

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

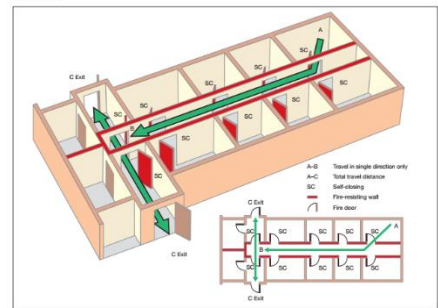
Excessive storage (includes furniture, surplus material, free standing displays, etc.) along the fire exit blocks the access.

Requires constant vigilance

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

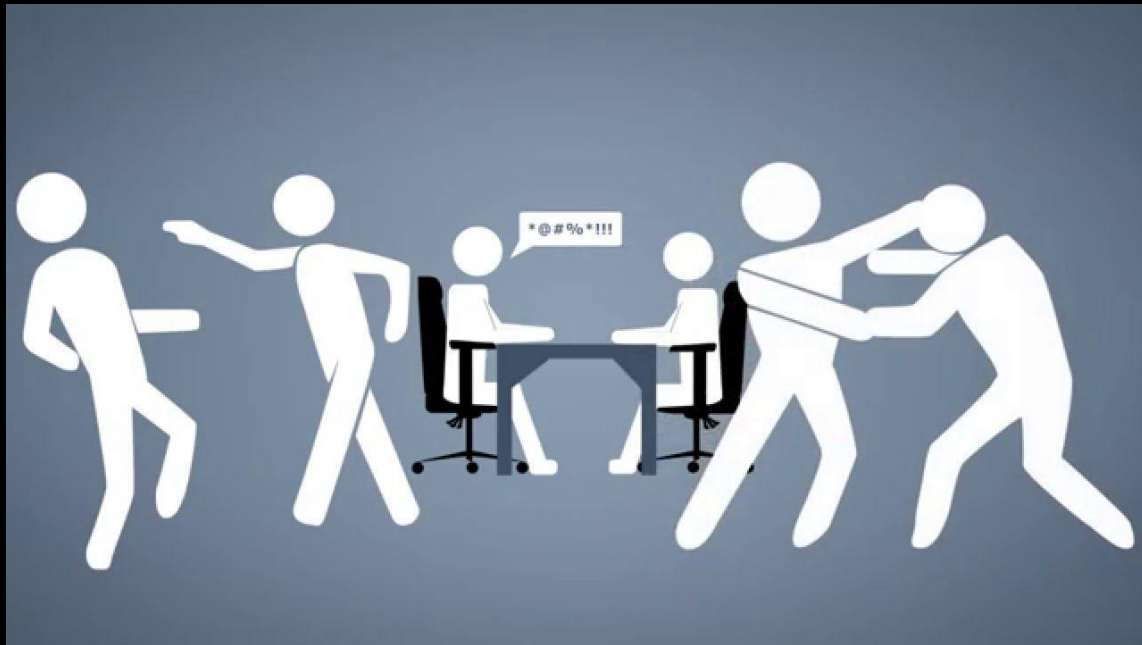


Figure 31: Dead-end condition with fire-resisting construction



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** ?

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.