

SOP- 04**Occupational Health & Safety**

Policy & Objectives of Health & Safety at MAC facility

Compliance with all laws, Royal Decrees and Ministerial Decrees and other requirements that belong to the company by subscription or membership.

It is the duty of management to ensure workplace safety for all employees and other persons who are involved directly or indirectly.

Management should provide training to all staff and ensure they understand the risks and how to deal with it and implement all policies and procedures of the company.

Management should take action to ensure that any work will not be performed, no matter how important it is, without complying with the safety requirements.

Every employee is authorized to stop any particular work activity that may lead to injury to self or injury of others.

Monitor the performance of health, safety and environmental protection through the checks, inspections and management reviews with the active participation of all staff.

SOP- 04**Occupational Health & Safety****Goals**

- Protection of the human element of risk of injury from the work environment by preventing exposure to accidents, injuries and occupational diseases.
- Preserve the basics of physical component and content of equipment from damage and loss as a result of accidents.
- To let the employees be alert all the time when performing their duties they are living by the necessities of life with tools, materials and machine which might be a seat of the threat to their lives and under unsafe conditions their lives from time to time to the risks of losses.
- Managing the issues of safety and occupational health in the same way that we conduct any activities of the necessary work.
- Instilling a culture of teamwork whereby all company employees and contractors' staff and our commitment to the observance of the rules of occupational safety and health at work and outside.
- Identify ways of performance with minimal effort and participation in the development of national economy.

SOP- 04**Occupational Health & Safety****The duties and obligations of the employer & the worker**

Duties of the Employee: The employee is committed to abide by the terms and rules of safety and occupational health and in particular comply with the following:

- Commitment to implement the instructions and the instructions given them regarding their safety and health during work practice.
- Submit to medical examinations required for them to take place before or during the Joining in order to check the health of their fitness to work and freedom from occupational diseases or diseases.
- Need to use the equipment and means of prevention are allocated to protect them from occupational hazards and not commit any act or abuse results in a disruption or failure of equipment in the performance of its functions
- Inform those responsible for any working conditions may lead to risk
- Report any accident or injury occurring during work
- Dressing for work (according to the quality of work or as designated by the facility) and not wear loose clothing or torn ligaments or neck and that when working on machinery or rotating equipment.
- Refrain from eating foods in places not allocated to.

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Duties of the Employer: The employer shall comply with the terms of occupational safety and health, which are as follows:

- Compliance with national laws and regulations concerning safety and occupational health.
- Inform the worker prior to the receipt of his duties the dangers of the profession and ways of prevention.
- Take the necessary measures to protect the premises of producers, equipment and materials.
- The employer must show strong leadership and clear commitment to the activities of occupational health and safety within the facility.
- To appear in place of a clear and visible instructions and guidance to clarify the occupational risks and means of prevention according to the decisions issued in this regard.
- Provide protective equipment and appropriate personal public for the prevention of occupational hazards in different work sites.
- Preparation and implementation of awareness programs and training for workers within the enterprise to increase their awareness and refine their skills.
- Records of all work accidents and work injuries within the facility and reporting.
- Provide a record of medical professional & work sheets for periodic health workers in organization.

SOP- 04**Occupational Health & Safety****Responsibilities to develop & implement policy and objectives of the occupational health & safety**

- ❖ The executive of the facility:
 - * Ratification of the programs and plans of the Department of Occupational Safety and Health.
 - * The ratification of the employment of technical staff in the Department of Occupational Safety and Health.

- ❖ Director (Department or the Department) Safety and Occupational Health: -
 - * Participation in the preparation of safety plans, and occupational health.
 - * Find solutions to technical, engineering and health to resolve the problems of the working environment.
 - * Participation in the investigation of injuries and occupational diseases.

- ❖ Occupational safety engineer/officer: -
 - * Participation in the preparation of safety plans.
 - * Find solutions to technical and engineering to solve problems of the working environment.
 - * Periodic inspection.

SOP- 04**Occupational Health & Safety****Annual Medical Checkup of employees.**

To perform annual medical check-up for all employees. The annual check-up includes following tests;

Sr. No	Investigations	Benefits
1	GP Consultation	
2	Vitals (BP, BMI)	
3	CBC	To check Infection and Irregularity in blood
4	FBS	To know the Sugar Content of body
5	LFT	Function of Liver
6	RFT	Function Of kidney
7	Lipid Profile	To check Cholesterol to prevent heart disease
8	Vision Test /Color Vision test	Eye test
9	Stereo type Vision	3d Eye test, those working in Height
10	Chest X ray	To check Infection and other diagnosis
11	ECG	To test the heart function
12	Urine analysis	To check infections in urine
13	Audiometry	Hearing test
14	Spirometry	To the lung capacity, specially who are working in Dusty area, Smoking
15	Vision Field	Eye testA visual field test is a method of measuring an individual's entire scope of vision, that is their central and peripheral (side) vision. Visual field testing actually maps the visual fields of each eye individually.

SOP- 04**Occupational Health & Safety****Actions to be taken by employees in the event of imminent danger**

- ❖ Stop work immediately.
- ❖ Alert other workers at risk and the existence of its kind.
- ❖ To inform him directly responsible for risk and its kind.
- ❖ If it requires the evacuation of the workplace must release the alarm and go to the assembly point.
- ❖ Not to engage in employment until they are sure to remove the danger

Actions to be taken by employees exposed to occupational hazards before they leave the workplace

- ❖ Must replace personal protective clothing when leaving the work site.
- ❖ Wash it with disinfectant according to the type of material.
- ❖ Must place the clothing at normal storage place.

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Prohibition on the location of Incident

- ❖ No person shall interfere with or move or change the location of any debris or material or document in the site or sites associated with the incident that causes of death; except to save life or alleviate the suffering of another human being before informing the competent department in the ministry and the investigation team for the incident.
- ❖ In the event of an accident causing death and when he can no official ministry department occupational safety and health investigation which can be any employee access to authorize the transfer of debris as far as may be necessary to allow the start of work, whether graphics, photographs and other evidence show details in the scene are available.
- ❖ It is unlawful and constitutes a serious violation of any attempt to manipulate or distort the evidence to the scene.



EYE PROTECTOR



RESPIRATOR



EAR PROTECTOR



SAFETY GLOVES

SAFETY FIRST



HARD HELMET



HIGH VISIBILITY JACKET



SAFETY BOOT



ID CARD

ID CARD