

SAFETY FIRST

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 **المنذسة الهتقدمة**
Advanced Engineering

My Dear Colleagues and Friends,



As always safety is the first priority in our organization. A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can—whatever is reasonably practicable—to eliminate or minimize the health and safety risks arising from the work our organization undertakes.

Abdullah Ali D. Husain
Chief Executive Officer



Office Safety

FIRE HAZARDS

Ensure that multi-plug extension leads have circuit breakers or install more sockets.

Never overload electrical sockets.

Keep all sources of flame away from waste paper containers.

Ensure you switch off and unplug all electrical equipment not in use.

Know the location of fire extinguishers and how they function.

Familiarise yourself with evacuation routes.

TRIPS, FALLS & COLLISIONS

Although office spaces are generally considered to be safe, they can be dangerous environments if a few simple precautions aren't taken. The simple guidelines below will help keep your office safe.

Ensure all dangling telephone wires and other cables are housed in cable protectors.

Clean up any spillages as soon as they occur.

Keep all walkways and hallways clear.

Be aware of any loose carpets, linoleum or tiles.

Never stand on desks or chairs.

Always use a stepladder or foot stool.

Walk around corners slowly.

OFFICE EQUIPMENT

Ensure all filing cabinets are secured to each other, the wall or both.

Avoid injuring fingers, by closing all filing cabinet drawers with the handle.

Avoid top loading. Balance all file loads evenly through cabinet drawers.

Do not leave filing cabinet drawers open.

Avoid the risk of injury when reaching into a desk drawer, keep sharp items such as knives, scissors and drawing pins in a separate container.

Remove any dangling jewellery, scarves and ties when working around machinery. Also ensure long hair is tied back.

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The information contained in the poster is for guidance only and should not be used as a substitute for in-depth training.

SFAP 250

Improving Safety through
Empowering Employees

The process of eliminating or minimizing health and safety risks is called risk management and involves four steps:

Identifying hazards – find out what could cause harm.

Assess the risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening

Control risks – implement the most effective control measure that is reasonably practicable in the circumstances, and

Review control measures – to ensure they are working as planned.

Safety Theme: Work During Rainy Weather

Move cautiously: Although the weather may make you inclined to work more quickly to get out of the rain, this is dangerous. Because rain causes slick surfaces, work more slowly and deliberately – particularly when climbing ladders.

Use the correct equipment: Do not use electrical tools and equipment that are not specifically rated for outdoor use when working in the rain. Select hand tools with textured, nonslip grip handles. Wear proper footwear with a deep tread to prevent slipping. In the rain, be sure your pant leg lies over your boot or shoe. Tucking your pants into footwear can cause water to enter.

Wear appropriate rain gear that includes both pants and a coat: Be sure the material is ventilated so it can be worn comfortably for extended periods. Be certain clothing fits properly so it does not interfere with movement.

Use proper hand protection that features a strong, slip-proof grip: Make sure gloves are adequately tight and long enough to allow your rain coat sleeve to prevent water from entering.

Ensure adequate vision: If you wear glasses or goggles, wipes on them before going outside. Wear a hood or hat to keep rain out of your eyes. Because a hood narrows your range of vision, be sure to look both ways when wearing one. When working at night, make sure lighting is adequate and the lights used are rated for outdoor use.

Make sure you can be seen: Wear high-visibility clothing, especially in areas with vehicle traffic and heavy machinery. Do not wear rain gear or vests that have become dull or are no longer reflective.

Monthly Safety Report:

- No major safety related incidents was reported last month. All the operational activities are carried out by utmost degree of safety.
- Precautions were taken during the rain so that the work is not affected.
- 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](#)



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