

## **Safety Policy at SESAME**

### **Obligations**

SESAME is committed to providing and maintaining a safe and healthy workplace for all workers, visitors, researchers, contractors, surrounding environment and members of the public as well as protecting its property.

SESAME aims to ensure all activities are done safely.

SESAME aims to reduce and as applicable to remove all hazards to the health, safety and welfare of all who entering our premises.

### **Responsibilities**

#### **Management shall be responsible for:**

- Establishing, applying, sustaining and continuously improving a management system to ensure safety.
- Fostering and sustaining strong safety culture among all personnel at SESAME.
- Put in place with vendors, contractors and suppliers for specifying, monitoring and managing the supply to SESAME of items, products and services that may influence safety.
- Carrying out regularly all needed risk assessments for all kinds of activities in the SESAME workplace and on vehicles outside SESAME premises.
- Consult with and involve workers on matters related to health, safety and wellbeing (welfare) in totally blame-free environment.
- Provide workers, researchers, visitors and contractors by information, instructions and training as needed to enable all of them to move and work safely.
- Provide employees and others with necessary personal protective equipment and train them to use and care for it properly.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable safety, health and environmental laws and regulations.
- Enforce SESAME safety and health rules and require employees to follow the rules as a condition of employment.
- Strive to prevent all occupational injuries and illnesses to achieve the goal of zero accidents.
- Accidents and near miss reporting, recording and investigation to determine the causes and prevent similar cases by applying reasonable correction actions.
- Provide a suitable injury/illness management and return to work program in case of accidents.
- Assure safe access and egress to and from workplace and prepare emergency procedures.
- Allocate adequate resources to ensure realization of SESAME's policy.
- Review and revise this policy as necessary at regular time basis of one year.

#### **Employees and researchers are obliged to:**

- Take ultimate care of the health and safety of themselves and others.
- Comply with safe work procedures, instructions and rules.
- Respect all kinds of precaution tapes and signs and keep of SESAME's property.
- Participate in regular safety and health program activities and trainings.

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- Immediately reporting health and safety hazards, unsafe work practices, all injuries, illnesses and near misses to a safety committee representative.
- Wearing all needed personal protective equipment and keeps them as instructed.

**Visitors and contractors are obliged to:**

- Take reasonable care of their own health and safety and adjacent persons.
- Follow instructions and rules given by management during their existence in SESAME.
- Respect all kinds of safety precaution tapes, warning signs and keep of SESAME's property.
- Control their curiosity and never touch instruments, press knobs, open doors or enter areas not defined in the scope of their visit or work in SESAME.
- Report immediately to safety officer any anomalous incident regardless how trivial is it.
- Contact immediately the safety officer if they encountered a problem during their visit or conducting their job in SESAME and never try to solve by their own.

**Application of this policy**

Our ultimate goal is to provide a safe and healthy workplace environment that is free from injuries and illness through the application of this policy. This can be achieved only through the full participation, cooperation and commitment of everyone who is working at or entering SESAME premises.

**Name: Khalid Toukan**

**SESAME's Director and Head of Safety Policy Committee**

*Khaled Toukan*

**Signature:**

**Date: 07/03/2019**

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