

# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

Dr.D.Senthil Kumaran, B.E., M.E., Ph.D  
Principal

SSMIET/311/October/2023

Date: 03.10.2022

## SAFETY POLICY OF SSMIET

Institution recognizes all teaching faculty members; non-teaching staff members and students have a right to team and work in a safe and healthy environment.

It aims to ensure that all activities carried out on its premises or undertaken by its staff are managed. In such a manner so as to avoid, reduce, or control, all foreseeable risks to the Health and Safety of any person(s).

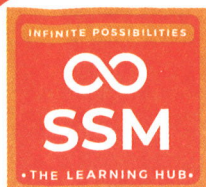
All the teaching and Non-Teaching staff members of the institute are committed to take all reasonable, necessary steps to safeguard student's health and safety during authorized times on the institute premises or during approved institute activities elsewhere.

Students will be encouraged to exercise responsibility for their own safety and to be made aware of potential hazards to themselves.

Any shortcomings in the premises, grounds or equipment which may involve risk will be reported to the Principal or Administrative officer who will take the necessary steps, as far as it is possible, to have them repaired.

### Standard Operating Procedures (SOPs) for Health and Safety

- Members of teaching faculty and non-teaching staff will be on duty from 8.30 am to supervise entry of the students into the institute. Classes start at 9.00 am and this will be indicated by an electric bell.
- Faculty members are committed to positive behaviour management and good order among students. Bullying in all its forms (gestures, verbal, physical, exclusion, and extortion) will not be tolerated and students will be made aware of the need to report such incidents.
- At the end of the teaching day all students leaving the classrooms and leaving the institute building will be escorted to the main doors by a teacher.
- Students will not normally be allowed to leave the institute premises during the working hours i.e. 9.00 am to 4.45 pm. If they want to go out for any valid reason, out pass will be issued after having consultation with their respective parent/guardian by the mentor.
- In the case of injury or any medical attention requiring students will be taken to the hospital immediately to the hospital by the ambulance which is available in the institution 24x7. Then the information to the parent/guardian will be given through the mentors immediately.
- All the students should follow the instructions given in their respective laboratories for safety purpose



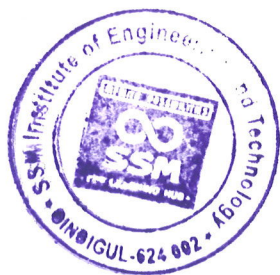
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## Industrial visit/Education tour

- A consent form will be issued to each parent guardian giving details of the visit and this will be signed by them before the student goes on the visit. A risk assessment form will be completed by faculty before any visit or institute activities outside or inside of the institute are undertaken.
- The student's safety and welfare are of the utmost importance at all times.
- Effective security and safety arrangements should be ensured with emergency exits and ventilation/exhausts in auditoriums and also in large class rooms/labs
- Periodic checking is mandatory for wiring and electrical installations for leakage and earthing
- Periodic training is mandatory for operating fire-fighting equipment's and handling of hazardous chemicals etc.
- Emergency medical care and first aid treatment should be available in all time
- Medical staff should be available to provide first-aid and medical help in emergency
- Ambulance service with minimum medical facility should be available in all times
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest to the superiors is mandatory
- Spitting in open area inside the campus should be strictly prohibited
- The availability of sufficient covered dustbins and trash cans should be ensured
- Housekeeping staff to be informed & trained about norms for waste management & disposal.
- Hand hygiene (sanitizer dispenser) and thermal screening provisions should be available at the campus entrance and wherever is possible
- Institute safety checklist (given as attachment) should be verified periodically



  
PRINCIPAL

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