



**AMERICAN
UNIVERSITY
OF BEIRUT**

**Environmental Health,
Safety & Risk Management**

ENVIRONMENTAL HEALTH, SAFETY AND RISK MANAGEMENT GUIDELINES

Environmental Health, Safety and Risk Management
| American University of Beirut

FOOD REQUIREMENTS

- Food must be obtained from approved and trustworthy sources.
- Requests for events at which food will be served should be submitted to the EHSRM Sanitation Unit one week prior to the event.
- A list of the sponsors or suppliers of food and food items to be served or sold at the event should be provided to EHSRM.
- EHSRM will provide a list of food safety requirements that should be followed by event organizers.
- Refer to Appendix 1 for general guidelines regarding food handling during events.
- Food suppliers must be willing to secure third party insurance coverage if requested to do so by the Procurement and Contract Administration in compliance with AUB insurance requirements.

LIFE SAFETY GUIDELINES FOR PUBLIC EVENTS

Crowd Management

1. Arrangements should be made for ushers to help manage the crowd, when needed.
2. Seating arrangements at graduation ceremonies, concerts, seated food events, etc., should be reviewed by EHSRM.
3. Disabled access should be provided, when required.
4. An adequate number of exits should be provided (consult with EHSRM if 50 or more people are involved) or if the distance to the nearest exit exceeds 23 meters.
5. Exit doors should not be obstructed in any way.
6. Egress pathways or corridors should not be obstructed in any way.
7. Exit signs should be clearly visible.

Smoking

AUB is a non-smoking campus. Please refrain from smoking any type of cigarettes on campus.

Heat Sources

1. Use of fireworks and hot air balloons with candles is not permitted on campus.
2. Indoor use of open flame is not permitted unless expressly authorized by EHSRM.
3. Outdoor use of open flames such as burners, griddles, charcoal grills, “saj,” heating gel cans, candles, etc., must be approved and supervised by EHSRM. When heating gel cans are used to heat food trays, the heated food trays and stands must be placed in metal containment trays. When candles are permitted, they are required to be placed in totally enclosed glass containers with wide bases and only in designated locations and away from combustible items. Placing candles in paper bags is not permitted. Charcoal is required to be flooded with water after use.

4. Hot plates and other heat-producing appliances should be placed on hard noncombustible surfaces.
5. Gas containers are permitted to be used only at outdoor events. They must be in good physical condition, equipped with a new and adequate regulator and a new hose that has metal industrial straps at each end.
6. Tents constructed mainly of cloth or other combustible light material are prohibited near or underneath sources of heat (i.e., open flame, burning coal, excessive lighting, etc.)

Portable Fire Extinguishers

An adequate number and appropriate types of portable fire extinguishers should be distributed in accordance with EHSRM instructions. It might be necessary to train designated people on the proper use of these extinguishers in case of fire, prior to the event.

Flammable Liquids

The use of flammable liquids at public events is prohibited.

Electrical Installation/Equipment Use

1. All electrical installations must be handled and/or approved by the Physical Plant Department.
2. Only approved extension cords with short, overload, and surge protection are allowed.
3. Cascading of extension cords is prohibited.
4. Overloading of extension cords, electrical outlets, or electrical cables is prohibited.
5. Electrical cables crossing pedestrian passageways must be installed either above the heads of pedestrians or taped firmly to the ground to prevent tripping accidents.
6. Electrical cables crossing passageways that are subject to heavy pedestrian traffic, vehicles, carts, etc., must be protected against mechanical damage by metal or heavy-duty plastic trucks.
7. Special measures must be taken with outdoor electrical installations to protect them from water/rain.
8. Use of frayed or spliced wires is prohibited.
9. It is prohibited to use electrical tape to connect electrical wires/cables.
10. All electrical wires/cables installed in electrical outlets must be equipped with properly installed electrical plugs. Adapters are prohibited.
11. The placement of fixed cameras, sound stands, and lighting stands and their cabling in auditorium settings must be reviewed and approved by EHSRM in advance.
12. Halogen lamps must be located away from combustible material.

Construction

1. Events requiring structures and banners must be reviewed and approved by a civil engineer and EHSRM.
2. Stages, where needed, are required to be not higher than 70 cm above the finished floor. Stairs leading to and going down from stages are required to be 120 cm wide, with tread height not exceeding 15 cm and tread depth not less than 30 cm.

3. Stage stairs must be equipped with a handrail that is 36 inches high and 1.5 inches in diameter, on at least one side of the stairs.
4. Depending on the nature of the event activity, some stages may require additional railing.

Sound Guidelines

1. All public activities that involve sound must be submitted to EHSRM for review and approval one week prior to the event. EHSRM will provide guidelines to attenuate sound levels from such events and might monitor the activity if necessary. It is the responsibility of the event organizer to abide by EHSRM guidelines especially when the event takes place outside normal working hours.
2. Sound-generating activities, such as Outdoors, concerts, plays, and other activities that take place along the perimeter of the campus should abide by the Ministry of Environment Decision 52/1 dated July 29, 1996 (see below).
3. For outdoor activities, the level of sound measured at 50 feet (15.24 meters) from the source should not average more than 85 decibels (dBA) with sound peaks no more than 100 dBA. For indoor activities, the sound level should not exceed 65 dBA.
4. In order to facilitate compliance with the Ministry of Environment Decision 52/1, event organizers must comply with EHSRM requirements regarding number and size, distribution, and direction of speakers, and volume of sound systems.

الجريدة الرسمية - العدد ٤٥ - ١٢/٩/١٩٩٦

٣٢٣٢

٢- الحد الأقصى المسموح به لشدة الضوضاء في المناطق المختلفة

نوع المنطقة			الحد المسموح به لشدة الصوت ديسبل (أ)	
			ليلا	نهارا
			من الى	من الى
			٥٥ - ٥٤	٦٥ - ٥٥
			٥٠ - ٤٠	٦٠ - ٥٠
			٥٥ - ٤٥	٦٠ - ٥٠
			٥٠ - ٤٠	٥٥ - ٤٥
			٤٥ - ٣٥	٥٠ - ٤٠
			٤٠ - ٣٠	٤٥ - ٣٥
			٣٥ - ٢٥	٤٠ - ٣٠
			٦٠ - ٥٠	٧٠ - ٦٠
			٦٥ - ٥٥	٧٠ - ٦٠

نهارا من ٧ صباحا حتى ٦ مساء
مساء من ٦ مساء حتى ١٠ مساء
ليلا من ١٠ مساء حتى ٧ صباحا

Appendix 1

FOOD HANDLING DURING EVENTS

1. All food stands must be covered. Stands with open fire for example "saaj" should have a **thick wood** or metal cover.
2. Tables should be cleaned and clear of anything other than the food and tools to be used (i.e., no keys, no chains, etc.).
3. Wash hands carefully and use gloves at all times. Please note that latex gloves are **prohibited**. Use only Polyethylene gloves. Also, gloves may be used only **once**.
4. Food on the tables (vegetables, pastry, etc.) must be covered or wrapped at all times. Wash food (vegetables, fruit, etc.) carefully before serving.
5. Food such as meat, chicken, cheese, and milk should be kept in a refrigerator except **when being used**.
6. Don't mix raw and cooked food. Caterers and clubs that will be serving meat and chicken must use separate implements for raw and cooked food.
7. Cook and serve food as requested (i.e. no mass production).
8. Anyone who is sick (even with just a sore throat) **should not work** at the stand and/or handle food. Do not cough or sneeze over the food.
9. People who are preparing and serving food should not also be eating.
10. Garbage should be cleared regularly. Garbage containers should be covered at all times. Placing garbage under tables is **not acceptable**.
11. Iceboxes should have drains to allow water to drain.
12. Only **pre-packaged** ice may be served with drinks. Serving ice with bare hands is **prohibited**. Only individually wrapped straws are permitted.
13. Persons who handle money should not serve food unless the food is pre-packaged or wrapped.
14. **Smoking** is prohibited.

These are just simple and general guidelines. Please refer to your sanitation agreement for more information and for extra notes provided by the safety officers.

Failure to comply with these guidelines may result in the stand being closed.



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