Apology and Corrective Measures Following the Incident on 09-03-2026

SK

Stanley Kingsley
To Jaber Haider Ebrahim Ali
Cc AHMAD ALI MOHAMMAD AHMAD ABDULLA; Tariq Marri; Darryl Saavedra; Rellie Fererras Mendoza; Precious Sabellano; Modestus; Roland

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Fri 13/03/2026 2:31 PM

GURJOBAN SINGH LAKHBIR - MEMO - SAFE DRIVING COMPLIANCE.pdf
1 MB

ACTION PLAN - GURJOBAN SINGH.pdf
153 KB

Dear Mr. Jaber,

Warm greetings to you.

We would like to sincerely apologize for the accident involving **Mr. Gurjoban Singh Lakhbir** on **09-03-2026**. Please find attached the **action plan prepared from our end**, along with the **memo emphasizing the strict importance of adhering to all safety driving rules and site regulations** within the premises of Emirates Global Aluminium.

Kindly review the attached documents and advise us on the next steps to be taken.

Thank you for your understanding and cooperation.

Best Regards,

Kingsley Stanley
HR Officer

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RECRUITMENT–SERVICES
SOLE PROPRIETORSHIP LLC

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ACTION PLAN – CORRECVTIVE AND PREVENTIVE ACTION PLAN (HEAVY TRUCK)

Incident Date: 09-03-2026
Location: Emirates Global Aluminium (EGA) Premises

1. Details of the Driver

Name: Mr. GURJOBAN SINGH LAKHBIR
Nationality: Indian
Emirates ID No.: 784-1992-5929183-1
Passport No.: B9318048

2. Incident Summary

On **09-03-2026**, the above-mentioned heavy truck driver was operating a company vehicle within the premises of EGA. During the time of the incident, **weather conditions were rainy**, which caused the road surface to become **slippery**.

Due to **over-speeding and failure to adjust the vehicle speed according to the weather and road conditions**, the truck's tyre **lost traction and slipped**, resulting in the driver **losing control of the vehicle**, which led to a road accident.

3. Root Causes Identified

- Over-speeding during adverse weather conditions
- Slippery road surface due to rainfall
- Failure to reduce speed and drive cautiously in wet conditions
- Lack of adequate defensive driving practices

4. Corrective Actions (Immediate)

1. **Driver Safety Briefing**
   The driver involved was immediately briefed regarding safe driving procedures and the importance of adhering strictly to site traffic rules.
2. **Issuance of Warning Memo**
   A formal memo/warning letter has been issued to the driver emphasizing strict compliance with safety regulations and maximum speed limits.
3. **Reinforcement of Site Speed Limits**
   All drivers were reminded to strictly follow the **designated speed limits within the EGA premises**, especially during adverse weather conditions.
4. **Supervisor Monitoring**
   Supervisors and safety representatives will closely monitor driver behavior and compliance with safety rules.
5. **Carbon & Port Training** – We will make sure that the contractor enrol for the E-Learning training

5. Preventive Actions (Short-Term)

1. **Refresher Safety Training**
   All heavy truck drivers will undergo refresher training on:
   - Defensive driving
   - Safe driving during rain and slippery conditions
   - Hazard awareness within industrial sites

2. **Toolbox Talks**
   Regular toolbox talks has been conducted focusing on:
   - Road safety within EGA premises
   - Importance of adhering to speed limits
   - Safe driving practices in poor weather conditions
3. **Pre-Shift Safety Reminders**
   Drivers have been reminded before every shift to follow all site traffic rules and drive with caution.
4. **Vehicle Inspection**
   Routine checks on **tyres, brakes, and overall vehicle condition** will be reinforced before vehicle operation.

6. Long-Term Preventive Measures

- Continuous monitoring of driver behaviour and speed compliance
- Periodic safety awareness programs for all drivers
- Strict enforcement of disciplinary action for repeated safety violations
- Coordination with the **Bin Jamal Safety Representative** to ensure full compliance with all safety standards

7. Conclusion

This action plan has been implemented to **prevent the recurrence of similar incidents** and to ensure that all drivers strictly follow the safety rules and traffic regulations implemented by Emirates Global Aluminium. All drivers must comply with the instructions given by the **Bin Jamal Safety Representative** and adhere to safe driving practices at all times.

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MEMORANDUM – SAFE DRIVING COMPLIANCE

Date: 13/03/2026

Reference No.: HR/RES/2026/260

To: GURJOBAN SINGH LAKHBIR SINGH
From: Bin Jamal Recruitment Services – Sole Proprietorship L.L.C.
Nationality: Indian
Emirates ID No.: 784-1992-5929183-1
Passport No.: B9318048

Subject: Strict Compliance with Safe Driving Rules and EGA Safety Regulations

Following the accident that occurred on **09-03-2026** while operating a heavy truck within the premises of Emirates Global Aluminium (EGA), this memo is issued to emphasize the **strict importance of adhering to all safety driving rules and site regulations**.

Operating a heavy truck within EGA premises requires **maximum attention, responsibility, and strict compliance with all traffic and safety rules** established by the company. Any negligence in following these rules may result in serious injury, property damage, and disciplinary action.

You are therefore **instructed to strictly comply with the following safety requirements at all times**:

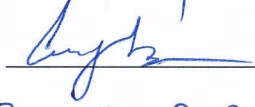
1. **Adhere to the maximum speed limit** designated within EGA premises. Over-speeding is strictly prohibited.
2. **Drive defensively and responsibly** while operating any heavy vehicle inside the plant and surrounding areas.
3. **Follow all traffic signs, signals, and road markings** within the site.
4. **Always maintain safe distance** from other vehicles, equipment, and personnel.
5. **Avoid any form of reckless or careless driving** that may endanger people, equipment, or company property.
6. **Comply with all safety rules and regulations** implemented by EGA at all times.
7. **Strictly follow the instructions given by the Bin Jamal Safety Representative** and site supervisors without exception.
8. **Wear the required PPE and remain alert** while driving and operating equipment inside the site.

Please note that **any further violation of safety rules, unsafe driving behaviour, or failure to comply with the instructions provided by the Bin Jamal Safety Representative or EGA management may result in disciplinary action, including suspension or termination from the project.**

This memo serves as a **formal warning and reminder** regarding the importance of safe driving and strict compliance with EGA safety regulations.

You are required to **read, understand, and acknowledge this memo by signing below**, confirming that you will adhere to all the above-mentioned rules and regulations.

Employee Name: Gurjoban Singh

Signature: 

Date: 13-03-2026

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ज्ञापन – सुरक्षित ड्राइविंग नियमों का अनुपालन

दिनांक: 13/03/2026

संदर्भ संख्या: HR/RES/2026/260

प्रति: गुरजोबन सिंह लखबीर सिंह
प्रेषक: बिन जमाल रिक्रूटमेंट सर्विसेज – एकल स्वामित्व वाली लिमिटेड कंपनी
राष्ट्रीयता: भारतीय
एमिरेट्स आईडी संख्या: 784-1992-5929183-1
पासपोर्ट संख्या: B9318048

विषय: सुरक्षित ड्राइविंग नियमों और ईजीए सुरक्षा विनियमों का कड़ाई से अनुपालन

एमिरेट्स ग्लोबल एल्युमिनियम (ईजीए) के परिसर में भारी ट्रक चलाते समय 09-03-2026 को हुई दुर्घटना के मद्देनजर, यह ज्ञापन सभी सुरक्षा ड्राइविंग नियमों और साइट विनियमों के पालन के महत्व पर जोर देने के लिए जारी किया गया है। ईजीए परिसर में भारी ट्रक चलाना अत्यंत सावधानी, जिम्मेदारी और कंपनी द्वारा स्थापित सभी यातायात और सुरक्षा नियमों का कड़ाई से पालन करने की मांग करता है। इन नियमों का पालन न करने पर गंभीर चोट, संपत्ति की क्षति और अनुशासनात्मक कार्रवाई हो सकती है।

इसलिए आपको निर्देश दिया जाता है कि आप हर समय निम्नलिखित सुरक्षा आवश्यकताओं का सख्ती से पालन करें:

1. ईजीए परिसर के भीतर निर्धारित अधिकतम गति सीमा का पालन करें। ओवर-स्पीडिंग सख्त वर्जित है।

2. संयंत्र और आसपास के क्षेत्रों में किसी भी भारी वाहन को चलाते समय सावधानीपूर्वक और जिम्मेदारी से वाहन चलाएं।

3. परिसर के भीतर सभी यातायात संकेतों, सिग्नलों और सड़क चिह्नों का पालन करें।

4. अन्य वाहनों, उपकरणों और कर्मचारियों से हमेशा सुरक्षित दूरी बनाए रखें।

5. किसी भी प्रकार की लापरवाही या गैर-जिम्मेदाराना ड्राइविंग से बचें जिससे लोगों, उपकरणों या कंपनी की संपत्ति को खतरा हो सकता है।

6. ईजीए द्वारा लागू सभी सुरक्षा नियमों और विनियमों का हर समय पालन करें।

7. बिन जमाल सुरक्षा प्रतिनिधि और साइट पर्यवेक्षकों द्वारा दिए गए निर्देशों का बिना किसी अपवाद के सख्ती से पालन करें।

8. साइट के भीतर वाहन चलाते और उपकरण संचालित करते समय आवश्यक व्यक्तिगत सुरक्षा उपकरण पहनें और सतर्क रहें।

कृपया ध्यान दें कि सुरक्षा नियमों का कोई भी उल्लंघन, असुरक्षित वाहन व्यवहार, या बिन जमाल सुरक्षा प्रतिनिधि या ईजीए प्रबंधन द्वारा दिए गए निर्देशों का पालन न करने पर अनुशासनात्मक कार्रवाई की जा सकती है, जिसमें परियोजना से निलंबन या बर्खास्तगी शामिल है।

यह ज्ञापन सुरक्षित वाहन चलाने और ईजीए सुरक्षा नियमों का कड़ाई से पालन करने के महत्व के संबंध में एक औपचारिक चेतावनी और अनुस्मारक है।

आपसे अनुरोध है कि आप इस ज्ञापन को पढ़ें, समझें और नीचे हस्ताक्षर करके इसकी पुष्टि करें, जिससे यह साबित हो कि आप उपरोक्त सभी नियमों और विनियमों का पालन करेंगे।

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कर्मचारी का नाम: Gurjoban Singh

हस्ताक्षर: _____

दिनांक: 13-03-2026