KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY

KIIT (Deemed to be University)

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SAFETY

STANDARD OPERATING PROCEDURES (SOP) MANUAL

VERSION 1.0

CONTROLLED DOCUMENT

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SAFETY FIRST ... SAFETY ALWAYS

SAFETY COMMITITEE
KIIT (Deemed to be University)
Bhubaneswar, Odisha

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Document Control Instructions

- This document is the official Safety Governance Manual of **KIIT Deemed to be University**.
- The Establishment Section shall maintain the **master controlled copy** of this document.
- Any amendment, revision or modification shall be made only after the approval of the **Competent Authority** on the recommendation of the KIIT Safety Committee.
- Obsolete versions shall be withdrawn from circulation upon issuance of a revised version.
- All stakeholders shall ensure compliance with the latest approved version of this Manual.
- This Manual shall be read in conjunction with the latest editions/revisions of all applicable Acts, Rules, Regulations, Codes, Standards, KIIT Policies and Guidelines.
- This Manual shall be reviewed **annually** or earlier, if required due to statutory amendments, audit observations, major incidents or directions of the Competent Authority. This aligns with the approval and review provisions included throughout the Manual.

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DEFINITIONS & ABBREVIATIONS

The following definitions and abbreviations shall apply throughout this Safety SOP Manual unless otherwise specified.

Abbreviation	Full Form	Short Definition / Purpose
AMC	Annual Maintenance Contract	Agreement for regular inspection, maintenance and repair of equipment.
PPE	Personal Protective Equipment	Safety gear used to protect personnel from workplace hazards.
LOTO	Lock-Out / Tag-Out	Procedure to isolate energy sources before equipment maintenance.
NBC	National Building Code of India	Standards for building design, safety and construction.
IS Code	Indian Standard Code	BIS standards for design, installation and maintenance.
CEA	Central Electricity Authority	Authority regulating electrical safety and power systems.
FSSAI	Food Safety and Standards Authority of India	Authority regulating food safety and hygiene standards.
AHU	Air Handling Unit	HVAC unit used for air circulation and conditioning.
VRF / VRV	Variable Refrigerant Flow / Variable Refrigerant Volume	Energy-efficient AC system with variable refrigerant control.
OEM	Original Equipment Manufacturer	Original manufacturer providing equipment and technical support.
KSP	Key Safety Parameter	Critical safety indicators used for monitoring compliance.
HVAC	Heating, Ventilation and Air Conditioning	System for heating, cooling and maintaining indoor air quality.
MCCB	Moulded Case Circuit Breaker	Protective device for electrical circuits against overload and short circuit.
MCB	Miniature Circuit Breaker	Automatic switch for protecting low-voltage electrical circuits.
DG Set	Diesel Generator Set	Backup power system using a diesel engine generator.
UPS	Uninterruptible Power Supply	Backup power system providing continuous power during outages.
MSDS	Material Safety Data Sheet	Document containing chemical safety and handling information.
OHSA	Occupational Health and Safety	Practices for ensuring workplace health and safety.
DRT	Disaster Response Team	Team responsible for managing emergency situations and coordinating disaster response activities.

1.0: Background

The KIIT Safety Committee has been constituted to ensure **comprehensive safety, hygiene and statutory compliance** across all campuses of KIIT Group of Institutions. The Committee oversees fire safety, electrical safety, AC/HVAC safety, hygiene & health safety, lift safety, road safety & traffic management and statutory/regulatory compliance.

This Manual provides a **uniform framework** for safe practices, inspections and reporting mechanisms, ensuring that KIIT maintains the highest standards of safety and operational discipline.

2.0: About the Document

This document provides a structured guideline **for all stakeholders** — Concerned Departments / Sections, AMC Agencies / Vendors and Campuses / Hostels — to follow structured safety practices. It outlines responsibilities, hazards, procedures, monitoring points, emergency responses and training requirements for each safety domain.

This document shall be reviewed annually by the Safety Committee and updated as necessary to reflect statutory revisions, audit observations, technological upgrades or any other operational requirements.

3.0: Verification & Implementation Process

3.1: Concerned Personnel

Authorized personnel for verification and implementation include:

- Concerned Departments / Sections (Fire, Electrical, AC, Hygiene, Lift, Road Safety)
- Safety Committee Members
- Campus Head / Hostel Head / Person Concerned
- Certified External Agencies (if any - for statutory inspections)

3.2: Verification Aspects

The Safety Committee will verify:

- Adherence to statutory obligations (NBC, IS codes, OSHA, FSSAI, Electricity Act, etc.)
- Compliance with SOP procedures in each domain
- Proper maintenance of records and logbooks
- Deployment of manpower and AMC vendors
- Emergency preparedness and Training sessions

3.3: Methods Adopted

- Site Inspections: Regular visits to hostels, academic blocks, offices, labs and utility areas.
- Checklist Verification: Use of standardized inspection checklists for each safety domain.
- Record Review: Examination of logbooks, maintenance records and training registers.
- Stakeholder Feedback: Inputs from campus heads, hostel managers and end users.
- Committee Audits: Periodic internal audits by the Safety Committee.

4.1: SOP – Fire Safety – KIIT

(Standard Operating Procedure for Fire Protection and Prevention Systems)

1.0 PURPOSE

This Standard Operating Procedure (SOP) is established to ensure the safe operation, inspection and maintenance of all fire protection systems and equipment across KIIT campuses. It aims to eliminate fire hazards, ensure compliance with statutory requirements and promote safe practices to protect personnel, property and the environment.

2.0 SCOPE

This SOP applies to all fire detection, alarm and suppression systems, including fire hydrants, sprinklers, smoke/heat detectors, alarm panels, extinguishers, fire water tanks and emergency response arrangements installed in all academic blocks, hostels, offices, laboratories and common areas under KIIT-DU.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Maintenance Team / AMC Vendor	Carry out inspection, preventive maintenance, testing and refilling of fire detection and suppression systems.
Technical Officer (Fire & Safety)	Supervise operations, ensure compliance and maintain maintenance records & logbooks.
Fire Section / Establishment	Coordinate with agency, ensure contract compliance and maintain documentation.
Safety Committee	Review reports, audit safety performance and recommend improvements.
End Users / Campus Heads	Report faults, ensure unobstructed access to fire fighting systems and adhere to safety protocols.

4.0 ASSOCIATED HAZARDS

- Electric shock or short circuit during maintenance of alarm panels or pumps.
- Slip or trip hazards due to water leakage or oil spillage.
- Fire escalation from improper operation or faulty extinguishers.
- Fall from height while inspecting ceiling-mounted devices.
- Panic situations during false alarms or actual incidents.
- Noise exposure from fire pumps or alarms.

5.0 CROSS REFERENCE

- KIIT Safety Manual
- National Building Code (NBC) – Part 4: Fire and Life Safety
- IS 2190:2010 – Maintenance of Fire Fighting Equipment
- NFPA 25 – Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- Electricity Act, 2003 (for integrated alarm circuits)

6.0 PROCEDURE

S.I.	System / Activity	Procedure Summary	Responsibility
1	Fire Detection System (Smoke / Beam Detectors)	Ensure detectors are securely mounted, indicator LEDs functioning and connected to fire alarm panel. Test monthly using smoke sticks. Replace defective units. Follow LOTO during maintenance.	Certified Agency / AMC Vendor
2	Fire Alarm Panel	Monitor system status (Normal/Alert/Trouble). In case of alarm, acknowledge, inform Security & Safety Officer and verify cause. Maintain alarm logs. Monthly inspection; preventive maintenance every 3 months.	Maintenance Team (Fire & Electrical)
3	Sprinkler System	Inspect for obstruction, corrosion or leakage. Conduct functional flow test quarterly. Annual inspection and drain test by certified agency. Maintain test records.	AMC Vendor / Fire department
4	Fire Hydrant System	Check valves, hoses, nozzles and pump pressure. Keep pumps in AUTO mode except during testing. Perform weekly visual checks and monthly operational tests. Maintain logbook.	Maintenance Team / Competent Person / Fire section
5	Fire Pumps (Main, Jockey, Diesel)	Conduct weekly test runs, monitor pressure (7.0–8.0 kg/cm²). Perform preventive maintenance every 3 months. Maintain weekly and annual test reports.	Maintenance Team / Certified Vendor
6	Fire Extinguishers	Ensure extinguishers are accessible, pressure gauge in green zone and nozzle intact. Monthly inspection; annual refilling or earlier as per IS 2190. Hydrostatic testing every 3–5 years depending on type.	Safety Section / AMC Vendor
7	Fire Water Tank	Check water level daily. Clean and disinfect every 6 months. Ensure isolation and work permit before entry. Maintain tank cleaning records.	Maintenance Team / Certified Agency
8	Emergency Response	In case of alarm or fire, cut off electrical supply, evacuate to assembly point and follow Fire Orders. Report to Safety Committee post-incident.	Emergency Response Team / Fire section

7.0 MONITORING AND MEASUREMENT POINTS

S. I.	Measurement / Monitoring Point	Frequency	Responsibility
1	Smoke / Beam Detector testing	Monthly	AMC Service provider
2	Fire Alarm Panel inspection	Monthly	Maintenance Team
3	Sprinkler functional test	Quarterly	Certified Agency
4	Fire Hydrant operational test	Monthly	Fire Officer
5	Fire Pump pressure and performance	Weekly	Maintenance Team
6	Fire Water Tank level	Daily	Maintenance Team
7	Fire Extinguisher condition check	Monthly	Safety Section
8	Tank cleaning & disinfection	Bi-Annually	Certified Vendor

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- The Fire Officer shall verify implementation of inspection and maintenance schedules.
- Any deviation, alarm fault or damaged equipment must be reported immediately.
- **Corrective Action:** Replace or repair defective systems/components using certified materials.
- **Preventive Action:** Root cause analysis and integrate findings into the next maintenance cycle.
- **Verification:** Records to be reviewed quarterly by the Safety Committee.

9.0 RECORDS

S. I.	Record Title	Responsibility	Retention Period
1	Preventive Maintenance Logs (All Fire Systems)	Fire Officer / AMC Vendor	
2	Fire Extinguisher Refill & Hydrostatic Test Record	Fire Officer / Vendor	
3	Sprinkler & Hydrant Inspection Records	Maintenance Team	
4	Fire Pump Performance Log	Maintenance Team	
5	Fire Alarm & Detector Testing Record	Electrical / AMC Vendor	
6	Fire Incident / Drill Reports	Safety Section	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

S. I.	Job Step	Hazard	Control Measure
1	Inspection / Operation of Fire Alarm Panel	Electric shock, false alarm	Use insulated tools; authorized personnel only, follow LOTO.
2	Operation of Fire Pump	Rotating parts, noise	Use PPE, ensure guards on moving parts, avoid contact during operation.
3	Fire Hydrant Testing	Water pressure, leakage	Trained personnel only, release pressure gradually, pumps in manual mode.
4	Sprinkler Testing	Water flow, electrical hazard	Isolate affected zone, ensure area clearance.
5	Fire Extinguisher Handling	Panic, improper use	Train users, ensure monthly inspection.
6	Water Tank Cleaning	Drowning, contamination	Follow work permit, ensure isolation, use PPE and safety harness.

11.0 EMERGENCY RESPONSE

1. Raise the fire alarm and immediately inform the **Security Control Room** and Fire Officer.
2. Disconnect main electrical power where safe to do so.
3. Use nearest available **CO_2 / Dry Powder Extinguisher** depending on fire type.
4. Evacuate all personnel to the designated **Assembly Point**.
5. The Fire Response Team shall assist Fire Department and record the incident.
6. Provide first aid and report incident to the Safety Committee for investigation.

12.0 TRAINING REQUIREMENTS

- All maintenance, electrical and security staff must undergo **annual fire safety and emergency drill training**.
- Refresher sessions on extinguisher use, alarm response and evacuation shall be conducted bi-annually.
- Awareness sessions to be arranged for hostel and academic block staff on safe reporting and response during fire incidents.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually by the Safety Committee and revised based on statutory updates, audit findings or system upgrades.

4.2: SOP – Electrical Safety – KIIT

(Standard Operating Procedure for Electrical Systems and Installations)

1.0 PURPOSE

This Standard Operating Procedure (SOP) is established to ensure safe operation, inspection and maintenance of all electrical installations and systems across KIIT campuses.
It aims to eliminate electrical hazards, ensure regulatory compliance and promote safe working practices to protect staff, students and property.

2.0 SCOPE

This SOP applies to all electrical systems, installations, panels, cables, distribution boards, earthing networks and equipment within academic blocks, hostels, administrative offices, laboratories and external areas under KIIT-DU.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Electrical Department / Electrical section	Conduct inspection, preventive maintenance and testing of electrical systems and panels.
Technical Officer / Electrical Head	Supervise maintenance, ensure safety compliance and maintain logbooks.
Electrical Head / Person concerned	Monitor overall implementation, maintain documentation and coordinate with agency (if any)
Safety Committee	Review reports, verify compliance and recommend improvements.
End Users / Campus Heads	Report electrical faults and ensure adherence to safety practices.

1.0 ASSOCIATED HAZARDS

- Electric shock due to faulty wiring or exposed conductors.
- Fire hazards from short circuits, overloads or poor insulation.
- Burns from arc flashes or contact with energized equipment.
- Equipment damage due to voltage fluctuations.
- Trip hazards from loose wires and open panels.

2.0 CROSS REFERENCE

- KIIT Safety Manual
- IS 732: Code of Practice for Electrical Wiring Installations
- National Building Code – Part 8, Section 2 (Electrical and Allied Installations)
- Electricity Act, 2003 & Central Electricity Authority (CEA) Regulations

6.0 PROCEDURE

S. I.	Task / Activity	Procedure	Responsibility
1	Pre-Operation Checks	Ensure all panels and distribution boards are intact, dry and labelled. Verify insulation mats and signage are placed near electrical panels.	Electrical Maintenance Team
2	Inspection of Panels	Inspect panels for loose connections, burning smell, dust accumulation and corrosion. Tighten terminals using insulated tools. Replace any damaged MCB/MCCB.	Certified Electrician / AMC Vendor (if any)
3	Testing of Earthing System	Conduct earthing resistance tests quarterly (should not exceed 1 ohm). Record in the logbook.	Electrical Officer / Vendor (if any)
4	Cable and Wiring Inspection	Check cables for damage, overheating and proper clamping. Replace damaged insulation immediately. Ensure all junction boxes are covered.	Maintenance Team
5	Load Management	Verify load balancing in three-phase systems. Avoid overloading of panels and circuits. Display load schedule chart at each panel.	Electrical Officer / Head Electrical
6	Preventive Maintenance	Perform preventive maintenance of all panels, switches and sockets every 3 months. Clean with dry air blower. Apply contact grease if required.	Maintenance Team / AMC Vendor (if any)
7	Lockout-Tagout (LOTO)	Before any repair/maintenance, apply LOTO system and issue work permit. Display "Work in Progress – Do Not Switch ON" signage.	Authorized Electrician
8	During Event : Temporary Wiring / Power	Only approved personnel may connect temporary power. After event, dismantle under supervision and check for damages.	Electrical Dept. / Event In-charge
9	Generator & Backup Systems	Inspect DG sets, control panels and transfer switches weekly. Maintain fuel, oil and battery levels. Test run weekly.	Electrical Maintenance Team
10	Emergency Lighting	Check exit lights, emergency lamps and UPS backup monthly. Replace non-functioning units immediately.	Electrical Officer / Head Electrical

7.0 MONITORING AND MEASUREMENT POINTS

S. I.	Measurement / Monitoring Point	Frequency	Responsibility
1	Earth resistance test	Quarterly	Electrical Section
2	Infrared thermo-graphy of panels	Annually	Electrical Section / Certified Agency (if any)
3	Functional test of MCCB/MCB	Quarterly	Electrical Section / Certified Agency (if any)
4	Load current & voltage monitoring	Monthly	Electrical Section / Certified Agency (if any)
5	Cable and conduit inspection	Quarterly	Electrical Section / Certified Agency (if any)
6	Emergency lighting and signage check	Monthly	Electrical Section / Certified Agency (if any)

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- The Head - Electrical / Electrical Officer shall ensure effective implementation of all inspection and maintenance activities.
- Any deviation or fault must be reported immediately through the maintenance ticket system.
- **Corrective Action:** Faulty components must be isolated, tagged and replaced using certified materials only.
- **Preventive Action:** Root cause to be identified (e.g., overload, moisture ingress, cable wear) and addressed during next maintenance cycle.
- **Verification:** All corrective actions shall be validated and recorded by the Electrical Officer and cross-checked by the Safety Committee during review.

09.0 RECORDS

S. I.	Record Title	Responsibility	Retention Period
1	Electrical Inspection Logbook	Electrical Officer	
2	Preventive Maintenance Records	Electrical Section / AMC Vendor	
3	Earth Resistance Test Reports	Electrical Section	
4	Thermography Reports	Certified Agency	
5	Load Management Records	Head - Electrical	
6	LOTO / Work Permit Register	Maintenance Team	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

S. I.	Job Step	Hazard	Control Measure
1	Inspection of live panels	Electric shock, arc flash	Switch off supply where possible; use insulated tools & PPE.
2	Cable replacement	Short circuit, trip hazard	Follow LOTO procedure; ensure proper termination.
3	Earthing test	Electric shock	Use calibrated tester; wear electrical PPE.
4	Generator maintenance	Noise, fuel hazard	Conduct test run in open ventilated space; maintain fuel log.
5	Temporary event connection	Overload, fire hazard	Use only rated cables; disconnect post-event under supervision.

11.0 EMERGENCY RESPONSE

In the event of electrical fire, short circuit or shock:

1. Immediately switch off main power supply.
2. Do not use water-based extinguishers — use **CO_2** or **Dry Powder** type only.
3. Inform Fire Officer and Security Control Room.
4. Provide first aid for electric shock and contact the Medical Unit immediately.
5. Report the incident to the Safety Committee for investigation.

12.0 TRAINING REQUIREMENTS

- All maintenance and AMC personnel must undergo **annual electrical safety training**.
- Conduct refresher courses on LOTO and emergency response.
- Awareness sessions for hostel, lab and admin staff on reporting electrical faults safely.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually by the Safety Committee and revised based on audit findings, new statutory requirements or technological upgrades.

4.3: SOP – AC SAFETY (All Types) – KIIT

(Standard Operating Procedure for Air Conditioning Systems and HVAC Installations)

1.0 PURPOSE

This Standard Operating Procedure (SOP) defines the safe practices for the operation, inspection and maintenance of all air conditioning (AC) and HVAC systems at KIIT-DU.
It aims to prevent electrical hazards, mechanical failures, refrigerant leakage and fire risks associated with AC systems, while ensuring optimal performance, energy efficiency and occupant comfort.

2.0 SCOPE

This SOP applies to all types of AC units installed across KIIT-DU including:

- Window and Split ACs
- Cassette and Tower ACs
- Ductable and Package Units
- VRV / VRF Systems
- Central Air Handling Units (AHU) and Chillers

It covers all campuses, hostels, classrooms, laboratories, offices, auditoriums and common areas of KIIT Group of institutions.

3.0 RESPONSIBILITY

S. I.	Designation / Section	Responsibility
1	Technical Officer (AC & Electrical)	Oversee maintenance, safety compliance and performance tracking of all AC systems.
2	AMC Vendor / HVAC Contractor	Carry out preventive and breakdown maintenance, inspections and refrigerant management.
3	AC Section / Establishment	Maintain service records, coordinate with contractors and verify compliance.
4	Safety Committee	Review audit findings and recommend corrective measures.
5	Users / Campus Heads	Report malfunctioning units or safety issues immediately to maintenance team.

4.0 ASSOCIATED HAZARDS

- Electric shock during maintenance or faulty wiring.
- Fire hazards from overheated compressors or short circuits.
- Refrigerant leaks leading to suffocation or frostbite.
- Mechanical injuries from moving fans and belts.
- Slip and fall hazards due to condensate water leakage.

5.0 CROSS REFERENCE

- KIIT Electrical Safety SOP
- KIIT Fire Safety SOP
- IS 659: Air Conditioning Safety Code
- IS 10617: Safety Requirements for Refrigeration Systems
- ASHRAE Guidelines for HVAC Maintenance
- National Building Code – HVAC Chapter

6.0 PROCEDURE

S. I.	Task / Activity	Procedure	Responsibility
1	Pre-Operation Check	Ensure AC is properly earthed and connected. Confirm that MCB, isolator and wiring are intact. Verify no flammable materials are near the unit.	Maintenance Team
2	Filter Cleaning / Replacement	Clean filters monthly using vacuum or compressed air. Replace if damaged or clogged. Maintain records in logbook.	Maintenance Team / Technician
3	Drain Line and Condensate Check	Inspect drain pipe and tray for blockage; ensure free flow. Prevent water spillage to avoid electrical shorting or slipping.	Technician / Maintenance Team
4	Refrigerant Level Inspection	Check gas pressure using calibrated gauges. Top-up to required level using OEM-recommended refrigerant only. Avoid overcharging.	Maintenance Team / Certified HVAC Engineer / AMC Vendor (if any)
5	Compressor and Fan Motor Inspection	Check motor current, vibration and bearing noise. Tighten mounting bolts. Ensure fan guards are intact.	AMC Vendor / Maintenance Team
6	Electrical Connections	Inspect control wiring, terminals and capacitor connections. Replace any damaged components. Apply contact grease where necessary.	Technician / Electrical Team
7	Condenser & Evaporator Coil Cleaning	Clean coils quarterly using coil-cleaning solution or blower. Avoid bending fins. Ensure area is isolated before maintenance.	AMC Vendor / Maintenance Team
8	VRV / VRF System Maintenance	Monitor refrigerant cycle pressure, outdoor unit performance and indoor controller response. Conduct leak test once every 6 months.	HVAC Contractor
9	AHU and Ductable System Check	Clean filters, fan blades and ducts. Inspect belt tension and replace if worn. Verify operation of temperature sensors.	HVAC Contractor
10	Preventive Maintenance	Perform complete inspection and servicing of all units every 3 months (minor) and every 6 months (major).	Maintenance Dept. / AMC Agency (if any)
11	Post-Maintenance Verification	Check operational current, temperature output, noise level and airflow. Record readings before and after servicing.	Technical Officer

7.0 MONITORING AND MEASUREMENT POINTS

S. I.	Monitoring Parameter	Frequency	Responsible Person
1	Filter cleaning / replacement	Monthly	AMC Vendor
2	Refrigerant pressure test	Quarterly	HVAC Engineer
3	Coil and drain line cleaning	Quarterly	Maintenance Team
4	Electrical connection inspection	Monthly	Electrical Team
5	AHU / VRV System servicing	Bi-Annually	AMC Vendor
6	Noise and vibration check	Monthly	Technician
7	Temperature differential (ΔT) monitoring	Monthly	Technical Officer

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** Technical Officer shall verify service reports, physical conditions and logbook entries during each maintenance cycle.
- **Corrective Action:** Faults such as refrigerant leaks, water seepage or burnt wiring to be attended immediately by trained personnel using PPE.
- **Preventive Action:** Implement regular inspection checklists and maintain component-wise maintenance history to avoid recurrence.
- **Audit:** Internal audit to be carried out every 6 months by Safety Committee and Establishment Section.

9.0 RECORDS

S. I.	Record Title	Responsibility	Retention Period
1	AC Maintenance Logbook	Technical Officer / AC section	
2	Preventive Maintenance Schedule	AMC Vendor	
3	Refrigerant Gas Usage Log	HVAC Contractor	
4	AHU / VRV Servicing Reports	HVAC Contractor	
5	Corrective Action Register	AC section / Establishment Section	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

S. I.	Job Step	Hazard	Control Measures
1	Coil cleaning	Chemical exposure, electrical shock	Switch off power; wear gloves, mask, goggles; use only approved cleaning agents.
2	Refrigerant check	Gas leakage, frostbite	Use leak detector; wear gloves; ensure area ventilation.
3	Compressor maintenance	Moving parts, hot surface	Isolate power; allow motor to cool; use insulated tools.
4	Drain cleaning	Slip hazard	Place signage; wear non-slip footwear; clean immediately.
5	Duct cleaning	Dust inhalation	Use respirator; ensure ventilation; clean during off-hours.

11.0 EMERGENCY RESPONSE

- In case of **smoke, spark or overheating**, disconnect MCB or isolator immediately.
- Evacuate nearby personnel if refrigerant leakage is suspected (odorless gas may cause asphyxiation).
- Report to Fire Safety Officer and Electrical Section.
- Do not use water near live equipment. Use **CO_2 extinguishers** for electrical fires.
- Inform KIMS Health Unit for any injury due to refrigerant exposure.

12.0 TRAINING REQUIREMENTS

- All technicians and AMC staff to receive training in **HVAC Safety, Refrigerant Handling** and **Electrical Lockout Procedures** annually.
- Awareness sessions to be conducted for users on responsible AC operation and reporting faults promptly.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually or as required after system expansion or audit recommendations. Updates shall be approved by the Safety Committee.

4.4: SOP – HYGIENE & SAFETY (Overall) – KIIT

(Standard Operating Procedure for Safety, Hygiene & Compliance by the service providers / contractors engaged across KIIT Campuses)

1.0 PURPOSE

This SOP establishes uniform standards for hygiene, safety, statutory compliance and operational discipline for all service providers and contractors engaged at KIIT. It ensures uninterrupted campus operations, safe working conditions and adherence to institutional and statutory requirements.

2.0 SCOPE

This SOP applies to the following contractors / service provider's types engaged at KIIT:
* Mess & Canteen / Cleaning & Housekeeping / Construction / Campus Laundromat / Pest Control Agencies / PHED / Plumbing / any other outsourced service provider.

This includes manpower deployment, hygiene practices, safety compliance and supervision requirements across all campuses - hostels, mess/kitchens, academic blocks, utilities and public spaces.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Establishment Officer (Lead – Vendor Management & Compliance)	Ensure SOP implementation, conduct inspections, issue corrective actions, maintain compliance records
Concerned Department Heads (Establishment, Electrical, PHED, Development, Hostel)	Oversee domain-specific execution, verify daily checklists, address technical irregularities
Agency Supervisor / Manager	Ensure manpower deployment, attendance, PPE, tools, training and compliance
Service Provider Staff / Workers	Follow SOP, wear PPE, carry valid ID, maintain hygiene and discipline
Safety Committee	Review audit reports, verify compliance, recommend improvements

4.0 ASSOCIATED HAZARDS

- **Mess** – Risk of cross contamination due to poor hygiene or unsafe food handling.
- **Cleaning** – Slip, trip, fall and chemical exposure hazards during daily cleaning and waste handling.
- **Construction** – Falls from height, struck by incidents, electrical hazards, dust inhalation, etc
- **Campus Laundromat**– Chemical exposure, burns, electrical shocks and slips from water spillage.
- **Pest Control Agencies** – Chemical inhalation, skin exposure, fire hazards and contamination risks.
- **PHED** – Waterborne contamination, electrical hazards during pump repair and slip hazards from leaks.
- **General (All contractors)** – Non-compliance with PPE, lack of Training & occupational illness risks.

5.0 CROSS REFERENCE

- **Mess / Canteen and Housekeeping:**
  - KIIT Mess & Canteen SOP/ KIIT Housekeeping SOP
  - Food Safety and Standards Act (FSSAI)
  - Biomedical Waste Management Rules, 2016
  - Environmental & Waste Management Guidelines
- **Building & Other Construction:** Regulation of Employment and Conditions of Service) Act, 1996
- **OSHA Hygiene Standards**
- **Campus Laundromat Services:** WHO Guidelines on Laundry Hygiene in Hostels & Healthcares
- **Pest Control Agencies:** WHO Guidelines on Vector Control
- **PHED / Plumbing & Water Supply:** Public Health Engineering Department (PHED) Standards
- **Occupational Safety Standards**

6.0 PROCEDURE

S. I.	Task / Activity	Procedure	Responsibility
1	Mess & Canteen	Refer – KIIT Mess Operation SOP	Mess Agency / Establishment / Hostel
3	Housekeeping / Cleaning	Refer – KIIT Housekeeping Operation SOP	Housekeeping Agency / Establishment / Hostel
4	Construction Safety	PPE mandatory (helmet, gloves, shoes, vest); barricades & signage at work sites; debris cleared daily	Civil Contractor / Development
5	Laundromat Hygiene	Separate washing for uniforms/linens; detergent stored properly; machines with safety interlocks	Laundry Agency / Establishment
6	Pest Control	Monthly treatment + complaint-based visits; chemicals as per FSSAI/MSDS norms; PPE mandatory	Pest Control Agency / Establishment / Development
7	PHED / Plumbing	Tanks cleaned monthly; water tested monthly; barricading during pipeline repair; PPE mandatory	PHED Team / Establishment / Development
8	Waste Management	Segregation at source; bins with lids; disposal twice daily; records maintained	Mess / Housekeeping / Garbage Agency
9	Occupational Health	PPE for all staff; annual health checkups; medical fitness certificates	KIMS / Establishment / Concerned sections
10	Emergency Response	Report unsafe conditions; stop work when instructed; support evacuation; follow Fire/Electrical SOPs	All Agencies

7.0 MONITORING & MEASUREMENT POINTS

Activity / Parameter	Frequency	Responsible Section
Mess / Canteen Audit	Weekly	Establishment / Hostel / Concerned sections
Housekeeping Audit	Daily	Establishment / Hostel / Development
Construction site safety	Daily	Civil Supervisor / Development
Pest control	Monthly	Agency / Establishment / Development
Water / Food quality test	Monthly	Agencies / Establishment / Hostel
Waste disposal audit	Weekly	Agency / Development / Establishment
General hygiene inspection	Weekly	Establishment Officer / Team
Safety Committee Audit	Bi-Annually	Safety Committee

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** Daily by wardens/supervisors; weekly by Establishment; monthly by Concerned Team / Committee; Bi-annual Safety Committee audit.
- **Corrective Action:** Deviations logged; corrective action assigned to agency supervisor; re-inspection within 24 hrs.
- **Preventive Action:** Training, awareness programs, improved tools/PPE, stricter supervision.

9.0 RECORDS

Record Title	Responsibility	Retention Period
Hygiene & Safety Checklists (Contractors)	Establishment / Agency	
Manpower deployment	Agencies / Service Providers / Establishment	
Pest control reports	Agency / Development / Establishment	
Water & Food quality test reports	Agency /Hostel / Establishment	
Construction safety logs	Civil Contractor / Development	
Waste disposal register	Agency / Development / Establishment	
Monthly Audit reports	Dept. Concerned / Establishment	

10.0 EMERGENCY RESPONSE

- Unsafe conditions reported immediately to Establishment Officer & Safety Committee
- Quarantine affected areas during outbreaks or contamination
- Provide first aid and medical support to affected individuals
- Maintain incident records and corrective action reports

11.0 TRAINING REQUIREMENTS

- **Hygiene & Sanitation** training every 6 months for mess, housekeeping, Laundromat staff
- Safety training for construction/PHED workers (PPE, electrical isolation, working at height)
- Orientation for new staff on SOP compliance and reporting protocol

12.0 APPROVAL & REVIEW

This SOP shall be reviewed annually or after any major incident/regulatory change. All revisions must be approved by the Safety Committee and circulated to all departments/agencies.

4.5: SOP – LIFT SAFETY – KIIT

(Standard Operating Procedure for Operation and Maintenance of Lifts and Elevators)

1.0 PURPOSE

This Standard Operating Procedure (SOP) is developed to ensure the safe operation, inspection and maintenance of all lifts and elevators installed across KIIT Deemed to be University and its associated campuses.
It establishes uniform safety standards, preventive maintenance requirements and emergency procedures to minimize mechanical, electrical and operational hazards associated with elevator systems.

2.0 SCOPE

This SOP applies to all types of lifts installed within KIIT-DU, including:

- Passenger lifts in academic and hostel buildings
- Hospital lifts and stretcher lifts (KIMS)
- Goods and service lifts
- Elevators and Capsule lifts installed in administrative and auxiliary facilities

It covers lift operation, routine maintenance, inspection, statutory compliance and emergency handling.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Electrical & Civil Maintenance Department	Oversee day-to-day functioning, maintenance and coordination with AMC vendor.
AMC Vendor / OEM Certified Technician	Conduct preventive and corrective maintenance, testing and statutory certification.
Establishment Section	Maintain records, certification documents and liaison with authorities.
Safety Committee	Review reports, verify compliance and recommend improvements.
Security / Building In-Charge	Monitor user compliance and report malfunctioning lifts immediately.

4.0 ASSOCIATED HAZARDS

- Trapping of passengers due to power failure or malfunction.
- Electric shock or mechanical injury during maintenance.
- Fall hazard from open shafts or unguarded pits.
- Fire or smoke hazard in lift shafts.
- Overloading and misuse by users.

5.0 CROSS REFERENCE

- KIIT Electrical Safety SOP
- IS 14665: Lifts and Escalators Code of Practice
- IS 8134: Installation of Electric Passenger and Goods Lifts
- Odisha Lift and Escalator Rules
- National Building Code – Part 8 (Building Services)

6.0 PROCEDURE

Task / Activity	Procedure	Responsibility
Pre-Operation Check	Ensure lift is in working condition; indicator lights, floor display and alarm are functional. Verify that no obstruction exists in doors or shaft.	Maintenance Team
Routine Inspection	Daily inspection of lift panel, door sensors, emergency alarm and communication system. Record findings in daily checklist.	Lift Attendant / Operator
Monthly Preventive Maintenance	Lubricate guide rails, inspect ropes and brakes, check shaft lighting, verify interlocks and ensure safety gear function.	AMC Vendor / OEM Technician
Emergency Alarm & Intercom Testing	Test alarm bell and intercom monthly. Ensure 24x7 - connectivity with reception / security control room.	AC Section / Electrical Dept.
Power Backup Verification	Check UPS/DG backup for uninterrupted lift operation during power failures. Conduct test runs weekly.	Lift Section / Electrical Section
Display & Documentation	Display valid test certificate, load capacity, emergency contact details and safety instructions inside lift.	Lift Section / Vendor
CCTV Installation & Monitoring	Ensure CCTV cameras inside lifts are functional. Video footage to be monitored by Security Section.	Lift Section / ICT / Electrical section
Cleanliness & Hygiene	Maintain lift cars free of dust and spills. Clean control panels using dry cloths. Do not use water or wet mops near buttons.	Maintenance Team
Overload Prevention	Ensure lift load does not exceed rated capacity. Overload sensor must function correctly.	Lift Attendant / Operator / All Users
Emergency Evacuation Procedure	In case of entrapment, follow standard rescue protocol (manual lowering using emergency key, communication with trapped passengers, coordination with AMC technician).	Lift Attendant / Operator / Users /Maintenance Team

7.0 MONITORING AND MEASUREMENT POINTS

Parameter	Frequency	Responsible Section
Functional check of alarm, intercom, lights	Monthly	Maintenance Team / AMC Vendor (if amy)
Load test and safety gear inspection	Annually	OEM / Authorized Agency / Maintenance Team
Visual inspection of ropes, doors, brakes	Monthly	Authorized Agency / Maintenance Team
Shaft cleaning and lighting check	Quarterly	Lift Section / Maintenance Team
Certificate validity and statutory renewal	Annually	Lift Section / Person Concerned / Establishment Section
CCTV and emergency contact display	Monthly	Lift Section / Person Concerned / Electrical
DG/UPS backup test	Weekly	Lift Section / Electrical Section / Maintenance Team

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** Lift performance and inspection reports to be verified by the Electrical Officer and reviewed quarterly by the Safety Committee.
- **Corrective Action:** Faulty lifts to be immediately isolated, tagged *"Out of Service"* and rectified only by authorized vendor personnel.
- **Preventive Action:** Regular maintenance, proper user signage and awareness sessions to prevent overloading or misuse.
- **Documentation:** Statutory certificates and maintenance logs to be preserved by the Establishment Section and renewed annually.

9.0 RECORDS

Record Title	Responsibility	Retention Period
Daily Inspection Log	Lift Attendant / Operator	
Monthly Maintenance Report	Lift Section / Person Concerned / AMC Vendor	
Annual Test Certificate	Lift Section / Person Concerned	
Breakdown / Complaint Register	Maintenance section	
CCTV Functionality Log	Lift Section / Person Concerned	
Emergency Drill Report	Safety Committee	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

Job Step	Hazard	Control Measures
Maintenance of lift pit and shaft	Fall hazard, electrical contact	Switch off main power; use PPE; secure shaft openings.
Rope and brake inspection	Mechanical injury	Use lockout; wear gloves; test brakes manually before operation.
Door alignment check	Pinch or crush injury	Keep lift off; use manual door release tools; alert users.
Emergency rescue	Entrapment	Only trained staff may use rescue key; coordinate with AMC team; communicate with passengers.
Cleaning lift car	Electrical shock	Use dry cloth; avoid wet cleaning of control panels.

11.0 EMERGENCY RESPONSE

- In case of **entrapment**:
    1. Calmly communicate with trapped persons using the intercom.
    2. Inform Security Control Room and AMC vendor immediately.
    3. Attempt rescue only using OEM-approved manual lowering method.
    4. Do not force open doors.
    5. Check Lift-car alignment before allowing exit.
- In case of **fire or smoke**:
    - Disable lift immediately.
    - Evacuate building using staircases.
    - Do not use lift during fire emergencies.

12.0 TRAINING REQUIREMENTS

- AMC personnel and Lift/electrical staff must undergo annual **Lift Safety and Rescue Training**.
- Security staff to be trained in communication and basic rescue procedures.
- Awareness sessions for hostel and academic users on lift safety, load limits and usage practices.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually or after major equipment replacement, audit observations or any lift-related incident. All revisions shall be approved by the Safety Committee before implementation.

4.6: SOP – ROAD SAFETY & TRAFFIC MANAGEMENT – KIIT

(Standard Operating Procedure for Vehicular and Pedestrian Safety within KIIT)

1.0 PURPOSE

This Standard Operating Procedure (SOP) defines the guidelines and responsibilities for safe and efficient road traffic management within KIIT Deemed to be University and its associated campuses. The objective is to ensure the safety of pedestrians, cyclists, drivers and visitors while maintaining smooth vehicular flow, minimizing accidents and promoting an organized campus transportation system.

2.0 SCOPE

This SOP applies to all roads, parking areas, pathways, entry/exit gates and vehicular access points across KIIT-DU, KIMS and KISS campuses. It is applicable to all staff, students, service providers, visitors and vendors operating vehicles within the premises.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Security / Transport / Development	Overall implementation of traffic management plan and maintenance of signage.
Security Department	Regulate traffic flow, enforce speed limits and manage parking.
Establishment Section	Policy oversight, coordination with agencies and documentation.
Safety Committee	Conduct road safety audits and review incidents.
Event Organizers / Departments	Coordinate temporary traffic arrangements during large events.
Drivers / Vehicle Operators	Comply with speed, parking and pedestrian safety norms.

4.0 ASSOCIATED HAZARDS

- Accidents due to speeding or reckless driving.
- Pedestrian collisions.
- Vehicle congestion or obstruction at gates.
- Poor lighting leading to night-time hazards.
- Vehicle fires or fuel leakage.
- Unauthorized parking or blocking of emergency routes.

5.0 CROSS REFERENCE

- KIIT Safety Manual
- Motor Vehicles Act, 1988
- Traffic Rules under Odisha Motor Vehicle Department
- Fire Safety SOP – for emergency routes
- Disaster Management & Emergency Response SOP

6.0 PROCEDURE

S.I.	Task / Activity	Procedure	Responsibility
1	Speed Limit Enforcement	Maintain speed limit of 20 km/h inside campus. Install speed breakers and warning signs near hostels, schools and pedestrian crossings.	Security / Person Concerned
2	Signage & Marking	Install reflective road markings, direction boards and pedestrian crossings at critical points. Proper night visibility.	Security / Development Person Concerned
3	Entry and Exit Management	Use security-controlled gates. Implement RFID/barcode entry system for official vehicles. Separate entry for goods vehicles where feasible.	Security / Development / Person Concerned
4	Parking Management	Designate staff, student and visitor parking zones. Restrict parking near emergency exits, hydrants and academic areas.	Security / Person Concerned
5	Pedestrian Safety	Provide zebra crossings and guard rails at busy intersections. Encourage use of footpaths and underpasses.	Security / Person Concerned
6	Emergency Route Clearance	Keep fire routes, ambulance lanes and hospital access roads always clear. Display "No Parking – Emergency Route" signage.	Security / Person Concerned/ Fire Officer
7	Campus Transport Operation	Operate only licensed and well-maintained vehicles. Maintain driver duty logs, PUC, insurance and vehicle fitness certificates.	Transport / Person Concerned / Security
8	Lighting & Visibility	Maintain adequate street lighting along roads, pathways and parking areas. Conduct night inspection every quarter.	Electrical Section / Development / Person Concerned
9	Accident Reporting	All accidents to be reported immediately to Security Control Room. Conduct investigation and submit report to Safety Committee within 24 hours.	Security / Transport / Safety Committee
10	Traffic Management during Events	Prepare traffic diversion plan and deploy temporary signage and security personnel during large gatherings or events.	Development / Event Team / Security / Transport

7.0 MONITORING AND MEASUREMENT POINTS

Parameter / Activity	Frequency	Responsible Section
Speed and traffic compliance audit	Quarterly	Security / Person Concerned
Signage & marking condition check	Monthly	Security / Development / Person Concerned
Lighting adequacy inspection	Quarterly	Electrical Section / Development
Parking area inspection	Monthly	Security / Transport
Accident and near-miss review	Monthly	Safety Committee / Security
Emergency route clearance check	Weekly	Head - Security
Driver document verification	Bi-Annually	Transport Section / Person Concerned

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** Periodic inspections by Development and Security Departments to confirm signage, lighting and route conditions.
- **Corrective Action:** Damaged signage, potholes or non-functional lights to be repaired within 48 hours of detection.
- **Preventive Action:** Implement regular audits, awareness drives and installation of additional safety mirrors or guard rails where risks are identified.
- **Documentation:** All inspections, incident reports and improvement actions shall be logged and reviewed by the Safety Committee quarterly.

9.0 RECORDS

Record Title	Responsibility	Retention Period
Traffic Audit Report	Person concerned / Security	
Accident Report Register	Safety Committee	
Parking Log / Register	Person concerned / Security	
Driver's Document Verification File	Transport Dept.	
Road Maintenance Log	Person concerned / Development / Security / Electrical	
Event Traffic Plan Record	Event Committee / Development	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

Job Step	Hazard	Control Measures
Regulating traffic	Collision, speeding	Use barricades, signage and reflective vests.
Parking supervision	Vehicle congestion	Enforce parking zones, use cones and markings.
Road maintenance	Slip or fall	Use safety barriers; mark work zones properly.
Night patrolling	Low visibility	Ensure flashlight and reflective jackets.
Accident management	Injury	Call ambulance; isolate area; inform authorities.

11.0 EMERGENCY RESPONSE

- In case of any road accident:
    1. Secure the area and prevent further movement of vehicles.
    2. Provide immediate first aid and inform KIMS Medical Unit.
    3. Notify Security Control Room and Safety Committee.
    4. Document the incident and root cause.
    5. Take corrective measures (improved signage, barricades or awareness).
- For **fire or vehicle breakdown**, move the vehicle to a safe area and inform Security for towing assistance.

12.0 TRAINING REQUIREMENTS

- Conduct annual **Road Safety Awareness Programs** for students, staff and drivers.
- Train security personnel in traffic control, emergency response and first aid.
- Display road safety posters and signage at key intersections and hostels.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually or after any major traffic incident, infrastructure modification or audit observation. Updates shall be approved by the Safety Committee prior to implementation.

4.7: SOP – STATUTORY & REGULATORY COMPLIANCE – KIIT

(Standard Operating Procedure for Safety, Health & Environmental Regulatory Requirements)

1.0 PURPOSE

This Standard Operating Procedure (SOP) is developed to ensure strict compliance with all applicable statutory and Regulatory requirements related to safety, health and environmental management across KIIT Deemed to be University and its associated campuses. The objective is to maintain a proactive compliance system that meets all obligations under relevant acts, rules and codes — ensuring safety of people, assets and the environment.

2.0 SCOPE

This SOP applies to all KIIT, KIMS and KISS campuses, covering:

- Fire and Electrical Safety Systems
- Lifts, Pressure Vessels, DG Sets and Boilers
- Waste Management (Biomedical, E-waste, Solid Waste)
- Occupational Health and Safety
- Environmental and Energy Audits
- Contract Labour and Statutory Inspections

It is applicable to all administrative departments, service providers and contractors operating within the KIIT ecosystem.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Person Concerned / Establishment Section	Maintain statutory compliance register, monitor renewals and coordinate inspections.
Safety Committee	Review statutory reports and recommend corrective actions.
Electrical, Fire, AC and Maintenance Departments	Ensure compliance of technical systems and certifications.
Person Concerned / Nodal Officer	Compliance related to biomedical waste, occupational health and medical inspections.
Establishment Section /Contractors	Maintain valid licenses, labour registrations and safety documentation.
Statutory Compliance Officer / Person Concerned / Establishment Section	Liaison with Government bodies, Labour Office, Pollution Control Board and Fire Department.

4.0 ASSOCIATED HAZARDS

- Regulatory penalties or non-compliance notices.
- Unsafe working conditions due to expired certifications.
- Operational interruptions due to suspension of approvals.
- Environmental contamination or fire incidents from system lapses.

5.0 CROSS REFERENCE

- KIIT Safety Manual
- Fire Safety SOP, Electrical Safety SOP
- Labour Laws and Rules
- The Factories Act, 1948
- Odisha Fire Prevention and Safety Rules, 2017
- Central Electricity Authority (CEA) Regulations
- Pollution Control Board Guidelines (SPCB)
- Biomedical Waste Management Rules, 2016
- Hazardous Waste Management Rules, 2016

6.0 PROCEDURE

S.I.	Activity	Procedure	Responsibility
1	Compliance Register Maintenance	Maintain an up-to-date register listing all applicable Acts, Rules and their renewal due dates. Update monthly.	Person Concerned / Establishment Section
2	Fire Safety Compliance	Obtain and renew Fire Safety Certificate annually. Ensure all fire protection systems are functional and inspected.	Fire Safety section
3	Electrical License & Testing	Maintain valid Electrical Contractor License and periodic test certificates for installations as per CEA norms.	Electrical section
4	Lift License Renewal	Ensure all lifts are inspected and certified annually by the authorized inspector under Odisha Lift Rules.	AC section / AMC Vendor (if any)
5	Boiler / DG / Pressure Vessel Compliance	Ensure annual inspection and certification under Boilers Act. Maintain DG set emission and noise test reports.	Person Concerned / Maintenance Dept.
6	Pollution Control & Waste Management	Renew Consent to Operate (CTO) and Authorization for Biomedical & Solid Waste under SPCB regulations.	Nodal Officer / Person Concerned
7	Occupational Health & Safety	Conduct periodic medical check-ups, safety audits and training as per regulatory guidelines. Maintain compliance records.	Person Concerned
8	Contract Labour Regulations	Verify registration and licenses under Contract Labour (Regulation & Abolition) Act, 1970 for all KSP.	Establishment Section
9	Audit & Inspection Coordination	Facilitate external inspections (Labour Office, Fire, Pollution, etc.) and submit reports to the Safety Committee.	Statutory Compliance Officer
10	Document Archival & Review	Maintain digital and physical copies of all compliance documents, audit reports and inspection findings.	Establishment Section

7.0 MONITORING AND MEASUREMENT POINTS

Parameter / Activity	Frequency	Responsible Section
Fire & Electrical License renewal	Annual	Fire / Electrical Section
Lift certification	Annual	Lift Section / Person Concerned
Pollution Control Consent renewal	As per SPCB schedule	Nodal Officer / Person Concerned
Biomedical Waste audit	Quarterly	Person Concerned
Labour License validity check	Quarterly	Establishment Section
Statutory Compliance Register update	Monthly	Establishment Section / Person Concerned
Safety & Energy Audit review	Bi-Annually	Safety Committee

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** All compliance records and licenses shall be reviewed monthly by the Establishment Officer and verified by the Safety Committee during quarterly meetings.
- **Corrective Action:** In case of lapses, renewal applications to be expedited and interim safety measures implemented until renewal is completed.
- **Preventive Action:**
    - Automated reminder system for renewals (email/calendar alerts).
    - Periodic internal audits to identify upcoming compliance due dates.
    - Vendor and contractor compliance verification before PO/contract renewal.

9.0 RECORDS

Record Title	Responsibility	Retention Period
Statutory Compliance Register	Establishment Section	Permanent
License / Certificate Files	Concerned Departments	
Audit and Inspection Reports	Safety Committee	
Waste Management Consent / SPCB Authorization	Nodal Officer / Person Concerned	
Contractor License Register	Establishment Section	
Training & Medical Records	Training unit / Person Concerned	
Renewal Reminder Log	Concerned Dept's /Establishment Section	

10.0 SEQUENCE OF BASIC JOB STEPS, HAZARDS & CONTROL MEASURES

Job Step	Hazard	Control Measure
Document review and filing	Loss or misfiling of records	Maintain both digital and hard copies; restrict access.
License renewal process	Delay in submission	Track deadlines via compliance calendar.
Waste authorization	Regulatory non-compliance	Maintain coordination with SPCB; renew before expiry.
Contractor documentation	Invalid registration	Verify all documents before on-boarding.
External audit preparation	Data inaccuracy	Maintain standard templates and verified checklists.

11.0 EMERGENCY RESPONSE

- In case of notice from statutory authorities or compliance failure:
    1. Notify the Safety Committee and concerned Head of Department immediately.
    2. Submit clarification and rectification report within stipulated time.
    3. Implement corrective actions and document compliance closure.
    4. Conduct review meeting to prevent recurrence.

12.0 TRAINING REQUIREMENTS

- Conduct annual **Regulatory Compliance Awareness Sessions** for administrative, technical and contractor teams.
- Provide training on documentation, inspection readiness and statutory reporting.
- Ensure all departmental heads are briefed on compliance responsibilities relevant to their function.

13.0 APPROVAL & REVIEW

This SOP shall be reviewed annually or as per regulatory updates and audit findings. All amendments and additions shall be approved by the Safety Committee and circulated to all concerned departments.

4.8: Monitoring Parameters and Domain-Specific Compliance (Campus-wise)

(i) *Fire Safety (Total Points: 20, Cut-off: 14)*

S.I.	Parameter	Points	Points Obtained
1	Detector & Alarm Testing (monthly)	4	
2	Fire Pump Pressure & Logs	4	
3	Hydrant & Sprinkler Functional Test	4	
4	Extinguisher Accessibility & Refilling	4	
5	Emergency Drill & Response	4	

(ii) *Electrical Safety (Total Points: 20, Cut-off: 14)*

S.I.	Parameter	Points	Points Obtained
1	Earth Resistance Test (≤1-3 ohm)	4	
2	Panel Inspection & Thermography	4	
3	Load Management Records	4	
4	LOTO Compliance	4	
5	Emergency Lighting & Signage	4	

(iii) *AC Safety (Total Points: 20, Cut-off: 14)*

S.I.	Parameter	Points	Points Obtained
1	Filter Cleaning & Records	4	
2	Refrigerant Pressure & Leak Test	4	
3	Coil & Drain Line Cleaning	4	
4	Compressor & Motor Inspection	4	
5	Preventive Maintenance Schedule	4	

(iv) *Hygiene & Health Safety (Total Points: 20, Cut-off: 14)*

S.I.	Parameter	Points	Points Obtained
1	PPE & ID Compliance	4	
2	Cleanliness & Waste Disposal	4	
3	Food Safety (Mess /Canteen) Guidelines	4	
4	Pest Control & Chemical Safety	4	
5	Statutory Compliance	4	

(v) ***Lift Safety (Total Points: 20, Cut-off: 14)***

S.I.	Parameter	Points	Points Obtained
1	AMC – Authorized Agency Certification	4	
2	Monthly Inspection Records	4	
3	Emergency Alarm & Intercom	4	
4	Load Test & Safety Brake	4	
5	Signage & User Awareness	4	

(vi) ***Road Safety & Traffic Management (Total Points: 20, Cut-off: 14)***

S.I.	Parameter	Points	Points Obtained
1	Traffic Signage & Markings	4	
2	Speed Control & CCTV Monitoring	4	
3	Pedestrian Safety	4	
4	Emergency Vehicle Access	4	
5	Incident Reporting & Records	4	

(vii) ***Statutory & Regulatory Compliance (Total Points: 20, Cut-off: 14)***

S.I.	Parameter	Points	Points Obtained
1	Valid Licenses (Electrical, Fire, Lift, etc)	4	
2	Statutory Adherence	4	
3	Valid Policies, Insurance	4	
4	Audit & Inspection Reports	4	
5	Labour Compliance	4	

□ Evaluation & Discrepancy:

Reporting of Deviations -

- All observed Irregularities**; gaps or non-compliance** shall be documented and submitted to the Safety Committee. The Committee will **review, discuss and recommend** appropriate actions based on severity and domain impact. Actions will be initiated on a **priority basis**, with critical zones addressed first.

Status Evaluation (Priority-Based Compliance Classification) –

- Domains achieving **≥ 90% overall compliance (Less Priority) -** temporarily exempt from re-evaluation for a period of **three (03) months**.
- Domains with **70-90% compliance (Moderate Priority)** require **attention -** Increased oversight; included in next audit cycle.
- Domains with **< 70% compliance (Highest Priority)** require **urgent attention** and must undergo **re-evaluation within 15 days** of the initial report.

□ General Exceptions:

Matters not covered under this Manual will be decided by the **Vice Chancellor / Registrar** in the interest of the University. Corrective actions against compliance observations will be reviewed by the Safety Committee and its recommendations shall be submitted to the competent authority for appropriate action.

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INSPECTION CHECKLIST PARAMETERS

(Integrated Field Inspection – KIIT Safety Committee)

(Mark items as: ✔ Compliant | * Partially Compliant | ✕Non-Compliant)

- Location /Campus:_____
- Date and time of Inspection: _____/_____

❖ **FIRE SAFETY (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**Detector & Alarm Testing** – Smoke/heat detectors intact, alarms functional, manual call points accessible, monthly records updated.	
☐	**Fire Pump Pressure & Logs** – Pumps operational, auto-start working, pressure within range, logbooks maintained.	
☐	**Hydrant & Sprinkler Test** – Valves leak-free, hose reels usable, sprinklers clear, adequate pressure.	
☐	**Extinguisher Accessibility** – Proper placement, refilling valid, correct type, signage proper.	
☐	**Emergency Drill & Response** – Drill within 6 months, evacuation routes known, assembly points marked, staff aware.	

❖ **ELECTRICAL SAFETY (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**Earth Resistance Test** – Latest report ≤1 ohm, proper earthing connections.	
☐	**Panel Inspection & Thermography** – Panels labeled, no exposed parts, thermography report available.	
☐	**Load Management Records** – Balanced distribution, no overloading, DG backup functional.	
☐	**LOTO Compliance** – Lockout/Tagout system available, authorized personnel only.	
☐	**Emergency Lighting & Signage** – Exit lights functional, emergency lights operational, signage visible.	

❖ **AC SAFETY (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**Filter Cleaning** – Dust-free, schedule followed.	
☐	**Refrigerant Pressure & Leak Test** – No leakage, readings within limits.	
☐	**Coil & Drain Line Cleaning** – No clogging, no water leakage.	
☐	**Compressor & Motor Inspection** – No abnormal noise/vibration, proper ventilation.	
☐	**Preventive Maintenance** – AMC available, logs updated.	

❖ **LIFT SAFETY (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**AMC Certification** – Valid AMC with agency / vendor.	
☐	**Inspection Records** – Monthly logs available.	
☐	**Emergency Alarm & Intercom** – Functional and tested.	
☐	**Load Test & Safety Brake** – Certified records, overload alarm working.	
☐	**Signage & Awareness** – Capacity displayed, emergency instructions posted..	

❖ **HYGIENE & HEALTH SAFETY (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**PPE & ID Compliance** – Staff in uniform/ID, PPE used.	
☐	**Cleanliness & Waste Disposal** – Floors clean, bins covered, no foul odour.	
☐	**Food Safety (Mess)** – Food covered, raw/cooked separated, hygiene maintained.	
☐	**Pest Control & Safety** – No visible insects, logs available, chemicals stored safely.	
☐	**Statutory Compliance** – Mess norms followed	

❖ **CAMPUS SAFETY & TRAFFIC MANAGEMENT (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**Access Control & Surveillance** – Entry/Exit gates secured; visitor register maintained; CCTV functional; security personnel deployed.	
☐	**Campus Safety Measures** – Adequate lighting and safety signage's displayed.	
☐	**Emergency Preparedness** – Roads clear for ambulance/fire vehicle, emergency contacts displayed.	
☐	**Traffic Control & Signage** – Clear road signs and speed limits displayed; speed breakers present.	
☐	**Security Records** – Security & incident registers maintained.	

❖ **STATUTORY & REGULATORY COMPLIANCE (20 Points | Cut-off: 14)**

Check	Parameter	Remarks
☐	**Valid Licenses** – Fire NOC, lift license, electrical approvals.	
☐	**Statutory Adherence** – Compliance with laws.	
☐	**Insurance Coverage** – Valid policies.	
☐	**Audit & Inspection Reports** – Latest reports available, observations complied.	
☐	**Labour Compliance** – Contractor compliance ensured.	

DISASTER MANAGEMENT PLAN

1.0 PURPOSE

In adherence to the National Policy on Disaster Management (NPDM) Act, the Disaster Management Plan of KIIT DU outlines the framework, guidelines and institutional responsibilities for effective disaster preparedness, mitigation, response and recovery across all KIIT campuses and associated facilities. The plan aims to safeguard human life, protect property and infrastructure and ensure institutional continuity during natural, accidental or man-made disasters.

2.0 SCOPE

This document is applicable to all academic blocks, hostels, laboratories, offices, utility areas and public spaces across KIIT campuses. It covers fire, flood, earthquake, chemical spill, electrical blackout, structural collapse and civil unrest scenarios. This applies to all staff, students, service providers, vendors and visitors.

3.0 RESPONSIBILITY

Designation / Section	Responsibility
Safety Committee	Norm oversight, audits and review of incidents
Disaster Response Team (DRT)	On-ground coordination, evacuation and emergency response
Establishment Section / Safety Committee	Vendor coordination, resource mobilization, documentation
Security Department / DRT	Evacuation, perimeter control, crowd management
Campus Heads / In-charges / Officers	Local response activation, reporting
Maintenance / Utility Teams	Restoration of services, hazard containment
Medical Unit	First aid, medical support, casualty management

4.0 ASSOCIATED HAZARDS

- Fire outbreak
- Earthquake or structural collapse
- Water-logging due to heavy rainfall or plumbing failure
- Chemical spill or gas leak
- Electrical blackout or short circuit
- Civil unrest or Crowd panic

5.0 CROSS REFERENCE

- KIIT Safety SOP Manual
- National Disaster Management Guidelines (NDMA)
- Odisha State Disaster Management Authority (OSDMA) protocols

6.0 PROCEDURE

S.I.	Disaster Type	Immediate Action	Responsibility
1	Fire Hazard (Any Type)	Raise alarm, evacuate, use extinguishers	Security / DRT / Fire team
2	Earthquake	Duck-cover-hold, evacuate after tremors	All staff / DRT/ Security
3	Cyclone / Water-logging	Shut off power, relocate assets, secure loose structures, pump water	Maintenance / DRT / Electrical
4	Chemical Spill	Isolate area, use PPE, inform Safety Officer	Lab In-charge / DRT / Concerned IC
5	Electrical Failure	Inform maintenance, use backup power	Electrical Maintenance Team
6	Public Health Emergency (Food Poisoning/ Adulteration/ Contamination)	Activate health protocol, isolate affected individuals, prevent exposure, deploy PPE sanitize zones, inform KIMS	DRT / Safety Committee / Medical Unit
7	Civil Unrest	Alert control room, secure entry points	Security Section / DRT / Concerned IC
8	Construction & Demolition	Isolate area, use PPE, segregate debris, prevent contamination and engage licensed vendor for safe disposal.	Safety Committee /Development Section/ Establishment Section / Contractor - Agencies

7.0 MONITORING AND MEASUREMENT POINTS

Parameter / Activity	Frequency	Responsible Section
Mock Drills	Bi-annual	Safety Committee / DRT
Emergency Equipment Check	Monthly	Maintenance Teams
Evacuation Route Audit	Quarterly	Campus Heads / ICs
Vendor Readiness Review	Annual	Establishment / Safety committee / VMC
Incident Reporting Review	Monthly	Safety Committee

8.0 VERIFICATION, CORRECTIVE & PREVENTIVE ACTION

- **Verification:** Safety Committee audits preparedness and response records.
- **Corrective Action:** Gaps identified during drills or incidents to be rectified within 72 hours.
- **Preventive Action:** Awareness drives, installation of signage and periodic training.
- **Documentation:** All drills, incidents and corrective actions logged and reviewed quarterly.

9.0 RECORDS

Record Title	Responsibility	Retention Period
Disaster Drill Reports	DRT / Safety Committee	
Incident Logs	Security / DRT	
Equipment Inspection Records	DRT / Safety Committee	
Vendor Readiness Certificates	DRT / Establishment / Safety Committee	

10.0 EMERGENCY RESPONSE

- Activate Disaster Response Team immediately.
- Inform Control Room and Safety Committee.
- Evacuate affected zones using designated routes.
- Deploy emergency kits and first aid.
- Coordinate with external agencies (fire, police, ambulance, OSDMA).
- Record incident and submit report within 24 hours.

11.0 TRAINING REQUIREMENTS

- Annual disaster preparedness training for all staff.
- Specialized training for DRT and Security personnel.
- Awareness sessions for students and hostel staff.
- First aid and evacuation drills conducted bi-annually.

12.0 REVIEW

This plan shall be reviewed annually or after any major disaster incident, infrastructure modification or audit observation. Updates shall be approved by the competent authority prior to implementation.

WASTE MANAGEMENT POLICY

1.0 Purpose

This policy establishes a uniform, sustainable and compliant framework for the collection, segregation, transportation, treatment and disposal of waste across KIIT campuses. This ensures:

- Compliance with statutory obligations (Solid Waste Management Rules, Biomedical Waste Rules, E-Waste Rules).
- Integration with KIIT's sustainability goals under KIIT Sustainable Development Manual
- Protection of hygiene, safety and environmental standards for all stakeholders.

2.0 Scope

This applies to all KIIT campuses, hostels, academic blocks, offices, hospitals (KIMS) and associated facilities. It covers:

- General campus waste (general garbage, paper, plastics, recyclables, etc)
- Food and Mess waste (organic, surplus food, biodegradable)
- Biomedical waste (KIMS, KSBT, etc)
- E-waste and hazardous materials (electronics, chemicals, radioactive)
- Water & liquid waste (STPs, grey-water, chemical effluents)

3.0 Objectives

- Ensure timely collection and disposal of all waste streams.
- Promote segregation at source into biodegradable, recyclable and hazardous categories.
- Integrate waste-to-energy and composting practices (biogas plants, organic composting).
- Safeguard health and safety of workers and residents.
- Maintain a clean, hygienic and sustainable campus environment.

4.0 Responsibility

Section	Responsibility
Safety Committee / Establishment Section	Policy oversight, vendor engagement, compliance monitoring
In-house cleaning agencies	Daily collection, segregation and disposal of waste
Mess agencies / Hospitality	Proper disposal of food waste, adherence to norms
Concerned waste /garbage Agency	Timely removal of campus waste from designated zones, safe transport to dumping yards
Safety Committee	Conduct audits, review incidents, recommend corrective actions
Security / Development / Establishment	Monitor entry/exit of waste vehicles, ensure discipline of workers
Campus Heads / Hostel Managers	Local supervision, reporting of deficiencies

5.0 CROSS REFERENCE

- KIIT Safety SOP Manual
- KIIT SDG
- KIIT Green Audit Report

6.0 Waste Management Process

6.1 Collection & Segregation

- General campus waste / garbage to be collected & sent to concerned area within stipulated time
- Segregation at source into biodegradable, recyclable and hazardous categories.
- Segregation at source: **Green bins** – biodegradable (food, garden waste) / **Blue bins** – recyclables (plastic, paper, glass, e-waste) / **Red bins** – hazardous/biomedical waste.

6.2 Transportation & Disposal

- Contractor responsible for arranging licensed vehicles and dumping yards. Vehicles/equipment must have valid licences and certificates.

6.3 Worker Guidelines

- All staff of the agencies (related to waste management) must strictly comply with and abide by all applicable rules, regulations.

7.0 Monitoring & Compliance

7.1 Regular Monitoring

- All concerned departments of KIIT shall monitor waste management operations daily to ensure adherence to collection, segregation, transportation and disposal protocols.
- Supervisors must verify that waste is collected within stipulated timelines and properly segregated at source.

7.2 Audits & Inspections

- Daily Verification: Conducted by departmental supervisors and hostel managers, with records maintained in logbooks or digital registers.
- Quarterly Audits: Safety Committee shall conduct comprehensive audits covering solid waste, biomedical waste, e-waste and liquid waste systems.
- Third-party Green Audits: External agencies may be engaged annually to validate compliance with statutory and sustainability standards.

7.3 Technology based Monitoring

- IoT-based monitoring systems shall be deployed for energy and water-linked waste systems (aligned with KIIT-SDG).
- Smart sensors to track: Waste bin fill levels / Energy consumption linked to waste treatment plants / Water usage and recycling efficiency in STPs.
- Real-time dashboards to be maintained by the concerned Section for reporting and corrective action.

7.4 Documentation & Reporting

- Daily documentation of waste volumes, segregation compliance and disposal records.
- Monthly consolidated reports to be submitted to the Safety Committee
- Annual sustainability and waste management performance reports to be published, integrating findings from audits and IoT systems.

8.0 Review & Approval

This policy shall be reviewed annually. Any updates shall be approved by the competent authority, following recommendations from the Vendor Management Committee, Safety Committee and the Establishment Section, prior to implementation.

Vision

Striving towards Excellence in Education with Compassion, Commitment and Compliance.

SAFETY FIRST ... SAFETY ALWAYS

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