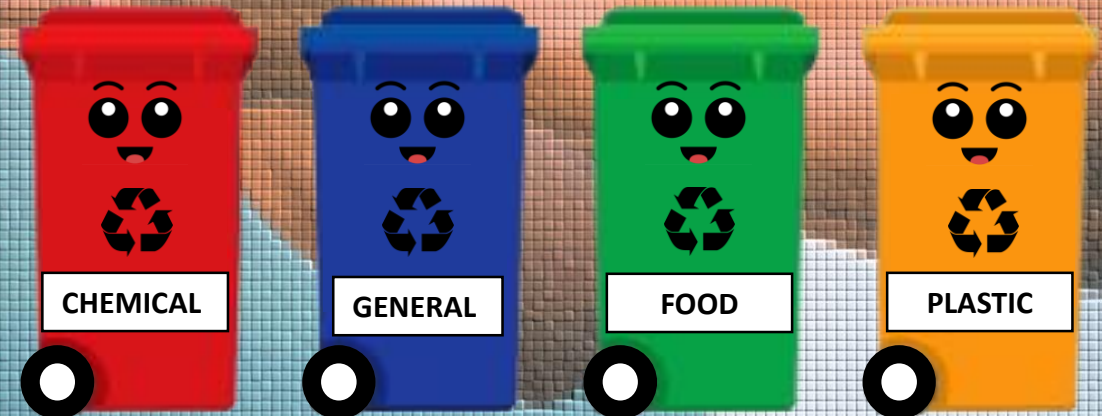


- Follow local and **site procedures** and **dispose** of all waste correctly.
- **Minimise waste** by adopting the “4R” principle:
 - **Reduce** printing by use of electronic document storage & double sided printing
 - **Reuse** paper, envelopes and cardboard
 - **Recycle** paper, cups and toner cartridges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



**POWER
SAVE MODE**



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

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



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



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