1. **Goal**

The goal of this directive is to define the rules to ensure a proper safety level at the University and its activities, as well as those responsible for the University’s safety.

Special safety instructions in respect of various technical issues supplement this order and are published separately in accordance with Section 11 of this procedure.

1. **Definitions**

In this directive:

|  |  |
| --- | --- |
| * 1. **“University Property”**
 | Any University Property – land and buildings, except for residential apartments – owned and/or leased by the University, those that are rented to the University and those that are in its possession, student dormitories, including places in which University activities take place such as archaeological excavations and tours and affiliated departments. |
| * 1. **“Safety”**
 | An action or series of actions and means that must be taken in order to prevent risk or damage to life or property.  |
| * 1. **“Safety hazard”**
 | Any living or inanimate object, act or omission, that may be harmful or cause an obstacle, or disrupt safety, |
| * 1. **“Proper safety level”**
 | The safety level required in accordance with the law, regulations, orders, standards and directives instituted or will be instituted in accordance with this Directive. |
| * 1. **“Safety equipment”**
 | Personal protective equipment, firefighting equipment, first aid equipment, rescue equipment and the like. |
| * 1. **“Faculty”**
 | Anyone who is employed by the University with a salary or as a volunteer. |
| * 1. **“Student”**
 | Anyone registered for studies at the University, including anyone who has applied for admission to study and whose application has not yet been rejected, and anyone who has completed his studies but has not yet received a diploma.  |
| * 1. **“Accident”**
 | Bodily injury or property damage, or both of these together, caused as a result of a defect and/or hazard and/or safety event. |
| * 1. **“Dangerous incident”**
 | An event during which an accident almost occurred but no damage was caused. |
| * 1. **“Work accident”**
 | Bodily harm caused as a result of and/or in the wake of an accident on University Property. |
| * 1. **“Safety sector”**
 | Faculty, department, independent unit, a group of several faculties or departments or independent units, grouped together to deal with the safety issue. |

1. **Application**
	1. This Safety Directive applies to the people specified hereinbelow:
		1. Faculty and students;
		2. Anyone who performs work, laboratory experiments, exercises or any academic and/or research action;
		3. Visitors to University Property and any of its units;
		4. External entities operating on University Property.
	2. This Safety Directive applies to all University Property.
2. **Safety authorities**

Below is a list of University authorities recognized in respect of safety, their composition, the way they are appointed, their authority and roles:

* 1. **Safety Council**

The Safety Council will be appointed by the CEO and will meet at least twice a year

* + 1. **Composition** (1.9.2013)
* Chair: Senior academic faculty member with the rank of full professor
* Heads of safety sectors
* Heads of the experimental faculties administration (Engineering, Exact Sciences, Life Sciences, Medicine)
* Heads of the sector safety committees
* Manager of the Engineering and Maintenance Division
* Manager of the Security Unit
* Representative of the Legal Bureau
* Representative of the Human Resources Division
* Safety Supervisor
* Representative of the Workers Committee
* Manager of the Supply Unit
* Director of the Libraries
* Student representative
* Council secretary
* Manager of the Safety Unit – Council Coordinator
* The CEO will participate in the Safety Council’s meetings.
	+ 1. **Authorities and roles** (1.9.2013)

The Safety Council is the University’s senior authority in the matter of safety, and its roles will be as follows:

* Define the University’s safety policy, including in respect of matters of occupational health and hygiene.
* Guide the actions of the Safety Unit and control the outcomes of these actions.
* Monitor and supervise the ongoing safety activities in the faculties and the faculty safety committees
* Define policy regarding in-service training on the topic of safety.
* Prepare an annual safety budget together with the Safety Unit and the Engineering Division, subject to the approved budget.
* Receive reports from the Council’s sub-committees.
	1. **Sub-committee of the Safety Council** (1.9.2013):
		1. **The Safety Council’s sub-committee will be appointed by the CEO**.
		2. **Composition**:
* Chair of the Safety Council
* Manager of the Safety Unit
* Chair of the safety committees in the sectors (11 sectors)
	+ 1. **Authorities and roles**:
* Discuss safety issues raised in the sector committees
* Prepare safety policy recommendations defined by the Safety Council
* Apply safety conclusions and disseminate them to the appropriate University entities
* Draw conclusions from accidents and emergency events.
	+ 1. The sub-committee will meet at least once every two months.
	1. **Safety Committee in the safety sector** (1.9.2013):

The Safety Committee will be appointed by the Chair of the safety sector, and will meet at least eight times a year.

* + 1. **Composition** (1.9.2013):
* Chair – senior faculty member, and in the division – senior administrative faculty member
* Three to five people from the senior faculty members in the sector – from different spheres
* Building custodians
* Sector safety supervisor
* Safety trustees, as necessary
* Committee member and coordinator: Head of the faculty administration/unit manager
	+ 1. **Authorities and roles** (1.9.2013):

The Safety Committee is the competent authority in respect of safety in the safety sector, and its roles will be as follows:

* Examine and define the special safety conditions in all spheres of the safety sector’s activity, to recommend improvements and ensure implementation of the improvements.
* Promote safety awareness in the safety sector through training, information, study days and so on.
* Send summaries of its meetings (minutes) to the Safety Council, the Head of the Sector and the Safety Supervisor.
* Define a policy for utilizing the safety budget and to supervise the manner in which the budget is utilized.
* Appoint unit-based safety committees, if needed.
* The Committee Chair and the coordinator will be responsible for implementing and executing the policy of the safety sector head and safety institutions.
1. **Entities responsible for safety:**

Those in charge of safety at the University will be responsible, among other things, for the appointment and complete and correct operation of all competent authorities, and for the full and accurate compliance with this procedure, as specified below:

* 1. **The CEO:**

Has overall responsibility for the issue of safety at the University.

* 1. **Chair of the Safety Council:**

Appointed by the CEO, will supervise the work of the Safety Council and will be responsible for all matters within the Council’s sphere of activity, as set forth in Section 4.1.2 of this Procedure.

* 1. **Safety Unit Director:** (1.9.2013)

Appointed by the CEO.

Will be the expert and the professional responsible for the issue of safety at the University, and for professional management of the University’s safety authorities.

The position will include the following roles:

* Coordinate the Safety Council and its sub-committees
* Exercise control over safety and manage the work of the Safety Unit, including work by sector safety supervisors; biological, chemical and radiation risk supervisors, and building risk and escape supervisors.
* Handle implementation of professional safety directives.
* Initiate projects promoting safety, and preparing budget proposals for safety activity at the University in the framework of the development plan.
* Professional control over the projects that have been decided as part of the development plan.
* Identify safety defects and finding solutions.
* Offer consultation, direction, training and assistance on safety matters for all University units.
* Advance safety awareness among the University’s faculty and students, among other things, through training (in coordination with the Training Division).
* Promote the issue of occupational health in cooperation with the Social Affairs Division.
* Maintain contact with safety entities outside the University.
* Be responsible for managing the safety budget in the Engineering Division.
	1. **Head of the Safety Sector:**

Dean/division director/independent unit head, and in the case where this involves a sector with several units, the CEO will appoint the sector head.

Will have general responsibility for the issue of safety in the sector.

The position will include the following roles:

Organize and handle the safety system in the safety sector, including appointing unit safety committees and safety trustees – as needed.

* Define areas of responsibility in the safety sector and outline internal safety procedures.
* Allocate resources in order to ensure a suitable safety level in the sector.
* Direct activities of the sector personnel that deal with safety and supervise their work methods, in accordance with the provisions of this procedure.
* Disseminate and inform faculty and students of the safety instructions to be followed by the University as relating to their work and their studies.
	1. **Sector safety supervisors:** (1.9.2013)

Appointed by the Safety Unit Director, with the approval of the Ministry of Industry, Trade and Labor, with certification issued by the chief labor supervisor by virtue of the Labor Inspection (Organization) Law, 5714-1954 and the regulations passed thereunder; and shall have professional safety authority for the University, subject to the instructions and recommendations of the Safety Unit Director.

The roles of the sector safety supervisors within their sectors will be as follows:

* Advise the sector in all matters relating to the laws, regulations and standards in respect of safety.
* Assist the sector in respect of safety, hygiene, human engineering and occupational health of its employees and to promote awareness of these topics.
* Identify safety and hygiene hazards and report these to the sector.
* Ensure that there are suitable safety and hygiene regulations in the sector.
* Demand the institution of proper safety and hygiene arrangements in the sector, in work processes, facilities, buildings, equipment and materials, and any changes thereto.
* Uphold, in coordination with the University’s training supervisor, the provisions of the Labor Inspection (Organization) Regulations (Providing Information and Training to Employees), 5744-1984, and to prepare a plan for training employees.
* Prepare, in coordination with the Safety Unit Director, an annual safety plan and update it as required by the Labor Inspection (Organization) Regulations (Safety Plan), 5744-1984.
* Ensure that the instructions of the safety plan prepared by the University are followed, and that these include safety and hygiene requirements of updated provisions for the safe use, operation, maintenance and storage of equipment, materials and waste, and for work processes at the University.
* Clarify the reasons and circumstances of work accidents and professional illnesses in the sector in order to draw conclusions, to prepare written findings and conclusions of these clarifications, and to propose to the sector appropriate steps to prevent the recurrence of accidents, and to ensure training for employees in respect of the circumstances of the accidents and professional illnesses, and the conclusions derived therefrom.
* Coordinate all of the information and documentation relating to work accidents and professional illnesses that occurred in the sector, in cooperation with the Human Resources Department.
* Assist in preparing safety and hygiene instructions and summarize in writing information concerning risks at work, to publish and update these. To supervise the execution of the safety and hygiene instructions and to report to the Safety Unit Supervisor of any violation thereof.
* Ensure, in coordination with the University’s Signage Section, that hazardous substances, equipment and work processes are labeled and that instructional signs for the use of personal protective equipment are installed.
* Ensure, in coordination with the University’s Maintenance unit, monitoring and supervision of the good working order of safety and hygiene installations, personal protective equipment, work tools and other equipment that requires periodic inspection by law, according to the manufacturer’s instructions and standard professional rules.
* Ensure, in coordination with the Human Resources Department, that there is routine medical testing and vaccinations for employees who are exposed to agents that require such testing.
* Ensure the performance of occupational and environmental inspections by accredited laboratories, if there is a requirement for such inspections in the law or regulations; to document the findings of said tests and to bring to the attention of the sector and employees their implications and any measures to be taken.
* Define, in coordination with the Maintenance Unit, arrangements that will ensure proper safety and hygiene conditions when employing outside contractors in the sector.
* Cooperate with the Safety Council and Safety Committees, and to give them any information they require for their ongoing activity.
* Instruct that activities be stopped when there is an immediate risk to the life or health of an employee or student, and to report this immediately to the Safety Unit director.
* Ensure there is plan and routine emergency drills in the sectors and their facilities.
* Report, through the University’s Safety Unit Director, to the regional labor inspector, at his request, regarding his activities to raise the level of safety and hygiene and to prevent hazards in the sector.
* Accompany labor inspectors on their inspections of the sector, if this is required.
* Prepare periodic reports for the University’s administration and the Safety Council, according to and at their request to do so, and the instructions of the University’s Safety Unit Director.
	1. **Safety trustee:**

Appointed by the Department Head/Unit Director, and will be a member of the academic or administrative faculty.

The position will include the following roles:

* Supervise safety and hygiene arrangements in the unit in which they are employed, to identify safety defects and work to repair or improve them.
* Advise the head of the Unit in which he is employed, as well as faculty and students, to maintain a proper level of safety and prevent accidents.
* Help the Unit Head and those appointed by him:
* To train the Unit’s faculty and students regarding safety
* To develop safety awareness
* To carefully follow safety procedures
* To disseminate safety publications in the Unit
* Report in writing to the Unit Head, the Sector Safety Committee Chair and the Sector Safety Supervisor, regarding the safety level in the Unit, safety defects that are found, including conclusions and recommendations for correcting and/or improving them.
	1. **Supervisor of radiation safety:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director and approved by the Ministry of Industry, Trade and Labor, and shall have professional authority in respect of managing radiation risks. He will also serve as an ionizing radiation safety supervisor, will conduct ongoing supervision of the laboratories and warehouses, and will report directly to the Safety Director and the Sector Heads.

The position will include the following roles:

* Define, for the University’s units, the level of risk from radiation exposure and to determine, accordingly, the type and quantity of ongoing safety inspections and the protective equipment needed.
* Instruct the units where there is a radiation risk (including ionizing radiation) concerning precautions that should be taken.
* Approve the purchase of radioactive materials and define the way their use should be handled.
* Perform inspections in places where radioactive materials are stored and ensure that they are used in ways that comply with safety instructions.
* Instruct that radioactive materials may not be used by the Unit that uses them if they are not handled as required.
* Supervise the removal of radioactive materials and waste, routinely and in an emergency.
	1. **Supervisor for laser work safety:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director and approved by the Ministry of Industry, Trade and Labor, and shall have professional authority in respect of safety when working with lasers, and will report directly to the Safety Unit Director and the Sector Heads.

The position will include the following roles:

* Advise with regard to the laws and regulations for safety when working with lasers and to help promote awareness on issues of safety, hygiene, human and occupational engineering that could expose one to laser radiation.
* Define for University units the level of risk from exposure to lasers and to define, accordingly, the necessary protection means.
* Prepare safety plans that include all information about hazards in laser areas and personal and environmental risks from laser radiation.
* Identify at the workplace safety and hygiene hazards due to laser radiation and to report these to the Safety Unit Director and Sector Heads.
* Train employees regarding safety with laser radiation.
* Stop work at a dangerous laser site when there is an immediate risk to an employee’s life or health, and to report this to the Safety Unit Director and Sector Heads.

* 1. **Entities responsible for toxins:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director, and duly certified that they have received a toxins permit from the supervisor by virtue of the Hazardous Substances Law 5753-1993; and with professional authority in respect of safety when using toxins.

The position will include the following roles:

* Supervise the use of toxins in the University’s units in accordance with the law and procedures in this regard.
* Instruct the University’s units regarding the manner for handling hazardous toxins and adopting precautions when receiving, storing or transferring them.
	1. **Supervisor for biological risks:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director, and will have professional authority in respect of biological risks at the University.

The position will include the following roles:

* Define for the University’s units the level of risk from exposure to biological materials and, accordingly, to determine the type and quantity of ongoing safety inspections and the protective equipment needed.
* Supervise the use of biological materials that are potential pollutants.
* Instruct the University’s units how to prevent biological contaminations and the precautions to be taken when receiving, storing and transferring biological materials that constitute potential biological contaminants.
* Supervise the removal of materials that constitute potential biological contaminants – routinely and in an emergency.
* Maintain contact with supervisory entities on biological matters.
	1. **Supervisor for chemical risks:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director, and will have professional authority in respect of chemical risks at the University.

The position will include the following roles:

* Define for the University’s units the level of risk from exposure to chemicals and, accordingly, to determine the type and quantity of ongoing safety inspections and the protective equipment needed.
* Instruct the University’s units how to prevent chemical risks and the precautions to be taken when receiving, storing and transferring chemical materials that present risks of poisoning, leakage, explosion and chemical accident.
* Maintain contact with supervisory entities on chemical matters.
	1. **Laboratory director (medical, biological, chemical):** (1.9.2013)

The laboratory director (medical, biological, chemical) will be appointed by the Dean of the Faculty (Sector) and will be a member of the academic faculty that actually manages the laboratory, in accordance with the Laboratory Safety Regulations/Occupational Safety and Hygiene when Working with Hazardous Agents (Medical, Chemical and Biological Laboratories), 5761-2001.

The position will include the following roles:

* Overall responsibility for safety regarding work in his laboratory
* Prepare, once a year, a work plan to be sent to the Safety Unit, that will address the following issues:
* Preparing a list of hazardous agents that are used in the lab
* Preparing work methods used in labs that use hazardous substances
* Confirming the safety measures used in the lab when working with hazardous substances
* Ensure that employees comply with all instructions of the work plan.
* Post on a notice board the results of environmental – occupational tests.
* Maintain a log to record the results of the environmental – occupational tests.
* Provide safety procedure and risk training session before an employee begins work, and on a regular and ongoing basis, at least once a year.
	1. **Director of the laser laboratory:** (1.9.2013)

Appointed by the Dean of the Faculty (Sector Head), and will be a faculty member who actually manages a laboratory or a chief researcher, in accordance with the regulations.

The position will include the following roles:

* Have overall responsibility for laser safety in his laboratory.
* Fully implement all sections of the laser safety instructions.
* Give the laser safety supervisor data concerning the laser systems in his lab.
* Identify risks, employ various safety measures including informational signs featuring safety procedures, and immediately correct safety defects.
* Write separate safety procedures for each type of laser, and send a copy to the laser safety supervisor.
* Provide a list of employees certified according to laser types.
* Monitor compliance with laser safety instructions in his lab for all operational configurations.
* Prepare a safety plan that includes: Risk survey, safety measures, personal protective equipment, safety procedures, indicators and signs, and employee certification for each laser separately.
* Provide training sessions on risks, safety procedures and laser operation in the lab for all laser users in his lab, before an employee begins work and on a regular and ongoing basis, at least once a year.
	1. **Fire hazard supervisor:** (1.9.2013)

Appointed by the CEO, as recommended by the Safety Unit Director.

The position will include the following roles:

* Serve as the authorized entity in respect of firefighting.
* Instruct the Units in handling and supervising firefighting equipment.
* Instruct the University faculty on fire safety and fire prevention.
* Ensure that periodic inspections of firefighting equipment are performed.
	1. **Entity responsible for teaching and/or workshop manager, work manager:** (1.9.2013)
		1. Responsible for complying with safety instructions – general and special – relating to the activities of those under him, and for informing faculty and students in his unit of the safety instructions relating to experiments and research.
		2. Responsible for ensuring that those under him use personal equipment and other protective equipment required for their work.
		3. Responsible for providing training on risks and safety procedures before starting work, and in a regular and ongoing basis at least once a year.
	2. **Block/building manager:**
* Responsible for ongoing maintenance of safety equipment found in the buildings of which he is in charge, except for specific equipment.
* Responsible for reporting to the head of the Faculty Administration, the Safety Supervisor and/or the Unit Head, regarding safety defects and hazards in the buildings he supervises.
	1. **Personal responsibility of faculty/students:**

Students and faculty are responsible for behaving in accordance with the safety instructions pertaining to the places where they operate and that issued by their superiors and/or by safety supervisors, including the obligation to use safety equipment as required by law and this procedure.

1. **Imparting knowledge on safety issues:**

Those responsible for safety will take initiative in publicizing safety instructions and safety training activities, in coordination with the relevant units

* 1. Anyone responsible for a group of persons performing an activity involving risk shall ensure that the participants have the basis safety knowledge required to perform the activity, and that they have the knowledge of what to do in irregular situations.
	2. Every person performing work or activity that involves risk must know the basic safety rules required to perform his tasks. Additionally, a person may not use tools or materials posing a safety hazard without knowing the safety rules required, including the use of personal protective equipment.
	3. Those supervising units and/or the performance of activities that entail risk may prevent anyone who does not follow the required safety rules from working.
	4. Heads of departments, faculties, workshops and laboratories will ensure that all employees and students – particularly those who are new – receive safety training according to the needs of their work, teaching and research in the unit.
	5. As part of the safety training, each participant must master the necessary level of knowledge required for activities in the unit as a student and/or faculty member, including familiarity of safety risks, safety rules, proper operation of tools and materials in use, identifying safety signage, behavior during an emergency, etc.
1. **Handling, reporting and investigating a hazardous event/accident:**
	1. **Immediate actions at the site of the event:**

In the case of a hazardous event/accident, those present and those responsible for them at the site will act quickly to stop whatever is causing the event. If the event is an accident involving a person, those present shall act to the best of their ability to provide first aid to the injured**.**

* 1. **Response priorities**

If there is a question of priorities in performing the actions described in Section 7.1 above, the general rule is that injured persons take priority over equipment.

In cases where the risk factor is immediate for other people at the site, first do whatever is necessary to stop the risk factor and then evacuate the injured and administer first aid.

The responsibility of the senior supervisor at the site is to decide on the order of priorities.

* 1. **Enlisting assistance**

Those present at a safety event may call for assistance as specified in the instructions concerning handling safety events and reporting accidents, found in the safety folder in accordance with the “Emergency Information” sheet posted on the University’s notice boards.

* 1. In the case of an event that involves hazardous substances, follow the instructions appearing on the safety cards for that substance (Material Safety Data Sheet cards).
1. **Reporting and monitoring a hazardous event/accident:**

In a situation of a hazardous event/accident, those present at the site shall inform those who are responsible for them, the Safety Section and the Safety Unit. Based on the severity of the event, the head of the Safety Section and the Safety Unit Director will notify the University’s appropriate administrative entities.

In the event of an accident involving persons, those present at the site shall also notify, in addition to the entities mentioned above, the administration of the appropriate faculty if the injured party is a student; and if the injured party is a University employee, then notify the Human Resources Division and the division to which the employee belongs.

1. **Clarifying and investigating the circumstances and causes of a hazardous event/accident:**

Hazardous events/accidents will be investigated by ad hoc committees that are appointed by the Safety Unit/the Safety Council Chair, and at his discretion.

A representative from the Safety Unit shall participate in any such investigative committee, and if a student was injured, a representative from the Dean of Students shall also take part.

1. **General responsibility:**

Responsibility for performing the instructions set forth in this Directive rests with all officials mentioned, each one in their own sphere.

General responsibility for implementing this Directive rests with the University’s Safety Unit Director.

1. **Special instructions:** (1.9.2013)
	1. The Board of Directors hereby authorizes the Safety Council to enact special safety instructions, to correct, amend and/or to rescind them, as necessary.
	2. Upon their enactment, the special safety instructions shall be published in a document that is separate from this Directive.
2. **Application:**

This Directive replaces the directive dated April 12, 1983, and becomes valid as of the date of its publication.

This Directive comes in addition to the law and regulations and does not derogate therefrom.

University Procedures/Procedures/Safety at the University [176505]

1.9.2013