


Doc. No.	ARC-HQ-009	Abaq AlRumaila Company LLC	 شركة عبق الرمييلة للنقل العام والتخليص الكومركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
Date	01-12-2020	OCCUPATIONAL HEALTH AND PPE AWARENESS	
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1 Objective:

- Promote a safe and healthy work environment that protects the people from injury and illness.
- PPE (Personal Protective Equipment) provisions to all employees there by promote awareness on occupational health and safety issues.

2 Scope:

This procedure applies to all occupational health and work related PPE awareness and inspection at Abaq AlRumaila Co LLC.

3 Process Description:

Health card & screening: Pre employment medical screening is conducted for recruited staff. Post to employment, in view to job profile requirement employee undergoes a thorough medical checkup for the issuance of Occupational

Health Card. Personal hygiene inspection is conducted daily and records kept in file. All sick leave and injury records are maintained by the personal department also onsite.

Disease Control:

All employees at ARC operation have health cards in order to ascertain their physical fitness for the job. High standards of Personal Hygiene are essential to reduce the risk of contamination / food-borne illness. The medical examination is carried out to ensure that no employees are working with a debilitating illness, which could aggravate by the stress of the work or in any way spread the disease to their fellow workers. The staffs are advised to inform their illness to the concerned supervisor/ management immediately & are made obligatory that all employees do notify incidence of typhoid, dysentery, diarrhea or any other communicable diseases in their homes.

Personnel Hygiene & Health requirements:

Good standards in provision of all services start with the people providing the service.


PPE provision and awareness:

Personal protective equipment, shall include but not be limited to –

- Safety shoes
- Goggles
- Coverall
- Ear protection
- Gloves

Education & Training:

Safety/PPE trainings are conducted for all staff as required by regulatory bodies and record maintained at the site. On the commencement of job, every person MUST go through an orientation session that is taken up by his immediate supervisor.

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4 Responsibility:

HSE Supervisor and Location Manager shall implement this at site level.

5 Reference Document / Records:

HSE Elements and sub elements
ARC-HQ-009
HQ Manual
Training plan and records
Occupational Health Card file
Sick leaves, Incident Injuries Record

Abaq AlRumaila Co.