



Momaizah Metal Fabrication Factory LLC.

Annex - I

MFF Group
EHSS Policy

2024

Prepared by: Yathil Kotian
Designation: Safety Officer
Date : 03-Feb-2024



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Part 1

Policy

1.1 OBJECTIVE

The safety Policy of MFF is designed to comply with the standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the Safety and Health Standards are available for all employees use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

1.2 STATEMENT OF POLICY

The management of MFF is committed to Safety and the Policy for Safety

Our policy is to provide and maintain, as far as is reasonably practicable, a safe and healthy workplace and a safe working environment for all our employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities

The main objectives of this policy are to:

- Provide a safe and healthy working environment including safe systems of work.
- Effectively manage and monitor the safety arrangements.
- Increase the awareness of all employees to their responsibility for the health and safety of themselves and others.
- Ensure a systematic approach to risk assessment and control.
- Provide adequate resources, including the provision of competent personnel, are available to implement this policy.
- Provide all such information, instruction and trainings as is necessary

The allocation of duties for safety matters and the particular arrangements are set out in Section II of this Policy.

We will keep the Policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and its operation shall be reviewed regularly and amended as necessary.

Signed

SHADMAN RASHIDI

Chairman of the board and GM



1.3 WHO IS GOVERNED BY THIS POLICY

This Safety Policy applies to all employees of Momaizah Metal Fabrication Factory, regardless of position within the company. The Safety Rules contained here in apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

1.4 IMPLEMENTATION

This Safety Policy supports six fundamental means of maximum employee involvement:

- 1.4.1 Management commitment to safety.
- 1.4.2 Weekly toolbox safety meetings at all jobsites.
- 1.4.3 Effective job safety training for all categories of employees.
- 1.4.4 Job hazard analysis provided to all employees.
- 1.4.5 Audio and/or visual safety presentations given at jobsites by Safety Inspector.
- 1.4.6 Various incentive awards for exemplary safety performance.

The responsible persons will meet at least once a month to evaluate all areas of safety and make recommendations to the company General Manager.



Part 2

Responsibilities

2.1 Specific Responsibilities:

2.1.1 Managing Director Shadman Rashid

Overall and final responsibility for health and safety in the company lies with General Manager MFF.

In particular he will ensure that; the company policy is effectively implemented, adequate resources are available for the provision of the appropriate health, safety and welfare arrangements, the policy is reviewed regularly and amended as necessary, that competent persons are nominated to provide assistance on health, safety and external health and safety advice is available and sought as and when necessary.

2.1.2 Production Manager

Operations Manager is responsible for this Policy being carried out at the premises mentioned below:

- i). Momaizah Metal Fabrication Factory (MFF Group),
Jubail Road, 2nd Industrial City - street- 77 ,unit- 6,
dammam- 34334-3363, KSA**

He will co-ordination and implement the company's responsibilities to ensure compliance with the Management of Health and Safety. Suitable training will be provided so that this role is effectively discharged.

- 2.1.2.1 Completes and regularly reviews risk assessments, COSHH [Control of Substances Hazardous to Health] assessments and safe working practices, updating and amending as necessary.
- 2.1.2.2 Ensures that all statutory tests and inspections are undertaken as required and that records are maintained.
- 2.1.2.3 Ensure safety inspections of their workplace are undertaken monthly and defects promptly rectified.



- 2.1.2.4 Ensures that injuries, diseases and dangerous occurrences are investigated and preventative actions implemented.
- 2.1.2.5 Ensures that notify-able injuries, diseases and dangerous occurrences are reported to the Quality Assurance Manager of MFF.
- 2.1.2.6 Ensuring all employees receive induction training at the start of their employment, inclusive of temporary employees.
- 2.1.2.7 Distributes and makes available health and safety information.
- 2.1.2.8 Controls the approval and work control of sub-contractors.
- 2.1.2.9 Completes pre commissioning trials, operator training, and maintenance establishment for all new equipment purchase.

2.1.3 Safety Engineer **Yathil kotian**

- 2.1.3.1 Health and Safety Engineer is responsible for developing health, safety, hygiene and environment policies, arrangements and standards, overseeing their implementation, auditing performance and reviewing effectiveness.
- 2.1.3.2 Is responsible for the provision of advice on occupational health, safety, hygiene and environment matters, investigating and reporting on significant accidents, incidents and dangerous occurrences and for assisting in the selection of external assistance in specialist areas.
- 2.1.3.3 Is responsible for liaison with the enforcement bodies, the organization's insurance brokers and insurers on matters affecting employer's liability and fire precaution / business interruption standards
- 2.1.3.4 Contractors, Temporary Staff and Visitors Responsibility: Ensuring all contractors will be made aware of and comply with their responsibilities to themselves and others under the Health and Safety regulations. MFF retain the right to stop work / or terminate the contract for repeated unsafe practice, resulting in future disqualification of the Contractor.
- 2.1.3.5 Contractor performance re-evaluation: All contractors, temporary staff and visitors should be logged in and out of the premises and comply with all company rules, fire drills, evacuation procedures, other safety procedures or requests, as made aware by the Operations Manager.

2.1.4 Production Engineer **Justin Gragory**

Production Engineer has responsibility within his designated workplaces, and for those employees under his responsibility. Production Engineer is responsible to the Operations Manager for supervising operations and ensuring that the Company Health and Safety Policy is adhered to at all times. His duties will



Include: -

- 2.1.4.1 Ensure that all staff have received the appropriate training and authorization to undertake the work to which they have been deployed.
- 2.1.4.2 Ensure PPE is provided, used and regularly inspected.
- 2.1.4.3 Encourage consultation and staff input on matters relating to health, safety and welfare through team briefings.
- 2.1.4.4 Ensure high standards of housekeeping are maintained at all times.
- 2.1.4.5 Ensure all accidents, incidents, dangerous occurrences and near misses are recorded, and reported to a Safety Engineer.
- 2.1.4.6 Ensure compliance with the fire certificate, test alarms, undertakes fire drills twice per year, inspect and arrange maintenance of equipment, provide fire instruction to staff, maintain clear fire escapes, maintain the fire log book.
- 2.1.4.7 Ensuring that work is carried out as planned and that all statutory regulations, Company and client's safety requirements are fulfilled.
- 2.1.4.8 Checking that all necessary advisory and warning notices are prominently displayed.
- 2.1.4.9 Checking that operations are being carried out with the proper equipment and that appropriate personal protective equipment is being used correctly and that all personnel are aware of the reasons for its use.
- 2.1.4.10 Ensuring that any hazards arising from the work which cannot be eliminated are reported to their immediate Manager without delay.
- 2.1.4.11 Ensuring there are sufficient stocks of appropriate personal protective equipment on site and its use is encouraged or enforced as appropriate.
- 2.1.4.12 Reporting injuries to persons in their charge and ensuring that details are entered in the site and company accident book and that the Company report form is completed and forwarded to head office in compliance with the company accident reporting procedures.
- 2.1.4.13 Informing the Safety Engineer of any changes in the Safety training needs of employees.
- 2.1.4.14 Ensuring through regular inspection the integrity of all work equipment and lifting items including where required the maintenance of valid insurance /inspection documentation.
- 2.1.4.15 Reporting major injury accidents and dangerous occurrences to the Contracts Manager and Directors without delay.
- 2.1.4.16 Monthly reporting to Safety Engineer on Safety meeting; Safety Workshop checklist; LTI; RWC; MTC and Near Miss figures.

2.1.5 Employees

All employees have a legal duty to take care for their own health and safety and that of others who may be affected by their acts or omissions, to co-operate with management to achieve a healthy and safe workplace and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.

Specific responsibilities of all MFF employees are;



- 2.1.5.1 Work in accordance with the training and instruction given
- 2.1.5.2 Follow the safety arrangements and rules established for work activities
- 2.1.5.3 Advise your manager or supervisor of any deficiencies in the health and safety arrangements.
- 2.1.5.4 Ensure that your working area is kept tidy and that rubbish is deposited in the correct waste container.

2.2 Accidents

First aid boxes are located at:

First aid box is placed left side wall of grinding area and near to heavy fabrication area and also at the store.

First Aiders: Alberto Acbang venzon Mobile No: 0501618707

If your enquiry is not treatable on site you should attend:

Al Mana Medical Dispensary
2nd Industrial City – Dammam

Tel: (03) 8122161 - - - - - Fax: (03) 8122169

Transport: A factory vehicle or taxi will be arranged by the Operation’s Manager if required.

All treatments require recording.

Appointed person responsible for checking boxes:	First Aiders	
Frequency	Weekly	
Person(s) responsible for recording, reporting: Dangerous Occurrences, Near Misses, Accidents:	Production Engineer	Justin Gragory
Person(s) responsible for investigating:	Safety Engineer	Yathil Kotian
Accident Records are held by:	Safety Engineer	Yathil Kotian

It is the individual’s responsibility to ensure that the Accident Book is completed, either by you or another person and witness.



2.3 Fire Safety

Factory Fire Officer: Yathil Kotian

Fire Evacuation Meeting Place: Near production office gate and near mechanical workshop area.

Fire

Fire Issue	Who Checks	Frequency
Fire Alarms	Fire Officer with Safety Engineer	Weekly
Fire Extinguishers	Fire Officer with Safety Engineer	2 times / year
Fire Drills	Fire Officer with Safety Engineer	Once in one year
Fire Exit	Fire Officer	Daily
+Maintenance Company Fire Extinguishers	Nujum Al -Hazm safety tools& materials	six months
Fire +Alarms	Adel Al Sheik Safety and Fire Fighting Est (0560994416,0580529760)	Annually

FIRE ALARM IS CHECKED, WEEKLY ONCE

SATURDAY

FIRE ALARM CONTINUE FOR LONGER THAN 20 SECONDS PLEASE EVACUATE.

Note.

The * indicates that this must be filled out by each Fire Officer.

The + indicates that these items are required to be signed / checked by the appropriate service company.



2.4 Hazards

2.4.1 Material Safety Data Sheets / Manufactures Guidance

Responsibility: Production Engineer / Operations Manager

2.4.2 Related guidance in the safe use eg, General Standards, Approved Codes of Practice, Health and Safety Guidance Notes etc.

Responsibility: Safety Engineer

2.4.3 All relevant information, instruction and training will be made available to the personnel using the material and First Aider a like. The appropriate information will also be available at the place of use.

Responsibility: Safety Engineer / Operations Manager

2.4.4 Risk Assessments will be completed for all processes using Hazardous Materials and the findings made available to the personnel involved.

Responsibility: Production Engineer

2.4.5 Institute the proper use of controls and P.P.E.

Responsibility: Operations Manager & Safety Engineer

2.4.6 Make full and proper use of control measures and P.P.E.

Responsibility: All employees / Visitors / Subcontractors

2.4.7 Hazardous Materials, storage and handling

Responsibility: All employees / subcontractors

2.5 Electrical Equipment

2.5.1. Arrangements are in place for ensuring the design, construction and maintenance of the overall system to the local Electricity at Work & Wiring Reg's

2.5.2. A register of all electrical equipment shall be maintained and records kept of all maintenance checks

Responsibility: Maintenance Supervisor

2.5.3. Arrangements are in place for the identification categorization maintenance and approval of all Electrical Equipment;



Equipment is categorized as:

1. Fixed
2. Portable
3. Hired

Equipment is maintained via Test

1. Visual Inspection
2. Formal Visual Inspection
3. Combined inspection and Electrical Testing

Responsibility: Maintenance Supervisor

2.5.4. Extension leads can only be utilized in exceptional circumstances as authorized by a Safety Engineer.

2.5.5 Personal Electrical Equipment is strictly prohibited.

2.5.6 The Production Engineer is responsible for the storage, inspection and examination of all portable equipment and will prohibit its use by all other parties.

2.6 Machinery Rules for use

2.6.1 Do not put hands in working machines

2.6.2 Remove jewelry as appropriate.

2.6.3 Tie Back Longhair.

2.6.4 Beware of hot parts.

2.6.5 Never use the guillotine / Grinder or electric saw without a guard.

Equipment	Who Checks	Frequency
General Office Equipment	Maintenance	Monthly
Photocopier & Fax Machines	IT Engineer	Monthly
All Computers	IT Engineer	Monthly

Rules for use [Warehouse / Workshop]

Only trained / proficient personnel, as authorized by the Production Engineer can utilize the work equipment as listed below:

Equipment	Who Checks	Frequency
1. Compressors	Maintenance Supervisor	Monthly
2. Forklift	Forklift Driver	Daily
3. Trucks / Vans	Respective Drivers	Daily

All other Workshop Equipment is under the control of the Production Engineer. They will prohibit entry to the workshop and prohibit the use of this equipment by all other parties, disabling equipment where possible.



2.7 Lone Working / working off - site

Workers who work by themselves without close or direct supervision have wide range of situations. Responsible person must ensure that arrangements are made to carry out a risk assessment before any regular lone working commence.

Responsibility: Yathil Kotian

To ensure adequate provision and arrangements to safe guard the lone worker;

- 2.7.1 Adequate training is given to lone working crew to handle any safety issue.
- 2.7.2 Ensure that the workers are aware of the host's safety arrangements, house rules and comply accordingly.
- 2.7.3 Mobile phones are given to the lone worker and are communicated with suitable intervals.
- 2.7.4 Basic first Aid kits are made available for them at site.
- 2.7.5 If our transport is not available at the time of accident at site; client's safety representative must be immediately informed to arrange for transport to the nearest clinic/ dispensary / Hospital.

2.8 Risk Assessment

To establish safe systems of Work by carrying out and recording Risk Assessments on all operations carried out in the workplace.

Responsibility: Production Manager

To conduct regular reviews thereafter, or more frequently should they be no longer valid or have undergone significant change.

Responsibility: Safety Engineer

The findings of the assessments are brought to the attention of all involved parties and utilized to determine safe systems of work.

Responsibility: Production Managers

To conduct planned job observations to ensure arrangements are effectively applied and remain relevant.

Responsibility: Production Engineer



Part 3

BASIC SAFETY RULES

- 3.1.1 Compliance with applicable federal, state, city, client, and company safety rules and regulations are a condition of employment.
- 3.1.2 Our clients often require our employees to attend safety training(s) in accordance with their safety program and we fully support the additional training(s) and comply with all client health and safety requirement.
- 3.1.3 All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
- 3.1.4 Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- 3.1.5 Fall Protection Requirements
 - 3.1.5a Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - 3.1.5b Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4-inch rope or equivalent and shall be used in conjunction with an approved rope grab.
 - 3.1.5c Structural steel erectors are required to "hook up" with full body harness and lanyard.
 - 3.1.5 d Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.
- 3.1.6 Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. All employees, except welders and burners, must tuck shirt tails inside trousers. Burners and welders will not be permitted to wear polyester or nylon clothing. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.



- 3.1.7 Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner are prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
- 3.1.8 Firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the Responsible Person must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- 3.1.9 Housekeeping shall be an integral part of every job. Supervisors\foremen\leadmen and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- 3.1.10 Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both oxygen and LP bottles. All gas shall be shut off and hoses disconnected from bottles and manifolds at the end of the work day. Caps shall be replaced on bottles when gauges are removed. When gauges are removed and caps replaced, the oxygen and LP bottles shall be separated into storage areas no less than 20 feet apart with a "No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.
- 3.1.11 Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used.
- 3.1.12 All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- 3.1.13 All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters, and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- 3.1.14 "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- 3.1.15 Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- 3.1.16 Jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on



equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

- 3.1.17 Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to Storekeeper to be recharged immediately. Use of welding blinds is required in high traffic areas.
- 3.1.18 All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
- 3.1.19 Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
- 3.1.20 Report all unsafe conditions and near accidents to Safety Inspector so corrective action can be taken.
- 3.1.21 All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
- 3.1.22 Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
- 3.1.23 Scaffold Tag System
 - 3.1.23a Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid, and toe boards in place before use.
 - 3.1.23b Yellow tags indicates incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.
 - 3.1.23c Red tags indicates scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
 - 3.1.23d Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.
- 3.1.24 All OSHA Safety Standards will be followed for job processes requiring respiratory protection.

SEE RESPIRATORY PROTECTION PROGRAM.



3.1.25 All OSHA Safety Standards will be followed during excavation.

SEE EXCAVATION PROGRAM.

3.1.23 All OSHA Safety Standards concerning confined space entry will be followed.

SEE CONFINED SPACE PROGRAM.

3.1.24 All OSHA Safety Standards concerning lockout/tag out of energized equipment will be followed

SEE LOCKOUT/TAGOUT PROGRAM

3.1.25 All OSHA Safety Standards will be followed for job processes requiring fall protection.

SEE FALL PROTECTION PROGRAM.

3.2 Safety violation notice(s)

shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations.

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
- C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that MFF is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.



Part 4 PROCEDURES

The Factory has established Safety Policies and Procedures for:

- 4.1 Reporting Emergencies;
- 4.2 First Aid Assistance;
- 4.3 Fire Emergencies;
- 4.4 Personal Protective Equipment;
- 4.5 No Smoking Regulations;
- 4.6 Referral;

4.1 Reporting Emergencies

All emergencies should be reported directly to the MFF's Public Safety Department. A special telephone number has been designated by the Public Safety Office for reporting emergencies.

For emergencies only: Extension **409, 0538909088, 0531184613**

When reporting an emergency, the caller should state:

- a. Name of caller;
- b. Nature of emergency;
- c. Building name and precise location (i.e., room number, etc.)
- d. Required emergency equipment (i.e., ambulance, fire apparatus, first aid equipment, etc.)

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.)

Employees must report the injury to their supervisor/lead man/foreman/Production Engineer, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy.



NOTIFICATIONS

A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the lead man/foreman/supervisor shall notify the main office and Production Engineer as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. will assist in the investigation. The completed accident report form will be sent to the main office.

B. In Case of Inspection by OSHA Inspector

The lead man/foreman/supervisor must notify Production Engineer that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

4.2 First Aid and Emergency Assistance

The initial contact for emergency first aid assistance is the QHSE Department. For emergencies, call 998 as instructed in Part A of this policy. For medical assistance in situations that are not life threatening, go to the Al Mana Medical Dispensary. For employees who need medical attention for a job-related injury, transportation is available by calling Safety Inspector at Extension: 409

4.3 Fire Emergencies

An extensive smoke detecting and fire alarm system has been installed throughout the Factory and Accommodation. In case of fire, employees should either activate the fire alarm and or follow the procedure for reporting an emergency as described in Part A of this policy. Employees are not required or expected to fight fires on Factory property. All persons should immediately evacuate the fire area.

Employees may use fire extinguishers on small fires, in the incipient stage, provided they have been trained in the proper use of fire extinguishers. Basic training in the use of fire extinguishers is available on request through the Office of QHSE Ext-412.

For information about testing, inspecting and maintaining smoke and other detecting systems, call the Maintenance Department's Work Control Center at Extension 0000.

For information about inspecting, servicing, or purchasing fire extinguishers, call Building Services at Extension 0000.



In Case of Fire or on hearing fire alarm:

1. Activate the building fire alarm by pulling the nearest wall "fire pull" to alert all employees.
2. Call the defense department, 2nd industry city, (998 or 8120996) and give the exact location of the fire.

The local fire services must be called, giving the following information;

- o Company name.
 - o Address
 - o Brief details
3. Evacuate occupants from the building. Leave the building by the nearest available exit. Send someone outside the building to direct fire fighters to the scene.
 4. Proceed to the Assembly Point at Factory Gate No 1 and Accommodation Gate No 1
 5. For small fires, use the closest appropriate fire extinguisher. Do not use water on electrical fires.
 6. Use fire escape ladders only when the stairways are closed by fire. Before opening a door during a fire, feel each door with the back of your hands before opening it. If it feels hot, use an alternate exit. If caught in smoke, keep low where the air is better. Take short breaths through the nose.
 7. When outside the building, do not block doorways or driveways. Stay a minimum of 100 feet from the building. Do not return to the building until advised to do so by personnel in charge.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING ON ANY ACCOUNT

Emergency Treatment

Determine the extent of a person's injury by checking for breathing, pulse, bleeding, possible fracture, and pain. Administer first aid appropriate for the injuries if you are properly trained.

If the injured person is:

- **Not conscious or ambulatory**, dial 998 or 8120996 on any phone for the Fire Department ambulance. The ambulance crew will determine whether injured students should be transported to the hospital.
- **Conscious and ambulatory STAFF**, arrange for transportation by car or ambulance to the hospital or doctor's office as desired by injured person. If a supervisor or fellow employee is not available to provide transportation, contact Safety Inspector (ext-405) because they are responsible for ensuring that appropriate transportation is obtained.



- **conscious and ambulatory worker**, arrange transportation to the employees by calling Public Safety 998 day or night. Employees may also go to their personal physicians if desired.

4.4 Use of Personal Protective Equipment (PPE)

Management recognizes its obligations to ensure that protective equipment is available and that it is worn by employees when required. Assistance is available from QHSE in making this determination and in the selection of appropriate types of PPE.

There are two categories with respect to protective equipment.

First Category:

MFF pay monthly safety allowance to the workers which includes all the PPE's.

Second Category:

Supervisors are responsible for identifying those tasks which require Personal Protective Equipment for their employees other than specified in first category. All such PPE are arranged by the Factory for the safety of employees.

4.5 No Smoking Regulations

Safety related "No Smoking" regulations must be strictly enforced. "No Smoking" signs are placed in areas where smoking would be a violation of existing fire codes and where it would result in a clear and present danger due to the presence of flammable gases, liquids or vapors and/or other combustible materials.

For smoker safe areas are designated within the open factory premises.

4.6 Referral

For assistance or for information regarding the above policies and procedures, as well as information regarding other health and safety standards, rules and regulations, etc., contact the Office of MFF QHSE Inspector.

The first three items listed should be visibly displayed on every MFF telephone.

Emergency Telephone Numbers

Fire Department	998
Ambulance	997
Police and public safety	998
Environment and health safety	998



4.7 Inspections

1. **Portable Fire Extinguishers**

All portable fire extinguishers in Factory owned buildings are visually inspected on a monthly basis. Each fire extinguisher is inspected to determine if the seal and pin are intact, the extinguisher gauge indicates the extinguisher is fully pressurized and that the extinguisher is in place and operational. Any fire extinguisher found missing a seal or pin or with a low charge indicated on the gauge will be replaced. QHSE is responsible for the maintenance of all portable fire extinguishers in Factory owned buildings. Each portable fire extinguisher is inspected and reviewed to determine if hydrostatic testing, tagging or other preventive maintenance is required. All dry powder chemical fire extinguishers must be internally inspected every six months with either maintenance or recharging or hydrostatic testing and recharging performed, while carbon dioxide fire extinguishers are inspected every five years. An outside contractor provides preventive maintenance and recharging of all fire extinguishers in MFF owned buildings in Factory. Documentation of annual inspections is maintained on the fire extinguisher tags, while documentation of monthly inspections is maintained at QHSE.

2. **Bedroom Smoke Detectors**

Fire Officer inspects bedroom smoke detectors in each housing facility at the beginning of each month while the building is occupied. A representative from QHSE randomly inspects a number of bedroom smoke detectors at the end of each month in every housing facility. Annually, each summer, representatives from QHSE inspect, clean and test each bedroom smoke detector in housing facilities. It is the responsibility of Camp Warden to assure each bedroom smoke detector has been inspected. Documentation of this inspection should be maintained in QHSE database.

3. **Emergency Lights**

Representatives from QHSE inspect emergency lights in Factory and Accommodation buildings monthly to assure they are working correctly and are intact. Emergency lights are inspected annually. Work orders are initiated to repair or replace emergency lights not working correctly in Factory owned buildings.

4. **Exit Lights**

Representatives from QHSE inspect exit lights in the Factory and Accommodation's premises monthly to determine if they are intact and illuminated. Exit lights are inspected annually. Work orders are initiated to repair or replace exit lights not working correctly.

5. **Fire Alarm Systems**

Each fire alarm system is tested annually. Fire alarm systems are inventoried and tested by a certified fire alarm technician. Each smoke detector is inspected to determine if it is functional and passes a periodic sensitivity test. They are also visually inspected to verify they are in place and have not been tampered with. Heat



detectors, duct detectors, audiovisuals and magnetic door holders are also inspected to confirm they are operational and work correctly. All life safety devices must be inspected, cleaned, and tested by a certified fire alarm company to make certain they are in place and have passed a functional and sensitivity test. Contact QHSE prior to making any additions or changes to any fire alarm system in Factory. Documentation of any inspection or change made to these systems should be sent to QHSE.

6. Sprinkler Systems, Special Extinguishing Systems, Standpipes and Fire Pumps

All water-based fire protection systems in MFF owned buildings are inspected and tested routinely according to NFPA 25 guidelines by an outside contractor who also provides emergency repair service twenty-four hours a day. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the equipment under consideration. The weekly inspection and testing include, but is not limited to, churn tests of fire pumps and inspections of dry system valve houses (during the winter months). The monthly inspection also includes review of all control valves to ensure they are secured in their normal operating positions. Quarterly tests consist of, but are not limited to, flow tests of sprinkler systems, tests of tamper and water flow alarms, inspections of hydraulic data plates, inspections of emergency sprinklers and wrenches, and inspections of all fire department connections, trip tests to dry systems, full flow tests of backflow prevention and flow tests of all fire pumps are performed. There are additional tests and inspections that are performed less frequently than annually, such as flow tests of standpipes and tests of pressure gauges, which also take place. MFF Maintenance Supervisor maintains documentation regarding all of these inspections. Documentation of this inspection should be sent to QHSE.

4.8 Open Lights and Flames

Open flames are not allowed near spray booths or in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper, or similar materials. Any torches being used must not be left unattended while burning. Information on open flames in labs can be found in The MFF Chemical Hygiene Plan and Laboratory Guide. QHSE must approve any other use of an open light or flame in Factory. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners and torches. The following information must be presented to QHSE prior to approval of the use of an open light or flame: building name, area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector and type of smoke detector (smoke detector tied into the fire alarm system or standalone smoke detector). QHSE may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, QHSE reserves the right to terminate or decline the approval of the open light or flame permit. MFF does not endorse the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Never leave a candle or incense unattended for any reason. Care must also be taken when extinguishing candles. blown out together can create enough smoke to initiate a fire alarm. Prior to the use of candles in any building in Factory, contact QHSE. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire in any MFF building or on the campus grounds without prior approval.



4.9 Decorations

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited in Factory. Structurally sound band platforms are acceptable. QHSE must approve all other decorations. Submit a drawing of any planned decorations or structures, along with a list of materials, which will be used to create the decoration, to QHSE for approval. Also, many structures and decorations, like those planned for social events or parties may need to be inspected by an engineer and deemed "safe" for its purpose of use before the approval is granted. Contact QHSE prior to the establishment of any seasonal decorations.

4.10 Chimneys, Portable Heating Appliances and Extension Cords

Any fireplace on MFF must have a fire screen the correct size for the fireplace. Since great care must be taken to utilize portable heaters properly, their use is discouraged on Factory. Contact QHSE for some safety tips for the use of these heaters.

The use of extension cords is also discouraged on Factory. However, if an extension cord must be used; there are several guidelines that must be followed. All extension cords used on Factory must be of reputable company brand. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords may never be run under rugs or carpet or through walkways or windows. Never use any extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a portable heater, halogen lamp, blow dryer, or iron.

Halogen lamps pose serious safety hazards. Their bulbs may shatter due to exposure to high temperature, they are easily tipped over due to their design and they may inadvertently ignite combustible materials. For these reasons, halogen lamps may not be used in Factory in MFF owned buildings.

4.11 Exits

Each building or area occupied must have the appropriate number of exits. Exits must be clear and unobstructed. Curtains, drapes, or any other items are not allowed to confuse or conceal any exit or means of egress. Sitting or standing in any exit or means of egress is not allowed. Exits are marked by illuminated exit signs with battery backup and must be the correct size for the occupancy load of the building as established in NFPA. Exit doors must be easily opened from the inside and shall not involve the use of any special procedures or keys to open.



4.12 Compressed Gases or Compressed Air

All compressed gas cylinders must be adequately secured regardless of whether they are empty or full. Often chains, straps or stands are utilized to keep them from falling. Compressed gas cylinders should not be left freestanding. If cylinders are found freestanding, they will be removed at the expense of the occupants of the building. When moving compressed gasses, verify the protective caps are in place to protect valve stems and assure stability by strapping them to hand-trucks. Never tamper, force or lubricate cylinder valves. Contact the compressed gas company responsible for delivering the gases if problems occur with the compressed gas cylinder valve. Remember to wear safety glasses when using compressed gasses. Compressed gasses or compressed air should never be directed towards a person or used to blow dust or particles off skin or clothing. Other safety guidelines regarding compressed gases can be found in the MFF Chemical Hygiene Plan.

4.13 Housekeeping

General housekeeping is a high priority on MFF. For this reason, no social event in a fraternity or sorority house or MFF owned building would be approved if bottles, cans, trash or other materials were in rooms, hallways, stairwells, or outside the area creating hazards. It is the responsibility of the organization occupying the space to keep the area clean and orderly. Contact QHSE regarding concerns about the disposal of trash, debris, or hazardous materials.

1. Marking and keeping clear gangways, exits.

Pathways, emergency exits, reach of extinguisher, fire hydrants must be kept clear at all times. All instances of obstructions must be cleared / reported immediately to their Supervisor or Production Engineer.

2. Safe stacking and storage.

Every effort should be made to ensure that items are stacked and stored safely.

3. Cleanliness.

The company will ensure the Offices and Rest Rooms are kept in a clean and tidy state. All employees should maintain a clean and orderly workplace at all times.

4. Waste Disposal.

Is carried out on a weekly basis by our subcontractors,
KANOOZ -Dammam

4.14 Kilns

Always assure all electrical connections are secure in electric kilns prior to use. Kilns should only be used in well-ventilated areas with plenty of space between the kiln and the wall or combustibles. A ten-pound multi-purpose dry chemical fire extinguisher should be located near the kiln. The space surrounding the kiln should be kept clean and free of dusts. Prior to the installation of a kiln, contact QHSE to discuss the proper location and other safety considerations to be taken when operating a kiln.



4.14 Residential Life

Early into each semester, Resident Advisors (RA's), along with Directors of residential buildings shall conduct a safety awareness meeting with all residents to discuss the Emergency Evacuation Plan. The RA's shall discuss proper evacuation during a fire alarm, locations of safety equipment, proper use of safety equipment and the buddy system with all residents. They shall inform all residents of the need for immediate evacuation during fire alarms or fire drills. They shall also explain to residents the penalties for causing a false alarm, misusing, tampering with or damaging fire equipment or not evacuating during a fire alarm or drill.

Fire safety equipment is distributed differently depending on the type of housing area and occupants. Below is a description of the fire safety equipment in Factory along with the distribution of such equipment in Residential Life areas.

4.15 Welding and Cutting

Areas where welding and cutting will occur should be free of combustibles and flammables and well vented. Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Relocate combustibles from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles. If combustibles cannot be removed from the area, a fire watch may be necessary. In this case, a qualified individual or individuals (depending upon the size or amount and type of combustible) would have to remain in the area near the welding/cutting site and visually observe the combustibles and other surroundings for a period of time to ensure that a fire has not been the direct result of this welding or cutting. Contact QHSE regarding fire watch procedure. Do not perform cutting or welding on metal pipes that come in contact with combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. Welding or cutting on drums, barrels or tanks is not allowed unless it is known that there has not been any flammables or toxic materials contained in the drum, barrel or tank, and the drum, barrel or tank has been cleaned and approved for such welding or cutting by QHSE. When welding or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting operation has been suspended, the equipment must be cut off. Always schedule a checkup on the area welded or cut thirty minutes after the completion of the operation. Welding shields, goggles or helmets are needed to protect the eyes and face during welding. Contact QHSE regarding further information on welding and personal protective equipment.



4.16 Material Storage and Handling

Material may not be stored in corridors, aisles, stairwells, hallways or mechanical rooms. Combustibles may not be stored in attics. Materials may not be stored within 36 inches of any sprinkler deflectors, ceiling, light fixtures, ventilation grates, or fire alarm panel. Refer to the Hazardous Material Management Guidelines for information on specific hazardous material storage. Hot ashes, cinders, or coals may not be deposited in or near any building or grounds area. These items may only be placed in noncombustible or metal receptacles so designated by Factory management. Any items stored outside must be stored in a neat and orderly manner with no storage exceeding ten feet in height or twenty feet in diameter.

4.17 Fireworks

Permission must be obtained prior to the use of fireworks on Accommodation premises. Contact QHSE prior to the scheduled fireworks exhibition on religious or other occasions.

4.18 Communication

QHSE is the liaison between The Factory and regulatory compliance agencies. Contact QHSE if you have any fire safety concerns or issues. All comments shall be approved and/or made through Operations Manager.

4.19 Investigations

1. Fire Alarm

Most alarms are initiated due to the actions of those inside the building. This does not mean that each alarm corresponds with an actual fire. The alarm could correspond with someone who is smoking near a smoke detector or an air conditioning unit that is overheating. For this reason, it is very important that people monitor their own habits closely and review fire safety data in a manner that considers the cause and the effect of the alarm rather than simply defining the alarm as being a true or false alarm. In the event that a piece of faulty equipment initiated the fire alarm, QHSE monitors the repair/replacement of this equipment to assure this action does not occur again. QHSE also investigates each fire alarm in Factory to determine the cause of the alarm and maintains this information in an active database.

2. Arson

Many cases of fires are directly linked to arson. QHSE also maintains information on fire alarms related to cases of arson in Factory. Contact QHSE regarding any questions or concerns directly related to fire alarms attributed to cases of arson.

4.20 Special Access to Particular Places.

Workshop / Storage Areas: Authorized Personnel-Only those personnel authorized by a Production Engineer may enter these locations.



Part 5 Trainings

5.1 Internal Training

All employees receive basic training at initial induction and are bound to attend refresher courses once in six months:

Person(s) responsible

Safety Engineer
Production Manager

Topic

- Safety Policy
- Responsibilities
- Rules & Regulations
- Procedures (Practical)

5.2 Specialized Training

SAUDI ARAMCO APPROVED 3rd PARTY :
 BOOM TRUCK OPERATOR
 MANLIFT
 FIREWATCHER
 SCAFFOLD SUPERVISOR
 SCAFFOLDER

Hazardous Gases

Work Permit Receiver
Saudi ARAMCO

TIG Welding

Other:

Saudi Aramco
Welder Job Clearance Card 4758

Saudi Aramco
 Critical Coating Applicator

1. Abrasive Blaster
2. Industrial Coating (SAEP-316)



5.3 Emergency Evacuation

Emergency Evacuation training is offered by QHSE. This training focuses on the different types of emergencies and how to respond appropriately to each emergency. The use of an Emergency Evacuation Map and Plan is also discussed. Contact QHSE to schedule this training.

5.4 Proper Use of Fire Extinguishers

Training for the proper use of fire extinguishers is offered by QHSE. This training focuses on techniques and the different types of extinguishers and allows each individual the opportunity to handle a fire extinguisher and put out a fire using the extinguisher. Contact QHSE to schedule this training.

5.5 Consultation

The method of management and employee consultation is via the following methods; Employees raise safety issues e.g., unsafe situations / acts, or requests for advice / instruction in relation to safety directly with their Managers who will acknowledge this request / enquiry in writing, formally replying at the earliest opportunity.

All employees with specific H & S responsibilities as identified in this policy plus appointed managers will attend a monthly safety meeting. All employees are invited to attend. The meeting will follow a set agenda and the minutes there of made available to all employees and endorsed by the GM.

5.6 Emergency Assembly point

Emergency Assembly Points (EAPs) are designated areas on campus, which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals to stand, while waiting for emergency personnel to respond.

Emergency Assembly Area 1: Mechanical Workshop Area
Emergency Assembly Area 2: Production Office Gate



Part 6
Attachments

Attachment 6A:

Walk throughcheck

Special Checks to be carried out on the following Items:

Checked & Found Ok/Needs Attention

Port a Power Kit	<input type="checkbox"/>	┌
Loose Bench Tools	<input type="checkbox"/>	┌
Bench Grinder	<input type="checkbox"/>	┌
Grinders Guards & Kits	<input type="checkbox"/>	┌
Safety Helmets & Visors	<input type="checkbox"/>	┌
Welding Helmets	<input type="checkbox"/>	┌
Fire alarms, Sprinklers and Extinguisher	<input type="checkbox"/>	┌
Fire Escape Routes Kept Clear Storage	<input type="checkbox"/>	┌
Areas & Handling of Equipment Forklift	<input type="checkbox"/>	┌
Checklist	<input type="checkbox"/>	┌
Forklift Maintenance Schedule	<input type="checkbox"/>	┌
Trucks & Pickups	<input type="checkbox"/>	┌
Office, Storage and Rest rooms Machine	<input type="checkbox"/>	┌
.....1,2,3,4,5	<input type="checkbox"/>	┌
Workers PPE	<input type="checkbox"/>	┌

Problems Found & Action Required see attached "FORM"

Walk through check completed by: _____

Date of checking: _____



Attachment 6B:

Workshop and Offices Safety Meeting

PROBLEMS FOUND SEE LIST BELOW	ACTION REQUIRED
Item 1.	Item 1.
Item 2.	Item 2.
Item 3.	Item 3.
Item 4.	Item 4.

Date of Meeting: _____

Meeting Chaired By: _____

SIGNED BY / POSITION IN COMPANY



Attachment 6C:

JOB SAFETY CHECKLIST

A. Safety Rules

- Hard hats and safety glasses worn.
- Shirts with sleeves worn.
- Safety Shoes worn.
- Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with QHSE Safety Standards.
- Work areas safe and clean.
- Safety mono-goggles/face shields worn when circumstances warrant.
- Electrical cords and equipment properly grounded with GFI's in place and checked by a competent person.
- No use of alcoholic beverages or controlled substances.
- Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- All scaffolds built to specifications as established by OSHA.
- Excavation/trenches sloped or shored as established by OSHA.
- Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- OSHA poster "Safety and Health Protection on the Job" posted.
- OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.
- Hard hat sign posted in a conspicuous manner.
- Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

C. Housekeeping and Sanitation

- General neatness.
- Regular disposal of trash.
- Passageways, driveways, and walkways clear.
- Adequate lighting.
- Oil and grease removed.
- Waste containers provided and used.



- ┌ Adequate supply of drinking water.
- ┌ Sanitary facilities adequate and clean.
- ┌ Adequate ventilation.

D. First Aid

- ┌ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- ┌ Trained first aid personnel.
- ┌ Injuries promptly and properly reported.

E. Personal Protective Equipment

- ┌ Hard hats.
- ┌ Hearing protection.
- ┌ Eye and face protection.
- ┌ Respiratory protection.
- ┌ Fall protection.

F. Fire Protection

- ┌ Fire extinguishers charged and identified.
- ┌ A "No Smoking" signs posted.
- ┌ Flammable and combustible material storage area.
- ┌ Fuel containers labeled.

G. Hand and Power Tools

- ┌ Tools inspected.
- ┌ Power tools properly guarded.
- ┌ Safety guards in place.

H. Welding & Cutting

- ┌ Compressed gas cylinders secured in vertical position.
- ┌ Hoses inspected.
- ┌ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- ┌ Caps on cylinders in storage in place.
- ┌ Flash back arresters in place.
- ┌ Welding screens in place.
- ┌ Fuel and oxygen cylinders separated in storage.



I. Electrical

- ┌ All portable tools and cords properly grounded [Ground Fault Interrupters (GFI) properly installed].
- ┌ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
- ┌ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:
 1. Prior to first use.
 2. Prior to return to service after repairs.
 3. Prior to return to service after incident that may have caused damage to cord or equipment.
- ┌ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

- ┌ Inspected at regular intervals.
- ┌ No broken or missing rungs or steps.
- ┌ No broken or split side rail.
- ┌ Extend at least 36 inches above landing and be secured.
- ┌ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

K. Scaffolding

- ┌ Inspected at regular intervals.
- ┌ Footings are a sound ridge and capable of carrying maximum intended load.
- ┌ Tied into building vertically and horizontally at 14-foot intervals.
- ┌ Properly cross-braced.
- ┌ Proper guardrails and toe boards.
- ┌ Scaffold planks capable of supporting at least four (4) times the maximum intended load.
- ┌ No unstable objects such as concrete blocks, boxes, etc. , used as scaffold foundations.
- ┌ Use of OSHA Scaffold Tagging Program.

L. Guardrails, Handrails and Covers

- ┌ Guardrails, **handrails and covers installed wherever there is danger of employees** materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.
- ┌ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.



- ┌ Top rail 42 inches above the floor and of 1 x 4 stock.
- ┌ Intermediate rail 21 inches above the floor and of 1 x 4 stock.
- ┌ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4-inch clearance above the floor level, when there are employees below or when conditions dictate.
- ┌ Hole covers permanently attached to the floor or structure and identified with a Hole cover sign stenciled with the word "Danger" hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

M. Material Hoists

- ┌ Inspected at regular intervals.
- ┌ Operating rules posted at operators' station.
- ┌ "No Rider" signs prominently posted at all stations.
- ┌ All entrances properly protected.
- ┌ All entrance bars and gates painted with diagonal contrasting stripes.
- ┌ Experienced operators.
- ┌ Current crane certification inspection sticker and papers on the rig.

N. Motor Vehicles

- ┌ Lights, brakes, tires, horn, etc. , inspected at regular intervals.
- ┌ No overloaded vehicles.
- ┌ Trash trucks have covers.
- ┌ No riding on the edge of pickup truck beds.
- ┌ No riding on concrete trucks, loaders, backhoes, etc.
- ┌ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- ┌ Fire extinguishers installed and readily available.
- ┌ Seat belts worn at all times.

O. Material Storage and Handling

- ┌ Material at least two (2) feet from edge of excavation site.
- ┌ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- ┌ Inventory maintained and inspected frequently.
- ┌ Proper protective gear worn when handling chemicals.



P. Concrete, Concrete Forms and Shoring

- ┌ Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface have
- ┌ Automatic shut-off switches on trowel machines.
- ┌ No riding on concrete buckets or flying forms.
- ┌ All forms properly shored.
- ┌ Single post shores braced horizontal



SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the _____ at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- Safety goggles, shields, and glasses.
- Hearing protection.
- Respirators.
- Hard hats.
- Fire extinguishers (properly charged).
- First aid kit (check list inside kit).
- Stretcher or stroke litter (tool room).
- Welding masks and goggles.
- Storage racks for compressed gases.
- Guards on all power tools.
- Trash barrels.
- OSHA forms posted.
- Company "Safety Policy" packet posted.
- Company "Hazardous Communication Program" packet posted.
- Emergency vehicle (vehicle designated to carry injured to hospital).



EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the **MFF** safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

QHSE Inspector SIGNATURE

DATE

cc: Operation Manager