

# SAFETY FIRST

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 **الهندسة المتقدمة**  
**Advanced Engineering**

My Dear Colleagues and Friends,



This third edition of the safety newsletter is a big step forward to our safety culture. This is a real symbol to our commitment to safety as an organization. I would like to thank and wish all the individuals who are contributing and working rigorously towards our safety goals.

As a part of office safety we have made an emergency evacuation plan to our office, the map is displayed in our office and the plan shall be introduced to all the employees soon. Work safe and be safe.

**Abdullah Ali D. Husain**

Chief Executive Officer

## IN CASE OF A FIRE

Remember the R.A.C.E. acronym

**R**

**RESCUE**

Assist anyone in immediate danger and help get them to a safe area as fast as possible.



**A**

**ALARM**

Alert others by activating any available alarm system. Contact 998 to report location of fire and alert on-site personnel.



**C**

**CONTAIN**

Confine the fire as much as possible by closing doors and windows behind you during evacuation.



**E**

**EXTINGUISH**

Only attempt to put out the fire if it is small, you have proper equipment and it is safe to do so yourself.



# Know the Safety Terms

## Toxic:

Substances that cause irritation of are otherwise harmful to health, such as carcinogens and poisons



## Corrosive

Substance that causes destruction of another substance, including human tissue



## Fatigue

Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency



## Safety Theme: Medical Emergency

Essential Action Steps and Conditions for all medical emergencies.

- Remain calm.
- Call the concerned personal or emergency medical support team, briefly describe the incident, nature of the injuries and location of the injured person.
- DANGER: Do not put yourself at risk to help someone else. Assess the scene first. Do not help the victim or attempt a rescue unless you are ABSOLUTELY certain that the environment in which the victim is located is safe and does not represent a life-threatening situation for you.
- If you observe what appears to be a medical emergency and a potentially-hazardous situation through a closed door's vision panel, do not open the door until Public Safety officers arrive on the scene. Opening a door can be very risky (e.g., a smoldering fire can flare up and/or you can suddenly be surrounded by a hazardous atmosphere).
- Put on suitable personal protective equipment before coming in contact with the victim.
- If the victim appears to be unconscious, determine responsiveness by attempting to communicate in a loud voice. If the victim does not respond, place your hand near the victim's breathing zone to check for a sign of respiration. Do not move the person's head or neck in the process.
- Do not provide any non-prescribed medications.
- If you detect the victim is not breathing and the heart is not beating - and you are properly trained in CPR - establish a clear airway and begin CPR.
- Do not move an injured person unless s/he is in further danger (e.g., advancing fire).

# Monthly Safety Report:

- No major incidents happened in last month, expect for a personal getting sick because of his previous medical conditions and was promptly attended by other employees and taken to hospital where proper medical attention was provided in the hospital.
- There was a memo (MM0083) regarding safety of all employees, everyone was asked to carry identity proof (IQAMA) while outside.
- An internal survey about smoking was conducted for providing awareness about smoking.
- Latest Near Miss/Incident/accident report form and NCR form were released and are supposed to be saved in the common share. Everyone is asked to follow the same.
- There was zero loss time and down time because of work related injuries, as nothing was reported by operations team.
- All the safety related documents and reports shall be stored in the link <\\80max-file-serv\qhse>



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