AL-Sulimani Bros. Co. Ltd. For Trading & General Contracting *Ropublic of Yemen* Head Office - Shabwa - Ataq - Tel:05-204530 - Fax:05-204531 Hadramout branch \ mukalla - tel:05 314117 - Fax: 05 314118 Balhat branch \ tel.: 05 211902



Web site : www.assulimani.com E-mail : info@assulimani.com شركة السليماني أخوان للتجارة والمقاولات العامة المحدودة للمركزي الرئيسي / شبوة عقق ت ٥٢٠٤٥٠ - هاكس : ٢٥٢٠٤٥٠ فرع حضرموت / المكلا - تلفون : ٢١٢٤١٢٠ - هاكس : ٢٠٢١٩٢٠

التاريخ :

Date :\_

### Al-Sulimani Health Safety And Environmental Policy

### POLICY

Al-Sulimani is Committed to the effective management of Health Safety and Environmental matters as an integral component of its undertakings in order that its operations should cause no harm to its employees or others while minimizing the impact to the local and global environment. The Company's goal is to sustain an incident free working environment. Every person, either directly or indirectly, Involved in company's undertaking is accountable for working in a manner consistent with this goal.

To this end Al-Sulaimani will:-

Foster a positive HSE culture, by making HSE considerations a value in its planning and development of people, plants, services and processes.

Implement an effective HSE management System

Pro-actively manage HSE performance

Al-Suleimani' Health Safety and Environmental Objectives are given equal priority with other Project Objectives.

Al-Sulimani will comply with all applicable legislation and relevant industry standards and in the absence of such regulatory control, will impose its own standards consistent with this Policy.

Al-Sulimani strives to work with its client, contracts and suppliers to improve the efficiency of its operations, conserve natural resources and reduce waste and emission. Al-Sulimani will seek sustainable solution to its own and its client's business needs, balancing environmental, social and economic considerations.

Al-Sulimani will make appropriate arrangements to protect the health and safety of its people while at work. The company will engage with employees, client, partners and contractors. Suppliers and communities in which it works to achieve continual improvement in its health, safety and environmental performance.

### **IMPLEMENTATION**

The implementation of this policy is delegated throughout the management organization of Al-Sulimani under the oversight of the HSE steering Committee.

Approved by

Fareed Al-Sulimani General Manager

For Trading & General Contracting Ropublic of Yomon

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Web site : www.assulimani.com E-mail : info@assulimani.com شركة السليماني أخوان للتجارة والمقاولات العامة المحدودة

(الجرهوريت، (ليسَيَّبَ، المركزي الرئيسي / شبوة ـ عتق ـ ت ٥٢٠٤٥٣٠ ـ فاكس : ٥٥٢٠٤٥٣١ فرع حضرموت / المكلا ـ تلفون : ٥٣١٤١١٧ - فاكس : ٥٣١٤١١٨ فرع بالحاف / تلفاكس ٥٢١١٩٠٠

التاريخ :

# **SAFETY PROCEDURE**

# **DIESEL SERVICE STATIONS**

The purpose of this safety and health procedure is to establish standards for an industry specific safety and health program.

This procedure is intended to serve our organization to integrate safety and health management program. Implementation of this safety program satisfies the requirements of Oil and Gas Industry best practice. The essential elements of this procedure include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety and health training; first aid procedures; accident investigations; recordkeeping of injuries; and workplace safety rules, policies, and procedures.

It is intended that this procedure be enhanced and continuously improved by our organization, to accommodate actual operations and work practices.

We are committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

We are committed to conduct our operations in a manner that prevents any adverse effects to the health and safety of our employees. This commitment extends to preventing damage to the property and the environment. In all facets of our business we will endeavor to use materials and practices that minimize the environmental impact.

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التاريخ :

Date :\_\_\_\_

### **General Rules**

- 1. When manually stocking shelves, position the materials to be shelved slightly in front of you, so that you do not have to twist when lifting and stacking materials.
- 2. Do not try to kick objects out of pathways. Push or carry them out of the way.
- 3. Do not let items overhang from shelves into walkways.
- 4. Remove one object at a time from a shelf.
- 5. Place items on shelves so that they lie flat and do not lean against each other.
- 6. Obey all safety and danger signs posted in the service station.

### Lifting Procedures

- 1. Plan the move before lifting; remove obstructions from your chosen pathway.
- 2. Test the weight of the load before lifting by pushing the load along its resting surface.
- 3. If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
- 4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- 5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- 6. Face the load.
- 7. Bend at the knees, not at the back.
- 8. Keep your back straight.
- 9. Get a firm grip on the object with your hands and fingers. Use handles when present.
- 10. Never lift anything if your hands are greasy or wet.
- 11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
- 12. Hold objects as close to your body as possible.
- 13. Perform lifting movements smoothly and gradually; do not jerk the load.
- 14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- 15. Set down objects in the same manner as you picked them up, except in reverse.
- 16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

### **Fueling Vehicles**

- 1. Turn the vehicle off before fueling.
- 2. Do not smoke while fueling a vehicle.
- 3. Wash your hands with soap and water if you spill diesel on your hands.
- 4. Do not carry lighters or matches on your person while performing fuel servicing operations.

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للتجارة والمقاولات العامة المحدودة

(فرهورات تراليست ) المركزي الدنيسي / شبوة - عتق - ت ٥٢٠٤٥٣٠ - فاكس : ٥٢٠٤٥٣١

لربري مريقي ( بلون / المكلا ـ تلفون : ٥٣١٤١١٧ - فاكس : ٢٠١٤١١٧ فـرع بالحــاف / تلفاكــس ٢٠٢١١٩٠٣ -

التاريخ :

STORE FRONT PERSONNEL

### **General Rules**

Date :

- 1. Straighten or remove rugs and mats that do not lie flat on the floor.
- 2. Upon discovery of wet or greasy floors, take short steps when walking on them.
- 3. Use a ladder or step stool to retrieve or store items that are located above your head.
- 4. Use handrails when ascending or descending stairs or ramps.
- 5. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
- 6. Use caution signs or cones to barricade slippery areas such as freshly mopped or greasy floors.
- 7. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
- 8. Do not compact trash using your hands or feet.

### **REPAIR SHOP PERSONNEL**

General Rules

- 1. Wear safety goggles and closed-toe shoes when working in the service bay.
- 2. Use flexible exhaust hose such as elephant trunk tubing to vent exhaust fumes from vehicles and space heaters to the outside when the bay doors are closed.
- 3. Do not use your hands or fists as hammers.
- 4. Do not use gasoline for degreasing or cleaning automobile engine parts.
- 5. Do not wear loose clothing or jewelry in the service shop.
- 6. Long hair must be contained under a hat or hair net, regardless of gender.
- 7. Wash your hands with soap and water after working in the service shop.

### Housekeeping

- 1. Sweep up shavings from around equipment such as lathes and sanding equipment by using a broom and a dust pan.
- 2. Straighten or remove rugs and mats that do not lie flat on the floor.
- 3. Return tools to their storage places after use.
- 4. Use caution signs or cones to barricade slippery areas such as oily, greasy or freshly mopped floors.
- 5. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

### **Driving Rules**

- 1. Shut all doors and fasten your seat belt before moving the vehicle.
- 2. Obey all traffic patterns and signs at all times.
- 3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
- 4. Do not drive faster than five (5) miles per hour when driving a vehicle on the lot.
- 5. Stand clear of vehicles driven by owners.
- 6. Do not approach any vehicle until the driver stops and exits.

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التاريخ :

#### **Hydraulic Jacks**

Date :

- 1. Set the grooves of the jack head under the vehicle so that the frame rests along the grooves.
- 2. Do not exceed the jack's rated lifting capacity as noted on the label of the jack.
- 3. Clear all tools, equipment and any other obstructions from under the vehicle before lowering it.
- 4. Use wheel blocks to chock the wheels of the vehicle before using a hydraulic jack to raise the vehicle.

### **Hydraulic Lifts**

- 1. Wear eye protection when working under vehicles to block dirt, debris and parts from entering your eyes.
- 2. When using a lift, watch the clearance of the top of the vehicle so that the vehicle does not hit the ceiling fixtures.
- 3. Use and never by-pass the safety latches on the hydraulic lift contact pads.
- 4. Do not stand in front of cars that are being driven on to the lift.
- 5. Never let customers drive the vehicle on to the lift.
- 6. Do not raise the vehicle with anyone inside it.

#### **Shop Machines**

- 1. Replace the guards before starting machines and after making adjustments or repairs.
- 2. Do not remove, alter or bypass any safety guards or devices when operating any piece of shop machinery.
- 3. Read and obey safety warnings posted on or near any drill press, lathe or other shop machinery.
- 4. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

#### **Bench Grinders**

- 1. Do not use a grinding wheel that has chips, cracks or grooves.
- 2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
- 3. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- 4. Do not try to stop the wheel with your hand, even if you are wearing gloves.

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للتجارة والمقاولات العامة المحدودة

المحقوريت تراليسيت

المركزي الرئيسي / شبوة ـ عتق ـ ت ٥٦٠٤٥٣ - فاكس : ٥٢٠٤٥٢٠ فـرع حضرمــوت / المكلا ـ تلفون : ٥٦١٤١١٧ - فاكس : ٥٢١٤١١٨ فـرع بالحــاف / تلفاكــس ٥٢١١٩٠٢

التاريخ :\_\_

**Battery Handling and Storage** 

- 1. Do not lay tools or metal parts on top of a battery.
- 2. Turn battery chargers "Off" prior to connecting the cables to the battery posts.
- 3. Obey all "No Smoking" signs posted in the battery charging areas.
- 4. Do not use a screwdriver to test the charge of a battery.
- 5. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
- 1) Press your thighs against the fender by leaning into the vehicle.
- 2) Grasp the battery with both hands when lifting it.
- 3) Keep the battery close to your body, with your elbows close to your body.
- 4) Turn your body using your feet, not by twisting at the waist.
- 5) Move the battery to a workbench and lower it onto the bench. Use your arms to lower and do not bend at the waist.

### **Engine Repair**

- 1. Use shop rags to vent or remove the pressure cap from a radiator.
- 2. Allow the exhaust system to cool for 10 minutes before servicing it.
- 3. Electric cooling fans can cycle off and on when the engine is not running. Disconnect fans when working around them.
- 4. Strobe lights, when used for timing, may cause the engine cooling fan to appear that it is not turning. Stay clear of the cooling fan.
- 5. Do not bypass the vehicle's neutral safety switch.
- 6. Wear safety goggles when working underneath a vehicle.
- 7. Do not puncture air conditioning refrigerant lines while working on the engine or air conditioning system.

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ركة السليماني أخوان

Date :\_\_\_\_

التاريخ :

### **Pneumatic Tools**

- 1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
- 2. Place an "Out of Service" tag on a damaged tool to prevent usage of the tool.
- 3. Do not use tools that have handles with burrs or cracks.
- 4. Do not use a compressor if a belt guard is missing. Replace the belt guard before use.
- 5. Turn the tool "Off" and let it come to a complete stop before leaving it unattended.
- 6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

### **Electrical Powered Tools**

- 1. Do not use cords that have splices, exposed wires, cracked or frayed ends.
- 2. Do not carry plugged in equipment or tools with your finger on the switch.
- 3. Do not carry equipment or tools by the cord.
- 4. Turn the tool off before plugging or unplugging it.
- 5. Do not handle or operate an electrical tool when your hands are wet or when you are standing on wet floors.
- 6. Do not operate spark inducing tools such as grinders or drills near containers labeled "Flammable".
- 7. Turn the power switch of the electrical tool to "off" and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
- 8. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
- 9. Do not use an adapter such as a cheater plug that eliminates the ground.
- 10. Do not connect multiple electrical tools into a single outlet.
- 11. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- 12. Do not drive over, drag, step on or place objects on a cord.
- 13. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

#### **Knives and Cutting Tools**

- 1. Do not leave knives or other sharp or pointed parts or tools in sinks full of water or parts trays full of solvent.
- 2. When handling knife blades and other cutting tools, direct the sharp points and edges away from you.
- 3. Do not use knives with dull blades.
- 4. Do not attempt to catch a falling knife.
- 5. Do not pick up knives by their blades.

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للتجارة والمقاولات العامة المحدودة

(المُرْهُوَ رَيَّبَ رَالِيَّبِ مَنَّ المركزي الرئيسي / شبوة ـ عتق ـ ت ٥٩٠٤٥٢٠ ـ فاكس : ٥٢٠٤٥٢١ فسرع حضرموت / المكلا ـ تلفون : ٥٣١٤١١٧ - فاكس : ٥٢١٤١١٨

رع حضرموت / المكلا ـ تلفون : ٥٣١٤١١٧ ـ فاكس : ١١٨ فرع بالحاف / تلفاكس ٥٢١١٩٠٢

التاريخ :

Date :\_\_\_\_

### Hand Tools

#### **General Rules**

- 1. Do not continue to work if your safety glasses become fogged. Stop your work and clean the glasses until the lenses are clear and defogged.
- 2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- 3. Do not use impact tools such as hammers, chisels or punches that have "mushroomed" heads.
- 4. Do not perform "make-shift" repairs to tools.

### Hammers

- 1. Do not strike nails or other objects with the cheek of the hammer.
- 2. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
- 3. Do not strike one hammer against another hammer.
- 4. Do not use a hammer if your hands are oily, greasy or wet.
- 5. Use only a sledge type hammer on a striking face wrench.

#### Screwdrivers

- 1. Always match the size and type of screwdriver blade to fit the head of the screw.
- 2. Do not hold the workpiece against your body while using a screwdriver.
- 3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
- 4. Do not use a screwdriver as a punch, chisel or pry bar.
- 5. Do not use a screwdriver if your hands are wet, oily or greasy.

#### Wrenches

- 1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
- 2. Do not use a shim to make a wrench fit.
- 3. Size the adjustable wrench to fit the nut before turning.
- 4. Do not use a wrench with broken or battered points.
- 5. Discard any wrench with spread, nicked or battered jaws, or if the handle is bent.
- 6. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

### Pliers

- 1. Do not use pliers as a wrench or a hammer.
- 2. Do not use pliers that are cracked, broken or sprung.
- 3. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

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التاريخ :

### Vises

Date :

- 1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
- 2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.
- 3. Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.
- 1. Do not use gasoline for cleaning parts.
- 2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in the service station.
- 3. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
- 4. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
- 5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- 6. Do not perform "hot work", such as metal grinding or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible".
- 7. Do not drag containers labeled "Flammable".

#### Ladders and Step Ladders

- 1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
- 2. Keep ladder rungs clean and free of grease.
- 3. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway which you are blocking and post the sign "Detour".
- 4. Allow only one person on the ladder at a time.
- 5. Face the ladder when climbing up or down.
- 6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- 7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- 8. Do not stand on the top two rungs of any ladder.
- 9. Do not stand on a ladder that wobbles or leans.
- 10. Do not carry items in your hands while climbing up or down a ladder.
- 11. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

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المرهورات الميسية

المركزي الرئيسي / شبوة ـ عتق ـ ٤٥٦-٥٣٠ ـ فاكس : ٥٣١-٥٥٢ فـرع حضرمُـوت / المكلا ـ تلفون : ٥٣١٤١١٧ - فاكس : ٥٣١٤١١٨ فـرع بالحـاف / تلفاكـس ٥٣١١٩٠٢ -

التاريخ :

### WORKSHOP SAFETY GUIDLINES

#### PURPOSE

This Procedure aims to ensure the safety of the personnel working in workshops.

#### SCOPE

This Procedure applies in all the workshops operated Rayan Agency.

#### **General Manager**

The General Manager is responsible for:

Ensuring the setting up of dedicated workshop area.

Authorizing the list of tasks to be done in the workshop in a safe and responsible manner.

### WORKSHOP SUPERVISOR

The relevant Workshop Supervisor is responsible for:

- ensuring that all equipment & personnel within the workshop complies with the Company's policies and procedures.
- ensuring that all major hazards associated with operations in the workshop are identified
- ensuring that all necessary safe operation procedures and safety rules are established to control the risks identified
- General arrangements to be in line with Safety Rules for Buildings.

- Monitoring the work activity, fire hazard, machine guards, and loss prevention, safety of personnel in workshop.

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للتجارة والمقاولات العامة المحدودة لفرقرت تراييت:

المركزي الرئيسي / شبوة ـ متق ـ ت ٥٢٠٤٢٠ ـ فاكس : ٥٢١٠٤٥٢٠ فـرع حضرمـوت / المكلا ـ تلفون : ٥٣١٤١١٧ - فاكس : ٥٣١٤١١٨ فـرع بالحـاف / تلفاكـس ٥٣١١٩٠٢ ه

التاريخ :

Date :\_\_\_\_

#### **SAFETY Representative**

- Safety representative is responsible for:

- Monitoring the work activity, fire hazard, machine guards, and loss prevention, safety of personnel in workshop.

- Determine the location of fire fighting equipment, ensure PPE compliance and ensure provision of PPE on request.

### **GENERAL SAFETY CONCEPTS**

- Workshop procedures should be issued by taking in account all equipment, machines and activities to be performed. A risk assessment should be done to ensure the Workshop procedures cover all types of risks, activities.

- Staff should be trained in general workshop procedures.

- Safeguard should be installed on critical machine after having reviewed typical machines used, in accordance with Manufacturers recommendations.

- General principles & LAYOUT
- Workshop should be outside hazardous areas, and noise should be kept to a minimum.

- The hazardous operations (e.g. welding, grinding, and painting) in the workshop should be adequately separated so as not to affect other people nearby.

- Passageways should be properly and clearly demarcated
- Floor should be free of obstruction, covering in good condition and free of oil and grease
- Flammables and combustibles should be properly stored

- Waste containers are provided and disposed off properly, based on best industry practices in accordance the international laws and regulations.

- Loading and unloading access shall be adequately sized.

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### ENVIRONMENT

- The workshop location should be distant from living areas and offices, to avoid any disturbance to other employees by noise, vibrations etc.

- Temperature should be comfortable for the worker. It should be taken into account that personnel can perform hard work in workshop.

- Lifting should be sufficient and take in consideration the location of fixed equipment, such as, machine tools, storage, partition etc.

- Adequate ventilation for hazardous operations (e.g. welding, paint spraying) should be available and designed to ensure to protect the workers against fumes and smokes.

#### **EMERGENCY PROCEDURES**

- The workshop shall be provided with means of egress, which will:
- permit prompt exit
- be arranged and maintained free and unobstructed
- Be adequately and reliably illuminated.
- Exist door shall be equipped with illuminating sign
- Workshop shall be provided with fire protection features.
- Fire fighting equipment, should be provided and properly located.
- Written Emergency Procedures must be posted.

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WASHING FACILITIES

- Cleaning area should be adequate for the staff, if chemical cleaning is used, they should be clearly labelled. Material Safety Data Sheets (MSDS) of all hazardous substances used in the workshop shall be available.

#### MANUAL HANDLING

- If an injury can occur during a manual handling, first, it shall be verified that the handling procedure follows the correct manual handling technique, taken into consideration the need to minimize of the manual handling.

- Where manual handling cannot be avoided, the risk of injury can be reduced by using mechanical handling aids and also by organizing the work location, risk assessment, ensuring adequate access, storage, step etc.

### **OTHER SAFETY REQUIREMENTS**

- First aid facilities must be provided in the workshop, location of kit is visible and accessible.

- Safety Sign- Plans shall be displayed in the workshop be easy to read and show location of escape routes and safety equipment.

- In case of workshop is dark when lighting cuts off, it should be fitted with emergency lighting facility.

- Power driven tools
- The power distribution, even temporary in a workshop must be installed properly.
- Some recommendations may be pointed out:
- extension leads are used only for temporary power supply
- power boards should be used and are not adapters.

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- All loose cables must be protected against shocks and chafing and, as far as possible, be suspended over passages.

- For each machine there must be three means of cutting off the power
- The main breaker switch isolating the whole workshop
- A circuit breaker at the wall plug
- A control switch mounted on the machine itself. All stop/emergency controls must
- be red and safety sign clearly displayed on the machine.

### **GUARDS**

- As far as practicable, all moving parts of machinery including their cutters must be guarded to prevent accidental contact.

- Machines must not be operated with any guards out of position.

### TRIPS AND GOVERNORS

- Machines fitted with over speed and other trips should not be operated unless these are in full working order. No attempt should be made to make trips and governors inoperable.

- Trips should be tested:

- - in accordance with schedule laid down by the Maintenance Superintendent or Inspection, in the absence of local statutory requirement.

- Whenever a machine is shut down

- At periodic intervals which experience has shown to be appropriate for the type of limiting device on the particular machine concerned.

- Before a machine is used for the first time.

### WORKSHOP MANAGEMENT

### CHEMICALS

- A written procedure must be available for chemical handling, storage and spillage in place.
- Current chemical register and MSDS must be available in the workshop.
- Staff must be trained in chemical handling and be aware of chemical hazards
- Gas cylinders if any are stored in the workshop; should be segregated, secured adequately.

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#### WASTE DISPOSAL

- Written procedures for handling and disposing of waste should be available
- Staff should be trained in hazardous chemical procedures
- Waste containers should be provided and labelled / colour coded.
- Regular waste disposal is done to minimize waste at the workshop.

#### HOUSEKEEPING

- Good and effective housekeeping is essential to keep the work within a good safety level.

- Safe means of removing swart or trade waste, such as a brush, should be provided to clear the operating area. NEVER use compressed air or bare hands.

- Cuttings must not be allowed to accumulate on machines or to spiral in long lengths from tools. Removal of cutting should be done with hand brushes or sticks and never with naked hand. Machine scrap must not be allowed to

- accumulate on the floors of machine shop. The floors should be swept at regular intervals and all debris removed to salvage bins.

- The area surrounding every machine should be maintained free from loose material and kept dry free from oil, grease or chemical spillage.

#### **DUST AND FUMES**

- Where dust, fumes or flammable swart are produced by operating machine (grinding) or by using a working device (welding), specific provision should be made for their control and effective removal to avoid danger to the operator.

- This usually involves a good venting system and may need effective exhaust appliances over the machine (hood) or working places (booth)

- In some cases this may require an added protection with ventilated visor helmet or even pressurized protective clothes.

- If an area is dedicated to spray painting:
- a written procedures should be issued
- adequate ventilation should be installed
- Respiratory equipment should be available, maintained and used as required.
- Paint and thinner should be at minimum levels and stored appropriately.

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#### PERSONAL PROTECTIVE EQUIPMENT

- Adequate PPE must be worn by all workers within the workshop, they may include but not limited to

- Coverall
- Safety boots
- Safety Glasses
- Hard hat
- Additional PPE if required

### SAFETY PRECAUTIONS

AL-SULIMANI Est. takes into consideration the priority of safety and security at all its sites. It reflects such regards as fixed contentment into its crewmembers minds through holding intellectual and scientific courses. The main goal of doing so is to protect the individuals, equipments, and materials from any sort of damage and this can be through taking into account certain procedures done by the establishment's safety and security team or by specialized company if the project requires so. Such procedures as follows:

A. To emphasize that all the work team is at site within the visitors using the under mentioned permanent, suitable and correct safety equipments:

- Cap protection.
- Security shows.
- Protection glasses.
- The breathing filters, if necessarily or gas mask.

**B.** To make sure that those individuals who are susceptive to dangerous hard-hitters according to their duties nature or due their existence, places use safety equipments and fulfill the precautions against such hard-hitters. For instance:

• To prevent individuals from wearing rings or jewelries during work time.

• Gloves obligatory wear when loading prickly and acute matters, the weld special gloves, and when acids treatment or other harmful matters of skin.

- Wear of mask protection when using the weld tools.
- Usage of suitable protective ear mask when coexistence or dealing with very noisy machines.
- Paying much care of touching pipes and containers consist of hot liquids or waters.
- To be fully careful of places or spots where there are mobile cranes and winches.

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C. Trans-shipment and overstocking procedures:

- To avoid gristly slipping, legs should be in position of complete inflexion when lifting up heavy things so that the employee's back is in natural stand position during overburdening craning and so the case at the time of unloading.
- It is forbidden to let somebody carry more heavy loads out of his capability. Therefore, assistant person or hoist should be available.
- It is totally forbidden to use methods of throwing or trundling matters which may cause fracture or damage.
- Convey carefully gas or oxygen cylinders after making sure that their valves are locked up before separating them, and taking into account the

• right laying position during the moving process as well as the prohibition of putting such cylinders in pavements and cars path.

D. Machines treatment procedures:

- Only qualified, well-trained person is allowed to operate machine.
- In case of emergency individuals should be fully certain of how to deal with machines and switching them off.
- It is prohibited to embark on any machine maintenance while it is on.
- The maintenance mechanic or technician should be fully certain that he deactivated all machine operation possibilities during machine maintenance.

E. Especial transportation trucks and apparatuses procedures:

- The only qualified person who has private license allowed to drive such cars and trucks.
- The driver should be careful when crossing another criss-cross road or pavement and he should better use cautionary instrument if necessary.
- The driver should pay much care of people and obstacles behind him when shifting gear to the back driving.
- In case of mobile trucks close to gas or petrol line, the driver might be so careful and not to be near to the petrol pipes even of 1%. The safety and security officers should put cautionary ribbon prevents the movement of trucks around the line pipes.

• If there is drilling works close to trucks mobility district, a ribbon of caution should be clearly put and visible to protect the driver and the truck from risks of falling, damage, and harm.

• In case of drilling deeds at a district full of electricity, phone lines, and water channels, all apparatuses and equipments are prohibited of being working in an area where there is underground electric cable unless otherwise, the electricity is totally separated from such cable or the persons in charge take the suitable insurance action for the equipment and such cable. The driver should be guided and advised by specialized observers to move or not. However, if he finds it obligatory to leave his truck or car he should switch off the engine and pulling the manual brakes.

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F. Special procedures of the scaffold disconnection and installation :

- The construction bases under the scaffold stands should be always strong and concrete.
- Make sure that scaffolds are strongly fixed to the building.
- During the process of scaffold's disconnection does not need to gather largely the scattered parts at one spot on the scaffold.
- Disconnect partially the scaffold parts safely to the ground and avoid throwing it completely to ensure the protection of people pass under the disconnection area.
- Precautionary ribbon should be tightened around the scaffold's pars disconnection to prevent people passing in order to ensure their safety.



### AL-SULIMANI site Clinic YLNG Project, Balhaf site

Best Regards

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