

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Overview

This policy establishes the comprehensive Health, Safety, and Environment (HSE) framework for AIU. It is the parent policy for all HSE activities and is supported by operational procedures, safe work procedures, laboratory safety manuals, the chemical hygiene plan, the emergency management plan, and the biological safety manual all of which are developed and maintained by the HSEO and are given effect by this policy.

This policy is grounded in the Accrediting agency physical resource and campus safety standards, and the international standards of ISO 45001:2018 (Occupational Health and Safety Management Systems).

Scope

This policy applies to all AIU campus locations, all persons on AIU premises (faculty, staff, students, contractors, visitors, and guests), and all activities carried out under AIU's auspices including off-campus fieldwork, study trips, and events organized in AIU's name. It applies equally to teaching activities, research activities, administrative operations, maintenance and facilities management, construction and renovation works, events and public activities, and all other institutional functions.

Purpose

The purposes of this policy are to:

- Express AIU's unconditional commitment to the health, safety, and environmental wellbeing of all members of the university community
- Define the roles and responsibilities of every level of the institution, from the Board of Trustees to individual students, in maintaining a safe campus environment
- Establish the risk management framework through which hazards are identified, assessed, controlled, and monitored
- Define the requirements for laboratory safety across all hazard types encountered in AIU's academic and research programs
- Establish the incident reporting, investigation, and corrective action framework that drives continuous improvement
- Define the emergency preparedness and response framework that protects the university community in the event of a crisis
- Establish the HSE training requirements applicable to each category of campus community member
- Define the environmental management obligations that govern AIU's campus operations and waste management
- Demonstrate compliance with Kuwait legal requirements and with adequate physical resources and commitment to student health and safety

Definitions and abbreviations

Health, Safety and Environment (HSE): The integrated management of occupational health, physical safety, and environmental responsibility across all institutional activities.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Health, Safety, and Environment Officer (HSEO): The designated institutional officer responsible for developing, implementing, monitoring, and continuously improving AIU's HSE program. The HSEO reports to the VP Administration.

Hazard: Any source, situation, or act with a potential for harm to persons, property, or the environment.

Financial Risk: Any condition, event, or circumstance that may adversely affect the institution's financial stability, liquidity, operations, or strategic objectives.

Risk: The combination of the likelihood that a hazard will cause harm and the severity of that harm. Risk = Likelihood × Severity.

Risk Assessment: A systematic process of identifying hazards, evaluating the associated risk, and determining appropriate control measures to eliminate or reduce the risk to an acceptable level.

Control Measure: Any action, procedure, device, or system applied to eliminate or reduce the risk posed by a hazard. Controls are applied in the hierarchy: elimination > substitution > engineering controls > administrative controls > personal protective equipment.

Hierarchy of Controls: The internationally recognized priority order for risk controls: first eliminate the hazard; then substitute with a less hazardous alternative; then apply engineering controls; then administrative controls; and finally personal protective equipment as the last resort.

Personal Protective Equipment (PPE): Equipment worn by individuals to minimize exposure to hazards. PPE is the control of last resort, it does not eliminate the hazard and must only be used where higher-order controls cannot adequately reduce the risk.

Incident: Any unplanned event resulting in, or having the potential to result in, injury, illness, property damage, environmental damage, or loss. Incidents include near misses, first-aid events, and serious injuries.

Near Miss: An incident in which no harm occurred but which had the potential to cause injury, illness, or damage. Near misses are leading indicators of safety performance and must be reported and investigated on the same basis as incidents that caused harm.

Emergency: A sudden, serious, and unexpected event requiring immediate action to prevent or limit harm to persons, property, or the environment.

Safety Data Sheet (SDS): A document provided by a chemical manufacturer or supplier, describing the properties, hazards, safe handling requirements, PPE requirements, and emergency response procedures for a chemical substance.

Chemical Inventory Management System: The electronic system maintained by the HSEO recording all chemicals present on AIU's campus, their quantities, locations, and hazard classifications.

Permit to Work: A formal written document authorizing certain high-risk activities, including hot works, confined space entry, electrical works, and work at height, to be carried out under defined conditions and controls.

Policy

Article 1: Roles and Responsibilities

Health and safety is a shared responsibility at AIU. The table below defines the primary HSE responsibilities of each role in the institution. These responsibilities are not exhaustive; they identify the minimum

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

expected contribution of each role to the institutional HSE program. Failure to fulfil HSE responsibilities may result in disciplinary action under the relevant employment or student conduct policies.

Role	Primary Health, Safety, and Environment Responsibilities
President	Final institutional accountability for HSE performance; ensures adequate resources are allocated to HSE; receives the Annual HSE Report; approves significant HSE investments; communicates institutional commitment to HSE to the entire university community
Vice President for Administration	Operational oversight of the HSE function; appoints the Health, Safety, and Environment Officer; receives quarterly HSE reports and incident investigation outcomes; approves emergency management plans; chairs the Institutional HSE Committee; ensures Kuwait legal compliance
Health, Safety, and Environment Officer (HSEO)	Develops, implements, and reviews all HSE programs; conducts inspections, risk assessments, and incident investigations; manages the chemical and biological inventory systems; coordinates emergency response and drills; issues safety inductions; maintains all HSE records; reports to VP Administration
Deans and Department Chairs	Accountable for HSE performance within their School or department; ensure faculty and staff comply with this policy; provide HSE information to department members; report incidents and near misses promptly; shut down activities posing imminent risk; ensure HSE corrective actions are completed on time
Faculty Members	Hold primary responsibility for the safety of their teaching, laboratory, and research activities; conduct risk assessments before new lab activities; ensure students are trained and properly equipped; enforce PPE requirements; update chemical and biological inventories; report incidents and hazards immediately; complete required HSE training
Laboratory Supervisors and Technical Staff	Ensure safe operation of laboratories under their responsibility; conduct monthly self-inspections; enforce PPE and housekeeping standards;

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

	maintain emergency equipment in working order; report maintenance issues immediately; provide induction to new lab users
All Staff and Employees	Follow all HSE policies and safe work practices; use provided PPE appropriately; report unsafe conditions, incidents, and near misses immediately; participate in required HSE training; not operate equipment for which they have not been trained; not disable or misuse safety devices
Students	Follow all HSE rules during all AIU activities including lectures, laboratories, fieldwork, and events; complete required safety training before accessing laboratories; use PPE as instructed; never work alone in a laboratory; report unsafe conditions and incidents to the supervising faculty member immediately
Contractors and Visitors	Comply with AIU HSE policies while on campus; receive a site safety induction before accessing work areas; ensure their personnel hold required licenses and competencies; report all incidents occurring on AIU premises immediately to the HSEO
Institutional HSE Committee	Reviews HSE policy and programs; endorses the Annual HSE Report; recommends HSE investments; reviews major incident investigation reports; oversees the emergency management program; reports to the VP Administration

All persons on AIU premises — including visitors, guests, and event attendees — must comply with AIU's HSE rules while on campus. Faculty, staff, and students are responsible for informing and directing visitors under their supervision on any applicable HSE requirements in their area.

Article 2: Institutional HSE Committee

The Institutional HSE Committee is a standing committee of AIU, chaired by the VP Administration and comprising: the HSEO; one Dean from each School on a rotating annual basis; the Director of Facilities; the Director of IT (for technology safety matters); and a student representative nominated by the Student Council. The Committee meets at a minimum of three times per academic year and:

- a. Reviews and endorses this policy and all HSE-related procedures at each scheduled review cycle

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

- b. Reviews the Annual HSE Report and approves the HSE program priorities for the following year
- c. Reviews all major and critical incident investigation reports and endorses corrective action plans
- d. Reviews the emergency management plan annually and endorses evacuation drill results
- e. Recommends HSE investment priorities to the VP Administration for inclusion in the annual budget
- f. Reviews laboratory inspection findings, trends in near misses and incidents, and the training program completion rates
- g. Reports to the President annually on the institution's HSE performance

The Committee's minutes are retained as official institutional records and are available to the Board Audit and Risk Committee and to Accrediting agency upon request. The HSE Committee is not a substitute for the daily operational HSE responsibilities of the HSEO and departmental leadership, it is an oversight and governance body.

Article 3: Risk Management Framework

3.1 Hazard Identification and Risk Assessment

The HSEO is responsible for coordinating a systematic hazard identification process across all AIU campus areas at least annually, with more frequent assessments required for higher-risk environments including laboratories, design studios, facilities workshops, and construction or renovation areas. The following risk rating matrix is used to assess all identified hazards:

Likelihood \ Severity	1 Negligible	2 Low	3 Moderate	4 High	5 Critical
5 Almost Certain	2 Low	3 Moderate	4 High	5 Critical	5 Critical
4 Likely	1 Negligible	2 Low	4 High	4 High	5 Critical
3 Possible	1 Negligible	2 Low	3 Moderate	4 High	4 High
2 Unlikely	1 Negligible	1 Negligible	2 Low	3 Moderate	4 High
1 Rare	1 Negligible	1 Negligible	1 Negligible	2 Low	3 Moderate

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Risk ratings determine the required response: Negligible/Low (1) routine monitoring and standard controls; Moderate (2–3) additional controls required; High (4) engineering or administrative controls required before activity proceeds; Critical (5) activity must not proceed until the risk is reduced to Moderate or below through elimination, substitution, or engineering controls. PPE alone is never an acceptable sole control for a High or Critical risk rating.

3.2 Hierarchy of Controls

All risk control decisions at AIU are made within the following hierarchy, applied in priority order:

1. Elimination: physically remove the hazard from the workplace, for example, by discontinuing a hazardous process or removing a dangerous substance.
2. Substitution: replace the hazard with a less dangerous material, process, or piece of equipment, for example, replacing a hazardous chemical with a less toxic alternative.
3. Engineering Controls: use physical barriers, enclosures, ventilation systems, or equipment design to isolate people from the hazard, for example, fume hoods, biological safety cabinets, machine guards.
4. Administrative Controls: change the way people work, for example, by training, rotating personnel to limit exposure, establishing standard operating procedures, or implementing permit-to-work systems.
5. Personal Protective Equipment (PPE): provide appropriate PPE as the last line of defense after all higher-order controls have been applied, for example, safety glasses, laboratory coats, gloves, and respirators.

No risk control plan may rely solely on PPE where higher-order controls are practicably available. The adequacy of control selection is assessed by the HSEO and, for High and Critical risks, endorsed by the VP Administration before activities commence.

3.3 Risk Assessment Documentation

Every activity, process, or experiment that presents a hazard must be supported by a documented risk assessment before it commences. Risk assessments are prepared by the relevant faculty member, laboratory supervisor, or operational officer responsible for the activity, reviewed by the Head of Department, and filed with the HSEO. Risk assessments for new activities in established laboratories are submitted to the HSEO at least five working days before the activity begins. The HSEO may stop any activity that does not have an adequate documented risk assessment or where the controls in place do not match the assessment.

Article 4: Laboratory Safety

Laboratories, teaching and research represent the highest-risk environments on AIU's campus. The following framework governs all laboratory safety at AIU. The HSEO maintains a Laboratory Safety Manual,

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

a Chemical Hygiene Plan, and hazard-specific standard operating procedures that provide operational detail supporting each requirement of this article.

4.1 Laboratory Access and Induction

No person, faculty, staff, student, contractor, or visitor, may access any AIU laboratory without having completed the required safety induction for that laboratory type. The HSEO maintains records of all inductions. For students, laboratory induction is completed through the online safety training system before the first scheduled laboratory session. Faculty members must confirm student induction completion before the first laboratory session begins and may not admit uninducted students to a laboratory.

4.2 Hazard-Specific Laboratory Requirements

The following table specifies additional safety requirements for each category of laboratory hazard encountered in AIU's academic programs:

Hazard Type / Area	Specific Requirements
Chemical Hazards	Chemicals stored by compatibility, not alphabetically. Safety Data Sheets (SDS) must be physically present and electronically accessible for all chemicals in use or storage. All chemicals recorded in the AIU Chemical Inventory Management System. Expired or waste chemicals disposed of through the approved contractor only. No significant quantities of hazardous chemicals stored without HSEO approval. Chemical Hygiene Plan implemented in all chemistry laboratories.
Biological Hazards	All biological materials handled in designated biosafety levels consistent with their risk classification. Biological Safety Cabinets (BSC) used for all manipulations of risk group 2 materials or higher. Biological inventory maintained and updated by the responsible faculty member each semester. Disposal of biological waste through licensed biological waste contractor only. Biohazard signage and color-coded waste containers required in all applicable laboratories.
Electrical Hazards	All electrical equipment installed and inspected by qualified personnel. No DIY electrical modifications to laboratory equipment. Electrical safety checks conducted as part of the semi-annual laboratory safety inspection.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

	Ground fault circuit interrupters (GFCIs) required in all wet laboratory areas. No overloading of electrical circuits or use of non-approved extension cables.
Compressed Gas and Cryogen Hazards	Gas cylinders secured to walls or benches at all times, never stored unsecured. Cylinders transported using appropriate hand trucks only. Segregation of flammable and oxidizing gases in storage. Compressed gas system inspected quarterly by Facilities Department. Cryogenic liquids handled with appropriate insulated gloves, face shields, and in well-ventilated areas. No cryogenic liquids stored in sealed containers.
Laser and Radiation Hazards	All lasers above Class 1 used only by trained, authorized personnel with documented training on file. Laser safety eyewear required for Class 3B and Class 4 operations. Radiation sources stored and used in compliance with Kuwait regulatory authority requirements. Radiation Safety Officer designated where radioactive materials are in use.
Nanomaterials and Novel Materials	All work with engineered nanomaterials conducted with prior risk assessment approved by HSEO. Appropriate respiratory protection and containment measures used. Disposal through specialist waste contractor, nanomaterials must not enter standard waste streams.
Studio and Design Workshops (Architecture and Design)	Workshop inductions mandatory before equipment access. Dust extraction and ventilation standards maintained. Guards and safety devices must not be removed from tools. Personal protective equipment appropriate to each tool required. Lone working in design workshops prohibited outside of supervised sessions.
Fieldwork and Off-Campus Activities	Risk assessment required for all off-campus academic activities and fieldwork. Emergency contact protocols established before departure. Travel in pairs minimum; lone fieldwork prohibited. Appropriate PPE for the fieldwork environment required. Field risk assessments reviewed by the relevant Head of Department and HSEO before the activity commences.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

4.3 Standard Laboratory Conduct Rules

The following rules apply in all AIU laboratories at all times:

- Appropriate PPE must be worn at all times in the laboratory. The minimum required PPE for each laboratory is posted at the laboratory entrance.
- Food and drink are strictly prohibited in all laboratories.
- No student may work alone in a laboratory. A faculty member, laboratory supervisor, or designated senior student researcher must be present.
- All laboratory activities must be conducted under a current, documented risk assessment. No improvised or undocumented procedures may be used.
- Aisles, exits, and emergency equipment must be kept clear and unobstructed at all times.
- Loose head coverings must be fastened securely in laboratory environments. Contact lenses, artificial fingernails, and loose jewelry present hazards and must be managed appropriately in laboratory environments where chemical or biological splashes are possible.
- Any malfunctioning equipment, damaged safety device, or failing fume hood must be reported immediately to the laboratory supervisor and the HSEO. Equipment with known safety defects must not be used.
- Chemicals must be stored by compatibility, not alphabetically. Incompatible chemicals may not be stored adjacent to each other.
- The Chemical Inventory Management System must be updated within 24 hours of any change in chemical stock, including new arrivals, disposals, transfers, and quantities used.
- Hazardous waste must never enter the standard solid or liquid waste disposal streams. Segregated hazardous waste disposal through the approved contractor is mandatory.

4.4 Permit to Work System

The following activities require a completed Permit to Work, approved by the HSEO, before commencement on any AIU campus:

- Hot works: cutting, welding, soldering, and any process producing sparks or open flame
- Confined space entry
- Work at height above 2 meters
- Electrical works beyond standard appliance connection and isolation procedures
- Work with ionizing radiation sources
- Work with Class 3B or Class 4 lasers
- Demolition, major renovation, or any work that may disturb asbestos, lead, or other legacy building materials

4.5 Laboratory Inspections

The HSEO conducts formal laboratory safety inspections using a standardized inspection checklist at least once per semester for all teaching and research laboratories. Inspection findings, including corrective action requirements, are communicated in writing to the relevant faculty member and Head of

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Department within five working days of the inspection. Corrective actions are tracked and confirmed as completed by the HSEO. Unplanned inspections may be conducted at any time, following an incident, in response to a reported concern, or at the HSEO's discretion. The HSEO may shut down a laboratory immediately where a serious uncontrolled hazard is identified.

Article 5: Fire Safety

AIU's campus fire safety program is designed to prevent fire ignition, ensure rapid detection and alarm, facilitate safe evacuation, and support effective fire suppression. The following requirements apply:

- All AIU buildings are equipped with fire detection and alarm systems, automatic sprinkler systems (in laboratories and high-risk areas), fire extinguishers of the appropriate type, fire hose cabinets, emergency lighting, and clearly marked evacuation routes and assembly points. These systems are inspected and tested at intervals required by Kuwait Fire Safety Regulations, coordinated by the Facilities Department.
- Fire evacuation plans are posted in every AIU building. Emergency Assembly Points are clearly marked and communicated to all campus users. The HSEO reviews and updates evacuation plans annually.
- A full campus evacuation drill is conducted at least once per academic year. The HSEO coordinates the drill with the Facilities Department and all Deans. Drill outcomes — including evacuation times and identified weaknesses — are documented and presented to the Institutional HSE Committee.
- Each building floor has designated Emergency Wardens, trained and equipped to assist in evacuation. Emergency Warden lists are maintained by the HSEO and updated each semester.
- Any work that introduces a potential ignition source in a building area requires a Hot Works Permit under Article 4.4.
- Designated smoking areas are marked on the campus map. Smoking is prohibited in all buildings, laboratories, and within 5 meters of any building entrance, emergency exit, or laboratory building.

Article 6: Incident Reporting and Investigation

All incidents and near misses at AIU must be reported promptly. The reporting and investigation process is the primary mechanism through which AIU learns from adverse events and prevents recurrence. Reporting a safety incident is an act of professional responsibility. Retaliation against any person who reports an incident or safety concern in good faith is a violation of this policy and is subject to disciplinary action.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Severity	Description	Reporting Timeframe	Investigation Required
Near Miss	An event that had the potential to cause harm but did not	Within 24 hours to HSEO	HSEO records and reviews; pattern monitoring
Low	First aid required; no lost time; minor property damage below KWD 100	Within 24 hours to HSEO and Head of Department	HSEO investigation; corrective action within 10 working days
Moderate	Medical treatment required beyond first aid; lost time from work up to 3 days; property damage KWD 100–1,000	Within 4 hours to HSEO and Dean	HSEO + Dean investigation; report to VP Administration within 5 working days; corrective action within 15 working days
High	Hospitalization required; lost time > 3 days; significant property damage > KWD 1,000	Immediately to HSEO and VP Administration	Formal investigation team; report to President within 24 hours; corrective action plan within 10 working days; Board notified
Critical / Fatal	Fatality; permanent disability; major environmental release; significant structural damage	Immediately to VP Administration and President	Mandatory regulatory notification; independent investigation; Board immediate notification; external authority involvement

6.1 Investigation Process

All incidents above Near Miss severity require a formal investigation documenting:

- The sequence of events leading to the incident
- The immediate causes (unsafe acts and unsafe conditions)
- The root causes (systems, procedures, training, or management failures that allowed the immediate causes to exist)

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

- Contributing factors
- Corrective and preventive actions required, with responsibility assignments and completion deadlines

Investigations are conducted by the HSEO, with the relevant Head of Department and, for High and Critical incidents, the VP Administration. Investigation reports are shared with the Institutional HSE Committee. Corrective actions are tracked by the HSEO and confirmed complete before the incident file is closed. All incident records are retained for a minimum of 10 years.

6.2 Kuwait Regulatory Reporting

Where an incident meets the reporting thresholds specified in Kuwait Labor Law No. 6 of 2010 or associated regulations, the HSEO coordinates the mandatory notification to the relevant government authority (Ministry of Social Affairs and Labor, Civil Defense, or other body as appropriate) within the legally required timeframe. The HSEO maintains copies of all regulatory notifications and their responses.

Article 7: Emergency Preparedness and Response

1. AIU maintains a comprehensive Emergency Management Plan (EMP), developed and maintained by the HSEO in consultation with the VP Administration and the Institutional HSE Committee. The EMP covers:
 - a. Fire and building evacuation
 - b. Chemical spill and release — indoor and outdoor
 - c. Biological incident or release
 - d. Medical emergency and mass casualty
 - e. Electrical failure and loss of utilities
 - f. Severe weather and natural disaster
 - g. Security incident and active threat
 - h. Environmental emergency
2. The EMP specifies: the emergency response team composition and contacts; the roles of each team member; the escalation and notification chain; the communication protocols for students, staff, and external authorities; the procedures for evacuating persons with mobility limitations; and the process for resuming operations after an emergency. The EMP is reviewed annually by the Institutional HSE Committee and tested through scheduled drills. Every AIU building has posted emergency contact numbers and Emergency Response Instructions specific to that building.
3. First Aid facilities are available across the AIU campus. First Aid kits are located in every laboratory, in each administrative building floor, in the campus clinic, and at other designated points communicated to all campus users. First aid kit contents are inspected and replenished monthly

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

by the Facilities Department. Automated External Defibrillators (AEDs) are installed in all laboratory buildings and at the main campus reception, maintained and tested quarterly.

Article 8: HSE Training

Adequate HSE training is a legal obligation under Kuwait Labor Law and a precondition for safe campus operations. The following training requirements apply. Training records are maintained by the HSEO and the HR Department and are available to the external HSE auditor and to Accrediting agency upon request.

Training Program	Audience	Frequency
General Campus Safety Induction	All new employees (faculty and staff); all visiting scholars and long-term contractors; new students (through orientation)	Once on commencement; refresher every 3 years for staff
Laboratory Safety Induction - General	All students before first laboratory access; all new faculty and staff before working in a lab	Once per academic year (or before first lab access if mid-year commencement)
Laboratory Safety Induction - Hazard-Specific (Chemical / Biological / Radiation)	Faculty, staff, and students working with the relevant hazard class	Before first exposure; refresher annually
Personal Protective Equipment (PPE) Training	All laboratory users; staff in facilities, maintenance, and campus operations	Before first PPE use; annual refresher
Emergency Response and Evacuation	All faculty, staff, and students	Annual evacuation drill; emergency response training for designated emergency wardens

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

First Aid Training	Designated first aid officers — minimum one per floor of every laboratory building; one per administrative office floor	Biennial recertification
Chemical Hygiene and Safety Data Sheet Interpretation	All faculty, staff, and students working with chemicals	Before first chemical use; annual refresher where hazardous chemicals are involved
Incident Reporting and Investigation	All faculty, staff, and supervisors	Part of general induction; refresher for supervisors annually
Contractor Site Safety	All contractors working on AIU premises	Before commencement of any work on campus
HSE Leadership and Supervisory Responsibilities	Deans, Department Chairs, laboratory supervisors	Biennial; following any material change in legislation or laboratory activities

No faculty member, staff member, or student may conduct laboratory activities for which they have not completed the required training. The HSEO tracks training completions and notifies Heads of Department of any lapses in required training. Heads of Department may not assign laboratory duties to persons with lapsed training until the training is renewed.

Article 9: Environmental Management

AIU is committed to reducing its environmental footprint and to managing all environmental aspects of its operations responsibly. The following environmental management provisions apply:

9.1 Waste Management

- a. Hazardous waste: chemical, biological, radioactive, and regulated medical waste must be segregated from general waste at the point of generation. The HSEO coordinates collection and disposal through licensed specialist contractors. No hazardous waste may enter the standard waste collection stream.
- b. Chemical waste is collected in clearly labelled, compatible containers in designated chemical waste storage areas. Containers are sealed, labelled with the waste type and accumulation date,

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

and collected by the approved contractor before reaching capacity. Under no circumstances may chemical waste be poured down drainage systems.

- c. IT equipment disposal, including computers, printers, and electronic components must follow the IT equipment disposal process in FIN-008 (Asset Management Policy). Electronic waste must not enter standard solid waste streams.
- d. AIU minimizes paper waste through its digital-first administrative policy. Where printed materials are necessary, recycled paper and responsible printing practices are promoted.

9.2 Energy and Resource Management

The Facilities Department coordinates AIU's energy and water conservation program, including: energy audits of all campus buildings on a three-year cycle; monitoring of utility consumption against targets; identification of efficiency improvement opportunities; and reporting to the VP Administration quarterly on energy and resource performance.

9.3 Construction and Renovation

All construction, renovation, and major maintenance works on AIU campus require an environmental and safety assessment before commencement. This assessment identifies potential environmental impacts including dust, noise, waste generation, and effects on drainage and is reviewed by the HSEO and the Facilities Director. Construction contractors must comply with AIU's HSE policy while on campus and must manage their own waste in accordance with Article 9.1.

Article 10: HSE Budgeting and Resources

1. AIU commits to allocating sufficient financial and human resources to implement and maintain an effective HSE program. The HSEO prepares an annual HSE budget proposal as part of the institutional budget cycle, covering: safety training program costs; PPE procurement and maintenance; laboratory safety inspection equipment; emergency equipment inspection, testing, and replacement; hazardous waste disposal contracts; and any capital safety improvements identified through inspections or risk assessments.
2. The VP Administration presents the HSE budget to the President for inclusion in the annual institutional budget submission to the Board. The Board may not approve an annual budget that does not include adequate provision for the statutory safety obligations in Kuwait Labor Law. Safety investments are not discretionary they are a compliance and duty-of-care obligation. The HSE budget and expenditure is reported to the Institutional HSE Committee and to the Board Audit and Risk Committee annually.

Article 11: HSE Performance Monitoring and Reporting

1. The HSEO monitors HSE performance across the university and reports to the VP Administration quarterly on:

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

- Number and severity of incidents reported, by category and location
 - Number of near misses reported
 - Laboratory inspection findings: pass rates, common issues, outstanding corrective actions
 - Training program completions by category, role, and department
 - Status of all open corrective actions from incidents and inspections
 - Hazardous waste disposal volumes and contractor performance
 - First aid attendance and medical referrals from campus
2. The HSEO prepares an Annual HSE Report, presented to the Institutional HSE Committee and the VP Administration by 31 October each year and made available to the Board Audit and Risk Committee. The Annual HSE Report compares performance against the previous year, identifies systemic issues, proposes targets for the following year, and includes any findings from third-party or regulatory inspections. Key HSE performance data is included in AIU's Annual Institutional Effectiveness Report as evidence of the institution's commitment to the health and safety of its campus community.

Article 12: Compliance and Policy Violations

Compliance with this policy is mandatory for all members of the AIU community. Non-compliance places individuals and the institution at risk and may constitute a violation of Kuwait law.

- a. Faculty or staff members who fail to comply with this policy may be subject to disciplinary action up to and including termination, in accordance with Kuwait Labor Law and the applicable AIU employment policy.
- b. Students who fail to comply with this policy may be subject to disciplinary action under the AIU Student Conduct Policy, including suspension from laboratory access or from academic activities where their conduct creates a safety risk to others.
- c. Contractors whose personnel fail to comply with this policy may have their site access suspended or their contract terminated.
- d. Where non-compliance creates an imminent risk to human life or health, the HSEO or any Head of Department may immediately suspend the relevant activity, evacuate the area, and secure the space until the risk is controlled. This authority cannot be overridden by any consideration of academic deadlines, contractual obligations, or individual preference.
- e. Reporting a safety concern or safety violation is explicitly protected under this policy. No retaliation may be taken against any person who raises a safety concern in good faith, even if the concern is ultimately found to be unfounded. Retaliation is itself a violation of this policy and will be treated with the same seriousness as a direct safety violation.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Procedures

New Employee and Student Safety Induction

1. New employees (faculty and staff) complete the General Campus Safety Induction within the first week of employment, coordinated by the HSEO. Induction covers: campus emergency procedures and evacuation routes; first aid locations and first aid contacts; incident reporting procedure; chemical and biological safety overview; PPE requirements by area; prohibited activities on campus.
2. New students complete the General Safety Induction as part of Orientation Week, facilitated by the HSEO. Laboratory-specific online safety training is completed before first laboratory access. The relevant faculty member confirms induction completion before admitting students to the laboratory.
3. All contractors complete a Site Safety Induction with the HSEO or HSEO-designated Facilities Department officer before commencing any work on campus. A record of contractor induction is maintained by the HSEO and must be available for inspection.
4. The HSEO maintains a Training Register recording every completed induction and safety training session. The Register is reviewed at the beginning of each semester and gaps are reported to the relevant Head of Department within five working days.

Risk Assessment for Laboratory Activities

1. Before commencing any new laboratory activity, process, or experiment, the responsible faculty member prepares a Risk Assessment using the AIU Risk Assessment Template maintained by the HSEO.
2. The Risk Assessment is reviewed by the Head of Department and submitted to the HSEO at least five working days before the activity commences. The HSEO reviews the assessment for completeness, adequacy of controls, and consistency with the hierarchy of controls.
3. The HSEO may approve, request modification of, or decline the Risk Assessment. Where the HSEO requests modifications, the faculty member resubmits within three working days. Activities may not commence without HSEO approval of the Risk Assessment.
4. Approved Risk Assessments are filed in the HSEO's records and a copy is maintained in the laboratory. Risk Assessments are reviewed annually as part of the laboratory inspection cycle and updated immediately if the activity, materials, or equipment changes.

Incident Reporting and Investigation

1. Any person who witnesses or is involved in an incident or near miss completes the AIU Incident Report Form (available on the HSEO's intranet page) on the day of the incident. Where the person involved is injured and unable to complete the form, their supervisor or a witness completes it on their behalf.
2. The completed Incident Report Form is submitted to the HSEO by email or through the physical box at the HSEO's office. The HSEO acknowledges receipt within 24 hours for Near Miss and Low incidents, within 4 hours for Moderate incidents, and immediately for High and Critical incidents.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

3. The HSEO conducts an investigation, interviewing the injured party, witnesses, and the relevant supervisor. The investigation report documents immediate causes, root causes, contributing factors, and corrective actions. The report is completed within the timeframe specified in the incident severity table.
4. Corrective actions are assigned to named responsible officers with completion dates. The HSEO tracks all corrective actions in the Corrective Action Register and follows up on overdue actions weekly. Completed corrective actions are confirmed by the HSEO through a physical verification where practical.
5. All incident records are retained for 10 years. Annual incident summaries are included in the Annual HSE Report to the Institutional HSE Committee.

Laboratory Inspection Cycle

1. At the beginning of each semester, the HSEO prepares a Laboratory Inspection Schedule covering all teaching and research laboratories. The schedule is shared with Heads of Department and relevant faculty members.
2. The HSEO conducts each scheduled inspection using the standardized AIU Laboratory Inspection Checklist. Inspections cover: PPE compliance; housekeeping and aisle clearance; chemical storage and labelling; SDS availability; emergency equipment functionality; waste management; electrical safety; chemical and biological inventory updates; corrective actions from previous inspections.
3. The inspection report and corrective action list are issued to the faculty member and Head of Department within five working days of the inspection date. Corrective actions are assigned priority ratings: Critical (complete within 24 hours); High (within 5 working days); Moderate (within 15 working days); Low (within next semester).
4. Follow-up inspections are conducted for Critical and High corrective actions within the required resolution timeframe. Outstanding Critical actions are escalated to the Dean immediately; outstanding High actions unresolved after 10 working days are escalated to the Dean.

Annual HSE Report

1. By 1 October each year, the HSEO compiles the Annual HSE Report covering the completed academic year. The Report includes: incident statistics by severity and category; near miss analysis; laboratory inspection results and corrective action completion rates; training program participation and completion rates; hazardous waste disposal volumes; emergency drill outcomes; first aid attendance; outstanding corrective actions and mitigation plans; and HSE program targets for the following year.
2. The Annual HSE Report is presented to the Institutional HSE Committee at its October meeting and to the VP Administration. The VP Administration presents HSE highlights to the President.
3. Key HSE data is extracted from the Annual HSE Report for inclusion in the Annual Institutional Effectiveness Report to the Board of Trustees. This data is AIU's primary Accrediting agency evidence for physical and safety resource compliance.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Institutional Health, Safety, and Environment Policy	Effective Date	14/06/2026
	Category	Administration and Campus Operations	Last Review date	
	Policy Number	ADM-001	Next Review date	14/06/2029
	Responsible Entity	VP Administration	Approved By	President

Board Chair Signature	Signature: _____ Date: _____
President Signature	Signature: _____ Date: _____