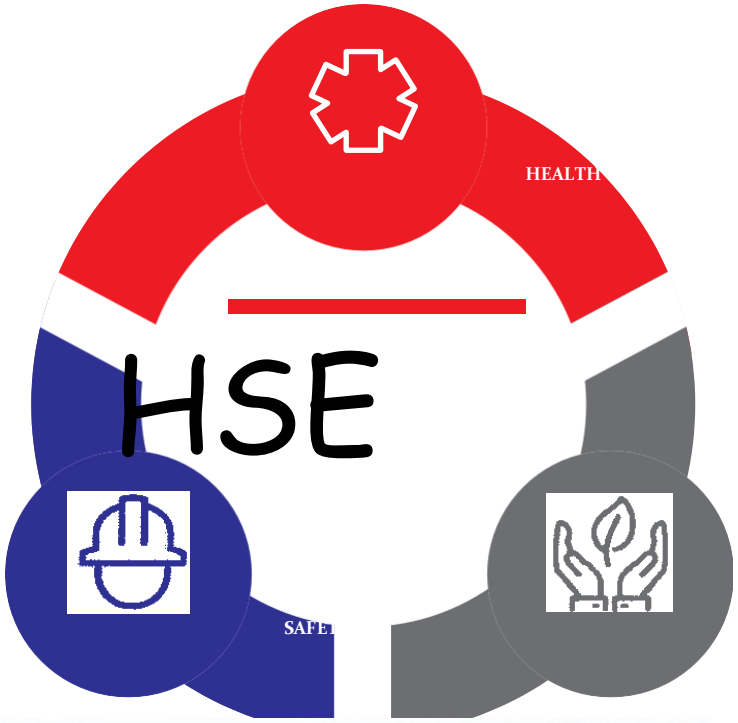
FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS
ABUJA



FRSC HEALTH, SAFETY AND ENVIRONMENT MANUAL SEPTEMBER, 2019

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AUTHORTIZATION

Prepared by	HSE UNIT	
Reviewed by	CMRO	
Approved by	Corps Marshal	
Edition/Date	0	Sep 2019

FOREWORD

The protection of Health and Safety of Workers in any Workplace are given Priority in modern society. This is because the advantages are numerous both to the workers and the owners of such workplaces. It is on note that Heath, Safety and Environment Management System (HSE-MS), wherever it is established has economic, moral, and legal advantages for owners of workplaces. Both the International Labour Organization (ILO) and the World Health Organization (WHO) have seriously recommended the protection of workers' Health at work. World Health Organization (WHO) in her Declaration on Occupational Health and Safety for All, approved at the Second Meeting of the Organization, Collaborating Centre's in Occupational Health Beijing, China, October 1994, declared that Health

at Work is a priority for all. It was stated in this document that the way to a Healthy working life is to consider "that Health and Safety at work are important matters that relate to general Health and well-being of working people and it should be given due consideration in Policies at all levels of Societies."
The International Labor Organization (ILO) provided Guidelines for designing these Manual.
International Labour Organization (ILO) in her publication, 'Guidelines on Occupational Safety and Health Management Systems (2001)' was recommended that the Policy Document of any Organization should be developed in line with Organizing, Planning and Implementation and concluding with Evaluation and Action for Improvement.
In preparing this Manual document, all of the above conditions have been considered, and I am happy to say that we have started very well. Our planning is all encompassing and our Implementation will also be total because we consider all our Employees, Officers and Marshals as well as our Customers, Contractors and Visitors as very important as their Health and Safety will not be taken for granted.

BO Oyeyemi, MFR, mni, NPoM
Corps Marshal,
Federal Road Safety Corps
Nigeria.
Dcember, 2017

ACKNOWLEDGEMENT
My profound gratitude goes to the Almighty God for his infinite mercy, divine love, favor, inspiration and understanding. I am highly grateful and indebted to Corps Marshal (FRSC) Dr Boboye Oyeyemi MFR, Mni, NPoM for the opportunity given to me to serve as the DCC (HSE) and to produce all encompassing HSE Policy that would stand the test of time.
I am particularly grateful to my diligent, meticulous supervisor and immediate boss, CC Oladunni W Olaniyan (CMRO) for her support, advice and continuous encouragement in the process leading to the firm establishment of HSE-MS in the Corps and in the course of producing this document.
My thanks goes to DCC (Dr) Davidson Okuobeya for his inputs towards the production of the Document. May I also acknowledge all the relevant Departments and Corps Offices for their inputs and contributions towards the actualization of the HSE-MS Manual. It would not have been possible without their cooperation and contributions. I am sincerely grateful to DCC (QMS), DCC Lasun Bamigbayan for

his constructive criticism which enabled me to bring out the document in a better and more acceptable standard.
It is my pleasure to register my gratitude to the Committee that commenced the preliminary work and initiated the foundation of the Manual document. I appreciate you all.
My thanks also goes to the Computer Operator for typesetting the Document.
Finally, I offer profound gratitude to all those who contributed one way or the other to make this Manual Document a reality. May the Almighty God bless you all.

DCC Felix M. Afoke
Deputy Corps Commander
DCC (HSE)

PREFACE

Health, Safety and Environment (HSE-MS) is all about Planning, Organizing and measuring Performance, Auditing, Monitoring and reviewing performances with a view for continual improvement.

The World over has gone Preventive rather than Curative. The Management of Federal Road Safety Corps (FRSC) being sensitive to Contemporary Issues has keyed into World's Strategic Plan to eliminate Workplace Diseases and Conditions that bring about Debility (ill-health) and Fatality (Death) in the workplace.

It is against this backdrop that the Management of FRSC found it necessary to establish the Health, Safety and Environment Management System (HSE-MS) Unit under the Corps Medical and Rescue Services (CMRS) to undertake the Protection, Prevention and Promotion of Health and to guarantee Safety of Staff, Customers, Contractors and Visitors of FRSC.

The Corps Manages quality through Quality Management System, manages the performance of its Staff through Performance Management System and manages the Health of its Staff through Health, Safety and Environment Management System (HSE-MS) which is the purpose for the production of this Manual Document.

DCC Felix M. Afoke
Deputy Corps Commander
DCC (HSE)

ABBREVIATIONS

ACM ----------Assistant Corps Marshal
AM----------Aneroid Monitor
AP----------Ambulance Point
ATTF----------Action to Take in Case of Fire
BP----------Blood Pressure
BS----------Battery System
CHD----------Coronary Heart Disease
CM----------Corps Marshal
CMRO----------Corps Medical and Rescue Officer
CMRS----------Corps Medical and Rescue Services
DCC----------Deputy Corps Commander
DLC----------Drivers License Center
DM----------Diabetics Mellitus

DM----------Digital Monitor
EEOC----------Equal Employment Opportunity Commission
ELS----------Emergency Lighting System
EPSS----------Emergency Power Supply System
EWA----------Electrical Wiring Appliances
FE----------Fire Extinguisher
FFS----------Federal Fire Service
FPM----------Fire Prevention Measure
FPP----------Fire Prevention Plan
FR----------Fatality Rate
FRSC----------Federal Road Safety Corps
FSMS----------Fire Safety Management System
GS----------Generator System
HA----------Hazard Assessment
HBP----------High Blood Pressure
HSE-MS----------Health, Safety and Environment Management System (HSE-MS)
HOU----------Head of Unit
ICT----------Information, Communication and Technology
IFC----------International Fire Code
ILO----------International Labour Organization
ISO----------International Organization for Standardization
MSDS----------Material Safety Data Sheets
NDL----------National Drivers License
NFSC----------National Fire Safety Code
NHLBI----------National Heart, Lung and Blood Institute
NVIS----------National Vehicle Identification Scheme
OH----------Occupational Health
OSH----------Occupational Safety and Health
OSHA----------Occupational Safety and Health Administration
PASS----------Pull, Aim, Squeeze and Sweep
PR----------Pulse Rate
PF----------Print Farm
PS----------Program Strategies
PE----------Physical Exercise

RSHQ----------Road Safety Headquarters
RR----------Respiratory Rate
SC----------Sector Command (er)
SH----------Sexual Harassment
SFO----------Stop Fire from Occurring
SOP----------Standard Operating Procedure
UC----------Unit Command (er)
WHO----------World Health Organization
ZCO----------Zonal Commanding Officer
ZO----------Zonal Office
ZP----------Zebra Point

FRSC VISION, MISSION AND CORE VALUES

VISION

To eradicate Road Traffic Crashes and create safe motoring environment in Nigeria

MISSION

Regulate, Enforce and Coordinate all Road Traffic and safety Management activities through:
Sustained Public Enlightenment
Effective Patrol Operation
Prompt Rescue Services
Improve Vehicle Administration
Robust Data Management
Promotion of Stakeholders Cooperation

CORE VALUES

Timeliness
Fairness
Transparency
Service Orientation.

QUALITY POLICY

The Federal Road Safety Corps is committed to creating a safer motoring environment through compliance with the FRSC (Establishment) Act 2007, other traffic laws and Quality Management System Standard with a view to continually improving its mode of Operations.

CHAPTER 1

1.0. INTRODUCTION

The Management of the Federal Road Safety Corps plans, installs, implements and continually improves Health, Safety and Environment Management System (HSE-MS) in order to protect the Health and Safety of Staff, Customers, Contractors and Visitors alike.

The Corps manages quality through Quality Management System, manages the performance of its Staff through Performance Management System and manages the Health and Safety of its Staff through the Health, Safety and Environment Management System (HSE-MS) which this Manual document addresses.

Therefore, it is the FRSC's Policy that:

No Staff (including Visitors and Customers) suffers ill-health, injuries, or death as a result of his or her work.

All its work locations (RSHQ, Field Commands, NVIS, Signage, FRSC Academy, Training School, DLC, Zebra, RTC Clinics, Medical Centers, NDL Print Farm, Mechanic Sheds, Plumbing Sites etcetera) shall be free of Hazards that could cause Accidents, Incidents or ill-health to people at work, as low as reasonably practicable (ALARP).

Its Workplaces will have atmosphere and setting that is conducive to good Health and Safety. By this, I mean work Areas where Chemicals and Finished products require room temperature in order to sustain quality.

FRSC is committed to providing Safe working Equipment and Environment for our workplaces as far as reasonably practicable (AFARP).

The Corps Marshal shall direct the inspection of our Workplaces regularly (as risk assessment indicates) to see that they are free of Hazards. This is done through regular inspection (At least once every quarter).

FRSC will align with Organizations and Agencies who share our Commitment to Health and Safety. Example of such agencies include: Federal Ministries of Health, Environment, Agriculture, Information, Transport, Defense, Education, Finance, Labor and Employment, NURTW, WHO, UN, WARSO, NGOs etc.

The Commanding Officer of any of our workplaces that is found to be unsafe and unhealthy shall be made to explain the reason.

1.1. WHY FRSC HAS ESTABLISHED HSE-MS

FRSC has found it very necessary to establish HSE-MS due to the following reasons, Example: Moral, Economic, Legal and other reasons.

a. Moral: No Employer will be happy seeing his Employees suffering injuries or ill Health due to negative conditions at the workplace.

b. Economic: It is economical to prevent accidents in the workplace (injuries and ill health to workers) because there are costs attached to it. There may be need to pay compensation, repair damage to equipment etc. There are insured and uninsured costs which are incurred in cases of accident or injuries or ill-health to staff.

c. Legal: The Corps has the duties of care to its Employees under the civil law. It must not neglect these duties as they may be sued for negligence by the staff or members of the public if they suffer any loss through negligence.

Other reasons are;

World Health Organization (WHO) recommends it.

International Labour Organization (ILO) also recommends it

Whatever the reason that might be attached, it is important to take care of the Health of Staff as well as the Environment in which they work.

1.2. FRSC PHILOSOPHY ON HEALTH AND SAFETY

FRSC believes that an excellent Organization is by definition, a Safe Organization. Since we are committed to excellence, it follows that minimizing Risk/Hazards to people, plants, products and Environment is inseparable from all other Organizational Objectives, Organizational image/reputation inclusive.

1.3. SAFETY POLICY STATEMENT

FRSC is committed to providing a Healthy and Safe working Environment to her Staff, Customers, Contractors and Visitors and to adequately handle any material that may have a negative impact on the Environment with a view to continually improving its Health and Safety performance. The Manual allows a loop for continuous improvement.

1.4. FRSC HEALTH AND SAFETY OBJECTIVES

FRSC objectives in setting up this management system include:-

a. To devise and implement policy instruments on workers Health and Safety as well as conducive working Environment.

b. To protect and promote Health and Safety at the workplace.

c. To improve Performance and have access to Occupational Health and Safety Services.

d. To provide and communicate Evidences for Actions and Practices.
e. To incorporate workers Health and Safety into the Policies of the Corps.
f. To ensure adequate control of Health & Safety risks arising from work activities through the provision of a Safe working Environment.
g. Advocates that all Employees are competent in the work activities they are engaged in by giving them adequate training and provision of personal protective equipments (PPE).
h. To enhance the Safety Standard of Operations in the Plant.
i. To enhance the level of Productivity and Organizational Performance.
j. To minimize undue wastage of the material resources used in production.
k. To ensure compliance with all HSE related statutory laws, rules and regulations.
l. To educate the employees so that they can be aware of their own Safety, Health and well being as well as their responsibility towards their Environment.
m. To minimize the level of pollution of the general Environment in and around the Plant.
n. To prevent mishap, injury or death and damage to Properties, Products or Organizational image/reputation.
0. To be careful in handling, storing and transportation of Hazardous Substances which are dangerous to Health.

1.5. HEALTH AND SAFETY DEFINITIONS

a. **HEALTH:** Health is a condition, state or quality of the whole individual that enables him or her carry on his daily activities that are obligatory as well as non- obligatory. It can also be defined as a state or quality of Health which enables a person to face up to crisis, to carry out his responsibilities and to relate to other persons effectively. World Health Organization (WHO) defines Health as a state of complete physical, mental and social wellbeing of an individual and not merely the absence of disease or infirmity.

b. **SAFETY**: Protection of people from physical and mental injury. Freedom from danger. Protection from Hazards, risk or potential danger being exposed to.

c. **ENVIRONMENT**: All the external factors, living and non living materials which surrounds Man and influencing the life and activities of people. E,g water, Air, soil Wastes, housing, radiation, plants, weather condition, Animals, Bacterial, viruses, stress, value, culture etc.

d. **WELFARE**: The provision of facilities to maintain the Health and well being of individuals at the workplace. Welfare facilities include washing and sanitation arrangements, provision of drinking water, heating, lighting, cloak room, or accommodation for clothing, seating (when required by the work

activity), eating and rest rooms. First aid arrangements are also considered as welfare facilities.

e. **OCCUPATIONAL OR WORK-RELATED ILL HEALTH**: This is concerned with those illnesses or physical and mental diseases that are caused or triggered by workplace activities. Such conditions may be induced by the particular work activities or procedure of the individual or by activities of others in the workplace (Co-workers). The time interval between exposure and the onset of the illness (incubation period) may be short (e.g. Asthmatic attacks) or long (e.g. Deafness or Cancer). It can also be defined as an Occupational illness, abnormal Condition or Disorder, other than an injury which is mainly caused by exposure to environmental factors associated with the Employment. It includes Acute or Chronic illness or Diseases which may be caused by inhalation, absorption, ingestion or direct contact.

f. **INCIDENT**: An unplanned, unexpected or uncontrolled event that may or may not result into harm, damage or injury.

g. **FATALITY**: A work related injury resulting in the death of the Employee, even if death did not occur immediately.

h. **ENVIRONMENTAL PROTECTION**: These are arrangements/strategies implored to cover those activities in the workplace, which affects the Environment (in the form of flora, fauna, water, air, and soil) and possibly the Health and Safety of Employees and others. Such activities include waste and effluent disposal and atmospheric pollution.

i. **HAZARD**: Materials, Processes, or Procedures that have the potential/capacity to cause harm to people at work.

j. **HAZARD ASSESSMENT**: A thorough examination of an operation (job site, shop, task, etc.) for the purpose of identifying what actually and potential that hazards may exist.

k. **RISK**: The likelihood of harm resulting from material, process or procedure.

l. **ACCIDENT**: An unplanned event that causes injury, death, damage to property or loss of business opportunity.

m. **NEAR MISS**: is any unplanned event which, under slightly different circumstances, could have resulted in loss to people, property, Equipment, production, or the Environment. It is incidents that do not result into injury or damage.

n. **INJURY FREQUENCY RATES**: injury/illness rate based on 100,000 employees' hours,

$$\frac{number\ of\ recorded\ injuries\ in\ a\ period \times 100{,}000}{total\ employee\ hours\ worked}$$

o. **ANNUAL INJURY INCIDENCE RATE**

$$\frac{number\ of\ reportable\ injuries\ in\ a\ financial\ year \times 10000}{average\ number\ employed\ during\ the\ year}$$

p. **LOST TIME ACCIDENT**: work related injury or illness resulting in the inability of the injured person to return to duty on the next scheduled workday following the injury.
q. **OSHA**: Occupational Safety and Health Administration:
r. **SECURITY**: This entails means of being secured. It can also be defined as all the strategies implored so as to be safe.

1.6. THE HSE-MS GUIDING FRAMEWORK

The working questions are three:

- Where are we?
- Where do we want to be?
- How do we get there?

1.7. WHERE ARE WE?

To answer this question we need to do some Hazard identification and risk assessment. In FRSC Headquarters, our risk assessment indicates the following Bad and Good Practices on HSE;

a. The need to improve on the level of Hygiene is paramount, as the toilets are not clean enough. Some of the toilet facilities are non functional while some do not have wash hand basin. However, with the full implementation of HSE in the Corps, the detected anomalies have been taken care of through Sanitary Procedure adopted by the Corps.
b. The way and manner in which the seats are arranged at meeting venues does not take care of emergency situations. The right way provides for Ergonomic arrangement that makes room for easy escape in case of Emergency.
c. No cloak rooms for changing of dresses and uniforms are hung in the toilets.
d. Waste management problem: For instance, used oil spillage in the mechanic sheds; refuse dumps are not cleared for months.
e. Fire Assembly points that have not been tested because no fire drill has been executed. Fire drill to be conducted at least twice in a year.
f. Workplace transport problem- lack of pedestrian walkways within the premises.
g. No speed limit within the premises
h. No designated emergency exits
i. No exits indicators on the corridors of both zones 7 & 3 offices which should guide visitors in case of emergency.
j. Slippery floor tiles used can lead to slips, trips and falls.
k. Lack of emergency lights when current is cut.
l. No smoke alarm for fire detection
m. Fire water system is unserviceable
n. Office ergonomics problems – from improper chairs and tables for computer work; software and hardware problems; improper lighting level in some offices.

o. Contractors working on the sites create Hazards like Vibrations, Noise, improper manual handling of goods and Equipment.
p. Enforcement of the use of Personal Protective Equipment,(PPE) especially No. 6 dress. Field Commands most applicable (Operational Staff).
q. Good correlation between ISO 9001:2008 and HSE-MS.
However, it is important to note that with the establishment of HSE-MS; most of the anomalies have been addressed while a lot more are still waiting for attention.

1.8. WHERE DO WE WANT TO BE?

Some of those prevailing situations above are not where we want to be; hence the need for improvement to get there. Where we want to be is a situation where good health and safety practices are in place with proper Health, Safety, and Environment Management System (HSE-MS)

1.9 HOW DO WE GET THERE?

To get there, FRSC WILL use the HSE-MS.

1.10 THE HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM

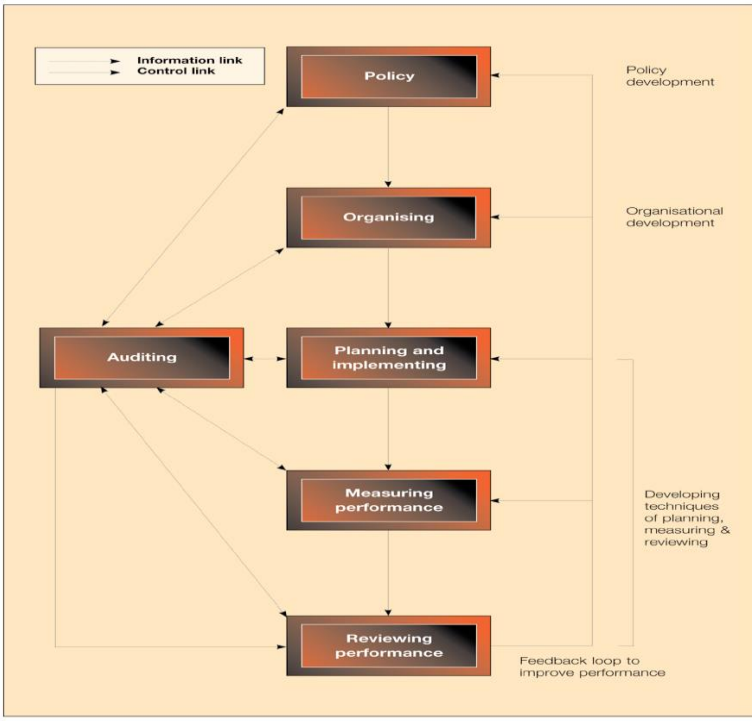


Figure 1: Key Elements of Successful Health and Safety Management System

HSE-MS involves organizing officers and men with HSE training to become HSE operatives in Departments, Corps Offices, Field Commands, Academy, Training school and other areas like Drivers License Centers, Print Farm etc shall also be covered. Their activities will involve injury and ill-health prevention through;
Management arrangement,

Risk Control System (RCS) and workplace precautions = SAFETY. The combination of RCS WP amounts to Health, Safety, and Environment Management System (HSE-MS).

1.11. MANAGEMENT ARRANGEMENTS INCLUDE

a. Setting performance standards,
b. Prioritizing health and safety activities.
c. Implementing the HSE-MS.
The above programmes will be executed through the elements of;

i. **HSE Manual**: This sets the direction for the whole system to follow; it will **reflect** what the Corps is willing to do and how it would be done.
ii. Organization: Organizing an effective HSE management structure and arrangements that will implement the HSE document.
iii. **Planning**: Planning a systematic approach to implementing the health and Safety Manual through an effective HSE-MS.
iv. **Measuring performance**: Performance will be measured against all those agreed standards to reveal when and where improvement is needed.
v. **Auditing and reviewing performance**: There would be a systemic review of performance based on data from monitoring and from independent audits of the whole system (the whole HSE-MS).

1.12. ORGANIZATION OF THE SYSTEM

Though, the responsibility for the Health, Safety, and Welfare of Staff (including Customers, Visitors, Contractors, etc) of the Corps is that of the Corps Marshal, the day to day running of the HSE-MS is vested on DCC HSE domiciled in the **office of CMRS** . He shall oversee all other trained HSE operatives and collects reports from them on Weekly, Monthly and Yearly as the case may be.
HSE operatives shall be selected and trained to carry out risk assessments of their areas of jurisdiction.
Health and Safety committees: There shall be established in all FRSC formations (HQ-CMO, Depts., Corps Offices and Commands) committees which shall comprise of HSE operatives, Provost, Intelligence, TSD, and AHR with DCC (HSE) as the Chairperson. They are to oversee Health and Safety programmes and report to the Commanding Officers. HSE operatives to forward their reports to DCC (HSE) at the HQ, who would in turn forward such repo rt to Corps Marshal through the CMRO.

1.13. PLANNING AND IMPLEMENTATION (STANDARDS TO BE IMPLEMENTED IN ALL FRSC COMMANDS/ LOCATIONS.

At all FRSC Commands/Locations Naionwide, these conditions must be fulfilled for the health and safety of all:

OFFICE SAFETY

Work points: These are all points where a particular kind of work is done/carried out.

i. **Chairs**
   a. Chairs must be strong enough to support the user.
   b. Must have arms rest
   c. Properly cushioned

ii. ***Tables must***
   a. Be Strong enough to support the user
   b. Have enough space on top
   c. Have enough leg room space underneath for the user.
   d. They must not have sharp edges that irritate the nerves of users.

iii. **Ventilation**
   a. Each office must be well ventilated in terms of window;
   b. Fans must be working or air conditioners (where necessary).
   c. There must be moderate temperature; neither too cold nor too hot.
   d. When very low temperature needs to be maintained in a location, there must be protective apparel for staff in that location. Example of such apparel include: Protective Boot, Overall and Headgear etc.

iv. **Floors**
   a. Must be smooth; filled where the floor is cracked.
   b. Must not be slippery.
   c. Wet floors must be indicated

v. **Electrical installations**
   a. Must be properly secured with standard electrical products.
   b. Current carrying cables (Live wires) must not be allowed to stick out dangerously.
   c. Switches must be properly secured.
   d. All electrical appliances must be earthed to prevent electric shock.

vi. **Computer workstations**

   Wherever computers are in use;
   a. It must be equipped with chairs that have adjustable height.
   b. The tables must have leg room for operators.
   c. This means our computer workstations must be ergonomically arranged (prototype will be provided).
   d. All systems and accessories must be properly covered against dust when not in use.
   e. vii **Rest rooms**

All commands;

a. Must have functional toilets with a good supply of water. There must be soap for washing hands and a disposable paper or towel for drying.
b. Drinkable water must be available where it will be accessible to everybody.
c. Must have refuse /waste bin.
d. Proper Personal Protective Equipment (PPE) must be made available to personnel maintaining the toilets.

viii. **Venues for Events and Meetings**

Our chosen venues for conferences, seminar, or workshops must be assessed to be health and safety compliant. That is, it must have good exit and entry points with emergency exits properly designated and signed. Sitting arrangement must make room for easy access of all participants.

x. **Catering and Caterers**

In all our locations (commands) wherever catering is done by external persons the following shall apply:

a. General Medical test (to ascertain their health condition) shall be carried out on all applicants for catering work, every quarter.
b. Where food is brought from outside readymade, follow up shall be carried out on the facility where the food is prepared before allowing same to be sold in our premises.
c. There shall be food committee comprising of Corps Medical, AHR, Provost, and HSE operatives to oversee the inspection of foods prepared for Officers and men by private caterers. Inspection of facilities shall be done daily on caterers located in our premises while caterers' facilities located outside our premises shall be inspected on a weekly basis.
d. All caterers must have appropriate apron and other catering accoutrement while preparing and serving repasts to staff.

xi. **Lighting**

a. Offices must be well lit without too little or too much light.
b. Corners must be lit.
c. Stairways must be lit. There should be no obstructions on stairways.
d. There must be provision for emergency light when Electricity supply is cut off.
e. All Emergency passages must remain unobstructed and Emergency exits labeled conspicuously.

xii. **Painting of buildings**

a. Where necessary buildings must be coated with paint at least 24 months interval.
b. There must be no cobwebs in corners and Ceilings.

xiii.**First aid box**Each command must have, at least, the minimum first aid provision. This means a suitably stocked First Aid box with necessary First Aid materials adequate enough to support First Aid exercise and a person appointed

to take charge of First Aid arrangements. The minimum standard of First Aid provision includes the following:

- Adhesive and None adhesive Tape
- Adhesive Strips
- Hand Towel
- Iodine
- Moist Swap
- Cotton woo
- Face mask
- Celsius Thermometer
- Bandages of various sizes/Types
- Scissors
- Alcohol Swap
- Safety Pin
- Nose guard
- Hand gloves
- Razor Blade
- Mentholated Spirit
- Analgesics eg Paracetamol, Aspirin
- Hand Sanitizer etc

xiv. **On patrol**

There must be drinkable water supply in the patrol vehicles, provided by the Commanding Officer apart from the necessary kits for operations.

xv. **TRAFFIC AND PARKING CONTROL (within our premises)**

As Road Traffic Administration and Safety Management Agency, traffic routes within all FRSC Premises must be properly marked and signed, with pedestrian walkways identified and marked. Parking must be closely monitored by the Corps Provost office: HSE operatives to give advice on this.

1.14 RESPONSIBILITIES FOR HSE

a. Overall responsibility for Health and Safety is that of the **CORPS MARSHAL, (CM).**
b. Day-to- day responsibility for ensuring that this Manual is put into practice is delegated to DCC (HSE) and HSE Officers in the various formations (Zonal, Sectors, and Units, Academy, Training School, NVIS Plants, DLC, Print Farm, Signage, Medical Center etc.
c. To ensure Health and Safety standards are maintained/improved. The following people have responsibility in the following areas;

S/N	AREA OF RESPONSIBILITY	PERSON IN CHARGE
1.	RSHQ	(DCC) HSE AND DEPRTMENTAL HSE RERESENTATIVES
2.	ZONAL COMMANDS	ZONAL HSE OPERATIVES
3.	SECTORS	Sector HSE OPERATIVES
4.	UNIT COMMANDS	Unit HSE OPERATIVES
5.	NVIS PLANTS	NVIS HSE OPERATIVES
6	SINAGE PLANT	SINAGE HSE OPERATIVE
7	PRINT FARM	PRINT FARM HSE OPERATIVE
8	ACADEMY	HSE OPERATIVE (FRSC Academy)
9	TRAINING SCHL.	HSE OPERATIVE (FRSC Training School)

NOTE: All Officers in charge of Men have responsibilities for the Safety and Health of their men.

1.15. TO ALL EMPLOYEES OF FRSC

All members of Staff have to;

a. Cooperate with commanding Officers, HSE Operatives, and Health and Safety Committees on Health and Safety matters.
b. Do not interfere with anything provided to safeguard their health and safety before, during and after work.
c. All Staff must make deliberate effort to take reasonable care of their own Health and Safety.
d. Report all Health and Safety concerns to an appropriate person (as contained in the Manual statement).

1.16. HEALTH AND SAFETY RISKS ARISING FROM FRSC WORK ACTIVITIES (All Commands, Formations and Production Centers are to identify these and write them down in their documentation)

a. Health and safety risks arising from work activities must be assessed at each location by HSE Officer in that location.
b. The findings of the risk assessments will be reported to the **Commanding Officer.**
c. Action required to remove/control risks will be approved by the **Commanding Officer.**
d. HSE Officers and Health and Safety representatives will be responsible for ensuring the action required is fully implemented.

e. Assessments will be reviewed every month or when the work activity changes. The team of reviewers shall be HSE Officers, Health and Safety Committee and the Commanding Officer of that particular location.

1.17. SAFE PLANT AND EQUIPMENT

In collaboration with relevant Departments (Stakeholders) such as Technical Services Department, HSE will be responsible for:

a. Identifying all equipment/plant needing maintenance in the Headquarters, while TSD Officers in their various Commands would do same.
b. Ensuring that effective maintenance procedures are drawn up.
c. Ensuring that all identified maintenance is implemented properly and effectively.
d. Ensuring that all Fire Extinguishers are properly maintained and working effectively.

HSE Officers in all locations will:

i. Check that new plant or equipment meets Health and Safety standards before it is purchased and installed. (***Procurement Office must take note to inform HSE when samples are brought for bidding and when receiving supplied goods***)
ii. Check the equipment of contractors working in all the locations to see that they are not exposing members of staff to hazards. The HSE Officers are well capable of doing this hence they are trained and retrained. However, the checking is to be carried out in collaboration with the Technical Services Department.
iii. Check the work procedures of contractors to see that they are not contravening the general health and safety rules and regulations. FRSC contractors will be advised to embrace the HSE-MS in their organization as this will help the Corps a lot.
iv. Provide information to contractors to be sure they do not contravene the HSE rules and regulations.

1.18. INFORMATION, INSTRUCTION AND SUPERVISION

a. The Health and Safety flier is displayed at the entrance of the Offices and leaflets distributed by HSE Officers.
b. Health and Safety advice is available from HSE Officers at all locations
c. Supervision of new workers/trainees will be arranged/undertaken/monitored by head of TSC in the Commands, in cooperation with the Command's HSE Officer.

1.19. COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all HSE Operatives by the Training, Standards and Certification department at the training camps or as may be directed by the Corps Marshal.
Job specific training will be provided by each heads of Departments, Corps Officers and Commands
Records of training are kept at……TRG DEPT by HSE Representative in Training Department and DCC (HSE).

1.20 ACCIDENT, FIRST AID, AND WORK-RELATED ILL HEALTH (HEALTH SURVEILLANCE)

In order to prevent work related ill-Health, certain steps must be taken to prevent some negative occurrence as early detection of diseases is a very important aspect of Preventive Heath. One of the ways to achieve this is through Health Surveillance.

Health surveillance is required for employees doing the following jobs:

a. Patrol and rescue men
b. Computer operators
c. Mechanics
d. Health workers
e. Drivers
f. NVIS plant workers
g. Sportsmen and women

Health surveillance will be arranged by HSE officers in ALL Commands, Departments and Units with the CMRS. Health Surveillance simply means the continuous Monitoring and Evaluation of Employees Health through Interfacing, Observation, Health/Medical Checkup in order to ascertain the Health Status of each Staff in FRSC employment. This exercise is to be carried out in FRSC Preventive Health Clinic when established and visiting of Field Commands at least twice in a year. The result of such exercise would be analyzed and recommended for further Health or Medical Care as the Case may be. However, immediate Counseling and Health Education would be given at the FRSC Preventive Clinic or during visits to Field Commands.

Health surveillance records of each Staff would be kept by DCC (HSE), HSE Representatives of Admin & Human Resources (AHR) and Corps Secretary (CS). The benefits of Health Surveillance are enormous including the following: a. Early detection of Disease or Infection and subsequent treatment same.

b. Prevention of Sudden/ Untimely death.
c. Promotion of Health through Health Education/Counselling.
d. Sustenance of Life/workforce.
e. Sustenance of productive tempo and relative performance.

ACCIDENT, FIRST AID AND WORK-RLATED ILL HEALTH (contd)

i. The First Aid boxes are at Departments and Corps Offices……
ii. The appointed first aider is (named)…….
iii. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by **HSE Officers at HSE offices**
iv. HSE Officers are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing Authority if requested, with due permission from the Corps Marshal.

1.21 MEASURING PERFORMANCE

Measurement is essential to maintain and improve Health and Safety Performance. The two ways to generate information on Performance will be applied, via;

i. Active systems (systems designed to prevent incidents and accidents at work) which monitors the achievement of plans and the extent of compliance with standards.
ii. Reactive systems (system put together when incidents and accidents have occurred) which monitors accidents, ill health, and incidents.

1.22 MONITORING

a. To check our working conditions, and ensure our Safe working practices are being followed. Checks will be carried out on daily basis by HSE operatives or supervisors in each location.
b. HSE Officers and safety committees are responsible for investigation of accidents.
c. HSE Officers and Safety Committees are responsible for investigating work-related causes of Sicknesses. The report of their investigation must be sent to (DCC) HSE in RSHQ. The Committee is made up of Provost, TSD and INT with the HSE Operative as the Chairperson at the concerned location.
d. Commanding Officers are responsible for acting on investigation findings to prevent a recurrence. Report of Action and Preventive Action to be forwarded to (DCC) HSE in RSHQ.

1.23 FURTHER EXPLANATION OF COMPONENTS OF THE SYSTEM (HSE-MS)

a. Workplace Precautions (WP)
b. Risk control systems (RCSs)
c. Management Arrangements (MA)

Workplace Precautions: These are to be set through the following processes;

i. Hazard identification: Identifying hazards which could cause harm.
ii. Risk assessment: Assessing the risk which may arise from hazards identified.
iii. Risk control: Deciding on suitable measures to eliminate or control risk (hierarchy of risk control to be employed).

Risk control systems (RCS): The purpose of risk control systems is to make sure that appropriate workplace precautions are implemented and kept in place.

There are three stages of control as follows: Input stage, Process stage and Output stage

1. **INPUT STAGE**- Objective is to minimize hazards entering the organization from;

i. Designs/Construction
ii. Design/Installation
iii. Purchasing/Procurement
iv. Recruitment/Selection
v. Selection of contractors
vi. Acquisitions
vii. Information
viii. Foreseeable emergencies

In this stage we shall monitor closely to see that hazards do not come into our premises from the materials, processes and procedures used by our suppliers or contractors.

i. **PROCESS STAGE**: Objective is to eliminate and minimize risks within the business process;
ii. Design/Installation
iii. Routine and non-routine
iv. Recruitment/Selection
v. Selection of contractors
vi. Plant and process change
vii. Information

HSE operatives have to monitor closely that contractors and suppliers are not exposing the Corps to hazards from their works/activities.

iii. **OUTPUT STAGE**; Objective is to minimize risks outside the organization arising from the business process, products and services.

i. Product and service design
ii. Packaging/labeling
iii. Storage/transport
iv. Off-site risks
v. Disposal and pollution control
vi. Divestments
vii. Information

In this stage HSE Operatives will monitor to see that Hazards are not allowed to go with Products into the Environment and to the Customers/Visitors.

1.24. **AUDIT AND REVIEW**

Auditing performance is the final step in the HSE Management control cycle. It is the feedback loop which enables an Organization to reinforce, maintain, and develop its ability to reduce risks to the fullest extent and ensure the continued effectiveness of the Health and Safety Management ystem.

Definition of Audit: The structured process of collecting independent information on the efficiency, effectiveness and reliability of the total Health and Safety Management System and drawing up plans for corrective action.

1.25. **REVIEW**

Periodic reviews are necessary to ensure that the Process is on track and continuing to meet its Objectives. The standards shall be reviewed every half year, or whenever new machinery or Procedures are installed. DCC (HSE) in collaboration with the Committee will review the System at least twice in a year.

The different parts of the Health, Safety and Environment Management System (HSE-MS) are aimed at achieving Health and Safety for ourselves and protecting our Customers, Visitors and the Environment. It is not yet a widely practiced concept in Nigeria especially in Government cycle but it is necessary for all to emulate.

Chapter 2

SANITARY POLICY FOR THE FEDERAL ROAD SAFETY CORPS (FRSC)

SANITARY POLICY OF THE FEDERAL ROAD SAFETY CORPS

2.0 SANITARY ISSUES, RESPONSIBILITY OFFICES AND IMPLEMENTATION STRATEGY

2.1 OVERALL SUPERVISION

	POLICY ISSUES	RESPONSIBILITY OFFICE	IMPLEMENTATION STRATEGY
a	Providing guidance on essential environmental required for health standard in Federal Road Safety Corps through provision of effective and efficient sanitary management and administration in the corps.	CM	Formulating and implementing sanitary road map for the Corps in offices, vehicles, clinics, residential estates, and other facilities.
B	Promoting sanitation and hygienic living among the staff.	AHR,CMRS&CP	Effective dissemination of policy to the staff for proper administration and implementation.

2.2 REST ROOM MAINTAINED BY STAFF.

	POLICY ISSUES.	RESPONSIBILITY OFFICE	IMPLEMENTATION STRATEGIES
a	All formations must have	ACM (TSD)	TSD must make available

	functional toilets with adequate water supply.		functional toilets with good water supply.
B	There must be availability of soap for washing hands, disposable paper and hand dryer.	DCC(Welfare) AHR	HOU (welfare) to collect soap, disposable papers or hand drier for toilets allocated to senior officers from ACM (TSD) and make them available for use.
C	Each toilet should have a waste bin.	TSD	TSD is to make available a waste bin each for the toilets used by the senior Officers.
D	There must be availability of air freshener and hand sanitizer.	DCC(WELFARE) AHR	TSD to provide air freshener and hand sanitizer through HOU (welfare).
E	The toilet must be monitored and cleaned at least twice daily.	CP	CP to ensure the toilets are cleaned at least twice daily at 0700hrs and 1200hrs
	POLICY ISSUES	RESPONIBILITY OFFICE	IMPLEMENTAION STRATEGY
F	The soak-away system and taps must be repaired within 24hrs of any report of damage to prevent any epidemic.	ACM TSD	The head of the department or the corps office reports detected damage to TSD, who fixes within 24hrs.
G	Toilets waste bin should be disposed daily before close of work.	Assigned staff by the Office holder	The assigned staff should dispose the toilet waste bin daily at the close of work.
H	Toilet must be well flushed and closed always	Office holder	The toilet must be flushed after use and the door closed while in use and after use.

2.3 REST ROOMS MAINTAINED BY OUTSOURCED COMPANY

A	There should be functional toilets with water supply	TSD	TSD should make the toilets functional and water supply available regularly.

b	Availability of washing soap, disposable papers and hand dryer.	Outsourced company	The outsourced company is to provide daily washing soap, disposable papers and hand dryer.
C	Each toilet must have a waste bin.	TSD /OUTSOURCED COMPANY	TSD should provide waste bins for all toilets being managed by outsourced company.
D	The toilets must be monitored and cleaned three (3) times a day.	Outsourced company/CP	The outsourced operatives should professional clean the toilets three (3) times daily at 0700hrs, 1200hrs & 1600hrs, while CP monitors.
E	Faulty soak-away system and taps must be reported within 24hours to prevent epidemic	Outsourced Company	The outsourced operatives should report any faulty soak-away and taps within 24hrs to TSD
F	Toilets waste bin must be well disposed daily before the close of work.	Outsourced company	The waste bin must be safely disposed at the close of work every day by outsourced operatives.
G	Toilet must be well flushed after use.	Person using the toilet	The person that uses the toilet should flush immediately after use.

2.4 TOILET ETIQUETTE

a	Knock the door of the toilet before attempting opening the toilet if there is no response.	Staff/visitors	Person using the toilet to open the door only when there is no response after knocking.
b	Lock the door behind you on entering the toilet.	"	Person entering the toilet should lock the door behind him.
c	Flush the toilet before use and sit on the toilet bowl (pan) and never stand on it.	"	Person using the toilet should always sit on the bowl.
D	Flush immediately after use.	"	Person using the toilet should flush after use.

e	Do not talk while in the toilet except when responding to a knock.	"	Person using toilet should remain silent unless there is unavoidable need to talk.
f	Do not flush sanitary napkins that could block the soak-away.	"	Objects that can block the toilets should not be flushed.
g	Always keep the door closed after use.	"	Toilet doors should remain close always
h	Wash your hands with soap immediately and dry clean.	"	Wash hand soap should be provided always.
NB: i. Provost is to serve as the custodian of the toilet etiquette. ii. CMRO to organize health/sanitation and hygienic sensitization programes for staff ones in a year.			

2.5 OFFICE SANITATION

A	Offices must be cleaned daily and ready for use latest by 0700hrs.	Staff/CP	CP ensures that every office is properly cleaned by assigned staff
B	Each office must be provided with waste bin and shredder.	TSD	TSD should provide waste bin and shredder to each office
C	Used plates and utensils must not litter the office.	CP	The entire office sanitation shall be supervised by CP who enforces its implementation.
D	Staff clothes (mufti/uniform) must be kept in suit bags at a corner in the office when not in use.	Provost/staff	The entire office sanitation shall be supervised by CP who enforces its implementation.
E	Office should not be crowded with staff and equipments.	TSD	TSD should ensure that enough office space is provided for staff and equipment.
F	Fumigating the office should be done quarterly or bi-annually.	TSD	TSD is to fumigate the offices and vicinity when necessary.
G	Cloak room must be provided for drivers and other marshals.	TSD	TSD should provide cloak room where drivers and

			marshals can keep their items for safe keeping temporarily.

2.5 PREMISES /SURROUNDINGS SANITATION

A	Weekly general cleaning of the premises.	CP	All fatigue cadre Marshals are engaged in general cleaning of the premises ones in a week.
B	Waste bin are to be positioned in strategic places within the premises.	TSD	Waste bins are to be positioned in strategic locations such as : • Car parks. • Entrances. • Back yard. • Corridors.
C	Nobody should litter the premises with waste items.	CP	CP ensures the premises is not littered with waste items.
D	The flowers/vegetation within and outside the perimeter fence of the premises must be trimmed.	CP/OUTSOURCED COMPANY	Provost should supervise the management of flowers and vegetation in and outside the premises by outsourced company and ensure they are not tampered with during general fatigue.

2.6 CATERING/VENDOR SANITATION

A	There must be medical test for applicant before engaging their services.	HOU(HSE)/ CMRO & CP	CMRO will organize medical test for stationed food vendors to establish their health states before engagement and every quarter after engagement.
B	Inspections of facilities shall be done daily for caterers located within the premises.	CP	Daily inspection of the facilities of the vendors is required for confirmation of their sanitary status by CP.
c	All caterers must have appropriate apron and other	CP	CP will operate effective monitoring mechanism to

	catering accoutrements on, while preparing and serving staff guests.		make sure the vendors adhere to sanitary dress code.
D	Running water must be used to wash plates and utensils meant to serve customers.	Vendors/Customers	Washing of plates must be done under running water by vendors to enhance cleaner and healthy washing. Customers should report non compliance to the CP.
E	Caterers/vendors must avoid talking while attending to customers. especially when dishing out food.	Caterers/ food vendors	Spills of saliva in the cause of conversation while serving food should be avoided. Talking while attending to customers should be curtailed.
F	Portable water should be made available for drinking and washing of hands	Caterers/food vendors	Portable water should be made available for drinking and washing of hands.
G	Soap and disposable napkins must be made available.	Caterers /food vendors	Vendors should provide soap for washing hands before and after eating and also provide of disposable napkins.
H	Waste bins should be kept at locations far away from the view of customers.	Caterers/food vendors	The waste bin should be kept at a distance from where food is prepared and where customers eat.
I	Rodent must be kept out of the stores and eating room to avoid contamination of foods.	Caterers/vendors	The stores and the eating restaurant should be well protected from rodents.
J	Floors must not have crack and must be mopped on daily basis.	Caterers/food vendors.	The floors must be devoid of cracks and the caterers should mop it clean and free of ants.
K	The restaurants must be fitted with fly proof.	Caterers/food vendors	Flies must be kept away from their restaurants with application of anti-flies

			chemicals or equipments.

2.7 MEDICALS/CLINIC CENTER/ZEBRA SANITATION.

a	The clinic must be clean at all times and also the floor and environment should be well sanitized	HOU(HSE)/HOU(Medical)	The clinic is the center and custodian of healthy living. Staff should be well sensitized on their expectation by CMRO at least twice a year.
b	All medical equipment must be well sterilized before use.	HOU(Medical)	HOU (medical) ensures that all medical equipment are well sterilized before used.
c	Expendable medical equipment should be well quarantined and disposed after use.	HOU(Medical)	There are information bills to enlighten the patients and visitors.
d	All disposable materials must not be re-used	Medical Staff	Waste bins are placed at strategic locations for easy access by users.
f	Hand gloves must be applied by medical personnel before attending to patients.	Medical personnel	Medical personnel should wear hand gloves before attending to patients.
g	There must be quarterly fumigation of the hospital premises to prevent NOSOCOMIAL infection.	TSD	TSD should ensure that hospital environment is fumigated quarterly.
h	There must be running water at the centre.	TSD	TSD should ensure tap water is always available at the centre.

i	The hospitals must be well ventilated at all times (most especially the patient ward). Doors and windows must be netted.	HOU(Medical)/TSD	TSD should provide nets for hospital windows
j	Patients with infectious ailments should be well quarantined.	HOU(Medical)	They should be facilities to quarantine patients with infectious ailments
k	Medical wastes must be incinerated or buried.	HOU(Medical)	Medical wastes must be incinerated or buried by HOU (Medical)
l	Special toilets should be put in place for patients with infectious disease. And the toilets must always be given quick and special treatment.	HOU(Medical)	The special toilets should only be reserved for use by patients with infectious ailments.
m	Contaminated items like syringes drugs, beddings and equipments should be disposed off immediately.	HOU(Medical)	HOU (medical) monitors the immediate and proper disposal of contaminated items
N	Provisions of waste bin at strategic location within and outside the hospital premises.	TSD	TSD should Provide waste bin at strategic location within and outside the hospital premises.

2.8 PATROL VEHICLE/ AMBULANCE /STAFF CARS SANITATION.

a	All FRSC vehicles must be clean always.	Drivers	The logistic/transport Officer (RSHQ), Commanding Officer and Zebra head are to give

			effective monitoring of implementation of this Policy. Drivers and team leaders are to be put to task.
b	Patrol vehicles must not be used as a dumping ground for food wastes.	Drivers/ provost	"
c	Used food utensils must not be littered or left in the patrol vehicle.	Drivers/provost	"
d	Portable waste bin must be provided in patrol vehicle/ambulance.	Commanding officers/zebra head.	"
e	Patrol vehicle must always have its windows down for cross ventilation while on duty.	Drivers/ rescue officer	"
f	Ambulance or any patrol vehicle used for rescue must be washed and disinfected immediately after rescue operation.	"	"
g	All expendable items should be disposed safely immediately after use.	Zebra head	"
h	All rescue staff must use hand glove before rescue operations and it must be disposed off immediately after use.	Staff	"

I	Raincoats, rain boots, reflective jackets and safety helmets should be personalized, not to be shared and must not be left in the vehicle.	DCM(OPS)/CMRO	"
J	No one must sleep in the vehicle overnight.	Driver/staff	"
k	Staff with contagious ailments must be kept away from patrol activities to avoid spreading.	Commanding officers	"

2.9 PLANT/PRINT FARM/ EQUIPMENTS SANITATION

a	Sanitary situations in plants and print farm are as obtainable in offices.	HOU(HSE)	Effective supervision by the HOU (plant)/HOS (NDL) and HOU (HSE) to regularly sensitize the process owners on the importance of sanitation for healthy living.
b	The offices should be clean at all times.	HOU(plant)/HOS(NDL)	"
c	The factory should be safe of all waste products.	HOU(plant)/HOS(NDL)	"
d	Already manufactured products should be well	HOU(plant)/HOS(NDG)	"

	packaged and kept tidy.		
e	Toxic items should be disposed off safely.	HOU(plant)/HOS(NDL)	"
f	The mechanical equipment should be kept clean at all times.	Operators	"
g	All oil spillage should be treated immediately	TSD	"
h	Nose guard should be used always to avoid inhaling of toxic substances.	All staff	"
i	The factory staff SHOULD also be provided with the appropriate gear e.g. covers, all suits, helmets & boots.	All staff	"

J	Hazardous objects should be kept away immediately they are noticed.	All staff	"

2.10 ESTATE SANITATION.

a	Official residence must be fumigated as need arise.	TSD	The compliance to the policy by the estate residents lie on the effective supervision of TSD
b	The cleaning of the estate is the responsibility of the occupants and this must be done at regular interval.	Residents	Residents fix the general cleaning of the estate at least once a month.
c	General cleaning of the estate environment to be done monthly (including management of vegetation where available).	Residents	"
d	Sewage disposal to be managed by the technical service department (TSD) immediately it is reported.	TSD/residents	Resident should liaise with TSD for regular disposal of sewage.

e	Waste bin will be placed at strategic locations within the estate. It must be disposed regularly to large waste bin outside the premises.	Residents	Residents should provide waste bins and ensure general cleaning of their estate (inclusive of senior officers), While the cleaning of the individual flats/duplex and regular disposal of waste bins to be managed by residents.
f	The general waste bin must be disposed regularly through the service of environmental management unit of the government or as applicable.	Residents	TSD should liaise with appropriate environmental management unit of the government or other body for regular disposal of waste bins
NB: A bi-monthly sanitation day should be established (e.g. 1st and 3rd Saturdays of every month) in all residential estates to be supervised by CP's office and tagged ' CM's sanitary day'.			

2.11 CONFERENCE/ ICT HALL SANITATION.

a	Any form of eating must not be done in the ICT HALL.	Staff/provost	No eating cautions should be posted at conspicuous points in ICT hall.

b	There must be provision of waste bin in the ICT Hall	TSD	TSD provide waste bins in the ICT all. ICT staff ensures it is disposed regularly.
c	The toilet must be regularly cleaned and maintained.	Outsource company	Outsourced operatives clean the toilets at least thrice a day.
d	The ICT/conference hall must be cleaned immediately after use.	Outsourced company, ICT Staff/provost.	ICT staff should inform Outsource operatives to clean the hall immediately after use

2.12 ACADEMY/TRAINING SCHOOL SANITATION

a	Sanitation situation in academy and training school are as what are obtainable in offices, conference hall and residential estates.	Commandant	The responsibility person in the academy/training school is the commandant who handles the overall supervision of the activities in the camp. The HOU (welfare) monitors the food vendors and the general welfare of staff and trainee while the HOU (HSE) manages the safety and health of the entire environment and the personnel.

b	During training or camping, waste bins must be provided at strategic locations within the camp.	Commandant	"
c	A dumping ground / bin for collection of waste will be provided far away from the residence of trainees/officers.	Commandant	"
d	The welfare officials in collaboration with HSE officials and CP shall inspect the environment of the camp and facilities before the commencement of any training.	CP/HOU(HSE)	"
e	There must be daily inspection of food and environment where foods are being prepared.	HOU (welfare) or the designate.	"
f	The training camp must have enough toilets facilities with good water supply to accommodate large crowd.	Commandant/TSD	"
g	Management of toilets during training camp must be 24hrs.	Trainees/provost	"

h	There must be cross ventilation at the hostels.	Provost	"
i	Hostels must not be overcrowded.	Commandant	"
j	Any trainee with contagious ailments must be isolated immediately to avoid spreading.	Commandant/HOU(medical) Or designate.	"

2.13 ELEVATOR SANITATION.

A	No smoking in the elevator.	Provost	- The provost should be vigilant while some instructive bills around the elevator should be posted. The regular sensitization of suspected misconducts should be done by HOU (Counseling).
B	No dropping of waste inside the elevator.	Provost	"
C	The elevator must be kept clean always	Provost	"
D	The rails and the walls must be mopped daily.	Staff	"
E	Offensive odor must be kept off the elevator.	Staff	"

2.14 PSYCHOLOGICAL SANITATION

A	Staff must stay away from excessive alcohol.	HOU(HSE) & HOU (counseling)	Regular sensitization of suspected misconduct is necessary by HOU (Counseling).
B	Promiscuity must be curtailed.	CP/Staff	"
C	All staff must keep away from hard drugs.	Staff	"

2.15 MESS SANITATION.

A	A secluded smoking area must be secluded.	PMC	- The president of the mess (PMC) is the supervising head/responsibility officer. - All required items are made available for smooth implantation.
B	Used utensils must not litter the premises.	PMC	"
C	Broken bottles must be cleared immediately.	PMC	"
D	Cups cover must be provided for cup drinks.	PMC	"
E	The bar arena must be flies proof.	PMC	"
f	Offensive odor must be waded with the use of air fresheners'.	PMC	"

g	Compounds must be kept clean always.	Provost	CP assigned staff for monitoring regular cleaning of the mess.
H	Waste bin must be placed at strategic point and usage enforced.	Provost	

2.16 STAFF BUS SANITATION.

A	Staff bus must be kept clean daily.	Bus driver.	The bus driver must be custodian of sanitary discipline within the bus.
B	Occupant of staff bus must not drop waste in the bus.	Assistant bus driver.	Waste basket should be provided in the vehicle.
C	A waste bin is to be made available in the staff bus.	TSD	"
D	No occupant should throw items from the bus windows/door.	TSD/Assistant bus driver	Bus driver assistant monitors occupants. Caution on waste handling should be posted conspicuously in the vehicle.

CHAPTER: 3

3.0 FRSC PLANT:

The Plant in this context refers to a production Environment where FRSC provides Number Plates. The FRSC is saddled with the responsibilities of designing and producing Number Plates in Nigeria, (FRSC Establishment Act 2007).

In actualization of this mandate, the Corps has established three Number Plate production Plants in the Country as follows: - Lagos, Awka and Gwagwalada.

In any production Environment, there must be associated Hazards emanating from Chemical and non-Chemical materials arising from work process and procedure. The HSE-MS seeks to address all the Hazards associated with the Plants work procedures and production processes.

3.1 BASIC SAFETY RULES IN FRSC PLANTS

a. Smoking or drinking alcohol is not allowed in the plant.
b. Employees are expected to use all PPE required for their unit while on duty in the plant.
c. The Material Safety Data Sheet (MSDS) of all chemicals used in the Plant should be made available to the Employer.
d. Do not start any work without Work permit.
e. Visitors must use Safety Helmets, overall, and Nose Masks before entry into the Plant.
f. Avoid wastage and spillage of Factory Materials.
g. No Welding or hot work should be done without hot work permit from the HSE Officer.
h. For working at Heights, Safety Belts/ Body harness should be worn.
i. Untrained Personnel are not to operate any Machine in the Plant.
j. Faulty Machines, Machines under maintenance, and Machines not in use must be logged out and tagged out (LOTO).
k. Always report any abnormal conditions, e.g. sound, smell, spark or vibration to the supervisors.
l. Keep all Personal Protective Equipment (PPE) in clean suitable condition.
m. All Electrical appliances must be switched off when not in use.
n. Forklift must be used before or after Production and not during Production to ensure Safety of Pedestrians as well as Machinery and Materials used for Production.

3.2 INSTRUCTIONS IN CASE OF EMERGENCY

FIRE

a. Stop all activities.
b. Do not panic.
c. Switch on the nearest Fire Alarm.
d. Switch off all Electrical appliances (if Fire is not engulfing).
e. Vacate the Area to the nearest Fire Assembly Point.
f. Visitors are to follow their host to the Fire Assembly Point.
g. Take roll call of Staff to ensure no one is missing.
h. Trained Fire Fighters on ground should try and combat the Fire while they must have made a distress call to the Fire Authority.
i. After extinguishing the Fire, Water should be used to cool the Environment.
j. There should be effective Crowd control in the Area of Fire incidence.

3.3 LEAKAGE/SPILLAGE OF CHEMICALS

a. Using appropriate Personal Protective Equipment (PPE). Try to stop the source of leakage or spillage (bearing in mind the Material Safety Data Sheet i.e. MSDS of the chemicals).
b. Collect the spilled materials in suitable containers; if Liquid, using Liquid absorbent like Sorbent.
c. If the spillage is on the floor, make a barricade with sand to prevent further spread.
d. Flushing with water may also be carried out to clean up the Area.

3.4 WOUND/CUT

a. Do not panic.
b. Switch off immediately all the electrical appliances.
c. Gently disconnect the casualty or all the affected persons from the machinery if hooked.
d. Place the casualty in a comfortable position.
e. Wear a disposable hand glove to prevent infection.
f. Clean the point of injury using mentholated spirit.
g. Try to arrest the bleeding if any.
h. Transport the casualty to the hospital for proper treatment.

3.5 AMPUTATION

a. Do not panic.
b. Switch off immediately all the Electrical appliances.
c. Gently disconnect the casualty or all the affected persons from the Machinery if hooked.
d. Call the hospital.
e. Control the bleeding on the affected Area, use pressure directly on the wound and elevate the limb above the heart if possible.

f. Collect the Amputated limb and put it in a clean bag.
g. Place the Amputated limb on ice, not inside ice.
h. Watch out for signs of shock.
i. Loosen all tight clothing

3.6 **BURNS AND SCALD**

Burns is injury sustained through dried heat, while a scald is an injury sustained through wet heat. Burns could be classified as minor (1st degree and 2nd degree burns), and major (3rd degree burns).

For minor burns; do the following

a. Cool the surface under running water at room temperature.
b. Cover the burn with a sterile gauze bandage.
c. Take an over the counter pain reliever.
d. Transport casualty to the hospital for treatment.
e. Reassure casualty

For major burns;

a. Don't remove burnt clothing.
b. Check for signs of Circulation, Breathing, Coughing or Movement (if there is no sign of Circulation, begin Cardiopulmonary Respiration (CPR).
c. Elevate the burnt Body part or parts.
d. Cover the area of the burn using a Blanket.
e. Call for professional medical help.

3.7 **ASPHYXIA**

Asphyxia is a condition where the oxygen level reduces in the blood with an increase in the carbon dioxide concentration resulting in unconsciousness or death.

Different types of asphyxia including

a. Suffocation by Toxic Gases.
b. Choking due to entry of a foreign substance.
c. Severe infections of the Throat.
d. Sneezing.

Toxic vapour from the thinner and the paints used in the plant can cause asphyxia.

Measures that should be taken in the event of Asphyxia include;

a. Firstly ensure that the casualty's Airway is clear.
b. Check for the respiratory rate.
c. In case of Suffocation by Gases, remove the victim as soon as possible to fresh air.
d. Refer victim to the Hospital.

3.8 **HAZARDS AND RISKS ASSOCIATED WITH THE UNITS AND THE CONTROL**

3.9 **BLANKING PROCESS**: This is a sheering process in which a punch and die is used to modify an Aluminum sheet into Blank, the punched out in the place is used

and called a Blank, so many other operations are being carried out in the Blanking Unit such as punching of Blank, radioing of blank, drilling of sign posts, stretching of Mesh and cutting of Sign Posts.

a. Personnel of the Blanking Unit have to position the Aluminum coils for the blanking process which may lead to Musculoskeletal Disorders.
b. They are also in contact with Aluminum sheeting and dust which pose hazardous risk in the event of overexposure which may cause; damage to the Central Nervous System (CNS), loss of Memory, weakness of the Body, severe trembling, and Lung problems.
c. They risk Amputation or serious cut while trying to dislodge trapped plates from the Machine.
d. They risk cuts from sharp edges of the Plates.

3.10. **PRECAUTIONS**

In view of the above listed Hazards which are associated with the Blanking process, personnel in this Unit must always be equipped with the following:

a. Factory Overall (fabric type).
b. Hand Gloves (metal meshed type).
c. Respirator.
d. Factory Boots (oil resistant).
e. Safety Goggles (Bionics).
f. Ear Muffs
g. Safety Helmets (type 1, class C).
h. Personnel in this Unit should be rotated or re-deployed after working for a minimum of 1 year.

3.11 **SCREEN PRINTING**: This is a Printing method whereby a Mesh transfers ink onto a Substrate, expect in Areas made impermeable to the ink by a blocking stencil, with the help of a squeegee which moves across the screen to fill the open mesh aperture with ink. This is an operation which involves the continuous use of ink and chemical.

Personnel in this unit make constant use of acrylic paint, conc. mentholated spirit and thinner. The acrylic paints cause:

a. Skin irritation and conjunctivitis.
b. Respiratory system irritation and nervous system impairment
c. Gastrointestinal irritation
d. It also contains chemicals which cause cancer.

The thinner is another chemical used frequently in this unit which can cause major health hazards such as:

a. Depression of the central nervous system
b. Numbness of finger and arms
c. Muscle twitching

d. Conjunctivitis
e. Physiological damages such as jaundice, bone marrow disorder, liver damage as well as anemia.

3.12 **PRECAUTIONS**

a. Compulsory use of respirator at all times.
b. Use of hand gloves (chemical resistant type) is required.
c. Use of factory coat (fabric)
d. Use of factory boots (oil resistant).
e. Personnel of this department should be rotated over a period of six months.

3.14. **THE EMBOSSING UNIT**

They are also exposed to regular contact with the aluminum, so the personnel in this department are to adhere to the safety guidelines stipulated to the blanking personnel.

The heat generated from the hydraulics in the embossing unit can cause heat stress.

3.14 **PRECAUTIONS**

The hazards associated with the embossing unit warrant strict adherence to the following guidelines;

a. Use of factory overall (fabric type).
b. Use of hand gloves (metal meshed type).
c. Use of respirator.
d. Use of factory boots (oil resistant).
e. Use of safety helmets (type 1, class C).
f. Personnel in this unit should run shifts.

They could be rotated or changed after a period of 1year. Additional fans are required in this unit (preferably factory fans).

3.15 **THE STORE**: This is the section of the signage plant where materials and spare parts are been kept, most of these materials are used in production processes.

The store in the plant is divided into three - the blank store, raw material store and the finished plate store.

3.16 **BLANK STORE**:

Plates that have gone through the blanking process are kept in this store, awaiting customer request before they are moved to other processes. The hazards in this store include; exposure to aluminum, cuts that can be sustained from the plate sharp edges, musculoskeletal disorders (MSDs) and also residual odour from high volatile chemicals on the blanked Plate.

3.17. **PRECAUTIONS**

Workers in the blank store are required to make use of;

a. The Respirator
b. Hand Gloves (metal meshed type)
c. Factory Overalls(fabric)
d. Safety Boots (oil resistant)
e. Factory Goggles (bio disc)

3.18 **RAW MATERIAL STORE**: This is where all the Raw Materials used in the production process are stored. These materials are; Thinner, Concentrated Mentholated Spirit, Graphic Adhesive Sheeting, and Acrylic Paint, among other things.

3.19 **PRECAUTIONS**

Workers in the raw material store are required to make use of;

a. The respirator
b. Hand gloves (fabric type)
c. Factory overalls(fabric)
d. Safety boots (oil resistant)
e. Safety goggles (bio disc)

3.20 **FINISHED PLATE STORE**:

Finished plates are kept in this store awaiting dispatch to Costumers. Hazards in this area include; residual odour of Chemicals on the newly produced Plates, cut from the plate sharp edges, and Musculoskeletal Disorders.

3.21 **PRECAUTIONS**

Workers in the finished plate store are required to make use of;

a. The Respirator
b. Hand Gloves (fabric type)
c. Factory Overalls(fabric)
d. Safety Boots (oil resistant)

3.22 **COATING UNIT**

Staff in this Section is exposed to Chemicals from paints, conc. Mentholated Spirit and Thinner, they are also susceptible to Heat Stress from the Coating Machine.
The Acrylic paints cause:

a. Skin irritation
b. Respiratory system irritation and nervous system impairment
c. Gastrointestinal Irritation
d. It also contains chemicals which cause Cancer.

The thinner is another chemical used frequently in this unit which can cause major health hazards such as:

a. Depression of the central nervous system

b. Numbness of Finger and Arms
c. Muscle twitching
d. Conjunctivitis
e. Physiological damages such as Jaundice, Bone Marrow, Liver damage as well as Anemia.

Severe overexposure may cause Convulsions; Unconsciousness; and Death.
Mentholated Spirit can cause Blindness and various Nervous Disorders.

3.23 **PRECAUTIONS**

a. Compulsory use of Respirator at all times.
b. Use of hand gloves (Chemical resistant type) is required.
c. Use of Factory Coat (fabric)
d. Use of Factory Boots (oil resistant).
e. Personnel in this Department should run shifts.
f. Personnel in this Department should be rotated over a period of 6 months.
g. The Coating Work Station should also be well ventilated with Industrial Fans.

3.24 **INSPECTION AND PACKAGING**

Staff in this Unit are exposed to risk of inhaling the vapour from the Paint, Musculoskeletal Disorders, cuts, and Heat Stress from the drying Oven.

3.25 **PRECAUTIONS**

a. Use of Factory Overall (fabric type).
b. Use of Hand Gloves (Fabric type).
c. Use of Respirator.
d. Use of Factory Boots (oil resistant type).

3.26 **TECHNICAL**

Staff in this unit is involved in technical repairs of electrical appliances, buildings and machines. They are exposed to risk of electric shock, serious injury from machines being repaired or maintained, burns from flying sparks during welding, as well as musculoskeletal disorders.

3.27 **PRECAUTIONS**

a. Use of factory overall (fabric type).
b. Use of hand gloves (rubber type when dealing with electricity and fabric type for mechanical work).
c. Use of factory boots (oil resistant type).

3.28 **PROVOST/INTELLIGENCE**

These units are not the same and work separately for the ultimate common objective of securing Humans and Materials in the plants. These two units are

confronted by almost similar Hazards which are; the screen effect of continuous viewing of the CCTV monitors, radiation effect of the CCTV gadgets, and toxic effect of the chemicals as they monitor work in various units of the plant.

3.29 **PRECAUTIONS**

a. Protective screen should be used on the computers in these units.
b. Two or more shifts should be run daily to avoid the severity of the screen effect on staff.
c. While carrying out duties in other units, they should use the required PPE to prevent the effects of the hazards.

3.30 **POLICY RESEARCH AND STATISTICS /INFORMATION AND COMMUNICATIONS TECHNOLOGY**

These units handle issues of data collection, analysis, storage, retrieval, planning, policy formulation; e.t.c. the hazards associated with these units is principally the effect of the computer screen. This may have negative implication on the operators on the long run.

3.31 **PRECAUTIONS**

a. Staff in this unit should be provided with screens on their computer to ameliorate the effects associated with the background light from the computer screen.
b. While carrying out duties in other units staff should use the required PPE to reduce the effects of the hazards.

3.32 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE protects humans from exposure against various kinds of Hazards. PPE itself do not eliminate accident or the hazard but protect against the effects. The best engineering provisions at one time or the other can fail hence PPE is a must. PPE are available for protection of various parts of the body against each type of hazard and should be usable, reliable, economical and maintainable in clean hygienic condition. It should be borne in mind that PPE add to the cost of production if they are not used appropriately. It helps in obviating physical injury and impairment.

3.33 **TYPES OF PPE**

There are basically two classes of PPE which are;

i. Respiratory
ii. Non-respiratory.

The respiratory PPE: are further divided into the filter type and the air supplier type. The filter types include the mechanical type (dust mask) and the chemical type (cartridge canister type).

Non respiratory PPE: Include safety helmet, safety goggle, face shield, ear muffs, overalls, safety belts, safety shoes e.t.c. these protect against physical injuries to

the external part of the body as well as absorption of hazardous chemicals through the skin.

Factory overalls

Respirator

Safety google

Metal meshed gloves

Safety googles

Latex gloves

Fabric gloves

Oil resistant safety boot

3.34 ENVIRONMENTAL CONTROL

The environment is the immediate surrounding that contains water, land, gases, plants and animals. The various human activities and overpopulation in our environment are having adverse effects on same (the environment). These adverse effects are called pollution.

3.35 MANIFESTATION OF ENVIRONMENTAL POLLUTION

The manifestations of environmental pollution are;

i. Air pollution
ii. Water pollution
iii. Soil pollution
iv. Global warming
v. Ozone depletion (green house)
vi. Acidic rain
vii. Noise pollution

3.36 WASTE MANAGEMENT

The waste product from the plant production process should be segregated and put in the appropriate waste bin for recyclying, re-use, and recovery or for outright disposal.

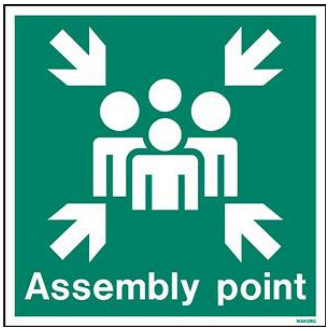
3.37 Solid Waste Bin Code

i. Hazardous waste: Red
ii. Biodegradable waste: Green
iii. Batteries/carbon waste: Grey
iv. Glass waste: Blue
v. Paper waste: Brown
vi. PVC waste: Yellow

3.39 METHODS OF PREVENTING FURTHER POLLUTION

a. Use everything to the maximum extent possible
b. Grow more and more trees and plants.
c. Use only environment friendly goods and materials.
d. Follow all pollution control rules and regulations in a systematic manner.
e. Air emissions, water discharges and solid wastes should be minmized.
f. Recycle and re-use water, waste and other resources as far as possible.
g. Share environmental control awareness.

3.40 HAZARD COMMUNICATION SIGNS



NVIS PLANT IMPROVISED SIGNS

CHAPTER: 4

HUMAN VITAL SIGNS

4.0 Vital signs are measurements of the body's most basic functions. The four main vital signs routinely monitored by medical professionals and health care providers include the following:

a. Body temperature
b. Pulse rate
c. Respiration rate (rate of breathing)
d. Blood pressure (Blood pressure is not considered a vital sign, but is often measured along with the vital signs.)

Vital signs are useful in detecting or monitoring medical problems. Vital signs can be measured in a medical setting, at home, at the site of a medical emergency, or elsewhere. **Vital signs** are an **important** component of patient care. They determine which treatment protocols to follow, provide critical information needed to make life-saving decisions, and confirm feedback on treatments performed.

4.1 **Body Temperature**

The normal body temperature of a person varies depending on gender, recent activity, food and fluid consumption, time of day, and, in women, the stage of the menstrual cycle. Normal body temperature can range from 97.8 degrees F (or Fahrenheit, equivalent to 36.5 degrees C, or Celsius) to 99 degrees F (37.2 degrees C) for a healthy adult. A person's body temperature can be taken in any of the following ways:

a. Orally. Temperature can be taken by mouth using either the classic glass thermometer, or the more modern digital thermometers that use an electronic probe to measure body temperature.
b. Rectally. Temperatures taken rectally (using a glass or digital thermometer) tend to be 0.5 to 0.7 degrees F higher than when taken by mouth.
c. Axillaries. Temperatures can be taken under the arm using a glass or digital thermometer. Temperatures taken by this route tend to be 0.3 to 0.4 degrees F lower than those temperatures taken by mouth.
d. By ear. A special thermometer can quickly measure the temperature of the ear drum, which reflects the body's core temperature (the temperature of the internal organs).
e. By skin. A special thermometer can quickly measure the temperature of the skin on the forehead.

Body temperature may be abnormal due to fever (high temperature) or Hypothermia (low temperature). A fever is indicated when body temperature rises about one degree or more over the normal temperature of 98.6 degrees

Fahrenheit, according to the American Academy of Family Physicians. Hypothermia is defined as a drop in body temperature below 95 degrees Fahrenheit.

4.2 **Pulse Rate**

The Pulse Rate is a measurement of the heart rate, or the number of times the heart beats per minute. As the heart pushes blood through the arteries, the arteries expand and contract with the flow of the blood. Taking a pulse not only measures the heart rate, but also can indicate the following:

a. Heart Rhythm
b. Strength of the Pulse

The normal pulse for Healthy Adults ranges from 60 to 100 beats per minute. The Pulse rate may fluctuate and increase with Exercise, illness, injury, and Emotions. Females ages 12 and older, in general, tend to have faster heart rates than do males. Athletes, such as runners, who do a lot of cardiovascular conditioning, may have heart rates near 40 beats per minute and experience no problems.

4.3 **How to check your Pulse**

As the heart forces blood through the arteries, you feel the beats by firmly pressing on the arteries, which are located close to the surface of the skin at certain points of the body. The pulse can be found on the side of the neck, on the inside of the elbow, or at the wrist. For most people, it is easiest to take the pulse at the wrist. If you use the lower neck, be sure not to press too hard, and never press on the pulses on both sides of the lower neck at the same time to prevent blocking blood flow to the brain. When taking your pulse:

a. Using the first and second fingertips, press firmly but gently on the arteries until you feel a pulse.
b. Begin counting the pulse when the clock's second hand is on the 12.
c. Count your pulse for 60 seconds (or for 15 seconds and then multiply by four to calculate beats per minute).
d. When counting, do not watch the clock continuously, but concentrate on the beats of the pulse.
e. If unsure about your results, ask another person to count for you.

If your doctor has ordered you to check your own pulse and you are having difficulty finding it, consult your doctor or nurse for additional instruction.

4.4 **Respiration Rate**

The respiration rate is the number of breaths a person takes per minute. The rate is usually measured when a person is at rest and simply involves counting the number of breaths for one minute by counting how many times the chest rises. Respiration rates may increase with fever, illness, and with other medical conditions. When checking respiration, it is important to also note whether a person has any difficulty breathing.

Normal respiration rates for an adult person at rest range from 12 to 16 breaths per minute.

4.5 **Blood Pressure**

Blood pressure, measured with a blood pressure cuff and stethoscope by a nurse or other health care provider, is the force of the blood pushing against the artery walls. Each time the heart beats, it pumps blood into the arteries, resulting in the highest blood pressure as the heart contracts. One cannot take his or her own blood pressure unless an electronic blood pressure monitoring device is used. Electronic blood pressure monitors may also measure the heart rate, or pulse.

Two numbers are recorded when measuring blood pressure. The higher number, or systolic pressure, refers to the pressure inside the artery when the heart contracts and pumps blood through the body. The lower number, or diastolic pressure, refers to the pressure inside the artery when the heart is at rest and is filling with blood. Both the systolic and diastolic pressures are recorded as "mm Hg" (millimeters of mercury). This recording represents how high the mercury column in an old-fashioned manual blood pressure device (called a mercury manometer) is raised by the pressure of the blood. Today, your doctor's office is more likely to use a simple dial for this measurement.

33.3 High blood pressure, or hypertension, directly increases the risk of Coronary Heart Disease (Heart Attack) and Stroke (Brain attack). With High Blood Pressure, the Arteries may have an increased resistance against the flow of Blood, causing the heart to pump harder to circulate the blood.

According to the National Heart, Lung, and Blood Institute (NHLBI) of the National Institutes of Health, high blood pressure for adults is defined as:

a. 140 mm Hg or greater systolic pressure or
b. 90 mm Hg or greater diastolic pressure

In an update of NHLBI guidelines for hypertension in 2003, a new blood pressure category was added called hypertension:

a. 120 mm Hg – 139 mm Hg systolic pressure or
b. 80 mm Hg – 89 mm Hg diastolic pressure

The NHLBI guidelines now define normal blood pressure as follows:

a. Less than 120 mm Hg systolic pressure and

b. Less than 80 mm Hg diastolic pressure

These numbers should be used as a guide only. A single elevated blood pressure measurement is not necessarily an indication of a problem. Your doctor will want to see multiple blood pressure measurements over several days or weeks before making a diagnosis of hypertension (high blood pressure) and initiating treatment. A person who normally runs a lower-than-usual blood pressure may be considered hypertensive with lower blood pressure measurements than 140/90.

4.6 **Why should I monitor my Blood Pressure at Home?**

For people with hypertension, home monitoring allows your doctor to monitor how much your blood pressure changes during the day, and from day to day. This may also help your doctor determine how effectively your blood pressure medication is working.

4.7 **Equipment is needed to measure Blood Pressure**

Either an aneroid monitor, who has a dial gauge and is read by looking at a pointer, or a Digital Monitor, in which the Blood Pressure reading flashes on a small screen can be used to measure Blood Pressure.

4.8 **Aneroid Monitor**

The aneroid monitor is less expensive than the digital monitor. The cuff is inflated by hand by squeezing a rubber bulb. Some units even have a special feature to make it easier to put the cuff on with one hand. However, the unit can be easily damaged and become less accurate. Because the person using it must listen for heartbeats with the stethoscope, it may not be appropriate for the hearing-impaired.

4.9 **Digital Monitor**

The Digital Monitor is automatic, with the measurements appearing on a small screen. Because the recordings are easy to read, this is the most popular blood pressure measuring device. It is also easier to use than the aneroid unit, and since there is no need to listen to heartbeats through the stethoscope, this is a good device for hearing-impaired patients. One disadvantage is that body movements or an irregular heart rate can change the accuracy. These units are also more expensive than the aneroid monitors.

4.10 **Finger and Wrist Blood Pressure Monitors**

Tests have shown that finger and/or wrist blood pressure devices are not as accurate in measuring blood pressure as other types of monitors. In addition, they are more expensive than the other monitors.

Before you measure your blood pressure; do the following:

a. Rest for three to five minutes without talking before taking a measurement.

b. Sit in a comfortable chair, with your back supported and your legs and ankles uncrossed.
c. Sit still and place your arm, raised level with your heart, on a table or hard surface.
d. Wrap the cuff smoothly and snugly around the upper part of your arm. The cuff should be sized to fit smoothly, while still allowing enough room for one fingertip to slip under it.
e. Be sure the bottom edge of the cuff is at least one inch above the crease in your elbow.

It is also important, when taking blood pressure readings, that you record the date and time of day you are taking the reading, as well as the systolic and diastolic measurements. This will be important information for your doctor to have. Ask your doctor or another health care professional to teach you how to use your blood pressure monitor correctly. Have the monitor routinely checked for accuracy by taking it with you to your doctor's office. It is also important to make sure the tubing is not twisted when you store it and keep it away from heat to prevent cracks and leaks 8.1. Proper use of your blood pressure monitor will help you and your doctor in monitoring your blood pressure.

CHAPTER: 5

5.0 SEXUAL HARASSMENT: DEFINITION, IMPLICATION AND PENALTY

DEFINITION

5.1 Sexual Harassment, according to Wikipedia, is **bullying** or **coercion** of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favours.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general, however, sexual harassment is a form of harassment which can include unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature. In most modern legal contexts, sexual harassment is illegal.

Sexual harassment may occur in a variety of circumstances and locations such as factories, school, academia and restaurants. Often, but not always, the perpetrator is in a position of power or authority over the victim (due to differences in age, or social, political, educational or employment relationships) or expecting to receive such power or authority in form of promotion.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

In the United States of America the right to not be sexually harassed is enshrined in Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labour organizations, as well as to the federal government.

In Nigeria, the National Assembly enacted the Sexual Harassment in Tertiary Educational Institutions Prohibition Act in 2016. Under this Act, an educator who Sexual harasses a student is liable on conviction to a term of 5 years imprisonment or a term not less than two years without an option of fine.

The Act defines Sexual harassment to include -

a. Sexual intercourse between an educator and a student where the student is below the age of 18 years or is an imbecile or of generally low mental capacity or physically challenged.
b. any unwelcome sexual attention from an educator who knows or ought reasonably to know that such attention is unwelcome to the student; or
c. any unwelcome implicit or explicit behavior, suggestions, messages or remarks of a sexual nature that have effect of offending, intimidating or humiliating the student or a related person in circumstances which a reasonable person having regard to all the circumstances would have anticipated that the student or such related person would be offended, intimidated or humiliated;
d. any implied or expressed promise of reward by an educator to a student or related person for complying with a sexually oriented request or demand; or
e. any implied or expressed threat of reprisal or actual reprisal from an educator to a student or related person for refusal to comply with a sexually oriented request or demand.

Furthermore, according to Section 4 of the Act, an Officer or Supper-ordinate or Superior Officer shall be guilty of committing an offence of sexual harassment against a Subordinate who works with him or her or shows tendency of Sexual behavior or punishes such subordinate for refusal to yield to such tendencies.

5.2 This Act shall apply if an Officer or Super-Ordinate or Superior Officer: 1. Sexually harasses a Subordinate or an Inferior Officer.

2. Has sexual intercourse with a Marshal or demands for sex from an Inferior Officer so as to favour her.

3. Makes sexual advances to an Inferior Officer to the giving of undue benefits/privileges.

4. Solicits sex from or makes sexual advances towards a Marshal or an Inferior Officer to the extent that such sexual solicitation or sexual advances result to intimidation, hostility, offensive environment or mocking of such Marshal or Inferior Officer.

5. Directs or induces another person to commit any act of sexual harassment under this Act, or cooperates in the commission of sexual harassment by another person without which it would not have been committed.
6. Grabs, hugs, rubs or strokes or touches or pinches the breasts or hair or lips or hips or buttocks or any other sensual part of the body of a Female or a Marshal.
7. Displays, gives or sends by hand or courier or electronic or any other means naked or sexually explicit pictures or videos or sex related objects to a student.

8. Whistles or winks at or screams or exclaims or jokes or makes sexually complimentary or uncomplimentary remarks about a Female Officer or Marshal's physique.
   FRSC can however take action against every form of Sexual behavior negating good sense of Moral.

5.3 SEXUAL HARASSMENT IN THE WORK PLACE AND ITS IMPLICATION

The United States' Equal Employment Opportunity Commission (EEOC) defines workplace sexual harassment as "unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment".

Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Statistics taken by EEOC revealed that 79% of victims are women, 21% are men, and 51% are harassed by a supervisor. Business, trade, banking, and finance are the biggest industries where sexual harassment occurs. 12% of sexually harassed persons received threats of termination if they did not comply with their requests. A shocking number of 26,000 people in the armed forces were assaulted in 2012, while 302 of the 2,558 cases pursued by victims were prosecuted. 38% of the cases were committed by someone of a higher rank

There are two globally recognized types of sexual harassment;

- Quid Pro Quo; and
- Hostile Work Environment.

Under the quid pro quo form of harassment, a person in authority, usually a supervisor, demands that subordinates tolerate sexual harassment as a condition of getting or keeping a job or job benefit, including promotions and raises. A single instance of harassment is sufficient to sustain a quid pro quo claim (e.g., a superior demands you kiss her/him in order to keep your job), while a pattern of harassment is typically required to qualify as a hostile work environment.

Hostile work environment harassment is grounds for legal action when the conduct is unwelcome, based on sex, and severe or pervasive enough to create an abusive or offensive working environment. Elements which courts analyze in determining whether a hostile environment harassment claim is valid include:

- Whether the conduct was verbal, physical, or both;
- Frequency of the conduct;
- Whether the conduct was hostile or patently offensive;
- Whether the alleged harasser was a co-worker or supervisor;

- Whether others joined in perpetrating the harassment; and
- Whether the harassment was directed at more than one individual or singled out the victim.

In any sexual harassment case, the alleged victim will have to meet a subjective and objective standard. In other words, the plaintiff must show that;

- he/she subjectively believed the conduct was hostile, abusive, or offensive; and
- a reasonable person in the plaintiff's position would objectively believe the conduct was hostile, abusive, or offensive.

5.4 **LEGAL IMPLICATIONS**

If either quid pro quo or hostile work environment harassment can be proven, employers may be liable for compensatory (monetary loss, pain and suffering) and punitive damages. Liability may depend on who committed the harassment (superior or co-worker) and what action the employer took to correct it.

If the harassment is committed by a superior and:

There is tangible employment action (firing, demoting, negative changes in assignments or responsibilities), the employer is liable.

The harassment is hostile work environment, then the employer is liable.

The employer's defense to liability is that it exercised reasonable care to prevent the harassment and took prompt corrective action to stop it once made aware, and the employee unreasonably refused to take advantage of the corrective measures.

If the harassment is committed by a coworker:

the employer is liable if it knew or should have known about the harassment, unless the employer took immediate corrective action.

5.5 **Strategies to Stop the Harassment**

With the above legal implications for sexual harassment at work in mind, victims of harassment also bear the burden of attempting to end it. There are several levels of escalation to employ in putting an end to workplace sexual harassment. First, you should personally try to end it. If that doesn't work, look at the employee handbook or manual and see what policies the Organization has in place and take your complaint to that level. No matter what, you should document everything (each instance of harassment, what actions were take by superiors, etc.), as it will only add to the strength of your case;

a. Personally Inform the Harasser His Actions Are Offensive

While this is the most difficult act for victims of harassment, it is ultimately the most effective method of ending the behavior. The harasser may not even be aware that her/his behavior is offensive, and it is always best to "nip" it in the bud before inappropriate comments or jokes, left unchecked, turn into something uglier. If you are uncomfortable facing the harasser, write a short letter or email letting her/him know you want the behavior to stop. If you're uncomfortable doing

this, tell a supervisor. If you write a letter, make a copy. If you write an email, send it from a company email address. You'll want to document every action that's taken by you, along with the response.

b. Report to Human Resources and Supervisors

If there is no lessening of the harassment after personal appeals to stop, then escalate your complaint to the next level. Be sure to follow all company protocols dealing with sexual harassment (and document everything to show that you took every action the company recommended). At each step, if you don't get the proper response from management, continue escalating the complaint up the chain of command.

c. Write It Down

The reason for following the Organization's procedures and documenting everything is simple: if you don't follow company procedures and give them a chance to stop the harassment, you will likely lose in court. So complain within the Organization, let them know about the situation, document it, and keep backups in files away somewhere safe away from the workplace.

Documentation does not end at keeping emails and memos to co-workers and supervisors. You should write down each instance of harassment as they happen. This includes specific information, in addition to date and time, such as the people involved, onlookers if any, their reactions, how the event made you feel and affected your work and general well being, etc. Keeping a journal of such events will strengthen your case and allow you to recall events clearly without worrying about forgetting or miss-remembering details.

CHAPTER: 6

6.0 WORKPLACE VIOLENCE

6.1 What is workplace violence?

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors.

6.2 How do we prevent workplace violence?

a. Do not hire danger – employers must screen employees and their referees thoroughly to prevent hiring of unstable characters
b. Uncover surprises – when concerns are expressed about potentially violent employees, it should not be treated with levity.
c. Investigate - employers must immediately investigate threats of violence and abnormally aggressive behaviors.
d. Access potential threat – when a terminated staff is adjudged to be potentially dangerous, employees must conduct a threat assessment. Try to establish if the employee had a past history of violence, bullying, or escalating conflict with other employees.
e. Take precautions – precautions may include having security guards, securing entrances, employees to wear identification tags as well as visitors.

CHAPTER: 7

7.0 GAMES AND SPORTS (PHYSICAL EXERCISE)

Games-Sports of any kind involving physical exercise

7.1 INTRODUCTION:

Physical Exercise improves the blood flow to muscles, providing them with nutrient and removing waste products. Muscles are strengthened and so are the ligament that attaches them to the bones, thus improving the strength and flexibility of the joints. The muscles tone is improved because the muscles require more energy; fat stored in the body is broken down and utilized which can lead to a reduction in weight. Specifically, exercise of the right kind can restore mobility to damaged joints and can ease some kinds of back pain, waist pain, Headache and general body malaise.

7.2 DEFINITION:

Exercise simply means physical activity. It is physical activity done or carried out in order to stay healthy and make your stronger.

It can also be said to be physical action that you repeat several times in order to make a part of your stronger or healthier.

Exercise may be targeted to act on the whole system or part of the body system.

7.3 TYPES OF EXERCISE

There are many different types of exercise which can be performed to fulfill different functions. For instance, certain exercise may be chosen to improve the efficiency of the heart and lungs, others may be chosen to improve muscle strength and flexibility. Other for physical endurance and so on. A well balanced exercise programme will contain activities that provide a combination of benefits.

7.4 KINDS OF EXERCIS: Aerobic and in- aerobic

Aerobic: This is the physical activity that requires the lungs to take in additional oxygen (O2) so as to meet the requirement of the muscles.

It is the best kind of exercise for improving cardiovascular fitness and also improves the strength and flexibility of muscles at the same time, Example of aerobics exercise includes but not limited to jogging, walking, swimming, running, dancing cycling, squash, foot balling etc.

7.5 INAEROBIC (ISOMETRIC)

This is exercise without movement in which one group of muscles exerts pressure against immoveable object.

It is designed to stretch and strengthen particular muscle groups. It improves muscles strength but do not have any effect on cardiovascular fitness or on flexibility e.g calisthenics and weight lifting.

7.6 **ISOKINNETIC**:-This kind of exercise combines elements of ISO metrics and Isotonic exercise. It is the type of exercise usually performed on the sophisticated fitness training equipment found in sports centers and gymnasiums.

7.7 BENEFITS

a. It offers greater physical strength and sense of inner peace and confidence.
b. Protects against heart diseases, stroke, hypertension, blood pressure (BP), blocked arteries, obesity, Gall stones, Diabetes, Osteoporosis that is disease of the bone, to mention, but a few.
c. Increases stamina, reserves energy and prolongs life expectancy.
d. Assist in lifting stress, depression, frustration, anxiety and a state of hopelessness.
e. It helps you to relax, improving sleep and achieve healthy recuperation.
f. It improves concentration, mental agility and physical coordination
g. It assists in physical rejuvenation that is (looking younger) and enhancing subtle and succulent looking skin.
h. It enhances sexual performance.
i. It improves your self esteem, confidence and enables you to socialize with greater
j. It helps you to look good and feel alright
k. It stimulates the production of synovial fluid that allows free movement of the joints and prevents arthritis.
l. It decreases pains associated with menstruation, waist pain, joint pain etc.

Conclusively, it is important to note that regular aerobic has been shown to reduce likelihood of coronary artery diseases. During aerobic exercise, the heart beats more rapidly and more powerfully. This strengthens the heart muscle and improves its efficiency and the blood pressure reduced. Aerobic exercise is also thought to help protect the body against the development of atherosclerosis (the accumulation of fatty deposits in the arteries or thickening of the arteries which can lead to a myocardial infarction (cardiac failure or cardiac arrest. With this, it is hoped that all FRSC Employees will give games and sports the attention it deserves so as to have a workforce that is full of life, energy and agility, committed to duty as well, and positioned for high productivity.

CHAPTER: 8

8.0 FIRE SAFETY MANAGEMENT SYSTEM

8.1 INTRODUCTION

The charge of FRSC fire safety management system is to broadly increase fire safety awareness, reduce the risk and number of fires, reduce loss of life, injury and property damage through education training and inspection as well as policy and standard development. Our strategy to reduce fire deaths and injuries is to focus on prevention by identifying and rectifying unsafe behaviors. The Fire Service Act, Cap. F29 Laws of the Federation of Nigeria, 2004, the International Organization for Standardization (ISO), the International Fire Code 2015 (IFC) and the Occupational Safety and Health Administration (OSHA) are the primary standards used in the development of this Manual; any area not specifically covered may be referenced in one of the above standards and will apply as necessary.

8.2 IMPLEMENTATION:

Fire safety is a fundamentally important area of concern for FRSC. The potential for loss of life, damage to property or injury from a fire-related incident is one of the most serious risks a regulatory institution like FRSC must face. Therefore, such an institution must have a comprehensive fire safety program. It requires an on-going commitment, partnership and sustenance on the part of all staff, visitors or anyone within its environment. Careful planning, implementation, and maintenance are all essential ingredients of a successful fire safety program.

8.3 COMPLIANCE AND RESPONSIBILITIES:

Due to the danger of injury or death from fire-related emergencies, all staff and contractors as well as visitors must comply with this program. Any hazardous or emergency situation must be reported to the proper authorities. Failure to do so could result in the possible loss of life and property. Persons who knowingly and/or willingly violate the provisions of this program may be subject to disciplinary action. The responsibilities for fire prevention rest on all levels of the corps and are outlined as follows:

8.4 THE CORPS MARSHAL

The Corps Marshal has ultimate responsibility for establishing and maintaining Health and Safety programs for the corps, and to provide continuing support for the Fire Safety Program.

The day to day responsibility for ensuring the management of the fire safety risk assessments is delegated to the Technical Services Department by the Corps Marshal.

The Head, Technical Services Department shall receive regular reports from HOU Technical in order to fulfill this responsibility.

8.5 MANAGEMENT OF STAFF:

These administrators are responsible for enforcing fire safety programs in areas under their control, and providing assistance to Technical Services Department in conducting safety inspections, correcting violations, and implementing fire prevention and evacuation policies as well as encourage and require employees to participate in fire safety trainings and awareness programs.

8.6 TECHNICAL SERVICES DEPARTMENT:

The Technical Services Department is saddled with the responsibility of monitoring and evaluating the fire safety programme by the application the fire safety management system (FSMS). Other responsibilities are as follows:

- Provides a fire-safe environment for Officers and Men, Contractors and visitors.
- Coordinates and reports code compliance inspections.
- Responds to fire incidents and does the follow-up.
- Assists in the response to reports from the Federal Fire Service and the follow up.
- Acts as liaison to other local, state and national regulatory agencies related to fire and life safety.
- Assists and advises Corps Offices on matters related to fire and life safety issues.
- Participates in the design of fire detection and alarm system standards.
- Monitors fire detection and fire suppression systems.
- Develops and publicizes the Corps fire safety program and policy.
- Conducts emergency evacuation exercises.
- Provides fire safety education and training.
- Review plans.
- Participates in the design, construction, and renovation of buildings through the process of plans review and construction inspections.

8.7 HEADS OF PLANT AND MACHINERY:

The Heads of Plant and machinery in collaboration with the TSD shall perform the following functions:

- Inspects, tests, and maintains fire detection and suppression systems.
- Inspects and tests emergency exit signs and lighting and other life safety systems.
- Corrects fire code deficiencies in a timely manner.
- Assists in the design of fire suppression, detection and alarm syste

8.8 FIRE SAFETY OFFICER:

The fire safety officer must brief all staff on the specific hazards of their work area, on fire reporting and evacuation plans, and fire extinguisher locations. They

will be exemplary in fire prevention and require them to participate in fire drills so that they become familiar with the building and area escape plan.

The duties of the Fire Safety Officers

a. Advise the Fire Marshals
b. Assist and supervise fire safety drills (simulation)
c. Ensure that the ACM TSD is notified of any fire, false activations or any problem associated with the fire systems or equipment.
d. Liaise with the Fire Service when required.
e. Review and maintain the following documents:
f. Records of monthly or quarterly test of fire alarms, Muster points (Assembly points), emergency lighting and fire exit doors.
g. Records of inspection, risk assessment and maintenance of Electrical supplies and Electrical equipment, storage of hazardous substances and other hazards associated with Fire Safety.
h. Plans of the Office Buildings.
i. Fire Safety Policy.
j. Copies of all Fire Risk Assessment.

The Fire and Emergency Evacuation plans (routes), records of all fire drills (at least once a year) listing evacuation times and any action taken records of all fire training

8.9 THE FIRE SAFETY MARSHAL:

The Fire Marshals are the Marshals of the Technical Services Department, Corps Provost and Corps Medical and Rescue services or any other staff trained to perform the function in RSHQ and all FRSC formations

The duties of Fire Safety Marshals

Make contact with and provide essential information for Rescue Service if required.

a. Conduct Fire Hose reel drills.
b. Conduct usage of Fire Extinguisher
c. Conduct search and rescue in conjunction with CMRS
d. Assist in evacuations and drills.

8.10 OFFICERS AND MARSHALS:

New Officers and men, when attending the initial orientation, will receive an overview of the safety programs provided by FRSC and should become familiar with the services. The orientation will focus on fire prevention techniques in the work area as well as what to do in case there is a fire emergency. They should comply with fire safety policies and guidelines, report any unsafe condition and receive training as required.

8.11 THE GENERAL STAFF DUTIES

FRSC Officers and Men shall carry out the following duties:

a. Take reasonable steps to ensure that they do not place themselves or others at risk by making sure that fire exit doors are not obstructed or closed; fire extinguishers are not been removed from their brackets and fire signs and notices are not removed or covered over.

b. Comply with any procedure that the FRSC may introduce as a measure to protect the safety and well- being of all staff and visitors.

c. Report any hazards, faulty and missing fire safety equipment to the Technical Services Department, Corps Provost or Intelligent Officer for appropriate action.

8.12 RESIDENCE:

Persons in the residence should familiarize themselves with the fire safety guidelines of FRSC and also be familiar with Housing and Residential Life rules. They should report vandalism and fire hazards to Technical Services Department. They will be required to evacuate the building during a fire emergency and proceed to pre-determined assembly areas or muster points of their buildings and wait there until told to re-enter the building.

8.13 CONTRACTORS:

Comply with local, state, and federal safety standards. If the contractor has an established program that meets or exceeds FRSC policy, it may be used on the job site. If the contractor does not have such program, FRSC policies may be mandated. The more restrictive requirements will apply.

8.14 COMPETENT PERSON:

The competent persons under this Policy are:

Officers and Marshals who have undergone training course on fire procedure.

Fire Officers

Fire Marshals

8.15 CMPETENCY TRANING:

The FRSC Management Staff shall provide nominated staff for competency training and supervision.

Other competent persons may occasionally be appointed or hired for the purpose of advice on technical issues or preparing assessments or reports.

8.16 **FIRE PREVENTION MEASURES**

Program Strategies

Fires require fuel, an adequate oxygen supply, and an ignition source to start. Fire prevention is accomplished by maintaining control over one of the three required elements that, when brought together, cause fires. The strategies we follow will include the following:

a. Implement a program that targets preparation, prevention and emergency preparedness and evacuation.
b. Proper handling of combustible and flammable materials. FUEL LOADS.
c. Proper handling and control of all ignition sources. FUEL SOURCES.
d. Implement safe housekeeping practice that reduces the risk of fire danger.
e. Install a reliable fire protection system and maintenance procedures.
f. Disseminate fire safety information through education, training and other means of awareness program.

8.17 **FIRE PREVENTION PLAN:**

The purpose of the plan is to eliminate the causes of fire and prevent loss of life and property by fire. The plan provides all staff, Contractors and visitors with information and guidelines which will assist in recognizing, reporting and controlling as well as eliminating the causes of fires and fire hazards.

8.18 PROGRAM ELEMENTS WILL ICLUDE:

a. Identifying potential fire hazards one of which is the proper handling of combustible and flammable materials.
b. Control and proper usage of ignition sources mainly electricity which is the major ignition source in all occupancies. Ignition sources also exist in chemical and mechanical forms. Smoking, open flames like candles and hot burners as well heat producing elements.

The major causes of fire at the workplace include poor housekeeping, improper storage and use of flammable materials, overloaded electrical outlets and extension cords, misuse of heat producing appliances including space heaters, unsupervised cooking, and improper disposal of smoking materials in the premises. Implementing fire prevention measures is the key in an attempt to insure one's personal safety.

8.19 PREVENTIVE MEASURES:

- TSD will ensure that a copy of the "Fire and Emergency Procedures" is posted in a conspicuous location on each floor.
- TSD that is saddled with responsibility of Fire Safety will make certain that Employees have understanding and knowledge of the contents of the "Fire and Emergency Procedures."
- Recognize all possible risks associated with an activity or process and eliminate it by controlling sources of ignition and properly managing combustible and flammables.
- Regularly observe emergency evacuation routes, fire extinguishers, and emergency and exit lights. Immediately report any missing equipment or any other problems discovered to Technical Services Department.
- Encourage occupants to actively participate in fire drills that are conducted regularly.

- Regularly observe the lobby, corridors, stairwells, and keep them clear of obstructions.
- Regularly observe all exits to keep them clear of obstructions AT ALL TIMES.
- Report any tampering with the fire alarm, smoke detection and suppression systems to Technical Services Department.
- Regularly observe fire doors to make certain they are closed at all times; report inoperable doors to Physical Plant or the respective maintenance offices.
- Inspect offices in search of:

a. Overloaded circuits
b. Frayed or damaged electrical cords
c. Improperly used extension cords
d. Improperly used appliances

- Forbid the use of candles or any other open flame devices for any purpose in the office buildings.
- Enforce the "No Smoking Policy" in all FRSC facilities.
- Enforce all Federal Fire Service safety regulations. If there are questions, contact Technical Services Department.

8.20 HOUSE KEEEPING:

- Fire doors must be kept closed at all times unless they are held open by an approved device connected to the fire alarm system.
- Exits, stairways and passageways leading to and from exits must be kept free of obstructions at all times. Furnishings, decorations, combustible objects, or flammables must not block exits, access to exits, or any means of egress.
- Dispose of all trash as soon as possible in trashcans or dumpsters. Waste materials must never be piled in corridors or stairwells while awaiting removal.
- Flammable materials should be present in the work area only in the quantities required for the day's job. These materials must be placed in an approved storage area at the end of each day.
- Materials must not obstruct sprinkler heads or be piled around fire extinguishers, fire alarm pull stations, or sprinkler and stand pipe control values. To obtain proper distribution of water from sprinklers, a minimum of 18 inches of clear space is required below sprinkler deflectors.

8.21 ELECTRICAL WIRING AND ALIANCES:

Fire safety officer should on weekly bases inspect all electrical equipment and cords to ensure proper use and safe conditions. Improper use of electrical devices to obtain more outlet capacity can result in overloaded circuits and fire.

The use of extension cords should be minimal and used only when a flexible, temporary connection is necessary. The cord and the outlet should be checked periodically to ensure overheating is not occurring. Extension cords cannot be used for fixed wiring, and should never be tacked, stapled, tied, hidden under rugs or draped over pipes or other supports, fastened to or through woodwork, ceilings or walls. When there is a permanent need of an electrical outlet, one should be installed through proper work order or minor project request.
Note: Extension cords are permitted to be used as permanent wiring at any time. However, surge protectors are permitted. They must plug directly to a wall outlet and the Equipment must be directly plugged into the surge protector. All surge protectors are to be IEEE compliant. The following are some of the items that are not permitted. Three way outlet splices (the little box that makes one plug into three) Outlet boxes (usually silver box with 4 plugs on top and a long black cord) Home use extension cords (usually brown, green or white light weight cords) Heavy duty extension cords (when not being used temporarily) Be sure all electrical equipments are properly grounded. If any evidence is found of frayed, cracked or damaged wiring or electrical outlets, the equipment affected should be taken out of service until repairs are made. Space heaters, coffee makers, microwave ovens, toasters and all other appliances with exposed heating elements should never be left unattended while in operation. Space heaters should not be placed under desks or in other enclosed areas. These appliances should be unplugged after each use and stored only after they are cool enough to touch. They should be operated away from combustible materials such as files, curtains, trash containers, etc.
All combustible materials as mentioned above must be kept at least 3 feet away from highly combustible materials such as Fuel, Diesel, Kerosene etc

8.22 **GUIDELINES FOR FIRE SAFETY EDUCATION AND TRAINING**

The Technical Services Department serves the Corp by addressing all aspects of the natural and built environment that can affect the safety of Officers and Men, Contractors and visitors. It does so through an educational process of training and other service oriented programs.
At the core of the program is the education and knowledge which we believe is the key to save lives, test and train occupants in fire safety awareness, and bring a higher level of understanding of what is involved in order to prevent and more importantly **SURVIVE A FIRE**. In essence the goal is to provide knowledge so as to understand the origin of fires, sources of fires, how to prevent fires from occurring and finally what to do if one is faced with fire.
The fire safety training is organized in such a way as to meet the specific needs of groups of people based on the kind of fire hazards to which they are exposed.

8.23 **FIRE SAFETY TRAINING FOR OFFICERS AND MARSHALS:**

Workplace fire safety guidelines are primarily derived from the Federal Fire Service (FFS) Act CAP F29, law of the Federation of Nigeria, 2004; ISO 9000, the National Fire Safety Code (NFSC), International Fire Code 2015 (IFC) and the Occupational Safety & Health Administration's (OSHA) regulations contained in Title 29, part 1910, Subpart E. of the Code of Federal Regulations. These regulations apply to buildings and work areas and provide basic requirements for the protection of property and life and the prevention of fires and explosions. Federal Fire Service requires employers to have a Fire Prevention Plan and to inform their employees of fire hazards to which they are exposed upon initial assignment of their jobs.

This Fire Prevention and Emergency Evacuation training has been developed to comply with the above regulations and guidelines. **EMPLOYEES WILL BE TRAINED ABOUT THE FIRE PREVENTION PLAN AND EMERGENCY EVACUATION PROCEDURES (FPEE 1**, 2&3-Basic, Appreciation and Supervision) of their work place, understand the threat and power of fire, and learn what to do in case of fire. This includes being familiar with basic fire protection systems including the basics of fire extinguishers and how to use them. All Staff and Contracts needs to participate in this training.

8.24 FIRE SAFETY IN THE RESIDENCE:

"Get Out and Stay Alive." The training provides occupants who live in the estates and staff quarters with information necessary to maintain a fire safe environment. This program focuses on fire prevention, fire protection and fire emergency preparedness and evacuation and is designed as a tool occupants use to save lives in the event of fire. Training topic include identifying the possible causes of fire, fire prevention techniques, emergency planning, familiarizing with evacuation plans, fire drills and basic concepts on fire protection systems as it relates the effect of vandalizing and tampering. Hands-on fire extinguisher is a vital part of this training module. Occupants living in FRSC residence and security staff needs to enroll in this training.

8.25 FIRE SAFEY TRAINING FOR CROWD MANAGERS:

This training module provides guidance and education to Corp offices, Special marshals and Road Safety clubs that host large size indoor and outdoor activities or events that have Class A &B occupancy facilities such as auditoriums, swimming pools, drills and sports etc. The training covers requirements that need to be met during an event, procedures that need to be in place to ensure safety of the crowd and the organizers. Participants will learn about basic fire prevention concepts, how fire protection systems work, what to do in case of a fire emergency including how to work with emergency responders, occupancy classifications and occupant

load limits as well as how to deal with crowd. Hands- on fire extinguisher training is also included in this module.

8.26 FIRE SAFETY TRAINING FOR TECHNICAL STAF:

This module of fire safety training is for people who are assigned to manage buildings, generator/electrical installation and spaces. The training covers fire prevention and emergency preparedness and evacuation techniques, understanding of life safety systems in buildings and how they operate, major hazard associated with buildings as well as how to get people out of the building during an emergency and interact with emergency responders. Hands-on fire extinguisher is included in this module.

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8.27 FIRE SAFETY TRAINING FOR LANT STAFF:

Fires and explosion are the most serious physical hazards faced in typical plants as well as in other research and experiment settings. The concentration of fuel loads in the form of flammable and combustible liquids and solids as well as the existence of highly pressurized cylinders of different kinds; together with different kinds of ignition sources that are used for operation classify plants to be high hazard areas to work.

Training will outline how to prevent fires in plant setting which will outline on the handling of flammable and combustible liquids including hazardous waste materials (fuel loads) containment of ignition sources be electrical, chemical, or mechanical. It also addresses the proper procedures to follow for preparing for a fire emergency and what to do should a fire emergency occur. A hands-on fire extinguisher training and knowing the different types of fire extinguisher is also an important part of the training module.

8.28 THEME OF FIRE SAFETY TRAINING:

In any of the above modules of training the theme of each of the training sessions is to help participants learn:

8.29 **FIRE PREVENTION (Stopping Fire from Occurring-SFO)**

Training Topics:

- What is fire?
- What are the possible causes of fire?
- What needs to be done to prevent the possible causes of fire?
- Actions to take to mitigate fires, inspection, hazard reporting,

8.30 **EMERGENCY PREPAREDNESS AND EVACUATION (Actions to Take in case of Fire -ATTF)**

Training Topics:

- How to prepare for a fire emergency.
- Participation in fire drills.
- Knowing evacuation procedures

- Knowledge and maintenance of fire protections systems
- Know how to use proper type of fire extinguisher

8.31 **FIRE EXTINGUISHER TRAINING:**

The Federal Fire Service Act 1963, National Fire Safety Code 2013, International Fire Code 2015 and OSHA Standards 1910.157 all directs that where an employer has provided fire extinguisher for employees in the work place, the employer shall provide an education program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting. The employer shall provide the required education upon initial employment and at least annually thereafter.

This training program provides extensive information on the classification of fires, portable fire extinguisher classification, operation of portable fire extinguisher, and the hazards involved in fighting an incipient stage fire. In-house training provides attendees with the opportunity to actually use fire extinguisher to put out a small fire.

8.32 EMERGENCY **EVACUATION PROCEDURES**

The purpose of the Emergency Evacuation Procedures is to establish minimum requirements that will provide a reasonable degree of life safety from fire and similar emergencies in FRSC Offices and Residence. The Emergency Evacuation Procedures will be utilized to evacuate all occupants during a fire emergency. Failure to leave the building when a fire evacuation alarm is sounding is a violation of state law.

8.33 **GENERAL INFORMATION**

What conditions may warrant evacuation of a building?

- Fire,
- Bomb Threat,
- Hazardous Material Spill,
- Hostile Intruder,
- Utility Failure, etc.

What should I know about the building evacuation plan?

- KNOW the evacuation plan of the building and where to find it. (Consult TSD)
- KNOW the location of all exits for the building.
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.).
- KNOW the location of the muster point or assembly area outside the building.
- ASSIST and participate in fire drills.

What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?

- **TURN OFF ALL HAZARDOUS** operation or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc. as quickly as possible.
- CLOSE all doors behind you as you exit.
- CHECK all doors for heat before you open or go through them to avoid walking into a fire.
- EVACUATE the building using the nearest exit or stairway. DO NOT USE ELEVATORS.
- Call 122 or Federal Fire Service Control Room on 08032003557
- PROCEED to pre-determined muster point or assembly area of building and remain there until you are told to re-enter by the emergency personnel in charge.
- DO NOT IMPEDE access of emergency personnel to the area.
- INFORM Fire Safety Officer or Emergency Personnel of the event, conditions and location of individuals who require assistance and have not been evacuated.
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What should I do to initiate a fire alarm to evacuate a building?

- Activate Fire Alarm Pull Station Located At Various Places Along Exit Routes.

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8.34 INDIVIDUALS REQUIRIG ASSISTANCE:

What should I know as an individual requiring assistance?

- LEARN the locations of exit corridors, exit stairways and designated areas of refuge.
- PLAN an escape route.
- TELL a co-worker or instructor how to assist you in case of emergency.

What should I do, as an individual requiring assistance, during a building evacuation?

- WAIT near the closest stairway, entrance or designated area of refuge and wait for assistance from others.
- DO NOT USE ELEVATORS

What should I know/or do to help individuals requiring assistance?

- KNOW the needs and capabilities of people requiring assistance who are routinely in your work area.
- ASK how you can help anyone requiring assistance before giving it.
- GENERAL GUIDELINES:

INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED:

OFFER assistance verbally and guide them to the nearest exit.

Note: **DO NOT GRAB THEIR HANDS AND PULL THEM ALONG**. Instead, offer your elbow to them. It is easier to hold on to a sighted person's elbow during an

evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING:

Get their attention and convey information by using hand gestures or writing what is happening and where to go.

Guide them to the nearest exit.

INDIVIDUALS WHO MAY NOT BE ABLE TO RESPOND TO AN EMERGENCY SHOULD BE CALMLY ADVISED AND GUIDED TO THE EXIT.

INDIVIDUALS WHO ARE IMMOBILIZED OR HAVE A MOBILITY DISABILITY:

These include individuals wearing casts and/or using canes or crutches, or those who are wheelchair bound, and those sustaining injuries during the emergency that render them immobile.

They should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY**. They should not be evacuated by untrained personnel unless the situation is life-threatening (Fire Rescue/Police personnel are trained personnel).

If located on an upper floor, individuals may be assisted to a stairway entrance or designated area of refuge to await evacuation or further instructions from Fire/Rescue or Police. If the individual is capable of walking with assistance, a "buddy" should assist and accompany the individual when descending the stairs

What should I do to assist individuals who cannot maneuver up/down stairs?

- **GUIDE THE INDIVIDUAL** quickly to reasonable safety, to a stairway entrance, out of way from the stream of traffic or designated area of refuge.
- **ACCOMPANY ANY ACTION** by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.

8.35 **FIRES AND FIRE SAFETY**

General Information

What should I do if I discover a fire?

- ACTIVATE THE FIRE ALARM SYSTEM by pulling one of the nearest pull stations that are located along the exit routes, if the alarm is not already sounding.
- FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit if the alarm is sounding. DO NOT USE ELEVATORS.
- PROCEED to the pre-determined outdoor assembly area for the building.
- Call 122 or Federal Fire Service Control Room on 08032003557
- REMAIN OUTSIDE at the assembly area until you are been told to re-enter the building by the emergency personnel in charge.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed throughout FAU buildings.

- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.
- Fire extinguishers can only be used for small fires that can be easily contained.
- Multi-purpose ABC fire extinguishers are used to fight Class "A", "B" and "C" fires:

Class "A": Fires caused by ordinary combustibles, such as wood, paper or textiles.
Class "B": Fires caused by flammable and combustible liquids, such as cooking oil, gasoline, and other solvents.
Class "C": Fires caused by electrically-energized equipment or appliances, etc.
When should I use a portable fire extinguisher?
Attempt to use fire extinguishers ONLY if the following apply:

- You are trained on how to use the fire extinguisher.
- The proper extinguisher is readily available.
- The fire is small, contained, and not spreading beyond its starting point.
- The exit is cleared and there is no imminent peril.
- The building is being evacuated.
- The fire department is being called.

How do I use a fire extinguisher?

- To operate your extinguisher, remember the word PASS.
  - P – Pull the pin
  - A – Aim low at the base of the fire
  - S – Squeeze the lever
  - S – Sweep across the fire
- Contact TSD immediately to replace any used fire extinguisher

How do I prevent fires from occurring?
Check for the following fire hazards at all times and report to TSD:

- Improper disposal of smoking materials.
- Exits not clearly marked or means of egress blocked by storage.
- Trash and other combustibles have not been disposed of regularly or Improper storage of flammable and combustible liquids.
- Electrical hazards, such as overloaded outlets, unapproved types of extension cords, exposed wires and power cords that are in poor condition.
- Use of open flames / candles.

8.36 PROCEDURES FOR FIRE DRILLS

General Information

The Technical Services Department or its designees are responsible for fire drills in all FRSC formations and residence as required by this fire policy. The primary concern in the event of a fire is to get everyone out of the building as quickly as possible. To do this, occupants must be prepared in advance for a quick and orderly evacuation. A trained group will act more calmly under emergency situations,

thereby dispelling panic, which has caused more casualties than fire itself. Slow evacuation and panic account for the large majority of all fatalities in fires.

Purpose of Fire Drills:

- To allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm.
- To allow TSD monitor the timeliness and effectiveness of evacuations.
- To detect technical problems with the fire alarm equipment.
- To gauge whether or not persons evacuate the building as legally required.
- To check if fire protection equipment, such as fire doors are being used properly.
- To gauge how long it takes to evacuate each building, and which exits are generally used.

8.37 **GENERAL FIRE DRILL PROCEDURE:**

- Fire drills are arranged and supervised by the Fire Safety Officer, or designee, with the cooperation of Fire Marshals of the Technical Services Department with Corps Provost and Corps Medical and Rescue Services.
- The date and time will be scheduled when most occupants are in the building.
- The Fire Safety Officer, or designee, will communicate the exact times the alarm will be pulled for the drill.
- The Fire Safety Officer, or designee, will activate the fire alarm.

WHEN THE EVACUATION ALARM SOUNDS, "EVERYONE MUST LEAVE THE BUILDING"

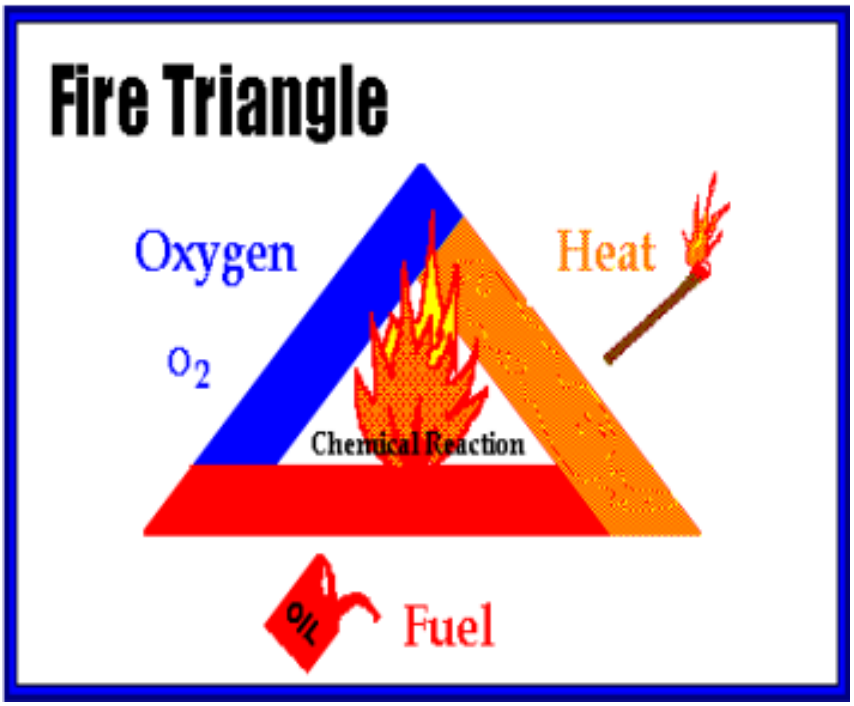
- After evacuation, occupants shall proceed to the muster point or pre-determined location and wait for the instruction of emergency personnel to re-enter.
- The Fire Safety Officer, or designee, shall silence and reset the panel when everyone has evacuated the building.
- Fire drills will be monitored for effectiveness and documented using the FRSC Fire Drill Response Form.
- If the fire drill is completed by a designee, the designee shall complete FRSC Fire Drill Response Form, and send it to the Technical Services Department.
- The HOU Technical shall receive a completed copy of the FRSC Fire Drill Response Form from the Fire Safety Officer after the completion of every drill.
- Fire drills will be held at least:

Once every six months in FRSC offices and residential occupancies.

8.38 **THE FIRE TRIANGLE:**

Four things must be present at the same time in order to produce fire

- Enough oxygen to sustain combustion
- Enough heat to raise the material to its ignition temperature
- Some sort of fuel or combustible material, and
- The chemical, exothermic reaction that is fire



Oxygen, heat and fuel are frequently referred to as the "fire triangle." Add the fourth element, the chemical reaction, and you actually have the "fire tetrahedron." The important thing to remember is when you take any of these four things away, you will not have a fire, or the fire will be extinguished.

Essentially, fire extinguishers put out fires by taking away one or more elements of the fire triangle/tetrahedron. Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

8.39 **CLASSES OF FIRE:**

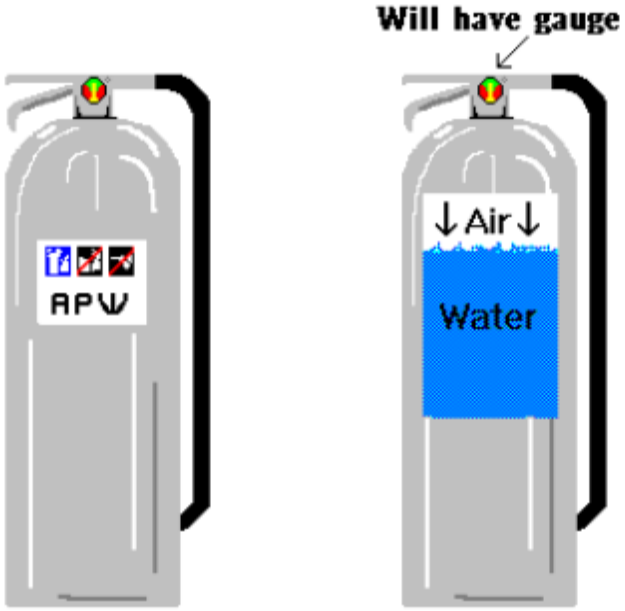
There are five classes of fires. All fire extinguishers are labeled using symbols for the classes of fires they can put out. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire. A missing symbol tells you only that the extinguisher has not been tested for that class of fire.

1. **Class A** fires involve paper, wood, and other ordinary combustibles.
2. **Class B** fires involve flammable liquids, such as gasoline, oil, and some paints and solvents.
3. **Class C** fires involve energized electrical equipment such as power tools, wiring, fuse boxes, appliances, TVs, computers, electric motors, etc.
4. **Class D** fires involve combustible metals, such as magnesium, potassium, and sodium.

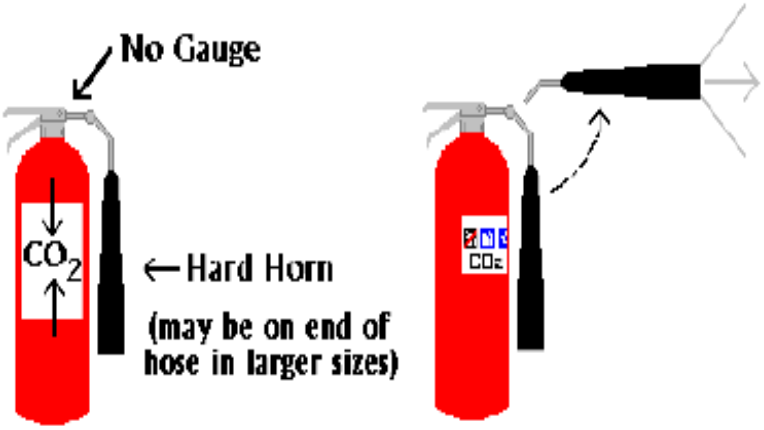
5. **Class K** fires involve grease in commercial cooking equipment.

8.40 **TYPES OF FIRE EXTINGUISHER:**

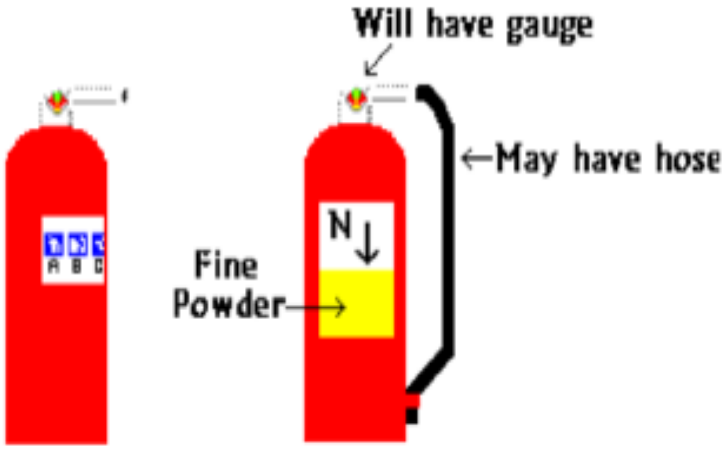
Different types of fire extinguishers are designed to fight different classes of fire. The extinguisher must be appropriate for the type of fire being fought.



Pressurized water extinguishers are being phased out because they do not work with class B and C fires. They can be used for ordinary combustibles like wood, paper, many plastics, cloth and rubber.



Carbon dioxide extinguishers are generally used in areas of sensitive electrical or electronic equipment since it is gas and leaves no residue that damages the equipment. Carbon dioxide functions by removing or displacing the oxygen in a fire. It is a non-flammable gas, extremely cold.



Dry chemical fire extinguishers are by far the most common type. ABC or multipurpose fire extinguishers are effective on all three classes of fires. Dry chemicals function by interrupting the chain reaction of the fire tetrahedron. The extinguishers are pressurized with nitrogen gas as an expellant. They can be used on class A, B and C fires. Dry chemical extinguishers put out fires by coating the fuel with thin layer of chemical dust. This in turn separates the fuel from the oxygen in the air. The powder has also the ability to interrupt the chemical chain reaction of the fire. These are the most common extinguishers found on campus since they are very effective at extinguishing fires.

K-Class Extinguisher: A K – Class extinguisher contains a wet chemical that is composed of potassium based solution.

They are used on kitchen fires that involve high temperature cooking oils and deep fat fryers. The solution provides both a cooling effect on the fire as well as forming a blanket on top of the fire cutting off the oxygen.

8.41 HOW TO USE FIRE EXTINGUISHER:

It is easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for PULL, AIM, SQUEEZE, and SWEEP.

Pull the pin.

This will allow you to discharge the fire extinguisher.

Aim at the base of the fire.

If you aim at the flames (which is usually the temptation), the extinguisher agent will fly right through and do no good. You have to hit the fuel

Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

Sweep from side to side until the fire is completely out.

Start using the extinguisher from a safe distance away moving forward while sweeping the nozzle from side to side. Once the fire is out, keep an eye on the area in case it re-ignites.

8.42 MOUTING FIRE EXTINGUISHER:

Most fire extinguishers are mounted on walls or columns by securely fastened hangers so that they are supported adequately, although some fire extinguishers are mounted in cabinets or wall recesses. In any case, the operating instructions must face outward, and the extinguisher should be placed so that it can be removed easily. Cabinets should be kept clean and dry.

8.43 TAMPERING AND VANDALISM:

Tampering with, or vandalizing, a fire extinguisher includes the following:

- Discharging the extinguisher for any other reason than to extinguish a fire.
- Relocating an extinguisher without approval.
- Damaging any part of the extinguisher intentionally or accidentally through carelessness.

8.44 REPORTING DAMAGED OR DISCHARGED EXTINGUISHER:

Never put an extinguisher back in its place after use. If an extinguisher is discharged, or if it is damaged in any way, report the fire extinguisher to TSD.

8.45 MAINTENANCE:

Maintenance should include a thorough examination of the extinguisher's mechanical parts, the extinguishing agent and the expelling means.

The purpose of the maintenance program is to make sure that the extinguisher will operate properly, and will not pose a potential hazard to the operator or people nearby.

8.46 **GUIDELINES FOR INSPECTION AND MAINTENANCE OF FIRE EXTINGUISHERS:**

The purpose of this guideline is to provide information regarding the requirements of inspection and maintenance of fire extinguishers in all facilities of FRSC. This information is based on Occupational Safety and Health Standards 1910.157 and NFPA10 and project specification.

All fire extinguishers shall be inspected and maintained in accordance with the manufacturers established operating standards and applicable code requirements. Any inspection, servicing, recharging, or testing of fire extinguishers shall only performed by licensed and certified companies with qualified personnel normally engaged in this type of work.

The annual inspection shall include check of the following items;

- The extinguisher is located in its designated location.
- There is no obstruction to access or visibility.
- Operating instructions on the name plate are legible and facing outward.
- Seals and tamper indicators are in place and not broken or missing.
- The extinguisher is full determined by weighing or "hefting".
- Extinguisher shows no obvious physical damage, corrosion, leakage, or clogged nozzle.
- Pressure gauge reading or indicator is in the operable range or position.
- Extinguisher chemical is not caked. (dry chemical only).

Tag is attached that indicates the month and year the maintenance and recharging were performed and identifies the person performing the service.

In addition to the above required inspection each fire extinguisher shall be subject to a periodic maintenance that will include:

1. Thorough examination of the basic elements of a fire extinguisher annually including:
   i. All necessary parts of fire extinguishers
      Extinguishing agent of cartridge and cylinder-operated dry chemical, stored pressure, loaded steam and pump tank fire extinguishers
   ii. Expelling means of all extinguishers
   iii. Weigh all carbon dioxide and halogenated fire extinguishers as required by the manufacturer.

iv. As part of the annual maintenance and where applicable conductivity test shall be performed on carbon dioxide fire extinguishers hoses.
v. When recharging a fire extinguisher the recommendations of the manufacturer shall be followed and a leak test shall be performed on stored pressure and self expelling types of fire extinguishers.
vi. All fire extinguishers that require recharging as a result of either six-year maintenance or hydrostatic testing must have "Verification of Service" collar located around the neck of the container.
vii. Dry chemical and Halon fire extinguishers shall be serviced every six months. Six –year maintenance involves taking apart the fire extinguisher to internally examine all components.
viii. Every six years stored pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.
ix. Every 12-year, extinguishers must be hydrostatically tested. Test involves high pressure testing to determine continued serviceability to the extinguisher shell.
x. As part of hydro testing of carbon dioxide fire extinguishers conductivity test shall be performed on all on all carbon dioxide fire extinguishers hoses that require such testing. Hose assemblies found to be nonconductive shall be replaced. Carbon dioxide fire extinguishers are not required to be examined internally. However these extinguishers must be weighed on a special scale to determine if the amount of carbon dioxide is within the required range. Carbon dioxide fire extinguishers are subject to hydrostatic test testing every five years.

8.47 INSPECTION AND TESTING OF FIRE PROTECTION AND LIFE SAFETY SYSTEMS

FRSC is working to provide a level of life safety and property protection that will meet the needs of the people occupying its buildings while meeting the safety requirements of National building codes and the authority having jurisdiction. Fire detection devices and alarm systems are the key elements among the fire protective features of any facility. Detection and alarm systems help limit property losses in buildings regardless of the type of occupancy, and significantly reduce the loss of life from fire since many of the fire deaths in the United States result from building fires.

8.48 FIRE PROTECTION EQUIPMENT AND SYSTEM:

Fire Protection Equipment and systems are specially designed, either alone or as a system, to limit the spread of fire and smoke by assisting in extinguishments, either by automatic, semi-automatic or manual means. This includes, but is not limited to:

- Portable fire extinguishers
- Fire hoses
- Fire pumps
- Wet and dry standpipe systems
- Automatic sprinkler systems
- Fire doors, dampers and other fire protection systems and appurtenances
- Fire alarm systems

Fire protection and life-safety equipment and systems shall be inspected, tested and maintained in all occupancies and locations where required, or installed as set forth in Federal Fire Service. The provisions of this Standard apply to the inspection, maintenance, and testing of both fire protection and life-safety systems and equipment. The requirements presented in this Standard are to be considered as a MINIMUM. See the Appendices for sample forms that apply to the inspection, testing and maintenance of fire protection systems.

18.2 Servicing, Testing, and Maintenance

Qualified, certified and/or licensed personnel shall conduct all servicing, testing, repair, maintenance and tagging of fire protection and life-safety equipment. Personnel not licensed, certified, or approved by the Fire Department may be required to provide documentation of licensing or certification by similar approved agencies or authorities, or identification as manufacturer's representative or authorized service personnel.

8.49 SERVICE TAGS:

After installation or service, an approval service tag shall be completed in detail indicating all work that has been done and then attached to the equipment or system in such a position as to permit convenient inspection and not hamper its actuation or operation. A new service tag must be attached each time service is performed. If impairments to the system constitute emergency impairments, then a completed tag shall be attached indicating the nature of the impairment or what corrective action is necessary.

8.50 NE INSTALLTION:

All new installations of fire protection equipment and fire alarm systems shall have installation acceptance tags affixed to them.

8.51 **LIFE SAFETY SYSTEM (Fire Alarm System)**

Fire alarm systems shall be tested, and service tagged at the main alarm panel, not less than annually. Testing shall include all smoke detectors, manual pull devices, enunciators, visual indicators and strobes, control units, voice/alarm communications systems and other devices that may be part of the fire alarm system.

8.52 **TEST OF SYSTEMS**:
An approved fire alarm service company shall test the fire alarm system. All testing and maintenance shall be in accordance with NFPA Standard No. 72 and this Standard. Test operation of all auxiliary functions of alarm system including, but not limited to: electronic locking devices, automatic fire and smoke door and damper function, elevator recall, stair pressurization operation and HVAC shutdown.

8.53 **EMERGENCY LIGHTING SYSTEM:**
Provide for the quarterly testing of emergency lighting systems that are part of an approved exit system and shall include, but is not limited to: lighted exit signs, stairway lighting, and egress lighting, where required both inside and outside of a building or structure.

8.54 **GENERATOR SYSTEM:**
A "run check" of the generator unit shall be performed at least monthly, for a period of at least 30 minutes, under load conditions. System shall be checked for proper fuel, oil and coolant levels prior to starting test. Authorized building or contract personnel may perform "Run Tests" and maintenance. All testing should be done in accordance with manufacturer's guidelines and NFPA Standard No. 110. A written record of monthly test shall be maintained by the generator room.

8.55 **BATTERY SYSTEMS:**
Battery units shall be inspected quarterly. Authorized building or contract personnel may perform inspections using procedures in accordance with manufacturer's guidelines and NFPA Standard No. 110. A written record of inspections shall be maintained.

8.56 **EMERGENCY POWER SUPPLY SYSTEMS (EPSS)**
These systems provide emergency power for continuous operation of, but are not limited to: exit lighting systems, fire alarm system, fire pump, stair pressurization and smoke removal systems, elevators, and associated electrical transfer switch gear. The unit shall be inspected quarterly.

8.57 **TEST OF AUTOMATIC FANS ND DAMPERS:**
Operational tests of all automatic fans and dampers connected to building fire alarm systems shall be conducted annually in conjunction with fire alarm systems tests. Results shall be included with the fire alarm system inspection test reports.

8.58 **WATER BASED** LIFE SAFETY SYSTEMS:
Automatic Sprinkler Systems
Routine Inspection

Approved contract personnel or building personnel, fully trained to perform such inspections or checks, may perform routine visual inspections and equipment checks in accordance with NFPA Standard No. 25. A written record of weekly and monthly inspections of system components shall be maintained. Regardless of the type of system, all automatic fire sprinklers must remain clean at all times. They must not be caked with dust, grease, or paint, particularly on the heat-responsive element. They must be provided with guards if located in the areas prone to damage. Light fixtures, HVAC equipment, cables, stored materials, or movement of overhead doors and windows should not obstruct sprinklers. NFPA 25 requires this type of evaluation to be performed once a year. Sprinklers must be free from corrosion. A sufficient supply of spare sprinkler heads of each type and ratings used by the system and the special wrench needed to replace them, must be available on the premises.

Piping must be checked once a year when the sprinklers are being inspected to make sure it is in good condition, free from mechanical damage, and not being used to support fixtures, ladders, or any other loads. NFPA 25 requires that the pressure gauge of a wet pipe system be read monthly and the reading must be recorded

8.59 **TEST OF SYSTEMS:**

All automatic sprinkler systems shall be tested annually in accordance with NFPA Standard No. 25 and State requirements, and service tagged by an approved fire protection sprinkler company.

8.60 **WET STANDPIPE SYSTEM:**

Wet standpipe systems should contain water in the piping at all times. A flow test shall be conducted for each zone of the standpipe system every 5 years. An approved service company shall conduct flow tests with required volume of water at the system's design pressure and provide required service tagging of the system at the main control valves and risers. Testing shall be conducted in accordance with NFPA Standard No. 25.

8.61 **DRY STANDPIPE SYSTEM:**

Dry standpipe systems do not normally contain water in the piping and have to be supplied with water from an outside source. An approved service company performing such testing shall conduct hydrostatic test on the standpipe system every 5 years.

8.62 **FIRE PUMPS (Diesel Driven Pumps):**

Operating test of diesel engine driven fire pumps shall be conducted without water flowing. This test shall be conducted by allowing automatic starting of the pump to occur and running the pump for a minimum of 30 minutes. Run test may be

performed by authorized building or contract personnel and shall be in accordance with the manufacturer's guidelines and NFPA Standard No. 25. A written record of all quarterly tests shall be maintained.

8.63 **ELECTRICALLY DRIVEN PUMPS:**

Operating test of electrical motor driven fire pumps shall be conducted quarterly without water flowing. This test shall be conducted by allowing automatic starting of the pump to occur, and running the pump for a minimum of 10 minutes. May be performed by authorized building or contract personnel and shall be in accordance with the manufacturer's guidelines and NFPA Standard No. 25. A written record of all weekly tests shall be maintained by the pump room.

8.64 **PUMP TESTS:**

A flow test at pressure shall be conducted on fire pump(s) annually. Flow tests shall be performed by an approved service company, and shall be conducted and service tagged in accordance with manufacturer's guidelines and NFPA Standard No. 25.

8.65 **FIRE DOORS AND DAMPERS**

Fire Door Inspection

Fire doors, shutters and windows shall be inspected at least quarterly. Inspections should include the following:

a. Guides and bearing should be well lubricated.
b. Doors normally held open by automatic closing devices should be operated to assure they are working properly. Closing devices and coordinators should be adjusted to assure that the doors close and latch properly.
c. Chains and cables should be regularly inspected for excessive wear and stretching.
d. Check fusible links for paint or other non-approved coating materials. Replace any painted or coated links.
e. Check door rollers for paint, dirt or grime buildup. Remove paint or buildup as necessary to assure that rollers will not bind.
f. Check doors for holes or other damage that would violate their fire rating.

Inspections may be performed by authorized building or contract personnel and shall be in accordance with the manufacturer's guidelines and NFPA Standard No. 80. A written record of all inspections shall be maintained.

8.66 **FIRE DOOR TESTING:**

All sliding and rolling fire doors, shutters and windows shall be allowed to close completely at least annually to check operations of the guides and rollers, and to make sure the doors have adequate clearance to close completely. Chains and cables should be adjusted as needed.

8.67 **FIRE DAMPER INSPECTION:**

All accessible fire damper assemblies in mechanical, electrical or air handler rooms and spaces, in firewalls or rated occupancy separation walls, or in floors, shall be visually inspected at least quarterly to verify that their operations are not obstructed or impaired.

CHAPTER: 9

9.0. GUIDELINES ON THE USE OF ELEVATORS

9.1 **Definition of Elevator:** This refers to any platform or compartment housed in a shaft for raising and lowering people or things to different floors or levels.

9.2. **Capacity:** This refers to the number of people or things the elevator can carry without breaking down.

Note: The capacity of the RSHQ lift OTIS is as follows:

Maximum load - 630kg

Maximum number of people – Eight [8].

9.3. **General Information**

You SHOULD:

- Watch your step when entering or exiting the elevator.
- Stand aside and allow exiting passengers to get off before entering.
- Push and hold the DOOR OPEN button if doors need to be held open for someone approaching to get on; don't hold open using your arms or feet.
- Use the stairs if there is a fire in the building or other situation that could lead to a disruption in electrical service. Elevator shafts are often not sealed and act as a chimney when Fire is present.
- Check the posted capacity of elevators and not get onto an elevator that is already at capacity. Wait for the next elevator if the car is full or if there is not enough room to stand comfortably in the elevator cabin.
- Discourage unsafe behavior by others in and around elevators.
- Report elevator vandalism promptly to TSD.
- Report any elevator-related accidents promptly to TSD.
- Push the alarm button and as many floor buttons as possible if you suspect trouble or are attacked so that the elevator will stop quickly at the next floor.
- Don't get into an elevator with someone who makes you feel uneasy.

9.4 **You Should NEVER**:

- Interfere with closing doors. Wait for the next elevator.
- Attempt to pry open elevator doors.
- Attempt to enter the hoist way outside the elevator cabin.
- Jump up and down.
- Cram into an elevator that is exceeding its capacity; actively discourage anyone else from cramming into an elevator.

- Block the doors open with any kind of equipment or box, or with your foot or arm. In newer elevators, holding the doors open will cause the elevator to "time out" and shut down as a safety feature. In that situation, a mechanic must reset the controller to re-start the elevator. Use the DOOR OPEN button on the floor selector panel to hold doors open longer than the normal timing sequence allows.

9.5 **If the Elevator Is Not Working and You Are Inside**

- When the elevator stops, first try the DOOR OPEN button. If the doors won't open, ring the ALARM button and wait for assistance. Use the emergency phone if one is available.
- Remain calm and communicate with those outside. Cell phones may work inside an
  elevator. If you have one and it is receiving a signal, call the Technical Services Department at 08058298456 if you do not have a cell phone, ask those outside the elevator to make the call.
- Sit down and stay in the elevator, away from the doors, in case rescue personnel open them.

9.6 **NEVER ATTEMPT TO CRAWL, JUMP OR CLIMB OUT OF AN ELEVATOR BETWEEN FLOORS**

- Never attempt to get off a stalled elevator without emergency personnel present.
- Do not attempt to exit an elevator that is not properly aligned with a floor unless there are emergency personnel present to assist in evacuation.
- Any Staff who tamper with or abuse any of the elevator equipment or controls or who create an unsafe environment for themselves or others in or around elevators are in violation of safety law and will be disciplined accordingly.

9.7 **GENERAL RECOMMENDATIONS REGARDING HEALTH AND SAFETY**

Following the discussions so far, the below recommendations are to be considered;

1. Fire extinguishers should be serviced at the appropriate time (6 month interval).
2. Proper ventilation in the plant and indeed all other work Areas is very crucial. This should involve repairs of existing air vents and creation of more in the plant, especially in the blank and finished stores.
3. Proper disposal of factory wastes every three months.
4. Proper communication of safety practices to workers, contractors and visitors alike.
5. Fully kitted first aid box should be provided for the plant.
6. Regular monthly safety audits should be carried out.

7. Material safety data sheets (MSDS) of all chemical substances should always be provided and within the reach of personnel in the unit.
8. All plants machinery should Lock-out and Tag out separately (LOTO).
9. There is need for daily provision of a tin of milk, a capsule of Ginkocine Capsule and other anti-toxin Drugs for plant staff, to ameliorate the effects of the toxic chemicals they come in contact as a result of their work procedure.
10. There is urgent need for HSE Officers and Plant Staff to be properly trained on HSE hence you cannot give what you don't have.
11. Staff should be rotated within the units to engender in them versatility and also to prevent severity of the toxic chemicals.
12. Adequate/Portable water supply is very important for the Plant Staff to ameliorate the effect of emission of heat and absorption of toxic chemicals in the plant. Adequate drinking Water will also assist in cleansing flushing dead Cells within the System.
13. The plant environment should also be fumigated yearly to eliminate disease vectors like mosquitoes, rodents, e.t.c.

CHAPTER 10

10.0 RESPONSIBILITIES FOR HSE AT THE HEADQUARTERS.

10.1. The overall responsibilities for Health, Safety and Environment (HSE) are that of the Corps Marshal. The duties for the practicability of this Policy is that of DCC (HSE) and HSE Officers in the various formations of the Corps (Field Commands)

10.2. DCC (HSE) Carries out the following responsibilities: i Coordinates, Supervises and Monitors all HSE Activities.

ii Coordinates all Safety, Health and Environment Matters.

iii Educates FRSC Staff on Basic Safety and Healthy lifestyle.

iv Handles all Safety, Health and Environment activities.

v Inspects FRSC Offices (HQ and Field Commands), NVIS, Signage, Print Farm, Medical Center, Zebra Points Quarters, Barracks etc.

vi Inspects FRSC Training Institutions (Academy, Training School and Camps)

vii Inspect all Eateries and Cafeterias within FRSC Premises.

viii Ensure proper disposal of Social Wastes (Solid and Liquid Wastes.

ix Checks Equipment of Contractors working on FRSC Premises/locations and ensure that they do not constitute Health Hazards.

X Ensure that people working with Hazardous Materials/Equipment make use of Personal Protective Equipment(PPE).

xi Monitoring of Staff Health to ensure Healthy workforce.

xii Circulates/distributes leaflets, fliers and Posters on Health, Safety and Environment.

xiii Reports to the Corps Medical and Rescue Officer (CMRO)

10.3 SOP FOR CARRYING OUT THE RESPONSIBILITIES OF DCC (HSE)

- Interface with Agencies and Organizations on HSE-MS.
- DCC (HSE) collates the list of Agencies and Organization that have some thing to do wih HSE-MS.
- Writes reports of all activities carried out.
- CMRO endorses the report and forward same to Corps Marshal (CM)
- DCC (HSE) keeps record of all Caterers in RSHQ for CMs information.
- Recieves applications from intending Caterers for the attention of CM.
- A Screening Committee made up of Provost, TSD, INT and AHR, chaired by DCC (HSE) is constituted to interview and shortlist the successful applicants.
- Monitors the Health and Safety of Staff through Preventive Health Clinic.
- Staff visits the Clinic for Check up and Counseling.
- DCC (HSE) visits Field Command twice a year for the purpose of monitoring staff Health or as may be directed by the Corps Marshal.
- Report on all activities carried out written, endorsed by the CMRO and forwarded to Corps Marshal.

10.4 RESPONSIBILITIES OF ZONAL WELFARE/HSE OFFICERS IN THE FIELD COMMAND

The Zonal Welfare/HSE Officer shall implement the Policy in the Zonal Command.

10.5 The Zonal Welfare/HSE Officer shall be of the rank of Assistant Corps Commander (ACC)

10.6 The Zonal Welfare/HSE Officer shall carry out the following responsibilities:

a. Regulates and coordinates the activities of caterers/food vendors in the Zonal Office including all extant environmental policy and other necessary convenience to ensure best practices.
b. Relate with DCC (HSE) on the implementation of HSE Policy in the Zone.
c. Relate with HOU (Welfare) on implementation of Management Policy on further studies as it affects Command's staff.
d. Give feedback on implementation of Management Policy on staff posting relating to deceased spouses as it affects staff in Zone and Component Commands.
e. In conjunction with Zonal Clinic, ensure monitoring of Zonal Staff Medical conditions and make submission in area of improvement generally.
f. Collates and analyses staff welfare matters in the Zone and its formations and forward same to Headquarters for considerations.
g. In conjunction with Zonal Clinic, organize quarterly health awareness/screening programmes to improve health of staff so as to promote healthy lifestyles.
h. Ensure that all Policies for Staff welfare are understood by all Staff.
i. Ensure that the sanitary policy of the Corps is adhered to.
j. Sign post other areas of specialized advice, information and support to DCM (AHR).
k. Carry out other functions as may be directed by the Zonal Commanding Officer.
l. Educate FRSC Staff on basic Safety and Healthy life style,

m. Create deliberate and conscious awareness of risks, hazards arising from
n. work activities and Environmental issues, including Fire Safety.
o. Carry out risk assessment/job hazard analysis (JHA) in the zone
p. Conduct Health and Safety Inspection of Zonal Facilities on monthly basis.
q. Ensure that appropriate Personal Protective Equipment (PPE) is used when
r. carrying out work activities.
s. Collaborate with other Agencies and relevant departments/stakeholders to
t. ensure effectiveness of HSE Programme in all the formations under the Zone.
u. Renders report to RSHQ on HSE through the Zonal Commanding Officer.

10.7 SOP FOR CARRYING OUT THE PROPOSED RESPONSIBILITIES OF WELFARE/HSE OFFICERS IN THE FIELD COMMANDS

ZONAL COMMANDS

ZONAL WELFARE/HSE OFFICER (ZW/HSE) SOP

a. Interface with other agencies such as Ministries of Health, Environment, Information, Transport, Labour, NGOs etc on HSE/Welfare Administrations:
b. Zonal Welfare/HSE Officer (ZWO) collates the list of Organizations that has staff welfare administration related in turn with paramilitary and forward to ZH (AHR) for information.
c. ZW/HSE Officer collates the list of Organizations that has Staff Welfare administration/HSE related in tune with Paramilitary and forward to ZCO for information.
d. ZCO endorses the report and forwards same to DCM (AHR) for information and further directive.

Record maintained: list of Organizations, interface report file

10.8 CORDINATE CATERING SERVICES FOR THE ZONE

i ZW/HSE Officer keeps records of all Caterers in the ZHQ for ZCO information.
ii ZW/HSE/ Officer receives application from intending caterers for the attention of ZCO.
iii. ZCO constitutes a screening committee handled by ZW/HSE Officer to interview and shortlist the applicant.
iv. ZW/HSE Officer forwards result to ZH (AHR).
v. ZCO directs ZW/HSE Officer to issue engagement letter to Successful Applicants.
vi. ZW/HSE Officer (HSE) directs SO (Welfare) to monitor the quality of food and the sanitary status the vendor.
vii. SO (Welfare) submits report to ZWO.
viii. ZW/HSE Officer collates, analyze and forward the report to ZCO.

ix. ZCO forward report to DCM (AHR).

Record maintained: list of caterer: weekly, monthly and quarterly report file.

10.6 **REFERRAL STAFF FROM COUNSELLING UNIT**

a. ZW/HSE Officer receives staff requiring welfare attention from HOU (Counseling).
b. ZW/HSE Officer identify welfare need of the staff.
C. ZW/HSE Officer forwards submission to ZCO.
d. ZCO forwards the same to DCM (AHR).

Record maintained: Staff documentation file, welfare submission file.

10.9 **ENSURE IMPLEMENTATION OF MANAGEMENT POLICY ON FURTHER STUDIES IN CONJUNCTION WITH TSC**

a. ZCO receives complaints from staff on approved further studies.
b. ZCO directs ZWO to look into the issues raised and make submission.
c. ZW/HSE Officer forward submission to ZCO
d. ZCO forwards submission to DCM (AHR).
e. DCM (AHR) forward submission to CM for further directive.
f. CM direct appropriate office to take action.

Record maintained: Staff complaints file, submission file.

10.10 **ENSURE_IMPLEMENTATION OF MANAGEMENT POLICY ON STAFF POSTING RELATED TO DECEASED SPOUSE.**

a. ZCO receives compliant from affected staff.
b. ZCO minutes memo to ZWO to treat.
c. ZW/HSE Officer forwards his submission to ZCO.
d. ZCO forward submission to DCM (AHR) for necessary action.

Record maintained: Staff complaint filed, submission file

10.11 **MAKE INPUTS INTO ISSUES RELATING TO STAFF FOR CONSIDERATION OF THE FRSC HOUSING BOARD THROUGH DCM (AHR)**

a. ZCO receives complaints from staff on housing issues.
b. ZCO minutes complaints to ZWO to treat.
c. ZW/HSE Officer collates complaints and make submission to ZCO.
d. ZCO forwards same to DCM (AHR).

Records maintained: Staff complaints filed and input proposal files.

10.12 **ENSURE MONITORING OF STAFF HEALTH/ MEDICAL CONDITION AND MAKE SUBMISSION IN AREA OF IMPROVEMENT GENERALLY.**

i. ZCO receives monthly report of staff medical record from Zonal Clinic.
ii. ZCO minutes same to ZW/HSE Officer.
iii. ZW/HSE Officer (Welfare) analyses medical record and make submission to ZCO.
iv. ZW/HSE Officer initiate visit to staff hospitalized.
v. ZW/HSE Officer forward report to ZCO for further directive.
vi. ZW/HSE Officer receives report of staff medical condition from Sector Commands/Unit Commands.
vii. ZW/HSE Officer collates analysis and forward to ZCO.
viii. ZW/HSE Officer collaboration with Zonal (MD) on the general staff medical condition.
ix. ZW/HSE Officer liaises with Zonal (MD) on area of improvement and keep record.
x. ZW/HSE Officer forward report/record to ZCO.
xi. ZW/HSE Officer initiates visits to staff hospitalized and forward report to ZCO.

Record maintained: Record of medical condition of staff file and report on area of improvement file.

10.13 **ENSURE THAT ALL POLICIES FOR STAFF WELFARE ARE UNDERSTOOD BY ALL STAFF**

a. ZW/HSE Officer secures the Corps staff welfare policy from ZCO.
b. ZW/HSE Officer forward proposal to ZCO for the policy to be relayed to staff in Zone.
c. ZCO gives approval of the proposal.
d. ZW/HSE Officer ensures that content of Staff Welfare policy is read at In-house lecture for proper understanding.
e. ZW/HSE Officer reports back to ZCO.

Record maintained: Corps Welfare Policy document file, proposal file.

10.14 **ENSURE THAT THE SANITARY POLICY OF THE CORPS IS ADHERED TO:**

a. ZW/HSE Officer secures the sanitary policy documents for implementation.
b. ZW/HSE Officer writes to ZCO on identified sanitary infraction.
c. ZCO directs ZW/HSE Officer to carry out inspection of facilities and enforcement of the policy.
d. ZW/HSE Officer in collaboration with Zonal MD and Provost carries out inspection and enforcement.
e. ZW/HSE Officer forward report to ZCO.
f. ZCO forward Quarterly report to DCM (AHR).

Record maintained: Sanitary policy document file, inspection and enforcement report file.

10.15 **COLLATE AND ANALYSES STAFF WELFARE MATTERS IN ALL FORMATION AND FORWARD SAME TO APPROPRIATE OFFICESFOR CONSIDERATION.**

i. ZCO receives reports from Sector and Unit Commands
ii. ZCO minutes same to ZW/HSE Officer for action.
iii. ZW/HSE Officer collates and analyses reports from Sector and Unit Commands.
iv. ZW/HSE Officer forward report and makes recommendation to ZCO.
v. ZCO forward same to DCM (AHR).

Record maintained: Application from field command file, HOU (Welfare) review file.

10.16 **RESPONSIBILITIES OF SECTOR WELFARE/HSE OFFICER**

a. The Sector Welfare/HSE Officer shall be of the rank of SRC. Regulates and coordinates the activities of caterers/food vendors in the Sector Command including all extant environmental policy and other necessary convenience to ensure best practices.
b. Relate with Headquarters on complementation of Management Policy on further studies as it affects the Sector Command's staff.
c. Give feedback on implementation of Management Policy on staff posting, relative to deceased spouses as it affects staff in the Sector Command.
d. Collates and analyze staff welfare matters in the Unit and forward same to Headquarters through Zone.
e. In conjunction with zonal Clinic organize quarterly health awareness/screening programmes to promote healthy lifestyle of staff.
f. Ensure that all policies for staff welfare are understood by all staff.
g. Ensure that the sanitary policy of the Corps is adhered to in the Sector.
h. Signpost other area of specialized advice, information and support to DCM (AHR).
i. Carry out other functions as may be directed by the Sector Commander.
j. Educate FRSC staff on basic Safety and healthy life style, create deliberate and conscious awareness of risks, hazards arising from work activities and Environmental issues, including fire safety
k. Carry out risk assessment/job hazard analysis (JHA) in the zone.
l. Conduct health and Safety inspection of sector facilities on monthly basis.
m. Ensure that appropriate personal protective Equipment (PPE) is used when carrying out work activities.

n. Collaborate with other agencies and relevant departments/stakeholders to ensure effectiveness of HSE Programme in all the formations under the zone.

o. Renders report to RSHQ on HSE through the Sector Commanding Officer

10.17 SECTOR COMMAND

10.18 SECTOR WELFARE/HSE OFFICER (SW/HSE OFFICER) SOP

i. Interface with other agencies on Welfare Administration.

ii. Sector Welfare/HSE Officer (SW/HSE Officer) collates the list of organizations that have Staff Welfare Administration related and in tune with Para-military and forward to Sector Commander.

iii. SC directs the SW/HSE Officer to interface with organization.

iv. SW/HSE Officer forward reports to SC.

v. SC forward reports to ZCO for information.

vi. ZCO forward information to DCM (AHR).

Record maintained: List of organizations, interface report file.

10.19 CORDINATE CATERING SERVICES FOR THE SECTOR

i. SW/HSE Officer keeps record of all caterers in the Sector Command for SC's information.

ii. SW/HSE Officer receives applications from intending caterers for the attention of SC.

iii. Sector Commander constitutes a Screening committee headed by SW/HSE Officer to interview and shortlist applicants.

iv. SW/HSE Officer forwards result to Sector Commander.

v. Sector Commander directs SW/HSE Officer to issue engagement letters to successful applicants.

vi. SW/HSE Officer monitors the quality of food and the sanitary status of the vendors.

vii SW/HSE Officer submits report of inspection to SC.

viii. SC gives further directives to SW/HSE Officer.

Record maintained: List of caterers, weekly, monthly, quarterly report

10.20 **REFERRAL STAFF FROM COUNSELLING UNIT**

i. SW/HSE Officer receives staff requiring welfare attention from Sector HOU (Counseling).
ii. SW/HSE Officer identifies welfare need of staff.
iii. SW/HSE Officer forwards submission to Sector Commander.
iv. SC forwards same to ZCO for necessary action.
v. ZCO forwards submission to DCM (AHR).

Records maintained: staff documentation file, welfare submission file

10.21 **ENSURE THAT THE SANITARY POLICY OF THE CORPS IS ADHERED TO**

i. SW/HSE Office secures the Sanitary Policy Documents for implementation.
ii. SW/HSE Office writes to Sector-Commander on identified sanitary infractions.
iii. Sector Commander directs SWO to carry out inspection and enforcement.
iv. SW/HSE Officer in collaboration with Sector HSE and Provost carry out inspection and enforcement.
v. SW/HSE Officer forwards report to Sector Commander for information and further directives.
vi. Record maintained: Sanitary policy document file, inspection and enforcement report file

10.22 **ENSURE THAT ALL POLICIES FOR STAFF WELFARE ARE UNDERSTOOD BY ALL STAFF**

i. SW/HSE Officer secures the Corps staff welfare policy for Sector Commander's information.
ii. SW/HSE Officer ensures that welfare policy information is available for all staff in the command.
iii. Ensures that staff welfare policy is read at In-house lecture in the command and answers are provided to questions on the provisions of policy.
iii. Record maintained: Corps Welfare Policy document.

10.23 IN COLLABORATION WITH SECTOR HSE ORGANISES PERIODIC EXHIBITION TO PROMOTE HEALTHY LIFESTYLE

i. SW/HSE Officer initiates Health sensitization programme to promote healthy life style and forwarded to Sector Commander.

ii. Sector Commander approves and directs SWO to collaborate with Sector HSE on modalities.

iii. SW/HSE Officer meets Sector HSE for input and modalities.

iv. SW/HSE Officer reports back to Sector Commander.

v. Sector Commander gives final approval for execution.

vi. SW/HSE Officer communicates the target audience in preparation for the sensitization.

vii. SW/HSE Officer in collaboration with Sector HSE executes the sensitization.

viii. SW/HSE Officer forwards report to SC.

Record maintained: Proposal file, Reports of approved programmed file.

10.24 **RESPONSIBILITIES OF UNIT WELFARE/HSE OFFICER**

a. The Unit Welfare/HSE Officer shall be of the rank of RC.
b. Regulates and coordinates the activities of caterers/food vendors in the Unit Command including all extant environmental policy and other necessary convenience to ensure best practices.
c. Relate with Headquarters on complementation of Management Policy on further studies as it affects the Unit Command's staff.
d. Give feedback on implementation of Management Policy on staff posting, relative to deceased spouses as it affects staff in the Unit Command.
e. Collates and analyze staff welfare matters in the Unit and forward same to Headquarters through Sector and Zone.
f. In conjunction with zonal Clinic organize quarterly health awareness/screening programme to promote healthy lifestyles of staff.
g. Ensure that all policies for staff welfare are understood by all staff.
h. Ensure that the sanitary policy of the Corps is adhered to in the Unit.
i. Signpost other area of specialized advice, information and support to DCM (AHR).
j. Carry out other functions as may be directed by the Unit Commander.
k. Educate FRSC staff on basic Safety and healthy life style, create deliberate and conscious awareness of risks, hazards arising from work

activities and Environmental issues, including fire safety.

l. Carry out risk assessment/job hazard analysis (JHA) in the zone.

m. Conduct health and Safety inspection of Unit facilities on monthly basis.

n. Ensure that appropriate personal protective Equipment (PPE) is used when carrying out work activities.

o. Collaborate with other agencies and relevant departments/stakeholders to ensure effectiveness of HSE Programme in all the formations under the zone.

p. Renders report to RSHQ on HSE through the Unit Commanding Officer.

10.25 **UNIT COMMAND**

10.26 UNIT WELFARE/HSE OFFICER (UW/HSE OFFICER) SOP

i. Interface with other agencies on Welfare/HSE Administration.

ii. Unit Welfare/HSE Officer (UW/HSE Officer) collates the list of organizations that have staff welfare administration related and in tune with Para-military and forward to Unit Commander.

iii. Unit Commander gives approval for interface.

iv. UW/HSE Officer contact selected organization for necessary interface.

v. UW/HSE Officer forward reports to the UC.

vi. UC endorses report and directs UWO to implement.

vii. UW/HSE Officer implements directives and report back to UC.

Viii. UC forwards report to SC

10.22 **CORDINATE CATERING SERVICES FOR THE SECTOR**

i. UW/HSE Officer keeps record of all caterers in the Unit Command for UC's information.

ii. UW/HSE Officer receives applications from intending caterers for the attention of UC.

iii. Unit Commander constitutes a Screening committee headed by SW/HSE Officer to interview and shortlist applicants.

iv. UW/HSE Officer forwards result to Unit Commander.

v. Unit Commander directs UW/HSE Officer to issue engagement letter to successful applicants.

vi. UW/HSE Officer directs STOF (Welfare) to monitor the quality of food and the sanitary status of the vendors on a weekly basis.

vii. UW/HSE Officer submits report of inspection to UC

viii. UC collates analysis and forwards the report to Sector Commander.

Record maintained: List of caterers, weekly, monthly, quarterly report

10.23 **REFERRAL STAFF FROM COUNSELLING UNIT**

i. UW/HSE Officer receives staff requiring welfare attention from Unit HOU (Counselling).

ii. UW/HSE Officer identify welfare need of staff.

iii. UW/HSE Officer forwards submission to Unit Commander.

iv. UC forwards same to SC.

v. SC forwards submission to ZCO.

vi. ZW/HSE Officer forwards submission to DCM (AHR) through ZCO.

vii. ZCO forwards report to DCM (AHR).

Records maintained: staff documentation file, welfare submission file.

10.24 **ENSURE THAT THE SANITARY POLICY OF THE CORPS IS ADHERED TO**

i. UW/HSE Officer secures the Sanitary Policy Documents for implementation.

ii. UW/HSE Officer writes to Unit Commander on identified sanitary infraction.

iii. Unit Commander directs UW/HSE Officer to carry out inspection and enforcement.

iv. UW/HSE Officer in collaboration with Unit Provost to carry out inspection and enforcement.

v. UW/HSE Officer forwards report to Unit Commander for information and further directives.

Record maintained: Corps Welfare Policy document, file of enforcement report.

10.27 **ENSURE THAT ALL POLICIES FOR STAFF WELFARE ARE**

UNDERSTOOD BY ALL STAFF

i. UW/HSE Officer makes requisition for policy document from the Unit Commander for staff of the command.

ii. UW/HSE Officer secures the Corps staff welfare policy for Unit Commander's information.

iii. UW/HSE Officer ensures that information is available for all staff in the command.

iv. Ensures that staff welfare policy is read at In-house lecture in the command and answers are provided to questions on the provisions of policy.

v. UW/HSE Officer forward report to Unit Commander.

Record maintained: Corps Welfare Policy document

10.28 **IN COLLAORATION WITH UNIT CMRS ORGANISES PERIODIC EXHIBITION TO PROMOTE HEALTHY LIFESTYLE**

i. UW/HSE Officer initiates health sensitization programme to promote healthy life style and forwarded to Unit Commander.

ii. Unit Commander approves and directs UW/HSE Officer to collaborate with Unit HSE on modalities.

iii. UW/HSE Officer meets Unit HSE for input and modalities.

iv. UW/HSE Officer reports back to Unit Commander.

v. Unit Commander gives final approval for execution.

vi. UW/HSE Officer communicates the target audience on the program.

vii. UW/HSE Officer in collaboration with Unit HSE executes the sensitization.

viii. UW/HSE Officer forwards report to UC for information.

Record maintained: Proposal file, Reports of approved programmed file.

INCIDENT CONTROL FORM

S/N	Risk Indentified	Point Identified	Categories Of People Affected	Command	Control/Action Instituted	Remarks

APPENDIX 1

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PROCEDURE FOR RISK ASSESSMENT

In all FRSC locations (commands),including Departments and Corps offices in RSHQ, risk assessment shall be carried out by a team comprising of HSE operatives, Admin office, Provost , SED, and Rescue officer.

Objective:

The objective of risk assessment is to determine the measures required by the organization to reduce the level of occupational injuries and ill-health.

The five steps of risk assessment shall be followed.

The team shall move round the command or other location and observe conditions that may have hazards and record it in the sheet below. At the end of the assessment control shall be recommended for the hazard.

S/N	The risk identified	Categories of people affected	Control Instituted

APPENDIX 2
AUDIT RECORD FORM

Audit Date:	Sheet No:	Identification
Commands name and address:		
Section:		
Activity/equipment inspected		
Who was present:		
Reference	Details of activities, documents, equipment, procedures, records etc examined	
Reference	Non-compliance record (nil report desired) .exact observations made .where it was found, what was found.	Policy ref:

Auditor(s) Name:	Date: Signature:

Comments of person in charge(corrective action, time scale etc.

Responsible for section		
Name:	Date:	Sign:

Report Number:
Standard/Reference Documents: FRSC POLICY MANUAL
Date of Assessment Visit:

Command's Name and Address:

Scope of Assessment: to assess the Health, Safety, and Policy Management System of Federal Road Safety Corps covering all activities in Road Safety Administration and Traffic Management to the requirement of FRSC HSE-MS Policy standard.

This report is based on a sample of activities. The absence of no-hazard does not mean none exists.

SUMMARY REPORT
Number of hazard/risks detected during the exercise:----------
Total number

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