

SAFETY Everywhere





Staircase safety

- Hold the handrail when using the stairs; all staircases and steps should have handrails on both sides.
- Install bright lights at the top and bottom of all staircases.
- 3. Keep staircases clear of all objects.
- 4. Never use the stairs for temporary storage or for displaying decorative items.
- Check staircases for worn/ loose carpeting or protruding carpet tacks. If the steps have a smooth surface, consider installing anti-slip tread to provide safer traction.
- Paint the lowest step white to make it more visible; mistaking the lowest step for floor level can cause you to lose your balance.
- In homes with young children, install safety gates at the top and bottom of all staircases.
- Wear footwear with traction. Avoid wearing socks or smooth-soled slippers as they can cause you to slip.
- Carry a small load while using the stairs so that your vision is not blocked; keep one hand free to hold onto the handrail.
- If you have steps outside your home, periodically check the steps and walkways for broken/ loose bricks, cement or stones.







Infant & toddler safety

Before purchasing toys and games for children, take the child's age and capabilities into consideration. Toys that are inappropriate for your child's age can prove to be a safety hazard

for him/her; select toys that are age-appropriate.

Consider the following guidelines when selecting toys for children:

- When purchasing toys for infants and toddlers, select items that cannot be swallowed.
- 2. Base your toy selection on age recommendations specified on packaging labels.
- Read assembly and use instructions to ensure that the toy is age-appropriate for the child in mind.
- Look for washable/hygienic labels on stuffed toys and dolls, and flame retardant/flame resistant labels on fabric products and costumes.



- Avoid toys with long strings or cords, which could possibly strangle a child.
- If you purchase stuffed toys, look for those that are rated safe for infants; ensure specific safety features, such as secure attachment of the stuffed toy's eyes and nose, and non-removable squeaking mechanisms.
- Remove and discard plastic wrappings and bags as soon as the toy is opened; these items are a suffocation hazard to young children.



- Inspect infant's toys carefully and dispose of those with small, broken parts that could prove to be a choking hazard if lodged in an infant's throat.
- Motorised/electric toys and games, including those with heavy, sharp or jagged edges,



- can be especially dangerous for young children and should only be used under adult supervision.
- Adult games, such as darts, should be stored in a place that is out of reach for all children.
- Always supervise children closely; do not permit them to play with toys that are not age-appropriate.
- Never allow children to play with pressure pistols or guns with plastic pellet shots.
- Check your child's toys on a weekly basis to ensure that they are clean and intact to avoid infection or injury.
- Keep all medicines out of the reach of small children.

Kitchen safety

- Never leave the kitchen unattended while cooking.
- Keep all flammable items, such as dish towels,
 paper or plastic bags, and curtains, at least three feet away from the cooking range.





- Keep the cooking range and oven clean and clear of combustibles at all times.
- Before cooking, always roll up your sleeves and use oven mitts. Loose-fitting clothes can touch a hot burner and catch fire. If clothes do catch fire,

"stop, drop and roll" by dropping immediately to the ground, and rolling back and forth until the fire goes out. Treat the burned area with cool water and seek medical attention for serious injuries.

- 5. Install a fire extinguisher in the kitchen.
- Maintain a first aid box for emergency use.
- 7. Ensure that your kitchen remains ventilated at all times.
- Always turn pot handles inward to prevent small children from reaching and pulling down hot pans.



- Keep hot items, such as hot dishes, beverages and trays that have just come out of the oven away from counter edges, so that children are not able to reach them.
- Use tablecloths and decoration with care; hot liquid and food burns often occur when children pull hanging tablecloths or placemats.
- Carefully remove the lids or other coverings from micro-waved food to prevent steam burns.
- Use travel mugs or a tight lid for coffee, tea or other hot beverages when around children.



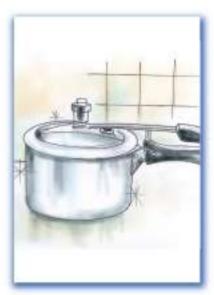
- Keep children and pets away from the cooking range while cooking by maintaining a close eye on them at all times.
- Place knives and other sharp objects at a safe distance from children to avoid injuries.



- 15. Never leave barbecue grills unattended while in use.
- Keep barbecue grills at least three feet away from other objects, including the house, shrubs, or bushes.
- Douse cigarette and cigar butts with water before throwing them into the garbage can.

Pressure cooker

- Keep your pressure cooker clean at all times.
- Always check the rubber gasket to make sure it has not dried out or cracked.
- Ensure that the gasket is installed properly and is not loose.
- Ensure that the food and water level in the pressure cooker is at 50%. Do not cook light weight (low density) food in the cooker, as it will choke the vent line.
- Ensure that the cooker top lid cover is secured properly before lighting the stove.







- Set the pressure regulator properly.
- Cook the food at medium heat.
- Wear kitchen gloves.
- Turn off the stove (once the whistling sound stops) and remove the vent weight carefully as it will be steaming.
- When the steam subsides, open the cover carefully by pressing the lid down and rotating it.

Cooking range safety tips

The cooking range consists of two parts, namely the stove and the oven.

Lighting a stove

1. Keep your cooking area clean at all times.



- Remove all flammable items from around the stove area.
- 3. Ensure that all stove gas valves are shut.
- Ensure that the igniter main switch is turned on.
- Switch on the igniter or light a match before opening the required stove gas valve, otherwise an explosion may occur.
- Always remember to adjust the flame as per your requirement.



Lighting an oven

- Remove all flammable items from around the oven area.
- Ensure that the oven gas valve is shut.
- Before lighting the oven, leave
 the oven door open for one
 minute for purging/ventilation, to avoid scalding.



- 4. Ensure that the igniter main switch is turned on.
- Switch on the igniter or light a match before opening the oven gas valve, otherwise an explosion may occur.
- Always remember to adjust the flame as per your requirement.

Geyser usage and installation Instructions on how to use a geyser:

Turn the gas dial to the off position and wait for at least 5 minutes, so that the
accumulated gas in the burner compartment

discharges.

- Turn the gas dial to the pilot position.
- Press and hold the reset button and then light the pilot burner with a match. Keep the reset button pressed for 30 seconds and then release it. Repeat the steps mentioned above if the pilot burner goes off, however, press and hold the reset button for a little longer this time.

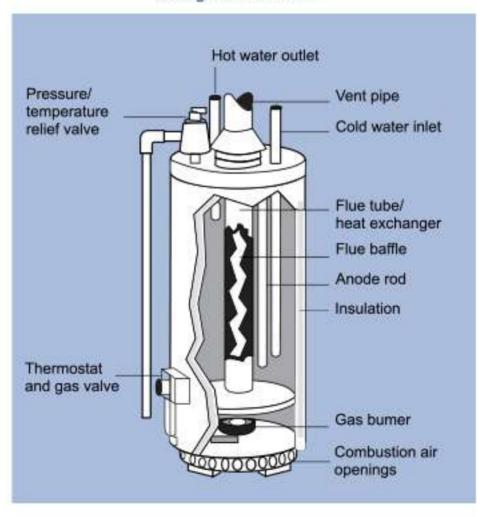






- Turn the gas dial to the on position and the temperature dial to the required position.
- Never use a match or a lighter until the odour subsides.

Storage Water Heater





What is electricity?

Electricity powers all homes, shops, offices and industries. It is a convenient power source that makes lights and appliances work at the flick of a switch.

When handled correctly, electricity is perfectly safe, but not everyone is aware of how dangerous it can be when misused.



It can severely injure, or even kill people, by using them as conductors.

Electricity flows through a cable, just like water flows through a hose pipe, for example:

Voltage (V): electrical pressure (similar to water pressure).

Current (A): electrical flow rate (similar to litres/min).

Resistance (R): resistance to electrical flow (similar to friction in a hosepipe).

Circuit: path through which an electric current flows.

Fault: abnormal flow of an electric current (similar to a water leak in a hosepipe).

If this fault causes you to become part of the circuit, the current can flow through your body and prove to be fatal.

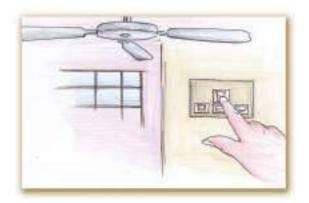
Clinical effects of electric shock

Depending on the severity of an electric shock, it can cause:

- Breathing to stop
- Irregular heartbeat
- Paralysis and damage to nerves
- Internal bleeding and burns (thermal heating)







The most dangerous thing about electricity is that it is invisible, odorless and silent; if it is misused and mishandled, there is a possibility of getting electrocuted, which could have fatal repercussions.

It is important to keep all electrical

appliances and cables in good condition and inspect them on a regular basis.

Electrical safety

Our homes are equipped with electrical appliances and tools that enhance our comfort and provide entertainment. The power that drives these devices can be a source of pain and tragedy if misused.

The following guidelines will help you detect electrical problems, which may be present in your home and can prove to be hazardous:

 If young children are present in your home, use child safety caps on all the wall sockets/outlets.



- All electrical appliances, cords and fixtures in your home should be tested before installation.
- Never use worn, frayed or damaged cords and appliances.
- Follow the appliance manufacturer's instructions before plugging in a device.
- An extension cord should only be used on a temporary basis.



- Always use the appropriate light bulb wattage based on the size of the bulb holder or fixture.
- Keep all electrically powered appliances and equipment dry and away from places where water is used.



- Unplug all small kitchen appliances, hair dryers, curling irons, televisions and other small household appliances when not in use.
- 9. Keep electrical cords out of high traffic areas and away from furniture
- Do not run cords under rugs or carpets as it could cause the cord to overheat and start a fire.
- Check that the cords are in good condition and not knotted, coiled, cut or nicked.
- 12. Do not attach extension cords to baseboards or walls with nails or staples.

 Check the electrical rating on appliances an extension cords, and ensure they are carrying
- If you need to use extension cords outdoors, only use those which are specifically manufactured for this purpose.

no more than their optimum load.

- Never leave outlets or switches exposed; the face-plates should not be removed.
- Always switch off the electrical power while fitting or changing bulbs.







- Make sure the appliances and sockets are switched off before plugging them in.
- If you hear an unusual buzzing or crackling sound, immediately switch off the power and unplug the appliance; exercise caution as the plug may be hot.
- 18. All outdoor electrical outlets should have waterproof covers.
- 19. Never handle any electrical equipment or switch with wet hands
- Never operate any electrical appliance bare-footed in the bathroom.
- 21. Never plug electrical appliances forcibly into different sockets.
- If small children are around, fit all power outlets with safety plugs so that they
 cannot be pulled out.
- 23. Ensure that every lamp socket is fitted with a bulb.

Harmful effects of electric shock

Current	Effects
0.5 – 3 mA	Threshold of sensation
10 – 15 mA	Tingling sensation hard to let go
25 - 40 mA	Chest muscles contract & muscle paralysis
40 – 50 mA	Difficulty in breathing
70 – 80 mA	Ventricular fibrillation
200 – 500 mA	Heart clamps tight
1500 mA	Tissues and organs start to burn



First aid

1. Assessing the casualty

- Check for consciousness
- Gently shake the casualty's shoulders and ask if they can hear you; an unconscious casualty will not respond.



2. Open an unconscious casualty's airway

- Open the victim's mouth to remove any obvious obstruction.
- · Place two fingers under the victim's chin and lift it gently.
- Meanwhile, place your other hand on the casualty's forehead and tilt the head back.

3. Check for breathing

- Place your head near the casualty's nose and mouth.
- Look for any chest movement.
- Listen for breathing sounds.
- Feel for breath on your cheek; wait for 5 seconds before deciding that the breathing is absent.

4. Check for a pulse

- With the head tilted back, feel the casualty's Adam's apple with two fingers.
- Slide your fingers back into the gap between the windpipe and the muscle beside it, and feel for the pulse for 5 seconds.







Recovery position

- Kneel beside the casualty and ensure that the airway is open by lifting the chin and tilting the head back.
- Ensure that both the legs are straight and then place the

arm nearest to you straight alongside the victim's body, with the palm facing upward.

- Bring the victim's arm, which is on your opposite side, across the victim's chest.
 With your other hand, grasp the victim's leg (on your opposite side), above the knee and pull it up such that his/her foot sole is flat on the ground.
- Pull on the victim's leg (on your opposite side), and roll the victim towards you and onto his/her side.
- Tilt the victim's head back so that the airway remains open. If necessary, adjust the hand so that the victim's head remains tilted and the airway stays open.



Adjust the upper leg so that both the hip and the knee are bent at right angles. Keep checking for breathing and a pulse at regular intervals.

Mouth to mouth resuscitation (for adults only)

- Ensure that the airway is open and the head is tilted back. Pinch the casualty's nostrils closed with your index finger and thumb.
- Take a deep breath and place your lips around the casualty's mouth, making sure you have a

good seal. Blow into the casualty's mouth and wait for the chest to rise.



- Stop the mouth to mouth
 resuscitation at frequent
 intervals to inspect the chest
 for movement; continue at a
 rate of 10 breaths per minute.
- With the casualty lying flat on a firm surface, place your hand two finger-widths above the



- point where the victim's lower rib meets his breastbone. Place your hand on top of the other hand and interlock your fingers.
- With your arms straight, press down vertically and depress the breastbone 4-5
 cm (1½ 2 inches). Release the pressure and repeat the compressions at a rate
 of approximately 80 per minute.

To combine with artificial resuscitation:

- Alternate 15 compressions with two breaths until help arrives.
- Press straight down, with elbows "locked".
- Keep the fingers away from the chest/rib cage so that pressure is not applied to the ribs.

Bleeding

- Remove clothing to expose the wound and firmly press on it with your hand or fingers, preferably using a clean dressing or pad.
- Maintain the pressure, while raising and supporting the injured part.





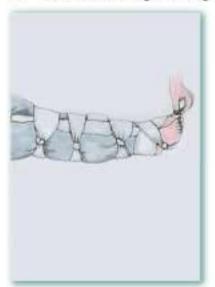


- Bandage the pad firmly in place, but not tight enough to cut off the blood supply to the limb.
- If the bleeding is severe, dial for an ambulance. Lay the casualty down on a blanket,

keeping the injured part and legs raised and supported. If the bleeding seeps through the bandage, place another dressing over it.

Broken bones

- Encourage the casualty to remain still. Support the injured part with your hands and do not move the casualty unnecessarily.
- If there is a wound, control the bleeding by pressing on it with a clean dressing or pad. Place soft padding over and around the wound, and bandage the dressing and padding in place.
- 3. For a broken leg, bandage both legs together at the knees and ankles. For a



- broken arm, apply a sling and if necessary, tie a bandage around the arm and the body avoiding the injured part.
- Pinch the casualty's nail; if it stays pale, loosen the bandage or re-tie it if it is obstructing blood circulation.
- Dial for an ambulance. If possible, raise and support the injured part. Check for blood circulation in the hands or feet every 10 minutes. Do not give the casualty anything by mouth.



Burns

- Cool the burned area with cold water until the pain has subsided. Do not delay getting medical help if the burn is severe.
- Remove constricting items from the burned area: clothing, belts, shoes, watches, rings and other jewelry. However, do not remove clothing or any other material that is stuck to the burn.
- Do not apply cream, ointment, or fat to the burned area; instead, cover the burn with light, clean, non-fluffy material.
- 4. Do not burst any blisters.
- If the burn is severe, lay the casualty down, and raise and support his/her legs if possible. Check and record breathing and the pulse rate every 10 minutes while waiting for medical help or the ambulance to arrive.







Fires

- · Immediately dial for the fire brigade.
- Rescue casualties without putting yourself at risk.
- Do not enter a burning building.
- Do not enter a smoke or fume filled room.



Clothing on fire

- · Do not let the casualty run outdoors.
- Either lay the casualty down and douse him/her with water, or wrap the casualty tightly in a coat or a rug to put out the flames.



Electrical injuries

Do not approach the casualty until:

- · You have switched off the domestic current.
- You have been officially informed that a high-voltage current has been switched off and isolated.



Chemical spills

Rules to follow during a chemical spill:

- Protect yourself from corrosive chemicals.
- Make sure any contaminated water has been drained safely.
- Be aware of the dangers of toxic materials.





Choking

Helping an adult or teenager:

- Bend the casualty forward, and give him/her five sharp blows using the flat side of your hand between his/her shoulder blades.
- If this does not work, give the victim abdominal thrusts. Stand behind the casualty and put both arms around the victim's upper abdomen, with one hand's palm facing up, and the other hand's palm facing down.
- Lock your hands and pull sharply inwards and upwards below the casualty's ribs. Repeat this step up to 4 times, if necessary.
- If this does not expel the blockage, keep alternating five back blows with five abdominal thrusts.







Helping an infant or toddler:

- Lay the child down on your lap and give him five sharp slaps between the shoulder blades, using less force than that used on adults.
- If this fails, turn him face up on your lap or on the floor and give five sharp thrusts (artificial cough) to the victim's lower breast bone, using only one hand. Check the mouth for any obstruction and dislodge any particles that can be easily removed.





- Do not use your fingers to feel blindly down the throat.
- If the choking persists, move your hand to the central upper abdomen and give five firm upward thrusts. Check the mouth again and repeat the cycle if necessary.
- If the child falls unconscious, start resuscitation and call an ambulance.



Helping a baby:

- Lay the baby face down along your forearm, and give him five sharp slaps on his back. If this fails, turn his/her face up on your arm/lap and using only two fingers, give him five sharp chest thrusts.
- Do not use the abdominal thrusts technique on a baby.
- Check the mouth and remove any object you can see. Repeat the whole process as often as necessary.
- If the baby becomes unconscious, begin resuscitation and call an ambulance.







Eye injury

- Lay the victim on his/her back and support the head so that it is as still as possible.
 Carefully examine the affected eye.
- If necessary, irrigate the victim's eye to remove any harmful chemicals or floating grit. However, do not irrigate a wounded eye, or an eye which has a foreign body present or particles stuck to the eyeball.
- Tilt the head so water drains away from the victim's face.
- Cover the eye, preferably with a sterile eye pad. Bandage the pad firmly in place, covering both eyes to prevent eye movement. Reassure the victim before you blindfold him/her.
- Seek medical attention.

Head injury

- If there is a scalp wound, press a clean pad firmly and evenly on the wound; do not touch the wound with your fingers.
- Once the bleeding is controlled, hold the pad in place with a bandage.
- Lay the casualty down with his/her head and shoulder raised and supported.











- Check the casualty's level of response by asking simple, direct questions. If consciousness is impaired for more than 3 minutes, dial for an ambulance. Record breathing, pulse rate, and response levels every 10 minutes.
- If the casualty becomes unconscious, place him/her in the recovery position and dial for an ambulance.



Heart attack

- Ensure the victim is comfortable to ease the strain on his/her heart; a half sitting position, with the victim's knees bent and supported, is advisable.
- Dial for an ambulance and inform the control officer that you suspect a heart attack. If the victim asks for a particular doctor, call him/her too.
- Reassure the victim and keep a constant check on his/her breathing and pulse rate until help arrives. Be ready to resuscitate if necessary.







 If you have ordinary aspirin available and the victim is conscious, give him/her one tablet to chew slowly. Ensure that the tablet is chewed without water.



Swallowed poisons

- Ensure that there is no vomit or foreign matter in the victim's mouth and that he/she is able to breathe properly. Do not try to make the victim vomit.
- Look for signs of chemical burning in or around the victim's mouth. If there is burning, give him/her cold water or milk to sip.



- Try to identify what the victim has swallowed and inform the doctor or ambulance at the control office.
- Pass on information accurately; a doctor may be able to advise you over the phone.
- If the victim becomes unconscious, place him/her in the recovery position.









Unconsciousness

- Lift the victim's chin and tilt his/her head to open the air passage.
- Check that both the victim's breathing and pulse-rate are present.
- Assess the level of response by speaking loudly (close to the victim's ear) and pinching the back of his/her hand. It is important to record your results.
- Examine the victim quickly and thoroughly, and treat any serious injuries. If possible, try to establish the cause of unconsciousness.
- Do not move the victim unnecessarily.
- 6. Place the victim in the recovery position.
- If the victim does not regain consciousness in three minutes, dial for an ambulance.
- Record the victim's breathing, pulse rate, and level of response, every 10 minutes.
- Stay with the victim until the ambulance arrives; pass on your notes to the ambulance attendants or doctors.







For pedestrians

- Use the footpath whenever possible. If there is no footpath, walk on the right side of the road facing the oncoming traffic.
- Do not step off the footpath without making sure that it is safe to do so.
- Do not stand or loiter on the road, particularly at blind corners, or other places where you may not be visible to motor vehicle drivers.





Crossing the road

- Before you cross the road, stop at the curve and look to your right, left and right again, and then cross at right angles, keeping an eye out for oncoming traffic. Above all, do not take unnecessary risks by rushing; be particularly alert when attempting to cross one way traffic roads.
- Take further precautions if your view of oncoming traffic is obscured by a stationary vehicle or any other obstruction. Do not step out from behind parked vehicles; you will risk being run over.
- When there is a 'refuge' sign, stop in a position where drivers at the end of the







- end of the road can easily see you (especially at night). Finish crossing only when the road is clear.
- When you are at a zebra crossing, you have the right of way; however allow sufficient time for approaching vehicles to give way.
 Always look to your left and to your right before you attempt to cross the road.
- At traffic signals or at police controlled crossings, watch the traffic, obey the signals, and only cross when it is safe to do so. Keep a close watch for vehicles turning the corner.





Turning and reversing

- When planning to make a left turn, drive as close as possible to the left side of the road.
- When planning to make a right turn, drive
 as close as possible to the centre of the
 road (stay on the extreme right if it is a one
 way road or a dual carriage way), and steer
 your vehicle to drive as near as possible to
 the left side of the road you are entering.
 Use your driving mirror and do not cut
 corners.







- Reduce your speed and apply brakes when taking a sharp bend.
- Avoid reversing onto a main road. Never reverse your vehicle unless you have made sure it is safe to do so.
- Look out for pedestrians, particularly children.
- Do not turn or reverse your vehicle in school zones.
- If your view is restricted, ask for help before reversing.
- Know the braking and acceleration
 capabilities of your vehicle in case of an
 emergency, and always adjust your speed
 according to the prevailing road and traffic
 conditions.
- Do not drive in a spirit of competition with other drivers; do not retaliate if another driver shows lack of care or good manners.
- Never exceed the speed limit; remember that it is enforced for your own safety, as well as the safety of others, and that speeding is one of the key causes of road accidents.











Getting on & off vehicles

- Never get on or off a bus, tram or any other vehicle when it is in motion or held up in traffic. Wait until it has come to a complete stop at its designated area.
- Do not push other passengers while getting in and out of a bus.
- Always enter or exit a vehicle from its left side.





Overtaking

- 1. Do not overtake:
- Unless you have made sure that you can do so safely.
- Unless you can do so without forcing the overtaken/approaching vehicles to swerve or reduce their speed.
- c. At cross roads, bends or corners.
- d. On the top of a hill or on a hump back bridge.
- e. At a level crossing.
- f. Where the road narrows.
- g. Within a school zone.
- When your frontal vision is impaired due to dust, mist, rain or fog.







- Only overtake from the right, except when the driver in front has signaled that he/she is going to turn right.
- On narrow hill roads, if you are going downhill, stop and give way to vehicles proceeding up hill.
- Do not obstruct fast moving vehicles, either by increasing your speed, participating in racing/dangerous driving in the middle of the road, or doing anything to prevent them from passing you. Give them the right of way and move to the extreme left.
- Always give ample warning when pulling out from the rear side; never pull up sharply. Do not pull up sharply in front of a moving vehicle, which you have just overtaken.
- When passing tram cars, take special care
 of passengers stepping in and out.
 Additionally, be careful of tram cars on one
 way traffic roads.
- Take care when passing stationary vehicles as a pedestrian may suddenly step out.
- Keep a sharp look out for bushes, hedges or villages situated alongside the road as pedestrians, children or cattle may suddenly appear on the road.











For cyclists

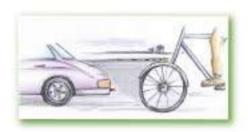
- Ride as much to the left of the road as possible.
- Ride in a single file when road or traffic conditions apply.
- Do not try to ride with both hands off the handle-bars.
- Do not try to ride through a narrow space between vehicles; you may get crushed between them.
- Do not carry any items that may interfere with your ability to control the cycle. Above all, do not carry a passenger.
- Do not hold on to another vehicle or another cycle while riding.
- Do not ride too close behind a moving vehicle; it may slow down and stop suddenly.
- When riding at night, make sure that your front light is on and your rear reflector is not obscured.

Stopping and parking

 Signal clearly and well in advance before slowing down or stopping.











- Do not stop your vehicle where it endangers or obstructs others; stop as close to the road as possible.
- 3. Do not park or let your vehicle stand:
- At a bend, at or near a road intersection, near the top of a hill, or on a bridge.
- b. On the footpath.
- On a road which has a continuous white line along it.
- d. Near a traffic sign or a pedestrian crossing.
- e. At a bus or tram stop.
- f. Opposite a school or hospital entrance.
- g. Opposite another standing vehicle or any other obstruction (e.g. road repairs).
- h. Near a level crossing.
- i. On the wrong side of the road at night.
- Before opening the door of a vehicle, ensure that the vehicle has stopped and that you will not endanger or cause inconvenience to anyone on the road or footpath.
- Make sure that no doors of your vehicle are left open when it is parked.











General safety tips

- Use three pin plugs with proper grounding for all electric equipment to avoid electric shock.
- Do not use extension boards for permanent use and avoid sub-standard temporary fittings.
- Use motorcycle helmets and seat belts while driving.
- In case of a gas fire, first close the isolating valve, and then if required, extinguish the fire.
- In case of a cooking oil fire in a frying pan, cover the frying pan with a lid.
- Check the pressure of fire extinguishers regularly; if the gauge is in the red zone, have it replaced.





Fire extinguisher operation method



Courtesy of Health, Safety & Environment and Brand Management Teams, Pakistan State Oil

