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Operational Safety Manual

EMPLOYEE SAFETY HANDBOOK

Note

Preface

Employee safety is crucial, All employees must be enforced disciplinary policies with company's safety regulations consistently in order to prevent an accident that it will lead to injury or property damage or illnesses because of work with myself and colleagues.

This handbook is intended to disseminate all employees about the correct and safe working operation. The handbook is cover with several types of hazard jobs. It aims to raise awareness of dangers while working at all times. Also, hazard assessment will be identified likely to cause future harm for avoiding accidents, injuries or illnesses.

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Note

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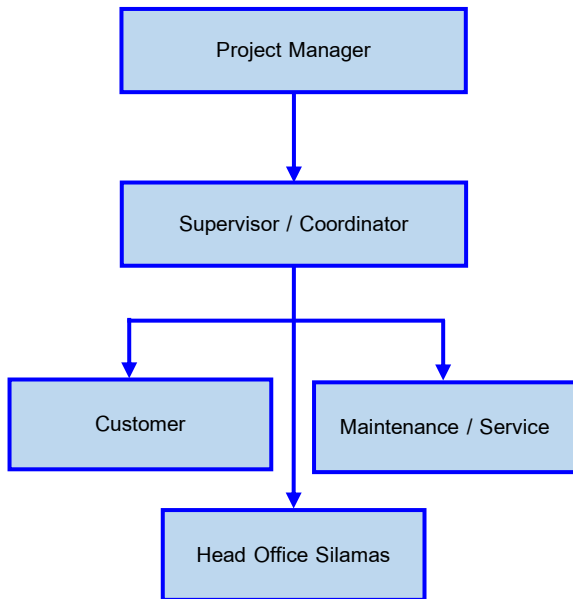
Safety Policy and Occupational Health

The company operates the business of providing transportation, moving, lifting and installing products. Our company is not only having a vision and goal of providing quality service but also adhering to the importance of hygiene and safety for all employees. For achieving the target the company have to do as follows, therefore, our company

1. operate its businesses in accordance with the laws, regulations on safety, health and hygiene as well as in accordance with various regulations of the company.
2. Focus on improving operational safety in all service processes.
3. Building a consciously and responsibility for employees and contractors. To pay attention to the safety of yourself and your colleagues.
4. provision training, support knowledge, and allocation necessary resources in order to work with safety in an appropriate environment
5. consistently review the policy to ensure that the policy is accordance and appropriate for the organization



Break down of transport/ lifted accident during operation



duty of Safety Officer in Supervising Level

The safety officer in supervising level shall have a duty as follows:

1. To direct and supervise employees in the responsible unit to follow the regulation and guidance.
2. To analyze the work of the responsible unit to primarily find risks or dangers, in collaboration with safety officers in technical, advanced technical and professional levels.
3. To teach correct working procedures to the employees in the responsible unit for working safely.
4. To check working conditions of machinery, tools and equipment to be in safe condition before starting daily work.
5. To direct and supervise the use of personal protective equipment of the employees in the responsible unit.
6. To report the accidents or illness or annoyance caused by working of the Employees to the employer, and report it to the safety officers in technical, advanced technical, and professional levels. As for a workplace that has a safety department, it shall be reported to the department promptly after the incident takes place.
7. To investigate the cause of the accident, illness, or annoyance caused by working of the employees in collaboration with the safety officer in technical, advanced technical, and professional level and report the result together with suggesting resolution promptly.
8. To promote and support the activities for safety at work.
9. To conduct other activities for work safety as assigned by a safety officer in the management level.

Personal Protective Equipment: PPE



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General Occupational Safety Rules

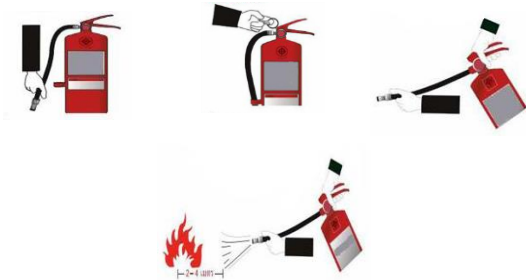
- ❖ All employees must follow the rules, regulations, marks and safety instructions set by the company.
- ❖ All employees must wear appropriate personal protective equipment during performing work.
- ❖ To check working conditions of machinery, tools, and equipment to be in safe condition before and after every time using.
- ❖ Choose equipment, tools, machines that are suitable for the job to be performed.
- ❖ Immediately report a problem, accident, or an unsafe situation to the supervisor.
- ❖ Do not play with each other while working.



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Procedure for Prevent Fire (continued)

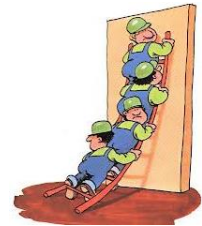
- ☐ Fire exit areas should be kept clear from obstruction.
- ☐ Oil rags, other materials soaked in oil, or combustible material must be clearly classified.
- ☐ All employee must practice basic firefighting and fire drills according to the specified period.
- ☐ A contractor must be under the supervision of a supervisor.
- ☐ Prevention and suspension of fire is duty for all employees.



The Cause of the Accident

Unsafe Acts

- Use of equipment, tools, machines without knowledge, skills and expertise.
- Not ready physical condition, such as drinking alcohol, hangover, etc.
- Not following the work procedure Or work instruction (WI) or not following recommended.
- Do not wear PPE equipment while working, dress inappropriate for work conditions, not tight.
- Violate safety regulations, symbols and signs.
- Play or inattention during work.



Keeping and Cleaning Material

- ☐ Working, workways, extinguishers and staircase area must be kept clear from obstruction.
- ☐ The nail or tack must be folded or removed from the material.
- ☐ Wire, rubber tube, and ladder must be installed in a good condition. Also, warning signs must be clearly seen.
- ☐ Lubricants, chemicals, or packaging must be stored in proportion and clearly marked.
- ☐ Material debris such as iron, hazardous waste, and so on must be separated by type of waste.
- ☐ Garbage must be disposed of regularly.
- ☐ The floor or walkway must be free of any slippery materials.
- ☐ Material and equipment facility storage must be tidy and clean.



Safety of Working with Tools or General Machineries

- Before working, the operator should study and understand how the machine works.
- All workers should wear PPE as specified by the company.
- Dress should be tight, and not glorious. If your hair is long, it should be tied up. Moreover, do not wear jewelry that may be pulled from machinery.
- Do not repair or work on machines without the knowledge and relevant duties.
- Do not remove protective equipment at the machine.



Safety for Contractors (Cont.)

- ❖ During being in the company area, do not do the as follows.
- Smoking is prohibited in all work areas except for separate smoking areas.
- Do not enter other places that are not relevant.
- No gambling, no alcohol, and no drug.
- Do not fight or cause no peace.
- If the contractor work with risk such as welding, grinding, cutting, sparking work, or high work, it has to ask for permission from the supervisor or the safety officer every time.
- After completing the work, the contractor must check and keep all materials and equipment neatly.



Safety of Using Hand Tools

- Choose the proper tools / equipment for the job.
- Keep tools in good condition. Check the condition before every use.
- Repair or replace the tool immediately when found to be defective.
- Check and follow the tooling instructions.
- Firmly hold the tool. Do not send tools or equipment by hurling or throwing.
- Keep tools or equipment neatly after use.



Enclosing the Working Area and Labeling Warn Sign

- ❖ Enclosing or labeling vulnerable areas such as loud noise, lifting work using cranes.
- ❖ Use PPE labels to remind workers that personal protective equipment is required.
- ❖ Warning signs must be clearly visible and easy to understand.



ระวังรถยก
BEWARE FORKLIFT



ต้องสวมใส่อุปกรณ์ป้องกันใบหน้า
Wear face shield



ถังดับเพลิง
FIRE EXTINGUISHER



ทางออกฉุกเฉิน
EMERGENCY EXIT



ระวังไฟฟ้าแรงสูง
BEWARE
HIGH VOLTAGE



สวมหมวกนิรภัย
WEAR HEAD
PROTECTION



ห้ามสูบบุหรี่
No smoking



ปฐมพยาบาล
First aid

Grinding/ Cutting

- ☐ Check equipment condition to be in good condition before operating.
- ☐ The sander must be firmly fixed to a stable table with a protective cover.
- ☐ Never operate grinding wheels at speeds in excess of the recommended speed.
- ☐ The power cord or plug must be standardized without leaks or cuts.
- ☐ When the grinding disc was deteriorated, it must be replaced.
- ☐ Person performing work must wear personal protective equipment as required.



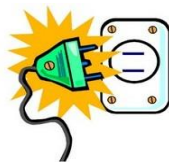
Safety of Transportation (Cont.)

- ☐ The vehicle must be checked regularly before use and after use.
- ☐ The condition of the car is checked according to the company map.
- ☐ In the event, that the route is unfamiliar, the route should be checked before proceeding with the transportation.
- ☐ In case of an accident, it should inform the supervisor for resolving the initial issue and to be continued.



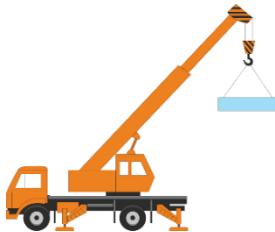
Safety of Working Electrical

- ❖ Inspect equipment or electrical appliances before use.
- ❖ Do not stand on wet floors while working on electricity.
- ❖ Defective electrical equipment must not be used until they have been repaired.
- ❖ Do not perform electrical work without electrical knowledge or duties.
- ❖ Do not modify or adjust the built-in safety devices.
- ❖ Always turn off the switch of equipment, tools, machines or electrical appliances after use.



Lifting and Moving by Using Crane(Cont.)

- ☐ Bonded workers must be in appropriate areas while performing their duties. It must be kept away from being knocked or pinched.
- ☐ No one is in a dead spot or dangerous spot while moving the material.
- ☐ Provide cut protection with cloth or rubber pads if the material to be raised is sharp.
- ☐ Equipment used for lifting work must not have signs of damage or distortion.



Safety when Working with Computers

- ☐ Correct work posture by adjusting the chair to sit in a comfortable position properly and back against the back of the chair.
- ☐ Keep your keyboard on the same plane as your arm, 90 degrees perpendicular to your elbow.
- ☐ Other usually used equipment, such as telephones, papers, and stationery, should be within reach.
- ☐ Provide adequate lighting to work.
- ☐ There should be regular breaks while working to relax the muscles.



Lifting and Moving by Using a Crane

- Study the use of cranes to understand before operating.
- Operators must be trained as required by law.
- There is certification for Por Jor. 1 or Por Jor. 2 for the period specified by law.
- The lifting equipment is checked by an engineer according to the law.



Moving Things with a Hand Lift

- ☐ Use a hand lift that is in perfect condition or ready to use.
- ☐ The material placed on the hand lift must be stable that does not slide or move easily.
- ☐ To move hand lift, push it forward. Unless you have to go through a steep slope, you can pull the hand lift back.
- ☐ Passing the car through rough holes or grooves must be especially careful because it is prone to accidents.
- ☐ When the hand lift is not in use, it must be stored in the place provided to void leaving areas that obstruct walkways or work.
- ☐ There is maintenance from time to time.



Roles and Duties of The Safety Officer

The safety officer in management level

1. To direct and control the safety officers in every level who is under supervision of the safety officer in management level.
2. To propose a work plan of the project on occupational safety in the responsible unit to the employer.
3. To promote, support and follow-up working performance on occupational safety to comply with the work plan of the project in order to have suitable safety measures for the workplace.
4. To supervise, control, and follow-up the working performance to resolve any defect for safety of the employees as reported or suggested by a safety officer, the committee, or the work safety department.



Emergency Phone Number



Ladkrabang

Sisa Chorakhe Noi Subdistrict Administrative Organization

Tel. 02-3128167 / 02-3371652

Chularat 8 Hospital

Tel. 02-3267993

Ladkrabang Hospital

Tel. 02-3267987

Bang Sao Thong Police Station Tel. 02-3381234 / 02-3381559

Laem Chabang, Chonburi

Nong Kham Subdistrict Administrative Organization

Tel. 038-338910

Phyathai Sriracha

Tel. 038-770220 / 038-317333

Queen Savang Vadhana Memorial Hospital

Tel. 038-322157 / 038-312890

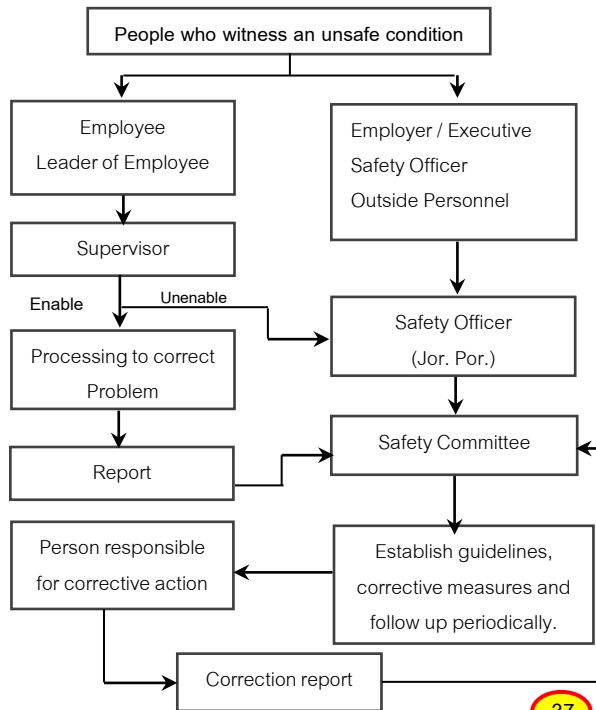


The Duty of All Employees to Prevent Accidents.

1. All employees strictly abide by rules, regulations, manuals, and operating standards.
2. All employees must follow occupational health, safety and activities of the organization to achieve goals.
3. Performing pre- and post-operation inspections of the machines and tools for potentially hazardous conditions.
4. Reporting defective equipment or accident or unsafe situations immediately to a supervisor.
5. Use and take care of PPE at all times.
6. Cooperating in various activities on accident reduction or promoting safety held by the company.
7. Keep the working area clean and tidy.



Reporting and Investigating Accidents and Incidents



General Occupational Safety Rules (Cont.)

- ❖ Do not drink alcohol, intoxicants, or some liquid that has the power of alcohol while working or driving a vehicle.
- ❖ Smoking is prohibited in all areas of the company except for the designated areas.
- ❖ Do not move and modify all kinds of equipment including fire fighting equipment without permission.
- ❖ Keep the area and surrounding area clean.
- ❖ Employees and third parties entering the company must be responsible for your own safety and colleagues. Supervisors at all levels are responsible for supervising employees to strictly abide by the rules.



Personal Protective Equipment (PPE)

Type of Work	Gloves	Welding Shield	Clear Glasses	Shoes with Rubber Outsole	Splatter Protection Sheet	Safety Helmet	Safety Shoes	Sound Reduction Device	Thermal protection device	Air Filter
Welding	Leather	✓			✓		✓			
Grinding Wheel	Fabric		✓	✓						
Turning, Milling, Drilling	Fabric		✓	✓						
Metal Pump	Fabric		✓	✓						
Metal Plating	Latent			✓						
Paint	Fabric			✓						✓
Lifting / Moving	Fabric					✓	✓			
Machine Control				✓		✓				
Crane	Leather					✓	✓			
Boiler			✓	✓				✓	✓	

Note: In case of working at height, it must provide safety belts and lifters or scaffolding as appropriate for the nature of work.

Unsafe Working Conditions

- Using equipment and machines with improper or not design for working.
- The machine is not equipped with a guard.
- Electrical systems or electrical equipment is defective or lack of maintenance checks.
- Unsanitary, dirty, and lack of storage of materials
- Poor working environment such as insufficient lighting, loud noise, dust, and high heat, etc.



Procedure for Prevent Fire

- ☐ Workplace, storage of materials and equipment, these must be clean and tidy.
- ☐ No smoking or cause a spark in an area that may cause a fire.
- ☐ Do not throw cigarette butts or hot objects in baskets, trash cans, or other supports that could create a fire.
- ☐ Fuel, flammable, or chemical must be stored and handled properly and with special care.
- ☐ Always check the fire protection and suppression equipment, there is absolutely no obstruction.



Safety of Working with Tools or General Machineries (Cont.)

- The machines, and tools must be checked to be in a safe condition before use.
- While tools or machines are working, to make sure that **NO PART OF THE ORGAN** is close to the danger point of the equipment or machine without protective equipment.
- In case of installation or maintenance or any mechanism, the sign must be clearly marked.
- Do not allow machines or machine tools to operate without supervision.
- Do not overload tools and machines. Also do not misuse them.



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Safety for Contractors (Cont.)

- ❖ The contractor must wear PPE equipment according to the type of work.
- ❖ Safety officers can order to stop work or give a warning in the event that the action is found to be harmful or in violation of the company's rules.
- ❖ In case of an emergency must follow the instructions recommended by supervisors / supervisors / security guards and follow the emergency plan.
- ❖ When the business is finished, the person concerned must sign the entry-exit permit. Then, the paper of entry-exit permit must return it to the security guard before leaving the company.

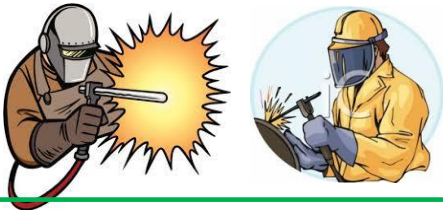


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Safety in the Heat and Sparks Area

Welding and Cutting of Metal Using Gas

- ☐ Must check the equipment condition before operation.
- ☐ Be careful when lifting and moving the gas container.
- ☐ The tank should be kept in the shade and be away from flame and heat.
- ☐ Place the tank vertically and secure it firmly.
- ☐ The oxygen tank should be stored separately from the fuel tank.
- ☐ There is a set of reverse power protection devices.
- ☐ The pressure gauge is unbreakable, damaged, or cannot be read.
- ☐ Gas rods do not decay or break.
- ☐ A reverse power protection device is installed.



Safety for Contractors

- ❖ Must wear proper dress which has no short pants and no flip flops.
- ❖ Contact the security guard to inform the name list of Parking in the area designated by the company.
- ❖ Contractor must be in a place where the supervisor provided only. If a contractor wants to go to another area or need more, it must notify the supervisor of the company.



Safety When Working at Heights

- ☐ Use a safety harness on a height of 1.80 m and outside without stairs with handrails.
- ☐ Workers must be authorized to work at height from their supervisors.
- ☐ Operators must inspect the safety harness before use.
- ☐ In working at heights, the safety harness must be used at all times.

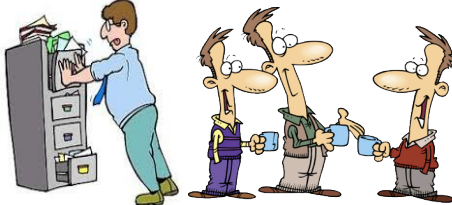


Traffic Signs



Safety in Office Work

- Always keep the floor dry.
- When lifting things up the stairs, it should not lift things too high and should wear proper shoes.
- Do not use a rotating chair to stand up to pick up things at high. Use a stable ladder or chair.
- Should not place objects obstructing entry-exit or walkway as this will cause stumbling or colliding.
- The file cabinet should put heavy objects downstairs. Do not keep the drawer or file cabinet door open.
- Unplug and turn off electrical appliances when it's not in use.
- Learn how to use fire extinguishers and fire evacuation routes at work.



Safety in Transportation

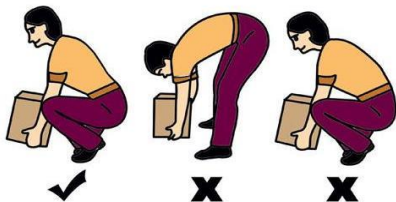
- ☐ Drivers must have a valid driving license according to the vehicle type.
- ☐ The driver must drive according to the traffic rules which specified with speed limit control.
- ☐ The driver must not drink liquor before and while driving.
- ☐ The driver must not use your phone while driving, if necessary, there should be peripherals such as headphones, etc.
- ☐ If driving continuously for a long time, the car should be parked.
- ☐ Parking must be parked in a enough light area, it is not parked in a secluded area. Moreover, the car is parked, the hand-brake or chock blocks must be applied.
- ☐ Always wear a seat belt when driving.
- ☐ Strictly follow the traffic rules.



Safety of Lifting or Moving

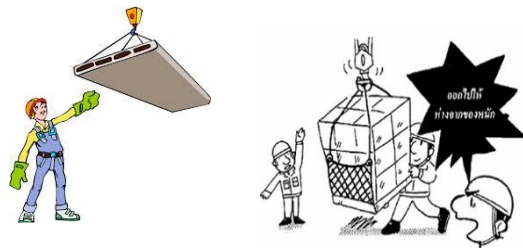
The Lifting and Moving of Materials by a Person

1. Keep your feet 8-12 inches from the object and legs slightly apart for better balancing.
2. Keep your back as straight as possible. Bend your knees until your hands reach the best place to get a strong grip on the object.
3. Keep your back straight as you lift the load with your legs. Support as much of the weight as you can just using your legs. Don't arch or bend your back as you lift the object since it may cause pain. Keep lifting the object until you're in a standing position.
4. Placing an object down uses the same principles for lifting things.



Lifting and Moving Using a Crane (Cont.)

- ☐ Blocking the area to prevent unauthorized persons from entering the work area.
- ☐ The signaling staff is ONLY ONE PERSON who will give a signal to the crane operator.
- ☐ Equipment used for lifting work must be inspected for a specified period of time and checked before use.
- ☐ The crane operator must be sure that any operator or other equipment is in the crane swing direction.



Moving Using a Forklift

- ☐ The operator of a forklift must be trained.
- ☐ The operators must dress properly and wear PPE.
- ☐ Forklift must be inspected according to the company plan to ensure that the forklift has a solid and strong roof frame along with a clearly announced signal for lifting.
- ☐ Ensure that the forklift has a light or sound signal in operation.
- ☐ When parking the forklift, the forks must be fully lowered and the forklift must pull the handbrake every time.
- ☐ The forklift must drive in the area designated by the company.



Lifting and Moving by Jacking and Skidding

- ☐ The condition of the equipment is checked before operation.
- ☐ Operators must understand how to use the equipment and must be trained by supervisors.
- ☐ Do not use a jack to lift overload.
- ☐ Wear PPE during work.

