

# WorkSafe

Initiative

- सुरक्षा गाइड
- സുരക്ഷാ ഗൈഡ്
- பாதுகாப்பு வழிகாட்டி
- Mga Gabay Pangkaligtasan

## Safety Pocket Guide



**DON'T TAKE  
SHORTCUTS**



**Arabian MEP**

CONTRACTING

WWW.ARABIAN-MEP.COM

# WorkSafe

Initiative

WorkSafe is our bespoke HSE initiative program designed to achieve our vision of “everyone returns home healthy and safely at the end of the day “ and mission of “creating a safely work environment and continually evaluate and improve the processes by working together “.

Our goal is ZERO injuries and incidents.



M. Vasanth Kumar  
Chief Executive Officer  
Arabian MEP Contracting



Site Engineers



Supervisors



Foreman



Technicians



HSE Team

## Our HSE Vision

Everyone returns home healthy and safely at the end of the day.

## Our HSE Mission

Creating a safely work environment and continually evaluate and improve the processes by working together

- We are uncompromising in our commitment to the health and safety of our employees, sub-contractors, vendors and communities.
- We create a safe work environment and continually evaluate and improve our processes.
- We are mindful of hazards, we adhere to established standards, and we hold one another accountable.
- We all are empowered to speak up, pause and/or stop work if we ever have a concern.
- We practice this safety mind set both on and off the job.
- It applies to everyone, everywhere-across every team, office and project site.
- Together, we are setting a new standard for our MEP industry.

# Health Tips

**Drink water before work each day**



**Drink at least 2 liters of water every 2 - 3 hours during work**

**Check your urine color, it should be pale yellow**



**Add a little extra salt to your meals**



# Health Tips

**Take regular breaks in hot weather**



**Get plenty of sleep at night**

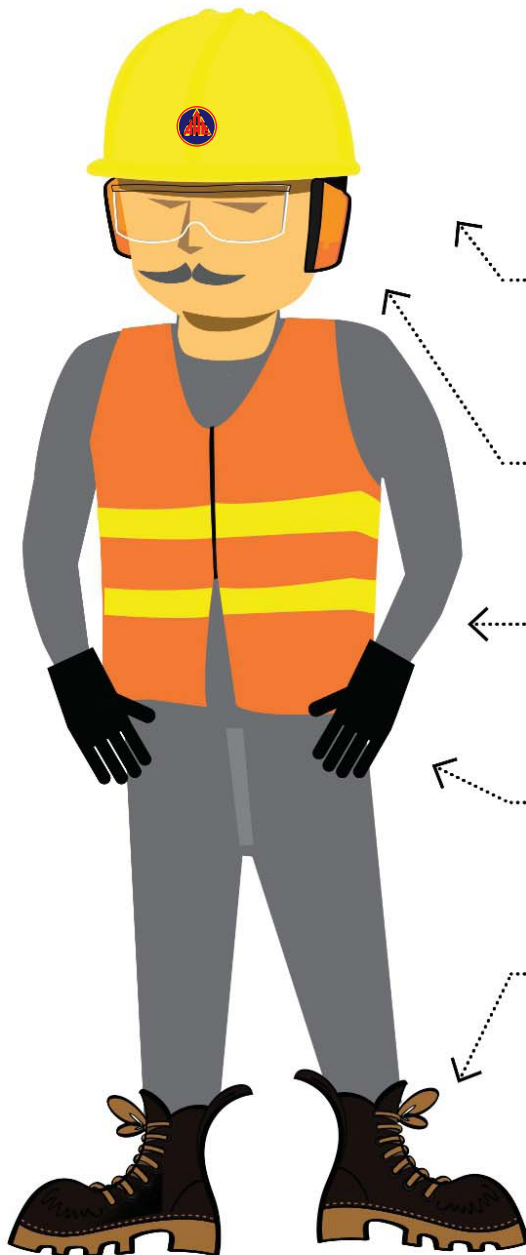
**Eat fruits and vegetables every day**



**When unwell, inform your supervisor**

# Personal Protective Equipment (PPE)

## SITE SAFETY



Where necessary, the following approved PPE must be worn on the site.



Hard hat and safety glasses



Protective ear muff / ear plugs



High visibility clothing



Protective gloves



Safety boots

# Safety Rules

Report all near-misses & injuries



If unsure about job, ask...  
Don't assume



Use proper tools for the job



Don't climb unsecured ladder  
Use handrail on stairs



Never cross safety barriers or  
enter prohibited areas



Don't handle chemicals if you are  
not trained



Keep worksites clean, tidy and  
obstruction free



Use correct PPE whilst working



# Working at Height

1. Work at floor level if possible.
2. Use correct Fall Arrest Equipment.
3. When you wear a full body harness, ensure you are anchored at all times.
4. Have a standby person to initiate rescue if needed.
5. Secure loose materials so they do not fall.
6. Provide barricades and warning signs on the ground around your working area.
7. Use scaffolds with valid green tags only.
8. Do not work at height if you have not received proper training.





# Hot Work Permit

1. Assess fire hazards before issuing Hot Work Permit.



2. Before grinding or welding outside a designated welding shop, obtain a hot work permit.



3. Ensure that a trained fire watch is posted with appropriate fire fighting equipment.



4. Do not weld or grind at site if you have not received proper hot work training.



# Confined Space

1. Conduct a risk assessment before entering a confined space.
2. A permit must be issued and posted at the entrance before entering the confined area.
3. An initial gas test must be done and recorded on the permit immediately before entering a confined space.
4. A standby person must be posted at the confined space entrance.
5. Do not enter confined spaces if you have not received confined space training.
6. Clear entrance to confined space must be maintained.



# Hazardous Materials

1. Always check the label of hazardous substances in order to understand the hazards and controls.
2. Storage tanks must be provided with adequate secondary containment (at least 110% of the volume of the largest tank).
3. Relevant MSDS must be attached to hazardous materials at site.
4. Ensure that you use PPE and safety precautions according to MSDS.
5. Ensure that spill kits are nearby.



Flammable



Corrosive

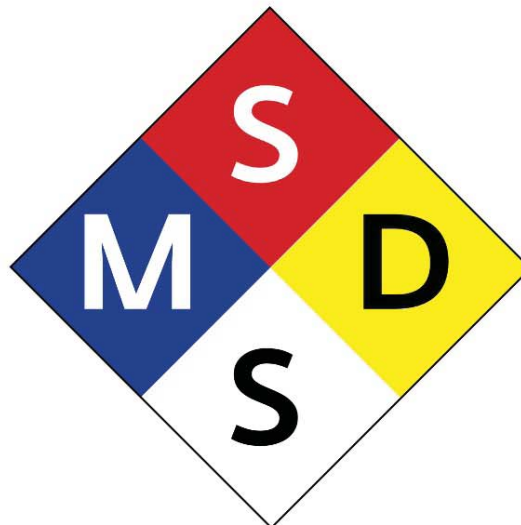


Explosive



Poisonous

**Material  
Safety  
Data  
Sheet**



## Banned Items on site



Alcohol



Narcotics drugs



Guns, knives or Weapons  
of any kind

## Restricted Items on Site



Mobile Phone whilst driving  
or performing work



Smoking is permitted at  
only designated area



## Hand & Power Tools

1. Check tools and powered equipment for any damages before use.
2. All electrical extension cords must be connected to an ELCB (Trip box).
3. Make proper earthing for all welding machines and generators.
4. Keep electrical leads elevated or protected and dry to prevent damage.
5. Immediately report any electrical shocks.



**Check hand and power tools before use**



**Earth cable for welding machines and generators**



# House Keeping

1. Keep your work areas clean and tidy, free of clutter, hazardous substances, pallets or parts.
2. Dispose waste in appropriate waste containers.
3. Keep the work area clean and free of spillages.
4. Ensure that access and pathways are clear and free of obstructions.
5. Maintain all materials, tools and equipment in good condition and store in correctly defined storage place.
6. Do a daily pre-use inspection to ensure the proper operation of critical safety equipment, e.g. eye wash/showers and fire extinguishers.



## Lifting Equipment's

1. Inspect all lifting equipment and devices.
2. Ensure that the rated load capacity is clearly posted on all lifting equipment.
3. Do not exceed the rated load capacity.
4. Use appropriate rigging, slinging and load stability techniques.
5. Never allow anybody under or within the reach of a suspended load.
6. Do not leave a suspended load unattended.
7. Do not modify lifting equipment without written approval from a third party.
8. Do not use lifting equipment if you have not received proper training.
9. Clear signage must be posted in lifting area.



**Danger  
Lifting in  
Progress**

# Fire Extinguishers

All fire extinguishers on site must be tested, and serviced every six months.



**Water**

For use on paper, wood, plastic, clothes and trash fire.



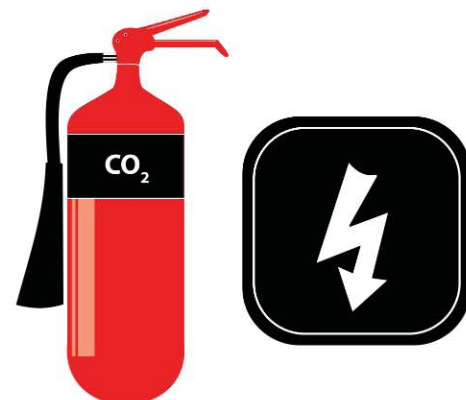
**Powder**

For use on all fires including electrical and flammable liquids.



**Foam**

For use on flammable liquids only (e.g. oil). Never to be used on electrical fires.



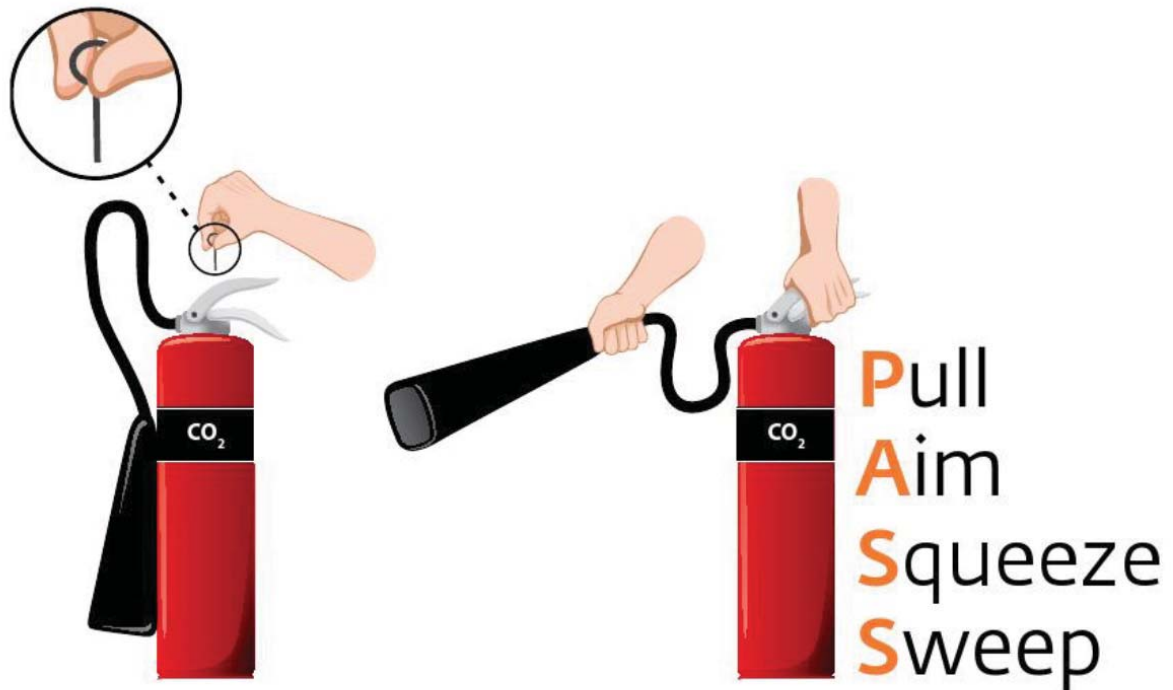
**CO<sub>2</sub>**

For use on electronic, sensitive components and computers.



# Emergency - Fire

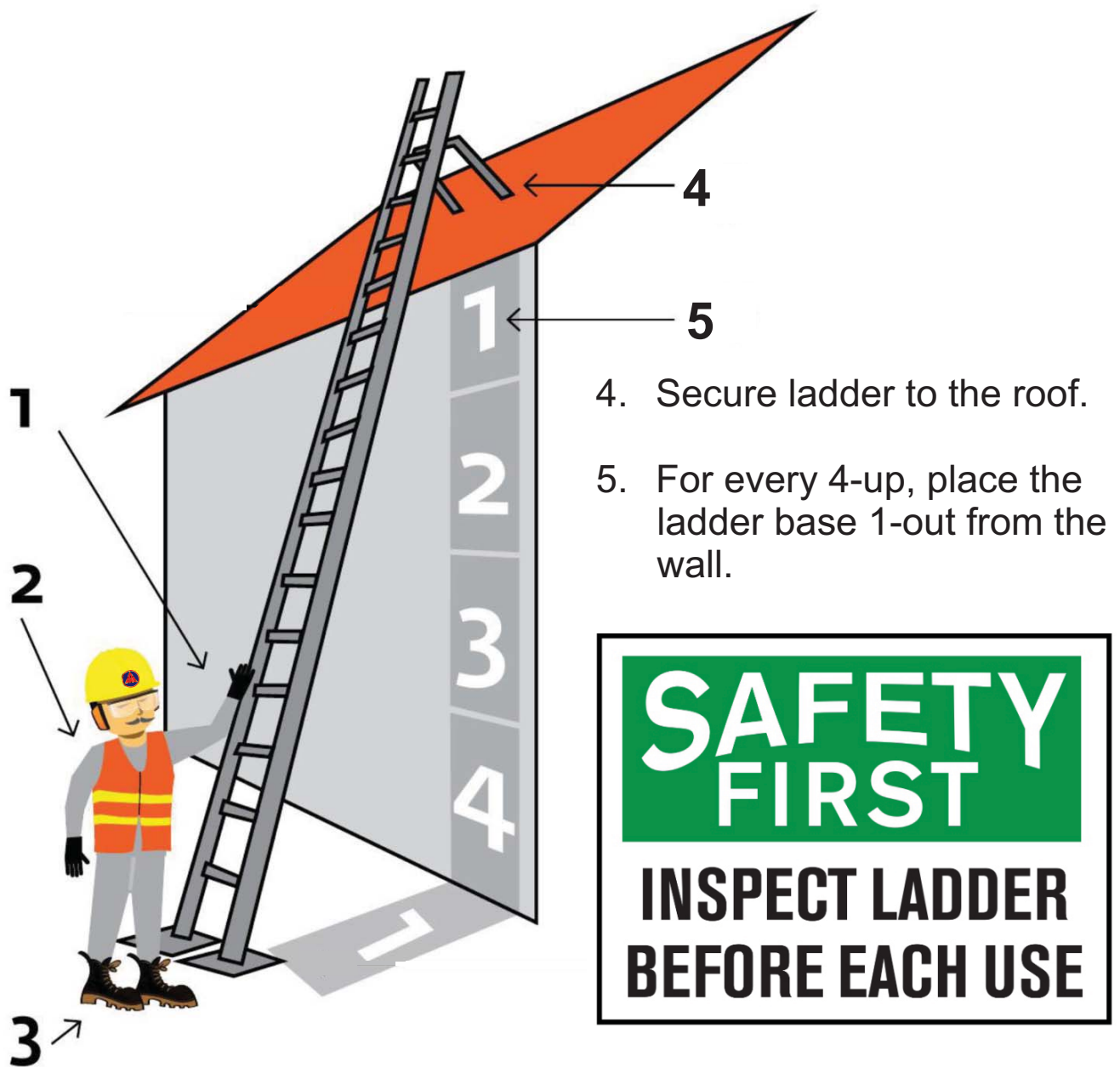
1. In event of fire emergency, operate an appropriate fire extinguisher:



2. Evacuate immediately.
  - a. Proceed to assembly point.
  - b. Report to fire warden.
  - c. Wait for further instructions.



# Ladder Safety



1. Approved and certified ladders shall be used.
2. Use ladder with non-slip base or spike, depending on terrain and make sure base of ladder is leveled and secure to prevent side-slip or kick-out from base.
3. Make sure there is enough room to safely step off ladder and keep area clear of equipment and materials.
4. Secure ladder to the roof.
5. For every 4-up, place the ladder base 1-out from the wall.

## How to Avoid Heat Stress



**Drink plenty  
of cool water**



**Eat small and  
regular meals**



**Take short breaks  
in cool areas**



**Eliminate  
caffienated drinks**




**Plan to do heavier  
work during cooler  
periods**

# Heat Index Chart

		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (°F)	80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	81	78	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	90	91	91
	82	79	79	80	80	80	81	81	82	83	84	84	85	86	88	89	90	91	93	93	95
	83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99
	84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103
	85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107
	86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112
	87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116
	88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121
	89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	
	90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127	
	91	85	86	87	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132	
	92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131		
	93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136		
	94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141		
	95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140			
	96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145			
	97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150			
	98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148				
	99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153				
	100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158				
	101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155					
	102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160					
	103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165					
	104	96	98	100	103	106	110	114	119	124	131	137	145	153	161						
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166							
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172							
107	99	101	104	107	111	116	121	127	134	141	149	157	167								
108	100	102	105	109	113	118	123	130	137	144	153	162	172								
109	100	103	107	110	115	120	126	133	140	148	157	167	177								
110	101	104	108	112	117	122	129	136	143	152	161	171									
111	102	106	109	114	119	125	131	139	147	156	166	176									
112	104	107	111	115	121	127	134	142	150	160	170	181									
113	104	108	112	117	123	129	137	145	154	164	175										
114	105	109	113	119	125	132	140	148	158	168	179										
115	106	110	115	121	127	134	143	152	162	173	184										
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120	110	116	122	130	138	148	158	170	182												
121	111	117	124	132	141	151	162	174	187												
122	111	118	125	134	143	154	165	178													
123	112	119	127	136	146	157	169	182													
124	113	120	129	138	148	160	172														
125	114	121	130	140	151	163	176														

Heat Index



Extreme Danger	Heat stroke likely.
Danger	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

## HSE Induction

HSE induction provides general instruction applicable to the site on Health, Safety and Environment to enable everyone to work in a safe and healthy manner.

Before you start work or visit Arabian MEP's sites, you must be inducted.

Safety is number one priority and we make sure that everyone fully understands how to be safe while on site.

The nature of your work on site will dictate the kind of inductions you will require.

## Tool Box Talk



### Tool Box Talk

A 'toolbox talk' is a short talk to the workforce on a single aspect of health and safety to control workplace risks led by supervisor and takes 10 to 15 minutes.

# HSE Induction in 4 different languages

## English

- Arabian MEP Introduction
- Arabian MEP's HSE Policy
- Hazard Communication / Risk Assessment
- Housekeeping and Waste Disposal
- Tool Box Safety Meetings
- Emergency Response Procedure
- Fire Protection & Prevention
- Incident Reporting and Investigation
- Smoking Policy
- First Aid and Workers Compensation Procedures
- HSE Responsibilities
- Types of Personal Protective Equipment's Required
- Permit to work
- Employee Disciplinary Practices

## Hindi

- अरेबियन एम ई पी परिचय
- अरेबियन एम ई पी के सुरक्षा नीति
- प्राथमिक चिकित्सा और श्रमिक मुआवजा की प्रक्रियाएं
- गृह व्यवस्था और अपशिष्ट निपटान
- सुरक्षा के उपाय बैठकें
- आपातकालीन प्रतिक्रिया प्रक्रियाओं
- आग संरक्षण एवं रोकथाम
- घटना रिपोर्टिंग और जांच
- धूम्रपान नीति
- प्राथमिक चिकित्सा और श्रमिक मुआवजा की प्रक्रियाएं
- सुरक्षा जिम्मेदारियां
- व्यक्तिगत सुरक्षा उपकरणों की आवश्यकता के प्रकार
- कार्य करने की अनुमति
- कर्मचारी अनुशासनात्मक व्यवहार

## Tamil

- Arabian MEP அறிமுகம்
- Arabian MEP யின் சுகாதாரம் , பாதுகாப்பு மற்றும் சுற்றுதழல் கொள்கை
- தீங்கு சம்பந்த தொடர்பு / இடர் மதிப்பீடு
- துப்புரவு மற்றும் கழிவு நீக்கம்
- கருவி மற்றும் தொழில் சம்பந்த விளக்க கூட்டங்கள்
- அவசர நடவடிக்கைக்கான செயல்முறைகள்
- தீ பாதுகாப்பு மற்றும் தடுப்பு
- விபத்து அறிக்கை மற்றும் விசாரணை
- புகைபிடித்தல் சம்பந்த கொள்கை
- முதல்தவி மற்றும் தொழிலாளர் இழப்பீட்டு நடைமுறைகள்
- சுகாதாரம் , பாதுகாப்பு மற்றும் சுற்றுதழல் சம்பந்த பொறுப்புகள்
- அவசியமான சய பாதுகாப்பு கருவிகளின் விதங்கள்
- செயலுக்கான முன் அனுமதி
- ஊழியர்களின் ஒழுங்கு நடைமுறைகள்

## Tagalog

- Arabian MEP - Panimula
- Patakaran Pangkalusugan at Pangkaligtasan ng Arabian MEP
- Mga hadlang pangkomunikasyon
- Gawaing bahay at pagtatapon ng dumi
- Pagpupulong ukol sa mga kasangkapang pangkaligtasan
- Mga paraan pangkaligtasan
- Proteksyon at pagpigil sa sunog.
- Pag-uulat at Pagsisiyasat ng mga insidente.
- Patakaran sa paninigarilyo
- Pangunang lunas at pasahod sa mga manggagawa.
- Mga tungkulin pang-HSE
- Mga uri ng kagamitang kailangan sa pagproteksyon sa sarili.
- Pahintulot sa pagtratrabaho
- Mga tamang gawain sa pagdidisiplina para sa mga manggagawa.

# Reporting Incidents

Immediately report all incidents to your leader and HSE Team. Incidents include injuries, spillages near misses, unsafe conditions, unsafe acts, property damage and security issues.

## Emergency Contact Numbers

**Police, Civil Defense & Ambulance** 999

**Hamad Hospital Accidents & Emergency** 44392111

**HSE Manager** 55008334

**HSE Officer** 66127690

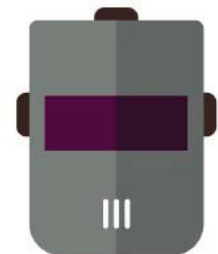
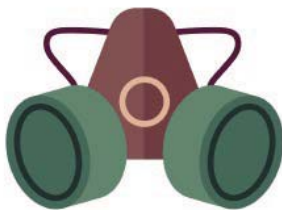
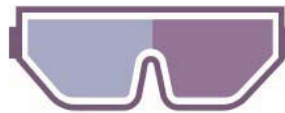
**Admin & HR** 55591437

**Our Main Office** 44071000



# WorkSafe

Initiative



**YOU NEED A SAFETY INDUCTION TO ENTER OUR PROJECTS**

