



Health & Safety Induction

HEALTH & SAFETY DEPARTMENT

SUNWAY EDUCATION GROUP

Objectives

- ▶ To instill knowledge on Emergency Evacuation to EVERY ONE in the campus
- ▶ To inculcate health & safety awareness to EVERY ONE in the campus



Safetymatters

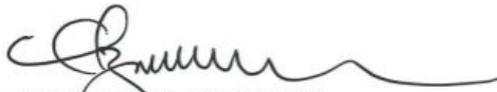
SUNWAY EDUCATION GROUP

COMMITMENT TO SAFETY, HEALTH AND ENVIRONMENT

Sunway Education Group (SEG) is committed to providing staff, students and visitors with a safe working environment. SEG is also aware of its responsibility towards environmental protection which is fundamental to our business operations.

SEG has endeavored, through a process of continuous improvement, to integrate health and safety into all aspects of its activities. This is achieved through the following:

- Complying with appropriate code of practice and legal requirements regarding health, safety and environment
- Providing and maintaining safe buildings, facilities and operating systems
- Responding to and investigating all accidents including dangerous incidents resulting from our operations, and taking appropriate countermeasures to prevent accidents and recurrences
- Preventing pollution, reducing waste, conserving resources and promoting recycling activities
- Enhancing environmental awareness of staff and students through activities, training and education



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Elizabeth Lee (Dr)
Senior Executive Director
Sunway Education Group and Sunway University
21st January 2021

How to call for help during
emergency?



**New 24 Hours Security
Emergency Hotline:**

03-74918777

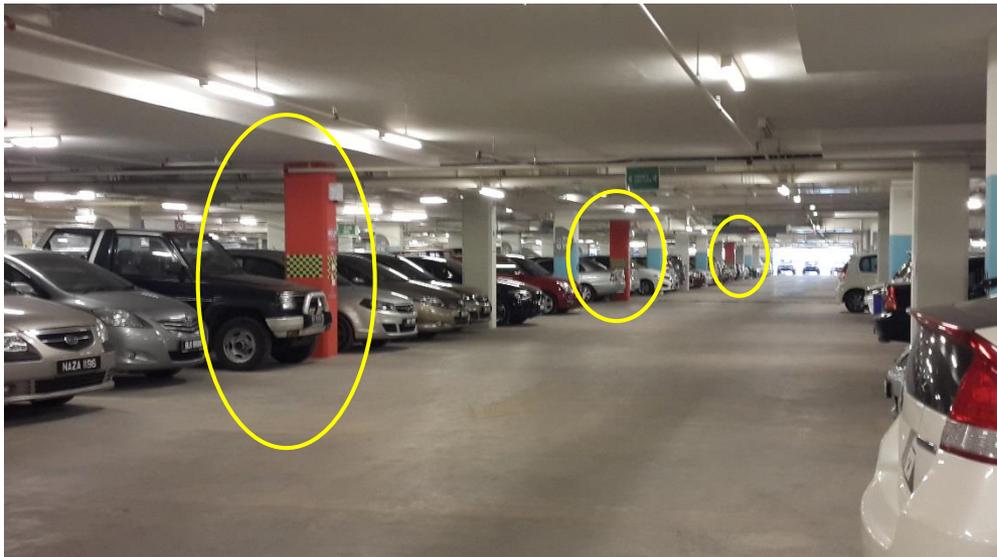
Note:

This hotline is dedicated to EMERGENCY CASES ONLY. Other non-emergency or administration related matter, please call ext 8111.

Message by: Security Department

How to call for help during an emergency?

- ▶ Press the nearest panic button (Car park at Sunway University)





Earthquake



Fire

Flood



Chemical hazard



Fire is the most common hazard

Civil disorder



Bomb threat

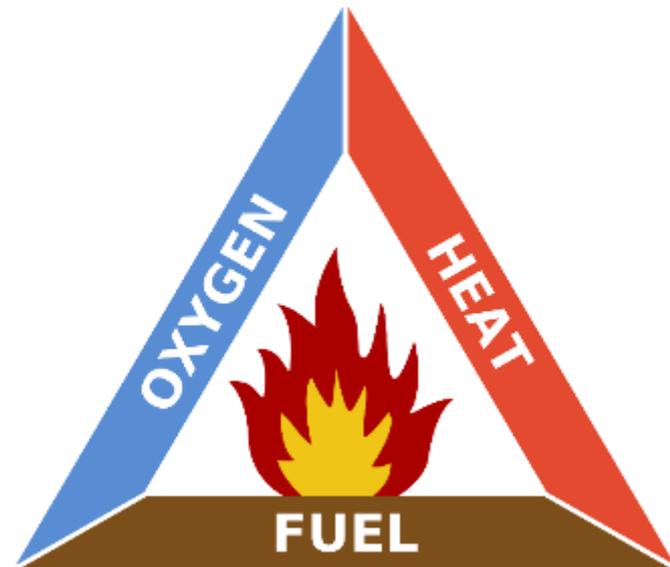


Suspicious mail & package



Fire Prevention

- ▶ Keep away OR store all solid materials from heat.
- ▶ Keep OR store all flammable liquids in a locked metal cabinets.



Fire Prevention

- ▶ Do not overload the electrical circuit.



Fire Prevention - WHAT WE CAN DO TO PREVENT FIRE?

- ▶ Smoke and vape free campus



SUNWAY'S 
SMOKE-FREE JOURNEY
Championing community's right to clean air

WHAT TO DO BEFORE EMERGENCY (NORMAL TIME)

- ▶ Look for the evacuation routes which are clearly marked by signage posted on the walls all around the campus.



Fire Equipment Riser

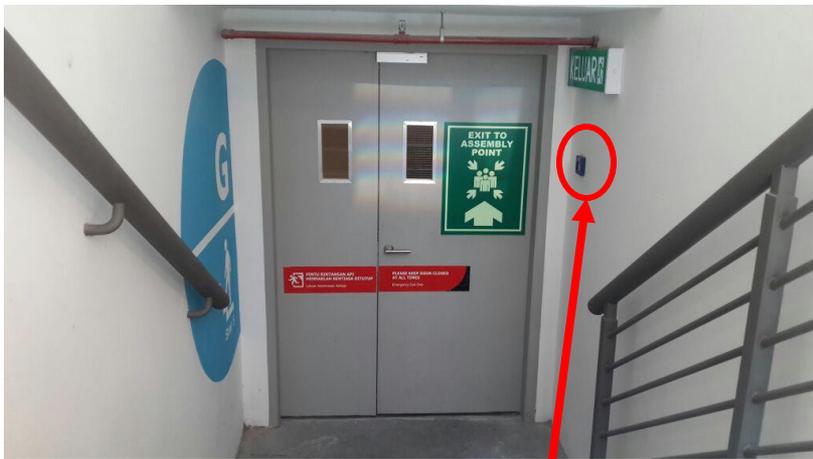


Layout of Sunway University Level 12



Level UG

Inside stairwell



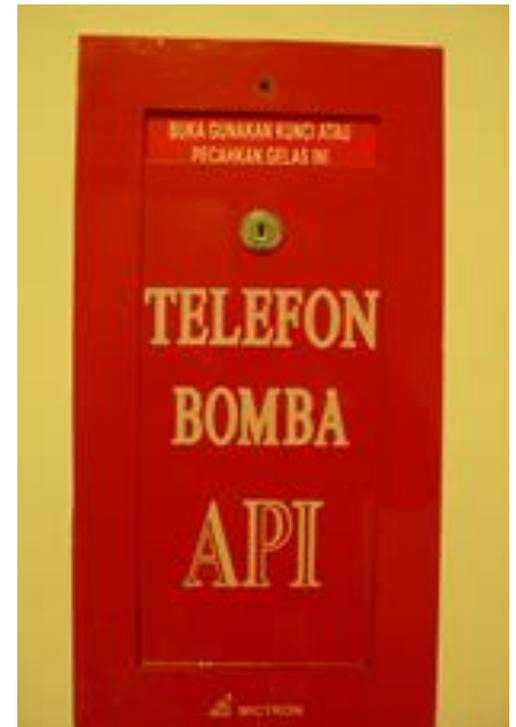
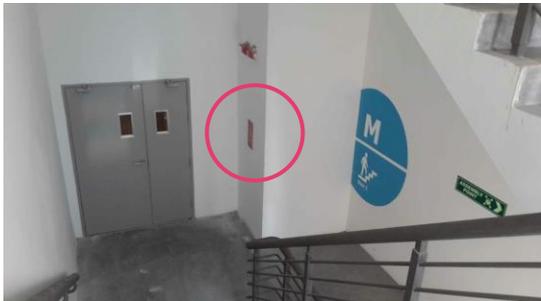
Break glass to exit

Outside stairwell



Additional Fire Safety Info

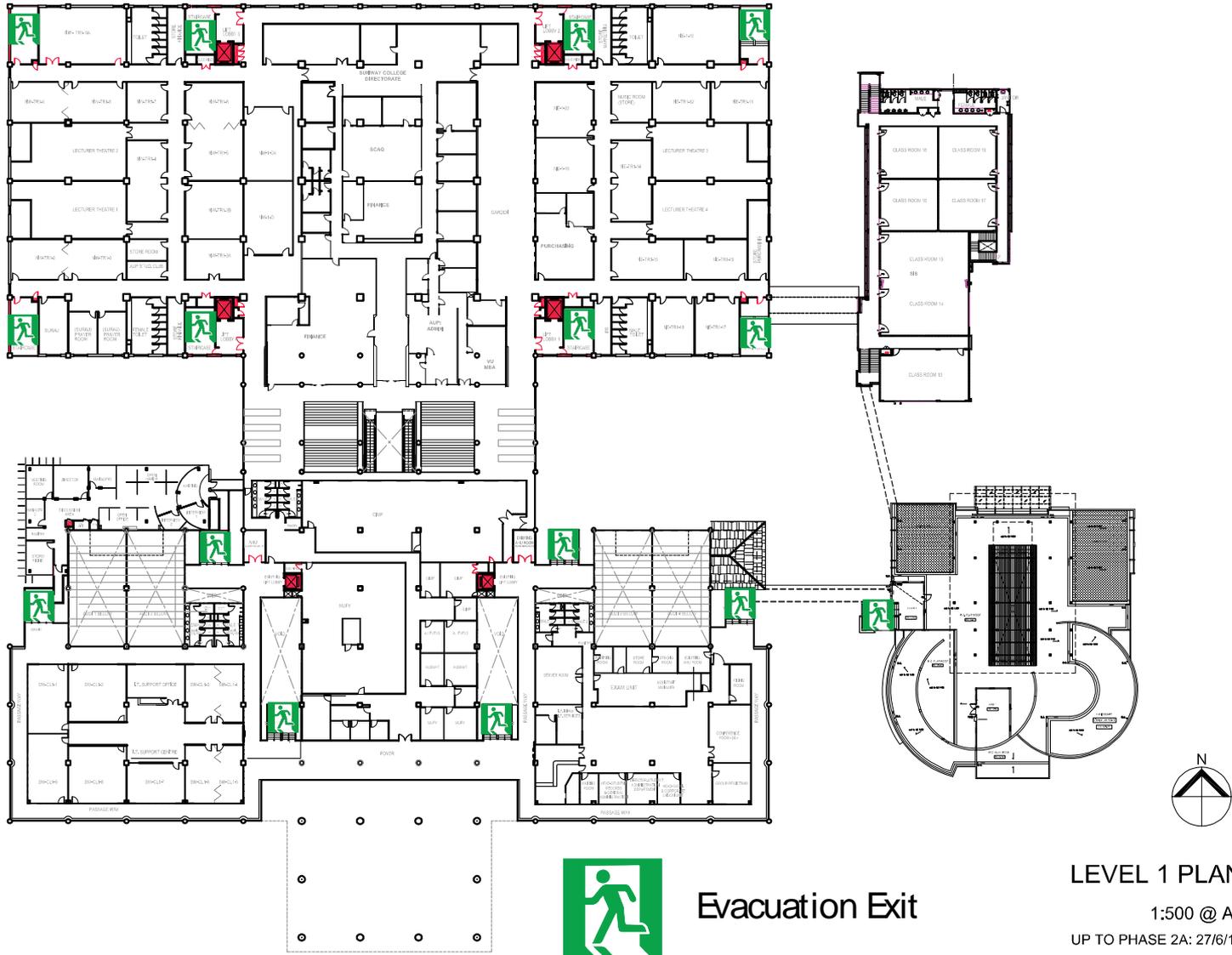
- ▶ BOMBA intercom located at each floor at the staircase area for communicating with control room for assistance during an emergency.



Additional Fire Safety Info

- ▶ The **SAFEST AREA** during a fire is the **STAIRCASE**. Staircase is built with fire rated materials which can stand for fire generally up to two hours. During a fire drill, try to use alternate fire exit(s).
- ▶ Do not attempt to go to the rooftop as a means of escape.
- ▶ **Rooftop is locked at all times.**

Layout of North and South



Evacuation Exit

LEVEL 1 PLAN

1:500 @ A3

UP TO PHASE 2A: 27/6/16

What to do during fire?

- ▶ Alert others by SHOUTING, FIRE FIRE FIRE

Fire! Fire! Fire!



What to do during fire?

- ▶ Keep CALM and walk to the nearest emergency assembly area



No Running



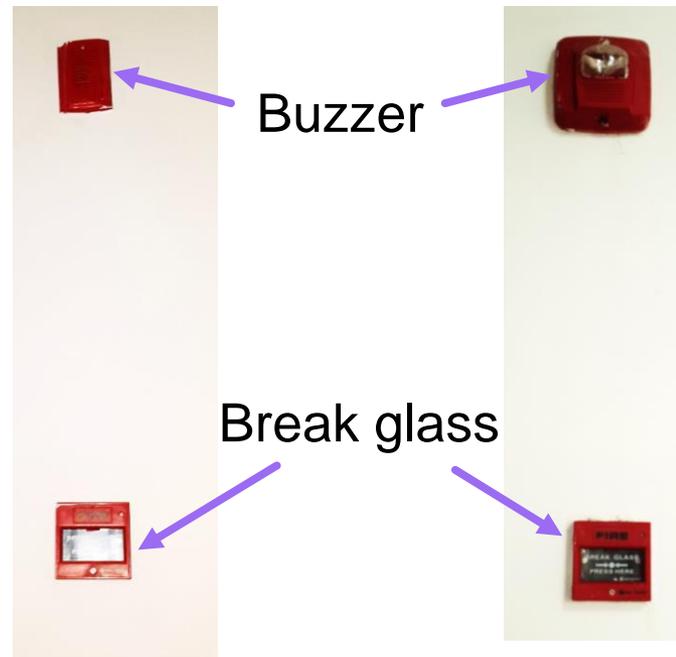
Do not use lift



No Pushing

What to do during fire?

- ▶ Raise the alarm by breaking the nearest Break Glass Call Point



WHAT TO DO DURING AN EVACUATION

- ▶ WALK briskly down the escape route to the nearest fire escape door to the Assembly point.



Door Release
Break Glass

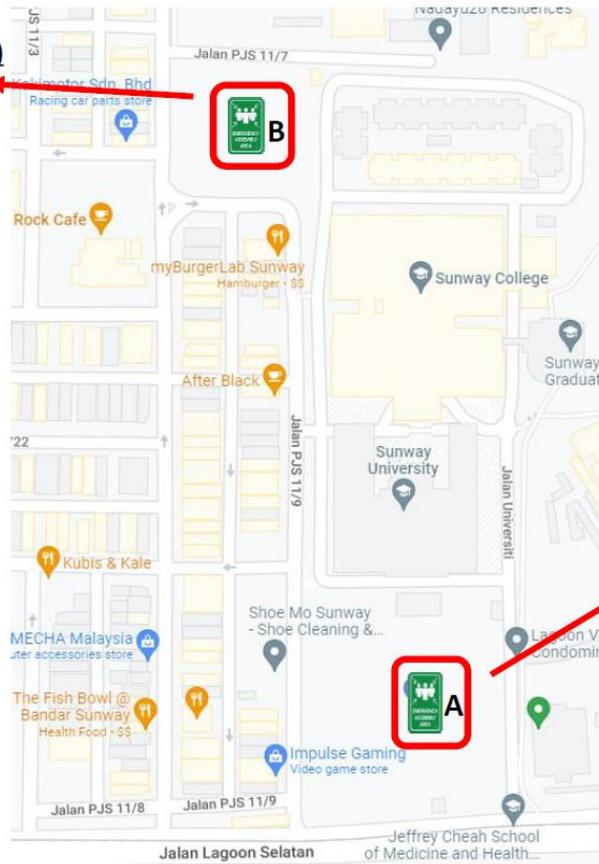
Assembly Point B (Sunway Bus Parking)



9
8
7
6
5
4
3
2
1
Mezz
G
B1
B2



Evacuation Emergency Process.
Staff / Students to assemble at the designated Assembly Areas and according to the specified Office / Class Level sequence as per above.



Assembly Point A (Football Field)

12
11
10



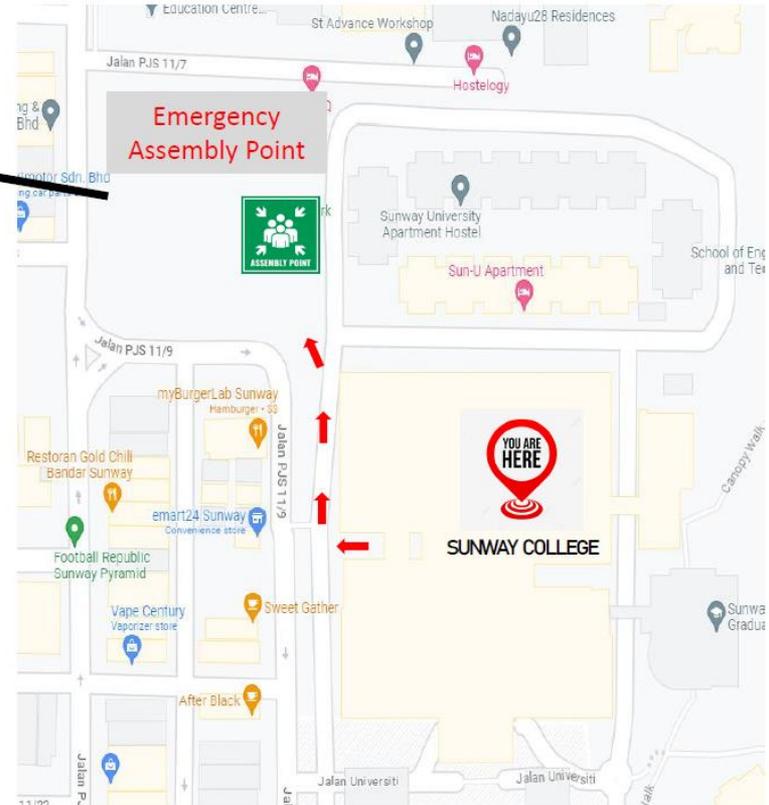
Emergency Assembly Point.



Sunway Bus Parking
(In-front Rock Café)



Floor Marshal



EMERGENCY EVACUATION PROCEDURE

IN CASE OF FIRE OR AN EMERGENCY LEAVE THROUGH THE NEAREST EXIT AND ASSEMBLE AT THE ASSEMBLY POINT. DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT.



WHAT TO DO DURING AN EVACUATION

- ▶ Follow instructions given by Emergency Response Team Members
- ▶ On hearing the Emergency Alarm followed by Evacuation announcement through PA system, Keep CALM



WHAT TO DO DURING AN EVACUATION

- ▶ Crawl on the floor if and when there is thick smoke.



WHAT TO DO DURING AN EVACUATION

- ▶ GIVE priority to the elderly, the disabled and pregnant ladies.



WHAT TO DO DURING AN EVACUATION

- ▶ Report to floor/zone marshal of sick persons, friends entrapped.
- ▶ Wait for the “all clear signal” before re-entering the building.



OPERATING THE FIRE EXTINGUISHER



T

WIST TO BREAK THE CABLE TIE



P

ULL THE PIN



A

IM AT THE BASE



S

QUEEZE TRIGGER



S

WEEP

Remember:

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle

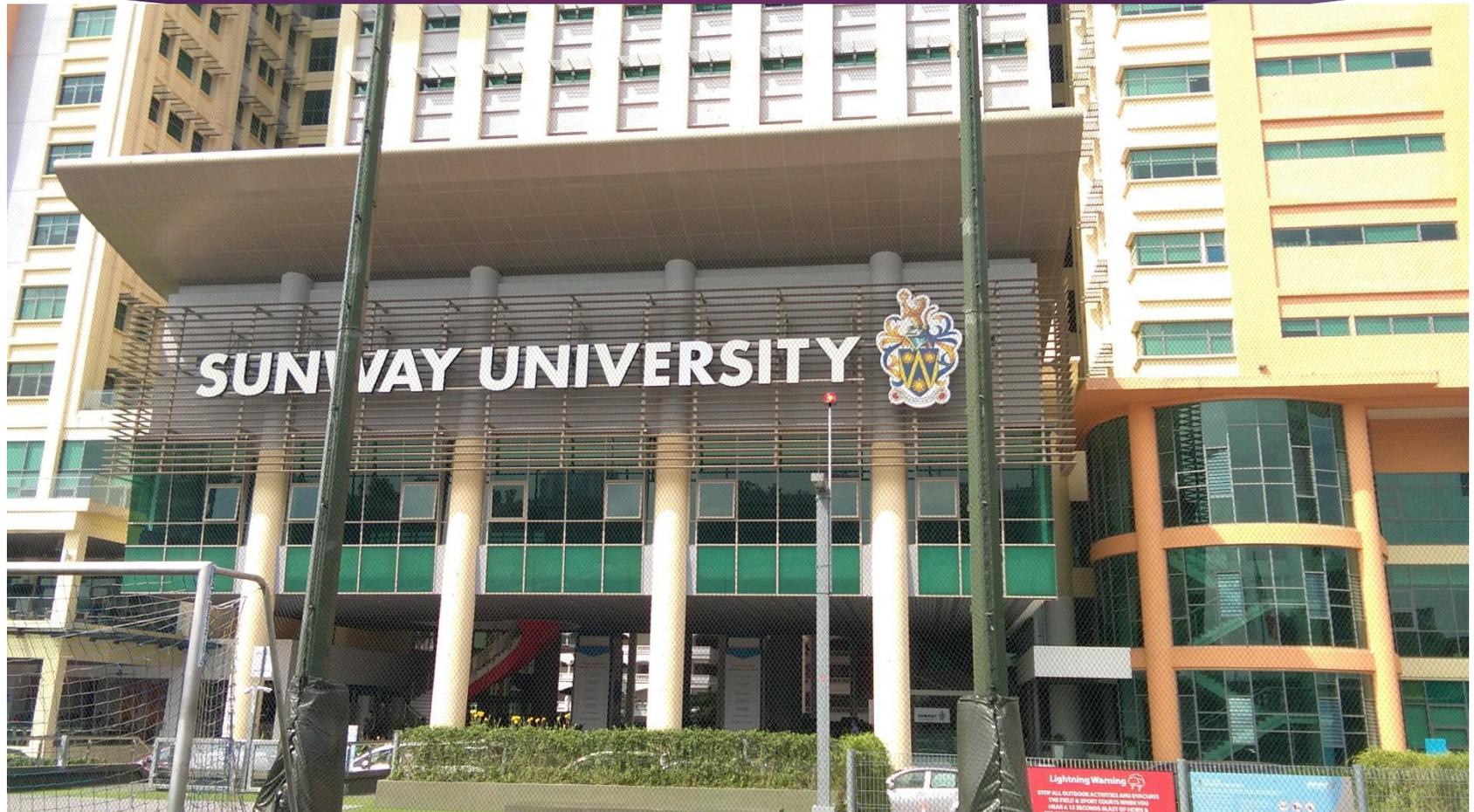
Lightning Warning



**STOP ALL OUTDOOR ACTIVITIES AND
EVACUATE THE FIELD WHEN YOU
HEAR 15 SECOND BLAST OF HORN &
SEE CONTINUOUS FLASHING STROBE LIGHT**

Remain indoors until you hear short blast of horn and
the strobe light stop flashing

Lightning Strobe Light





3R – Reduce, Reuse, Recycle

Clean & Green



Initiated by:
Safety & Health Department



E-waste Bin



Recycle Bin

IMPORTANT ADVICE

- ▶ If you feel sick when you are in the campus, visit the Sick Bay immediately. Seek advice from the Nurse :-

Ms. Kamala Devie (Nurse)
Nightingale Bay
03-7491 8670
(Office Hours Only)

Services Provided

- ▶ basic first aid care
- ▶ treat minor injuries sustained during office hours in the campus on the same day
- ▶ We do not treat pre-existing illnesses such as fever, flu, cough, sore throat, cuts and old wounds.

Services Provided

We have:

- Panadol, Hydrosil, Charcoal, Uphamol for headache & menses cramp.
- Dispense medication for fever, headache, minor gastric and menstrual pain;
- Treat minor cuts & burns, abrasion wound, insect bites, sprain, nose bleed, seizure;
- Basic medical consultation, check blood pressure & temperature;
- Temporary loan of wheel chair/crutches for short term use in the campus;
- Resting place available for medical cause; medical relief;
- Transportation provided during emergency cases only;
 - e.g uncontrolled bleeding, deep cuts, unconsciousness, broken bones, breathing difficulties, asthma attack and any life threatening situation

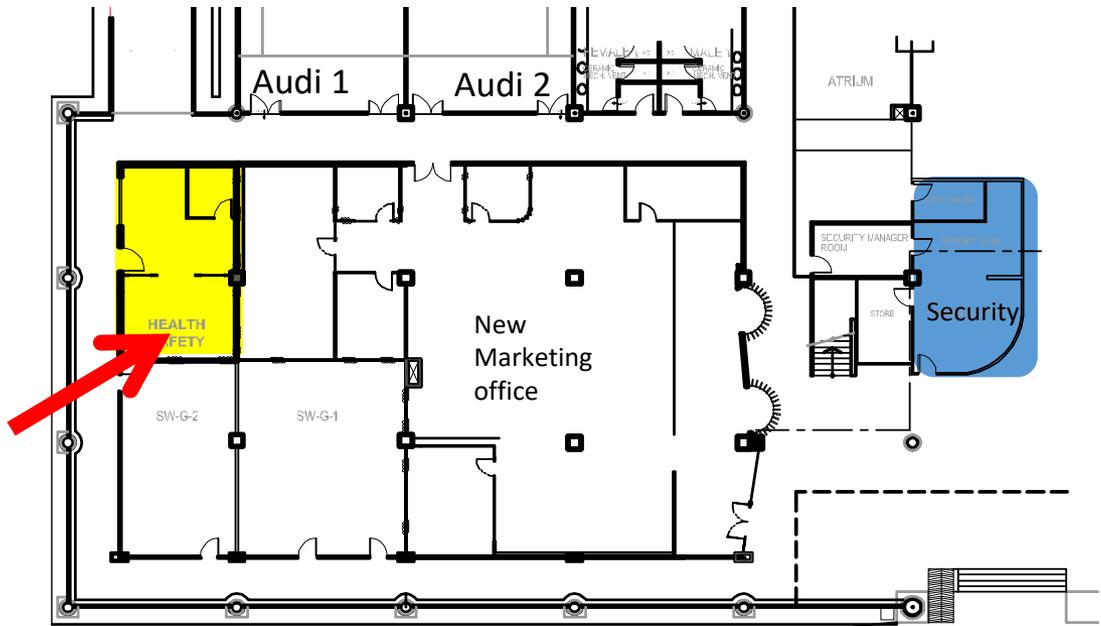
Health & Safety Office & Nightingale Bay Location

Direct Dial Number:

Health & Safety Office
03-7491 8678

Nightingale Bay
03-7491 8670

WE ARE HERE



Ground Floor, South Building, West





Have a nice day!