



العثمان للصناعات الخشبية
ALOTHMAN WOOD INDUSTRIES



AL OTHMAN WOOD INDUSTRIES

For Wood Works Industries

Introduction

Al Othman Wood Industries for Wood Works Industries is a subsidiary of **Al Othman Group Co.**, a leading interior contracting company in the world. Operating principally in the luxury fit-out and industry, its main areas of business cover five-star hotels, high-end residential properties, retail outlets, as well as public sector amenities such as hospitals, airports, museums and theme parks.

Al Othman Wood Industries was established in 1987 in Al-Khobar, KSA, on a total area of 6,500 m², and a gross built up area of 10,000 m² with an estimated annual production capacity of 2000 hotel room, equipped with the necessary machinery and equipment for wood & joiner works.

Al Othman Wood Industries fulfills its mission by producing a whole range of wood items that are tailored uniquely as per our clients requirements for prestigious hotels, fulfilling design and furnishing contracts for new hotels or renovation of existing ones, Cruises and residential towers.

Al Othman Wood Industries superior portfolio of projects illustrates our skills in combining aesthetic and operational requirements to create the harmonious and complete results our clients expect.

We proudly set the standards of excellence in implementation.



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LIST OF PROJECTS

1. Al-Mohamdia compound.
2. Al-Othman Tower.
3. Al-Mohamdia Residence.
4. Kinpiniki Al-Khobar.
5. Behazaa Palace.
6. Imar Al-Khobar compound.



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مجموعة العثمان
AL OTHMAN GROUP

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Company Quality Policy

Al Othman Wood Industries will plan to exceed its customer's expectations by supplying quality products backed up with reliable and efficient service.

The company's Multi-national and carefully selected personnel shall ensure achievement of commitment in terms of Price, Time and Quality.

The policy is implemented through the company's quality system. This system will be the means by which the Company, Mission, Business Plan and Quality Objectives will be achieved.



LABOUR RESOURCES

| | | |
|------------------------------|----------|-----------|
| PRODUCTION ENGINEERS | : | 2 |
| FOREMEN | : | 4 |
| MACHINE OPERATORS | : | 8 |
| CARPENTERS | : | 40 |
| CARVERS | : | 5 |
| CHAIR MAKERS | : | 4 |
| POLISHERS | : | 18 |
| TECHNICIANS | : | 3 |
| TECHNICIAN ASSISTANTS | : | 2 |
| DRIVERS | : | 2 |



العثمان للصناعات الخشبية
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مجموعة العثمان
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METHOD STATEMENT



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Introduction

The Al-Othman Wood Industries method statement is descriptive details of the company process flow that span from the initiation of confirmed job to the installation of products in site

Joinery and Furniture Works

For formulation of jobs that include contract documents control and distribution, shop drawings scheduling, site measurements, material submittal scheduling, and installation programme of works. Second, for formulation of jobs' products those include material procurement, production, assembly, and finishing. Third, for transportation and Installation of products at sites.

2. Installation Program

The planning engineer of the Projects Department shall prepare a detailed Installation Program using projects planning and scheduling software.

The Installation Program shall contain for the specified jobs number the installation tasks description, schedule and costs. This program will be in line with the main contractor Construction Program Manual.

3. Material

All materials and parts used in this contract shall be extracted from the contract specifications and drawings. Then the Technical Department shall enter those materials and parts description, specifications, and quantities in the comprehensive material take-off sheet.

According to the contract requirements, if any, the Designer shall define customer specified suppliers, and indicate the materials required to be supplied by them. For other materials, he shall identify the prospective suppliers from the company's Approved Supplier List, which contains all approved suppliers based on their accumulated performance.

All the above will in accordance with contract specifications and submitted for approval before ordering. Any requirement for local and specified codes will be incorporated during manufacturing and installation.



4. Materials Procurements.

- 4.1 Technical department will incorporate the material submittal in the main contract schedule.
- 4.2 Technical department will submit the materials to be used in the project according to the schedule for approval and according the project procedure.
- 4.3 All in-coming material will be subjected to inspection by the Quality Control Inspector and approved by the Production Manager.
- 4.4 Stores will receive the incoming materials that are stored in certain assigned areas.
- 4.5 Material will be handled by fork lift or manually as appropriate and stored in workman-like manner as per the following work instructions:
 - % Handling within the warehouse shall be by hand or by Forklift.
 - % Access to stored material available
 - % Pallet bases allow safe handling.
 - % No Stacking of two different items in one pallet.
 - % Max. Stacking height of heavy materials shall not exceed 4 meters.
 - % Max. Stacking height of fragile materials shall not exceed 3 meters.All hazardous materials (glue, adhesives, and paints) shall be stored in separate areas under temperature control. Shelf life of these materials shall be noted according to supplier's instructions.

5. Plant and Equipment

The list of machinery is as indicated in the attached Machines / Equipment List.

All these machines are subjected to regular preventive maintenance, where all the preventive maintenance activities for each machine are scheduled per week for each year.

6. Shop Drawing & Cutting List.

- 6.1 The Technical Department shall prepare a list of required drawings to be submitted for the specified job.
- 6.2 The list shall indicate the drawing title (i.e., product description, and shop drawing number, customer drawing reference number, and the planned date for submittal to the customer for review and approval.
- 6.3 Upon the customer approved drawing list the department draftsmen of Production Department shall prepare and check the project drawings taking into consideration the following factors:
 - % Customer requirements for products and material that includes dimension details of product, material type, type of finish, and quality of finish and / or workmanship.
 - % Permissible tolerances.



- ‰ **Product acceptance criteria.**
 - ‰ **Aesthetic (Artistic) specifications and acceptance criteria.**
 - ‰ **Special operations needs of assembly and installation of components.**

 - ‰ **Standardization of products.**
- 6.4 According to the nature of product, the Technical Department Manager in coordination with Production Department Manager will decide on carrying site measurements.**
 - 6.5 Start preparing the shop drawings according to the schedule, and submit them for approval.**
 - 6.6 The Production Department in coordination with the Technical department shall monitor the progress of shop drawings approval via the list of customer approved drawings that contain the shop drawing reference number and the date and status of approval.**
 - 6.7 All approved shop drawings will be stamped “Issued for Production” one copy will be given to site Engineer.**
 - 6.8 Production Department will make the cutting list based on the approved shop drawings and site measurements. The Production department Manager shall review and approve all produced cutting list before issuing them to Production department.**
 - 6.9 The Production Manager shall identify the manufacturing method and process for the specified cutting list, and accordingly shall issue a production order for initiating manufacturing processes.**



7. Installation.

Power tools will be according to specifications, task lighting to be provided. Safety procedure strictly to be followed:

- 8.1 Dispatch will ensure that, the packed items will be delivered to the site with proper transport & handling.
- 8.2 Finished items will be stored at site prior to installation.
- 8.3 Installation will be done according to the specifications and approved shop drawings by using advanced tools.
- 8.4 Installation will be done according to the submitted installation programmed, which is based on the main contractor's programmed.
- 8.5 Any damaged items at site will be returned to factory for rectification / replacement.
- 8.6 Based on the installation activities the Project Manager shall prepare a Monthly Progressive Report.
- 8.7 The site Engineer / Foreman will also liaise with the main contractor to coordinate with other trades working in the same area and will assure protection of our finished works until hand over, with cardboard or plastic sheeting as appropriate. All installation & fixings will be in accordance with the Engineers' requirement and coordinated with other works under control of skilled supervisors.
- 8.8 Inspection request forms to be submitted to main contractor and any remedial work to be carried out on site or at factory as necessary.



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QUALITY CONTROL STATEMENT



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Introduction

At Al Othman Wood Industries KSA Quality Control Plan aims to establish the procedures for verification of all raw materials and parts, and ensure sound in-process and final inspection of its products to determine that completed production conforms to the projects specifications.

This plan is applicable to all received raw materials, in-process materials /parts, and all finished products that are destined for site projects. The final inspection shall include the sites where products are stored or installed.

2- Receiving Inspection.

- 2.1 Stores personnel shall log all incoming materials received and shall ensure that no materials are issued to production prior to inspection.
- 2.2 Quality inspectors shall inspect all material received according to their work instruction which define /indicate
 - Inspection status, i.e. sample inspection or 100% inspection.
 - Quality characteristics (variables and attributes).
 - Test equipment.
 - Allowed tolerances
 - Specifications and requirements
 - Sampling procedure
- 2.3 Accepted material shall be defined as such and stored in designated areas, and rejected materials shall be defined as such and returned to supplier.
- 2.4 According to the requirements of contracts the quality inspectors shall verify test certificates and / or third party inspection / testing is required and available

3- In Process Inspection

- 3.1 Each and product shall be inspected according to the work instruction and receive the inspector approval before it will be transferred to the next production section.
- 3.2 Each operator shall inspect his products against approved sample.
- 3.3 Finished product of polishing shop will be subjected to visual inspection.



3.4 Suitable corrective actions shall be taken to rectify any defects.

4- Final Inspection.

4.1 All finished products that have been produced shall be inspected. Only the quality inspector may give approval for completed products to be shipped or sent to site.

4.2 Any product found to be outside specification shall be identified as such and stored in a segregated area.

4.3 Any such items deemed by the quality inspector to be deficient shall be advised to the production manager and the necessary course of action taken.

4.4 Materials sent to site shall be inspected as follows:-

‰ Materials stored in site shall be ensured that it is stored as per storage Preservation work instructions and handling work instructions.

‰ Materials stored in site shall be checked for any damage or deterioration.

‰ Installed material shall be verified against the approved shop drawings, part cutting lists, and visual inspection for non-conformation.

5- Transportation of Products.

5.1 All products transported to and from sites shall be suitable packaged and clearly marked as to their destination.

5.2 All products shall be transported to site by means of suitable transportation.

5.3 All products shall be loaded in a suitable fashion and restrained to alleviate possible damage.

5.4 Delivered products shall be inspected during off loading, any visible damaged shall be noted on the delivery note.

5.5 Any such damaged items shall be returned to the factory and advised to the production manager for the necessary action.

6- Client Inspection.

5.6 Installed works shall be inspected by the site personnel prior to submission to the client for their inspection. Any required snagging should be completed prior to inspection of the client.

5.7 All clients issued snags shall be executed in a timely manner.

5.8 The client is free to inspect works/materials at any time during the production at the factory, site or related suppliers.



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SAFETY POLICY STATEMENT



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Introduction

At Al Othman Wood Industries KSA health and safety regulations are preventive measures aiming to protect its personal, and establish the protective environment to preserve the company products, project and subcontractor's manpower, material, machinery, and property .

These regulations are preventive measures aiming to minimize safety hazards and prevent accidents. All of our personnel are instructed to strictly adhere to these regulations.

The herein-listed regulations are in accordance with public health and safety regulations. They include preventive actions for electricity hazards, fire prevention, machinery hazards, chemical hazards, constructional hazards, and personal safety.

2. Preventive Action

2.1 Fire Prevention.

- 2.1.1 Ensure you are whit to do in case of fire.
- 2.1.2 Make sure you are aware of all possible fire escape routes.
- 2.1.3 Ensure all fire doors and shutters are kept clear of obstruction at all times.
- 2.2.4 Ensure all fire extinguishers are kept clear of obstructions at all times.
Learn how they operate.
- 2.1.5 Do not hang clothing over or near naked flames or heating appliances.
- 2.1.6 Do not allow paper, oily rags or other rubbish to accumulate in areas
Other than that designated.
- 2.1.7 Do not smoke in forbidden areas.
- 2.1.8 Ensure to use the correct storage containers for flammable liquids, not
Open tins or buckets.
- 2.1.9 When handle flammable liquids, ensure they are kept at a safe distance
from any possible source of ignition.
- 2.1.10 Check before and after using blowlamps, welding and cutting equipment.
- 2.1.11 Crucibles, soldering irons and gas rings must be non-combustible stands.
- 2.1.12 Ensure all electrical equipment are switched off from the mains when not in use.

ENSURE TO USE THE CORRECT! EXTINGUISHER FOR THE MATERIAL ON-FIRE

2.2 Electricity Hazards.

- 2.2.1 Don't " monkey " with electricity - if you don't know , call an electrician
- 2.2.2 Ensure never to overload equipment.
- 2.2.3 Ensure the correct fuses are used.
- 2.2.4 Check for defective cables, plugs, and sockets.
- 2.2.5 Ensure you switch off before making any repairs or adjustments.
- 2.2.6 Ensure loose cables are kept tidy and free of defects.

- 2.2.7 Avoid standing on a wet floor when making adjustments.
- 2.2.8 Disconnect appliances that are damaged or worn.



- 2.2.9 Do not use lighting circuits for portable tools.
- 2.2.10 Start artificial respiration immediately after collapse from electrical shock.

ELECTRICAL REPAIRS! LEAVEIT TO THE ELECTRICIANS IT'S THEIR JOB

Polishing Waxes, Glues, Silicon Other Chemicals.

- 2.3.1 Before handling read the markers' safety recommendation
- 2.3.2 Store these items properly.
- 2.3.3 Keep them away from welding area and weld sparks.
- 2.3.4 Ensure the item is used for recommendation application only.
- 2.3.5 Wipe off hazardous chemical from the skin immediately with a cloth. wash thoroughly with soap and water.
- 2.3.6 Wear necessary eye protection where required.

2.4 Machinery Hazards.

2.4.1 Hand Tools.

- 2.4.1.1 Use the right size spanner to fit the nut.
- 2.4.1.2 See that every file has handle.
- 2.4.1.3 Chisels and punches with mushroomed heads should be ground.
- 2.4.1.4 Keep hammerheads tightly wedged on their shafts.
- 2.4.1.5 Renew wooden handles that are split.
- 2.4.1.6 Keep the edges of cutting tools sharp.
- 2.4.1.7 Keep the hands behind the cutting edges when working.
- 2.4.1.8 Don't use screwdrivers on work held in the hand.
- 2.4.1.9 Keep tools in boxes or racks when not in use.
- 2.4.1.10 Protect sharp edged of tools that are not in use.
- 2.4.1.11 Scrap tools that are worn or damaged beyond repair.
- 2.4.1.12 Always use the correct tool for the job.

GOOD TOOLS MEAN FASTER & SAFER WORKING

2.4.2 Portable Electric Tools.

- 2.4.2.1 Before using a portable electric tool check to see that it is properly earthed, unless it is approved type that does not require earthing.
- 2.4.2.2 Before using an electric tool, make sure that the casing is undamaged. If it is damaged don't use the tool.
- 2.4.2.3 Ensure that cables, plugs or connectors are sound and properly wired.
- 2.4.2.4 Use tools only on the correct power supply as instructed on the manufacturers label.
- 2.4.2.5 Make sure that the power cable is long enough to reach your working place without straining it.
- 2.4.2.6 Keep power cables off the floor. They may damaged or trip somebody.
- 2.4.2.7 Never stand on damp or wet surface when using electrical equipment, and keep the equipment clean & dry.
- 2.4.2.8 Portable tools should only be used for their designated purpose.



- 2.4.2.9 Never connect a portable electric tool to a light socket.
- 2.4.2.10 Never use worn, blunt or damaged bits of other accessories
- 2.4.2.11 Electric power tools should be regularly inspected and maintained by a competent electrician
- 2.4.2.12 Disconnect tools when not in use.
- 2.4.2.13 Spindle speed and direction of rotation must be stamped on casing.

REPORT ALL DEFECTS IMMEDIATELY

2.4.3 Production Machinery.

- 2.4.3.1 Working spaces round machines must be unobstructed, floors kept clean and not slippery
- 2.4.3.2 A machine must not be worked until you have properly trained.
- 2.4.3.3 Concentrate on the work being done; carelessness can cause injury.
- 2.4.3.4 The teeth of the circular saws and railing cutter must be properly adjusted
- 2.4.3.5 A machine must never be left running unattended.
- 2.4.3.6 A saw must be stopped guarded for the work done
- 2.4.3.7 Metal working machinery must only be used for their designed purpose.

CLEAN OIL AND GREASE SPILLS AROUND THE MACHINERY

2.4.4 Abrasive Wheels.

- 2.4.4.1 Wear goggles when using an abrasive wheel.
- 2.4.4.2 Adjust the guard expose minimum wheel surface necessary.
- 2.4.4.3 Don't exceed maximum permissible speed of the wheel.
- 2.4.4.4 Adjust the tool rest as close as possible to wheel face.
- 2.4.4.5 Keep your fingers below the tool rest level.
- 2.4.4.6 Take care work does not slip off the rest.
- 2.4.4.7 Use the correct grade of wheel for the work in hand.
- 2.4.4.8 Keep the face of the wheel evenly dressed.
- 2.4.4.9 Never use the side of the wheel unless it is designed for it.
- 2.4.4.10 Do not exert heavy pressure on the wheel.
- 2.4.4.11 Run a replacement wheel for a full minute before using. Make sure every one is standing clear during the test.
- 2.4.4.12 Stop the wheel when not in use.

PROTECT YOUR EYES FROM FLING FRAGMENTS

2.4.5 Compressed Gas Cylinder.

- 2.4.5.1 Treat every cylinder as "full" and handle carefully.
- 2.4.5.2 Always use a carrier and secure the cylinder into it.
- 2.4.5.3 Always secure acetylene cylinders in upright position when used or stored.
- 2.4.5.4 Store all cylinders so that they cannot fall.
- 2.4.5.5 Keep them away from direct sunlight, artificial heat, flammable materials, corrosive chemicals, and fumes.



- 2.4.5.6 Avoid damaging valves & fittings.
- 2.4.5.7 Keep valves and fitting of oxygen cylinders free from oil and grease.
- 2.4.5.8 See that gloves (if worn) are free from oil and grease.
- 2.4.5.9 Open cylinder valves slowly, and close sufficiently to shut off gas.
- 2.4.5.10 Always lift cylinders from trucks-don't drop or slide them.
- 2.4.5.11 Keep hose lines clear of traffic lanes.
- 2.4.5.12 A remember-handling cylinder is two-man job.

REPORT ANY DAMAGE OF DEFECTS IMMEDIATELY

2.4.6 Forklift Trucks.

- 2.4.6.1 Take the weight and tests your steering before lifting a load.
- 2.4.6.2 Don't move with insecure loads.
- 2.4.6.3 Keep clear view and look in diction you are traveling.
- 2.4.6.4 Travel with load low and fully tilted back.
- 2.4.6.5 Stop and start smoothly.
- 2.4.6.6 Stop at face of stack and raise load at stacking height still tilted back.
- 2.4.6.7 Move load over stack, bring mast to vertical, and lower until forks are free of load.
- 2.4.6.8 Withdraw and lower forks just clear of floor before traveling away.
- 2.4.6.9 Descend slopes with load behind you.
- 2.4.6.10 Drive uphill with load in front of you.
- 2.4.6.11 When truck is to be left unattended set the brake with forks on the ground, remove starter key.

LOOK OUT FOR PEDESTRIANS.

2.5 Constructional Hazards.

2.5.1 Better House-Keeping

- 2.5.1.1 Don't leave rubbish lying about.
- 2.5.1.2 Keep all gangways, aisles and stairways clear.
- 2.5.1.3 Wipe up split oil, grease or liquids.
- 2.5.1.4 Clear-up turnings, chips or off-cuts.
- 2.5.1.5 Use metal containers for oily or greasy rags and waste.
- 2.5.1.6 Stack goods and materials clear of gangways.
- 2.5.1.7 Store your tools safely when not in use.
- 2.5.1.8 Keep benches worktops uncluttered.
- 2.5.1.9 Do not allow scrap or waste materials to accumulate.
- 2.5.1.10 Ensure that access to fire extinguishers is not obstructed.
- 2.5.1.11 Keep all fire doors and exits clear of obstructions.

A CLEAN WORKS MEANS FEWER ACCIDENTS



2.5.2 Manual Handling

- 2.5.2.1 Where possible gloves should be worn to protect against cuts, scratches or punctures.
- 2.5.2.2 Wear safety boots or shoes to protect toes from falling loads.
- 2.5.2.3 Size up the load and, if necessary, make a trial lift of a few inches.
- 2.5.2.4 Don't attempt to lift alone any load that is too heavy, large or awkward.
- 2.5.2.5 See that there are no obstructions in the direction you will be going.
- 2.5.2.6 Take up position, feet hip breadth apart, one foot slightly advanced pointing in direction it is intended to move.
- 2.5.2.7 Bend the knees, back muscles should be relaxed.
- 2.5.2.8 Get a secure grip of the load.
- 2.5.2.9 Lift, keeping the back straight, arms close to body, leg muscles tacking the strain.
- 2.5.2.10 Never stop off carrying a load with obscured vision.
- 2.5.2.11 When lifting to heights from the floor do it in two stages.

BAD HANDLING CAUSES INJURIES

2.5.3 Ladders.

- 2.5.3.1 Use clear varnish to protect a ladder, paint may cover a defect.
- 2.5.3.2 Never use an unsound ladder.
- 2.5.3.3 Be sure the ladder is set on firm level base.
- 2.5.3.4 Have a man at the foot or lash to top
- 2.5.3.5 Have a man at the ladder reached at lease (50cm) above landing platform.
- 2.5.3.6 The correct pitch of ladder is (12cm) out at the base for every (50cm) vertical height.
- 2.5.3.7 Use the right length ladder for the job. Never lash two short ladders to make a longer one.
- 2.5.3.8 Don't carry loads on ladders- use a hoist line.
- 2.5.3.9 Don't lean sideways from a ladder – it is safer to move the ladder.
- 2.5.3.10 Face the ladder when climbing or descending.
- 2.5.3.11 Beware of wet, greasy or icy runs.
- 2.5.3.12 Inspect ladders before use and regally when stored.

IF THE GROUND IS UNEVEN BURY THE FOOT

2.5.4 Roof Repairs.

- 2.5.4.1 Only workmen who are mentally and physically suitable work on sloping roofs.
- 2.5.4.2 Suitable crawling boards or ladders shall be used for any work on sloping roof or where a roof is used for access or ogress.
- 2.5.4.3 Except where the work is not extensive erect a suitable barrier at the lower edge of a sloping roof
- 2.5.4.4 Crawling boards or ladders must be properly supported and securely fixed or anchored to the slopping surface or over the roof ridge.
- 2.5.4.5 The fall of materials or articles from sloping roofs must be prevented.
- 2.5.4.6 Heed particularly any roof or other areas made of fragile materials and always use suitable crawling ladders, boards or duckboards.



- 2.5.4.7 When working near fragile material erect guard rails or cover the surface with suitable materials.
- 2.5.4.8 Any ladder used for access to the roof must be sound and set up on a firm level footing.
- 2.5.4.9 Until a ladder is lashed in position it must be footed by person at base.
- 2.5.4.10 A ladder is reach at least (50cm) above the landing platform.
- 2.5.4.11 Ladders rising to over (3.5m) should have an intermediate platform equipped with guard rail and toe boards.
- 2.5.4.12 All dangerous openings must be railed off or suitably covered.

2.6 Personal Safety.

2.6.1 Care of the Hands.

- 2.6.1.1 The most important factor is personal cleanliness.
- 2.6.1.2 Barrier cream appropriate to the exposure should be used if gloves cannot be worn.
- 2.6.1.3 Gloves should be worn for handling rough or sharp material. But not on drilling machines.
- 2.6.1.4 Cuts or punctures can turn septic-get first aid at once.
- 2.6.1.5 Change solid dressing on wounds.
- 2.6.1.6 Rings on fingers can be dangerous.
- 2.6.1.7 Use safeguards installed or provided.
- 2.6.1.8 Wash before eating – there may be harmful chemicals on your hands.
- 2.6.1.9 Don't use a pumice stone or abrasives for cleaning hands.
- 2.6.1.10 At the end of the day or shift wash hands with warm water and soap or cleaning cream-dry well.
- 2.6.1.11 Clean habits prevent diseases.

2.6.2 Eye Protection

- 2.6.2.1 A tiny fragment in your eye can cause disaster.
- 2.6.2.2 First aid room for all eye injuries – not your mate's dirty handkerchief.
- 2.6.2.3 Wear eye protection provided for your safety – a little discomfort is better than blindness.
- 2.6.2.4 You must wear eye protection when turning cast iron and non-ferrous metals.
- 2.6.2.5 You must wear welding goggles when cutting with coy-acetylene apparatus.
- 2.6.2.6 Don't watch welders at work unless your eyes are properly protected.
- 2.6.2.7 Eye protection must be worn if dust or fragments arise in your job.
- 2.6.2.8 Make sure your eye protection is suitable and keep it clean.
- 2.6.2.9 The place for goggles is over your eyes – not on your head.
- 2.6.2.10 Protect your eyes when handling dangerous liquid.
- 2.6.2.11 You must wear eye protection when using an abrasive wheel.
- 2.6.2.12 Remember eye protection is replaceable your eye are not.