



GENERAL HEALTH & SAFETY PROCEDURES

HEALTH & SAFETY TRAINING

Safety is everyone's Responsibility

Health and Safety & Environment

Emergency

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*Emergency
Contact
Information*

Pregnant Employees



- As required by Maltese legislation, every pregnant employee must:
- Inform her employer, so that s/he can do a Risk Assessment.

Assesses whether to change in work is needed



PPE: Personal Protective Equipment

Special clothing and equipment that an employee has to put on to keep away from harm.

- **PPE consists of:**

- Goggles
- Breathing Apparatus
- Hearing Defenders/ Earplugs
- Gloves
- Helmets

- Safety Shoes & Boots etc.

All PPE must be:

- CE certified
- Designed to suit the employee
- Specific to the hazard & area



Wearing the correct PPE

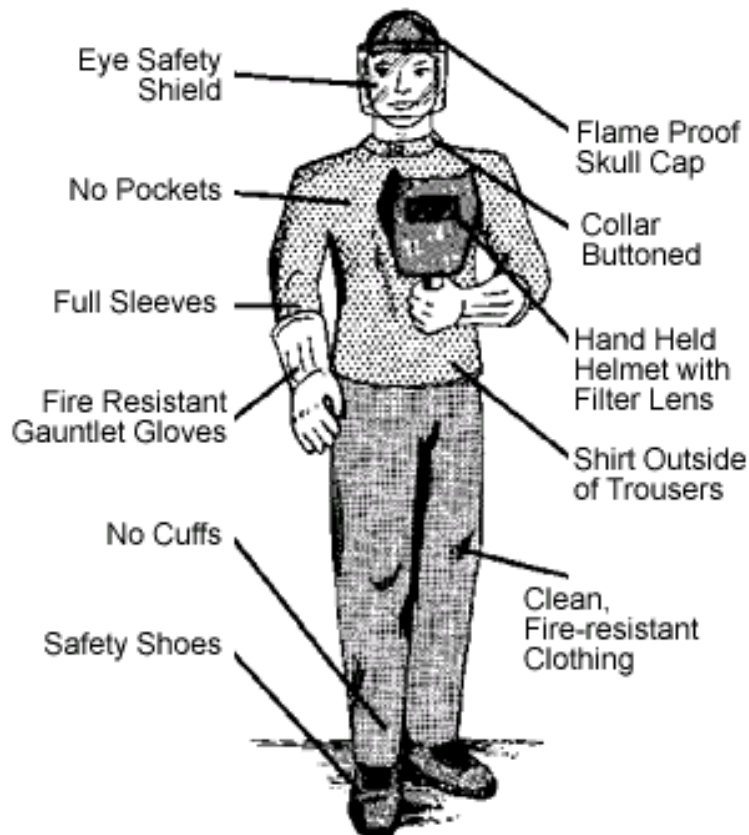
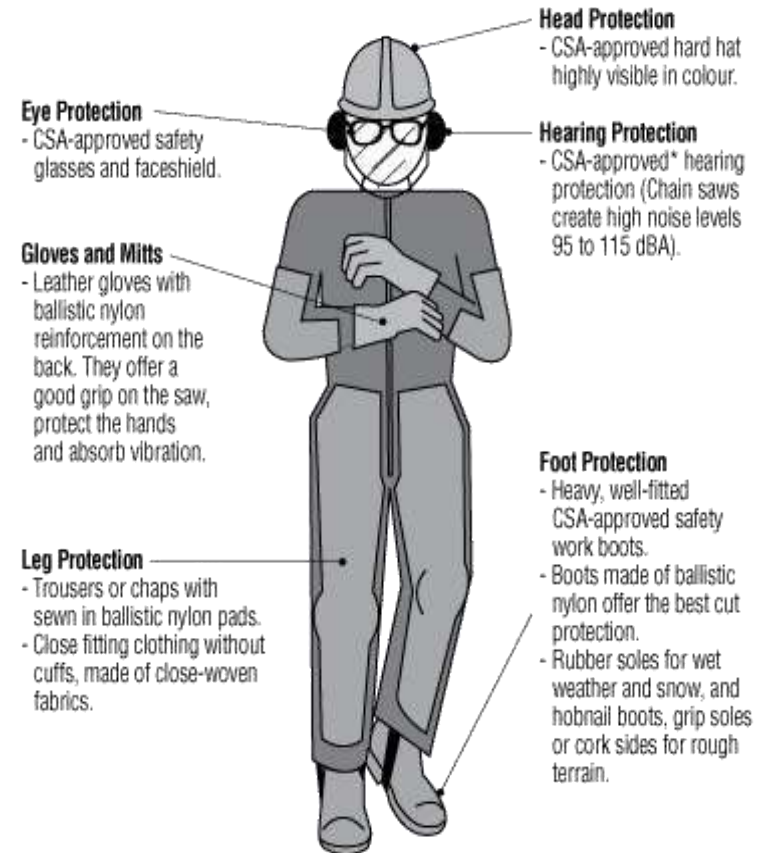


Figure 3. Select clothing to provide maximum protection from sparks and hot metals



PPE Symbols



Safety Glasses must be worn at all times

When doing hazardous work

Wear Safety Glasses

In all areas like:

- Workshops
- Warehouses
- Factories



Personal hygiene must be strictly adhered to



- Toilets should be left clean after use.
- Sanitary towels should be disposed in the sanitary towel bin.
- Where sanitary towel bin is available.
- Hands should always be washed before and after eating.



Protection from Sun



- Protection from the sun is very important.
- Avoidance of skin disorders e.g. early aging & skin cancers
- Employees who tend to sunburn easily should be more careful.
- Sun screen protection must be used.
- This must be applied particularly by anyone who is going to spend more than 15 minutes in the sun between 10am – 4pm.
- Frequent check-ups should be made.



This must be done particularly for Melanoma.



A form of skin cancer which can be treated, if detected early.
Melanoma can be fatal if it is left unchecked.



Chemical Spills



Procedure to follow if there is a spill:

- Always inform your Supervisor.
- Do not step on.
- If spill is more than 5 litres get supervisor's consent to clean



Proper absorbing materials must be used.

- Always use of red hazardous bins.
- Important wear PPE (if applicable).



Liquid Nitrogen



Liquid Nitrogen is used mostly in:

- The Testing and Finishing Department
- Failure Analys (FA) Lab

Liquid Nitrogen is very cold (-196°C).



- When it exits into the air, it changes into gas.
- Stainless steel MARKED containers of liquid nitrogen are filled and transported to these areas.
- Example: 1 cubic meters of liquid nitrogen will expand to 696 cubic meters of 100% gaseous nitrogen.
- Thus, it replaces all the oxygen.

It has an adverse affect when in contact with:

- a) **Inhalation** è It causes Asphyxiation. Use Breathing Apparatus
- b) **Eyes** è It causes tissue freezing and severe burns.
Goggles or a Full Face Shield must always be used.
- c) **Skin** è Special protective gloves must always be used.



Handling Liquid Nitrogen



- Employees who handle Liquid Nitrogen must always wear the correct PPE.
- Cryo-gloves, Full length apron, Safety boots etc.



- Liquid Nitrogen freezes flesh very rapidly, resulting in cold burns.
- Unprotected body parts contacting objects cooled by liquid nitrogen may stick fast.
- This may result in injuries of flesh being torn whilst attempting to withdraw from the object.

Personal Protective Equipment

- Always use eye and hand protection when working with anhydrous ammonia
- Use full-body protection when working with large tanks



Lifting & Injuries

Manual Handling

- Lifting, Carrying, Pushing & Pulling.

Injuries

- Bruises, fractures, cuts, crushes, hernias, injuries and falls.

Important points to keep in mind for Accident Prevention:

- Make a risk assessment.
- Remove need to handle.
- E.g. Utilize a lifter and a trained driver
- Seek help or teamwork.
- Use appropriate PPE.
- E.g. Protective Clothing, Gloves, Safety shoes etc.

IF HEAVY, DO NOT TRY TO LIFT



Storage



Store the chemicals correctly in place.

- Hazardous liquids must be put in storage less than chest level.
- Containers must be properly labelled, sealed & closed properly.
- When stacking boxes, make sure they are correctly stacked and well- secured.
- Report any wobbly boxes and shelves.



Chemicals and Gases

- Never mix chemicals!
- Chemical reactions can be disastrous.
- Chemicals must be always be labelled and placed in a stable position.
- Always read their information and hazard signs.
- Chemicals and gases can be locked as to prevent accidents.



Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)	Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)	Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)
					
Explosive	Explosive	Oxidizing	Oxidizing	Flammable	Flammable
					
Harmful Irritant	Harmful Irritant	Corrosive	Corrosive	Toxic	Toxic
					
Toxic to the environment	Toxic to the enviroment		Gas under pressure		Carcinogenic Mutagen Reprotoxic

- Always store chemical or gas bottles in an upright position.
- Never store chemicals on their side.



Hazard Symbols

CHEMICAL HAZARD SYMBOLS		
Chemical hazard symbols are found on some home products, as well as bottles of chemical reagents in the lab. Here, we take a look at European hazard symbols and the various dangers that they warn of.		
		
ENVIRONMENTAL HAZARD	ACUTELY TOXIC	GAS UNDER PRESSURE
Indicates substances that are toxic to aquatic organisms, or may cause long lasting environmental effects. They should be disposed of responsibly.	Indicates life-threatening effects, in some cases even after limited exposure. Any form of ingestion and skin contact should be avoided.	Container contains pressurised gas. This may be cold when released, and explosive when heated. Containers should not be heated.
		
CORROSIVE	EXPLOSIVE	FLAMMABLE
May cause burns to skin and damage to eyes. May also corrode metals. Avoid skin & eye contact, and do not breathe vapours.	May explode as a consequence of fire, heat, shock or friction. Chemicals with this label should be kept away from potential ignition sources.	Flammable when exposed to heat, fire or sparks, or give off flammable gases when reacting with water. Ignition sources should be avoided.
		
MODERATE HAZARD	OXIDISING	HEALTH HAZARD
May irritate the skin, or exhibit minor toxicity. The chemical should be kept away from the skin and the eyes as a precaution.	Burns even in the absence of air, and can intensify fires in combustible materials. Should be kept away from ignition sources.	Short or long term exposure could cause serious long term health effects. Skin contact and ingestion of this chemical should be avoided.

Hazard Symbols

Hazard Communications Pictograms

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Emits Flammable Gas • Self-Reactive • Organic Peroxides	Exclamation Point  • Irritant (skin & eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant
Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion / Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environmental  • Non-Mandatory • Aquatic Toxicity	Skull & Crossbones  • Acute Toxicity (fatal or toxic)

Fire Hazards

- Three vital components are required:

There are 4 classes of fire:



Class A

Ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber, and some plastics.

Class B

Flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane.



Class C

Energized electrical equipment, such as appliances, switches, panel boxes and power tools.

Class D

Certain combustible metals, such as magnesium, titanium, potassium, and sodium.



Keeping Safe at workplace



Unsafe Work Conditions

- Poor housekeeping hazards
- Electrical hazards
- Fire hazards
- Unsafe equipment
- Unsafe work areas

Proper Housekeeping must be practiced



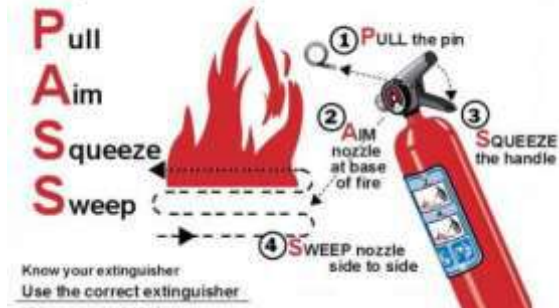
Fire Safety



- Report any potential fire hazards.
- Keeping work areas neat and orderly.

Sections must be free of trip and slip hazards.

To operate an extinguisher:



Maintenance of fire prevention systems

- Continuous maintenance of smoke detectors and water sprinklers.
 - Evacuation procedures and training
- Always follow the signs.



Common Fire Safety Procedures



1. Inform those around you.

2. Raise the alarm if you notice a fire:



Break the Glass of the Unit if any

OR call emergency fire engine on Tel:112

3. Make sure that the escape path is reachable.

4. Do not try to extinguish the fire if you are not qualified.

Make sure there is no risk of being trapped.

5. Abandon the premises (Leave doors closed.)

6. Go to a safe place far from fire hazard.



Common Fire Safety Procedures



A) At all times note the whereabouts of: Emergency Exits

- Always keep in mind where the emergency exits are.
- Take the fastest and express way to leave the premises

• NEVER OBSTRUCT A FIRE EXIT!

b) Break Glass of fire alarm Unit to sound alarm

c) Use Fire Extinguishers where available

- Note: Please report any broken seal or missing pin immediately.
- Reports must be made to any of the following:
- Your Supervisor;



Fire Exits and Fire Doors

FIRE EXIT

- Specified exits are used in case of emergencies e.g. fire.
- Identified also as 'Emergency Exit'.
- Important to:

KNOW YOUR EMERGENCY EXIT!!

- All fire exits and fire doors are to be ALL accessible.
- All gates and doors pointing to outside areas must also be accessible.
- These are also used as emergency access routes.



Escape Exits

Muster/ Assembly Points (Signs are not always available.)

Look for this fire assembly and Muster point and try to get to this location.

- Roll Call (This is not a systematic procedure in every place)
- When there is a fire, there might be a Fire Warden who calls out a list of names to find out who is present.



Safety Precautions



- Safety Switch must never be moved to off position and never bypass safety devices.
- Safety covers must never be removed..
- Before an intervention machine must always be stopped.
- Always use correct tools
- **NEVER USE YOUR FINGERS!**
- Regulations must always be followed.



Safely Climbing Ladders

1 Position the ladder properly

Fully open the stepladder on a level surface and lock its spreaders in place.

Never use a stepladder folded up and leaning against a surface.

2 Use a ladder that is long enough

Never climb on the top two steps of a stepladder.

Never place the stepladder on boxes or unstable bases to gain extra height.



3 Climb and use the ladder carefully

Maintain 3-point contact with the ladder while climbing (such as 1 hand and 2 feet).

Brace yourself with your free hand, if possible.

Always face the stepladder treads while using a stepladder.

Never overreach or lean to one side while using a stepladder.

Never carry heavy, bulky, or other objects that may make going up or down a ladder unsafe.

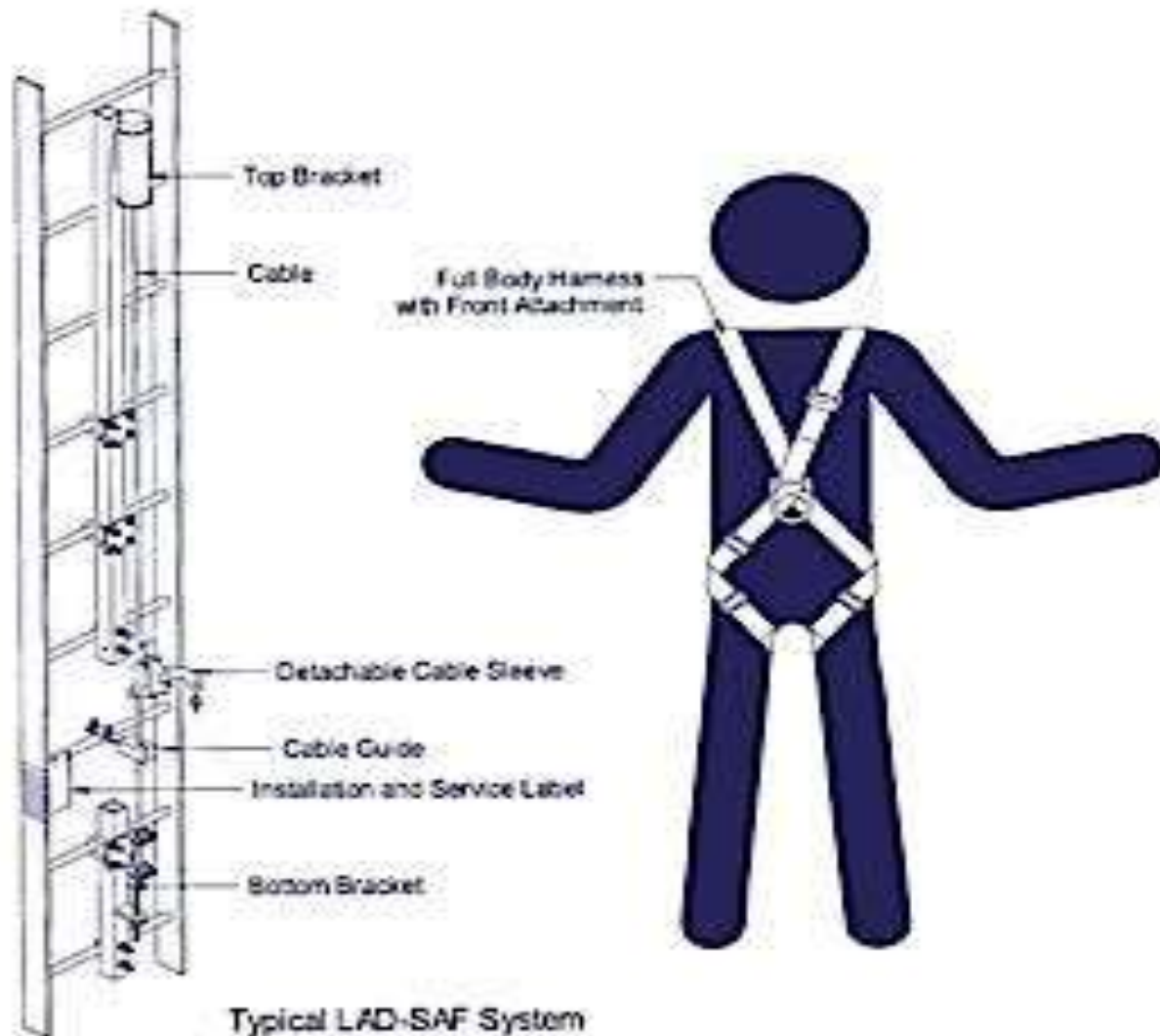
Ladder Rules to follow

LADDER RULES



- **ALWAYS FACE LADDER WHEN ASCENDING OR DESCENDING**
- **USE AT LEAST ONE HAND TO GRASP LADDER**
- **TOP OF LADDER SHOULD NEVER BE USED AS A STEP**
- **LADDERS SHOULD NEVER BE MOVED, SHIFTED, OR EXTENDED WHILE OCCUPIED**
- **NEVER CARRY AN OBJECT OR LOAD THAT COULD CAUSE YOU TO LOSE YOUR BALANCE**

Ladder Safety Precautions



Avoiding Electric Shock

- Always be cautious when using electricity.
- **IT KILLS!**
- Do not mess around with defective electrical equipment.
- Check out visually any electrical equipment you work with.
- Do not work on machines that have worn wire, loose connections etc.
- Hands must always be dry completely before working with electrical equipment.
- Always wear safety shoes when working on wet floor with electrical equipment.
- Never leave electrical cables on wet surfaces.
- **Always use wet signs when working with water.**



Electric Shock Survival



In case of electric shock follow the following procedures

- Call for help on 112

ELECTRIC SHOCK SURVIVAL

EMERGENCY: An electric shock may stun the victim and they may stop breathing. Check for any potential DANGER. For HIGH VOLTAGE situations, wait until a certified person has turned off the power. In LOW VOLTAGE situations, immediately switch the power off or if not practical clear the area of electrical contact around the victim with materials such as wood, rope, plastic or rubber. Do not use any metal or moist objects. Begin the RESUSCITATION procedure below immediately.

1. DANGER



Check for danger to yourself, to others and to the casualty.

2. CALL FOR HELP



Ask a bystander to DIAL 000 or 112 from a mobile phone

3. RESPONSE



Check for response - Gently shake casualty and shout to them.

4. CLEAR AIRWAY



If there is no response, check an clear airway. If required, roll casualty on side to clear airway.

5. BREATHING



Check for breathing. Observe: Airway, Breathing.

6. NOT BREATHING



Tilt head backwards. Seal casualty's mouth. Give 2 rescue breaths. If resuscitating a child - use a moderate head tilt, give 2 small breaths. If resuscitating an infant - there is no head tilt, give 2 puffs of air.

7. COMPRESSIONS



Place heel of hand on the middle of chest. Compress chest 4-5cm or 1/3 of chest depth 30 times and give 2 breaths.

8. DEFIBRILLATION



Attach A.E.D. (Automated External Defibrillator) if available and follow audio instructions.

REMEMBER: DANGER • RESPONSE • AIRWAY • BREATHING • COMPRESSIONS • DEFIBRILLATION

NOTE: Information is provided for guidance only. It is recommended that persons associated with high risk situations obtain formal training in current resuscitation methods.

AUSTRALIAN SAFETY GUIDE BY DRUGS AND POISONS CENTRE
www.safesite.org.au



Gas Poisoning



NEVER go in a contaminated area!

- If in uncertain, ask your supervisor.
- If you smell gas or any peculiar smells:
- Contact your supervisor immediately.
- Effects of gas poisoning:



Noise

Noisy machines/areas

- a) Cropping and Power Presses
- b) Pneumatics Process
- c) Operations
- d) Deflashers
- e) Compressors
- f) Plant Rooms Area
 - Compressed air leaks are always to be reported.
 - Report any work places where the noise level is high.
 - kindly always inform your Supervisor
 - Try to regulate noise at basis.
 - Wear suitable ear protection in precisely specified areas.



Safety Always First

- Any injuries & near misses must be reported to:
- Their supervisor/employer
- Action will be taken to avoid reoccurrence.



The graphic is titled "Workplace Safety Rules" and features a list of eight rules, each preceded by a yellow diamond icon with a black border and a black number. To the right of the list is a large yellow diamond sign with a black border and the text "Safety First". Below the sign is a smaller, tilted yellow diamond sign with the text "Safety First". The graphic is framed by a yellow and black striped border at the top and bottom.

Workplace Safety Rules

- 1 Keep Aisles Clear
- 2 Report Accidents
- 3 Wear Safety Equipment
- 4 Keep Work Area Clean
- 5 Report Any Unsafe Conditions
- 6 Lift properly
- 7 Place trash and paper in proper containers
- 8 Wear Appropriate Attire

Safety First

Company Policy

Everybody is responsible for his/her own actions.



Seek advise and Counselling.

- Visit the a Health & Counselling Clinic
- Get Advice from Doctor or Nurse



Company policy and disciplinary action:

- Employees should **NOT** work under the influence of drugs or alcohol.
- On **Possession and/or pushing of drugs** the employee will Immediate be dismissal.



Company Policy

Company Policy regarding mobile phones:



The Company does not tolerate:

- Pushing
- **Childish behaviour, such as:**
- Keeping doors closed by physical obstruction
- Pointing compressed air guns to other employees.
- Running etc.



- Answering or playing with MOBILE PHONES at the place of work is not **ALLOWED**.
- They must all be switched to **Silent Mode**.
- No Food & Drink are allowed at the Client premises, except at break time.
- Do not take anything from the Client **without permission** include food and drinks.

Company Policy



- a) Smoking is not allowed anywhere internal.
- b) Smoking is only allowed in outside areas.

Smoking is ONLY allowed during break time.

- Abuses can lead to immediate dismissal.

The adverse effect of smoking:

- Smokers are liable to suffer from heart and pulmonary diseases.
- Smoking during pregnancy can cause spontaneous abortion.



Cigarette Smoking – DOES KILL!

Leave /Sick Leave



Sick Leave

- When an employee is sick an SMS must be send on 99583414 between 5.00am-5.30am
- Employee must go to doctor on the first day to do a medical certificate and by 12.00 noon of the same day; employees must sms or call 99583414 to inform us when he/she is returning to work.
- Medical certificate must be given to office on the first day of returning to work.
- SMS for sick should include places of work on the day and time.

Vacation leave

- Leave must be booked **1 week** before on **Leave Form**.
- **Long leave** must be booked at least **3 month** before.
- Leave must always have **signed approval** of Administration on leave form.

Uniforms & Safety Shoes



Uniforms

Uniform, safety shoes (worker will not be allowed to work without safety shoes) must be worn at all times a fine will be imposed on any person caught not wearing the uniform or shoes.



Women / Men

Safety Shoes

Black trouser

White T-shirts or (Company Shirt these are only given at certain places) Company T-Shirt Or Polo Shirts

Green Overall (where necessary)



MCSI
Managing Consulting
Service Industry Limited

[illegible]

-
- A collection of various cleaning supplies. In the foreground, there's a blue dustpan with a black brush head, a yellow spray bottle, a green spray bottle, and a red spray bottle. Behind them are several other bottles in different colors like blue, orange, and white. There are also brushes with colorful handles (yellow, green, blue) and a pink cylindrical object. The items are arranged in a cluster, suggesting a variety of cleaning products available.

Time & Working Permits

Time:

Employee must always be on time.



Closed Permits:

Employees are advised to apply for working permit extension 2 months before closing date. It is the responsibility of the Employee to see that applications for working permit are done.

Any employee with an expired working permit will be stopped from work and there will be a possibility that he/she might be sent back to his/her country.



Wages & Warnings

Wages

Job-book consists of 3 copies one for the Client, one for the office and a copy is kept by the employee.

It is the responsibility of the employee to see that job-sheets are at the office by the end of the week and signed by client.

Wages will only be given on the 7th of the month if job-sheets are properly signed and delivered to office.



Warnings

If procedures above are not observed warning will be issued.

3 written warnings might lead to dismissal.



Malta Emergency Numbers

- **Emergency: 112**
- **Ambulance: 196**
- Police: +356 2122 4001-7, +356 2122 1111
- Traffic Accident: +356 2132 0202
- A.F.M. Helicopter Rescue: +356 2124 4371, +356 2182 4212
- A.F.M. Patrol Boat Rescue: +356 2123 8797, +356 2122 5040
- Fire Brigade: 112
- Hospital Gozo +356 2156 1600
- Hospital Malta Mater Dei: +356 2545 0000
- St. James Hospital Malta: +356 2133 5235
- St. James Hospital Gozo: +356 2156 4781
- Overseas Operator: 1152
- Passport Office – Gozo: +356 2156 0770
- Passport Office – Malta: +356 2122 2286
- Emergency Vet Services: +356 5004 3888





Thank You for Attending



**When updates are available
we will let you know**