



# SAFETY MANUAL

VERSION # 1

LOCATION: Jebel Ali, Dubai

DOCUMENT REF # HSE/MEZ/DOC No:2

EFFECTIVE DATE: 19/09/2019

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## SAFE OPERATING PROCEDURE

PREPARED BY: RAJA JOHN (SAFETY OFFICER).....

DATE: 19/09/2019

APPROVED BY: JATIN SANTANI (MANAGING DIRECTOR).....

DATE: 19/09/2019





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## DESCRIPTION OF WORKACTIVITY:

Loading, unloading and Transport of pipe and fittings made of as, as well as safe storage of materials.

## SCOPE:

This procedure applies to all MEZON STAINLESS STEEL FZCO employees, Forklift operators, truck drivers, and Personnel involved in loading/unloading outside drivers and visitors.

## RESPONSIBILITIES:

### Management's responsibilities:

- Providing a safe work environment and adequate supervision
- Providing proper safety equipment and tools
- Provide third party Training and on-site safety direction
- Inspecting work areas and operations periodically
- Ensuring prompt action is taken when unsafe conditions or actions are identified
- Ensuring all incidents are reported and properly investigated
- Reviewing incident reports to verify proper corrective action is taken
- Arranging transportation and accompany the injured employee to the medical facility

### Safety Officer Responsibilities:

- Providing advice on preparing, promulgating and reviewing the company's safety policy, and its organization and arrangements.
- Provide management with advice on A legal requirement affecting health, safety, and welfare. Preventing injury and damage



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- Inspections of workplaces and sites are conducted regularly to determine if work is carried out in accordance with Company Policy and applicable regulations
- Provide a report of the inspection to the Managing Director and liaise with all management levels about how to deal with problems pertaining to Health & Safety
- Assist Management in any dealings with the Enforcing(POLICE, PCFC) & Safety Authorities (Trakhees)
- Carry out an investigation of accidents as required by the company and provide a written report.
- Provide advice on training requirements and arrange training courses where required
- Prepared a risk assessment and a safety toolbox, and held mock drills for the company's employees

## **Supervisor's responsibilities:**

- Promoting safety awareness, and leading by example
- Ensuring employees are trained on safe work practices related to their assigned job tasks
- Ensuring safety equipment and protective devices are provided and properly used
- Coordinate investigations and reporting to management on incidents involving personnel or property
- Conducting frequent safety inspections of all work areas and operations to improve and eliminate unsafe conditions
- Educating employees on the disciplinary policy as it relates to the safety policy; taking appropriate action when merited

## **Employee's responsibilities:**

- To report all hazards and incidents to your supervisor as soon as Possible
- Employees who are allocated a high risk role on the shift, e.g. E.O.T crane operation, forklift operator are to ensure they currently verified as



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competent to carry out that task and to follow the requirements of this procedure.

- Following the safety policy and procedures
- Keeping work areas clean and orderly at all times

## Forklift Operator

- Forklift operators must be trained in forklift operation skills and hold a valid UAE RTA license.
- Check the forklift before you start work, and let the supervisor know if there are problems
- Before operating the forklift fasten your seat belt
- Do not use a phone while driving, loading or unloading,
- Do not allow passengers on the forklift for any purpose.
- Never lift a person on the fork arms or a pallet.
- speed Limitations not to exceed **8 km/hr**
- don't drive the forklift across an incline

## POTENTIAL HAZARDS

- Slips and Trips hazards
- Falls hazards
- Fires hazards
- Crushing hazards
- Hazardous Chemicals
- Ergonomics
- Falling Objects
- Heavy Equipment Accidents

## SAFETY CONTROLS

### Slips and Trips hazards:



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- Cleaning all (wet/oily surfaces) spills immediately.
- Provide good lighting inside the warehouse
- Always maintain good housekeeping
- The materials are not kept and stretched out on the pavement

## **Falls hazards:**

- Don't clamp the stacks of pipes
- Use a ladder with a stand-by man when working at height.
- Maintenance workers should wear safety harnesses if they use scaffolding
- Scaffolding is only used by trained personnel

## **Fires hazards:**

- Smoking shall be permitted only in designated areas
- Fire-protection equipment should be maintained by Trakhees approved agency.
- A hot work permit should be obtained before commencing any hot work
- Fuel storage should be secure and not interfere with any hot work performed nearby.
- Fireproof cabinets are protected by varnish and paint

## **Crushing hazards:**

- Stackis pipes are equipped with proper stoppers to prevent roll over
- Train workers to identify areas where crushing hazards exist, so they can stay out of the zone of danger
- Ensure workers use all necessary PPE
- Never walk away from a heavy equipment that is turned on or coasting
- During loading and unloading, the driver does not stay in the truck cabin

## **Hazardous Chemicals:**

- Wear the appropriate personal protective equipment to apply varnish

## **Ergonomics:**

- Provide the right tool handle for the worker
- using equipment for heavy lifting
- Handling manual materials and using proper lifting techniques



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- Employees should be given proper training about body postures for lifting weight and limit of lifting

### Falling Objects:

- Fittings and flanges should not be stored on the rack in damaged boxes
- Loose material should be wrapped and stacked on the rack.
- When loading or unloading pipes, always use a sling to prevent accidents
- Don't stand under the lifting material

### Heavy Equipment Accidents:

- Be aware of and never exceed the rated capacity of the forklift.
- Always lift from the center of the pipe at the center of the forks
- Avoid positioning themselves in a blind spot or riding on moving equipment
- Avoid walking or working under a suspended load.
- Use trained and, where required, certified equipment operators and spotters
- Increase visibility and lighting for night work
- Avoid overloading vehicles
- Turn off the engine and engage brakes before leaving equipment
- Install chine slings / belts after the pipes have been loaded properly
- After loading pipes on trailer bed, do not stretch them from the bed, so select the appropriate bed

### Personal protective equipment (ppe) required:



HELMET



EYE PROTECTION



SAFETY SHOES



UNIFORM



GLOVES

### EMERGENCY PROCEDURES:



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Emergency situations such as fire, severe weather require swift and immediate action by our employees to ensure the safety of everyone. In the event of an emergency, our staff should be prepared for the following:

Supervisor/management for their respective areas will:

- Direct actions of personnel
- Know the location of fire extinguishers
- Know who is first-aid and CPR trained
- Identify individuals who need special assistance during evacuations and make arrangements to ensure their safety
- Familiarize employees with evacuation route
- Ensure the building is clear and account for personnel after building evacuation

### **Fire evacuation:**

- Turn off nearby equipment and walk to the nearest exit, when the fire alarm sounds and if it is safe to do so
- Assemble away from the building at the designated assembly area
- Remain outside until the all-clear is given by responding fire personnel
- The supervisor or their designee will account for all individuals

### **Severe weather:**

- Stay inside the building
- Proceed to the appropriate designated shelter when directed