



SAFETY POLICY

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MANAGEMENT SAFETY POLICY

It is the company policy to take all possible steps: to ensure the health and safety of all persons and to prevent damage to property and equipment.

All managers and supervisors understand their specific responsibilities for health and safety within their departments and will ensure that there are adequate health and safety facilities available and that safety requirements are known and followed at all times by employees in their absence they will ensure that these responsibilities are delegated.

It is the duty of all employees to be aware of and conform to company health and safety policies and to accept and carry their defined responsibilities. Additionally, it must be the intention of all employees to make the work place as safe as possible.

Directors and senior managers give their full backing to this policy and will support all employees who endeavor to carry it out.

General Manager



Responsibilities for Health and Safety

Directors & General Manager:

- Will ensure that there is an effective policy for industrial health and safety.
- Will periodically appraise the effectiveness of the policy and make necessary changes as required.
- Shall nominate management members for the health and safety committee.

Manager:

- Shall be directly responsible for the implementation and maintenance of the company's health and safety program.
- Shall display an interest in the program and support all persons carrying it out.
- Shall make available all resources necessary to meet health and safety requirements.
- Shall measure, appraise and improve (where reasonably practicable) the company's safety performance.
- Will continually review his responsibilities and ensure that the company's health and safety program is understood at all levels.
- Shall ensure the responsibility is properly assigned and accepted at all levels.
- Shall ensure that safety Organization and first aid facilities are available on all shifts.

Safety Officer:

- Shall regularly inspect the site to ensure that the safety program is complied with and make recommendations directed to employees and sub-coordinator personnel on site on matter concerning health & safety.
- Shall review any safety recommendations received.
- Shall assist in the induction and safety training to new employees.
- Shall arrange facilities and material for monthly safety committee meetings.
- Shall arrange adequate material for the health and safety program including notice boards.
- Shall ensure that all fire equipment is regularly inspected and serviced.
- Shall maintain accident records and notify reportable occurrence.

Superintendents and Supervisors:

- Must fully familiarize themselves with company safety policies.
- Must ensure that employees in their department or section are adequately trained and fully aware of any potential hazards in the department.
- Must ensure that all employees in their department or section know what to do in case of fire and know the location and how to use fire equipment when necessary.
- Must ensure that all employees in their department or section know the location of first aid facilities.
- Will maintain and develop safety practices to ensure maximum safety.



- Must ensure that adequate supervision is available at all the times, particularly when young or inexperienced workers are concerned.
- Must investigate all accidents to persons or property promptly to discover the cause to minimize possible recurrence.
- Shall complete accident report forms as requested.
- Shall accompany the safety officer or safety representative on inspection.
- Shall ensure that all safety rules are observed and that protective equipment is worn or used where required.
- Shall ensure that safety devices are always fitted and properly adjusted and maintained.
- Shall ensure that all machinery and equipment are properly maintained and safe to use.
- Shall maintain good housekeeping.
- Shall ensure that abrasive wheels and discs are fitted by authorized persons.

Safety Representative:

- Will immediately report to management hazardous conditions.
- Will work with section supervisor in matters of safety and in accident investigations and plant inspections.
- Will fully familiarize themselves with company safety policies and practices.
- Will actively promote safe working practice at all times.
- Be aware of the current emergency action to take in the event of accident or life.

All Employees:

- Shall make themselves familiar with and conform to the safety health program.
- Shall observe all safety rules and regulations.
- Shall wear appropriate safety equipment and use appropriate safety devices.
- Will conform to safety practices and promote health and safety by being responsible for the health and safety of others.
- Will report to their immediate supervisor all unsafe practices or unsafe equipment or hazards.
- Must report all accidents.
- Make suggestions to improve health and safety.

All Other Persons on Company Premises:

- Shall observe and adhere to company safety rules as noted, or to instructions implemented by company representative.
- Shall not work on company premises until the relevant safety rules are used, understood and accepted.
- Shall not work on company premises until covered by insurance against risk.



Section Safety Inspections

Health and safety inspections will be carried out at regular intervals by section safety representatives accompanied by a superintendent or supervisor. It is the superintendent or supervisor's responsibility to ensure that unsafe practices, unsafe equipment, and untidy housekeeping are rectified.

Personal Protective Equipment:

The company will ensure that adequate supplies are available. Employees are required to use protective equipment to ensure safe working.

SAFETY IS EVERYONE'S BUSINESS



SAFETY RULES AND GUIDELINES

Introduction

The company will provide and maintain safety standards and safety equipment for the employee's protection.

Safety in our daily operations is the prime concern of every employee and therefore, every employee will work safe and report all unsafe work conditions and unsafe practices.

The following safety rules and guidelines have been prepared to create a safe work environment and a safe employee and, as a condition of employment, must be observed.

Good Housekeeping

Cleanliness it is essential to keep a work place free from dirt, oil spillage, scrap, rubbish or other obstructions and will help to make the area a safe and more pleasant place to work in. Practice GOOD HOUSE-KEEPING by:

- a) Ensuring that all refuse, paper, rubbish and waste materials etc, are deposited in refuse containers.
- b) Ensuring that all scrap iron, steel and other such materials are placed into containers or areas designated for this specific purpose.
- c) Ensuring that when you discover any safety hazard arising from poor housekeeping which cannot be dealt with on your own then report the matter to your Supervisor.

General Health and Safe Practice

Promptly report sickness or a serious injury to your Supervisor and seek medical advice.

Treatment for injuries

Report to your Supervisor in case of an accident sustained during work.

In case of an accident during off hours, report to your Supervisor after visiting the General Hospital. If this is not possible then report immediately after your visit.

Personal Protection Equipment

Adequate and suitable clothing including safety footwear must be worn at all times.

A safety hat provided by the company must be worn at all times.

Safety spectacles provided by the company must be worn where applicable in certain designated areas of work. Persons wearing prescription glasses must inform the Engineering Manager in order to obtain the correct type of safety glasses. It is both dangerous and forbidden to wear non-safely glasses.



Safety Equipment

General :

In addition to the personal protection equipment, the company will provide special protection equipment where necessary including safety belts, work gloves, respirators, gas masks etc. Such equipment will be handled on a departmental basis. The supervisor should be consulted if additional protective equipment is required for a special job.

Employees should learn the location of all emergency safety equipment.

Access to all emergency safety equipment must never be obstructed.

Guards :

- Guards or safety devices are provided for all dangerous parts of machinery and dangerous appliances. They are there for your protection.
- When machinery or appliances are operating, all guards and safety devices must remain in place.
- Guards or safety devices will not be removed except by authorized person carrying out repairs or adjustment. The machinery or appliance must be stopped and the main power switch isolated, and "tagged", prior to guarding being removed.
- All guarding must be replaced before re-starting.
- No cleaning or maintenance will be carried out while machinery or appliance is in operations.

Burning and Welding Operations

Precautions must be taken prior to start of any burning or welding operations.

The immediate area must be free of combustible materials and all flammable liquids, with the correct type of fire extinguisher always available during the operations.

Should it be impracticable to move combustible material then it should be covered or screened by a fire retardant treatment tarpaulin or non asbestos fire proof material.

Employees cutting with the oxygen fuel torch or welding must be wearing correct eye protection.

Electric welding neutral returns must be connected to the equipment being welded and the welding unit grounded. Never strike an arc on a cylinder or drum.

Use special care when working in confined spaces. Ensure adequate ventilation before cutting or welding. Never use matches to light torches. Use a spark lighter or stationery pilot light.

- Never weld or cut on any container which has held a flammable substance until it has been thoroughly purged, cleaned and safeguarded.
- The necessary items of welding protective equipment shall be worn at all times by employees carrying out or and assisting in welding operations. In addition,



consideration must be given to protecting others from a harmful rays and sparks etc. by use of screens or other devices.

- In the event of anyone receiving "weld flash" to the eyes, prompt First Aid treatment should be sought. Often, the painful effects are not felt for sometime after, if not properly treated.
- Do not use weld torch as a hammer or lever.
- When not in use, coil hoses tidily by the cylinder or on the buggy, to avoid damage.
- Welded stubs should not be left lying around. Clear up - the job is not complete until this is done.

Care and Handling of Compressed Gas Cylinders :

Ensures cylinders content are correct by checking vendor's label (near valve end) or marking. If label or marking is indistinguishable, the cylinder should not be used but have an "Out of Service" tag completed and placed for return to the supplier. Do not use oil or grease on oxygen cylinder valves or allow oil, grease, greasy rags or hydraulic fluid to come in contact with the cylinder valves as an explosion can result. Ensure that gloves and clothing are free of grease and oil when using oxygen.

A metal valve cap is to be in place over cylinder valve at all times when the cylinder is not connected with gauges for use,

Cylinder should not be moved or transported in special racks or cradles. Use special enclosed cage or carrying cradle, NOT ROPE OR SLINGS, to hoist cylinder from place to place. Consider all cylinders as full - handle them with corresponding care. Empty cylinders should be marked and a check made to ensure valve fully closed, with the valve cap replaced, always refer to acetylene as "acetylene" and not "gas". Refer to oxygen as "oxygen" and not "air"

Smoking or naked lights are not permitted adjacent to the cylinder storage area, which should be well ventilated. Full and empty cylinders should be stored separately, according to their contents. Cylinders must be stored in a cool place and secured in a vertical position. Never place a cylinder in a horizontal position. Acetylene cylinder should always be stored and used with their valve stem upright.

If oxygen-acetylene sets are not in use (for 3 hours or more) the gauges should be removed and stored, and the protective caps should be placed on the cylinders.

Individual oxygen-acetylene rigs should be kept as far apart as possible. When handling compressed gas cylinders, avoid jarring, bumping or dropping them, particularly against another cylinder. Clean heavy duty gloves should be worn when handling cylinders.

Do not use cylinders as rollers for moving heavy objects.



Compressed Air and Oxygen

You must only use compressed air for the purpose of which it is intended. Never use it to dry your hands or dust down your clothing or work benches. It is possible for compressed air to be forced into the skin tissue (particularly if you have a small wound in the skin) resulting in air bubbles in the blood stream which could cause heart stoppage.

When using the interlocking type of coupling on the air lines, tie the coupling with a special locking pin or wire through the holes provided. This prevents accidental disconnection.

At pressure, compressed air is dangerous and its improper use can cause injuries. Handle pneumatic tools with care. If in doubt regarding their operation - check first. As with compressed air, oxygen must only be used for the purpose for which it is intended.

Oxygen must never be used in pneumatic tools, or allowed to come in contact with any oil or grease. An explosion may result.

Grinding Drills & Rigging

Grinding

- Eye protectors are to be worn for all grinding operations, even if a bench machine is fitted with protective shield. In addition, a full face shield should be worn when a portable (hand-held) grinder is used.
- The work rest on a bench grinder must be secure and the gap between the rest and the wheel must not exceed 1/16th inch (1.5mm)
- Check the wheel is true and not too worn before starting the machine. If defective, report it.
- Never apply heavy pressure to work. Allow the wheel and speed to do the cutting. Keep work cool to avoid overheating.
- Ensure a wheel guard is secured on portable machine.
- Ensure a firm stance is maintained when using a portable machine. Also make sure work is heavy enough to remain stable or is secured.
- Take care that the wheel does not touch the clothes or the body.
- Gloves must not be worn when operating the bench grinder.
- A portable grinder should be placed down carefully so as not to damage the wheel. If damaged, the wheel could shatter when operated.

Drills :

- Wear eye protection.
- Always provide a starter mark for the drill point.
- Select the correct bit and speed for the material being drilled. If drill passes through the material, provide against damage to the other side.
- Small pieces are to be clamped down to prevent spinning. If caught by the drill.



- Care should be taken to prevent hair, sleeves or other clothing from being wound in the drill.
- Use a hand broom to wipe sward from the job, not your hand. Do not wear gloves.

Rigging

Gloves are to be worn when handling wire rope. Ropes must be inspected before use for defects, such as

- a) Broken or severed wires and strands
 - b) Rust and corrosion
 - c) Kinks and doglegs
- Do not rely upon the insulation of electrical cables. Fair wear and tear may reduce the effectiveness of the insulation.
 - Extreme care must be exercised at all time when handling pipe, conduit or other metal objects to prevent contact with any exposed electrical conductors.
 - No work to be carried out on electrical conductors without first having them declared safe, insulated and disconnected by qualified electrical personnel.
 - Hopes, cables and chains must be kept away from the electrical conductors when hosting materials or stages.
 - Never spray water on electrical materials or other electrical equipment.
 - Drivers of cranes, loaders or other specialized vehicles must always be aware of overhead power transmission lines within the yard.
 - No trenching or digging will be carried out near office building or workshops without permission of the Yard Superintendent.

Hand Tools:

- All tools and equipment should be inspected regularly prior to use. Only tools that are free from all defects and in good condition must be used.
- Use the right tool for each job - don't improvise.
- Never use a wrench or other similar makeshift as a hammer. Always make sure to use proper size of wrench.
- Never add an extension to the handles of tools unless the tools are specially designed for such extension.
- When holding a chisel or bar being struck with a hammer wielded by another person, place your body in a safe position so that any glancing blow will not strike you.
- Check that the guard is operating correctly and the blade is securely fastened on any portable electrical saw.
- Never point an air operated chipping harmer towards your body or in the direction of other persons.
- Never use a portable power tool unless it is equipped with an earthling type cord plug and socket. Always check to ensure that the earthling connection is in good condition.
- Hand tools should be used only in the manner and for the work for which they are designed and never subjected to strain beyond their capacity.
- Tools must not be left lying on moving machinery or left loose aloft.



- When not in use, hand tools and small equipment should be stored in their correct location.

Ladders & Scaffolds

Ladders :

- Only ladders in good condition and equipped with safety shoes should be used, the ladder should be placed in proper position with the base one-fourth of its length away from the way and tied off at the top.
- Defective ladders must be sent to the workshops for repairs.
- Always use both hands and face the ladder when climbing or descending. Use a rope to hoist loads.
- Never use ladders when scaffolding, platforms, or other substantial working levels should be provided. Work from ladders must always be kept to an absolute minimum.

Scaffolds :

Scaffolds must always be erected to conform with accepted standards.

Temporary scaffolds should be constructed in good quality 10" x 1½" lumber and at least two boards wide.

Stages or swing scaffolds should not be suspended from channel iron clamps.

Scaffolds suspended from rope slings or blocks should never be erected unless they are to be used promptly. After a four week period, they must be taken down and inspected.

Fuelling of Power-Operated Equipment :

The safest way to fuel an engine is to stop the motor then 'fuel up'. Engines shall not be fuelled while they are running.

All equipment that is being refueled from a portable tank shall be grounded to the tank.

Persons in the vicinity shall not smoke and all naked flames will be extinguished and welding operations will cease, until fuelling is completed and spilt fuel cleaned up.

Power-operated equipment must be checked daily by the operator to detect faults. Faults must be corrected, prior to operating. If the fault cannot be corrected, an "Out of Service" tag is to be affixed to the main ignition, etc. and supervisor informed.

Mobile Equipment:

All mobile equipment shall be operated by qualified personnel.

Drivers will not leave a vehicle unattended while the engine is running.

Persons must stand clear of equipment or palletized material being hoisted or lowered by forklift trucks.

All loads should be carried so that driver's vision is unobstructed in direction of travel.



Forklift trucks will not be used to hoist personnel. No person is permitted to ride or travel on the forklift trucks.

Forklift trucks and similar equipment transporting material up ramps must be operated with the load facing up the incline.

Moving cargo down the ramp shall be done by reversing with the load still facing up the incline.

Material Handling

Lifting and Carrying

Stand close to the load with the feet solidly placed and slightly apart. With knees bent, grasp the object firmly and then lift by straightening the legs keeping the back as nearly vertical as possible. If the load proves to be too heavy, obtain assistance.

Always wear hand pads or when handling sharp edge or rough material.

When carrying long materials, such as pipes, ladders, etc., keep the front end above a man's head and the rear end low. This will ensure protection to the head and eyes of fellow workers when proceeding around blind corners.

Wheelbarrows :

Wheelbarrows should never be so heavily loaded that they cannot be easily handled. When proceeding up or down an incline, the load should always be below the worker, i.e. he will either pull the load up or push the load down.

Cranes and Hoisting Equipment :

Cranes and hoisting equipment will have Safe Working Loads (S.W.L.) prominently displayed close to the operator at all times. Shackle and sling tests will conform to industry requirements.

Before a crane is used, the operator shall examine foundation, cables, drums, dogs, brakes, boom and guard for defects. Defects must be corrected, and "Out of Service" tag is to be affixed to main control switch and the supervisor informed.

The crane operator will not operate the crane until all persons concerned have been instructed as to the work to be done and are properly dressed for work. Proper dress includes safety hats, safety footwear and gloves.

A qualified signalman shall work with the crane operator. Standard signals must be used. Normally, all the signals must be given by the one signalman but the operator must obey an emergency stop signal given by anyone. The operator is not to leave his control while the load is suspended.

Slings, fittings and fastenings, shall be inspected daily. Slings found to be defective shall be discarded. The date the slings are placed in service should be stenciled on the metal connector. Safety bolts or latches shall be used on crane hooks each time a load is lifted.



A load should not be lifted over the heads of workers. It is the responsibility of the individual employee to ensure he keeps clear of crane operations. Listen for the crane's klaxon.

In cases where the operator is satisfied the work is not being used safely, it is his responsibility to stop and immediately notify the supervisor in charge. The operator should not recommence operating until he is satisfied it is safe to do so.

Crane operators should know safe load limits for the boom at various angles and these limits should not be exceeded. Load limits for all cranes and "stiff legs" should be made available. The operator should ensure he is aware of the weight of the load before lifting. The operator must properly secure the crane and boom before going off duty or when shutting down operations.

All Cranes, Hoists, Slinks and Spreader Bars are to be tested and certified every six months. Records will be kept in the yard superintendent's office and the marine manager's office in the case of marine vessel cranes.

Working/Welding in Tank or Enclosed Places

Before entering or working inside a tank or closed vessel, it must first be checked for dangerous gases using special equipment supplied by company.

A tank or closed vessel must be ventilated and fresh air maintained by use of special equipment.

When there is a possibility of toxic gases being present in a tank or other enclosed chamber, self-contained breathing apparatus must be used. Employees entering the tank must wear safety belt connected to a rope tended by a person outside the tank. This type of work shall be carried out under the direct supervision of supervisor.

Before starting work in tank, the supervisor in-charge must ensure that the tank is free from combustible material.

When it becomes necessary to weld or flame torch pipelines or tanks containing gas, petrol, oil or other flammable material of an explosive nature, the following procedures shall be used.

- a) Obtain the permission of the supervisor in charge.
- b) Do not flame torch or weld any pipeline or tank containing flammable materials until it has been cleaned, and declared gas free.

Radiation Safety :

No maintenance work will be allowed on or adjacent to radioactive instruments.

X-Ray and gamma rays are used to examine welds. These rays can cause serious illness which may not become apparent for some considerable time after exposure. These locations have warning signs placed. Keep well away from the area. Only persons working on these stations are permitted in the area.



Fire Precautions

Fire Prevention :

- Smoking is permitted in most areas. Areas where smoking is prohibited will be designated accordingly.
- Employees operating flame torches and welding equipment must ensure that combustible materials in the area are properly safeguarded.
- Never use petrol or flammable substance in a closed room near an open flame or hot surfaces.
- Oils, paints and other flammable or explosive substances shall be stored in special containers. Containers for flammable substance shall be properly identified.
- Oily and paint-covered rags shall always be kept in closed metal containers.
- Only approved solvents will be used for cleaning metal parts.

Fire Fighting Procedures

- Should a fire break out in your particular area, the fire fighting procedures listed under "Emergency Instruction" shall be followed.
- Never obstruct access to fire hose boxes, fire extinguishers or other firefighting equipment.
- After fire extinguishers are used, ensure that it is reported to supervisor in order that the extinguisher may be recharged.
- Breathing apparatus may only be used by employees who have received training in the use of such apparatus.

CONCLUSION

Safety Awareness :

What a man does in the different situations in his daily life depends on what he has learned from past experience, including his work training, and on his character. Without Safety Awareness he will do incorrect things, silly things, dangerous things and he might not live long.

First, get Safety Knowledge. This is what this Handbook is for.

Second, act on your safety knowledge always, that is get Safety Habits. This is up to you. No one can do it for you.

Third, set a good example to others in your Safety Habits - be proud to exhibit them often. Where some supervisors or your work-mates are slack and careless, you must try hard not to drift into these dangerous ways and attitudes but by taking care of yourself you may influence someone else near you and possibly save his life, or your own.

Of course, worry or illness may, at times break down your Safety Awareness guard and we may forget and do an unsafe act. But the stronger your safety awareness is,



the more likely it is that the safe habits instilled in you will cause you to go on working safely at time of strain. So, if you don't want to see yourself and other hurt, really get down to this.

GET SAFETY HABITS - GET SAFETY AWARENESS

"IS THIS DANGEROUS?" -'WHAT IS THE SAFE THING TO DO?"

"WHAT IS THE SAFE THING TO DO'

AND

**THE SAFE THING TO DO IS ALWAYS THE EFFICIENT WAY
AND THE QUICKEST WAY IN THE LONG RUN**

SAFETY IS NO ACCIDENT