

SAFETY FIRST

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 **المهندسة المتقدمة**
Advanced Engineering



My Dear Colleagues and Friends,

I am really excited for the second edition of the safety newsletter. Safety in a company is a constant endeavor which is achieved only with team work and persistence towards being safe. I believe this safety newsletter not only inspires people to follow safety during work but makes safety as a habit. I feel this newsletter has inspired our team to issue two safety related notice last month. I can already sense that we are in the right track towards total safety.

As a safety initiative we will create and introduce the emergency evacuation plan for AENG's office floor by next month and we will also conduct emergency evacuation drill in the coming months to mitigate and understand our alertness towards the office safety. I would like to appreciate everyone's commitment and contribution towards safe work culture.

Abdullah Ali D. Husain

Chief Executive Officer



*Improving Safety through
Empowering Employees*

Know the Safety Terms

Risk

Risk is the likelihood or probability that an accident, damage, illness, injury, or loss will occur.

Personal Protective Equipment (PPE)

PPE is a device that provides protection to a worker. It is personal safety equipment that includes ear plugs, hard hats, safety goggles, respirators, gloves, and safety shoes.

Flash Point

The lowest temperature at which a flame will propagate through the vapor of a combustible material

Safety Theme: IT & Computer safety

Some good computing practice for safe operation and usage of computers are as below,

- Use passwords that can't be easily guessed, and protect your passwords.
- Minimize storage of sensitive information.
- Beware of scams.
- Protect information when using the Internet and email.
- Make sure your computer is protected with anti-virus and all necessary security and updates.
- Secure laptop computers and mobile devices at all times: Lock them up or carry them with you.
- Shut down, lock, log off, or put your computer and other devices to sleep before leaving them unattended, and make sure they require a secure password to start up or wake-up.
- Don't install or download unknown or unsolicited programs/apps.
- Secure your area before leaving it unattended.
- Make backup copies of files or data you are not willing to lose.

Monthly Safety Report:

- No major incidents happened in last month except for computer server crash. The crash was caused due to some unknown reason.
- A safety memo (No: MM0070) related to turning off the personal computers was issued. The memo asks all the employees to switch off the computers including monitors so as to prevent any damage as well as to avoid any safety related issues.
- Another safety memo (No: MM0071) related to prohibition of cooking in the living area of the workers camp was issued. This memo was issued as it was found that the people were involved in unsafe practice of cooking inside the container without proper protection. A common kitchen area was also built for the same purpose.
- EVT was successfully converted into a No smoking area, a special smoking zone was created near the lay down area.
- There was zero loss time and down time because of work related injuries.
- All the safety related documents and reports shall be stored in the link <\\80max-file-serv\qhse>



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