoors.
  - When help arrives, follow the instructions for a safe exit.
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- In the event of a fire, never use the elevator, use the stairs.
  - Most modern elevators are programmed to automatically return to the ground floor when an alarm is triggered. It will be closed and still available to firefighters only, so they will not respond to calls. You may waste valuable time in a fire waiting for the lift that never comes. Always use stairs. If those in charge decide that it is safe for the building occupants to use certain elevators, then advertisements will be made. Follow the directions.
  - A disabled person is safer when they go to the stairwell to wait for rescue or be transported away from fire and smoke. Those in authority may direct otherwise and their instructions must be followed.
  - The program provides a numbers of facilities for people with special needs, such as parking and specifying private lanes for them, in addition to preparing bathrooms for them.

## First aid procedures

Use the abbreviation: reaction to remember the basic treatment procedure.

- a) Stay calm.
- b) Examine the situation to see if the victim needs to be removed from the source of the damage.
- c) ABCs – Airway, Respiration, Circulation.
- d) Ask for help.
- e) Deal with the victim only to the extent that it will not cause any further harm.

## General rules:

### ❖ Basic Safety Rules:

- ✓ Safety is always part of the job – safety is not an act that comes by chance, but is only achieved through participation and teamwork by everyone.
- ✓ Report dangerous cases immediately to the supervisor and to the Safety Department.
- ✓ Report all dangerous acts without delay.



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- ✓ Report the occurrence of accidents and injuries, no matter how small, regardless of the strength of their impact, and to ensure immediate medical attention.
  - ✓ Follow the officially approved steps only when performing daily work.
  - ✓ Good knowledge of safety systems and procedures for each department and strictly following them.
  - ✓ Full knowledge of fire reporting procedures and methods of dealing with it, as well as knowledge of the type of fire extinguishers and how to use them.
  - ✓ Everyone should know the emergency evacuation procedures.
  - ✓ Use only the equipment appropriate to the task assigned to you.
  - ✓ See the safety instructions for your work area.



- ✓ Disposal of all types of waste and chemicals in a safe and appropriate manner, as specified by the University Studies Centers.
- ✓ Adhere to the indicative and warning signs and panels.
- ✓ Make sure you know the proper way to do your job, and if you are not sure about that, ask your supervisor. The right way is the right way.
- ✓ We encourage you to make suggestions that will help you do the job in the right way.
- ✓ Think about what you are doing and how you will do it.
- ✓ Under no circumstances should the electrical circuits be overloaded.
- ✓ Do not use mechanical or electrical rooms for storage.
- ✓ Non-extension of electrical cables and wires on the floors, which causes a risk of tripping.
- ✓ Two-pin electrical sockets are not used, but a three-screw socket with grounding feature must be available. And not to

operate several devices on one electrical outlet (if the building is designed and has a grounding system feature).

- ✓ Always place warning signs in work areas where the work performed involves various hazards such as wiping floors or working with ceilings.
- ✓ When surveying hallways or stairs, only half the width is erased and the other half left for safe use (wet floor placement).
- ✓ Shaping the doors is a problem. If these doors have a vision frame, make sure that the other side is clear before opening. If they do not have a vision frame, they open slowly using the handle or the push plate.

## Safety procedures following - COVID 19

Among the safety measures currently followed in light of the spread of the Coronavirus is to put warning signs that alert you to:

- 1- The necessity to wear a mask.
2. Refrain from shaking hands.
3. Commit to social distancing, using sterilizers, masks.



## COVID-19 Safety Instructions

**تنبيه**  
**ATTENTION**

**تعليمات الوقاية الشخصية  
لمواجهة فيروس كورونا**

الإلتزام بلبس الكمامة

غسل اليدين بالماء والصابون باستمرار

الإلتزام بالتباعد مسافة مترين

تجنب المصافحة باليد والإكتفاء بإلقاء التحية

تجنب لمس العين والأنف والفم

الإدارة العامة للسلامة  
General Safety Department

جامعة الأميرة نورة بنت عبد الرحمن  
وكالة الجامعة للمنشآت والتشغيل



The General Administration of Safety at PNU.

<https://www.pnu.edu.sa/ar/ViceRectorates/UAE0/Safety/Pages/Brief.aspx>

Health and Occupational Safety Department

Emergency and Evacuation Management

<https://www.pnu.edu.sa/ar/ViceRectorates/UAE0/Safety/Pages/Departments.aspx>

The program provides a numbers of facilities for people with special needs, such as parking and specifying private lanes for them, in addition to preparing bathrooms for them. [Click here](#)

Safety Instructions (In case of emergency, call the internal extension 999.

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Health and Safety Version



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