



**GAP ANALYSIS OF HEALTH & SAFETY MANAGEMENT SYSTEM OF AN
EDUCATIONAL INSTITUTE**

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Abstract

This research paper examines the planned approaches to health and safety performance by a educational institute selected from Bahrain (Name of the institute is kept confidential). To achieve this purpose, specific industry related research, online research, and health and safety surveys were conducted following the gap analysis as helpful tools. In gap analysis of health and safety management system it was found that the selected educational institute does not have adequate arrangements for emergency evacuation and accident or incident reporting system. Thereafter, the report proposes the institute to establish effective emergency evacuation procedures and communicated to all staffs and trainees through intranet, this low cost media could also use to make available different forms required for reporting of an accident and incidents or occupational diseases. All these measures can ensure a safe working environment that is without injuries or accidents in the institute.

Introduction:

Every year almost two million people at work die due to accidents or work-related diseases (source: ILO). Concept of Occupational health and safety has significant importance in industrial sector as compare to educational institutes like vocational institutes and universities. Therefore it is common among industries to have standardized Occupational health and safety Management System than educational institutes. A management system for Occupational health and safety provides a systematic way of managing health and safety with continual improvement. It is generally considered that management system of health and safety not only reduces loss and cost of accidents and ill-health, but it also improves the performance and efficiency of employees. Universities and colleges are meant to deliver education which is considered their core objective. Risks related to health and safety may weaken their aims and objectives.

There are very few studies of occupational health and safety management system in the context of educational institutes. This study aims to contribute to knowledge pool by studying

occupational health and safety work in educational institutes and explore possibilities for the implementation of occupational health and safety management system. This study is based on literature, standard and guidelines of occupational health and safety management systems. In addition, study was performed on occupational health and safety work among different educational institutes, for possibilities of implementing occupational health and safety management system in higher educational institutes. GAP analysis was conducted to identify the differences between current health and safety management system of selected institute from Baharin and ILO-OSH-2001 Management System. Most of the educational institutes work for occupational health and safety of their employees and students without any management system. Selection of suitable occupational health and safety management system standard or guideline is dependent on the institute's structure and its present occupational health and safety work. Existing occupational health and safety works of educational institutes have capability to fulfil few occupational health and safety management system requirements defined in several standards and guidelines which is positive sign for possibilities of occupational health and safety management system implementation at institutes.

Statement of research argument:

In this study our main aim is to analyse standards and guidelines that higher educational institutes follow for OHSMS. “Although the purpose of Occupational Health and Safety Management System is to help education sector improve their OHS performance, but still educational institutions are not ready to cope with the requirements of new OSH legislation or guidelines, because there is a general lack of management commitment on matters of safety.”

Objectives of Research Article:

Following are the objectives of this research:

- Conduct gap analysis to identify the differences between current health and safety management system of selected educational institute and ILO-OSH-2001 Management System.
- Suggest actions to improve Health and Safety Management system and to reduce the risks associated with hazards in the institute.

GAP analysis:

In order to carry out this assignment following methodology is employed. Gap analysis has been conducted to identify the gaps between existing management system and ILO-OSH-

2001 management system. To present this gap analysis a tabular format is used where gaps in the health and safety management systems are identified followed by the recommendations for improvement with priorities. Online copy of Bahrain labour law is used to analyse selected institute's compliance with health and safety standards.

Key Elements from ILO-OSH 2001 for comparison	Description of Gaps if any	Implications of the Gaps	Recommendations for improvements	Priority
Health & Safety Policy				
Organisation specific	No Gaps	None	Health and safety policy statement should be reviewed yearly to maintain it as per the appropriate size and the nature of activities of institute, as institute is upgrading its infrastructure regularly to get well equipped to launch new courses.	-
Clearly written and undersigned	No Gaps	None	None	-
Easily accessible	Only Trainers have direct access to health & safety policy through intranet. Trainees do not have access to intranet to check health & safety policy.	Trainees will be unaware about the institutemanagement's commitment and direction towards the priority of protecting every body's safety and health.	Health & safety policy should be communicated and readily accessible to all Trainees through instituteIntranet system. To communicate Health and safety policies of institute, Policy statement should be posted on conspicuous locations e.g. notice boards, cafeterias practical labs and workshops. Institutemanagement should also make it available to relevant external interested parties like contractor (cleaner, electrician), supplier	Medium

			(cafeteria, supermarket) by providing them with hard copies of the policy. So that personnel at all levels understand the priority of ensuring safety and health protection in relation to their job requirements and responsibilities.	
Compliance with National law	No Gaps	None	None	-
Employees Participation	The institutemanagement is lacking to insure that staff and trainees are consulted; informed and well trained in emergency arrangements associated with the different tasks and activities trainees perform in labs and workshops.	Lack of information flow could create serious problem during emergency evacuation where trainees may not know how to react to situation.	Instituteshould create a training calendar for trainees and staff to make them aware and prepared to respond to an emergency arrived in workshops and labs. e.g. first aid, emergency evacuation, job safety analysis. InstituteManagement should assign at least one hour per week for staff and trainees to attend above mentioned training sessions. And all necessary arrangements and resources should be provided to encourage participation by providing attendance certificate and refreshments during sessions.	Medium
Establishment of health & safety committee	No Gaps	None	The Occupational health and Safety committee should contain at least one member from maintenance department as well. So that it would be	-

			helpful to resolve the health and safety issues timely as maintenance department is responsible for providing all resources needed to perform activities like sticking health and safety posters, traffic signage's etc.	
Organization				
Proper allocation of responsibility	None	None	None	-
Proper communication of responsibility	After proper allocation of responsibilities institute lacks in communicating and revising it time to time. Most of the time when there is an incident or accident trainees and even staff get confused that who to report. There is not proper accident reporting system available.	Negligence of incident or accident reporting can lead to increase in number of accidents. Owning health and safety responsibility creates positive impacts among young trainees.	Health and safety responsibilities of specific personnel should be communicated to all staff and supporting staff clearly through institute intranet system. Accident/ incident report form should be available on Intranet which should be accessed by both staff and trainees. Trainees should be made aware about their OSH (Occupational Safety and Health) responsibilities in induction training program. And their health and safety responsibilities should be posted on notice boards of all departments.	Medium
Competent persons to carry out health & safety responsibilities.	No Gaps	None	Institute should appoint assistant to Safety Manager who is currently handling the all health and safety issues.	-
Adequate number and	Institute conducts only one training	Because of the busy schedule of trainees	Frequency of training should	Low

types of Training	session per year on Fire safety and Basic life support.	they won't get enough time to attend health and safety sessions which is also a reason for losing their interest in health safety activities in institute	increase to twice in a year. Training on Manual handling, Mechanical hazards, Job safety analysis, Emergency Evacuation, Noise and vibration should be given to trainees. Especially for trainees who works in workshops.	
Planning and implementation				
Proper documentation of OSHMS	No Gaps	None	None	-
Periodical review/ revise	No Gaps	None	None	-
Establishment of OHS objective	No Gaps	None	Realistic and achievable OHS objectives consistent with the Bahrain Labour Law communicated to all divisions of institutethrough emails and intranet system.	-
Establishments of control procedures	No standard accident, incident reporting procedures are available to record an accident, incident or disease to inform local enforcing authority i.e. Bahrain Labour Law to provide adequate controls and avoid future occurrence. ILO code of practice on Recording and notification of occupational accidents and diseases requires employer or self-employed person to ensure that information be maintained on: (a) occupational	Negligence of reporting a near miss can lead to a serious accident in future. Injuries should be reported to get them on record otherwise trainees may face difficulties in compensation claim settlement.	Accident and incident report form should be made easily available to staff and trainees through instituteintranet. Occupational health and Safety committee should conduct campaign to spread awareness among all staff and trainers about the importance of reporting and recording of injuries, occupational diseases, near misses and accidents.	High

	accidents and diseases; (b) commuting accidents; and (c) dangerous occurrences and incident.			
Emergency response procedures	Non availability of proper emergency evacuation plan, No emergency manual available to provide action plan to respond different types of emergencies.	As per Bahrain labour law Occupational Safety and Health & Work Environment Order no. 12/2005: Emergency prevention, preparedness and response arrangements must be established and maintained by Employer. Therefore QAAC can take some serious action towards the cancellation of qualifications awarded by Institute.	instituteshould prepare and circulate the plan of emergency evacuation. Instituteshould provide basic health and safety information to trainees and staff through intranet about the location of: safe assembly area; emergency exits; fire extinguishers and first aid box. Instituteshould conduct mock drill once in every three months to keep all staff and trainees updated with the procedure of evacuation.	High
Arrangements for contractors	No System of training & reporting of injuries available for contractor who work in cafeteria, housekeeping and maintenance department.	Untrained workers in canteen can be part of unhygienic activity resulting health issues to the cafeteria users.	Instituteshould have arrangements for contractors working in Institute premises to report work-related injuries, ill health, diseases and incidents. Cafeteria workers should get training on personal and food preparation area hygiene.	Med
Evaluation				
Active Monitoring	Inconsistent in conducting periodic audits to prevent incident and accident.	Hazards and risks will remain unidentified and will not get addressed because of	Safety manager should increase frequency of safety inspection of workshops.	Low

		inconsistency in conducting audit this will result into financial as well as moral loss to institute.	Instituteshould develop an audit policy in order to determine whether the OSH management system is adequate, and effective in protecting the trainees and staff andpreventing incidents.	
Carry out investigation	Lack of Identification of hazards, reporting & investigating of an accident, Injuries & diseases	Hazards and risks will remain unidentified and will not get addressed because of inconsistency in conducting accident investigations this will result into financial as well as moral loss to institute.	The Safety Manager should take responsibility of conducting an investigation. The results of investigations, in addition to any recommendations from Safety Manager, should be communicated to institutemanagement for corrective actions.	Medium
Actions for improvements				
Preventive and corrective actions	Inconsistent in conducting periodic audits to prevent incident and accident. Inadequate system to identify and analyse the root causes of an accident.	Hazards and risks will remain unidentified and will not get addressed because of inconsistency in conducting risk assessment this will result into financial as well as moral loss to institute.	The Occupational health and Safety committee in cooperation with safety manager and departmental heads should take responsibility of conducting regular audits and investigation.	Low
Arrangements for continual improvements	Arrangements like safety audit, risk assessment and accident investigation are not performed regularly.	Legally it is required by Bahrain Labour Law to conduct risk assessment regularly to identify the hazard and suggest the suitable control measure for it. Non-compliance with law can be a loss for institute, both financially and morally.	Safety Manger should conduct the risk assessment of different workshops in instituteto identify different risk and suggest the suitable control measure for it and review it after every three months. The Occupational health and Safety committee in cooperation with	Medium

			safety manager and departmental heads should take responsibility of conducting regular audits and investigation.	
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Following report examines the gaps between the selected educational institutes health and safety management system and ILO-OSH-2001 and recommends areas for further improvements

Conclusion:

As the aim of the assignment is to evaluate the effectiveness of health and safety management system and assess the risk from high priority hazards and hence the objectives of this assignment are achieved by conducting gap analysis & risk assessment.

As per the major finding of gap analysis of health and safety management systems that no standard procedures for accident, incident reporting are followed in institute, which is legally required by ministry of labour to identify where and how risk arise, and whether need to investigate. Negligence of reporting a near miss can lead to a serious accident in future. And if accidents are not reported and recorded properly, injured trainees could face difficulties in compensation claim settlement.

In gap analysis it was also found that institute does not have proper emergency evacuation plan prepared to guide trainees and staff. So if any emergency occur trainees would get confused, panicked and stuck which increases the probability of them getting harmed. Emergency preparedness and response arrangements are also required by Occupational Safety and Health & Work Environment Order no. 12/2005 of Bahrain Labour Law. Therefore if institute fails to fulfil this legal requirement QAAC can take some serious action towards the cancellation of qualifications awarded by institute.

Recommendations:

The institute should prepare and circulate the plan of emergency evacuation. And should also provide basic health and safety information to trainees and staff through intranet about the location of: safe assembly area; emergency exits; fire extinguishers and first aid box. This will be a fast track implementation as Occupational health and Safety committee is already in process of preparing evacuation plan and circulating them through intranet won't take much time.

Occupational health and Safety committee should conduct campaign to spread awareness among all staff and trainers about the importance of reporting and recording of injuries, occupational diseases, near misses and accidents and related resources should be made easily available to staff and trainees through intranet. This will take some time to arrange for campaign and will incurred some cost as resources will be needed for campaign. But will not take much time for approval from management.

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