

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



SAFETY POLICY

As per the Approval of Governing Council
(Updated in 2025)

1. Objective

The institution is committed to providing and maintaining a safe, secure, healthy, and environmentally responsible campus for all students, faculty members, researchers, administrative staff, visitors, contractors, and stakeholders. This Safety Policy aims to establish a comprehensive framework for safety management, risk prevention, emergency preparedness, and continuous improvement across all academic, research, administrative, residential, and common facilities within the campus.

The policy is designed to:

- Prevent accidents, injuries, occupational hazards, and unsafe practices.
- Promote a culture of safety awareness and shared responsibility.
- Ensure compliance with applicable statutory, regulatory, and institutional safety standards.
- Protect individuals, infrastructure, laboratory equipment, research materials, and the environment.
- Encourage proactive risk assessment and effective emergency response mechanisms.

Safety shall be treated as an integral part of teaching, learning, research, innovation, extension activities, and campus operations.

2. Scope

This policy applies to all departments, units, and individuals associated with the institution, including but not limited to:

2.1 Academic and Research Facilities

- Autonomous academic departments
- Laboratories and research centers
- Workshops and innovation hubs
- Computer centers and technical facilities
- Incubation and industry collaboration centers

2.2 Administrative and Residential Facilities

- Administrative offices
- Libraries and seminar halls
- Hostels and dining facilities

- Sports complexes and recreational areas
- Campus common areas and utility services

2.3 Stakeholders Covered

This policy is applicable to:

- Students
- Faculty members
- Administrative and support staff
- Researchers and scholars
- Contractors and maintenance personnel
- Visiting faculty and industry experts
- Guests and visitors

All stakeholders are required to comply with the safety procedures and guidelines prescribed under this policy.

3. Safety Policy Statement

The institution is dedicated to maintaining high standards of occupational health, safety, and environmental protection in accordance with statutory regulations and institutional best practices.

The institution:

- Fosters a culture where safety is recognized as a shared responsibility.
- Ensures safe working and learning environments across all campus facilities.
- Identify, assess, and minimize risks associated with academic, research and operational activities.
- Provides adequate safety equipment, emergency systems, and personal protective equipment (PPE).
- Conducts regular safety awareness programs, training sessions, and emergency drills.
- Encourages timely reporting of unsafe conditions, hazards, incidents, and near misses.
- Continuously reviews and improves safety systems through audits, inspections, and stakeholder feedback.

All departments, staff, and students shall actively participate in implementing and upholding the institution's safety standards.

4. Responsibilities

4.1 Management / Principal

The Management and Principal:

- Approve, implement, and periodically review the Safety Policy.
- Ensure institutional compliance with statutory safety regulations.
- Allocate adequate financial and infrastructural resources for safety management.
- Support the procurement and maintenance of safety equipment and emergency systems.
- Promote safety awareness and accountability at all organizational levels.
- Ensure that emergency preparedness plans are established and periodically reviewed.

4.2 Safety Committee / Safety Officer

The Safety Committee and Safety Officer:

- Monitors the implementation of safety protocols across all academic and administrative units.
- Conducts periodic risk assessments, inspections and safety audits.
- Organizes emergency response training and mock drills.
- Maintains records of incidents, corrective actions, and compliance reports.
- Investigates accidents, hazards, and near-miss incidents.
- Recommends preventive and corrective measures to improve safety standards.
- Coordinate with departments during emergencies and crisis situations.

4.3 Faculty Members / Department Heads

Faculty members and Heads of Departments :

- Ensure strict adherence to safety procedures in classrooms, laboratories, workshops, and research centres.
- Provide orientation and safety training to students and research scholars.
- Supervise laboratory and project activities to prevent unsafe practices.
- Ensure proper usage and maintenance of laboratory equipment.
- Display safety instructions, emergency contact numbers, and SOPs prominently.
- Report hazards, incidents, and safety concerns immediately to the Safety Officer.

4.4 Students, Staff, Researchers, and Visitors

All campus users:

- Follow institutional safety rules, procedures and instructions.
- Use personal protective equipment (PPE) wherever required.
- Handle equipment, chemicals, and machinery responsibly.
- Report unsafe conditions, accidents, or suspicious activities immediately.
- Participate in safety training sessions, awareness programs, and emergency drills.
- Avoid actions that may endanger themselves or others.

5. Safety Procedures

5.1 Laboratory and Research Safety

To ensure safe laboratory and research practices:

- Only trained and authorized persons operate laboratory instruments and machinery.
- Standard Operating Procedures (SOPs) and laboratory manuals are maintained and updated regularly.
- Appropriate PPE such as gloves, goggles, masks, lab coats, and safety shoes are used.
- Chemicals, biological materials, and electrical systems are handled according to approved safety standards.
- Laboratory access is restricted where hazardous activities are conducted.
- Emergency wash stations, first aid kits, and fire extinguishers are readily accessible.
- Any accident, spill, or equipment malfunction are reported immediately and documented.

5.2 Electrical and Equipment Safety

The institution ensures safe operation and maintenance of electrical systems and equipment through the following measures:

- Regular inspection and preventive maintenance of electrical installations.
- Proper grounding and insulation of all electrical equipment.
- Use of certified electrical devices and safety-compliant wiring systems.
- Prohibition of circuit overloading, unauthorized wiring, and unsafe electrical practices.
- Repairs and servicing are only carried out by qualified and authorized personnel.
- Damaged equipment are isolated and repaired promptly.

5.3 Fire Safety

To minimize fire-related risks:

- Fire extinguishers, smoke detectors, alarms, and hydrant systems are installed and maintained in all buildings.
- Staff and students receive training on fire prevention and extinguisher usage.
- Flammable materials are stored safely and handled carefully
- Portable fire extinguishers is made available and maintained in all academic, administrative, residential, and common blocks across the campus.
- Automated fire alarm systems and guarding/security monitoring systems shall are installed and maintained to ensure timely detection, warning, and response during emergencies.

5.4 Chemical and Biological Safety

The institution ensures safe handling and disposal of hazardous substances by:

- Labelling and storing chemicals according to Material Safety Data Sheet (MSDS) guidelines.
- Maintaining proper ventilation and containment systems in laboratories.
- Following biosafety protocols appropriate to the risk level (BSL-1, BSL-2, BSL-3, etc.).
- Providing mandatory training for personnel handling hazardous chemicals or biological agents.
- Ensuring safe disposal of chemical waste, biological waste, and contaminated materials.
- Restricting unauthorized access to hazardous storage areas.

5.5 Emergency Procedures

The institution maintains an effective emergency preparedness and response system.

Emergency Preparedness Measures

- Emergency contact numbers are prominently displayed.
- First aid kits are available in all departments and laboratories.
- Emergency exits and assembly points are clearly marked.
- Safety signage is installed throughout the campus.

Procedure during Emergencies

In case of accidents, injuries, fires, or emergencies we,

1. Provide immediate first aid and ensure the safety of affected individuals.

2. Inform the Safety Officer, Department Head, and Principal immediately.
3. Evacuate the area if necessary.
4. Record and document the incident in the Safety Log.
5. Conduct an investigation and implement corrective measures.

Periodic mock drills and evacuation exercises are conducted to improve emergency preparedness.

5.6 Campus and Student Safety

The institution ensures campus-wide safety through:

- Installation of CCTV surveillance systems in strategic locations.
- Deployment of trained security personnel.
- Adequate lighting in corridors, pathways, parking areas, and hostels.
- Safe transportation guidelines for students and staff.
- Hostel safety protocols and visitor management systems.
- Mechanisms for reporting suspicious activities, harassment, or security concerns.
- Awareness initiatives promoting personal safety and responsible conduct.

6. Staff Welfare & Training

The institution recognizes that continuous training and employee welfare are essential for an effective safety culture.

The institution:

- Conduct induction safety training for newly joined faculty, staff and students.
- Organize periodic refresher training programs on laboratory safety, fire safety, first aid and emergency response.
- Encourage participation in workshops, seminars, and certification programs related to occupational health and safety.
- Provide health check-ups and medical assistance for employees engaged in high-risk work.
- Facilitate insurance coverage and safety allowances wherever applicable.
- Promote physical and mental well-being through wellness and support initiatives.

7. Record Keeping

The institution maintains an accurate and updated safety records, including:

- Safety audit reports
- Inspection and compliance reports

- Incident and accident logs
- Emergency drill reports
- Training attendance records
- Equipment maintenance records
- Corrective and preventive action reports

8. Review & Continuous Improvement

The institution is committed to continuously enhancing its safety standards, policies, and operational practices to ensure a secure and healthy academic and working environment for all stakeholders.

To achieve sustained improvement in safety performance, the following measures are implemented:

- The Safety Committee conducts a comprehensive annual review of the Safety Policy, procedures, and implementation practices to ensure their effectiveness, relevance, and compliance with current statutory and institutional requirements.
- Findings and recommendations from safety audits, inspections, incident reports, near-miss cases, emergency drills, and stakeholder feedback are systematically analysed to identify gaps and implement corrective and preventive actions.
- Departments and administrative units actively participate in continuous safety improvement initiatives by adopting updated safety technologies, best practices, and risk management strategies.
- Safety awareness, occupational health standards, environmental responsibility, and emergency preparedness are periodically strengthened through training programs, workshops, and awareness campaigns.
- The institution integrates safety norms, ethical laboratory practices, and risk management principles into academic curricula, research activities, innovation projects, and industry collaboration programs to promote a strong culture of safety among students and researchers.
- Continuous monitoring and evaluation mechanisms are established to ensure that safety systems remain proactive, efficient, and aligned with evolving institutional and regulatory expectations.

The institution strives for continual improvement in all aspects of campus safety, health, and environmental management through proactive planning, stakeholder participation, and regular policy enhancement.

9. Compliance & Approval

- Compliance with AICTE, University, statutory, and ISO safety standards is mandatory.

Approved By: _____(Principal / Governing Body)

Date: _____

Safety Officer: _____



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