

NAFFCO



INDUCTION & RE-INDUCTION 2024



NAFFCO



Eng. Khalid Al Katib (CEO)

Ground Rule

Good Day All,

As part of legal compliance, all employees need to attend the induction & re-induction every year.

Please go through the below slides thoroughly and answer the questionnaire to complete your induction or re-induction.





NAFFCO was founded in Dubai, UAE to become the world's leading producer and supplier of life safety solutions. By recognizing the importance and convenience of having easy access to multiple safety services, we became specialized by offering complete solutions under one roof for all types of high quality firefighting equipment, fire protection systems, fire alarms, addressable emergency systems, security systems, custom-made vehicle such as fire trucks, ambulances, mobile hospitals and airport rescue firefighting vehicles (ARFF).

Specified product manufactured in our facility has been certified by UL, FM, BSI, LPCB & Global Mark in consistent with International Standards. Our Quality management system, ISO 9001 has been certified by UL-DQS. Our Environmental (ISO 14001) & Occupational Health & Safety (ISO 45001) Management Systems have been certified by UL-DQS. Our Trucks & Vehicles division has been assessed & certified for Quality Management System requirement for Aviation, Space & Defense organization(AS 9100) by UL-DQS.

Our success is driven by our "passion to protect"; our vision is to become the world's number one provider of innovative solutions in protecting life, environment and property.

NATIONAL FIRE FIGHTING COMPANY

INTEGRATED MANAGEMENT SYSTEM POLICY

NAFFCO is committed to provide a safe and healthy working environment for employees.

NAFFCO vision is to be the world's No. 1 provider of innovative solutions in protecting life, environment and property.

NAFFCO is committed to comply with all applicable legal and other requirements relating to its Environmental Aspects and Occupational Health and Safety Hazards.

NAFFCO mission is to empower customer to secure life, environment, property and business by delivering high quality and innovative protection solutions and knowledge using world class manufacturing.



INTEGRATED MANAGEMENT SYSTEM POLICY

NAFFCO is committed to provide world class products and integrated solutions related to Design, Engineering, Manufacturing, Installation, Maintenance, Testing and Commissioning of Firefighting equipment, Fire Doors, Life safety & security systems including Fire detection, Alarm, Suppression, Emergency and Exit lighting and ELV systems.

Design, Manufacturing, Commissioning, Maintenance and Servicing of Fire trucks and other Special vehicles including Chassis manufacturing.

This is achieved through fulfillment of needs and expectations of relevant interested parties.

NAFFCO is committed to implement and uphold an effective quality, health, safety and environment management system in line with ISO 9001, ISO 45001 and ISO 14001 International Standards. All necessary efforts are taken to achieve utmost customer satisfaction level by providing best in class products, sustainability in conducting business by prevention of pollution, prevention of injury & ill health, eliminating OH&S hazards and reduce OH&S risks to a level as low as reasonably possible within the context of the organization.

NAFFCO is committed to comply with all applicable legal & other requirements relating to its quality, health, safety and environment management system.

NAFFCO is committed to consultation and participation of its employees in developing, planning, implementation, performance evaluation and continual improvement of its integrated management system.

NAFFCO continually improve the effectiveness of quality, health, safety and environment management system by establishing, reviewing and accomplishing its objectives. The top management ensures this policy is communicated, understood, implemented and maintained throughout **NAFFCO** and is also made available to other relevant interested parties.

Approved by:



NAFFCO GREEN POLICY

- Reduce the CO2 emissions by implementing management programs.
- Reduce the consumption of natural resources by conserving energy, water, minimizing waste and recycling where possible to attain the objectives assigned.
- Prevention of pollution.
- Comply with ISO 14001 and other requirements to the industry sector in which it operates.
- Identify potential environmental impacts from NAFFCO operations by conducting environmental impact assessments for all activities, and then address recommendations in the decision-making.



GREEN POLICY

NAFFCO is committed to provide quality services related to Design/Engineering, Manufacture, supply, installation, supervision, integration, testing and commissioning, training and maintenance of all types of Fire Protection Systems, smoke management system, Fire Alarm & Gas detection systems including Fire Fighting systems, sprinkler systems, dry chemical powder system, wet chemical systems, fire pumps, water spray systems, water mist systems, pre-action systems, foam systems, all types of clean agent systems, CO2 systems, fire hydrant systems, fire alarm systems, fire doors, emergency lighting systems, voice evacuation and public address systems, low voltage systems, gas detection systems, CCTV and security systems through timely delivery, and the fulfillment of their needs and expectations, which complies with the specified & implied requirements of our clients and is fit for the purpose which is intended.

NAFFCO is committed offer quality services in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We are operating in compliance with local statutory legislations, ISO14001, ISO 9001 & and other requirements to the industry sector in which it operates.

NAFFCO is committed to:

- Reduce the CO2 emissions by implementing management programs.
- Reduce the consumption of natural resources by conserving energy, water, minimizing waste and recycling where possible to attain the objectives assigned.
- Prevention of pollution.
- Comply with ISO 14001 and other requirements to the industry sector in which it operates.
- Identify potential environmental impacts from NAFFCO operations by conducting environmental impact assessments for all activities, and then address recommendations in the decision-making.

NAFFCO continues to improve the effectiveness of Environment Management System by establishing, reviewing and accomplishing our objectives. The Management of the Company ensures this policy is Communicated, Understood, Implemented and Maintained throughout the Organization and other interested parties.

Eng Khalid Al Khatib
Chief Executive Officer



REV 00
DATED : 16TH Feb 2017



Legislative Requirements

NAFFCO is committed to implement and uphold an effective quality, health, safety and environment management system in line with ISO 9001, ISO 45001 and ISO 14001 International Standards.

- UAE Labor Law Federal Law No 8
- Abu Dhabi EHSMS Regulatory Framework
- JAFZA Regulations
- NAFFCO Integrated Management System Manual



- **Which of the three ISO standards are we following in NAFFCO?**
 - A: ISO 8001, ISO 45001 & ISO 14001
 - B: ISO 9004, ISO 45007 & ISO 14001
 - C: ISO 8522, ISO 45001 & ISO 14001
 - D: ISO 9001, ISO 45001 & ISO 14001
- **What is the full form of IMS ?**
 - A: Integrated Marketing System
 - B: Internal Managing System
 - C: Integrated Management System
 - D: International Management System

Why safety is important?

- Responsibility to **self**.
- Responsibility to **family**.
- Responsibility to not endanger **co-workers** .
- **Productivity** and health of the company.



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WORKPLACE HAZARDS



HAZARD

A **HAZARD** is something
that has the potential
to harm you



RISK

RISK is the likelihood
of a hazard
causing harm



Workplace Specific Hazard & Risks ?

CAUTION
WET FLOOR



- Hold Handrail
- Walk, Don't RUN
- Take one Stair at a time
- Ensure carried objects do not obstruct Your vision

- **What is YOUR responsibility for health and safety at NAFFCO?**
 - A: I have no responsibility to health and safety.
 - B: I don't know, my Manager will tell me when I have a responsibility.
 - C: Follow procedures and work in a safe manner.
 - D: To work in unsafe manner.
- **What is Hazard?**
 - A: Measure of the opposition to current flow in an electrical circuit.
 - B: The ability not to be affected by something.
 - C: Something that has the potential to harm you.
 - D: a stable subatomic particle with a charge of negative electricity.
- **Is the likelihood of a hazard causing harm ?**
 - A: Safety
 - B: Risk

Safety Precautions when using Drawers

- Don't Leave them **open**.
- Don't open **two at a time**.
- Don't open **top one** and then move to bottom
without closing the top one.





Manual handling ?

Actions that may be involved: Bending to floor; bending into low cupboards; Lifting/carrying/putting down heavy items; Pushing / pulling / lifting furniture; Reaching across desk; Reaching up to high shelves – putting up or lifting down heavy / awkward items.

Unsafe manual handling techniques will result in sprains and strains. back injuries. soft-tissue injuries to wrists, arms, shoulders, neck or legs.

OFFICE MANUAL HANDLING



Manual Handling Techniques



What is Ergonomics ?

According to Webster:

“ Ergonomics is the study of equipment design in order to reduce operator fatigue and discomfort.”

According to HSE:

“ Making the equipment Work for the worker Rather than the worker Working for the Equipment.”



example: Ergonomic Office Chair: Office chairs are designed with adjustable height, lumbar support, and armrests to promote proper posture and reduce back pain and strain during prolonged sitting.



Office Ergonomics



Be sure to set your desk up ergonomically->
Office Ergonomics



Why is ergonomics important?

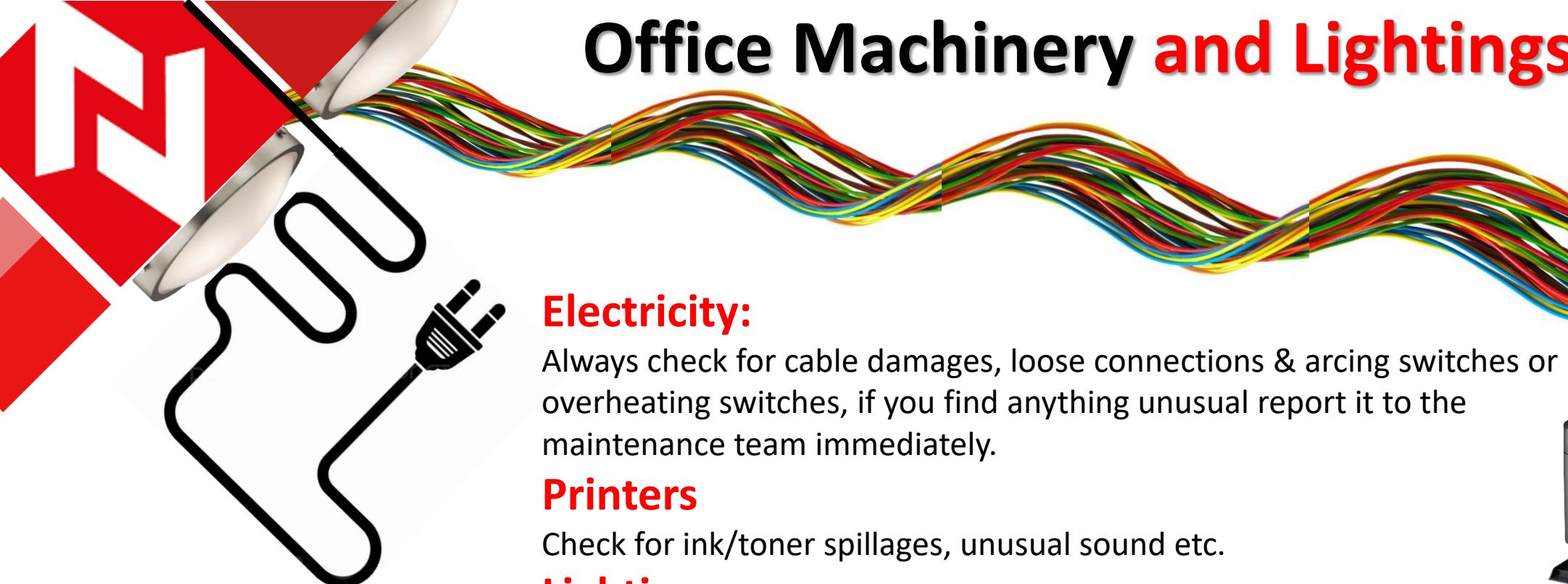
Ergonomics is important because when you're doing a job and your body is stressed by an awkward posture, extreme temperature, or repeated movement your musculoskeletal system is affected.

So what can happen if you don't think about ergonomics?

You can get carpal tunnel syndrome, tendinitis, lower back injuries, epicondylitis, rotator cuff injuries, knee issues, and more

To prevent these issues, it is important to have ergonomically designed workstations and promote proper posture and movement throughout the workday.

Office Machinery and Lightings



Electricity:

Always check for cable damages, loose connections & arcing switches or overheating switches, if you find anything unusual report it to the maintenance team immediately.



TAKE SHORT **BREAKS** -



Headache ?



Fatigue ?



Eyestrain ?



Nausea ?





Housekeeping

- **What is Housekeeping?**
 - Cleanliness, tidiness, maintenance
 - Taking care of your work area
 - Good housekeeping calls for constant care
 - Make sure cables are out of your way
 - Cable management should be proper
- **Good Housekeeping Benefits**
 - Safer, easier, better, more fun
 - less tiring, more work and play space, less aggravating, more business-like



Before



After



- **How should you lift correctly?**
 - A: Adopt a stable position lift using the arms to take the weight of the lift.
 - B: Adopt a stable position lift using the back to take the weight of the lift.
 - C: Adopt a stable position lift using the legs to take the weight of the lift.
 - D: Drag the weight so you don't need to lift it.
- **What are the consequences of ignoring ergonomics in office?**
 - A: Heart Attack
 - B: A paid vacation
 - C: Broken bone
 - D: Carpal tunnel syndrome, tendinitis, lower back injuries & knee issues.
- **Improper lighting, glare, noise and other conditions can contribute to ergonomic problems?**
 - A: True
 - B: False

**SANITIZE
YOUR HANDS**



Hygiene



Hygiene measures are important as they contribute to a healthy workplace and a healthy workforce.

- # Wash Hands Often.
- # Clean & Disinfect Commonly Used Surfaces.
- # Cough and Sneeze into a Tissue or Your Sleeve.
- # Don't Share Personal Items.
- # Stay Home When Sick.
- # Dispose waste properly.
- # Keep your desk clean and tidy



COVER YOUR COUGH
Stop the spread of germs!



Use tissue to cover your mouth and nose when you cough or sneeze



Throw your tissue in the waste basket



or cover your cough or sneeze with your upper sleeve, not your hands

Clean Your Hands



After coughing or sneezing wash for 20 seconds with soap and warm water or clean with hand sanitizer



Corridors and Exit System



What is a Corridor?

a hallway or passage connecting parts of a building

What is a Fire Door/ Fire Exit?

A fire exit door usually serves as the final opening to the outside of the building. They easily opened via a panic bar or push pad from the inside in the event of an emergency. Do not use fire exits unless emergency

Common Deficiencies

Excessive storage (includes furniture, surplus material, free standing displays, etc.) along the fire exit blocks the access.

Requires constant vigilance

Do not obstruct fire exit with rubbish, files, etc.
Keep enough distance from both sides of door.



Aggression & Violence

Under the new labour law, Article 14 in [Federal Decree-Law No. 33 of 2021](#) states: "Sexual harassment, bullying or any verbal, physical or psychological violence committed against the worker by the employer, his superiors at work, colleagues or the persons who work with him, are prohibited."



AGGRESSION OR VIOLENCE.
IT'S NOT PART OF THE JOB.

What is Workplace Violence ?

A blurry, grayscale photograph showing a man and a woman screaming in anger. The man is on the left, wearing a light-colored shirt, and the woman is on the right, wearing a dark top. They appear to be in an office or professional setting, with papers visible in the background.

Workplace violence is any act or threat of physical violence, harassment, intimidation , or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors.

- **Workplace violence is any act or threat of physical violence, harassment, intimidation , or other threatening disruptive behavior that occurs at the work site/Office.**
 - A: True
 - B: False
- **Workplace violence must be reported ?**
 - A: True
 - B: False
- **To whom will you report workplace violence?**
 - A: Reception
 - B: Branding Department
 - C: HR Department
 - D: Accounts Department

CAUTION

**PLEASE DRIVE
CAREFULLY**

Vehicle Driving Requirement /Instructions inside NAFFCO premises.



**Speed Limit
20 Km/H**

Valid UAE D/L



**Use Of Mobile Phone not
allowed while driving**



**Reverse Parking
Only**



Wear Seat Belt

**PARK ONLY IN
DESIGNATED
AREA**

- **What is the vehicle speed limit inside NAFFCO premises?**
 - A: 9 Km/h
 - B: 13 Km/h
 - C: 20 Km/h
 - D: 25 Km/h
- **Should Vehicles follow reverse parking at Naffco premises?**
 - A: True
 - B: False
- **While driving inside Naffco premises seat belt is not mandatory?**
 - A: True
 - B: False

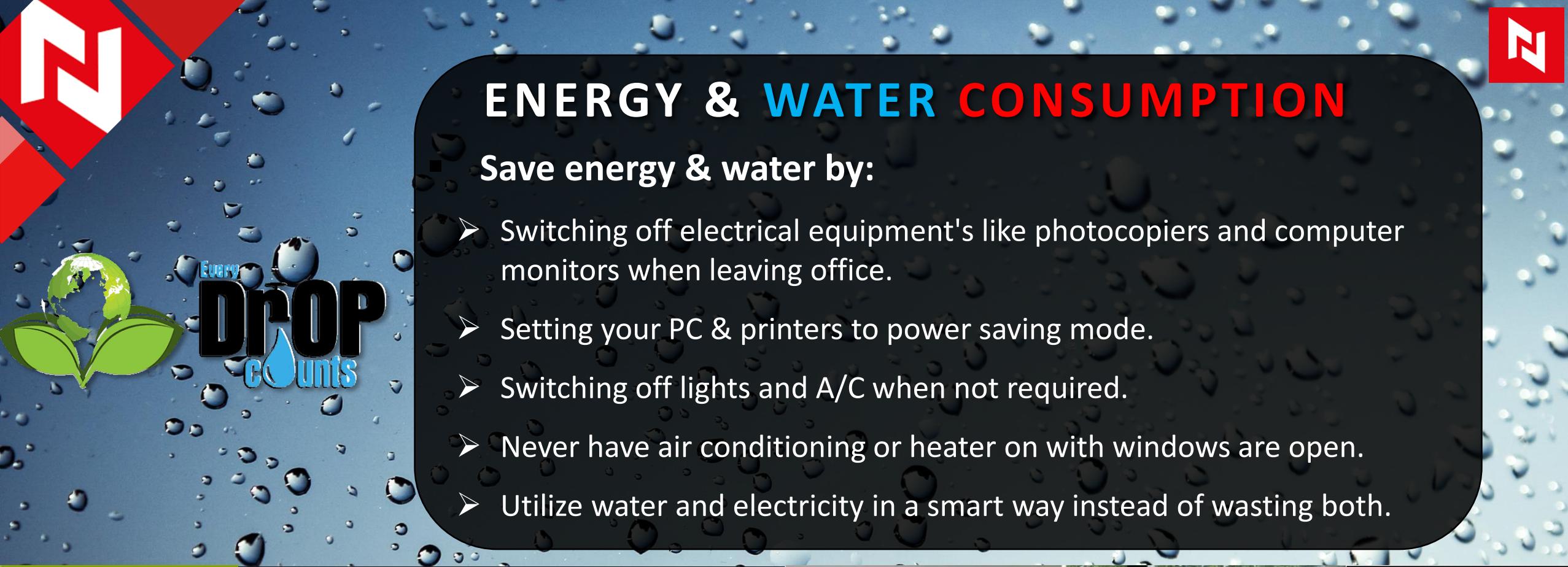
- Follow local and **site procedures** and **dispose** of all waste correctly.
- **Minimise waste** by adopting the “4R” principle:
 - **Reduce** printing by use of electronic document storage & double sided printing
 - **Reuse** paper, envelopes and cardboard
 - **Recycle** paper, cups and toner cartridges
 - **Re-educate** others on source reduction and recycling opportunities and practices



**REUSE
REDUCE
RECYCLE
RE-EDUCATE**

WASTE MANAGEMENT

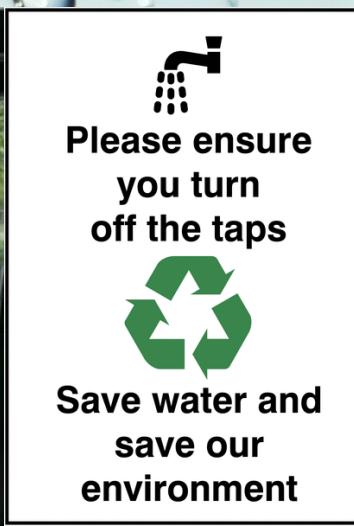




ENERGY & WATER CONSUMPTION

Save energy & water by:

- Switching off electrical equipment's like photocopiers and computer monitors when leaving office.
- Setting your PC & printers to power saving mode.
- Switching off lights and A/C when not required.
- Never have air conditioning or heater on with windows are open.
- Utilize water and electricity in a smart way instead of wasting both.





NAFFCO BUSINESS TRIP CHECKS

- Seek information on **visiting country rules and regulations** prior to travelling.
- Make sure you are **perfectly well** when travelling.
- Get a travel **health assessment** if necessary.
- Check if your flight covers **travel insurance**.
- Compile a **travel plan** including: contacts, pick up & drop/ fleet from airports & security requirements.
- When staying in a hotel always check **emergency route** from your room.
- Don't forget to bring your **Medical Insurance Card** in case of medical emergency.

MEDICAL
CHECK UP



ALWAYS REPORT UNSAFE CONDITION



- Water spillage on floor

Unsafe conditions are hazards that have the potential to cause injury or death to an employee.



Report to your HSE & HR team.

ALWAYS REPORT UNSAFE ACT

Unsafe Act can be defined as any activity by workers which are not as per the prescribed safety standard or practice and which can cause or likely to cause accidents or risk for self or others at workplace, damage equipment's and bring losses in terms of reputations and revenue to employer.



- A Person walking through the spillage area even after reading the signage.



Report to your HSE & HR team.

ALWAYS REPORT NEAR MISS

A near miss is a safety incident that did not result in injury, illness, or death but had the potential to do so.



- The person slipped but did not fall, It was close enough and he was not hurt.



Report to your HSE & HR team.



ALWAYS REPORT ACCIDENT



- The person slipped and fell on ground, which resulted in injuries.

An accident is an event that has unintentionally happened, that results in damage, injury or harm.



Report to your HSE & HR team.

Always Report Unsafe conditions, unsafe acts, near miss and accidents



- Report to your HSE team.
- Never “walk by” if you see something is wrong.
Stop, check and report.
- If you are concerned that any activity does not comply with safety standards, you are empowered to challenge the practice and if necessary stop the work.
- First aid boxes are supplied in all office areas
 - Know your first aiders contact numbers.



KNOW Your Emergency Contacts



Police

999



Ambulance

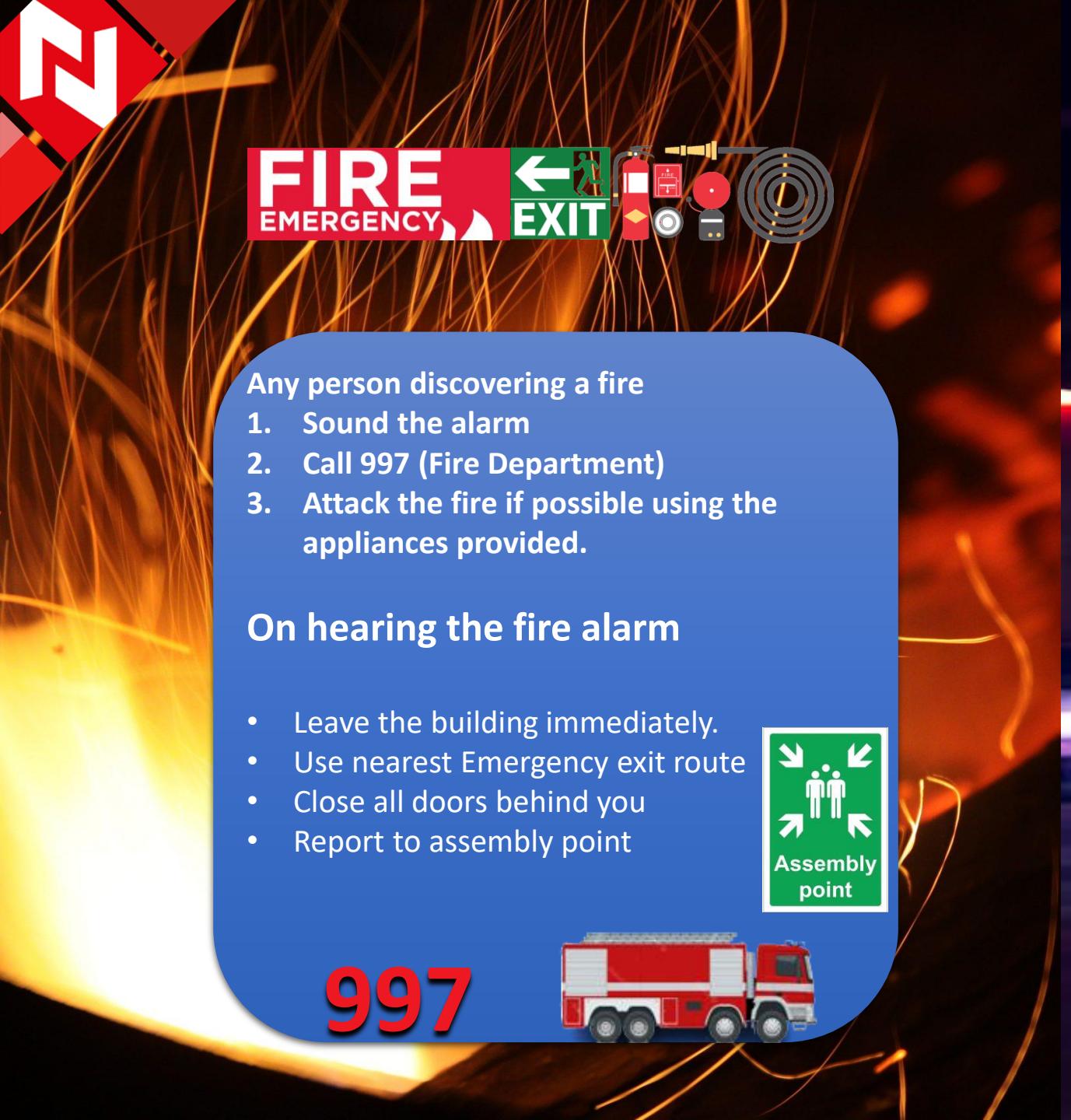
998



Fire

997

- **What is a near miss?**
 - A: Missing your nearest family members.
 - B: An event which caused fatality.
 - C: An incident that did not result in injury, illness, or death but had the potential to do so.
 - D: An event that has unintentionally happened, that results in damage, injury or harm.
- **To whom will you report if you see an unsafe act and condition?**
 - A: Reception
 - B: Safety Department
 - C: HR Department
 - D: Accounts Department
- **What all should we report to HSE department?**
 - A: Near Miss & unsafe condition.
 - B: Unsafe Act
 - C: Accident
 - D: All of the above.



FIRE EMERGENCY



Any person discovering a fire

1. Sound the alarm
2. Call 997 (Fire Department)
3. Attack the fire if possible using the appliances provided.

On hearing the fire alarm

- Leave the building immediately.
- Use nearest Emergency exit route
- Close all doors behind you
- Report to assembly point



997



MEDICAL EMERGENCY



In the event of an accident / illness

1. Call First aider.
2. Search for the nearest first aid box.
3. Inform your immediate Supervisor/Manager/ Safety officer.

To call an ambulance dial 998

- State condition and location of casualty
- Ask for an ambulance and give the details
- Inform the security guard
- Never leave the victim.
- Try to talk to the victim to verify his consciousness

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- **Which number will you use to call an ambulance?**

A: 997

B: 996

C: 998

D: 995

- **What do you do in the event of a fire?**

A: Leave it, somebody else will sort it.

B: Find a manager or team leader and tell them, then head towards the exit.

C: Grab the nearest fire extinguisher and tackle the fire alone.

D: Walk quickly to the nearest exit and assemble at assembly point.

- **Where is the NAFFCO emergency assembly point located?**

A: Factory Pantry area

B: Near Ground floor reception.

C: Near to security gate.

D: Inside warehouse

Contact HSE Dept. if you have any doubts

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*Thank
You!*



“Taking **PROACTIVE** measures today can **PREPARE** problems tomorrow.”