

# Golden Safety Rules

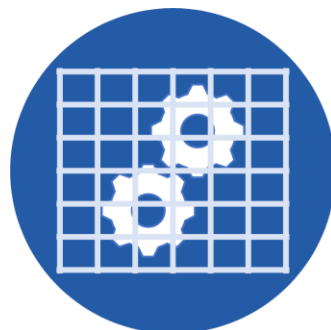
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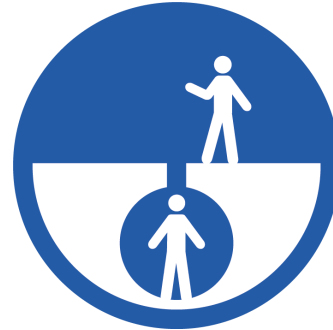
**FOLLOW  
PROCEDURES**



**PERMIT TO  
WORK**



**MACHINERY &  
EQUIPMENTS**



**CONFINED  
SPACE**



**WORK AT  
HEIGHT**



**DE-ENERGIZE  
& LOTOTO**



**VEHICLES &  
DRIVING**



**FIRE**



**DEEP WATER**



**SLIP, TRIP & FALL**



**HAZARDOUS  
MATERIAL**



**BEWARE OF  
ANIMALS**

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## Follow Procedures

"Refer & Learn, Every  
Procedure, Every Time."



## Dos

Learn all the safety rules for your job.

Attend safety training regularly.

Always wear the right safety gear.

Tell someone if you see something  
dangerous.

Talk about safety at work.



## Don'ts

Ignore safety rules, even if you're busy.

Do tasks if you're not trained.

Mess with safety gear or signs.

Follow unsafe practice, even if it seems okay.

Keep quit if you're unsure about safety.



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## Permit to Work

"Permit to Work: Your Pass to Safety."



## Dos

Adhere to permits before hazardous work.

Understand and follow permit requirements.

Communicate safety measures clearly.

Review and update permits as needed.

Ensure all involved understand their responsibilities.



## Don'ts

Start work without required permits.

Ignore safety measures outlined in permits.

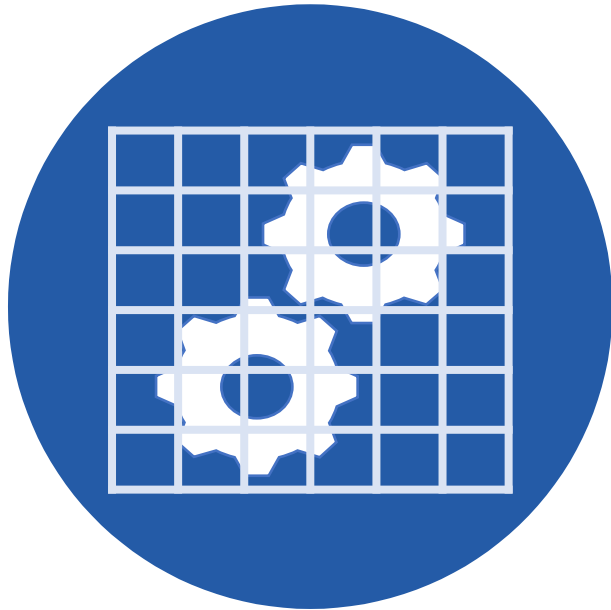
Overlook potential hazards or risks.

Permit unauthorized personnel in work areas.

Finalize permits until work is complete and safe.

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## Machinery & Equipments

“Ensure Machine & Equipment's Guarding”



## Dos

Prioritize Regular Maintenance for Reliability

Ensure Thorough Training for All Operators

Implement and Adhere to Safety Guards and Protocols

Foster Clear Communication Among Team Members

Maintain Vigilance and Focus at all Times



## Don'ts

Compromise Safety by Disabling Guarding

Operate Machinery Under the Influence

Rush & take a shortcut to save time

Disregard Warning Signs or Alerts

Wear Loose Clothing or Accessories while working on machine



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## Confined Space Safety

"Ensure Safety in Every Breath."



## Dos

Utilize proper ventilation and monitoring systems.

Equip workers with necessary personal protective equipment (PPE).

Train all personnel in confined space procedures.

Maintain continuous communication with workers inside.

Implement emergency rescue procedures.



## Don'ts

Enter confined spaces without proper authorization.

Neglect to test air quality before entry.

Fail to use appropriate safety equipment.

Ignore signs of danger or hazardous conditions.

Attempt rescue without proper training and equipment.

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## Work at Height

"Prevent Falls,  
Protect All."



## Dos

Use appropriate fall protection equipment.

Inspect equipment before each use.

Secure tools and materials to prevent falling objects.

Receive proper training on working at heights.

Conduct thorough risk assessments before starting work.



## Don'ts

Work at heights without fall protection.

Neglect equipment inspection or maintenance.

Allow loose tools or materials near edges.

Perform tasks without adequate training.

Proceed without assessing and addressing risks.



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## De-energize & lototo

"Contain Energy,  
Control the Risk."



## Dos

Always do Lockout Tagout Tryout (LOTOTO) procedures exactly right.

Talk clearly with your team before and during the job.

Use the right locks and tags for each energy source.

Check that the equipment is turned off before you start.

Test the equipment to make sure it can't start again before you work on it.



## Don'ts

Trying to fix equipment without doing LOTOTO right.

Taking off locks or tags without permission.

Just looking at the equipment; always test to make sure it's off.

Forgetting to tell others when you're using LOTOTO.

Wait! always check everything twice.

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## Driving Safety

"Drive Safe, Arrive Safe."



## Dos

Always wear your seatbelt and make sure everyone in the vehicle does too.

Follow all traffic rules, like speed limits and stop signs.

Keep a good distance from other cars to avoid accidents, especially when it's bad weather.

Use your turn signals and check your blind spots before changing lanes.

Take care of your car by checking brakes, tires, lights, and fluids regularly.



## Don'ts

Drive if you've been drinking alcohol or using drugs.

Use your phone or do anything else that distracts you while driving, like eating.

Drive too fast or aggressively, like tailgating or changing lanes quickly.

Drive if you're tired, because it makes you slow to react.

Forget to drive safely according to the road and weather, like when it's raining or foggy.



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## Fire Safety

"Fire Safety:  
Prepare, Prevent, Protect."



## Dos

Install and maintain smoke detectors and fire extinguishers.

Develop and practice fire escape plans regularly.

Keep flammable materials stored safely and away from ignition sources.

Conduct fire safety training for all occupants.

Report and address any fire hazards immediately.



## Don'ts

Bring flammable material like match box, lighter

Ignore fire escape plans or fail to practice them.

Store flammable materials near heat sources.

Neglect fire safety training for occupants.

Allow fire hazards to persist without action.

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## Deep Water Safety

"Navigate Water with Care:  
Safety First, Every Step."



## Dos

Wear proper safety gear near water.

Test footing before entering mud.

Work with a buddy and keep them informed about you.

Communicate clearly.

Have an emergency plan.



## Don'ts

Enter water without safety gear.

Rush into muddy areas.

Work alone near water or mud.

Depend solely on phones for communication.

Underestimate water and mud dangers.



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## Slip, Trip & Fall

“Watch your step.”



## Dos

Keep walkways clear of obstacles and spills.

Use non-slip mats and proper footwear.

Install adequate lighting and signage.

Conduct regular maintenance of floors and stairs.

Encourage awareness and caution among all personnel.



## Don'ts

Leave spills unattended or unmarked.

Neglect to repair or report hazards promptly.

Overlook poor lighting or obscured signage.

Rush or run in areas prone to slips or trips.

Ignore safety protocols or take shortcuts.

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## Hazardous Material

"Material Mastery:  
Safety in Your Hands."



## Dos

Wear appropriate personal protective equipment (PPE).

Follow proper handling and storage procedures.

Use containment measures to prevent spills.

Conduct regular safety inspections and trainings.

Have emergency response plans in place.



## Don'ts

Neglect to wear required PPE.

Improperly store or handle hazardous materials.

Disregard spill containment protocols.

Overlook safety inspections and trainings.

Fail to provide adequate training and education



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## Beware of Animals

“Stay Alert:  
Vigilance is Key.”



## Dos

Maintain a safe distance and respect the boundaries of both domestic and wild animals.

Exercise caution and vigilance when encountering animals in any environment.

Secure food and trash to prevent attracting both domestic and wild animals.

Educate yourself and others about the behavior and needs of various animals.

Report any encounters or sightings of aggressive or injured animals to authorities.



## Don'ts

Approach or attempt to touch animals without knowing their temperament or behavior.

Provoke or harass animals, as it can lead to defensive or aggressive reactions.

Leave food or trash unsecured, which can attract both domestic and wild animals.

Venture into areas known to be frequented by dangerous wildlife without proper precautions.

Hesitate to seek help or guidance if encountering situations involving animals, whether domestic or wild.



Welcome to Aldahra! We are committed to ensuring the safety and well-being of all individuals within our facilities. To maintain a safe environment for everyone, we kindly ask all visitors to adhere to the following safety instructions:

**GQHSSE Department**  
GQHSSE.Dept@aldahra.com



## Dos

**Wear Personal Protective Equipment (PPE):** Always wear the appropriate PPE as required for your visit, including hard hats, safety glasses, gloves, and high visibility vests.

**Follow Safety Instructions:** Adhere to all safety instructions provided by your host, facility staff, or safety personnel. This includes obeying signage, warnings, and instructions.

**Report Hazards:** Immediately report any unsafe conditions, hazards, or incidents to your host or the nearest facility staff member.

**Stay Alert:** Remain vigilant and aware of your surroundings at all times. Watch out for potential hazards such as moving machinery, forklifts, and slippery surfaces.

**Use Equipment Safely:** If you are authorized to use any equipment during your visit, ensure you have received proper training and operate it safely and responsibly.

**Keep Emergency Exits Clear:** Familiarize yourself with emergency exits and ensure they remain unobstructed at all times.

**Ask for Help:** If you are unsure about any aspect of safety during your visit, don't hesitate to ask for clarification or assistance from your host or facility staff.

**Follow Safety Procedures:** Comply with security procedures, including checking in and out, and presenting identification as required.

**Practice Good Hygiene:** Maintain good hygiene practices, including washing your hands regularly, especially before handling food or touching your face.

**Respect Property:** Treat all equipment, machinery, and property with care and respect. Avoid causing damage or disruption during your visit.



## Don'ts

**Ignore Golden Safety Rules:** Do not disregard any rules or instructions, even if they seem inconvenient or unnecessary.

**Enter Restricted Areas:** Do not enter restricted areas without proper authorization, regardless of curiosity or urgency.

**Take Unnecessary Risks:** Avoid taking unnecessary risks or engaging in reckless behavior that could jeopardize your safety or the safety of others.

**Tamper with Safety Equipment:** Do not tamper with or disable any safety equipment, including fire extinguishers, emergency exits, or alarm systems.

**Misuse Equipment:** Refrain from misusing or mishandling equipment or machinery. Only operate equipment if you have received proper training and authorization.

**Block Emergency Exits:** Do not block emergency exits, pathways, or access points with objects or vehicles.

**Ignore Emergency Alarms:** If you hear an emergency alarm or notification, do not ignore it. Follow evacuation procedures immediately.

**Engage in Horseplay:** Avoid engaging in horseplay, running, or roughhousing that could lead to accidents or injuries.

**Smoke in Restricted Areas:** Do not smoke in prohibited areas or discard cigarette butts improperly. Use designated smoking areas only.

**Disturb Operations:** Refrain from disrupting ongoing operations or interfering with the work of employees or machinery.