

NESMA INSIDER

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SAFETY FIRST

SAFETY FIRST: AN OVERVIEW OF SAFETY AT NESMA

FEATURED



FROM THE COMMUNITY



ABOUT NESMA INSIDER

Nesma Insider is part of Nesma's commitment to the integration of the Nesma Group of companies with news, announcements, stories, articles and more. The newsletter encompasses all the countries in which Nesma operates: Saudi Arabia, Egypt, Turkey, the United Arab Emirates and beyond.

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FEATURED ARTICLE

SAFETY FIRST: AN OVERVIEW OF SAFETY AT NESMA

The primary objective of safety in the workplace is to create a safe, healthy and risk-free environment for every employee. Workplace safety involves the evaluation, analysis, prevention, and elimination of hazardous and dangerous elements from the work environment.

This issue of the Nesma Insider highlights safety at Nesma and focuses on safety practices in Nesma's companies with the aim to foster a safe and healthy work environment for every member in the Nesma family.

"The first pillar in managing our business is safety. Everything we do must pass the safety test first. The next pillar is quality, and once we ensure that everything is to the right quality standard, we then focus finally on efficiency."

— Ziad Kanaan, CEO,
National Port Services (NPS)

Companies Highlighted in this Issue

Engineering & Construction

Nesma
& Partners



Services



Water & Electricity



نيسما للكهرباء
NESMA ELECTRIC



Jollibee.

Non-Profit



NESMA
EMBROIDERY
نيسما للتطريز

شوكولاتة نيسما
nesma chocolate

Transportation & Marine Services

Nesma Airlines
نيسما للطيران



شركة محطات الحاويات الوطنية المحدودة
National Container Terminal Company Ltd.



NATIONAL PORT SERVICES LTD.

نيسما للشحن
Namma Cargo



WHAT IS THE SOURCE OF SAFETY STANDARDS?

Each Nesma company gets its safety mandate from the source that is most relevant for its industry; this can be from an international organization, government rules and regulations, and/or industry best practices.

Maritime Standards: NCT & NPS

At **NCT**, safety standards are adopted based on best practices from the industry, while at **NPS**, the safety mandate comes from two conventions enforced by the International Maritime Organization, a United Nations agency specialized in the safety and security of shipping and the prevention of marine pollution by ships. These conventions are SOLAS, the International Convention for the Safety of Life at Sea, and MARPOL, the International Convention for the Prevention of Pollution from Ships. Furthermore, the GCC Rules and Regulations for Seaports are required for all Saudi Arabian ports and they refer to and enable the international legislation.



Aviation Standards: Nesma Airlines

The General Authority of Civil Aviation Regulation (GACAR) Part 5 states that each airline is required to establish and maintain a safety management system.

Also per GACAR's requirements, the safety policy is signed by a nominated accountable executive and it must be documented and communicated throughout the organization. Also, the safety policy is regularly reviewed by the company's CEO to ensure that it remains relevant and appropriate to the organization.

FEATURED ARTICLE

WHO IS RESPONSIBLE FOR SAFETY AT NESMA?



A Nesma & Partners 'Safety First' reminder onsite

Part of Nesma's culture is ensuring that everyone remains safe and that safety protocols are carefully adhered to. So who is responsible for safety? Safety is everyone's responsibility starting from the Company's Business Leader; that said, there are also specific positions devoted to establishing and enforcing safety procedures, and that differs by sector.

At **Nesma Catering**, the Quality, Health, Safety, and Environment (QHSE) personnel are Bachelor and Masters Degree holders mostly in Microbiology and Food Technology. Their main tasks and responsibilities include the development, implementation and monitoring of safety programs for food quality as well as catering processes and procedures. The team also organizes training sessions on various food safety and occupational health and safety topics, and ensures that all food handlers have a valid Medical Certificate/Health Card. QHSE personnel also conduct regular inspections in different catering projects to ensure a proper implementation of the safety procedures.

At **NPS**, compliance with safety regulations is the responsibility of the senior management team, namely the project manager and senior marine captain. Each Saudi Port Authority location also has an appointed Safety Officer who reports directly to the Ports Authority. These officers are empowered to step in as soon as they identify any unsafe or potentially unsafe practices.



Nesma Catering food safety training at Nesma Training institute

NCT has a safety department that ensures onsite officers are available in the yard 24 hours a day, 7 days per week. Such onsite officers, explains Gary Lemke, IPM Group COO, "are empowered to step in if they identify any unsafe practices."

At **Nesma & Partners**, the number of safety professionals at a given site varies depending on the size and nature of the project. The average construction site includes a site safety manager, who may be supported by a number of experienced site safety supervisors.

Safety professionals are required to identify hazards associated with work tasks and recommend implementation of effective measures to control those hazards. Controlling hazards is achieved through planning, communication and close cooperation with the construction operation teams who are performing the task.

FEATURED ARTICLE

HOW IS SAFETY MANAGED?

Training, prevention and risk assessment, and Personal protective equipment (PPE) are the top three practices in Nesma companies for managing safety. The following are some of the exemplary safety practices within the group.

Prevention & Risk Assessment

At **Nesma Electric**, safety is a necessary concern and the focus is on accident prevention by conducting risk assessments, tool box talks, training and safety reports.

Risk assessment is the overall process of identifying hazards and risk factors that have the potential to cause harm, evaluating the risk associated with the identified hazard and determining appropriate ways to control or preferably eliminate it.

The tool box talk is an informal safety meeting that focuses on safety topics such as workplace hazards and safe work practices. While, the safety reports at Nesma Electric are documents to record unsafe acts at the workplace such as near misses.

Moreover, safety training is conducted at Nesma Electric quarterly as part company's running projects and designed to raise awareness about hazards at the workplace.

On the other hand, **Nesma Chocolate** focuses on hazard prevention by conducting a hazard analysis for all raw materials to determine which hazards need to be controlled, the degree of control required to ensure safety, and the combination of control measures required. A hazard assessment incorporates a risk level evaluation system and confirmation with a Hazard Analysis and Critical Control Points (HACCP) decision tree approved by CODEX international standards.

Based on the hazard assessment, an appropriate combination of control measures is selected and the relevant risk management plan is determined.

At **Nesma Catering**, the QHSE department manages safety by working regularly on spreading awareness regarding various health and safety topics.

For example, a continuous weight assessment program has been developed for the Aramco Ajyal project, where the company's Dietitian, Khulood Albader, provides employees with nutrition consultation and weekly weight follow-up assessments.

Other awareness campaigns conducted by **Nesma Catering's** QHSE department cover high blood pressure, safe driving, physical activity and healthy eating habits for kids, in addition to healthy aging.



A recent tool box talk safety meeting at Nesma Electric

FEATURED ARTICLE *continued*

Personal Protective Equipment

Personal protective equipment, commonly referred to as “PPE,” is equipment worn to minimize exposure to hazards that can cause serious workplace injuries and illnesses. PPE may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

One example of what companies require for PPE is **NPS** and **NCT**’s dress code policy. The cargo handling PPE at **NPS** and **NCT** includes coveralls for operation personnel, safety boots or shoes, safety helmets, high visibility vests and gloves. Marine PPE includes appropriate uniforms, coveralls and safety boots for operations in addition to life vests for on deck work.

Nesma is a large diversified group of companies specialized mainly in the industrial sector



NCT workers wear specific personal protective equipment

which has strict rules in terms of PPE standards for employees.

When **Nesma Embroidery** realized the high demand for these products across the Nesma Group they introduced a new safety line in 2016 includes workwear such as various types of coveralls, safety vests, jackets, shoes and boots. In addition, Nesma Embroidery now sells lightweight, adjustable safety helmets, hard hats and a wide selection of safety goggles. Personal fall protection equipment rounds out the new line with body belts, harnesses

and lanyards. All of the new products conform to the relevant international industry standards.

Nesma Embroidery has secured SAR 4.5 million in contracts with other Nesma companies and is working with local and international suppliers to further expand the line.

For inquiries into the safety line or other uniform-related requirements, contact Hani Al-Amoudi, Operational Sales Manager at h.alamoudi@nesma.com



Forklift training at Namma Cargo

Safety Training

Achieving the key benefits of safety management at **Namma Cargo** is reached through conducting periodic training sessions for the staff. Training covers how to handle heavy cargo by using material-handling equipment like pallet jacks, forklifts, cranes and trailers in addition to safe warehouse operations. Other training topics include rigging and lifting, fire fighting, Quality, Health, Safety & Environment (QHSE), forklift operations, dangerous goods regulations, basic first aid and Cardio Pulmonary Resuscitation (CPR).

FEATURED ARTICLE

SAFETY ACCREDITATIONS AT NESMA



A Certificate of Recognition for Safety Man Hours

Many Nesma companies use third party accreditations and certifications to validate occupational health and safety systems and procedures.

Namma Cargo's occupational health and safety management systems have been certified compliant with OHSAS 18001:2007 by providing a safe environment to do business, providing a robust system to maintain and continually improve health and safety, minimizing risks of downtime due to accidents, ensuring the health and well-being of employees and sub-contractors, reducing accident and incident rates by reducing and eliminating workplace hazards and increasing employee motivation through the provision of a safer workplace and participation process.

By receiving this important accreditation, Namma Cargo joins a long list of Nesma group companies that follow best practice in occupational health and safety.

Nesma Catering received its first Hazard Analysis and Critical Control Points (HACCP) certification in 2007. HACCP is a systematic approach to a food safety management system. It includes identifying and controlling the essential processes to the safety of the end product and it covers physical, chemical, microbiological and allergen hazards. The system was first established in 1969 in a collaboration between the Pillsbury Institute and NASA to ensure the safety of the food provided in space expeditions.

At the base of every HACCP system there is a Pre-Requisite Program (PRP) that sets the infrastructure and the basic requirements for the food safety system. Nesma Catering's PRPs include: cooking and holding, personal hygiene, cleaning and sanitation, maintenance and infrastructure, material receiving, storage, pest control, calibration and transportation. It is the only catering company in Saudi Arabia to receive the latest accreditation.

Nesma Trading received its OHSAS18001:2007 Safety Management System certification awarded by General Society of Surveillance (SGS), after effectively implementing specific safety procedures including internal safety audits, incident reporting and investigation, management performance review, hazard identification and risk assessments.

FEATURED ARTICLE

SAFETY SPECIFICS

Fire Safety - Nesma Holding

To accomplish its mission in creating a safe work environment, Nesma Holding sought a professional safety consultant and then implemented a fire safety plan including:

- Installing self-glowing photo-luminescent fire signage at the crossing points at every building to guide employees for a safe exit during emergency evacuations.
- Installing fire safety equipment such as fire alarms, automatic water sprinklers, carbon monoxide detectors and fire extinguishers in addition to providing fire blankets and emergency tool kits.
- Providing employees with firefighting training including hands-on experience using extinguishers.



Firefighting training at Nesma Holding

Restricted Access - Jollibee

Jollibee restricts access to high risk areas such as the counter, kitchen, storage, water filtration and receiving area. All off-duty store personnel, service contactors, internal and external auditors, suppliers and sanitary inspectors are considered “store visitors.” When entering high risk areas store visitors must observe a no jewelry policy and wear a single-use hair net or washable cap.

CRITICAL FOOD SAFETY STANDARDS



Safety standards at Jollibee

No Wood Policy - Nesma Catering

A “wood policy” has been established at Nesma Catering as part of its food safety system. The policy strictly prohibits the use of any wooden material in Nesma Catering operation premises.

Why wood? Wood is a porous, organic material that is very hard to clean and sanitize using a normal chemical process. Any wood material is a source of all kinds of fungus and bacteria and wooden utensils, when new, are coated with a resin finish that is worn off within just a few washing cycles exposing the wood to direct contact with food and potentially leading to food poisoning.



Nesma Catering food safety training

FEATURED ARTICLE *continued*

Explosive Detection Dogs - Nesma Security

Nesma Security's Explosive Detection Dogs (EDDs) are dogs specifically trained to use their senses to assist in detecting criminal threats.

Nesma Security's dogs are German shepherds that were bred and trained in Holland, then moved to the Egyptian Police Academy in Egypt for special training, before they finally became part of the Nesma family.

EDDs are used in Saudi Arabia in very special circumstances and their training is regularly monitored by the police and the Ministry of Interior.



Explosive Detection Dogs training at Nesma Security

Safety on Board - Nesma Airlines

Nesma Airlines has established its own safety management system which is in accordance with the General Authority of Civil Aviation safety and International Civil Aviation Organization regulations.

All Nesma Cabin Crew are trained to high proficiency levels, in all aspects of cabin safety, aviation security, dangerous goods, Customer Relationship Management (CRM), emergency equipment, standard operation procedures, and In-flight medical emergencies including rare but life threatening cases such as CPR.

Crew members attend a briefing before each flight, conducted by the Cockpit Crew, who ensure that the crew have the knowledge and the ability to respond to any emergency situation in a calm and professional manner. During critical phases of flight (taxi, take off, descent and landing), flight attendants perform a silent 30 seconds review of the emergency procedures, including bracing and evacuation commands, door operation and location of passengers with disability.



Nesma Airlines KSA Cabin Crew Safety training at the Gulf Aviation Academy

GROUP NEWS

FACES OF NESMA

Growing with Nesma : Simon S. Thomas



Simon S. Thomas joined Nesma & Partners in April 2014 as a Corporate Manager HSE & QA/QC (Health, Safety, Environment and Quality Assurance/Quality Control).

He is responsible for overseeing the company's safe delivery of quality products in accordance with the clients' requirements and with the international ISO 9001 and OHSAS 18001 standards.

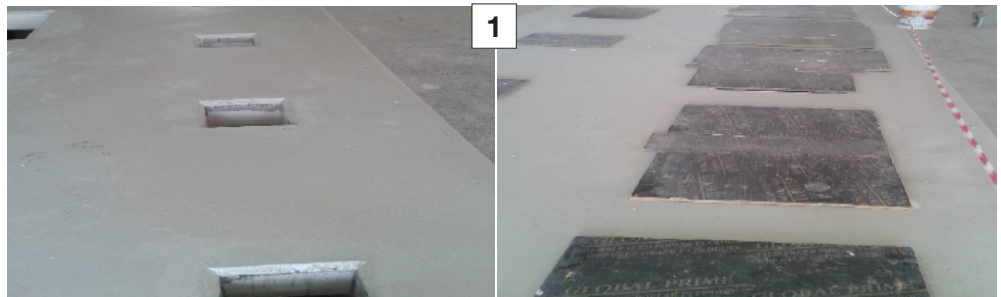
In addition to holding a diploma in work health Safety (AQF5) and a certificate in IV Work Health Safety (AQF4) from Melbourne, Australia, Thomas is a certified ISO 9001:2008 Quality Management System IRCA approved Lead Auditor and has participated in mechanical, electrical and civil construction and delivery projects across multiple construction industry sectors within the Middle East, Australia, UK and South Asia.

On the importance of safety at work, Thomas says, "Irrespective of industry, it's a duty for employers to prevent injuries to employees. The way to do so is to identify the hazard, which is anything that can cause injury or harm, and then control that hazard."

Thomas' interests include reading, walking, mountain biking and scuba diving.

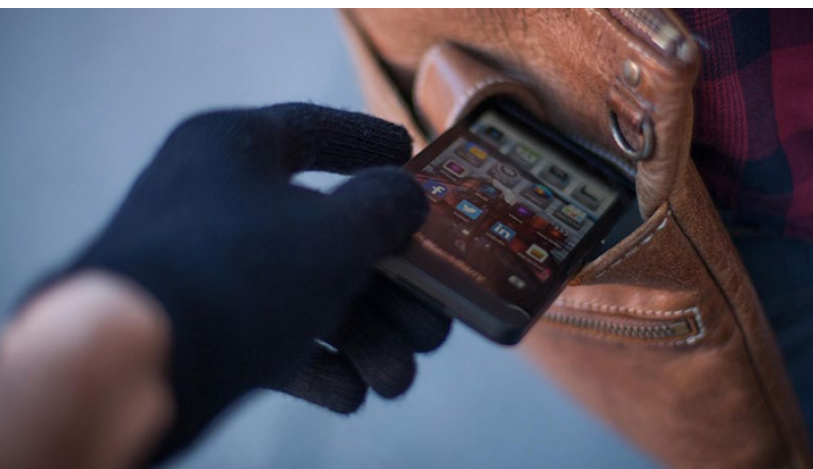
Safety in Pictures

1. Before and after photos from Nesma Electric's Al Nakheel project in Yanbu, covering holes in the switchgear area.
2. The HSE Department at Nesma & Partner's SANG Al-Qassim project conducting safety orientation for the company's new joiners, weekly tool box talks and safety training program.
3. Nesma & Partners' Riyadh Metro Project, Line 3, has completed 16 million safe man hours.



GROUP NEWS

Tips for Our Readers



Information Security: What to Do When Your Smart Device is Lost or Stolen

1. Set it up for tracking, locking, and wiping, try an anti-theft app that can remotely turn on alerts such as the flash and enable the gyroscope sensors, history maps, and remote wipe features.
2. Android: try the Android Device Manager app to locate your device, reset your PIN code, and erase all your data.
3. For iPhone: the Find My iPhone app can help you locate your phone online or by using another device, lock your device remotely and clear your data.
4. Change your passwords! Keep a list of the apps and online accounts that your device accesses and reset your passwords for all of them. Remember to use complex passwords that are different from your previous ones.
5. Inform your service provider immediately to allow them to block calls and transactions made using your line. This could also apply for your financial accounts, such as your online banking and credit card.

Tips provided by Nesma Holding IT Department

Safe Storage of Food in the Refrigerator



- Don't stuff the refrigerator too full. Cool air needs to circulate to keep food at a safe temperature.

- Keep all fresh meat and fish in its store wrapping. Re-wrapping increases the risk of exposing the food to harmful bacteria.



- Leave dairy products in the containers they came in, but after transferring to a serving dish, don't return them to their original containers.



- Keep fruits and vegetables separated and store like with like (apples with apples), as they give off different gases that can cause others to deteriorate.



- Refrigerate leftovers within two hours of cooking. There's no need to wait for hot foods to cool down before storing them, modern refrigerators can handle the heat.



*Tips provided by
Nesma Catering QHSE department*



Congratulations!

Newborns



A new baby girl for **Sara Yousef**, HR & Admin Officer, Nesma Airlines



A new baby boy for **Abdullah Saleh**, President Office Coordinator, Nesma Holding



A new baby girl for **Mahmoud Fallatah**, CEO, NW&E



A new baby girl for **Mohammed AlQarni**, Administration Officer, Nesma Holding

Marriages



Marriage of **Majdi Sabir**, Senior Communication Officer, Nesma Holding

Employee of the Quarter



Omar Saeed Basahel, Administration Assistant, NW&E

Employee of the Month



Ajaz Kazi, Senior Site Accountant, SANG Hospital Riyadh, Nesma & Partners

Certificate

Mohamed Rashad Mabrouk, Project Contracts Engineer, NW&E, received his PMP certificate.

Retirement Farewell



A farewell party was held for **Liyaqat Allauddin**, Machineries and Maintenance Consultant,

Nesma Recycling. Allauddin has been with Nesma since 1989 and we thank him for being such a dedicated and valuable employee at the company.

Welcome to Nesma!



Welcome to **Raghad Abonmai**, Graphic Designer, Nesma Holding.

Abonmai graduated from Dar Al Hekma University with a bachelor's degree in Graphic Design. Her previous work experience include working with Axis Group International where she participated in bringing new brands and products to the cosmetics market.



Welcome to **Hussein Alshehri**, Support Services Director, Nesma Water & Energy.

Alshehri graduated from the Nippon Institute of Technology in Japan with a bachelor's degree in Industrial Engineering. He has more than 18 years of experience in shared services and project management.



Welcome to **Anwar Zegama**, Head of Governance and Performance Management.

Zegama graduated from the University of Nairobi in Kenya with a bachelor's degree in Electronics Engineering. He has more than 24 years of experience in business governance, performance management, engineering, supply chain, manufacturing, customer care and consulting.



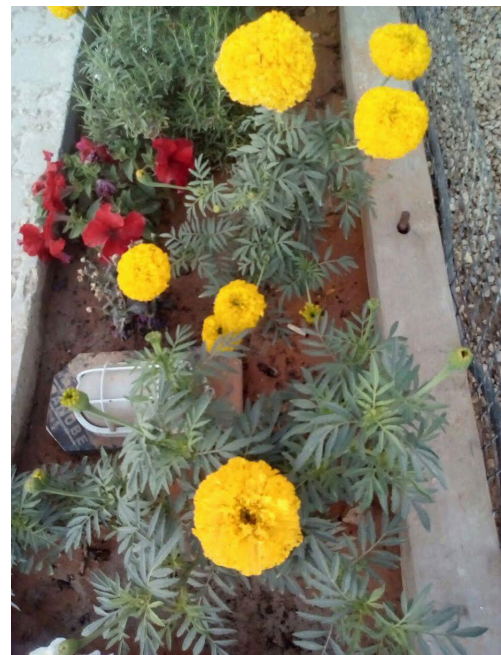
Welcome to **Majdi Nada**, Presales and Business Development Manager, Basistek, Riyadh.

Nada will work closely with the team of Nesma Telecom & Technology to offer new solutions to NT&T clients.

About & Around

A picture from Camp Garden at King Abdullah Financial District project, Nesma & Partners.

Sent by Prasannan Sadasivan, QA/QC Document Controller, N&P



FROM THE COMMUNITY *continued*

Across Nesma, employees recently celebrated the independence day of Pakistan.



ArRiyadh New Mobility - Nesma & Partners, Riyadh



KAUST Innovation Center - Nesma & Partners



OMPP SA-2 - Nesma & Partners, Haradh



KAUST New Housing Project - Nesma & Partners



KAAR Project - Nesma & Partners



Modern Pioneer



SANG Hospital Project - Nesma & Partners, Qassim



SANG Hospital Project - Nesma & Partners, Taif

FROM THE COMMUNITY *continued*



Nesma Holding



Namma Cargo



Nesma & Partners, Head Office, Al Khobar



SANG Hospital Project - Nesma & Partners, Riyadh



Nammar Valley Camp- Nesma & Partners, Riyadh



King Abdullah Financial District Project - Nesma & Partners



SANG PMO Hospital Project - Nesma & Partners, Riyadh

FROM THE COMMUNITY *continued*

Across Nesma, employees recently celebrated the independence day of India.



Nesma Fab Shop - Nesma & Partners, Dhahran



JODP - Nesma & Partners, Makkah



ArRiyadh New Mobility - Nesma & Partners, Riyadh



King Abdullah Financial District Project - Nesma & Partners



KAUST Innovation Center - Nesma & Partners



National Port Services

FROM THE COMMUNITY *continued*



KAUST New Housing Project - Nesma & Partners



Nesma & Partners



OMPP Project SA-4 - Nesma & Partners, Hawiyah



Schlumberger Project - Nesma Catering



Nesma Orbit



Nesma Recycling



JC1 Project - Nesma & Partners



SANG Hospital Project - Nesma & Partners, Taif

FROM THE COMMUNITY *continued*



SANG Hospital Project - Nesma & Partners, Riyadh



OMPP SA-1 - Nesma & Partners, Abqaiq



OMPP SA-2 - Nesma & Partners, Haradh



OMPP Central Office - Nesma & Partners, Dhahran



Namma Cargo



Nesma Telecom & Technology

FROM THE COMMUNITY *continued*



Nesma Holding

Across Nesma, employees recently celebrated the national day of Egypt.



Alban El-Malky, Jeddah



Nesma Catering, Jeddah

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