

# Health, Safety & Environment (HSE) Manual

*( Dangerous Goods Storage and Emergency Response Procedures are part of this manual)*

Version Jan 2019

Approved by

Amal Banerjee



## Ducast Factory LLC

Al Quoz Industrial Area 2

PO Box 28480

Dubai

United Arab Emirates

Tel: 009714-3470 777

Fax: 009714-3470 707

e-mail: [ducast@emirates.net.ae](mailto:ducast@emirates.net.ae)

www: [www.ducast.com](http://www.ducast.com)

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# **Safety, Health & Environment Policy**

**Ducast assumes its business and social responsibility to create and maintain a safe & healthy workplace for its employees and provide clean environment.**

This is to be achieved by -

Constantly monitoring and reviewing all activities for continuous improvement of Health, Safety & Environment practices.

Adhering with statutory laws and regulations.

Commitment towards reducing, recycling and reusing of waste arising from manufacturing process by identifying and adopting waste minimization techniques.

Safe disposal of non recyclable waste in line with statutory guidelines

Involving all employees towards continuous improvement in all HSE aspects.

Committing to consider HSE in our manufacturing processes and up gradation processes if required.

Sharing all the information and expertise relating HSE including our Policy, Objectives and Targets with its employees, through training



## **Safety, Health & Environment objectives**

Reduce the probability of accidents which have the potential to cause injury, disablement & loss of life of employees, visitors and company's assets.

Minimize health impairment of people involved in carrying out the manufacturing activities at different manufacturing locations.

Minimize degradation of the general environment in & around the location, by controlling probable situations which have the potential to adversely affect the environment.

Minimize undue wastage of the material resources including water, raw material and other consumable and electricity required for the manufacturing of the products which help in preventing environment pollution.

Ensure compliance with all statutory laws, rules & regulations.

Educate the employees so that they can be aware of their own safety, health & well being as well as their moral and social responsibility towards the environment.

Train, retrain & thereby motivate the employees so that they are able to identify & eliminate prevailing unsafe practices as well as we able to improve, upgrade & mention their workplace free of unsafe action & condition.



### **Basic Safety Rules:**

All workmen are expected to wear uniform and safety shoes while on duty.

No visitors are allowed inside the manufacturing and storage area unless such is visitor accompanied company's representative at all times.

Any employee suffering contagious or communicable disease is not allowed to work and they should resume duty only after obtaining medical clearance certificate.

Smoking is not allowed in the manufacturing and storage areas.

Safety and personal protection equipment (PPE) are issued to all for staff and workmen and these must be worn all the time during the work as appropriate.

All material used in the factory are expensive and some are hazardous and make sure that there is no spillage and there is no wastage and they are properly handled and used.

Know the MSDS of each chemical and know the associated risks involved.

For working at heights safety belts should be worn.

Do not enter/repair any equipment without proper authorization and ensure the equipment is properly isolated from all dangers before commencement.

All maintenance work to be undertaken by authorized and competent maintenance person only.

Do not block any safety shower, fire appliance or exhaust.

### **During emergency:**

Work as per instruction only.

Do not panic and ensure your own safety.

Follow the instruction of only the competent authority.

Keep PPE in clean and suitable condition.

Report any abnormal condition, sound or vibration to your supervisor.

Do not enter any other area without instructions or permission of the supervisor.



### **General Safety Rules**

No employee is allowed to work more than 12 hours a day.

No employee is allowed to work more than 6 days in night shift in a fortnight.

Any employee who feels uncomfortable or fall sick during the course of a working day should immediately to the superior for medical attention or rest as appropriate.

Employees working in painting area needs occupational health check up once in a year.

The company will provide free medical facilities to all employees except for ear, nose, throat problems and self inflicted injuries All employees should use this facility judiciously.

### **House keeping:**

- Work place and surrounding area shall be kept clean and free from obstructions.
- On job completion all tools, equipments and left over material shall be collected stored at designated storage place.
- Waste oily material e material shall be removed and kept in metallic containers.
- Slipping substance such as grease or oil spilled on floor, shall be wiped and cleaned immediately.

### **Personnel Protective Equipment**

Personnel protective equipments (PPE) like

goggles,

face shields,

aprons,

gloves,

helmet,

dust mask

ear plugs etc.

are expected to be worn depends of the place of working.

### **Stacking materials:**

All materials shall be stacked tightly and up to safe height to prevent them from falling or causing some other piles to fall.

No material shall be stacked in passages and emergency exit.



**Safety Belt:**

All employees in elevated places which are not adequately protected by railing on suitable enclosure shall be worn safety helmet and safety belt with lifeline tied nicely to firm structure or other support independent of equipment on which they are working.

**Defective tools:**

All defective tools like chisels with irregular heads, spanners with worn jaws, broken hammers shall be brought to the notice of the supervisor and discarded.

**Guards:**

Machine guard and other safety devices shall not be removed except for making repairs lubricating or cleaning by authorized person. These must be replaced before starting machines.

**Clearance :**

Incidents often occur when maintenance work or project work is carried out in a half hazard way. Before taking any maintenance work each job should be analyzed in details to find out what are possible hazards involved in the executing job and identifying methods to be adopted to prevent incidents.

**Plant modification Authorization:**

Any modification to plant or equipment shall be carried out only after obtaining authorization from authority.

**Starting and repairing machinery:**

No person shall attempt to operate equipment unauthorized.

Oiling, cleaning and repairing of machinery shall be not normally carried without stopping machinery completely.

No person switch on electricity, turn on gas, air or acid or certain motion and machinery without first making sure that no one is in position to be injured.

All exposed moving parts of machinery such as pulleys, belts, couplings, chains, fly wheels, rotating collars with projecting shield etc shall be properly guarded.

**Electricity:**

No one is allowed to be in the close proximity of live electric supply lines.

The use of defective plugs, sockets and flexible cable shall be avoided.

No one except a person duly authorized by electrical section shall operate any switch gear or other electric equipment except for routine starting and stopping motors and switching on or switching off lights, fans etc.



### **Ladders and Scaffolds**

Ladders with broken and missing rings or split side rails or otherwise defective shall not be used.

No metallic ladders shall be used for electrical work or any work to be executed in close proximity to the electric supply lines or apparatus unless it is rubber lined.

The use of defective scaffolds shall be strictly avoided. All scaffolds shall be inspected by the person in charge of the work before commencement of work.

### **Welding and Gas cutting**

Welding and gas cutting operations, soldering shall be prohibited in proximity to materials and plant where inflammable liquids, gases etc. are likely to be present

No naked flame shall be introduced excepting in dangerous goods storage area.

### **Vehicles**

All vehicles shall comply with traffic regulations within the factory and they shall not exceed the speed limit of 20 Kmph.

Riding on fork lift with fork lift operator is strictly prohibited.

Sitting on the side laps or standing in a truck while in motion is strictly prohibited.

### **First-aid boxes**

First-aid boxes shall be provided in suitable places in every department.

### **Reporting of accidents**

Whenever an injured person is required to be sent to the hospital for treatment, the executive on duty should prepare Accident form & forward them to the personal department .

In case of serious accident information should be sent at once to location head or his designee.

### **Investigation of accidents:**

The essential requirements of successful accidents prevention practice are:

Every accident is investigated expeditiously and causes are analyzed critically.

Remedy for avoiding recurrence is recommended and applied.





**Unusual Occurrences:**

These are learning incidents which have the potential of accidents / mishaps/ spillages.

These shall be reported, investigated and remedial actions implemented to prevent recurrence.

**Emergency**

An Emergency shall be declared if an untoward incident (Fire, Major solvent/inflammable material spill or Major injury Accidents) occurs and requires the mobilization of all possible resources to tackle it



### **Safety in specific areas**

The general safety hazards in our industry is identified in all the process area as below

- Dust
- Gases and odors
- Noise
- Heat
- Electrical shocks
- Mechanical impact due to falling objects and handling material
- Vehicles, Fork lift, Over head crane and rotating mechanism

### **Control of health and safety in specific areas.**

<b>Area of work</b>	<b>Potential hazards</b>	<b>Control</b>
Pattern shop	-Dust (Wood dust) -Epoxy Chemicals -Solvents -Fire	-During wood working use mask to avoid inhalation of fine wood dust. - Use appropriate gloves and face mask to handle epoxy chemicals and solvents to avoid adverse skin reaction. -Avoid accumulation of wood dust in the work area and dispose them in day to day basis. No naked fire or smoking is allowed in the pattern shop. -Manual or mechanical wood working tools and machinery to handled only by trained employees with required safety wares to avoid any injuries.
Melting	-Heat - Fumes - Explosions - Equipment failure - Handling.	1. All metal charged to in to furnace are free from moisture, oil, grease and any contamination to avoid metal explosion. 2. Don't charge any smoke producing materials like galvanized scrap or non metallic. 3. Use hand gloves, goggles, helmets, face shield, aprons and leg guards to avoid any burn and cut injuries. 4. Do not operate furnace with leaking hydraulic cylinders and any oil hydraulic spills to be cleaned immediately. 5. Keep dump pits clean to empty the furnace in case of emergency. 6. Never by pass the Ground Leak/Metal leak detectors. Failing to do so may cause serious shock and burn injuries. 7. The fume collectors are always on during the operation of the furnace and

Pouring	<ul style="list-style-type: none"> <li>-Metal spill</li> <li>- Heat and fumes</li> <li>-Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>-Use only moisture free ladle to avoid metal boiling leading to burn injury.</li> <li>-Use clean ladle with sufficient refractory to avoid ladle puncture during metal handling leading to severe burn injuries.</li> <li>- Ensure the geared ladle in locked position during metal transportation to avoid metal spill</li> <li>-Ensure the passage free from human movement during metal handling.</li> <li>-Use goggles, hand gloves, leg guards, helmets to avoid injury caused by metal splatter.</li> </ul>
Sand preparation and moulding	<ul style="list-style-type: none"> <li>-Dust</li> <li>- Noise</li> <li>- Handling</li> </ul>	<ul style="list-style-type: none"> <li>-Use face mask on sand mixing areas</li> <li>-Use ear plugs near moulding machines</li> <li>-carefully operate the moulding machines that will have high pressure squeeze operation in the cycle</li> <li>-Ensure the dust extraction system is on during the entire operation</li> </ul>
Knock out	<ul style="list-style-type: none"> <li>-Noise</li> <li>-Dust</li> <li>-Fumes</li> <li>-Hot material</li> </ul>	<ul style="list-style-type: none"> <li>-Use ear plugs, face mask, and gloves</li> <li>-Ensure the dust extraction system is on during the entire operation</li> </ul>
Shot blasting	<ul style="list-style-type: none"> <li>-Dust</li> <li>-Handling injuries</li> </ul>	<ul style="list-style-type: none"> <li>-Eye protection with gloves and earplugs in this area is a must since the leaking steel shots traveling at a high speed may cause severe eye injury and permanent disablement.</li> </ul>
Fettling	<ul style="list-style-type: none"> <li>-Noise</li> <li>-Vibration</li> <li>-Dust</li> </ul>	<ul style="list-style-type: none"> <li>-Goggle, gloves and should be always worn.</li> </ul>
Stores		Refer dangerous goods storage
Moving equipments	Accidents caused by traveling over head cranes and forklifts.	<p>Accidents arising out of improper operation may cause serious and fatal accidents.</p> <p>All the forklifts and overhead cranes are to be periodically inspected and defects to be immediately corrected. These equipment to be annually inspected by a competent third party for certification of their safety compliance for the following parameters</p> <p>Safety assessment of Forklifts:</p> <ul style="list-style-type: none"> <li>Lifting chains</li> <li>Engine/Motor/Battery</li> <li>Hydraulic System</li> <li>Lifting and tilting cylinder</li> <li>Mast rollers</li> <li>Forks and attachments</li> <li>Cab and safety equipment</li> <li>Tires/Brakes/Horns/Mirror/Brake Light/Head Light/Reverse Light</li> <li>Reverse audible alarm with revolving beacon</li> <li>Load testing</li> </ul>

		<p>Safety assesmnets Over head cranes</p> <p>Structural frames and beams</p> <p>Hoist /Wire Rope/ Lifting Hook</p> <p>Traveling cables and pendant controls</p> <p>Limit switches (long travel/cross travel/hoist)</p> <p>Brakes</p> <p>Load testing</p>
Entire plant and storage area	Fire	<p>The following facilities are available.</p> <ul style="list-style-type: none"> <li>-A fire/smoke alarm panel connected to various locations of the factory. This is again to connected to local Civil Defense Department through a remote panel to enable them to reach the site in case emergency.</li> <li>-Foam, Dry Powder, CO<sub>2</sub> fire extinguishers are available in the entire premises at various paces with fire hose reel connected fire water pump to fight all fire accidents.</li> <li>-These were periodically inspected by a third party for their working condition</li> </ul>

## **ENVIRONMENT – POLLUTION**

Environment is basically constituted the air we breathe, the water we drink and the soil from which we get our food. Due to various human activities and over population our environment is being adversely affected. This is called Pollution. It is a serious threat to the existence of human life.

In order to tackle this polluting areas and process are identified to initiate and implement preventive measures.

### **Air pollution:**

Emissions from industries, automobiles etc, pollutes the air.

### **Water Pollution:**

Effluents and discharges from industries, domestic sewage etc. mixes with the natural & ground water causing water pollution

### **Soil Pollution:**

Waste form industries, human consumption etc. contain material like plastic, metals, glass, chemicals etc. When the waste is disposed it damages the soil. This causes loss of vegetation. The food products growing on such soil would harm our health if we eat them.

### **Global Warming:**

Due to increase in Carbon Di Oxide content of air the temperature of the atmosphere is increasing gradually. This causes discomfort to the living beings. The polar snow caps would melt due to the rise in temp. As the result there is a fear of land masses getting submerged when the level of water in the oceans rises.

### **Ozone Depletion:**

There is a protective layer of ozone at the uppermost portion of our atmosphere. This protects the entry of harmful ultraviolet rays from coming to the earth. Due to increase of chlorinated hydrocarbon gases in the atmosphere, this ozone layer is getting damaged. Ultraviolet rays kill living beings. This is a serious threat to the life on earth.

Various forms of pollution listed above if not checked will increase human sufferings and our future generation will have a miserable life.



We can help in preventing further pollution by contributing in the following ways.

- Avoid wastage of water, energy, chemicals and usable.
- Grow more and more trees, plants etc.
- Avoid over consumption of materials.
- Use everything to the maximum extent possible.
- Use environment friendly materials.
- Follow all pollution control rules and regulations in a systematic manner.
- Air emissions, water discharges & solid wastes should be minimized.
- Before throwing away harmful wastes should be treated and made innocuous.
- Maximize recycle and reuse water, waste and natural resources.
- Share environmental awareness and manage pollution prevention

**Air pollution and control measures:**

In the foundry dust and fumes are generated in the following areas.

Melting: Fumes and smoke generates form furnace carrying fine particles.

Sand preparation, sand conveying: and knock out: Dust generated during the process

Shot blasting: fine dust generated during the process.

Induction melting furnaces, sand preparation, conveying & knockout area, shot blasting machines in the factory is connected with dust extraction systems. The dust generated in this area is evacuated by separate dust extraction system and filtered through cassette filters and collected in bins for disposal. The filtered air sent out through chimneys.

If any visible emission in the chimneys is found then the particular machine is to be stopped the dust extraction system is to be inspected for repaired immediately. Only after successful repair the machine to be restarted.



**Water/soil pollution and control measures.**

The process does not generate any trade or process liquid waste. The domestic sewage waste water is disposed in Municipality's sewage treatment.

The storage area of liquid like diesel and lubricants or provided with underground bunkers and for collection of liquid in case of spills and breakage of containers.

All contaminated and waste lubricants are collected in barrels and disposed off to Municipality waste disposal site.

Water wash of vehicles in the company premises is not allowed.

**Waste disposal:**

Wastes generated in the factory are classified as Hazardous and non-hazardous.

Hazardous wastes are spent steel blasting media, and paint sludge.

Non hazardous wastes are foundry waste sand, furnace slag, domestic paper and food wastes and packaging materials.

These wastage should be collected and stored in metallic skips and disposed of to municipality designated sites through the municipality approved transport with required documents.

All the timber waste, empty metallic containers, paint tins, scarp waste are to be collected, stored properly and disposed off as per municipal regulations.



# EMERGENCY RESPONSE PLAN



*Ducast Factory L.L.C*

*P. O. Box 28480,  
Al-Quoz Industrial Area  
Dubai, United Arab Emirates*

*Version:*

*Jan 2019*

Approved By

Mr.Amal Banerjee  
Works Manager





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# EMERGENCY SITUATIONS AND OFFICE CLOSURES

## EMERGENCY SITUATIONS

FIRE	997
AMBULANCE	999
POLICE	999

## OFFICE CLOSURES

If you have a question as to whether or not the office will be open, call the DUCAST number:

**(00971 4) 3470777**

The DUCAST management team makes prompt decisions regarding the safety and well being of employees. Employees must use good judgment regarding weather conditions and their ability to commute to work safely. When in doubt, contact your immediate supervisor, call the Ducast Office number.

### **ACTIONS DURING NORMAL WORK HOURS:**

If you see smoke or flames or smell smoke and cannot determine the origin, immediately perform steps 1-3 below. In most of the cases the smoke/heat detectors will trigger the alarm which is directly linked to Dubai Civil Defence.

If you hear an alarm continuous ringing, perform steps 2-3.

If you observe a small, controllable fire (trashcan, etc.) go to the bottom of page 5 for instructions on retrieving and using a fire extinguisher.

- Step 1**      Remain Calm, Do Not Panic. Break the fire alarm glass affixed on the wall immediately to warn other employees
- Step 2**      Close all doors leading to the fire area after employees who work there have left. This isolates the fire and prevents spreading.
- Step 3**      Leave the building through emergency exit and gather at the Assembly Area.

## OTHER THINGS TO REMEMBER AND DO:

Follow Floor Warden's instructions to a safe exit.

**WALK** directly to the nearest designated exit.

**DO NOT SMOKE** or collect personal belongings before exiting. The Floor Wardens need your full attention. You will be advised when it is safe to return to the building to retrieve purses, packages, etc.

**Talk only to convey pertinent information. Get out of the building, and then talk.**

**WALK! DON'T RUN!** Proceed down stairways **as quickly as possible**, but in an orderly manner.

**DO NOT PUSH OR SHOVE** past others on the way.

## ACTIONS AFTER NORMAL WORK HOURS:

After normal work hours, if you see smoke or fire or smell something burning, the detectors will immediately detect and the fire alarm will ring which is directly connected to the Dubai Civil Defence.

## FIRE WARDEN RESPONSIBILITIES

1. Informs the HSE Officer of any mobility-impaired personnel in his/her area of responsibility
2. Should be familiar with the location of exits and the location of the nearest fire alarm pull boxes. **Fire extinguishers are located in the wall cabinets at various locations throughout the buildings.**
3. Ensures that all occupants of his/her area of responsibility evacuate promptly and to the appropriate muster point in the event of an emergency or a drill requiring evacuation. Makes sure all occupants close their doors (where applicable) and proceed to the nearest stairway exit as quickly and safely as possible. Checks bathrooms to ensure everyone is out.
4. The Receptionist is assigned the role to do the Role Call in the Assembly area. But all respective department heads need to quickly ensure once they reach the Assembly Area if their team members and guest/visitors are present in the assembly point.
5. Reports to the HSE Officer any problems observed during an emergency drill.
6. Makes sure everyone knows about the emergency drill beforehand and what they are supposed to do.
7. Coordinates with the First Aiders to administer First Aid.
8. First aiders have to be alert and quick to act till the ambulance arrives. First aid boxes should be frequently checked and refurbished. First aid box should be kept at a place accessible at such times.

## SMALL CONTROLLABLE FIRES

If the fire is small and controllable, such as a trash can:

- (1) Retrieve a fire extinguisher from the fire closet.
- (2) Stand about six feet away from the fire.



- (3) Pull the pin on the extinguisher.
- (4) Aim the extinguisher across the top of the fire **(NEVER DIRECTLY DOWN INTO THE FIRE because this may blow burning material out of the fire and cause it to spread).**
- (5) Squeeze the handle to activate the extinguisher and sweep side to side to put the fire out.
- (6) Report the incident to your immediate supervisor and the HSE Officer.

## **HANDLING OF HAZARDOUS MATERIALS**

### **Diesel Storage:**

Diesel is stored in an isolated area which is properly bunded with secondary storage. Even in case of a leak the diesel would not flow outside area as it will be collected in the secondary storage tank. Two Foam Fire Extinguisher trolleys are placed on the either sides of the Diesel Storage. The area is clearly identified with the HAZCHEM signage and with proper NO SMOKING boards. The diesel drain discharge mechanism is locked and only under the supervision it can be operated. The authorized people working with the diesel storage are given clear instructions about the properties of diesel with the MSDS and the necessary precautions in case of emergency.

### **Calcium Carbide:**

Calcium Carbide is stored in Metal Container's with proper display boards and warning signs [HAZCHEM]. Not all employees are allowed to access the material and the people handling and accessing Calcium Carbide are given necessary instructions on the property of the material with the MSDS and the response required in case of Emergency. It is ensured that no source of Water shall enter the Container in which Calcium Carbide is stored.

### **Paints, Resins and Thinner:**

Paints, Resins and Thinner are stored in a temperature controlled room with adequate fire protection system [Smoke detectors and Fire Extinguishers]. The MSDS of the paints stored is displayed in the area of Storage and the employees working with the material are given clear instructions on the proper use and actions required in case of emergency. Proper HAZCHEM Signage and Emergency contact numbers are displayed for the employees to respond in case of Emergency.

### **Catalysts**

Catalysts are Para Toluene Sulphonic Acid filled and received in either non-reactive plastic drums or non-reactive plastic lined steel drums. These are stored in stacked pallets in the lean shed. The shed is locked to restrict unauthorized withdrawal of the material. A drainage channel is provided in case of spill and leak. Spill kits are provided to absorb minor leakage.

### **Gas Cylinders**

Gas cylinders are stored in lean closed and secured shed. Partition walls provided in between flammable gas LPG, DA compressed gas oxygen and empty gas cylinders. The flammable gases DA and Acetylene and compressed gas Oxygen are stored separately in closed and secured lean sheds. The gases are used for metal cutting purpose and are handled in cylinder trolleys.

## **STORAGE & HANDLING OF OIL**

The oil stored in the premises is essentially utilized for the lubrication of machinery. The oil drums are stored and secured lean sheds with proper bunding. For day today use oil is withdrawn from stores using siphon pumps. Spill trays are used to collect spilled oil. Any spill on floor will be cleaned using sand dust or dry sand.



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## **MEDICAL EMERGENCIES**

### **RESPONSIBILITY**

#### **First person on the scene**

### **ACTION**

- Check the scene for safety. If not safe or you are not First Aid/CPR trained, someone should notify one of the First Aid Responders listed below.
- If the scene is safe and you are First Aid/CPR trained, assess the victim's situation and render aid if necessary. Have someone notify one of the First Aid Responders listed below.
  - DO NOT MOVE THE PERSON UNLESS HE APPEARS TO BE IN DANGER.
  - Call for Ambulance should you requires it.
  - Redirect any traffic around the scene.
- Comfort the person as well as you can while help is on the way.
- In the event that you do not feel well and need immediate medical attention, the closest hospital is 04-3440250. Do not undertake to transport others to the hospital, unless directed to do so by a member of the Emergency Response Company

<h3><b>FOR ALL EMERGENCIES...</b></h3>
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**DO** remain calm

**DO** exercise caution

**DO** follow instructions

**DO** exit the building quickly

**DON'T** panic

**DON'T** light a cigarette or matches

**DON'T** spread rumors

**DON'T** speak to the press. Refer all news and media questions to MD/WM

## VISITORS

- All visitors will enter through the front entrance of the office and check in at the receptionist desk.
  - The receptionist will contact the employee the visitor wants to see.
- The employee or designated employee will meet the visitor at the receptionist desk and escort the visitor to the meeting area. No visitor will be allowed past the reception area without an employee escort.
- Visitors are expected to wear proper PPE while entering the workshop area or wherever necessary.
  - An employee must accompany all visitors during the entire time of the visitor's stay.





# EMERGENCY RESPONSE SYSTEM

**Ducast Factory LLC**

PO Box 28480, Dubai, UAE

Tel: 04-3470 777, Fax: 04-3470 707, e-mail: ducast@emirates.net.ae

## EMERGENCY RESPONSE SYSTEM

Location: Al Quoz Industrial Area

### ACCIDENTS AND ENVIRONMENTAL INCIDENTS

#### MINOR

##### CIVIL DEFENCE

997

##### MEDICAL CONTACTS

Ambulance

999

Nearest Hospital

04-3440250

##### POLICE

999

##### AMBULANCE

999

##### TOP MANAGEMENT

Name : Mr. Lalit Taurani

Office tel : 04 3470777

Mobile : 050 6257957

##### WORKS MANAGER

Name : Mr. Amal Banerjee

Office tel : 04 3470777

Mobile : 050 5245689

#### MAJOR

##### CIVIL DEFENCE

997

##### MEDICAL CONTACTS

Ambulance:

999

Nearest Hospital

04-3440250

##### POLICE

999

##### AMBULANCE

999

##### TOP MANAGEMENT

Name : Mr. Lalit Taurani

Office tel : 04 3470777

Mobile : 050 6257957

##### WORKS MANAGER

Name : Mr. Amal Banerjee

Office tel : 04 3470777

Mobile : 050 5245689

NORMAL REPORTING  
PROCEDURE

##### HSE OFFICER

Name : Mr. Edelino Quilaton Jr.

Office tel : 04 3470777

Mobile : 055-3090948

EMERGENCY CONTACT  
FOR INSTRUCTIONS

##### EMERGENCY RESPONSE TEAM

##### FIRST AIDERS CUM FIRE FIGHTERS

Mr. Shiv Kumar 050-426 8876

Mr. Sudhir Kumar Singh

Mr. Sunil Govalker 055-6615240

Mr. Sheikh 050-9954248

##### CHEMICAL SPILLS (or) OTHER EQUIPMENT DAMAGE

##### INJURY (or) ACCIDENT

PROVIDE :

1. Nature of problem : spill, exposure
2. Amount and type of chemical spill.
3. Location of incident.

PROVIDE :

1. Name of caller.
2. Contact number(s).
3. Name of patient.
4. Name or company.

## ASSEMBLY AREA



## **ASSIGNED FIRST AIDERS AND FIRE WARDENS**

### **TRAINED FIRST AIDERS**

1. Mr. Shiv Kumar
2. Mr. Sudhir Kumar Singh
3. Mr. Sunil Govalker
4. Mr. Sheikh Dawood
5. Mr. Uthaya Kumar

### **TRAINED FIRE WARDENS**

1. Mr. Shiv Kumar
2. Mr. Sudhir Kumar Singh
3. Mr. Sunil Govalker
4. Mr. Sheikh Dawood
5. Mr. Uthaya Kumar