



A Secure, Safe, and Sustainable Workplace Campaign

A Secure, safe and sustainability campaign

Promote Safety: Foster a culture of safety among clients to reduce workplace incidents and enhance employee well-being.

Strengthen Client Relationships: Build trust and long-term partnerships by demonstrating RAKEZ's commitment to client safety and sustainability concerns.

Opportunity to explore safe, sustainable and cost effective solutions for the business operation

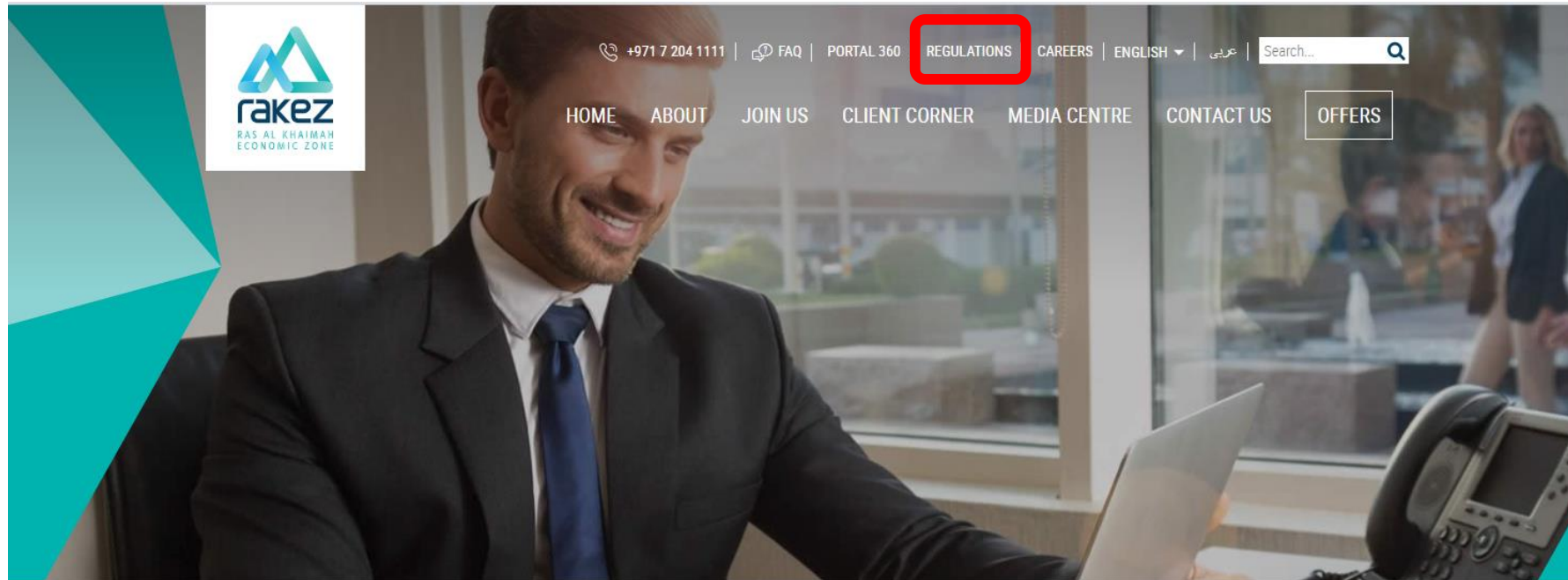
Steps For Accessing List Of RAKEZ Registered Consultants



List can
be downloaded from
www.rakez.com



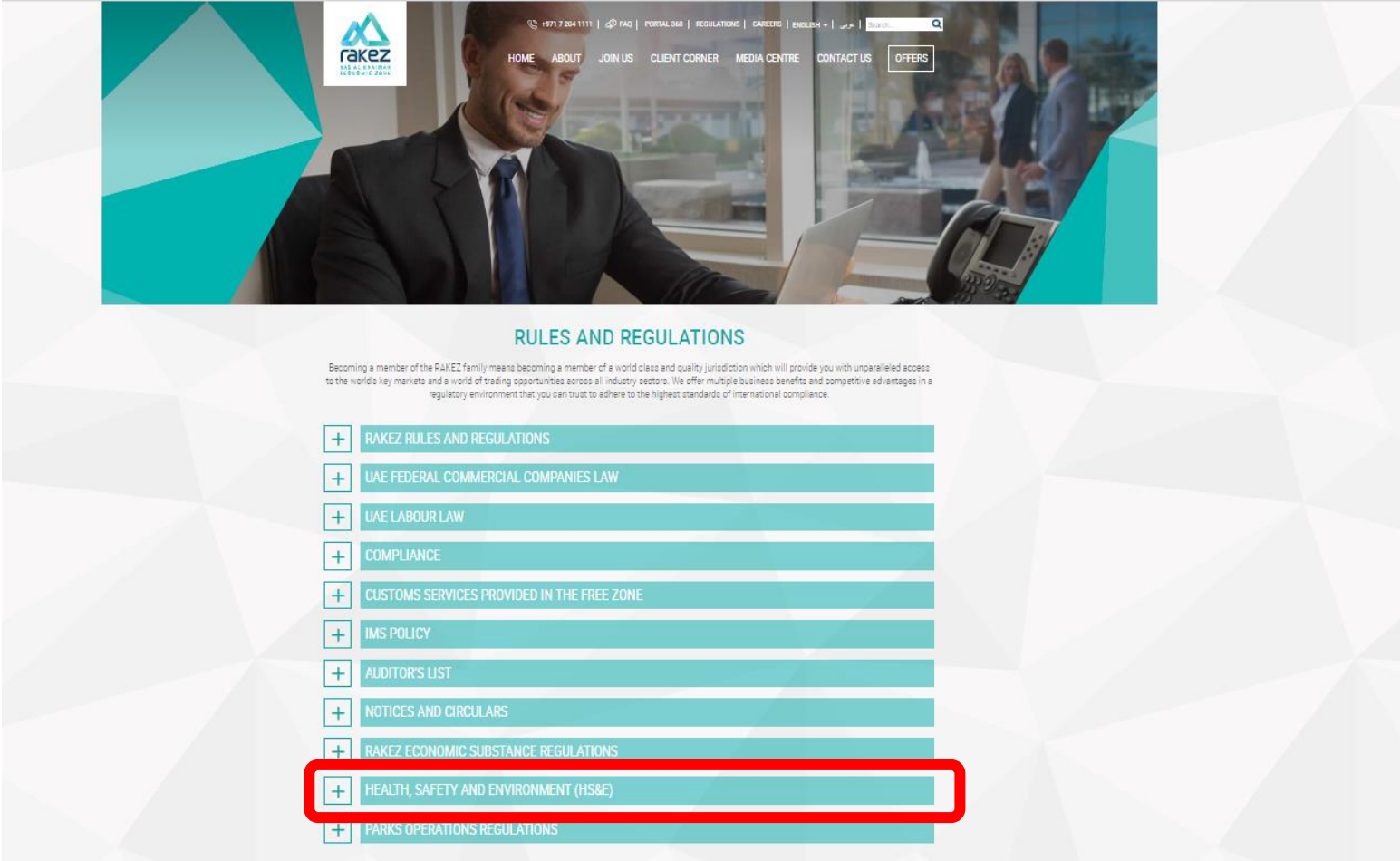
CLICK ON REGULATIONS



RULES AND REGULATIONS

Becoming a member of the RAKEZ family means becoming a member of a world class and quality jurisdiction which will provide you with unparalleled access to the world's key markets and a world of trading opportunities across all industry sectors. We offer multiple business benefits and competitive advantages in a regulatory environment that you can trust to adhere to the highest standards of international compliance.

CLICK ON HEALTH, SAFETY AND ENVIRONMENT (HS&E)



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R.A.S. AL KHAYMAH ECONOMIC ZONE

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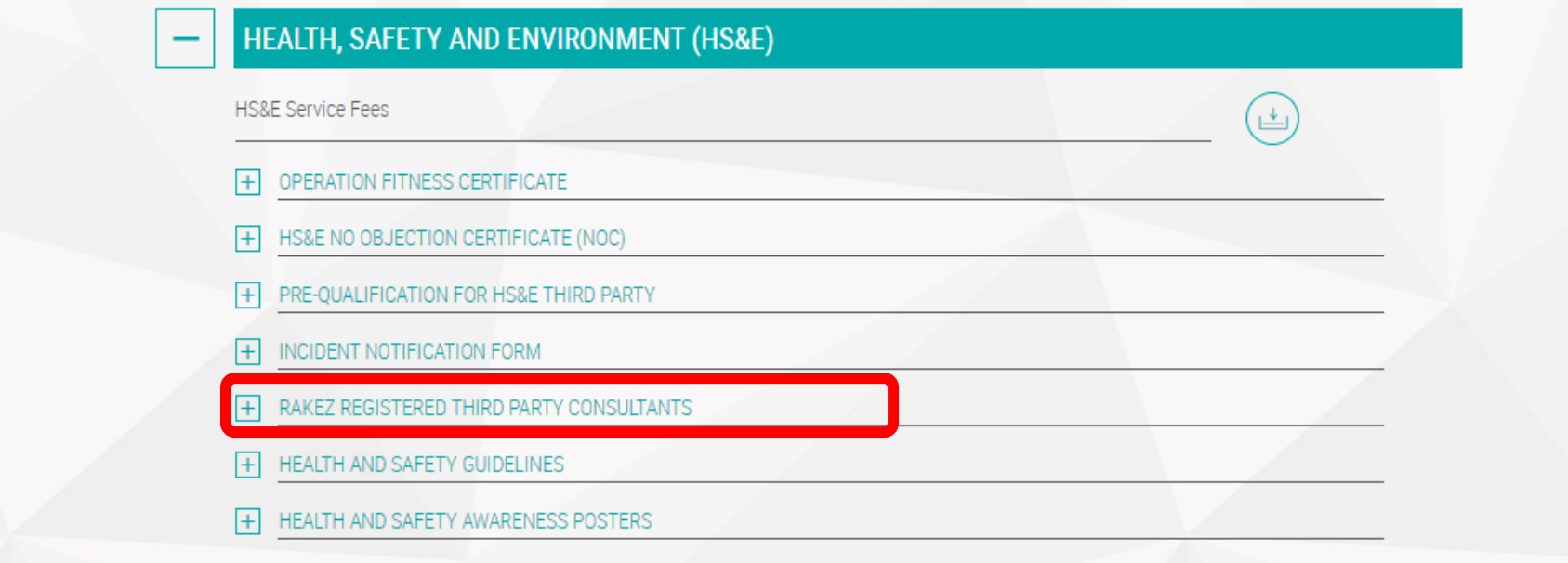
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- + RAKEZ RULES AND REGULATIONS
- + UAE FEDERAL COMMERCIAL COMPANIES LAW
- + UAE LABOUR LAW
- + COMPLIANCE
- + CUSTOMS SERVICES PROVIDED IN THE FREE ZONE
- + IMS POLICY
- + AUDITOR'S LIST
- + NOTICES AND CIRCULARS
- + RAKEZ ECONOMIC SUBSTANCE REGULATIONS
- + HEALTH, SAFETY AND ENVIRONMENT (HS&E)**
- + PARKS OPERATIONS REGULATIONS

CLICK ON RAKEZ REGISTERED THIRD PARTY CONSULTANTS



— HEALTH, SAFETY AND ENVIRONMENT (HS&E)

HS&E Service Fees 

- + OPERATION FITNESS CERTIFICATE
- + HS&E NO OBJECTION CERTIFICATE (NOC)
- + PRE-QUALIFICATION FOR HS&E THIRD PARTY
- + INCIDENT NOTIFICATION FORM
- + RAKEZ REGISTERED THIRD PARTY CONSULTANTS**
- + HEALTH AND SAFETY GUIDELINES
- + HEALTH AND SAFETY AWARENESS POSTERS

CLICK ON DOWNLOAD BUTTON TO GET THE LIST

☐ RAKEZ REGISTERED THIRD PARTY CONSULTANTS

RAKEZ Registered List of Consultants for Training and Certification



RAKEZ Registered List of Consultants for Testing & Certification



RAKEZ Registered List of Consultants for Process Auditing



RAKEZ Registered List of Consultants for Risk Assessment Study





UPCOMING HSE EVENTS -2024

Event Details	Event Date	Event Details	Event Date
HSE Star Rating Event	5 June 2024	Workplace Ergonomics	25 Sep 2024
Mental Health Awareness	13 June 2024	HSE Forum	30 Sep 2024
Driving and Transportation Safety	26 June 2024	Safety Leadership and Culture	10 Oct 2024
HSE Regulation and Process Updates	11 July 2024	HSE Regulation and Process Updates	16 Oct 2024
Human Factors and Error Management	23 July 2024	Indoor Air Quality	31 Oct 2024
Incident Investigation and Reporting	31 July 2024	Construction Regulation	5 Nov 2024
Construction Regulation Awareness	7 Aug 2024	Beach/ Desert / Wadi Cleaning	7 Nov 2024
AI in Workplace Safety	14 Aug 2024	Waste Management and Pollution Control	13 Nov 2024
Workplace Wellness Programs	28 Aug 2024	Machine Guarding and Equipment Safety	28 Nov 2024

GUIDANCE TO OFFICE SAFETY & HEALTH



MOHAMMAD AZEEM PB

Aim

- To enhance awareness and understanding of office safety and health practices

Outcomes

- Participants will be equipped with the knowledge to implement effective safety measures in the workplace.



1

SAFETY PROGRAMS CREATE PRODUCTIVE
WORK ENVIRONMENTS

2

ABSENTEEISM DROPS WHEN EFFECTIVE SAFETY
PROGRAMS ARE INTRODUCED

3

WORK PREMISES ARE KEPT TO HIGHER STANDARDS

4

A SAFE WORK ENVIRONMENT PRODUCES HAPPIER
EMPLOYEES

5

EMPLOYEE INSURANCE CLAIMS DECREASE

6

A COMPANY'S MOST VALUABLE ASSET IS PROTECTED
-- ITS PEOPLE

7

ENABLES A COMPANY TO WIN AND RETAIN BUSINESS
CUSTOMERS

OBJECTIVES OF OCCUPATIONAL HEALTH AND SAFETY

**TO PROMOTE AND SECURE THE HEALTH,
SAFETY AND WELFARE OF PEOPLE AT WORK.**

**TO PROTECT PEOPLE AT WORK AGAINST
HAZARDS.**

**TO ASSIST IN SECURING SAFE HYGIENIC
WORK ENVIRONMENTS.**

**TO REDUCE, ELIMINATE AND CONTROL
HAZARDS.**

**TO FOSTER CO-OPERATION AND
CONSULTATION BETWEEN
EMPLOYERS AND EMPLOYEES.**

- You have a legal duty to:
 - Look after your own health and safety
 - Look after the Health & Safety of anyone who may be affected by your activities; including your colleagues and customers
 - Co-operate with the management regarding Health & Safety
 - Use the safety equipment provided by your employer and look after Health & Safety equipment
- This in addition to your moral responsibility and civil 'duty of care'.



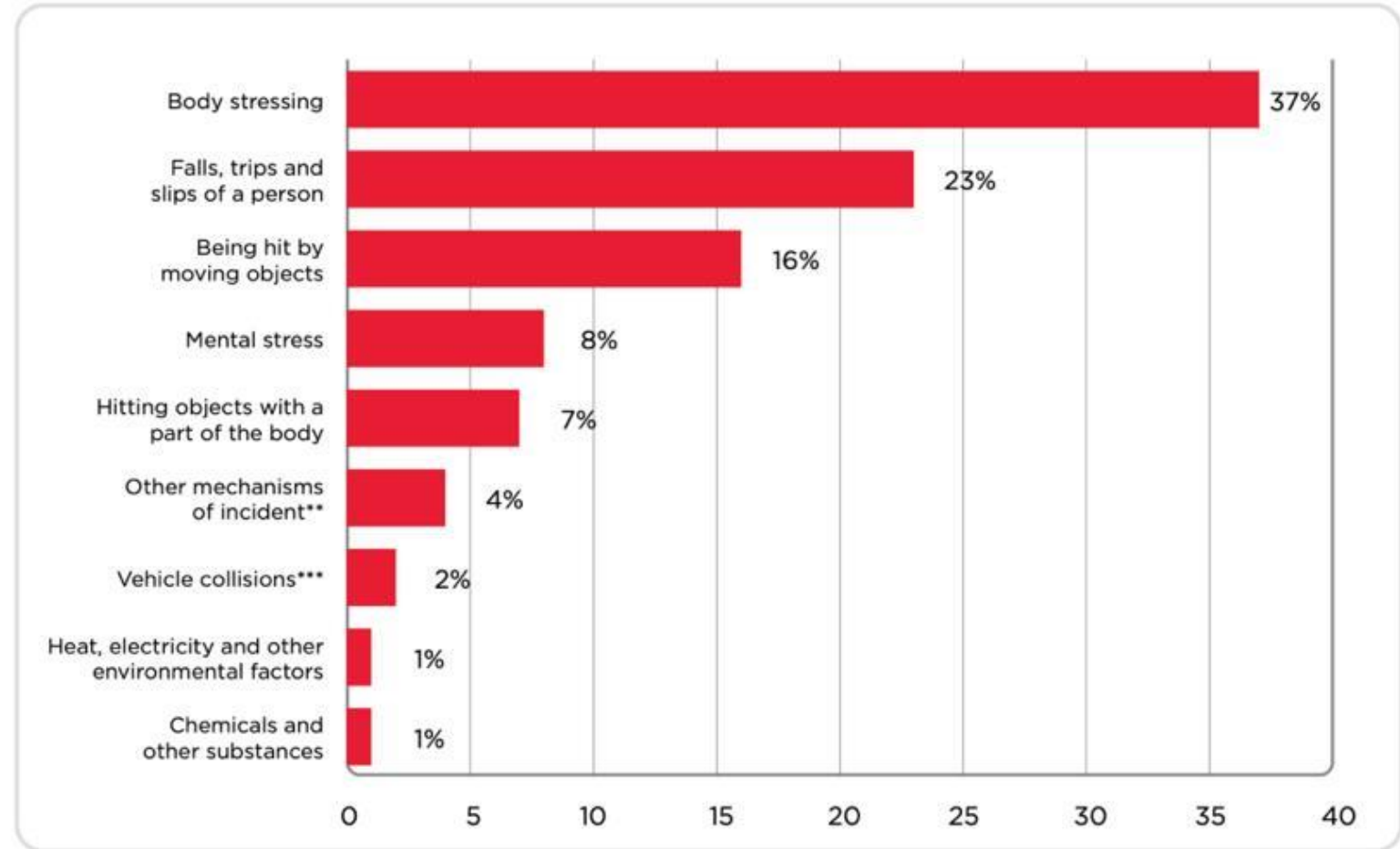
Body stressing

37%



Falls, trips and slips

23%



Reference :
<https://www.lucidity.io/news/key-work-health-and-safety-statistics-australia-2022-key-findings>

- Provide a safe workplace
- Comply with health and safety regulations.
- Provide training and supervision
- Ergonomic Workstations
- Regular Inspections and Maintenance
- Emergency Preparedness
- Maintain records and reporting

Employers' Responsibilities



- Follow safety procedures
- Report hazards and incidents
- Use equipment and machinery safely.
- Participate in training
- Maintain a Clean Workspace
- Use Personal Protective Equipment (PPE)
- Follow Health Guidelines



What is office Ergonomics?

Ergonomics is the science of designing the workplace, keeping in mind the capabilities and limitations of the worker.

Poor worksite design leads to fatigued, frustrated and hurting workers.

Why Ergonomics?

Ergonomics is not only for making the work better but also making it comfortable and efficient



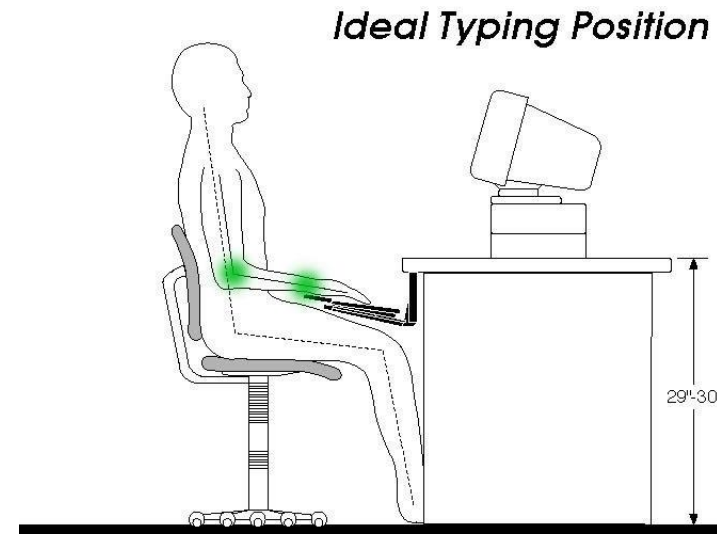
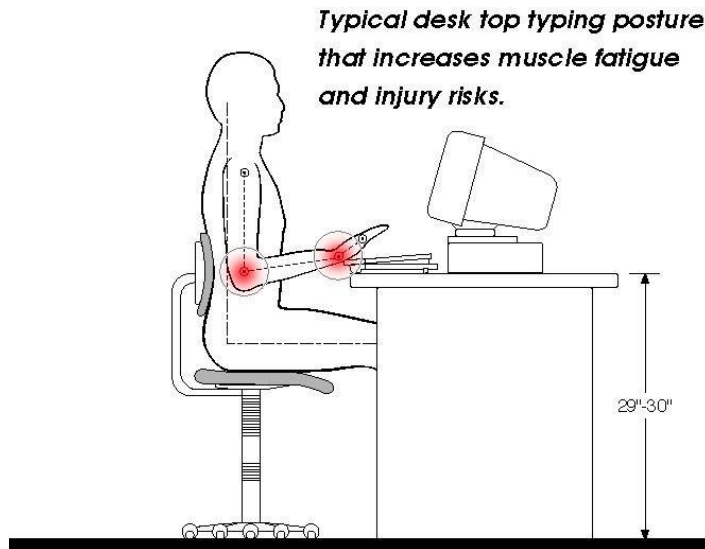
- 1. Poor Posture:** Improper seating or workstation setup can lead to back, neck, and shoulder pain.
- 2. Repetitive Movements:** Performing the same task repeatedly can cause strain injuries, such as carpal tunnel syndrome.
- 3. Awkward Positions:** Working in uncomfortable or unnatural positions can result in muscle and joint pain.
- 4. Excessive Force:** Lifting heavy objects or using tools that require significant force can cause injuries.
- 5. Inadequate Equipment:** Using tools or furniture that don't fit the user properly can lead to discomfort and injury.
- 6. Prolonged Sitting or Standing:** Staying in one position for too long can cause circulation problems and muscle fatigue.

- Carpal Tunnel Syndrome:** Carpal tunnel syndrome occurs when the median nerve, which runs from the forearm into the palm of the hand, becomes compressed at the wrist. This compression leads to symptoms such as numbness, tingling, weakness, or pain in the hand and fingers. It's often associated with repetitive hand movements, such as typing or assembly line work.



Posture check

Increased stress, decreased circulation...



Computer Workstation : Head and Shoulder

- **Head vertical and facing forward**
- **Tilted head puts stress on neck and shoulders**
- **Minimize head rotation**
- **Shoulders relaxed**
- **Arms tucked close to the body**
- **No extended reaching**



Computer Workstation : Elbows and Wrists



- Elbows relaxed and close to the body
- Elbows not extended forward or backward
- Wrists in a straight line with lower arms
- Hands **not** flexed up or down, or bent inward or outward

Computer Workstation : Legs and Feet

- Knees bent about 90 degrees
- Thighs parallel to floor
- Chair at a comfortable height
- Obstructions removed
- Feet flat on the floor or on a footrest



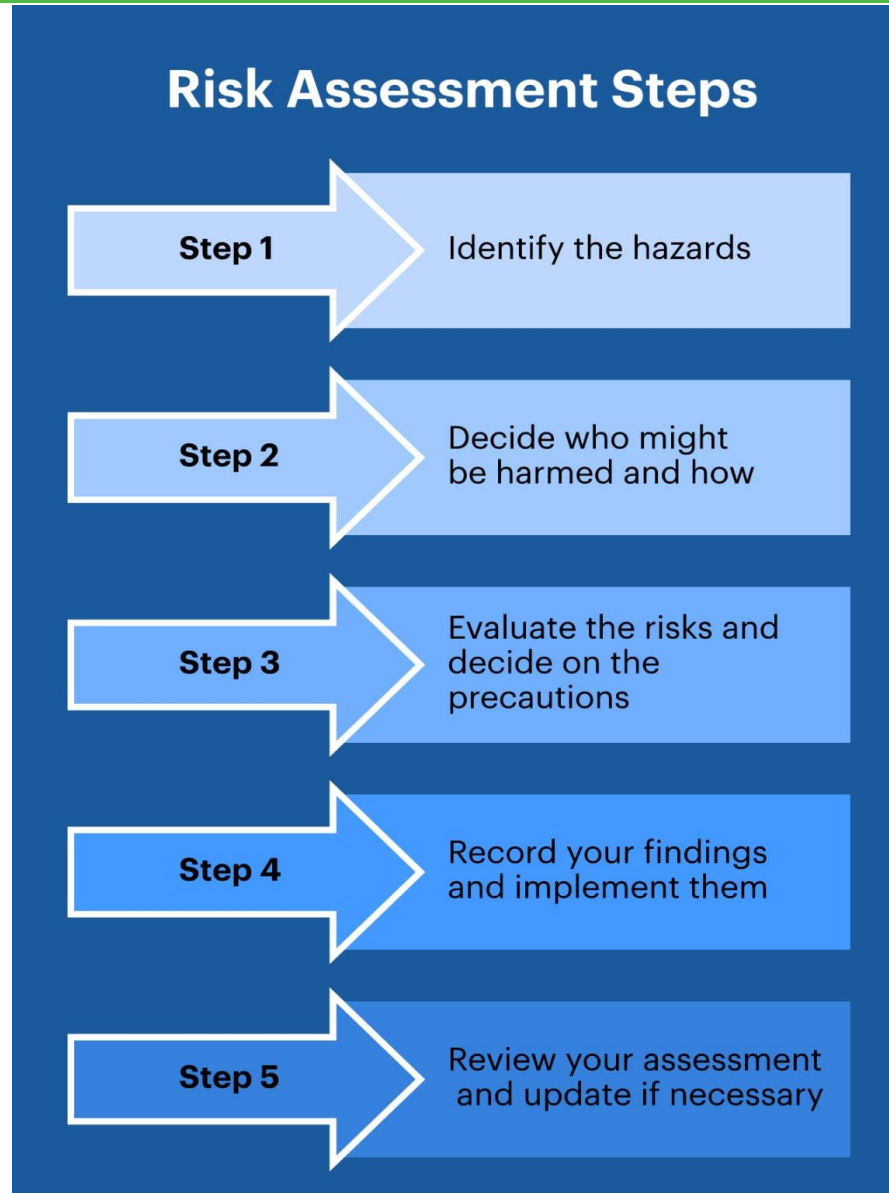
Chair Adjustments : Seat Surface

- Comfortable
- Slightly wider than hips/thighs
- Proper length
- Adjustable height
- Adjustable tilt

Chair Adjustments : Back and Arms

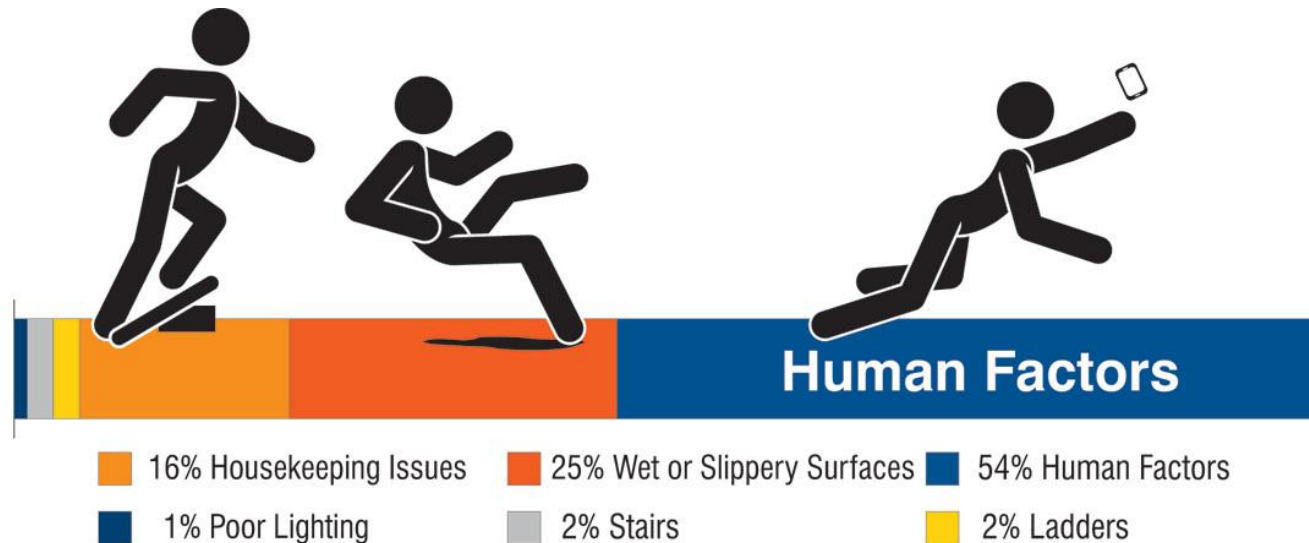
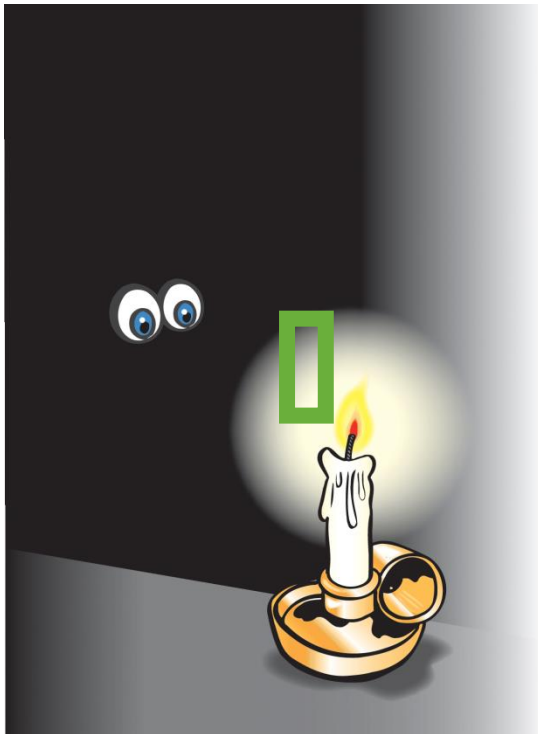
- Backrest with adjustable angle and lumbar support
- Armrest broad and cushioned to support shoulders, elbows, and wrists
- Armrests independently adjustable in height and side to side





SLIPS, TRIPS & FALLS

- Main cause of accidents in the workplace
- Reasons for slips, trips AND falls include:
 - Poor working conditions
 - Poor housekeeping.



- **Causes:**

- Wet or oily surfaces
- Weather hazards (rain, snow, ice)
- Spills
- Loose or unanchored rugs and mats
- Flooring that lacks traction in certain areas

- **Prevention:**

- Housekeeping: Keep floors clean and dry. Immediately clean up spills and mark wet areas.
- Flooring: Use anti-slip flooring in areas prone to wetness or spills.
- Footwear: Ensure employees wear proper footwear with non-slip soles.
- Mats and Rugs: Secure rugs and mats to prevent them from slipping.
- Lighting: Ensure adequate lighting to highlight hazards

- **Causes:**

- Uneven surfaces
- Poor lighting
- Clutter and obstacles in walkways
- Cables and cords across walkways

- **Prevention**

- Walkway Maintenance : Keep walkways clear of clutter and obstacles. Repair uneven surfaces and secure loose carpeting.
- Cable Management : Use cable covers and organize cords to keep them out of walkways.
- Lighting : Ensure proper lighting, especially in areas with steps or changes in elevation.
- Signage : Use clear signage to indicate changes in floor level or potential trip hazards.

- **Causes**

- Working at heights without proper protection (ladders, scaffolding)
- Lack of guardrails or safety barriers
- Unstable surfaces or equipment
- Improper use of ladders

- **Prevention**

- Training : Provide training on proper use of ladders and scaffolding. Emphasize the importance of using fall protection.
- Equipment: Use appropriate fall protection equipment like harnesses, guardrails, and safety nets.
- Inspection : Regularly inspect ladders, scaffolding, and other equipment for stability and safety.
- Maintenance: Ensure all surfaces and equipment are maintained and in good condition.

- We can all work to prevent slips, trips and falls by:
 - Following safety instructions
 - Cleaning up spills immediately
 - Wearing recommended footwear
 - Paying attention to what you are doing
 - Not running
 - Reporting damaged flooring, stairs, ladders & equipment.

Electrical accidents in offices usually occur as a result of:

- **Faulty or defective equipment**
- **Unsafe installation, or**
- **Misuse of equipment**



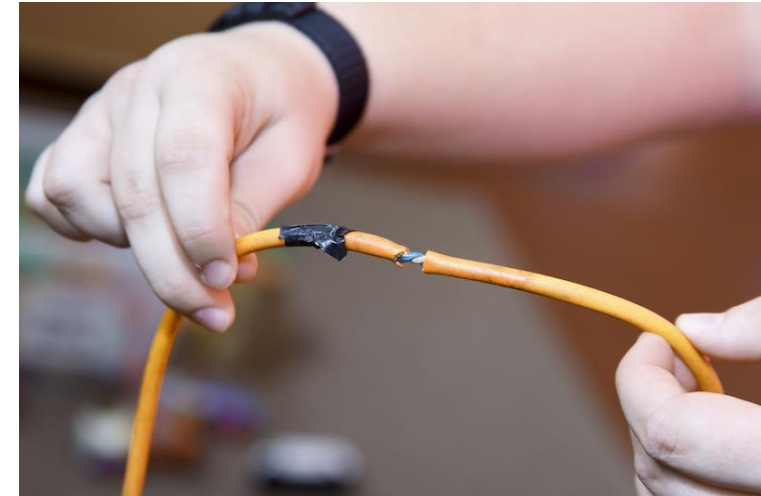
- **Equipment must be properly grounded to prevent shock injuries.**
- **A sufficient number of outlets will prevent overloading of circuits.**
- **Poorly maintained or non-approved equipment should not be used.**





Machines must be disconnected before cleaning or adjusting.

Generally, machines and equipment must be locked or tagged out during maintenance.



- Always ensure that all equipment and electrical cables are inspected regularly by a competent person such as a trained and/or suitably qualified person
- If a plug sockets gets hot there is something wrong. Don't use it - report it
- Never attempt electrical repairs
- Never overload sockets



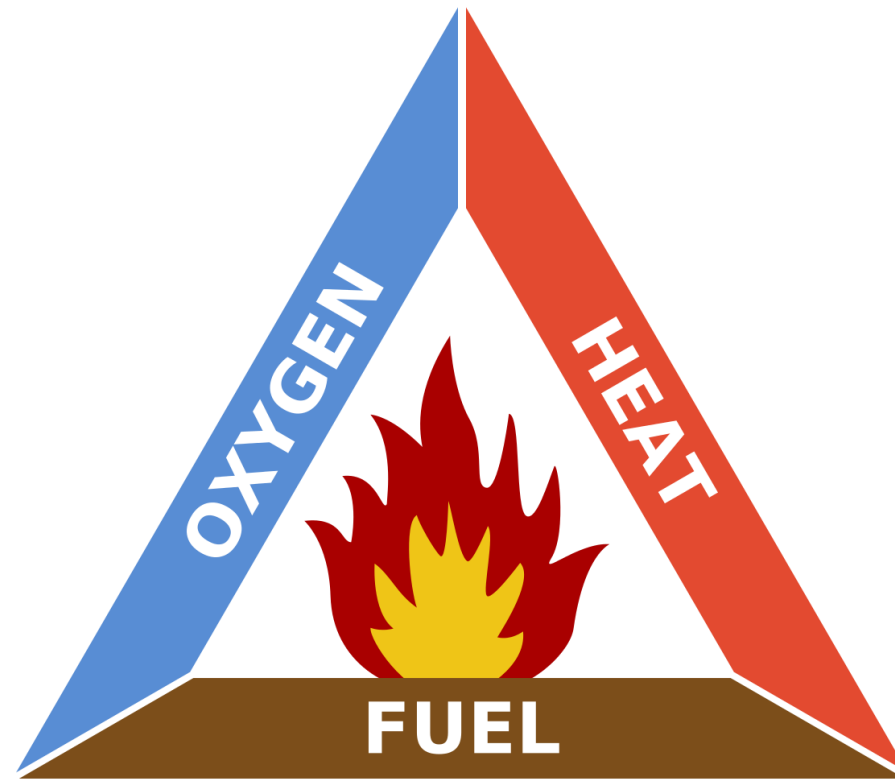
Remember

The fatality rate from electrical shock injuries is high, particularly where water is involved

Take care when handling electrical equipment.

FIRE TRIANGLE

Always keep flammable substances away from sources of ignition.



FIRE CLASSIFICATION

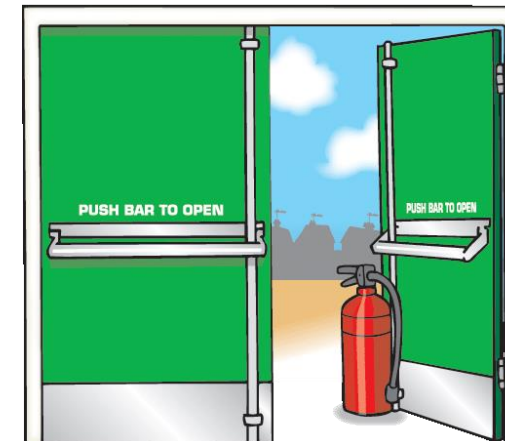
CLASSIFICATION	RISK
	<p>CLASS A</p> <p>These are fires that involve solid materials like paper, wood or textiles.</p>
	<p>CLASS B</p> <p>These are fires that involve liquids, like oils, petrol or diesel.</p>
	<p>CLASS C</p> <p>These are fires that involve flammable gases, such as propane, butane or methane.</p>
	<p>CLASS D</p> <p>These are fires that involve metals, like aluminium, magnesium, titanium or swarf.</p>
	<p>CLASS E</p> <p>These are fires that involve live electrical equipment, like computers or phone chargers.</p>
	<p>CLASS F</p> <p>These are fires that involve cooking oils and fats, such as in deep-fat fryers.</p>



- Don't allow rubbish and combustible waste to accumulate or bins to overflow
- Check electrical equipment and wiring regularly. Defects must be remedied immediately by a qualified electrician
- Vapours from flammable liquids are the main danger and liquids must not be decanted or used anywhere near a naked flame

Remember

Never obstruct
FIRE EXITS
(or prop doors open).



ACTION IN THE EVENT OF FIRE

- Raise the alarm - yell to warn others
- Operate the nearest Call Point
- Call the Fire Service (999 or 112)
- Attempt to fight the fire only if safe to do so
- Evacuate to the Fire Assembly Point
- Do not stop to collect belongings
- Close doors and windows
(only if this causes no delay or risk to safety).





Stop and think.



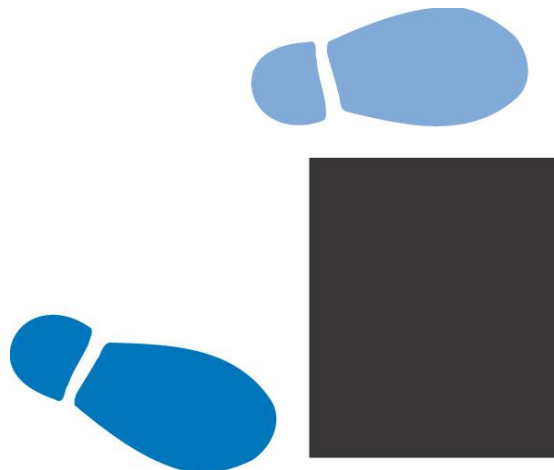


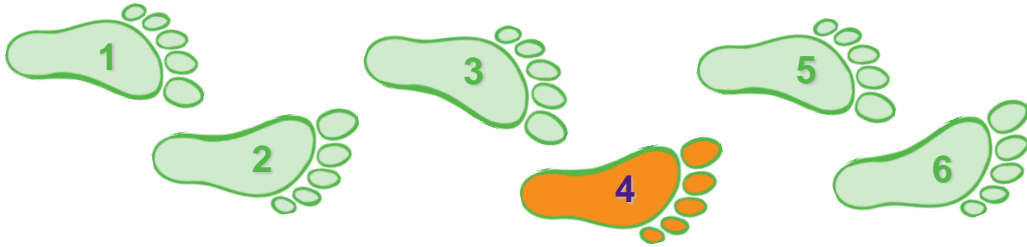
Position the feet.





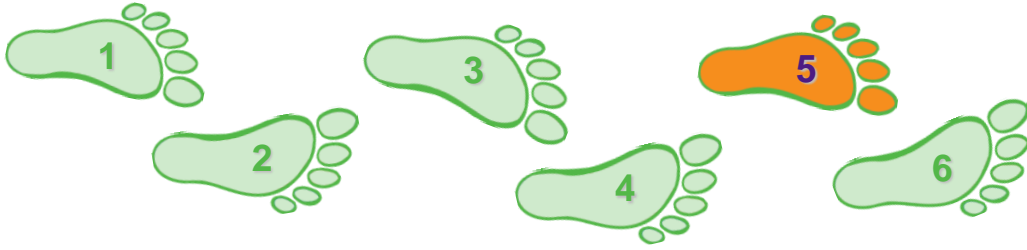
Bend the knees.



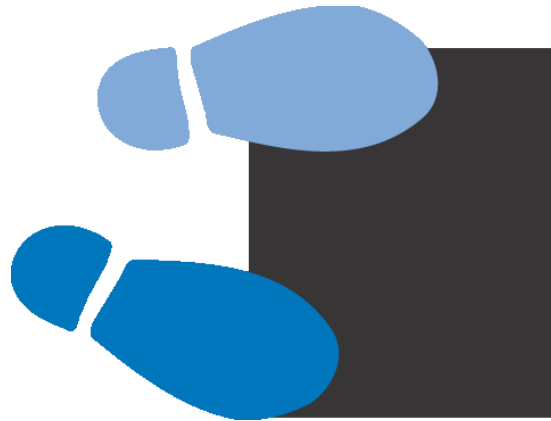


Lift with a firm grip and straight back.





Raise the load with the legs.



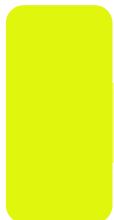


Keep the load close to the body.





Prohibition signs



Warning signs



Mandatory signs



Safe condition / info signs



Remember

It is a legal requirement to obey all safety signs.





- COSHH
 - Control of substances hazardous to health

Before handling or using any cleaning or other dangerous chemical, read MSDS provided by the manufacturer/supplier.



Remember the safety signs



Toxic



Corrosive



Irritant



Flammable



Oxidizing.





Never put chemicals into unmarked or food containers/bottles



Always handle chemicals with care.



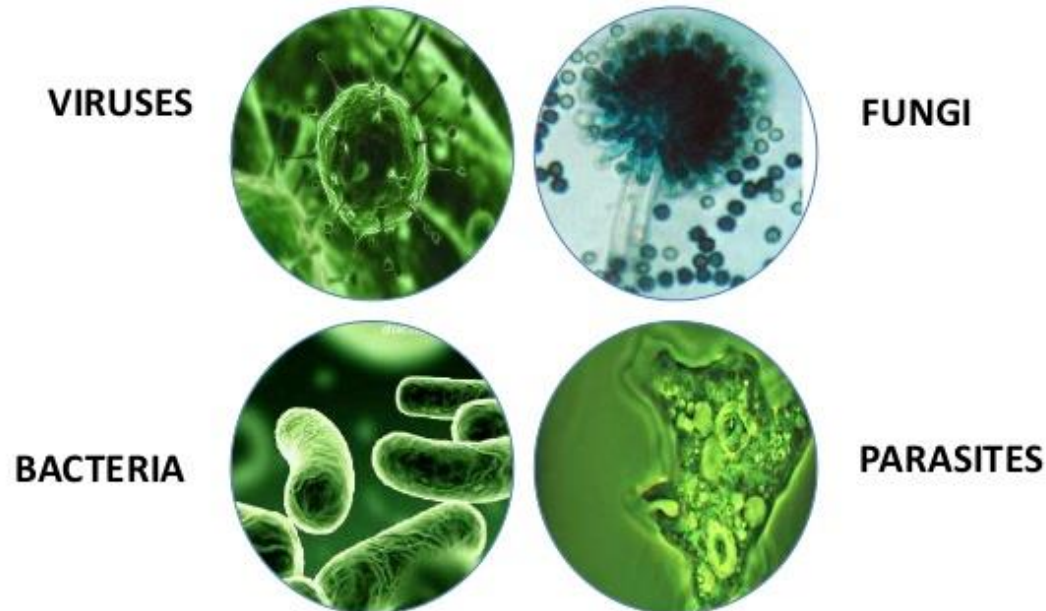
Know the first aid treatment required if you spill chemicals on yourself or others



Report any faulty equipment, spillage or damaged containers to your supervisor.

- Biological hazards, also known as biohazards, refer to biological substances that pose a threat to the health of living organisms, primarily humans. These hazards can include bacteria, viruses, fungi, other microorganisms, and their toxins. Effects of Biological Hazards

BIOLOGICAL HAZARDS



- Sick Employees
- Poor Hygiene Practices
- Contaminated Surfaces
- Indoor Air Quality
- Food Contamination



- **Personal Protective Equipment (PPE)**

- Gloves, masks, gowns, and eye protection: To protect against direct contact with biohazards.

- **Hygiene Practices**

- Hand Washing: Regular and thorough hand washing with soap and water.



- **Sanitization:** Use of alcohol-based hand sanitizers when soap and water are unavailable.

- **Environmental Controls**

- Ventilation: Proper ventilation to reduce airborne pathogens.
- Waste Management: Safe and proper disposal of biological and medical waste.
- Cleaning and Disinfection: Regular cleaning and disinfecting of surfaces and equipment.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

1 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



Patient Safety

A World Alliance for Better Health Care

SAVE LIVES

Clean Your Hands

- Psychosocial hazards refer to aspects of work design, organization, and management, as well as the social context of work, that may cause psychological or social harm. These hazards can lead to stress, burnout, anxiety, depression, and other mental health issues, impacting overall well-being and productivity



- **Implement Organizational Policies**

- Anti-Harassment and Bullying Policies: Establish and enforce zero-tolerance policies for harassment and bullying

Improve Work Design and Organization

- Realistic Workloads: Ensure workloads are manageable and deadlines are achievable.

Enhance Work Environment

- Ergonomics: Design workspaces that reduce physical strain and discomfort.

Promote Work-Life Balance

- Flexible Hours: Implement flexible working hours to accommodate personal responsibilities.

Indoor Air Quality

- **Sources:** Poor ventilation, mould, dust, chemical pollutants from office supplies and furnishings.
- **Effects:** Respiratory issues, allergies, headaches, fatigue.

How to Control Air Quality?

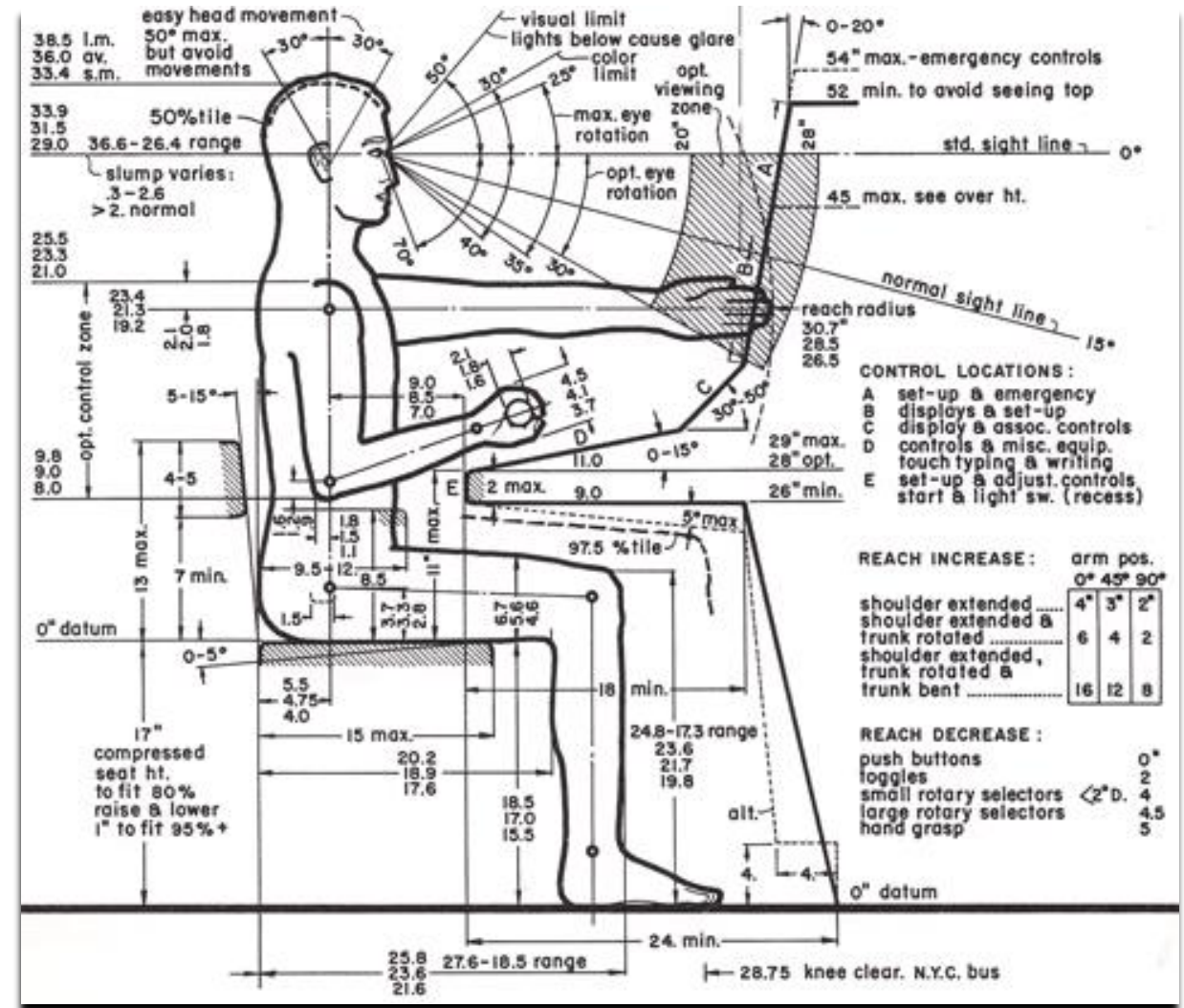
- **Ventilation:** Ensure proper ventilation by maintaining HVAC systems and allowing for adequate airflow.
- **Air Purifiers:** Use air purifiers to reduce airborne contaminants.
- **Regular Cleaning:** Implement regular cleaning routines to minimize dust and mould growth.

Sources: Inadequate or excessive lighting, glare from screens.

- **Effects:** Eye strain, headaches, fatigue, reduced productivity.
- **Management:**
 - **Natural Light:** Maximize the use of natural light and reduce glare with appropriate window treatments.
 - **Task Lighting:** Provide adjustable task lighting at workstations.
 - **Regular Eye Checks:** Encourage regular eye exams and provide screen breaks.

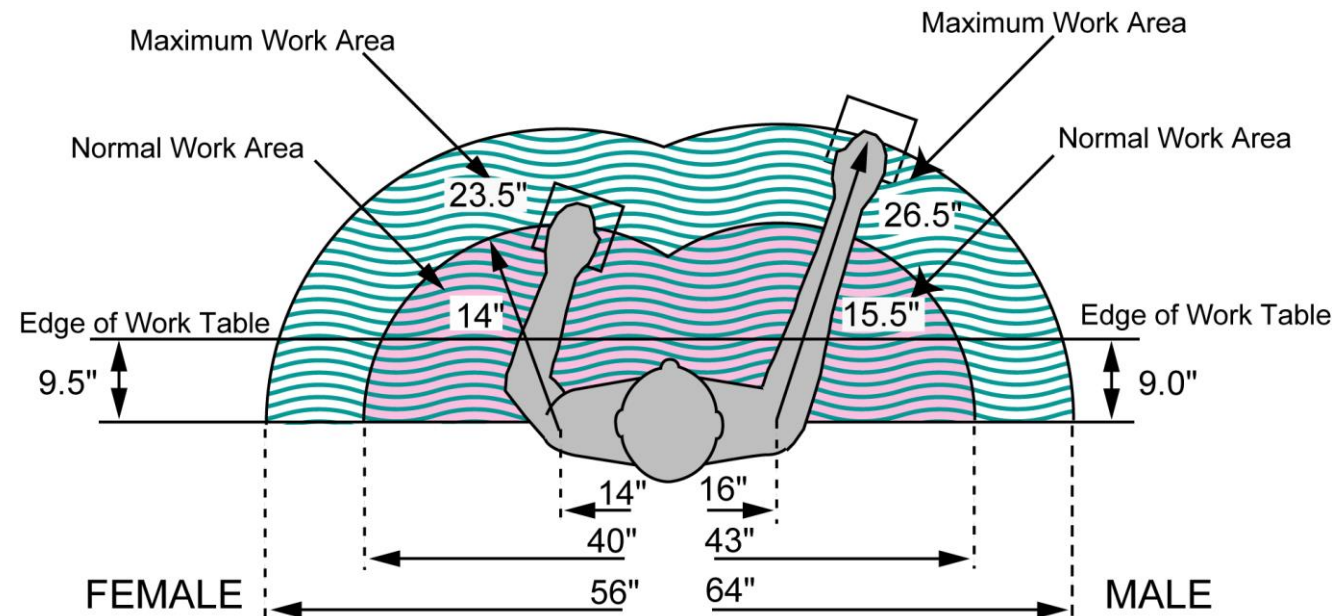
- **Sources:** Office equipment, conversations, phones, open-plan office layouts.
- **Effects:** Stress, decreased concentration, hearing damage (if noise levels are high).
- **Management:**
 - **Soundproofing:** Use soundproofing materials in walls, ceilings, and floors.
 - **Quiet Zones:** Designate quiet zones for focused work.
 - **Headphones:** Provide noise-cancelling headphones for employees.

Workplace Anthropometry is the process of tailoring workspaces, tools, and equipment to human body dimensions. Enhances comfort, safety, and efficiency by reducing strain and injury



IMAGINE SITTING INFRONT OF A COMPUTER.

- ❖ Chair and desk height determined using anthropometric data
- ❖ Monitor distance and screen angle follow health and safety rules for clear visibility
- ❖ Maintain straight arms when using keyboard or mouse to avoid wrist strain and blood flow restriction



Increased
Accuracy

1

Accuracy

Comfortable operators are more accurate in their assessment of components, leading to increased reliability of parts.

Improved
Productivity

2

Productivity

A well designed workstation allows operators to work faster and for longer periods, greatly improving output.

Improved
Safety

3

Safety

Ergonomic workstations decrease musculo-skeletal disorders and reduce eye-strain and stress. Improved operator health leads to a decrease in absenteeism.

Increased
Profitability

4

Profitability

Improved accuracy , productivity and safety all have a positive impact on the bottom-line.

CONSIDER THE FOLLOWING

- Chairs be adjustable in height
- Your feet must reach the floor or be supported by a foot-rest
- The monitor must be directly in front of you with the top of the screen directly level with your eyes
- The screen should not be affected by glare - ensure your eyes have been tested recently
- You should receive training about the hazards and potential health risks of using display screen equipment
- Report any strains, fatigue or discomfort to your supervisor.

- **Evacuation Plan:** Know the nearest exits and assembly points.
- **Communication :** Follow instructions via intercom or designated safety personnel.
- **Emergency Contacts :** Keep a list of emergency contacts handy.
- **First Aid :** Know the location of first aid kits and who is trained to administer aid.
- **Fire Safety :** Understand how to use fire extinguishers and evacuation routes.
- **Training :** Regularly participate in drills to ensure familiarity with procedures.

- **Physical Security Hazards:**

Unauthorized access: Implement access control systems like key cards or biometric scanners.

Theft: Install surveillance cameras and alarms, and restrict access to sensitive areas.

Workplace violence: Develop clear policies and procedures for reporting and addressing violent incidents, and provide employee training on conflict resolution and emergency response.

- **Cybersecurity Hazards :**

- **Data breaches:** Encrypt sensitive data, use strong passwords, and regularly update security software.

- **Phishing attacks:** Educate employees about recognizing and avoiding phishing emails, and implement email filtering systems.

- **Malware:** Install antivirus software, conduct regular system scans, and limit employee access to potentially harmful websites.

- 1. Identifying and documenting incidents.**
- 2. Notifying relevant parties.**
- 3. Assessing the situation.**
- 4. Implementing a response plan**
- 5. Following up with any necessary actions or investigations**

- Hazard Identification
- Behavioural Change
- Injury Reduction
- Empowerment
- Organizational Reputation

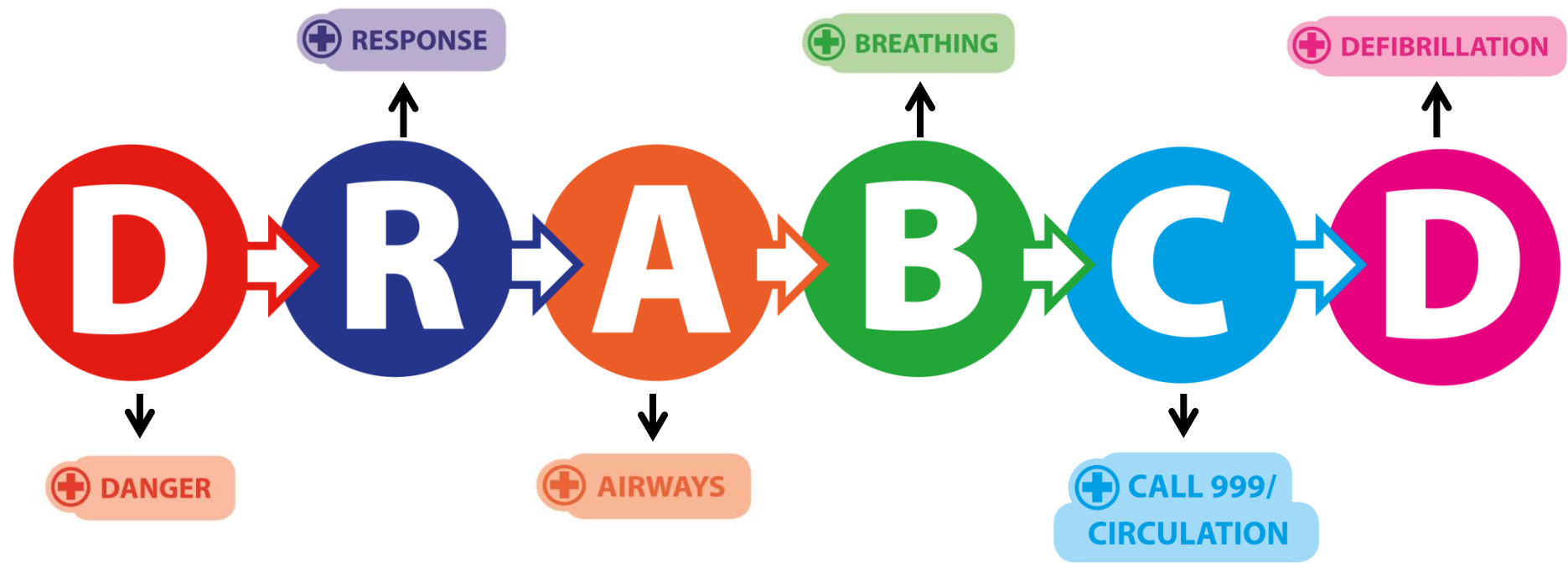
The main purpose of first aid is to prevent injuries getting worse until medical help arrives.

- First aid boxes must be accessible to all
- Report any missing items to your supervisor.



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PRIMARY ACTIONS





The casualty is now in the recovery position



Monitor breathing every minute, and be prepared to carry out CPR.



CPR is a method of combining chest compressions with effective rescue breaths in order to artificially circulate blood and to put air into the lungs.



CARDIO = 'heart'



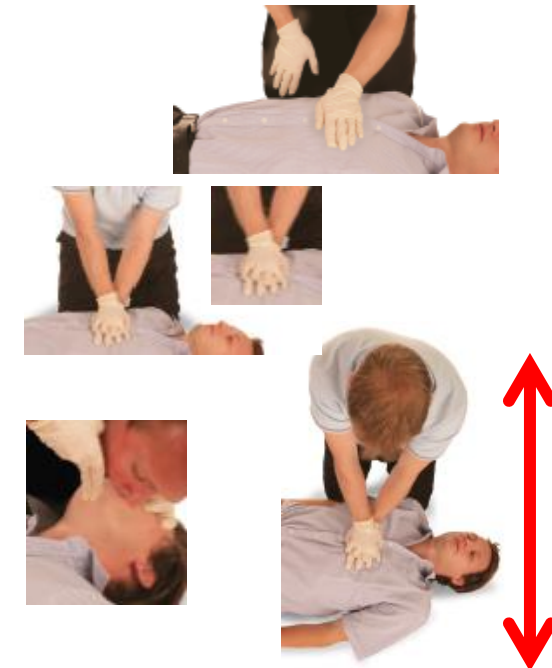
PULMONARY = 'lungs'



RESUSCITATION = 'revive'



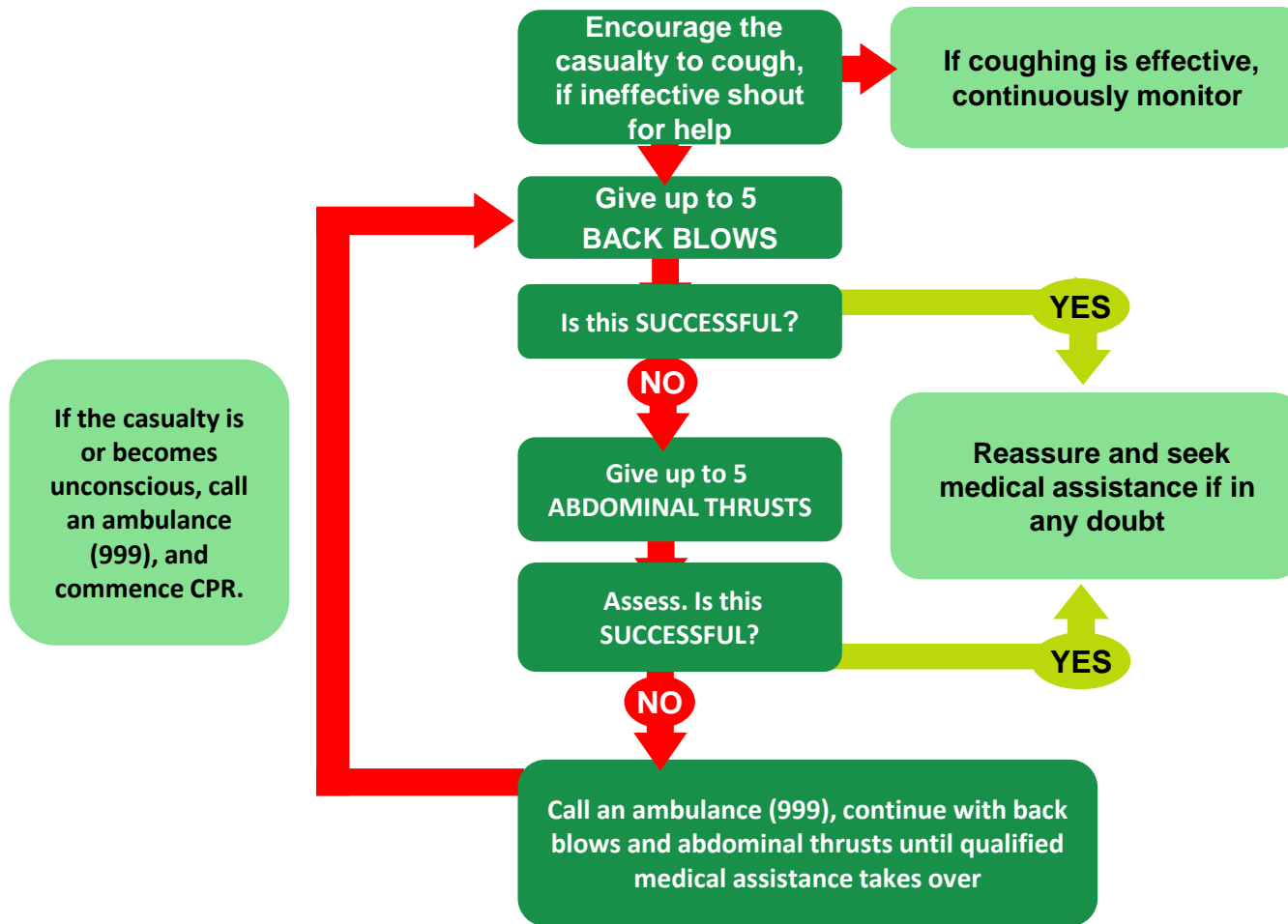
- Kneel by the side of the casualty. Place the heel of one hand in the centre of the casualty's chest
- Place the heel of your other hand on top of the first hand. Interlock the fingers of your hands
- Position yourself vertically above the casualty's chest and with your arms straight, press down on the sternum **5 - 6cm**
- After each compression, release all of the pressure on the chest without losing contact between your hands and the sternum.
Repeat at a rate of **100 - 120** compressions per minute **30** times
- Administer **2** effective rescue breaths

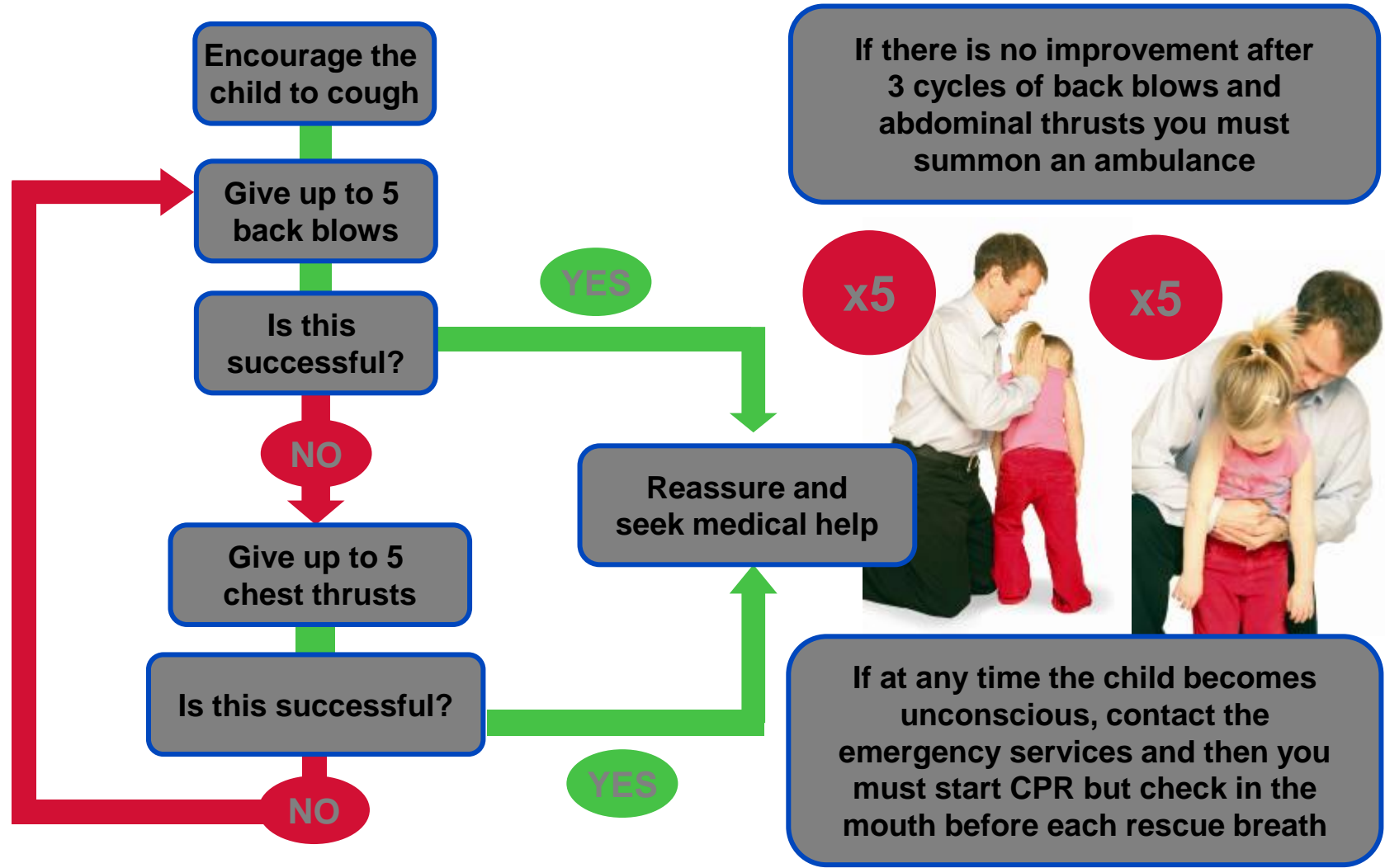


Chest compression should be to a depth of 5 to 6cms.



Dealing with a *conscious* choking adult





End of presentation

Thank you for listening

For any comments;
info@dstcuae.com