EMPLOYEE SAFETY MANUAL

Safar 1424
April 2003

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Recommended: Members
Hospital Safety Committee

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Counsel & Supervisor of Executive Management
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INTERNAL MEMORANDUM

TO:       ANWAR AL JABARTI, PhD  DATE:  06 Shaban 1422
Counsel & Supervisor of Executive Management  22 October 2001
Chief Executive Director

THRU:     MOHAMMED AL SAEHRI  DATE:  SC/S/0193/22
Executive Director  MOHAMMED AL SHEHRI
Safety, Security & Communications

FROM:     ABDULLAH AL FAWZAN, MS  DATE:  SC/S/0193/22
Acting Chairman  MOHAMMED AL SHEHRI
Hospital Safety Committee

SUBJECT:  ESTABLISHMENT OF EMPLOYEE SAFETY MANUAL

We are pleased to present for your approval the Employee Safety Manual prepared by the Safety
Section. This manual was reviewed by Hospital departments with final review and
recommendation by members of Hospital Safety Committee.

The plan should be made available to all employees in general and department heads in
particular in order to establish their department responsibilities in accordance with this plan in
writing to assist their staff in performing their duties in case of emergency.

Thank you.

AlF: sjh
See attached distribution

Approved:

[Signature]

Anwar Al Jabarti, PhD
LETTER OF APPRECIATION

During the last year I have had the honour of being involved in the important task of developing the Employee Safety Manual. Thanks to God this manual, which is now in your hands, has been finalized. I would like to express my appreciation to those who contributed to its development, and who share the Hospital’s vision that KFSH&RC be a leader not only in the medical field, but also in safety. All Hospital Departments were instrumental in supporting our efforts by reviewing and providing input during its preparation, as well as offering continuous encouragement.

I would like to express special thanks and appreciation to the Counsel & Supervisor of Executive Management (Chief Executive Director) for his continuing encouragement and support to the Hospital’s safety programme.

Completion of this manual would not have been possible without the support of the Executive Director, Safety, Security & Communications, Colonel Mohammed Al Shehri, or the staff of the Safety Section.

Many contributed to the fruition of this Manual, I am therefore, dedicating the Employee Safety Manual to all the members of KFSH&RC.


ABDULLAH AL FAWZAN, MS  
Chief of Safety  
Interim Chairman  
Hospital Safety Committee
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PREFACE

This manual is a collection of detailed policies, procedures and guidelines that can be used to deal with or eliminate a variety of hazards that patients, visitors, employees and property of KFSH&RC are exposed to. The procedures, policies and guidelines are applicable to most of our Hospital’s various functions, be they operations, medical service, administration, maintenance, engineering, contractor or other

This manual should provide a practical, feasible and proven approach to implementing and maintaining effective safety and health programmes.

This manual is designed for use by all KFSH&RC employees in general and line managers in particular, who are responsible for coordinating, directing, managing and inspecting safety or health in work areas that are under their responsibility.

I ask Division Administrators, Chairman, Department Directors, Heads and Supervisors to review their work IPP’s in order to update or establish to ensure safety is integrated into them.

KFSH & RC Management believes that our place of work is safe because of you!

Even though we have the approval of Management for this document to be used as a cornerstone for the safety guidelines that will help all staff, this is not a replacement for Department Internal Policies and Procedures (IPP’s) or guidelines pertaining to safety.