UNI PRODUCTION SYSTEMS LLC FZC

OFFICE SAFETY INDUCTION



POLICIES

QUALITY, HEALTH, SAFETY & ENVIRONMENTAL POLICY

UNI PRODUCTION SYSTEMS aims to deliver the highest quality of services and products to our clients, while being committed to safeguarding the wellbeing, safety and security of our workforce, as well as the local communities in which we operate, where environmental stewardship is valued, and our employees and contractors feel empowered and responsible.

We are committed to:

- Pursuing the goal of no harm to people, no damage to the environment and focusing on incident prevention by managing occupational health & safety, process safety and the integrity of our assets.
- Protection of the environment, including prevention of pollution.
- Demonstrate visible HSE leadership and commitment at all levels in the Company.
- Ensure that HSE is an integral part of Company's business decision-making processes.
- To continually improve the quality of our services, products and processes of our operations.
- To eliminate hazards and reduce occupational health and safety risks.
- Ensuring compliance with all applicable laws, regulations, policies and procedures in the areas we operate in.
- Establish and regularly review QHSE objectives, targets and programs and continually improve the effectiveness of our Integrated Management System.
- Ensuring that emergency response, crisis management and business continuity measures are in place, practiced, effective and current.
- Developing, sustaining and assuring competencies in our employees.
- Our employees and contractors are consulted and empowered with the authority and responsibility to participate in the intervention and stopping work that they believe is unsafe.

This Policy will be implemented through a comprehensive Integrated Management System and will be made available to all concerned parties and communicated to all persons working for, or on behalf of the Company.

DANNY DOUGRAMACHI
Managing Director

February 3, 2023

DRUG AND ALCOHOL POLICY

UNI PRODUCTION SYSTEMS is committed to maintaining a working environment that is safe and without risk to health to all its employees and contractors. We recognise that the use of alcohol or drugs will impair an individual's ability to perform work safely.

- The use, possession, distribution, purchase or sale of illegal drugs or alcohol by any person while on Company premises and while engaged in business for the Company or while operating company equipment is prohibited.
- Any use of alcohol or any other substance that causes or contributes to unacceptable job performance or unusual job behaviour is prohibited.
- Where allowed by law, the Company may conduct random searches and test for drug and alcohol use.
- Employees or contractors found to be in breach of this policy may be subject to a warning or disciplinary action up to and including termination.

This Policy will be made available to all concerned parties and communicated to all persons working for, or on behalf of the Company.

DANNY DOUGRAMACHI
Managing Director

February 3, 2023

DRIVING POLICY

UNI PRODUCTION SYSTEMS realise that incidents involving motor vehicles remain one of the most significant causes of fatalities and injuries in the Oil & Gas industry.

All employees and contractors must adhere to the following principles while on Company business:

- Vehicle shall be fit for purpose and must be maintained as per the manufacturer's specifications, in a roadworthy condition and kept clean.
- Seatbelts shall always be worn by all occupants whenever a vehicle is in motion.
- Drivers shall be appropriately licensed, trained, assessed and medically fit.
- In-vehicle monitoring systems to be fitted in vehicles when required by Company.
- Drivers shall be appropriately rested and alert and shall not drive any vehicle when fatigued.
- Drivers are not permitted to use mobile phones while operating a Company owned or leased vehicle or while driving on Company Business.
- Night driving or high-risk journeys require a journey management plan, shall be properly risk assessed and approved.
- Drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to safely operate a vehicle.

This Policy will be made available to all concerned parties and communicated to all persons working for, or on behalf of the Company.

DANNY DOUGRAMACHI
Managing Director

February 3, 2023

INTEGRATED MANAGEMENT SYSTEM

Z:\16 IMS\UNI PRD Final IMS Document Library

All UNI's Policies, Standards, Procedures, Forms can be downloaded from the UNI Z: Folder

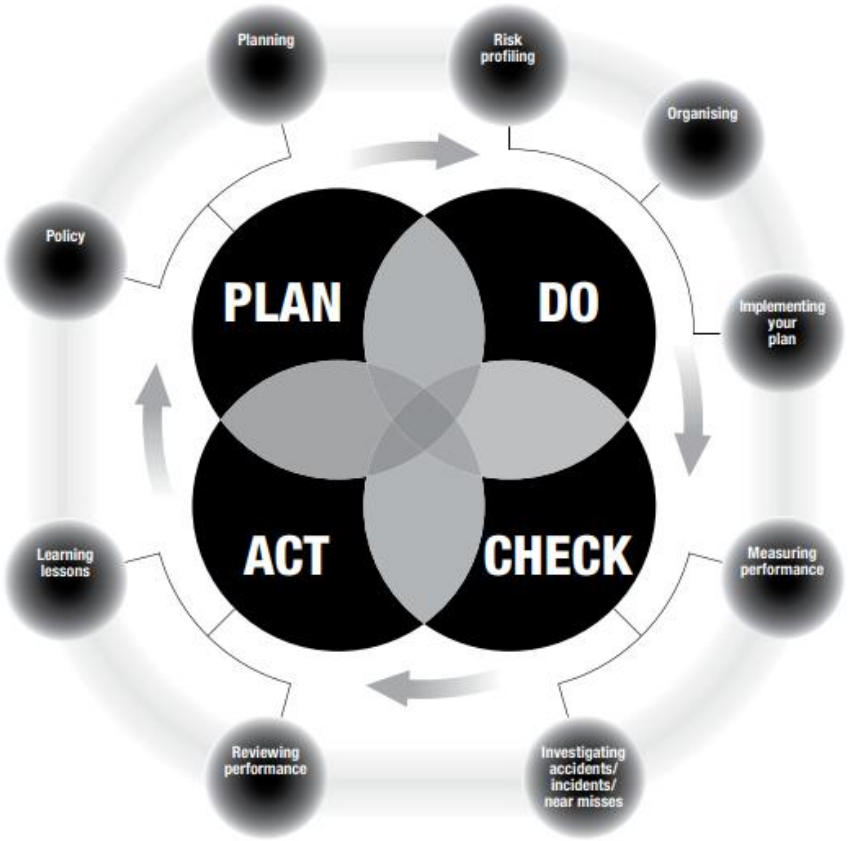
UNI PRODUCTION SYSTEMS LLC FZ

INTEGRATED MANAGEMENT SYSTEM MANUAL

ISO 9001:2015 | ISO 14001:2015 | ISO 45001:2018

PREPARED BY:	Kannan Rajagopalan QUALITY MANAGER		
REVIEWED BY:	Chad Ladner COO		
APPROVED BY:	Danny Dougramachi CEO		
EFFECTIVE DATE	3rd February, 2023	**ISSUE DATE**	3rd February, 2023
REVISION NUMBER	01	**REVISION DATE**	4th April, 2025





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COMMON HAZARDS IN OFFICES

- Slip / Trip & Falls [*leading causes of injuries*];
- Ergonomics;
- Workstations;
- Environmental [Air Quality, Noise, Illumination, Climate Control, etc.];
- Electrical hazards such as overloaded circuits;
- Chemical hazards such as those from cleaning agents;
- Fire Hazards such as combustible material, faulty equipment;
- Biological hazards such as those in pantries and rest rooms;
- Psychosocial hazards such as stress, fatigue;
- Stationary or Falling Objects [struck against or struck by];
- Caught between [doors, drawers, etc.]
- Office Equipment [printing machines, shredders, sharp objects];
- Hazards involving Manual handling [inappropriate load lifting];
- Hazards involving Working at Heights [falls and falling objects]; and
- Unsafe Acts / Ignorance / Taking Shortcuts



WHAT WE NEED TO DO?

- ❑ Follow Workplace Safety Rules and Regulations [such as no smoking in offices];
- ❑ Don’t engage yourself in unsafe acts [leaning on chair, jumping elevator closing doors etc.]
- ❑ Maintain Good Housekeeping;
- ❑ Don’t take shortcuts [ignoring rules, rushing during task];
- ❑ Avoid Horseplay / Unsafe Acts [practical / harmful jokes]
- ❑ Don’t use damaged or faulty equipment;
- ❑ Report Hazards / Unsafe Acts / Conditions whenever observed;
- ❑ Report Near-Miss to avoid Incident / Injury / Illnesses; and
- ❑ Be Aware about Emergency Response Plan & Participate in Drills



OVERVIEW

Offices [considered safe] vs. Other Workplaces [such as workshops, construction sites, production facilities].

Safe Work Environment in Offices requires attention to:

- Identification of Hazards and Associated Risks;
- Taking Measures to Manage Risk [Eliminate / Reduce / Isolate / Control];
- Raising Awareness [on Workplace Safety requirements]
- Compliance with Workplace Safety requirements

Main Contributors

- Unsafe Conditions [Hazards]
- Unsafe Acts

Consequences

- Personal Injury
- Occupational Health / Illness
- Incident / Fire
- Asset Damage
- Environmental



HAZARD IDENTIFICATION

Common Techniques

- Walk through assessment
- Formal Inspections [checklist based]
- Safety Audits
- Task Risk Assessment
- Work observation, interacting with Employees/Contractors
- Consultation
- Hazards / Near-Miss Reports
- Incident Investigation
- HSE Flash & Lessons Learned
- Specialized Inspections & Monitoring [work environment]
- Emergency Drills & Critiques



B.O.S.S. CARD / STOP CARD

UNI PRODUCTION SYSTEMS

B.O.S.S. CARD

This card is for reporting Hazards, behaviour observations or suggestions for improving HSE in our Company

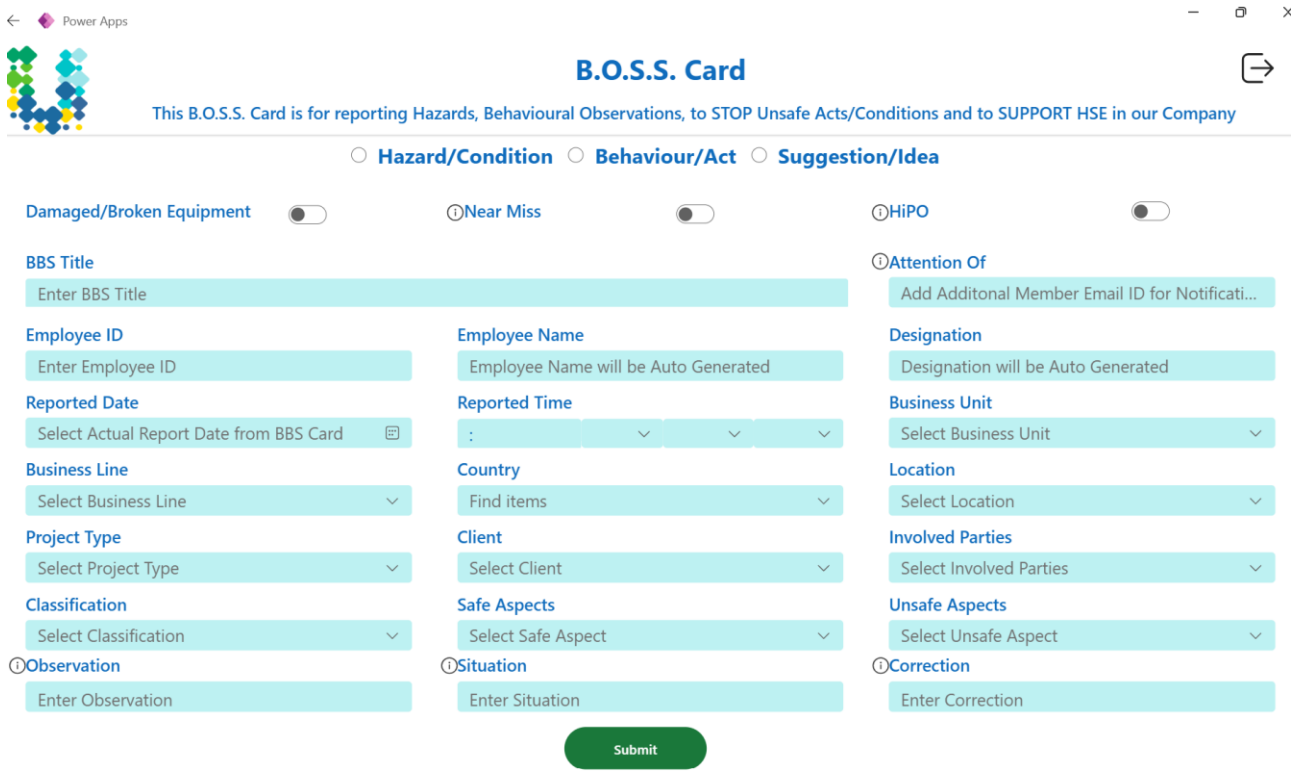
Hazard/ Condition ☐ **Behaviour/ Act** ☐ **Suggestion/ Idea** ☐

Your name / Anonymous	Date & Time:	Observed Dept. / Company:
Your Dept. / Company:	Observation Location:	Weather Conditions:
Observed Activity:		

ASPECTS	SAFE	UNSAFE
Slips / Trips / Falls		
Working at Height		
Falling / Dropped Objects		
Safe Systems of Work (PTW)		
PPE		
H2S		
Confined Spaces		
Excavation		
Process Safety		
Fire Safety		
Emergency Response		
Mechanical Lifting Operations		
Driving / Transportation		
Portable Tools & Equipment		
Hazardous Substances		
Electrical Equipment		
Manual Handling / Lifting		
Housekeeping		
Environmental Spill / Potential Spill		
Occupational Health & Hygiene		
Line of Fire		
Hot Work		
Construction Activities		
Security		
Other:		

Card Number (for admin use only)

Describe Behaviour / Act	OR	Hazard / Condition
Situation (when using card for a suggestion / idea)		
The reason for unsafe behaviour / Hazard (if known)		
Immediate actions taken & suggestions for improvement		
Actions taken by Site Supervisor / HSE Department / Management (only for Hazard Reporting)		
Name:		
Date: Signature:		



- Report Hazards / Unsafe Conditions
- Behaviours / Unsafe Acts
- Suggestions / ideas

UNI PRODUCTION SYSTEMS LLC FZC

RISK MANAGEMENT

Measures & Controls

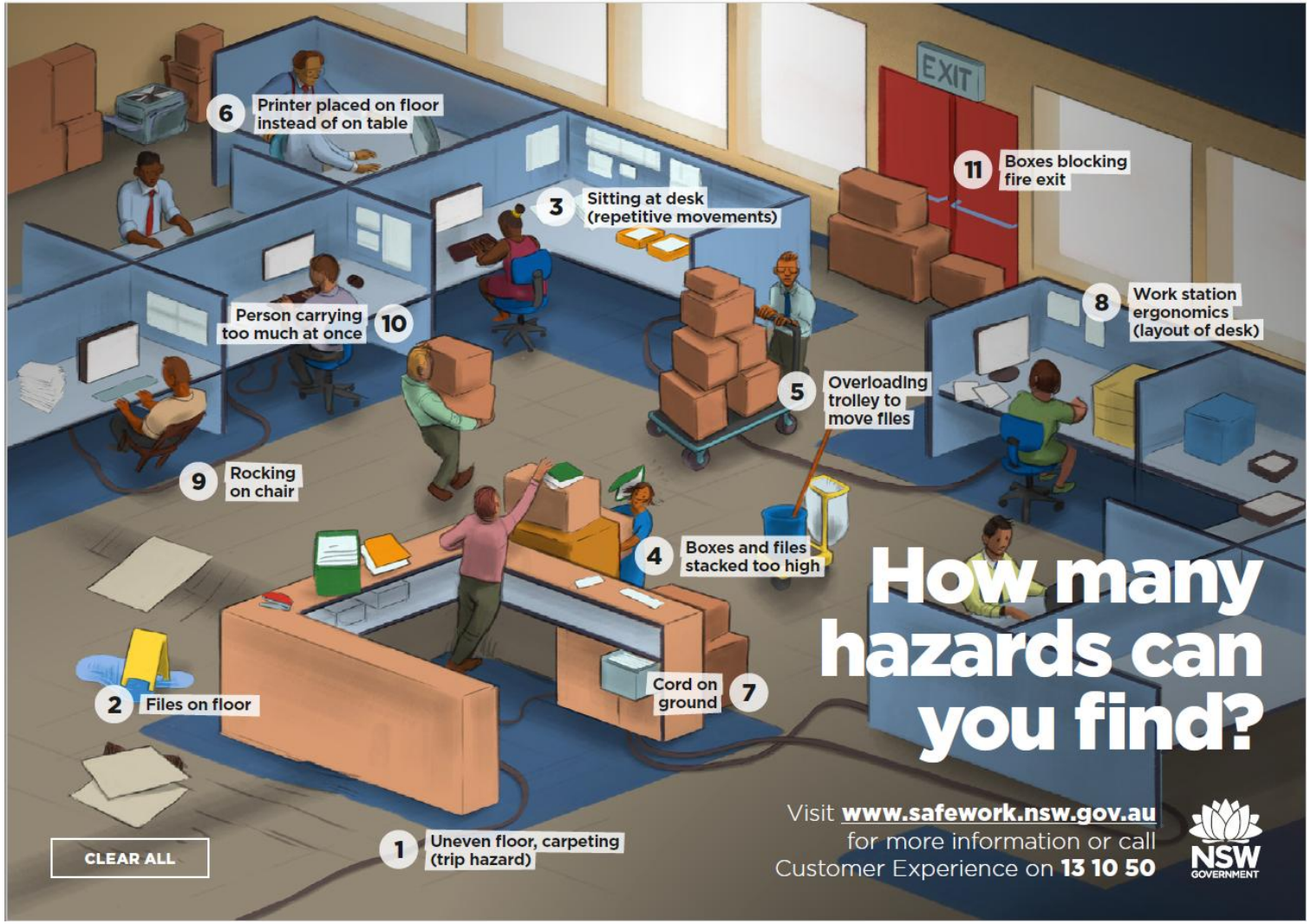
- Compliance with Rules & Regulations
- Raising Awareness
- Communication [Safety Notices, Circulations]
- Training & Supervision
- Housekeeping
- Inspections & Investigation Findings – Corrective Actions
- Fire Protection System – Available, Tested & Maintained
- Emergency Preparedness and Response [Drills]



EXERCISE – SPOT THE HAZARDS



EXERCISE – SPOT THE HAZARDS

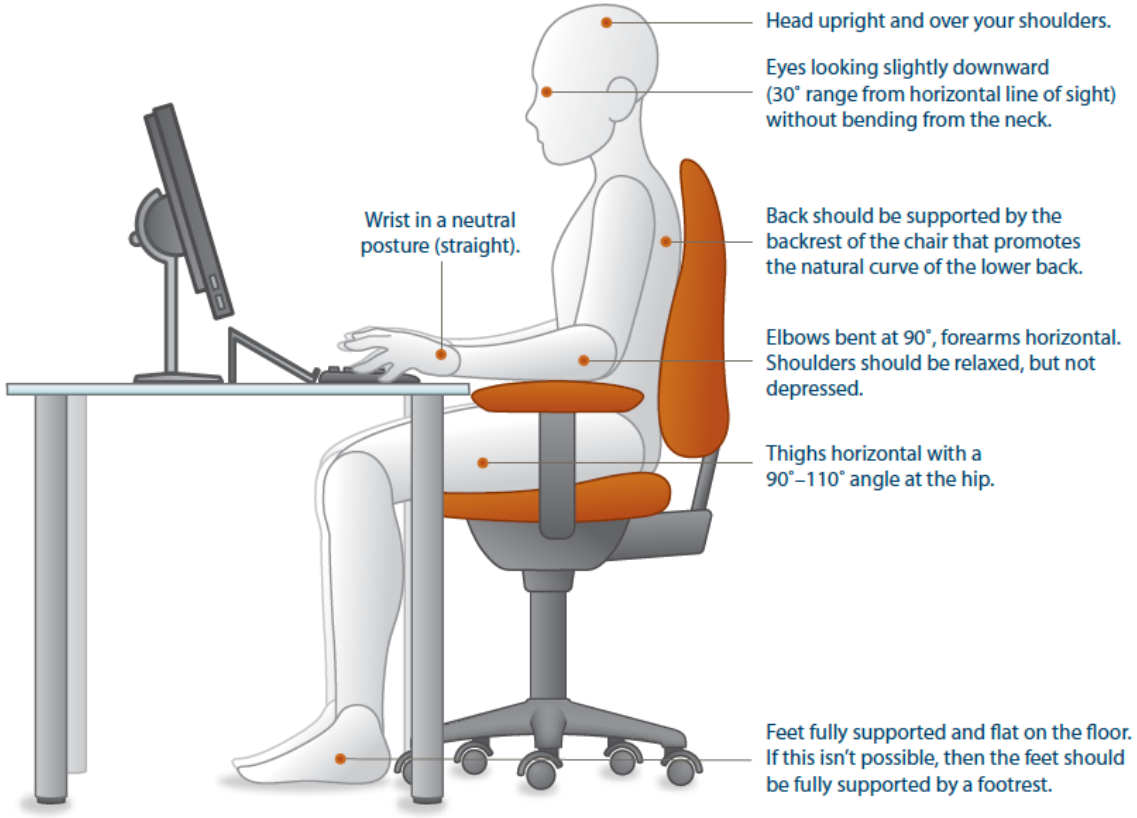


ERGONOMICS

Ergonomics focuses on positioning the body and interact with the working environment.

Ergonomic requirements to be followed for office equipment such as:

- Workstations, table and chairs;
- Computers and Visual Display Units;
- Files cabinets, storage and filing cabinets;
- Walkaways, aisles and stairs;
- Electrical appliance, cables, cords and lighting;



CHEMICAL & ELECTRICAL SAFETY

❑ Chemical Safety

- Some of the materials used in the offices can be hazardous, for example; glues, inks, solvents, pesticides, cleaning agents, disinfectants.
- An assessment of exposure shall be conducted for each hazardous substance used in the office.
- Avoid contact and follow necessary precautions to keep you safe.



❑ Electrical Safety

- All electrical appliances that are used in the UNI Group offices shall be in compliance to *Emirates Authority for Standardization & Metrology (ESMA) regulations*
- **Avoid** overloading circuits / extension boards, unauthorized repairs, using unapproved equipment, use near wet surfaces



FIRE SAFETY

Fire hazards in offices includes:

- Live flames
- Sparks from electrical equipment or wiring
- Hot objects
- Chemicals that can start a fire



Every office or workplace to have fire protection program including:

- Fire escape route and plan
- Provisions of fire protection system and equipment
- Designated and trained floor wardens [min. 2]
- Emergency Response Plan

Controls

- Remove combustible material [housekeeping]
- Smoking & use of Bakhour is prohibited in Offices
- Watch electrical safety [overloaded points, faulty equipment, etc.]
- Participate in emergency drills

INDOOR ENVIRONMENT

- **Noise Management & Hearing Conservation** – Originates from Internal noise sources like office equipment (e.g., telephones, printers and photocopiers). External noise sources can include road traffic and general industrial noise.

  Few considerations to minimize are:
  - layout which separates noise generating activities or equipment from tasks requiring concentration.
  - Isolate noisy equipment
  - Use sound-absorbent materials
- **Lighting in Offices** – sufficient lighting to follow recommended lux
- **Indoor Air Quality**
  - Comfortable environment
  - Prevent the excessive accumulation of odors;
- **Thermal Comfort**
  - Temperature range shall be comfortable for personnel and suits the work they carry out.
  - Air temperatures that are too high or too low can contribute to fatigue and heat or cold related illnesses

Indoor Environment	Guideline Value or Range
Open plan offices	50 dB
Control Rooms	55 dB
Computer Rooms	60 dB
Social rooms, Changing Rooms, Washrooms and toilets	50 dB
Offices and Conference Rooms	50 dB

Class of task	Recommended illuminance (lux)	Characteristics of the activity/interior	Examples of types of activities/interiors
Intermittent Use	80	Interiors requiring intermittent use with visual tasks limited to movement and orientation	Staff change rooms
Simple	160	Occasional reading of clearly printed documents for short periods	Waiting rooms
Ordinary or moderately easy	240	Continuously occupied interiors where moderately easy visual tasks with high contrasts or large detail are required	Computer usage
Moderately difficult	400	Areas where visual tasks are moderately difficult with low contrasts	Routine office work
Difficult	600	Areas where visual tasks are difficult with low contrasts	Drawing offices (boards), proof reading

MANUAL HANDLING

Manual handling refers to any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move something.

Ideal Lifting Condition: Maximum 23–25 kg (51–55 lbs) for men, 15–16 kg (33–35 lbs) for women.

Examples of manual handling tasks commonly performed in offices

- include lifting and carrying boxes of photocopying paper
- moving office furniture and equipment such as computers and printers
- handling large files, books and legal documents
- prolonged data entry
- opening and closing filing cabinet drawers etc.





- Manual handling activity which poses a risk of injury be avoided wherever possible, and in case of unavoidable then the risk shall be properly managed

SLIPS, TRIPS & FALLS

Slips, trips and falls are a common source of injuries in all working environments, including the office. Below factors contribute risk to slip, trip or fall.

- Contaminants / Spills – eliminating floor contaminants by proper & regular cleaning
- Floor Surface – proper cleaning and provision of anti-slip mats
- Obstacle & other trip hazard – common examples are trailing cables, uneven edges to flooring, gratings or covers, loose mats or carpet tiles and changes of floor surface level, open drawers
- Environment – Poor lighting, high noise and distractions
- People & Activity – Most common carrying large objects, pushing high trolleys, talking on a mobile phone, Adjustable or swivel chairs to be tested before applying full weight
- Fall Hazards also involves Working at height, using make-shift arrangement to reach at height





HOUSEKEEPING

Incidents / Injuries which may be caused by poor housekeeping include:

- Tripping over loose objects on floors, stairs and platforms
- Being hit by falling objects
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced material
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on protruding nails, wire or steel strapping.
- Fire

Raising Awareness on good housekeeping practices and implementation and monitoring is necessary to keep the workplace tidy and safe.



WORK AT HEIGHT

Working at height introduces increased risk of high severity injuries and death. Common cases include falls from ladders.

The following are items to be checked for the Ladders while working at height:

- The Stiles – ensure they are not bent or damaged, as the ladder could buckle or collapse;
- The Feet – if they are missing, worn or damaged the ladder could slip
- The Rungs – if they are bent, worn, missing or loose the ladder could fall;
- Locking Mechanisms – if they are bent of the fixings are worn or damaged the ladder could collapse. Ensure that any locking bars are engaged;
- Stepladder Platform – if it is split of buckled the ladder could become unstable or collapse;
- Steps or Treads on Stepladders – if they are contaminated, they could be slippery, if the fixings are loose on steps, they could collapse; and
- Don’t use makeshift arrangements [chair etc.] for reaching to height.



FIRST AID

Minimum one first aid kit shall be provided at the workplace having the following as a minimum

- Contents – administering basic injuries like cuts, scratches, grazes, sprains, minor burns, amputations etc.
- Design of Kits
  - Be large enough to contain all the necessary items
  - Be immediately identifiable and accessible
  - Contain a list of the contents for that kit
  - Be made of material that will protect the contents from dust, moisture and contamination
- Location – kept in a prominent, accessible location and able to be retrieved promptly
- Restoring & Maintaining kits – to be done by First Aider
- Number of First Aider – minimum two (one male & one female) for each 100 people

Note: *Workplace First Aid provision shall be in compliance with applicable UAE Regulations [Federal Law No. 08 of 1980 and Ministerial Order No. 37 of 1982]*



First Aid Kit is Located at HSE

WASTE MANAGEMENT

The collection, disposal and recycling of wastepaper shall be planned and maintained to minimize disruption and hazards in the office. Wastepaper recycling shall undertake the following steps:

- Separate the recyclable paper waste from other wastes;
- Ensure recycle bins or collection facilities are provided and are properly maintained; and
- Create awareness on the recycling initiative that is in place.

- An office waste management plan shall be in place for all offices
- The management of office waste shall be in compliance with



FIRST AIDERS & FIRE WARDENS





FIRST AIDER	
Rhoda Teodoro	+971 50 329 1712
Rahul Pai	+971 58 519 8821
Marius van Noordwyk	+971 56 711 6068

FIRE WARDEN	
Gautam Ghosh	+971 54 464 2428
Manoj Pai	+971 55 456 1753

EMERGENCY CONTACTS

Ambulance	998
Fire	997
Police	999

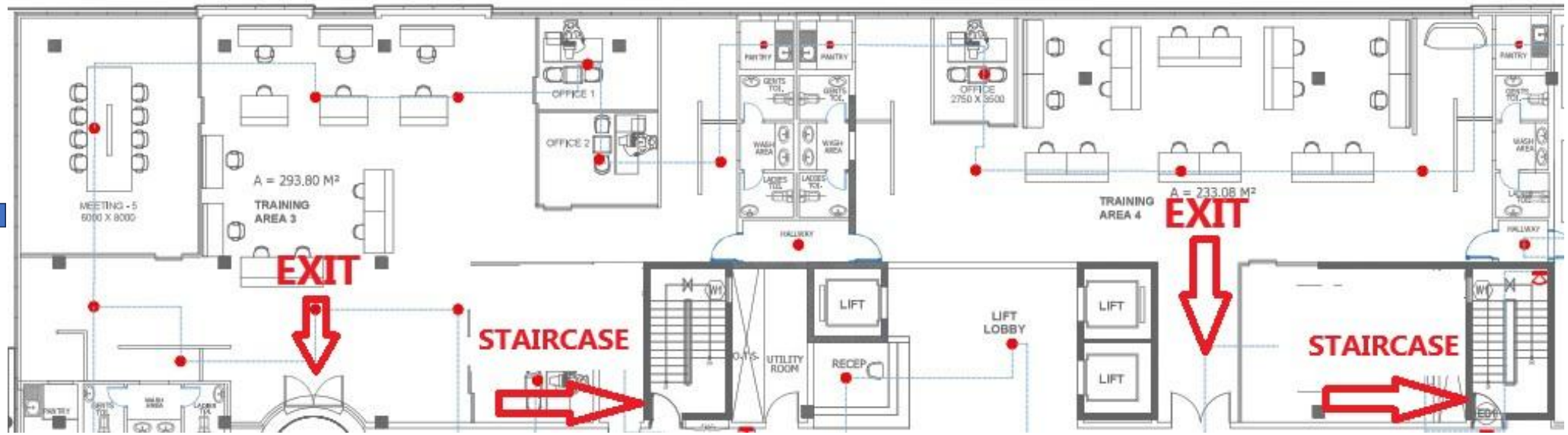
Marius van Noordwyk	+971 56 711 6068
Valentina Petevi	+971 58 583 4079
Rhoda Teodoro	+971 50 329 1712

EMERGENCY RESPONSE

- All personnel shall be informed and familiar with the emergency response plan including evacuation procedures and route assignments, such as floor plans, workplace maps, and safe or refuge areas.
- Emergency drills shall be conducted on a regular basis to ensure personnel are adequately prepared to react in event of an emergency



Muster Point is located on the ground floor on the Eastern side of the building



QUESTIONS

