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OCCUPATIONAL HEALTH AND SAFETY HANDBOOK

APRIL, 2016



Document Authority:

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Section1. Tibah Safety Inspection Department

1.1 Overview:

Safety inspection department considered as a first line of defense to identify any condition could lead to an accident or incident. Moreover, the safety inspection department is the first responder in case if any accident/incident occurred within the Airport's movement area or even within terminal side.

Each inspector in the safety inspection team will be trained properly in order to do the required job competently and according to the national and international standards.

The department will be Authoritative source of information concerning safety occurrences.

Tibah's safety inspectors are authorized to inspect any facilities within PMIA in order to ensure safe facilities and safe operations as well as they are authorized to investigate any safety occurrence when required where all involved department shall cooperate and support the safety inspectors if needed.

1.2 Safety Inspection Scope:

Safety inspection team is responsible to cover all areas within Prince Mohammed Bin Abdulaziz International Airport in order to ensure safe facilities, equipment and safe practices within Prince Mohammed Bin Abdulaziz International Airport.

Section2. Occupational Health and Safety Policy

Note: Unless otherwise stated the term "employee/s" relates to direct /on-hired employees including all employees of all service providers, all departments and subcontractors within PMIA.

2.1 Obligations

Tibah Airport Operations Company recognizes its moral and legal responsibility to provide a safe and healthy work environment for employees, clients and visitors. This commitment extends to ensuring that the organization's operations do not place the local community at risk of injury, illness or property damage.

2.2 Objectives

Airport Operator "Tibah" will:

- Ensure employees are provided with a working environment that is safe and without risk to health;
- Implement and maintain safe systems of work;
- Consult with all employees on OHS matters;
- Take reasonable steps to ensure risk are controlled;
- Monitor and review the effectiveness of measures to protect employees.
- Ensure compliance with legislative requirements and related standards;

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- Provide employees with necessary information, instruction and in some cases provide training and supervision.

2.3 Responsibilities

Managers, Chiefs & Supervisors are accountable for implementing this policy in their area of responsibility. This will be measured via periodical scheduled and non-scheduled safety inspections to be conducted by Tibah’s safety inspection department.

Managers, Chiefs & Supervisors are responsible for:

- Gathering information to determine:
- Evaluate, monitor and review all airports departments OHS systems and workplace to ensure safe environment for the employees without risk to health;
- Determine adequacy of risk control measures and if required negotiate change.
- Consult with employees in the development, promotion and implementation of health and safety policies.
- Ensuring that on-hired employees receive training in the safe performance of their assigned tasks by the service providers at PMIA.
- The provision of resources to meet the health and safety commitment.

Employees are to:

- Report all identified hazards, near misses and injuries to the safety representative and to Tibah Safety department
- Participate in skills development and training to actively improve competencies;
- Follow all health and safety policies and procedures.
- Follow safe work procedures.

Policy Authorized by: Engr. Sofien Abdulsalam

Date 1st April 2016

Tibah Managing Director

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Section.3 Definitions

- Employee: a person employed under a contract of employment or contracts of training. Unless otherwise stated the term “employee/s” relates to direct and on-hired employees.
- Hazard: a source or situation with a potential to cause injury, illness or disease or may be can cause a damage to the airport’s properties.
- Hazard identification: the process of recognizing that a hazard exists and defining its characteristics.
- HSR: Health and Safety Representative (employee elected to represent employees of a designated workgroup)
- Near miss: potentially significant event that did not occur due to prevailing conditions, but could have resulted from a sequence of events that did occur.
- Risk: the likelihood of an injury, illness or disease occurring

Section.4 Introduction

This handbook is an introduction to the safe work practices you are to follow while at work to protect both yourself and others. Employee/labor is committed to ensuring that your management provides you with a safe and healthy workplace. Safety is everybody’s responsibility and you are expected to play your part in maintaining the health and safety standards at any workplace you go to.

The airport operator “Tibah” will ensure that the service provider instructs the employees in all general and specific safety matters relating to the employee job. If, at any time, you have any queries or concerns about the safety aspects of your work, discuss these with the person you report to or you can directly contact Tibah safety department at Ext. NO. 8333 – Land line 0148138333.

4.1 EMPLOYEE SAFETY RESPONSIBILITY

Your health and safety responsibilities while at work are:

- To work with care and consideration for your health and safety and the health and safety of others.
- To follow all safe working practices and procedures adopted by PMIA airport operator (Tibah Airport Company) and to comply with your department your department requirement as well.
- To report any workplace hazards or any accident/incidents or injuries.
- To use appropriate personal protective equipment (PPE) during the work.
- The consumption of alcohol or the use of illegal drugs whilst working is a dangerous practice and is not permitted.
- Smoking within all airport’s area is prohibited (except those area that has been designed for this purpose and declared to be used for this purpose).

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4.1.1 ACCIDENT AND INJURY REPORTING

All accidents, incidents including “near misses” must be reported immediately to Tibah AOC at Telephone NO. 014813888 or you can contact safety department at 0148138333, also you can report any accident/incident or any unsafe situation to the **SMS Pro.** application:

<http://www.pmiafety.com/DesktopModules/ReportIssue/app/index.html#/reportissue/>.

In the event of an injury, you should obtain first aid treatment to ensure the injury does not worsen.

All accidents and incidents are to be investigated by Tibah’s safety inspection & investigation department. The aim is to find the reasons for the accident/incident and prevent it in the future.

It is important that you report an incident immediately as some incidents require notification to the Authority.

4.1.2 HAZARD REPORTING

If you identify a hazard, report it to your management and to Tibah’s safety department (Tel. NO. 0148138333 or you can directly call Tibah’s AOC department at 0148138888). Also you can report your case to the **SMS Pro.** application at any time to the web address:

<http://www.pmiafety.com/DesktopModules/ReportIssue/app/index.html#/reportissue/>

If it is within your authority, implement proper controls to mitigate/eliminate the risk of the hazard.

4.1.3 EMERGENCY PROCEDURES

It is important that you are aware of your responsibilities in the event of an emergency.

Each department/service provider should discuss their emergency procedures with you (the employee) and involve you in emergency evacuation drills when they are scheduled to occur. Some general guidelines are:

KEEP CALM, THINK CLEARLY AND ACT QUICKLY

- Protection of life is the first consideration in an emergency. Property protection is secondary.
- Learn the emergency telephone numbers.
- Find out where you have to go in an evacuation of the premises.
- Find out who your Fire Warden is.
- Find out who you have to notify if an emergency occurs.
- If you are trained in the use of firefighting equipment, make sure you know the location of it.

FIRST AID

- Qualified first aid people are available at PMIA. In the event of an accident, make sure that the First Aider is notified as quickly as possible. It is important that you learn who your First Aiders are and where they can be contacted.

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- Report all injuries to your first aider immediately – DO NOT treat yourself or the others. This is important to ensure that necessary treatment can be administered prior to you leaving the site.
- Do not interfere with first aid boxes or supplies. However, get to know where the nearest first aid box is located for use in an emergency.

4.1.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some jobs have a certain element of risk associated with them (e.g. working in areas of excessive noise or in areas where flying objects may occur...etc...).

Where this is the case, personal protective equipment shall be provided by the labor’s department. Wearing PPE reduces the risk of injury. It is the worker responsibility to wear this equipment when and where required. All service providers should explain the rules about the personal protective equipment to each worker and should display PPE signage in areas where it must be worn.

Appropriate PPE shall be worn when conducting any type of works otherwise, the safety inspector has the authority to intervene until the situation rectified.

HEARING PROTECTION

Hearing protection must be worn whenever the noise level exceeds the noise exposure standard (85 DB). The workers should be noticed by if hearing protection is required or not. You must wear this protection at all times in designated areas (Apron areas, Maneuvering and some portions at the BHS area) to protect your hearing and to protect you from noise induced hearing loss. As an employee, your department must provide you with hearing tests and audiometric testing (if required).



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EYE PROTECTION

Eye protection may be required for certain jobs or work areas. It is important that you wear this protection to prevent serious eye injuries. The workers will be notified by his department where eye protection is required and the type of protection to be worn. The responsible department must display signage in areas where eye protection is to be worn.



FOOT PROTECTION

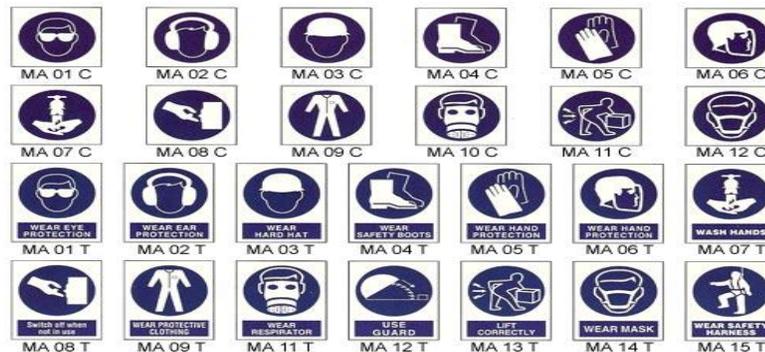
Safety boots or shoes must be worn in designated areas to protect your feet from falling objects. If the worker is unable to wear your safety footwear for any reason, the worker must notify his safety representative.



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OTHER SPECIFIC PROTECTION

Other types of protective equipment may be required, depending on the work itself. These may include spats, aprons, gloves (not to be worn near moving machinery), helmets, etc. the worker shall be advised of any other protective equipment required and whether specific training is required in the use of this equipment.



Note: At the airside operations area (AOA) including the baggage handling area (BHS), the Reflective Vest shall be worn all the time.

Section5. MANUAL HANDLING

Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any object.

Hazardous manual handling refers to those activities that have:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration;
- Handling live persons or animals.

While not all manual handling tasks will cause injury, hazardous manual handling can lead to many serious muscular-skeletal disorders (MSDs), including;

- Muscle sprains and strains;
- Back injuries;
- Soft-tissue injuries to the wrists, arms, shoulders, neck or legs;
- Abdominal hernias;
- Chronic pain

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5.1 MANUAL HANDLING RISK CONTROL

All service providers (All departments) are required to implement effective measures to eliminate or mitigate the risk of musculo-skeletal disorder. Eliminating the manual handling tasks that create risk is the most effective way of protecting your safety. Examples of elimination include implementing a “no lift” policy in health care, using pallet containers instead of manual lifting or outsourcing a task that you do manually to another company who has the equipment to do the task safely.

If elimination is not possible then the management is required to implement controls to reduce the risk of musculo-skeletal disorder, this may include:

- Alter the workplace, or the environmental conditions, where the manual handling task is carried out;
- Alter the systems of work used to carry out the manual handling task;
- Change the objects used in the manual handling task;
- Use mechanical aids.

If none of the above controls are practicable, the Contractor may provide the workers with some information, training or instruction in manual handling techniques to control the risk.

5.2 LIFTING TECHNIQUE

A good manual handling technique involves planning/preparing before lifting. The technique includes the following steps:

- Size up load / prepare
- Face the load
- Proper foot placement;
- Good grip;
- Load close to body;
- Back straight;
- Bend your knees;
- Do not twist – use feet to move.



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5.3 REPETITIVE ACTIVITIES

Many activities are repetitive in nature. This can result in muscle soreness, tiredness and general aches and pains. If your job involves doing the same thing continually, you need to take short breaks on a regular basis to “give the muscles a break”. During these breaks, you should do some of the following exercises to relax your overworked muscles.

If the work involves sitting for long periods, make sure your seat is adjusted properly and use a footrest to ease the strain on your legs.

5.4 SIMPLE EXERCISES TO RELIEVE WORK STRAIN

- **Neck Stretch**

Drop your head to one side and hold for 10 seconds. Repeat to the other side. Drop your head to your chest and hold 10 seconds. Turn head slowly from side to side.

- **Chin tucks**

Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Repeat several times.

- **Upper and lower back stretch**

Interlace fingers and turn palms upwards above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.

- **Back arching**

Stand up. Support your lower back with hands and gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

- **Pectoral stretch**

Raise both arms to shoulder height and bend elbows. Pull both elbows back slowly to bring shoulder blades towards each other.

Shoulder Shrug and Roll

Raise your shoulders toward your ears. Hold and release. Roll shoulders forward and repeat in the opposite direction.

- **Finger Fan**

Spread you fingers wide with palms down and hold 6 seconds. Make a tight fist and release.

- **Wrist and elbow stretch**

Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.

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- **Wrist Stretch.** Straighten your arm in front and bend your wrist forward, gently assist the stretch with your other hand. Hold for 10 seconds then stretch your wrist back and hold for 10 seconds. Repeat with other arm.

Section6. SAFE WORK PRACTICES

There are certain activities, equipment or substances in the workplace that can pose a risk to employees or the public. Employees and employers engaged in this work, or who use particular equipment or materials, are required to hold a license. Having a license demonstrates a capacity to work safely.

A license is required if you will be performing high risk work (e.g. scaffolding and rigging, operating cranes and forklifts, and using boilers and other pressure equipment).

If you already hold a certificate of competency or 'ticket' you will need to transfer to the new license for high risk work.

Before applying for a license, you should contact the Work Safety Advisory Service in consultation with your Workforce Extensions Consultant to find out which license(s) you need to perform your work and what requirements you must meet to be eligible for a license.

6.1 TRACTOR SAFETY

Tractors and associated equipment are one of the major causes of death and serious injury in the agricultural and horticultural industries. Many fatalities and serious injuries have occurred when:

- Tractors have back flipped or rolled over.
- When people have fallen off the tractor and been run over by the wheels.
- When people have been caught in poorly guarded power take-off shafts.
- When caught in other attachments.

You must not drive a tractor unless you have been adequately trained to do so!

Some safety precautions are:

- Be aware of the position of the tractor and any associated equipment when working adjacent to a tractor.
- Do not ride on a tractor unless there is a passenger seat.
- Never dismount while the tractor is moving.
- Keep long hair tied back or in a hair net when working near rotating shafts.
- Don't stand in front of or behind a tractor.
- Wear the seat belt if one is fitted.

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- Keep away from power take-off shafts and attachments.

If driving a tractor:

- Never drive a tractor unless you have been trained.
- Ensure the tractor is in good working order, particularly that the brakes and steering work correctly.
- Use extreme care when travelling down or across a hill – this is when most serious accidents occur.
- Don't take passengers unless there is a separate passenger seat.
- Be careful of low branches as these can knock you out of the tractor.
- Never dismount while the tractor is moving.

6.2 FORKLIFTS

Forklifts must only be operated by trained people who have the applicable license or Certificate of Competency. If you don't have the certificate, don't use the forklift!

Passengers are not permitted on forklifts, tractors and other mobile equipment unless there is a passenger seat. Don't ride on forklifts, tractors and other mobile equipment!

Use of forklifts for lifting people is an unsafe, prohibited work practice unless an approved safety cage is correctly used. Don't work from the tines of a forklift!

6.3 TRAFFIC MANAGEMENT

The interaction between traffic and pedestrians can create a significant risk of injury. There is an expectation that the client should be able to separate traffic from pedestrians, by establishing designated areas for traffic movement and ensuring pedestrians do not enter those areas.

You must be made aware if there is operation of forklifts at the client's workplace. The usage of forklifts in the workplace increases the risk of serious injury or death as this is often the outcome when a forklift incident occurs.

In compliance with OHS legislation, the client must carry out hazard identification on all powered mobile plant over which the operator has control. Where risk of powered mobile plant striking pedestrians or colliding with other powered mobile plant is identified, the client must implement control measures to eliminate the risk, or if not practicable, reduce it as far as practicable.

6.4 MACHINERY & POWER TOOLS

The range of machinery you may come across on the job is extensive and may include augurs, conveyors, spraying equipment, mixing equipment, balers, packing machines and an extensive array of tractor attachments. Each has its own inherent hazards. Some safety aspects are:

- Do not use this equipment unless you have been trained and are aware of the hazards.



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- Keep away from mobile machinery – if you have to work near this machinery, make sure the operator knows where you are.
- Do not remove any guards – they are there to protect you.
- Wear close fitting clothing when working near rotating equipment.
- If you have long hair, wear a hair net when working near rotating equipment.
- Do not try to repair broken equipment.
- Do not clean the moving parts of a machine whilst the machine is operating.

6.5 HAND TOOLS

Hand tools present a range of hazards in the workplace. Injuries that can be sustained as a result of hand tool use include:

- Cuts and abrasions
- Eye injuries
- Punctures and bruises
- Broken bones

To minimize your risk of injury with hand tools:

- Choose the right tool for the job (avoid using homemade tools);
- Wear appropriate PPE;
- Inspect tool for any hazards prior to use;
- Report any problems or hazards with the tool to your supervisor;
- Follow any safe operating procedures that may have been provided to you by the client;
- Use lighter tools that can be held comfortably for longer periods;
- Remove any personal stuff like **watch** and avoid loose fitting clothes if they present a risk;
- Store tools properly so that they do not present a hazard.

6.6 WORK PERMITS

There are some tasks that when undertaken in certain environments can be very hazardous. As the legislation requires the employer to provide and maintain a system of work, the involved department should have in place a work permit system for any task that requires hot work or confined space entry.

A work permit indicates that a competent and experienced person has identified the hazards, assessed the task, inspected the work area and implemented adequate controls to eliminate and/or minimize potential risks to health and safety. The permit also needs to be authorized by the airport operator (Tibah Company) prior to any work commencing. Once the work is completed, sign off is required by the person who has performed the task and Tibah's Technical and other involved department.

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Note: any maintenance/construction works within PMIA shall be coordinated with Tibah’s Technical department in advance where safety requirements shall be followed and implemented including but limited to:

- Isolating the workplace by safety tape or Equivalent method in order to protect other people around the workplace.
- Isolating the workplace by using some kind of visible barriers so no no-authorized vehicles/person can enter to the workplace.
- In case of excavation works are conducted, OSHA Excavations Standard shall be implemented.
- If these works conducted within the airside operations area (AOA), then the contractor shall use specific type of barriers to isolate the workplace to ensure that these specific barriers will not move by wind to the aircraft movement area.
- When hot works are conducted at the workplace, Tibah’s safety department shall be notified in advanced and proper PPE shall be worn.



6.7 MACHINERY GUARDING

Machine guards are required to protect you from the hazards of the machine. Some important points to note are:

- A machine must only be operated with the guards in place and operating correctly.
- Guards must only be removed by authorized people after the machine has been “locked out”.
- Guards must be refitted prior to starting the machine.
- Report any faulty guards to your Supervisor.

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6.8 VEHICLE SAFETY

Drive carefully at all times including to and from work. Obey all road rules and regulations including workplace speed limits. Do not speed!

Park your vehicle safely and in a designated parking spot. If you must park the vehicle elsewhere, ensure the vehicle will not present a hazard to other vehicles or to people.

While walking, be aware of vehicles being driven in the work area. Keep to designated walkways.

6.8.1 Refuelling Petrol Vehicles:

- By law you must switch off your engine before and during refuelling;
- Take care when operating the fuel cap on your petro vehicle. Static discharge from some type of clothing can ignite petrol vapors from you vehicle tank;
- Dropping a mobile phone or switching it on or off can cause sparks, which may ignite petrol vapours;
- Using mobile phones while refuelling can cause a lapse in concentration;
- By law, you and your passengers are required to extinguish your cigarettes, cigars or pipes prior to entering the service station.
- Always, consider the environment when conducting such activity and report to Safety and ARFF for any leakage.
- The Fuel station shall be provided with an appropriate type of Fire Extinguishers and it shall be maintained and valid all the time.
- The Fuelling operators shall be well trained for the procedures of emergencies and for the usage of the Fire Fighting equipment.

6.9 CHEMICALS

Many chemicals are used in the workplace. These can range from relatively harmless chemicals such as some fertilizers through to highly toxic pesticides and herbicides.

Chemicals can affect your health by entering your body through breathing (e.g. dusts or pesticide sprays), through skin absorption (e.g. some solvents such as kerosene or petrol) or through ingestion (e.g. by eating or drinking the chemical).

If you are using chemicals, you must follow these safety precautions:

- Identify the chemical you are using – refer to the label;
- Obtain and refer to the Material Safety Data Sheet (MSDS);
- Obtain a copy of the safe operating procedure from the client;
- Use the recommended personal protective equipment, including respiratory protection – refer to the MSDS;
- Never put left over chemicals in cordial or soft drink bottles.



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- Dispose of excess chemicals safely – seek advice from your Supervisor and refer to MSDS.
- Make sure all containers are correctly labelled.
- WASH YOUR HANDS THOROUGHLY AFTER USING ANY CHEMICAL AND BEFORE EATING, DRINKING OR SMOKING.

6.10 ELECTRICAL SAFETY

UNDER NO CIRCUMSTANCES ARE YOU TO ATTEMPT TO MAKE ELECTRICAL REPAIRS Only qualified electricians can work on electrical equipment and installations. If you find an electrical fault, you must report it to the related department (Call 0148138222 for any technical support or you can coordinate with the Airport Operations Center AOC at 014813888). Only non-conductive fire extinguishers (e.g. dry chemicals, carbon dioxide) should be used around electrical fires.



6.11 HOUSEKEEPING

Good housekeeping is fundamental to good safety. Trips, slips and falls can result from poor housekeeping. It is everybody’s responsibility to ensure that their work areas are kept clean and tidy.

All materials, equipment and tools not in use must be safely stored. All rubbish and waste must be placed in the bins provided. All aisles and access to fire extinguishers must be kept clear.

Liquid spills must be cleaned up immediately with absorbent material. DO NOT wash the spill into a drain.

Remember that cleaning up after a job is part of doing that job the right way.

Section 7. WASTE MANAGEMENT

Some guidelines are:

- Check signage to see if the item can be recycled and if it has a particular waste container.
- Segregate all waste into correct containers:
 - General
 - Recyclables
- Flatten cardboard and place paper in the area provided.
- Recycle drink cans, glass, plastic bottles and milk cartons.

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7.1 PERSONAL HYGIENE

Personal cleanliness is important in helping to prevent illness and the spread of infection. Wash your hands before eating, immediately after using any chemicals and before and after going to the toilet.

7.2 INDUSTRIAL GASES

Cylinders of compressed gas are often used at workplaces. These may include oxygen, acetylene, LP gas and pesticides. If you are required to use cylinders, it is essential that you know the safe handling procedures. Some general guidelines are:

- Check that you are using the correct gas.
- Check hoses and couplings are suitable and in good order.
- Work with gases only in well ventilated areas.
- Always keep cylinders upright.
- Secure cylinders in racks or with chains.
- Always wear the correct protective clothing for the job.
- Treat oxygen with care - **DO NOT USE AS A SUBSTITUTE FOR COMPRESSED AIR.**
- Store empty cylinders separate from full cylinders



Section8. OFFICE SAFETY

It is just as important to observe good safety and housekeeping in offices as it is in other workplaces. Some general guidelines for office safety are:

- Keep walkways and aisles clear.
- Don't open more than one filing cabinet drawer at a time.
- Don't have power cables stretched across aisles - if necessary; cover them with duct/masking tape.
- Don't use double adaptors or overload a power point.
- Don't use poor or damaged electric cords.
- **Smoking** is prohibited within offices area (allowed only in smoking designed area).
- Don't use a chair to reach high places - use a step ladder.
- Watch for worn carpet or slippery surfaces, especially on steps and stairs.
- Think about how you sit - adjust your chair if necessary.
- Don't forget to stretch and move about from time to time.
- Wear appropriate clothing and footwear.

It is important to be aware of your office/workstation situation and to understand that workplaces can be adjusted to ensure that you are as comfortable as possible. You should also monitor any symptoms of

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fatigue and take action. The early signs and symptoms of occupational overuse are localized fatigue and discomfort relieved overnight and during the weekends. It is more efficient to take periodic stretch breaks than to keep on working even when fatigued. Report any problems with your equipment of furniture immediately.



The following points are designed to assist you:

8.1 POSTURE

Check your posture before commencing work and adjust your furniture to enable you to maintain a good posture while working on your keyboard or at your desk. Start by adjusting your seat height until your feet are flat on the floor, and the floor therefore supports the weight of your legs. This allows your forearms to be about horizontal while using the keyboard. It is recommended that the lumbar curve of the backrest should fit approximately into the lumbar hollow of your back. This helps to maintain some curvature in the lower back. The weight of the upper body is then taken through the spine, and a minimum of back muscle effort is required (the upright posture is recommended for typing).

Avoid musculoskeletal problems, (e.g. stiff neck or shoulders, sore arms or wrists, back pain and sore legs). Problems occur by repetitive motions, and awkward body positions, as this puts undue stress on muscles, tendons and nerves. Pressure under the thighs when sitting or concentrated pressure under the forearms when keying can reduce blood flow and also cause premature tiredness.

Adopting a range of comfortable postures maintains energy and efficiency. Avoid the same posture for long periods, by ensuring that you take appropriate 'pause breaks' (stretch/rest), when a lot of repetitive motion is necessary. Also, by arranging your work area you should ensure that all materials, equipment and controls can be easily reached without stretching or twisting. A document holder is highly

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recommended when keying from a hard copy, because it minimizes neck flexion. It should be placed as close to the monitor as possible or be directly in front of you and the monitor to one side. The aim is to minimize twisting your neck.

When using the telephone, avoid cradling the handpiece between your ear and shoulder which can lead to neck stiffness. Always hold the handpiece in your hand or else use a head set.

Ensure good posture by:

- relaxing shoulders
- have elbows level with the home row of keys and to the side of your body
- keep wrists straight
- make sure you have ample leg room
- keep a balanced upright head position
- make sure the backrest is supporting your spine
- avoid pressure at the front edge of the seat
- keep your feet firmly supported

Stretching exercises help to relax muscles which have been working and move those which have been in a fixed position. If possible, stand up to do your stretches.

- Do a few of these exercises a few times every day
- Make sure you relax and perform them gently
- Hold the stretch or repeat as indicated
- Do not over-stretch
- Stop if you feel discomfort when performing an action

8.2 VISUAL (COMPUTER SCREENS)

Avoid visual fatigue, e.g. sore eyes, blurred vision and headaches by checking your computer screen. A good starting point is to have the screen on a slightly downward gaze, i.e. 10-15 degrees below the horizontal. The screen should be about 600 mm from the eyes (a comfortable distance), then the top of the screen would be just below eye level. A simple way to set it would be to get the top of the monitor at eye level. Have the screen reasonably high as this gives the most scope for tilting it down in order to minimize any reflections on the screen, usually from bright light through windows or overhead lights. To avoid window reflections, the windows need to be screened or the computer repositioned. "Anti-glare" screens can also be used.

The best position for a monitor in an office or workstation is adjacent to windows. If the window is behind the screen the eyes adjust to the bright light from the window making it harder to read the less bright display on the screen.



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In order to minimize the effects of both reflections and glare, it is useful have a display of high brightness. A positive image, with black letters on a white background, is best. The positive display is also well matched to hard copy of black print on white paper, minimizing the needs for the eyes to adjust when shifting attention one to the other.

Easy Office Stretches Take a few minutes to relieve eye strain

1. Blink your eyes often and take a break by alternating tasks when necessary.
2. Now and then, focus on an object at least 6 meters away.
3. Close your eyes and breathe deeply for 30-60 seconds.

Section9. UNACCEPTABLE BEHAVIOUR

The following behavior is unacceptable and in the interests of you, your fellow employees and Workforce will not be tolerated:

- Horseplay and practical jokes.
- Fighting or instigating a fight.
- Assaulting, threatening or interfering with other employees.
- Abuse, damage or destruction of property.
- Interfering with, or removing without permission, the property of the airport.
- Interfering with, bypassing or rendering inoperative, controls designed to provide protection or safety of yourself or another person.
- Failing to adhere to safe operating procedures.
- Being under the influence of drugs or alcohol while working in the airport.
- Smoking in a non-smoking area.
- Cooking within service rooms, offices, restrooms...etc. within PMIA facilities is strictly prohibited (except Restaurants and cafe shops).
- Using any type of cooking equipment is strictly prohibited within PMIA unless having clear permission from the airport authority.

Section10. Building Evacuation Measures

All buildings within PMIA shall be equipped with the required Fire alarm system and required Fire Fighting equipment as well. Tibah's Safety department has established evacuation plans for all Terminal areas and utility buildings within PMIA in accordance to the Fire Strategy report which has been approved by GACA during 2015.

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10.1 Main Terminal Building

Clear evacuation plans have been established for the terminal building including the three levels of the terminal building.

More than 50 evacuation plans have been displayed in different locations within the terminal area (Corridors, Basement, BHS area...etc.).

All evacuation plans shall be well realized and understood by all buildings occupants such as (Terminal operations staff, Handling Agencies staff, Airlines representatives, Technical Staff, Governmental Agencies staff...etc.).

These evacuation plans provides clear and effective means of evacuation routes and exits in case of emergencies (God Forbid) as well as, it provide clear procedures to be followed in case of emergencies.

10.2 PMIA's other buildings

All buildings and facilities within PMIA shall be equipped with the required fire alarm systems and firefighting equipment as per the national and international standards and requirements.

Fire alarm system shall be connected to the main fire alarm system which is located at the Airport rescue and firefighting unit (ARFF). Fire alarm and firefighting equipment shall be valid and maintained from time to time to ensure its validity all the time.

Moreover, a clear evacuation plans shall be established for all buildings and departments within PMIA where all evacuation procedures shall be included and communicated to all buildings occupants.

Tibah safety inspection department is authorized to conduct scheduled inspections for all airport buildings and facilities to ensure that all safety requirements are provided and followed.

10.3 In case of emergency where building evacuation is required, following procedures should be followed:

10.3.1 Normal Staff

- Remain calm.
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building and proceed to the nearest safe assembly area.
- Assist any persons experiencing difficulty with the evacuation - notify nearest warden if additional assistance is required (e.g. injured or trapped person). Report any missing persons to a warden or emergency services personnel.
- Remain at the assembly area until otherwise instructed.

10.3.2 Wardens

On hearing Fire Alarm Bell (continuous ringing) or on being instructed to evacuate, or if it becomes necessary to evacuate the area, floor or building:

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- In applicable areas, subject to staff availability and providing it is safe to do so, designate staff to take up positions outside the entrances to the building (or area if local emergency) and prevent persons from entering.
- Progressively move through your area advising persons to evacuate - indicate their nearest safe exit and where they should assemble after the evacuation.
- If your area is large in size or complex in its layout, where possible, obtain assistance from other staff and designate particular areas for them to check and then report back to you.
- If your area includes rooftop access, then check this area as well (providing it is accessible and safe to do so).
- Providing it is safe to do so, retrace your steps checking each room/area to ensure that no one is left behind.
- If any rooms are locked, knock firmly, loudly announce the emergency, wait momentarily for any response and then move on, noting the room number or location.
- Where applicable, check with staff assisting that they have checked their designated areas and all persons have evacuated.
- Leave the area and report to the Area Warden at the Warden Meeting Point (providing it is safe to do so). If this area is unsafe, wardens should meet at their Assembly Area.
- Inform the Area Warden that your area has been evacuated and checked (also any rooms which could not be physically checked) and then unless otherwise required, proceed to the Assembly Area.

Section 11. Important Contact numbers

Department	Telephone Ext. NO.	Landline NO.	Website link
Airport Operations Center (AOC)	8888	0148138888	
Royal Saudi Air force (RSAF)	9889	0148139889	
Airport Rescue And Fire Fighting (ARFF)	3333	0148133333	
Safety Department	8333	0148138333	http://www.priasafety.com/DesktopModules/ReportIssue/app/index.html#/reportissue/.
Terminal Operations Team	8444	0148444	
Airside Operations Team	8138	0148138138	
Technical Support	8222	0148138222	