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**PTG HSE MANUAL  
VOLUME- 01**

**DocNo:** PTG/HSE

**Rev No:** 001

**Date:** 10-06-2025

Power Tech Group of Companies

Committed to Excellence Across the Gulf

At Power Tech Group, we proudly operate across most Gulf countries employing over 500 skilled professionals. Our team is engaged in diverse sectors, including power generation, water treatment, refinery operations, and maintenance, and solar power plant EPC projects.

We believe that safety is not just a protocol—it is a core value embedded in everything we do. The safety of our employees and the protection of our clients' assets remain paramount in our day-to-day operations.

Our commitment extends beyond compliance. We uphold the principle that:

"The safety of man, machine, and equipment is our top priority."

And above all, human life is priceless—it cannot be measured in monetary terms.

In alignment with this belief, we conduct regular training and awareness programs to reinforce a culture of safety and preparedness for all our employees at all our worksites.

Let us always remember and practice:

"Safety First"

Mohamed Sultan  
CEO, Power Tech Group of Companies



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## PTG HSE MANUAL

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## 01. FIRST AID MANUAL

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## 01. FIRST AID MANUAL

First aid is the help given to someone who is injured or ill to keep them safe and to cause no further harm. The role of a first aider is to give someone this help.

### BENEFITS OF FIRST AID TRAINING

#### 1. First Aid Saves Lives

Providing basic first aid can make all the difference in the world. A study by the Red Cross found that 59% of injuries that led to death were preventable if first aid had been administered before the arrival of emergency services.

#### 2. Training Helps You Keep Calm Under Pressure

First aid training gives you valuable life skills. One of the skills first aid training provides is dealing with the stress of medical emergencies. This is the main reason why people learn first aid, and why organisations are required by law to have first aiders who can respond under pressure.

#### 3. Training Improves Your Self-confidence and Self-esteem

First aiders gain self-confidence and self-esteem through their training as they acquire authority and leadership skills, which enhance their performance not only in emergencies but also throughout their lives.

### AIM of 3P'S in first aid

To remember the three main goals for first aid, you may think about the “Three Ps” – Preserve / Prevent / Promote. Here's how each part of the framework aims to help you respond to an incident.

#### 1. Preserve life

In an emergency, preserving life is your priority. You might open an injured person's airway or perform cardiopulmonary resuscitation (CPR) for example. The goal of every first aider should always be preserving life. This applies to you as well! Avoid putting yourself or others in harm's way.

For this reason, prior to assessing a casualty, you should conduct a risk assessment and check for potential hazards to yourself or others nearby. The most sensible course of action is to remain back and call for help if a situation is too dangerous to approach.

#### 2. Prevent deterioration



The second objective of first aid is to stop a casualty's condition from deteriorating further. For example, an injured person with a broken leg may be asked to stay still and padded around the injury to avoid further injury or pain.

### 3. Promote recovery

Lastly, you can facilitate recovery by arranging for prompt emergency medical treatment by calling medical services if required. Further, the ability to provide basic first aid to an injured person can affect the long-term recovery of that individual. One instance of where swift action can save the day is when a burn is quickly treated with cool water, reducing the risk of long-term scarring and facilitating early healing.

### What to do

#### 1. Assess the situation quickly and calmly.

- Safety: check whether you or the casualty are in any danger. Is it safe to approach them? (Are you wearing protective equipment?)
- Scene: find out what caused the accident or situation and how many casualties there are.
- Situation: find out what's happened, how many people are involved and how old they are. Are there any children or elderly?

#### 2. Protect yourself and them from any danger.

- Always protect yourself first – never put yourself at risk.
- Only move them if leaving them would cause them more harm.
- If you can't make an area safe, call 108 or 104/101 for emergency help.

#### 3. Prevent infection between you and them.

- Wash your hands with soap and water or rub your hands with alcohol gel.
- Wear disposable, latex free gloves. Do not touch an open wound without gloves on. If you do not have any gloves, you could use clean plastic bags or ask the casualty to dress the wound if they are able.
- Do not breathe, cough or sneeze over a wound or casualty.

#### 4. Comfort and reassure.

- Stay calm and take charge of the situation.
- Introduce yourself to them to help gain their trust.
- Explain the situation and anything you're going to do before you do it.
- Treat the casualty with dignity and respect at all times.

#### 5. Assess the casualty and give first aid treatment.

- If there's more than one casualty make sure you help those with life-threatening conditions first.

- Use the primary survey to deal with any life-threatening conditions. When these have been dealt with successfully move on to the secondary survey.

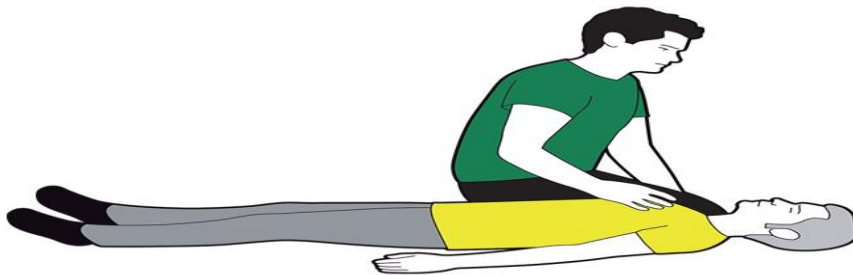
6. Arrange for help if needed.

Call 108,104 or 101 for an ambulance if you think it's serious.

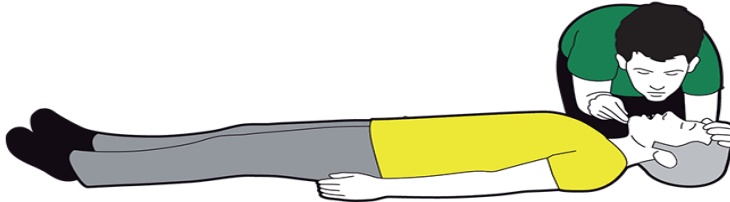
What is the primary survey?

The primary survey is a quick way to find out how to treat any life threatening conditions a casualty may have in order of priority. We can use DRABC to do this: Danger, Response, Airway, Breathing and Circulation

1. **Danger.** Before approaching the casualty, always make sure the area is safe.

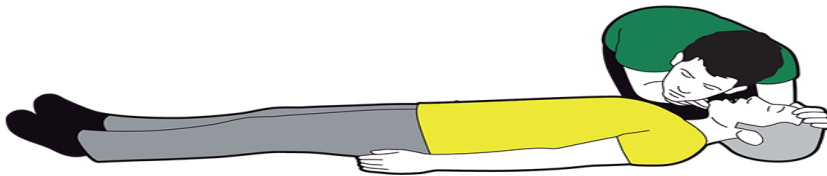


2. **Response.** Check if the casualty is responsive or unresponsive. As you approach them, introduce yourself and ask them questions to see if you can get a response. Kneel next to their chest and gently shake their shoulders, asking, 'What has happened?', 'Open your eyes!'.
  - If the casualty opens their eyes, or gives another gesture, they are responsive.
  - If they do not respond to you in any way, they are unresponsive and should be treated as quickly as possible.



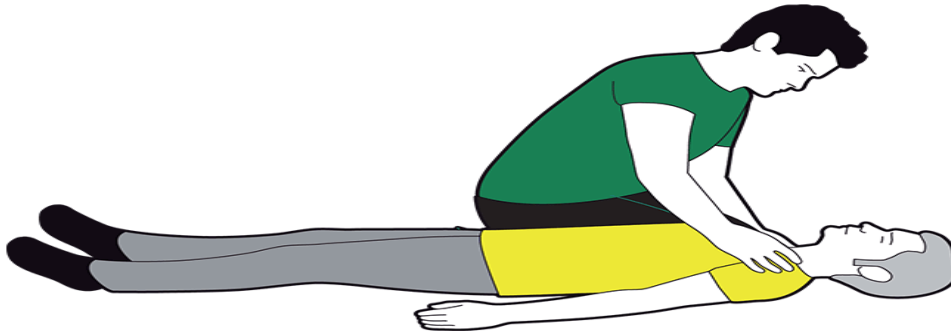
**3. Airway.** Next, you need to check that the airway is open and clear. Open the airway by placing one hand on the forehead to tilt the head back and use two fingers from the other hand to lift the chin.

- If they are unresponsive, you need to move on to **breathing** as quickly as possible.



3. **Breathing.** You now need to check if the casualty is breathing normally. Place your ear above their mouth, looking down their body. Listen for sounds of breathing and see if you can feel their breath on your cheek. Watch to see if their chest moves. Do this for 10 seconds.

- If they are unresponsive and not breathing, you need to call 108/101/102 for emergency help and start [CPR](#) straight away. Ask a helper to find and bring a defibrillator (AED).
- If they are responsive and breathing move on to circulation.



**4.Circulation.** Once you have established they are breathing, look and check for any signs of [severe bleeding](#).

- If they are bleeding severely you will need to control and treat the bleeding by applying direct pressure to the wound. Call 999/112 for emergency help.
- If they are unresponsive and breathing but with no bleeding, put them in the [recovery position](#) and call 999/112 for emergency help.

Once you have completed your primary survey and have treated any life-threatening conditions you can move on to the [secondary survey](#) (top to toe survey)

How to do the secondary survey

After performing a primary survey and dealing with any life-threatening conditions, you can move on to the secondary survey. Find out what to do.

What is the secondary survey?

The secondary survey is a methodical check to assess a responsive casualty for any other injuries or illnesses.

What to do

1. Once you have completed a primary survey and treated any life-threatening conditions, move on to a secondary survey. Ask a responsive casualty and those around them questions about any incident that may have occurred. Your aim is to find out more about the casualty's history, signs and symptoms. If possible, take note of their answers.

- the casualty in the position found until you are satisfied that it is safe to move them into a

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