

Chapter 5

Safety and Health

Why do we need Safety (Why Safety is important)?

Safety is necessary for:

- Protect yourself and others.
- Saving time and money.
- Save the assets.
- Following the law.

Q1 Page 79



Good housekeeping in the office:



Q2 Page 79

Japanese developed a “5S” principles

- Keep the work area tidy and clean. (**Sort, Set, & Shine**)
- Maintain a healthy working environment. (**Standardized**)
- Keep all machines and equipment in good condition. (**Sustain**)
- Maintain a first aid room. (**Safety**)

Implications of safety أثر غياب السلامة

Q3 Page 79

Employees	Employer
<ul style="list-style-type: none">• Health problems• Stress• Dissatisfaction• Less loyalty	<ul style="list-style-type: none">• High cost• More accidents• Bad reputation

Hazards in office الأخطار في العمل

Q4 Page 80

- Slippery floor
- Using faulty or overcharged electrical
- Standing on furniture rather than ladder
- Lifting heavy items improperly.
- Frayed (torn) carpet or broken floor.
- Removing safety guards on machines.
- Obstacles in gangways.



Health and Safety regulations

Employers' duties: مسؤولية صاحب العمل


- Safe working environment.
- Safe equipment.
- Safe systems of work
- Safe methods of handling.
- Adequate training.
- Promotion of health and safety with the organization.

Employees duties: مسؤولية الموظفين

- Take care of themselves and other
- Follow safety practices
- Co-operate with their employers

Corporate responsibility: مسؤولية الشركة

- To protect persons not only employed by it and exercise social responsibility

		
Biological Waste	Wear safety glasses	Fire extinguisher
		
Fire Exit	First Aid Kit	Wear Gas Mask
		
Wear Hard Hat	Hazardous Area	Access For Wheel Chairs
		
Heavy Vehicle Traffic	Lift Wight Properly	No Mobile Phones
		
No Open Flames	No Smoking	Radiation Area
		
Wear Safety Boots	Caution Wet Floor	Danger High Voltage Area

Reporting Accidents تقرير حادث

Complete the 'Accident Report Form' using the information below:

On Sunday (11 December 2011), at 9:30 a.m. Mr. Yousif Ahmed (Salesman) age 27, was chatting with his colleague Nasser Ali, while he was standing on a swivel chair to place some files on the shelf. Suddenly, he fell of the chair and broke his left hand. His colleagues Nasser Ali and Jassim Moh'd took him to the first aid room and put a sling on his hand to ease the pain, then they took him to the Salmaniya Medical Center for X-ray. Yousif was taken to his house at Muharraq and as recommended by the Doctor he should rest for one week.

(Note: Ebrahim Abdulla is the safety Officer)

Accident Report Form	
1. Injured Person details: معلومات الشخص المصاب	
Surname: Ahmed الاسم الأخير / اللقب	
First Name: Yousif الاسم الأول	
Age: 27 العمر	
Position: Salesman الوظيفة	
2. Date and time of accident: تاريخ ووقت الحادث	
11 December 2011, at 9:30 a.m.	
3. Details of injury: معلومات الإصابة	
His left hand was broken.	
4. Activity at the time of accident: النشاط الذي كان يقوم به المصاب وقت الحادث	
He was chatting with his colleague Nasser Ali, while he was standing on a swivel chair to place some files on the shelf.	
5. Place of accident and Injury: مكان الحادث	
Sales Department.	
6. Full details of the accident and Injury suffered and explain how: 5+4+3	
He was chatting while he was standing on a swivel chair to place some files on the shelf, then he fell of the chair and broke his left hand.	
7. Was First Aid given? What was it? الإسعافات الأولية >>>> yes لاتنس الإجابة بـ	
Yes. A sling on his broken left hand.	
8. Was the Injured person taken to the hospital? If yes, where? المستشفى	
Yes. Salmaniya Medical Center.	
9. Name and position of witnesses: الشهود ووظائفهم	
a- Nasser Ali - Salesman.	
b- Jassim Moh'd - Salesman.	
Reported by: Ebrahim Abdulla الشخص الذي كتب التقرير	Signature: Ebrahim

Salman abdulla aged 38 a telephonist at Awal company. On **11th July 2015** at 10:30 a.m, he fell down from swivel-chair because he stand on it to organize the files in **reception area**. His head was injured, and his arm was broken. Receptionist **Mr. Ahmed Hasan**, who was with him at the time of the accident, took him to the first aid room in the company. **Nurse Ali Abass** gave the necessary first aid to him; he cleaned his head and applied a dressing. After that, Salman was taken to King Hamad University Hospital for further treatment.

After 4 days of the accident, the administration Manager Mr. Rashid Khalid asked the **Nurse Ali Abass** to write an *Accident Report Form*.

Complete the given **Accident Report Form** by using the above information.

Accident Report Form

Date of Report:

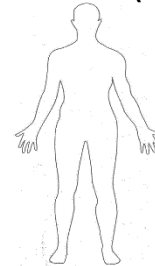
Name of Injured:Position:

Date & Time of Accident: Place of Accident:

Briefly describe what happened:

.....
.....
.....
.....
.....

Please mark the area(s) of injury:



Was first Aid Given? Yes No

If yes, give brief details:

Was the injured person taken to the hospital? Yes No

If yes, where?

Name & positions of witnesses:

Reported by:

Position: Nurse

Reporting Accidents

Salman Abdulla aged 38 a telephonist at Awal company. On **11th July 2015** at 10:30 a.m, he fell down from a swivel-chair because he stand on it to organize the files in **reception area**. His head was injured, and his arm was broken. Receptionist **Mr. Ahmed Hasan**, who was with him at the time of the accident, took him to the first aid room in the company. **Nurse Ali Abass** gave the necessary first aid to him; he cleaned his head and applied a dressing. After that, Salman was taken to King Hamad University Hospital for further treatment.

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Accident Report Form

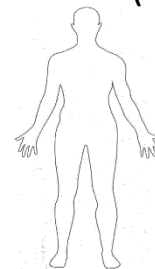
Date of Report: 15th July 2015

Name of Injured: Salman Abdulla.....Position: Telephonist.....

Date & Time of Accident: 11/7/2015 – 10:30.. Place of Accident: Reception.....

Briefly describe what happened:
he fell down from a swivel-chair
because he stand on it to organize
the files in reception area. His head
was injured, and his arm was broken.
.....

Please mark the area(s) of injury:



Was first Aid Given? Yes No

If yes, give brief details: Cleaned his head and applied a dressing.....

Was the injured person taken to the hospital? Yes No

If yes, where? King Hamad University Hospital.....

Name & positions of witnesses: Ahmed Hasan - Receptionist.....

Reported by: Ali Abass.....

Position: Nurse