

Alpha Synergy Industrial Solutions LLC

SHAMS Free Zone, Sharjah, UAE | License No. 2645817.01

HSE Manual

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1. Purpose & Scope

This HSE Manual establishes the Health, Safety, and Environmental management framework for Alpha Synergy Industrial Solutions LLC. It defines systems, standards, and controls applied to protect people, assets, and the environment. It applies to all staff, temporary workers, and visitors at any Alpha Synergy premises or activity.

2. HSE Organisation & Responsibilities

General Manager — Mohamed Abdul Kader	HSE accountability, resource allocation, policy approval
Director — Mohamed Asif Anwarudeen	Strategic HSE oversight, client compliance assurance
Finance & Admin — Saheera Beevi	HSE records, document control, legal filing
Sales Manager — Mohamed Asif	Client HSE requirement management
Procurement Officer — Mohammad Shahid	Supplier HSE prequalification
Expediting & Logistics — Murugan	Safe logistics and delivery coordination
HSE Officer (Temporary)	Training, inspections, legal register, incident investigation
All Staff	Follow HSE rules, report hazards and near-misses immediately

3. Risk Assessment & Hazard Management

3.1 Process

- Identify all activities and associated hazards
- Assess likelihood and severity for each hazard
- Apply controls: Eliminate > Substitute > Engineering > Administrative > PPE
- Document in HSE Risk Register (AS-HSE-RR-001)
- Review annually or after any incident

3.2 Key Hazards — Office Environment

- Ergonomic strain — ergonomic furniture and posture guidelines in place
- Electrical hazards — regular equipment and cable inspections
- Slip, trip, fall — clear walkways and adequate lighting maintained
- Fire — extinguisher, smoke detectors, and evacuation plan in place

4. Emergency Preparedness & Response

UAE Emergency (Police/Fire/Ambulance)	999
SHAMS Free Zone Emergency	As per building management contact list
General Manager	On company emergency contact list
Nearest Hospital	As per office location, Sharjah

4.1 Evacuation Procedure

6. Discover emergency: activate alarm, call 999, evacuate immediately
7. Proceed to designated assembly point outside the building
8. Do not use lifts during evacuation
9. Senior staff to perform headcount at assembly point
10. Do not re-enter until cleared by emergency services
11. Report all emergencies to General Manager immediately

5. Incident Reporting & Investigation

All incidents, near-misses, and unsafe conditions must be reported to the General Manager within 24 hours using the Incident Report Form (AS-HSE-IR-001). Investigations are completed within 5 working days. Corrective actions are tracked to closure.

Category	Description
Near Miss	Event with potential to cause harm — no actual injury
First Aid Case	Minor injury, first aid treatment only
Medical Treatment Case	Injury requiring medical attention beyond first aid
Lost Time Incident	Injury resulting in absence from work
Environmental Incident	Spill, release, or environmental damage

6. Health, Environment & Training

6.1 Health & Wellbeing

- All staff entitled to sick leave and UAE government health services
- Ergonomic assessments for all desk-based employees
- First aid kit maintained and inspected monthly

6.2 Environmental Controls

- Minimise paper usage through digital document management
- Waste segregated per SHAMS Free Zone requirements
- Lights, AC, and equipment switched off when not in use
- Avoid single-use plastics in office environment

6.3 Training

- HSE induction for all new staff upon joining
- Annual HSE refresher training — mandatory for all employees
- Training records maintained by Finance & Administration

7. Legal & Regulatory Compliance

- UAE Federal Law No. 8 of 1980 (Labour Law) and amendments
- UAE Ministerial Resolution No. 32 of 1982 (Occupational Safety)
- SHAMS Free Zone HSE building regulations
- Client-specific HSE standards (e.g., Saipem)

8. Review & Document Control

This HSE Manual is reviewed annually or following any significant incident or operational change. Controlled by Finance & Administration and approved by the General Manager. Superseded versions archived for minimum 5 years.

Approved by: Mohamed Abdul Kader | General Manager | 19 May 2026