Guidelines

WORLD SAFETY ORGANIZATION - KSA

OPERATION GUIDELINE

WSO National Office for KSA

School Safety Club

(WSO KSA SSC)

The Academy of Sciences
أكاديمية العلوم للتعليم الطبي
Medical Education | Skills That Save Lives

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Contents

1. **INTRODUCTION** 2
2. **WSO KSA SCHOOL SAFETY CLUB (WSO KSA-SSC)** 3
3. **WSO KSA-SCC ESTABLISHMENT- PREREQUISITE:** 3
4. **FORMATION OF WSO KSA-SCC ADMINISTRATIVE BODY** 3
6. **WSO KSA-SCC MEMBERSHIP PREREQUISITE** 5
7. **WSO KSA-SCC MEMBERSHIP BENEFITS** 5
8. **WSO KSA SCC OBLIGATION** 5
9. **SCHOOL MANAGEMENT OBLIGATION** 6
10. **WSO KSA SCC OBLIGATION** 6
11. **WSO STUDENT MEMBERSHIP FORM** 7

1. INTRODUCTION

The World Safety Organization (WSO) was founded in Manila, the Republic of the Philippines, in 1975 as a result of a gathering of over 1,000 representatives of Safety Professionals from all continents at the first World Safety and Accident Prevention Congress.

Headquartered in Missouri USA since 1985, the WSO is a global community dedicated to "Making Safety a Way of Life…Worldwide." Having National Offices and Chapters in over 20 countries, WSO has the reputation and reach to bring together diverse safety professionals and practitioners who are transforming the world's corporations, organizations, and communities to meet tomorrow's critical challenges.

The WSO works to internationalize occupational and environmental safety and health and other allied safety fields together with an accident prevention movement and to disseminate throughout the world the benefits of practices, skills, arts, and technologies of safety and accident prevention in all safety and related fields.

The WSO supports activities of other national and international groups in their attempts to protect people, property, resources, and the environment. The specific objectives of the organization are: encouraging the effective exchange of information and experiences between and among the members of the WSO; striving for a universal level of professionalism and competence among its members and all professionals and practitioners in the multi-discipline of occupational and environmental safety, health, and accident prevention; collaborating with other international organizations in conducting activities of mutual concern; promoting the continuous upgrade of safety and accident prevention technology; and advancing WSO's overall theme of ***"Making Safety a Way of Life … Worldwide."***

There are numerous ways the WSO achieves its goals, most notably through trainings and workshops offered by the WSO International and National Offices around the world.

The WSO uses its electronic and social media platforms to distribute informative monthly newsletters, quarterly journals, and frequent announcements to members and non-members alike. Additionally, the WSO often endorses international safety, health, and security conferences, trainings, and workshops, promoting these events through the above-mentioned platforms to WSO members and non-members around the world. WSO members often participate in these events as speakers, participants, and collaborators, and as consultants on occasion.

In addition to the WSO-specific safety, health, and security information, the WSO also distributes the weekly announcements, invitations, etc., of the United Nations to the representatives/liaisons, members of the WSO Board of Directors, and other interested individuals.

The WSO Certification Program has been evaluated, audited to, and deemed in compliance with the **ISO/IEC 17024** Standard and gained accreditation from **ICAC**. Now, the certifications program has become more meaningful and valuable in the workplace.

The **International Certification Accreditation Council (ICAC),** http://www.icacnet.org/wordpress/about-icac/ is an alliance of organizations dedicated to assuring competency, professional management, and service to the public by encouraging and setting standards for licensing, certification, and credentialing programs.

2. WSO KSA SCHOOL SAFETY CLUB (WSO KSA-SSC)

WSO KSA-SSC is a joint collaboration of the School Management and WSO National Office for the Kingdom of Saudi Arabia (WSO KSA) to promote the motto of the World Safety Organization***, "Making Safety A Way of Life…Worldwide"*** within the Campus facility.

Under the approval of the School Management and guidance of WSO KSA, SCC will compose of Senior and Junior Students that are willing to support the School Safety Management without monetary compensation.

All Officers shall recite, memorize and adhere to the ***"Student Safety Club Pledge"*** below at all times:

Perform my duties faithfully.
Strive to prevent accidents, always setting a good example myself.
Obey my teachers and officers of the club.
Report dangerous student practices.
Strive to earn the respect of fellow students by "Making Safety A Way of Life".

3. WSO KSA-SCC ESTABLISHMENT- PREREQUISITE:

WSO KSA-SCC shall have School Management sponsor to legalize its operation. If required by the hosting country, the sponsor shall register WSO KSA-SCC to the local Government. Prior to issuance of WSO KSA SCC Charter Certificates from WSO KSA, the School shall complied with the following requirements below:

3.1. Active and Legit Institutional Organization in the Hosting Country
3.2. Willing to collaborate with the WSO KSA National/Chapter Office in the area
3.3. Able to support WSO KSA SCC to organize an event within the School premises.

4. FORMATION OF WSO KSA-SCC ADMINISTRATIVE BODY

5.1. The SCC Administrative Body shall consist of four (4) Club Senior Officers (Club President, Club Vice President, Club Secretary, Club Treasurer), and the immediate Past Club President. Four (4) additional voting members of the Club Administrative Body, shown as Club Junior Officers, may be appointed at the option of the Club President to serve during the Club President's administration only. The adviser of the Club shall be the immediate teacher or adviser of the Club President.

5.2. Senior and Junior Officers shall always present during the periodic meeting. If the Officer(s) absent for 3 consecutive meeting, an appropriate penalty (e.g. special project, suspension, revocation, etc.) shall be given.

5.3. Club President

5.3.1. The Club President shall preside at all meetings of the Club and the Club Administrative Body and perform all duties usual to the office of Club President.

5.3.2. He/she shall appoint all standing committees within fifteen (15) days after the commencement of his/her term.

5.3.3. The Club President is required to attend the WSO KSA Regional Conference. If unavailable, he/she may send at least one member of the Club Administrative Body or two Junior Officers with authority to represent the Club.

5.3.4. Together with the Club Secretary and the Club Treasurer, the Club President shall ensure good communication with the WSO KSA and compliance with all administrative regulations pertaining to Club operations.

5.4. Club Vice President

5.4.1. The Club Vice President(s) shall perform the duties delegated by the Club President.

5.4.2. In the event of the Club President's unavailability or disability, the Club Vice President shall perform the duties of the Club President during the emergency. If there is more than one Club Vice President, the Club Administrative Body shall, by majority vote, select a senior Club Vice President. If a Club Vice President cannot serve, the Club Administrative Body shall, by majority vote, appoint one of the other officers to perform the Club President's duties. If the Club does not have an Administrative Body, the officers shall make the appointment following the same procedures indicated for the Club Administrative Body.

5.5. Club Treasurer

5.5.1. The Club Treasurer shall be the custodian of the Club monies. He/she shall keep records of the receipts and disbursements and hold them available for inspection and approval by the School Management at the end of each fiscal year. He/she shall be responsible for the accuracy of the Club's account.

5.5.2. The Club Treasurer shall deposit funds in the name of the Club and shall draw all checks and drafts for payment of the Club's obligations. No check in excess of one hundred dollars (US $1 00) shall be drawn against Club funds without the written authority of the School Management.

5.5.3. The Club Treasurer shall provide to School Management all income and disbursements of the Club for the previous fiscal year within thirty (30) days of the close of said year (July 31). He/she shall submit quarterly financial summaries to the School Management on or before October 31, January 31 and April 30.

5.5.4. The Club Treasurer shall perform such other duties as are usual to the office of Treasurer.

5.6. Club Secretary

5.6.1. The Club Secretary shall keep the minutes and records Of the Club and Club Administrative Body in a factual and informative manner. He/she shall email one (1) copy of the minutes of all membership and Club Administrative Body/Officers' meetings to the Scholl Management and WSO KSA within fifteen (1 5) days following the meeting.

5.6.2. The Secretary shall submit the "***Quarterly WSO KSA SCC Club Update***" to the School Management and WSO KSA at the end of each fiscal quarter. (Deadline dates: October 1 5, January 15, April 1 5 and end-of-year report July 31).

5.6.3. The Club Secretary needs to verify that only current School Students can join the Club and only members may avail its benefits. This may be done by verification of the membership ID provided by WSO KSA SCC to all members. WSO KSA can refer the School to any approved Company that able to *covert the Club's Membership ID or Certificate into verifiable online*.

5.6.4. The Club Secretary shall provide the WSO World Management Center with the Club's current address. If there is no special address for the Club, the Club Secretary's mailing address may be used. This address will be used by the WSO World Management Center for all correspondence with the Club. The Club Secretary must notify the WSO World Management Center of any changes to this address.

5.6.5. The Club Secretary shall perform all other duties usual to the office of Secretary.

5.7. Junior Officer

The Junior Officer will be directly reporting to Club President and responsible to follow the assigned task that will support the club's operation.

6. WSO KSA-SCC MEMBERSHIP PREREQUISITE

6.1. Applicant for membership shall:

6.1.1. Currently enrolled in the school
6.1.2. Junior or Senior High School student
6.1.3. Physically healthy
6.1.4. With parent's consent to join.

7. WSO KSA-SCC MEMBERSHIP BENEFITS

7.1. Senior and Junior Officers shall receive the following below:

7.1.1. Free WSO Student Membership (e-Certificate)
7.1.2. Free WSO KSA Basic Safety Courses for the Club Officers
7.1.3. WSO KSA Certificate of Recognition for every Club Officer
7.1.4. Subscription to WSO Newsletter
7.1.5. Direct contact to National Office Director and Chapter President for Safety Consultancy
7.1.6. Represent the School in WSO National Office Symposium

7.2. Regular members shall receive the following below:

7.2.1. Free WSO Student Membership (e-Certificate)
7.2.2. Free Basic Safety Courses from Club's Officers
7.2.3. WSO KSA Certificate of Recognition for outstanding contribution.
7.2.4. Subscription to WSO Newsletter

7.3. Optional Benefits under the discretion and sponsorship of School Management:

7.3.1. WSO KSA SCC Membership ID Card (Secured & Online Verifiable)

8. WSO KSA SCC OBLIGATION

The WSOKSA-SSC are authorized and mandated to conduct the following:

8.1. Develop SCC Annual Event and Activities Plan
8.2. All Officers shall adhere to "SCC Pledge" and the assigned responsibilities stated in this guidelines.
8.3. Attend the periodic Club Officers Meeting
8.4. Coordinate with School Management for any operation related advice.
8.5. Submission of Minutes of Meeting to School Management and WSO KSA
8.6. Safety Training* session for the members or students in collaboration with WSO National/Chapter Office within the area.
8.7. School Safety related events
8.8. Provide WSO Student Membership application forms to students.
8.9. Submit the filled WSO Student Membership application form to School Management or directly to WSO KSA, if allowed.
8.10. Random and scheduled safety inspection and reporting to School Management
8.11. Attend the Annual National Office Symposium / Convention
8.12. Other services that are related to the WSO mission and objectives*

Note: *For review and approval of WSO National Office.

9. SCHOOL MANAGEMENT OBLIGATION

The School Management shall support the activities and operation of the Club to serve its purpose:

9.1. Assist, review and approve SCC Annual Event and Activities Plan
9.2. Provide necessary resources for the Safety related event and activities.
9.3. Provide necessary resources for the safety knowledge development of all Club Officers.
9.4. Review and analyze the safety inspection report submitted prior for necessary corrective action.
9.5. Submit all WSO Student Membership application to WSO KSA.
9.6. Only coordinate with WSO KSA for safety consultation
9.7. Provide non-monetary compensation to active and well performing Senior and Junior Officers.

10. WSO KSA SCC OBLIGATION

The WSO KSA shall provide the following:

10.1. Provide guidance to School Management for successful School Safety Management implementation.
10.2. Provide "Certificate of Recognition" to School Management, all WSO KSA SCC Senior and Junior Officers.
10.3. Process WSO Student Membership.
10.4. Provide a copy or access to WSO Monthly Newsletter.
10.5. Invite School Management and the SCC Officers to attend the WSO KSA National Symposium / Convention.
10.6. Nominate the School for Annual WSO Safety Award.
10.7. Provide free and paid (discounted rate) Training Courses to School Management and SCC Officers.
10.8. Revoke WSO KSA SCC Charter approval if the Club's and School Management obligation was intentionally neglected.
10.9. Offers and refer a company for secured and online verifiable membership ID Card.

11. WSO STUDENT MEMBERSHIP FORM

World Safety Organization

WSO National Office for KSA

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