

# SAFETY FIRST

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## Office Safety

**FIRE HAZARDS**

- Ensure** that multipoint extension leads have circuit breakers or metal case sockets.
- Never** overload electrical sockets.
- Ensure** you switch off and unplug all electrical equipment not in use.
- Know** the location of the extinguishers and how they function.
- Familiarise** yourself with evacuation routes.

**Keep** all sources of flame away from waste paper containers.

**TRIPS, FALLS & COLLISIONS**

- Ensure** all hanging telephone wires and other cables are fastened to cable protectors.
- Clean up** any spillages as soon as they occur.
- Be aware** of any loose cables, floor or tiles.
- Never** stand on desks or ladders.
- Always** use a step ladder on flat areas.
- Walk** around corners slowly.

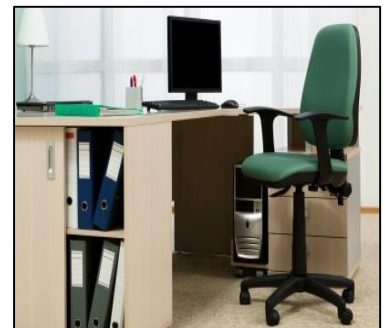
**Keep** all walkways and hallways clear.

**Remove** any dangling pens/pencils, papers and files when working around machinery. Also ensure long hair is tied back.

**OFFICE EQUIPMENT**

- Ensure** all filing cabinets are secured to each other, the wall or both.
- Avoid** slipping hazards by closing all filing cabinet drawers with the handle.
- Avoid** top loading. Balance of the loads evenly through cabinet drawers.
- Do not** leave filing cabinet drawers open.
- Avoid** the risk of injury when reacting into a desk drawer, keep strong items such as knives, scissors and drawing pins in a separate container.

**ALWAYS THINK ABOUT THE RISK AND MIND THE SAFETY**



**المنذسة المتقدمة**  
**Advanced Engineering**

My Dear Colleagues and Friends,



Safety is not just in the field or is just a part of operations. Safety shall be considered in each and every activity. The word safety does not only correspond to injury to human being, it also includes safety to the assets, property and to environment as well. Working with knowing all the risk involved shall improve the safety attitude. Inside office safety is must. People running inside office can cause slip and trips. The heavy work related construction samples kept inside an office can fall on someone and cause injury. So identify the risk and be safe and do it always! Daily and every minute!

**Abdullah Ali D. Husain**  
Chief Executive Officer



Improving Safety through  
Empowering Employees



Job Safety Analysis (JSA) : is a safety tool that can be used to define and control hazards associated with a certain process, job, or procedure. It is a systematic examination and documentation of every task within each job to identify health and safety hazards, and the steps to control each task.

### Steps for conducting a Job Safety Analysis

Selecting the job to be analyzed

Breaking the job down into a sequence of steps

Identifying potential hazards

Determining preventive measures to overcome these hazards.

## Safety Theme: OFFICE SAFETY

The most common office accident is falling. Falls from chairs occur when workers lean back to tilt their chairs, place their feet on a desk, sit down without looking, and rise from or move around in a chair. Falls on stairs also occur, but more precaution is usually exercised on stairs because the fall hazard they pose is recognized. Slips, trips and falls can result from poor housekeeping such as wet surfaces, electrical cords improperly placed and walkways obstructed by trash. Falls also occur when workers stand on chairs or other office furniture to reach elevated objects.

Fall hazards can be prevented through good housekeeping in the office. Spilled liquids should be cleaned up promptly, and loose objects and broken glass should be removed when first noticed. Broken glass should be immediately vacuumed or swept and the fine pieces should be picked up with a damp cloth

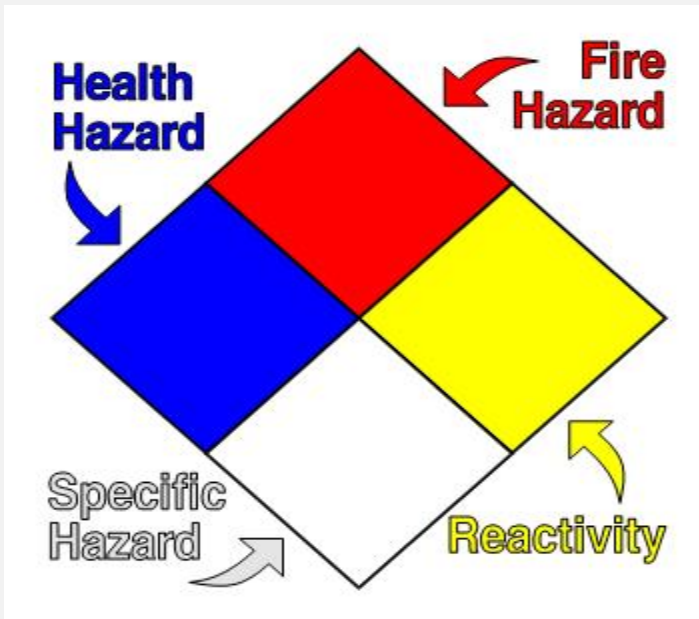
Close all file drawers immediately after use. Open only one file drawer at a time to avoid toppling the cabinet. Never leave an open drawer unattended and never open a drawer if someone is underneath it. Never climb on open file drawers. Remove small stools (used to access upper file cabinet drawers) from passageways and safely store them.

All employees should be aware of the fire protection equipment within each facility they work or reside in, as well as know fire safety and prevention measures to ensure a safe environment

Always remember the office emergency action plan and never use lift in case of emergency. Assemble in the emergency assembly area calmly in case of emergency.

# Monthly Safety Report:

- No major safety related incidents was reported last month. All the operational activities are carried out by utmost degree of safety.
- Toolbox talk is being conducted constantly and all the team members are briefed about the safety precautions which is to be followed while doing their assigned job.
- There was zero loss time and down time because of work related injuries, as nothing was reported by operations team.
- Latest Near Miss/Incident/accident report form and NCR form are to be saved in the common share.
- All the safety related documents and reports shall be stored in the link <\\Server-FS\Quality & HSE>



NFPA 704: commonly known as NFPA diamond is the standard system for the identification of the hazard of a material during emergency response. More information can be found in <http://www.nfpa.org>



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