



**HOPES SAFETY**  
**CONSULTANCY LLC SPC**

# Health and Safety Procedure

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437 Zayed Bin Sultan St Central Al Ain  
Tel: +97137557120  
Email: [info@hscllc.org](mailto:info@hscllc.org)  
Registered in UAEEC No. CN-5496744

## 1. Introduction

The Health and Safety Procedure at **Hopes Safety Consultancy LLC SPC** ensures the implementation of our Health and Safety Policy. This procedure outlines specific steps, responsibilities, and practices to maintain a safe and healthy environment for all employees, contractors, clients, learners, and visitors. By embedding health and safety as a core organizational value, we aim to ensure the well-being of everyone involved in our operations and training programs.

## 2. Scope

This procedure applies to all premises, activities, and individuals involved with **Hopes Safety Consultancy LLC SPC**. This includes:

- Staff, trainers, and contractors engaged in organizational and training activities.
- Learners participating in courses and certifications at our training centers.
- Clients and visitors accessing our facilities or services.

The procedure covers health and safety practices related to daily operations, training delivery, practical assessments, and emergency situations to ensure a safe environment for all stakeholders.

## 3. Key Responsibilities

- **Management:**
  - Ensure the implementation and compliance of health and safety procedures across all operations.
  - Allocate necessary resources for health and safety initiatives, including training and equipment.
  - Monitor health and safety performance regularly and enforce corrective actions when required.
- **Health and Safety Officer:**
  - Conduct comprehensive risk assessments and regular workplace inspections.
  - Provide guidance and training on health and safety matters for staff, learners, and contractors.
  - Investigate incidents thoroughly and implement corrective measures to prevent recurrence.
- **Employees, Trainers, and Contractors:**
  - Adhere strictly to health and safety protocols.
  - Report hazards, unsafe conditions, or incidents promptly.
  - Participate actively in health and safety training sessions as required.

- **Learners:**
  - Comply with health and safety instructions provided during training sessions and assessments.
  - Report any safety concerns or incidents to the trainer or designated personnel.
  - Avoid engaging in any unsafe practices that may endanger themselves or others.
- **Visitors:**
  - Follow safety instructions provided upon entry to the premises.
  - Report any observed hazards or concerns to a staff member.

## 4. Risk Assessment and Hazard Identification

- Regular and thorough risk assessments will be conducted to identify potential hazards in all operational and training environments.
- Identified hazards will be evaluated based on their severity and likelihood, and appropriate control measures will be implemented.
- Risk assessments will be reviewed periodically or whenever significant changes occur in the work or training environment.

## 5. Workplace Safety Practices

- **General Safety:**
  - Maintain clean and clutter-free workspaces, including training rooms and practical assessment areas.
  - Ensure fire exits and emergency routes are clearly marked and accessible at all times.
- **Use of Equipment:**
  - Operate machinery, tools, and training equipment only if adequately trained and authorized.
  - Conduct regular maintenance and safety checks on all equipment.
- **Personal Protective Equipment (PPE):**
  - Provide PPE appropriate for specific tasks and training activities.
  - Ensure proper use and maintenance of PPE by all staff, learners, and contractors.
- **Emergency Preparedness:**
  - Display evacuation routes and emergency contact numbers prominently in all premises.
  - Conduct regular fire drills and emergency response training for staff and learners.

## 6. Incident Reporting and Investigation

- **Reporting:**
  - All incidents, near-misses, and accidents must be reported immediately to the Health and Safety Officer.
  - Use the Incident Report Form to document details of the incident comprehensively.
- **Investigation:**
  - The Health and Safety Officer will conduct a thorough investigation to identify root causes.
  - Findings will be documented, and corrective measures will be implemented to prevent recurrence.

## 7. Training and Awareness

- Provide comprehensive health and safety training tailored for staff, contractors, and learners.
- Conduct induction training for new employees, contractors, and learners to familiarize them with safety procedures.
- Offer specialized training for roles or activities involving higher levels of risk, such as practical assessments or hazardous material handling.

## 8. Monitoring and Review

- Conduct regular workplace and training environment inspections to ensure compliance with safety standards.
- Review risk assessments, incident reports, and safety procedures annually or after significant incidents.
- Collect feedback from employees, learners, and stakeholders to improve safety practices continuously.

## 9. Emergency Procedures

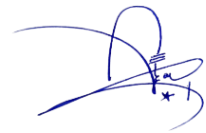
- **Fire Safety:**
  - Ensure fire alarms, extinguishers, and emergency lighting are functional and regularly inspected.
  - Provide clear fire evacuation routes and conduct fire drills with staff and learners.
- **First Aid:**
  - Maintain a fully stocked first-aid kit in easily accessible locations within the workplace and training facilities.
  - Ensure designated first-aid personnel are trained and available during operational hours.

- **Evacuation:**

- Follow the established evacuation plan during emergencies.
- Assemble at designated meeting points and await instructions from emergency response teams.

## 10. Continuous Improvement

**Hopes Safety Consultancy LLC SPC** is committed to the continuous improvement of its health and safety procedures. Feedback from staff, learners, audits, and incident reports will be used to enhance safety practices and prevent future risks. Regular engagement with stakeholders ensures that our health and safety measures remain effective and relevant.



**Director**  
**Hopes Safety Consultancy LLC SPC**