



OFF-THE-JOB SAFETY HANDBOOK



TEKFEN CONSTRUCTION

*“The second edition of this booklet is
dedicated to the healthcare workers for
their struggle against COVID-19.”*

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PRESIDENT'S MESSAGE

More people are injured off-the-job than in their workplace. In recognition of that fact, Tekfen Construction continues to promote off-the-job safety awareness.

Most of us are familiar with on-the-job safety. Tekfen strives to maintain a safe and healthy working environment and keeps employees informed and alert to possible hazardous situations.

But what about health and safety off-the-job? Even those of us who are safety-conscious at work may sometimes forget to use the same precautions when we get home. It would probably surprise you to know how many of the deaths and injuries suffered by workers occur off the job.

Recent statistics show that off-the-job accidents account for 25% more days lost by workers than accidents on the job.

Motor vehicle accidents account for 63% of all off-the-job deaths, with the rest occurring at home or in public places. This suggests that our off-the-job safety sense may not be as strong as it should be, so let's review some safety tips that could help keep you and your families safe and healthy.

At work or at home, inside or outdoors, don't let health and safety take a vacation!

Our goal is **"Keeping you safe and healthy at work and also at home."**



Levent Kafkasli
President, Contracting Group

TRAFFIC SAFETY

Vehicle Safety

Safe driving means driving defensively to avoid a preventable incident. Defensive driving can improve your ability to think, observe, communicate, coordinate and navigate in traffic. Practice these preventive measures for safe driving.

The common mistake is to use cell phones while driving. New technology allows us to make phone calls, dictate texts or emails and update social media while driving - but all these actions increase the crash risk.

There is no safe way to use cell phones while driving - even hands free, as it reduces the attention to the road and traffic. Research shows the brain remains distracted for 27 seconds after dialing, changing music or sending a text using voice commands.

When preparing to drive make sure that you;

- ensure that the vehicle's safety equipment is available and working properly (e.g., spare tires, headlights and turn signals),
- inspect and maintain the vehicle's tire pressure as per the Manufacturer's specifications,
- adjust your seat so you are 10 to 15 cm from the lower rim of the steering wheel and able to press the pedals firmly. Sit up straight,
- fasten your seat belt and make sure that all passengers use their seat belts as well, including children with age - and size - appropriate child restraints,
- adjust the rear view and side mirrors,
- set up your Driving Navigator before driving, if you need to use a navigator.

While driving make sure that you;

- obey all traffic rules and regulations, especially speed limits,
- keep constantly alert look ahead, in the mirrors and over your shoulders for blind spots. So you'll have advance warning of potentially dangerous situations,

TRAFFIC SAFETY

- watch the car ahead of you and the car ahead of that one, to give yourself extra time to stop,
- never use cell phone or set-up driving navigator while driving. If you need it, slow down, stop your vehicle and deal with phone or navigator,
- never eat or drink during driving as it may cause decreasing the attention to the road. Eating and drinking while driving may also cause choking,
- never be under the influence of alcohol or medications, which can cause impairment,
- learn to anticipate potential hazards. For example, a defensive driver expects the car following a bus to suddenly swerve around it into his lane,
- use the horn whenever you are not sure another driver sees you,
- at night, reduce your speed below the safe daytime speed,
- day or night reduce speed for hazardous conditions such as bad or adverse weather, broken pavement, children playing, highway construction, pedestrian or animal crossings, congested areas and hills or curves that limit vision,
- if you are tired or drowsy, stop and rest.



Child Passenger Safety

- Never allow to young children to sit at front seat. Children should ride in the back seat at least through age 12,
- if your kids complain about wearing seat belts, don't negotiate; don't drive off until they buckle up,
- air bags can save the lives of older children and adults, but they can be fatal for young children.

TRAFFIC SAFETY

Pedestrian Safety

Being a pedestrian in traffic puts you at risk. Here is the right way to be a safe pedestrian:

- Never walk between parked cars or cross against traffic signals or lights,
- only cross at designated crosswalks,
- look left, right and left again before crossing the street. (right, left and again right at left hand traffic),
- make eye contact with drivers of oncoming vehicles to make sure they see you,
- be aware of drivers even when you're in a crosswalk; vehicles have blind spots,
- don't wear headphones while walking,
- don't use a cell phone or other electronic device while walking close to the traffic,
- never rely on a car to stop,
- children younger than 10 should cross the street with an adult. Kids are unable to judge the speed and distance of oncoming cars,
- it's always best to walk on sidewalks or paths and cross at street corners, using traffic signals and crosswalks. If there are no sidewalks, walk facing traffic as far to the left as possible,
- teach kids to put phones, headphones and devices down when crossing the street,
- be a role model to others.



SLIPS, TRIPS and FALLS

Every year, slips, trips and falls result in many off-job injuries; some of these injuries can be serious enough to call ambulance.

Injuries from falls can lead to reduced mobility, loss of fitness and a fear of falling, all of which increase risk of additional injury.

Some of the underlying causes of falls, such as muscle weakness, medications that cause dizziness, improper footwear, impaired vision, slick floors, poor lighting, loose rugs, clutter and uneven surfaces, can be improved.

While falls can happen anywhere, they most often occur at home. You can make your home or the home of someone you love safer.



Visibility and Surface Conditions

- Provide adequate lighting in every room and stairway. Make sure outdoor areas are well lit and walkways are smooth and free from ice.

Stairs

- Always hold onto handrails when going up or down the stairs,
- always remember to go slow - rushing or running on stairs may lead to a fall,
- use non-slip adhesive strips on stairs,
- keep stairways clear of clutter and never use the stairs as temporary storage or for displaying decorative items,
- avoid carrying vision blocking loads. Carry a small enough load so you can see where you are stepping and to easily keep one hand free to hold onto the handrail.



SLIPS, TRIPS and FALLS

Floors

- Remove clutter, small furniture, pet gear, electrical cords, throw rugs and anything else that might cause someone to trip,
- arrange or remove furniture to provide plenty of room for walking,
- make often-used items more accessible, like food, clothing, etc., so an elderly person won't be tempted to use a stool or ladder to get to them,
- secure carpets to the floor,
- avoid placing throw rugs at the top, bottom or on the staircase. If it is necessary, make sure all rugs have skid-resistant backing and the edges are held down with carpet tape,
- wipe up spills immediately.



Wet Areas

- Install grab bars in the tub, shower and near the toilet,
- use non-skid mats or appliques in the bath and shower.



SLIPS, TRIPS and FALLS

Ladder

- Avoid overreaching. Use a ladder appropriate for the height that you are trying to reach,
- set a straight or extension ladder at a 4:1 slope (i.e., for every 4 m height, set the ladder at a 1 m distance from the structure) and ensure it is stable before climbing up,
- only use a ladder that is in good condition. If your ladder has any defects, have it fixed or replaced immediately,
- set the ladder up on a firm, level footing. Have three points of contact on the ladder - two hands and one foot, or two feet and one hand while climbing; and two feet and one hand while working. If possible, ask someone to hold the ladder steady.



SPORTS SAFETY

Physical activity through sports is important for a healthy life. However, don't forget to take these steps to avoid sport-related injuries;

Use proper protective equipment;

- Wear appropriate protective equipment and safety gear designed for the related sport,
- choose protective equipment that has been approved by a recognized authority.



Do sports only in appropriate and safe areas;

- The area should be safe and well-maintained to avoid holes and ruts that might cause injuries from trips or falls,
- each sport should be performed on the appropriate surface. For example, high impact sports like basketball must be played on wooden basketball courts instead of concrete and football must be played on grass.

Ensure proper preparation for the activity;

- Make sure that the sport you practice matches with your skill level, size and physical and emotional maturity,
- get prepared for the sport with warm-up exercises and training sessions before participating in actual competitive games,
- drink plenty of fluids before, during and after the activity.

Ensure after-the-training / sport precautions;

- Cool down. Cooling down exercises will help loosen the body's muscles that have tightened during sports.

FIRE SAFETY

Fire is a serious threat to everyone everywhere. Below mentioned preventive measures can help you to minimize the risk of fire and related injuries:

- Ensure the electrical wiring is installed properly and in good condition,
- never overload electrical circuits. Be cautious when using extension cords and multiple sockets,
- frequently examine electric heaters, cooking equipment and other appliances to ensure that they are in good operating condition. Replace frayed cords and broken or loose plugs,
- store flammable liquids in containers specifically for this use. Keep containers safely away from heat sources,
- install smoke detectors on high fire risk areas of your home, especially the kitchen and make sure they're properly maintained,
- keep appropriate fire extinguishers and fire blankets and know how to use them properly,
- never smoke in bed! It's the number one cause of fire-related fatalities. Make sure that ashtrays are large, deep and that cigarette butts are fully extinguished. Never discharge the ashtrays to dustbins unless cigarette butts are fully extinguished,
- prepare an escape plan in case you have to evacuate the house in case a fire and make sure that every family member knows the evacuation procedures. Remind family members to never go back inside a burning building no matter what,
- post the phone number of the emergency services such as fire brigade, ambulance, etc. near all telephones in your home and make sure that every member of the family knows how to report a fire.



FIRE SAFETY

Kitchen Fires

Kitchen or grease fires are a leading cause of home fires. Take these steps to avoid them:

- Never leave cooking unattended,
- keep appliances clean,
- wear close-fitting clothing while you're cooking,
- heat oil slowly,
- turn pot handles in,
- keep combustibles away from the stove.

Despite your best safety efforts, a fire in your kitchen may still start.

If so, follow these actions to put it out:

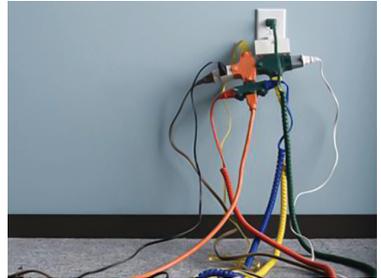
- Smother a grease fire - never put water on a cooking fire!
- If a cooking pan catches fire; turn off the burner, put on an oven mitt and slide an appropriate size lid onto the pan,
- if food in the oven catches fire; keep the door shut and turn the oven off,
- if a fire starts in your microwave; keep the door shut and turn off the appliance, then unplug it. If you open the door, you will feed the fire with oxygen which will make it burn more,
- use the fire blanket to cover the flame if it is safe to do so,
- use a fire extinguisher if necessary. Make sure you know how to use it before a fire starts. A multipurpose class A:B:C extinguisher is best for the kitchen use,
- if the fire doesn't go out, call the fire department.



ELECTRICAL SAFETY

Electricity is an essential part of our daily life. It's so common place that in times we forget the different hazards that it can cause. Follow these simple rules to ensure electrical safety at home:

- Never force a plug into an outlet if it doesn't fit properly,
- don't plug too many extension or appliance cords into one outlet,
- make sure outlets don't have loose-fitting plugs, which can overheat and cause a fire,
- put safety covers on all unused outlets accessible to children,
- use extension cords only for temporary basis, never use them for permanent wiring,
- turn off electrical equipment before unplugging it; never use wet hands to remove a plug,
- unplug electrical equipment by firmly grasping the plug itself, never by pulling the cord,
- keep all electrical appliances away from water,
- ensure that the main switchboard at your home is equipped with GFCI (Ground Fault Circuit Interrupter). GFCI's are used to help prevent shocks, burns, electrocutions and fires by automatically shutting off when the circuit is interrupted,
- for outdoor use, make sure extension cords are marked for outdoor use and rated for the power needs of your tools,
- know where underground electrical lines are located on your property, to avoid contact, if any excavation or piling required.



FOOD SAFETY

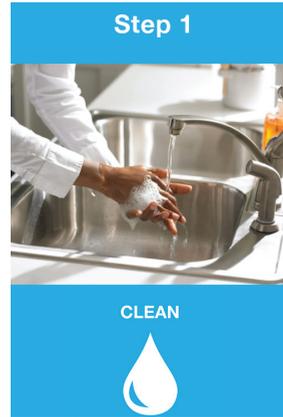
Foods can easily become unsafe to eat if they are mishandled, improperly prepared or stored.

Follow these four steps to help keeping you and your family safe:

Clean

Always wash your food, hands, counters and cooking tools;

- wash hands in warm soapy water for at least 20 seconds. Do this before and after touching food,
- wash your cutting boards, dishes, forks, spoons and knives with hot soapy water,
- rinse fruits and vegetable,
- clean the lids on canned goods before opening,
- never touch ready-to-eat food with bare hands.



Separate (Don't cross-contaminate)

Germs can spread from one food to another. Therefore;

- keep raw meat, poultry, seafood and eggs away from other foods,
- do this in your shopping cart, bags and fridge,
- don't store raw food over cooked or ready-to-eat food,
- never prepare ready-to-eat-food on the same surface or with the same utensils used to prepare raw animal proteins,
- use a special cutting board or plate for raw foods only.



FOOD SAFETY

Cook at the right temperature

- Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause illness,
- prefer to cooked well. High temperature kills germs,
- keep hot food at 65 °C or above before serving,
- if you need to keep the cooked food for a while, keep it into refrigerator, which is below +4°C.



Chill - refrigerate foods promptly

Refrigerate food quickly because cold temperatures slow the growth of harmful bacteria.

Keeping the refrigerator at temperature of 4°C or below is one of the most effective ways to reduce the risk of foodborne illness.

To chill food properly:

- Refrigerate or freeze meat, poultry, eggs, seafood and other perishables within 2 hours of cooking or purchasing. Refrigerate within 1 hour if the temperature outside is above 32 °C,
- never thaw food at room temperature, such as on the counter top. Defrost the food in the refrigerator or in the microwave. Food thawed in cold water or in the microwave should be cooked immediately,
- always marinate food in the refrigerator.



ACCIDENTAL POISONING

The causes of poisoning often vary according to age. Children younger than 6 years of age are at a greater risk of being poisoned by household cleaners or products because they are curious and like to put things in their mouths. Elderly people who take medication are often poisoned by taking too much of a medication, the wrong kind or a mixture of medication. Here are ways to help poison-proof your home;

- keep cosmetics, hair sprays, nail polish removers, mouthwash, etc. away from children's reach,
- place all medication inside childproof cabinets that has a lock,
- follow the doctor's recommended dosage or the dosage on the label,
- keep medicines in their original containers to prevent the wrong medication being taken by mistake,
- never take medication in the dark; you may take wrong dosage or even the wrong medication,
- discard old and outdated medicines by flushing them down the toilet,
- never store cleaning products and food in the same area,
- keep all cleaning products and other toxic chemicals (pesticides, etc.) in their original containers and in a locked cabinet. never remove product labels, as they contain important safety information,
- always return a product to its proper storing place after use.

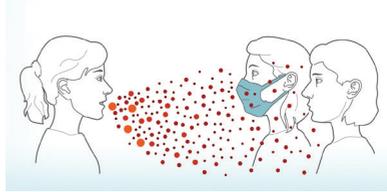


INFECTIOUS DISEASES

Infectious diseases are caused by microscopic germs (such as viruses, bacteria, fungi or parasites) that get into the body and cause health problems.

Some infectious diseases are transmitted by insects or other animals. Also people may get infectious diseases by consuming contaminated food or water or being exposed to some organisms in the environment.

Most of the infectious diseases spread directly from one person to another, called contagious disease. Usually, contagious diseases spread readily by transmission of a pathogen from an infected person to another person in several ways. One way is through direct physical contact, like touching or kissing a person who has the infection. Another way is when an infectious microbe travels through the air after someone nearby speaks, sneezes or coughs.



Infectious diseases also can be passed by indirect contact. When you touch a doorknob handled by someone ill with the flu or another communicable disease, you can pick up the germs he or she left behind. If you then touch your eyes, mouth or nose before washing your hands, you may become infected.

Each infectious disease has its own specific signs and symptoms. General signs and symptoms common to many infectious diseases are fever, fatigue, muscle aches, coughing and diarrhea.

Mild infections may respond to rest and home remedies, while some life-threatening infections, such as pneumonia, AIDS, meningitis, Coronavirus, may need hospitalization.

Many contagious diseases can be prevented by vaccines. But vaccination may not protect 100%, depends on infection type and the exposed virus load. Therefore the best practice is to avoid getting close to any infected person or being in a crowded area, for reducing the risk of transmission.

Frequent and thorough hand-washing also helps protect you from most infectious diseases.

Transmission ways, incubation period, symptoms and recovery period may vary depends on the type of the viruses. Check your local Health Organisation and WHO web sites to learn the updated information.

INFECTIOUS DISEASES

Prevention

Follow these tips to decrease the risk of infection:



Get vaccinated. Vaccination can reduce the risk of contracting many diseases. Make sure to keep up to date on your recommended vaccinations, as well as your children's.



Wash your hands. It is important to clean your hands before preparing food, eating, and after using the toilet. Avoid touch to your eyes, nose or mouth with your hands, as it's a common way for germs enter the body.



Don't share personal items. Use your own towel, toothbrush, comb and razor. Avoid sharing drinking glasses or dining utensils.



Stay home when ill. Don't go to work if you have a fever, vomiting or diarrhea. Don't send your child to school if he or she has these signs, either.



Travel wisely. If you're traveling out of the country, get advice from your health organisation about any special medication/vaccinations you may need. (such as yellow fever, cholera or typhoid fever).

Treatment

Treatment depends on which microorganism causes the infection.

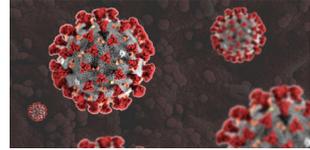
- If bacteria cause a disease, treatment with antibiotics usually kills the bacteria and ends the infection.
- Viral infections are usually treated with supportive therapies, like rest and increased fluid intake. In some type of infections, people benefit from antiviral medications, recommended by a doctor.
- Fungal and parasitic infections can be treated by antifungal medications and antiparasitic drugs, under the control of a doctor.

In all cases, doctors treat specific symptoms of infectious diseases according to the latest medical guidelines. Talk with your doctor about your symptoms to explore possible treatment options.

INFECTIOUS DISEASES

Coronavirus

One of the most dangerous viruses called Coronavirus spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with Coronavirus coughs, sneezes, or speaks.



In addition, it may spread by landing of droplets on objects and surfaces around the person. The risk of spread by this way is lower than the breathing of virus contained air, but people can become infected by touching these objects or surfaces, then touching their nose, mouth or eyes.

Coronaviruses are generally not very durable under outdoor conditions. Depending on the conditions such as humidity and temperature of the environment and the texture of the surface on which it is infected, the lifetime of the virus may change.

People who have the virus without showing any related symptoms can also carry the disease. Therefore, it is important to avoid being in crowded places and to keep a certain distance with other people.

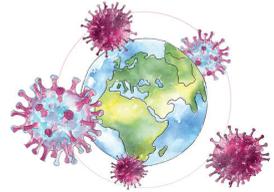
Rules to be followed against Coronaviruses;

- Leave at least 4 steps of social distance (2 m) between you and others.
- Wash your hands frequently with soap and water. In the absence of soap and water, you can also clean your hands using alcohol-based hand antiseptic. Do not touch your mouth, nose and eyes without washing your hands.
- During coughing and sneezing, cover your mouth and nose with disposable tissue, if you do not have a tissue, use the inside of your elbow.
- Use surgical mask in the areas which contain risk of virus transmission, even if it is not mandatory as per the local rules.
- Read the information on the local health organisation and WHO web-sites.
- If you suspect that you are sick, contact your doctor immediately.

INFECTIOUS DISEASES

Pandemic

A pandemic is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of people.



Risk level or severity may vary depends on the type of germs caused to the pandemic. Follow the local Health Organisation and WHO web sites to learn the updated information.

In many cases, medical support may also be insufficient due to lack of correct medication and overloaded medical facilities in a pandemic condition.

In case, if you recognize any symptom of pandemic illness in yourself or your relative, try to stay calm and be realistic in assessing the symptoms.

Mental Health

Besides the physical effects of the pandemic diseases, the psychological effects began to be seen in time. It is also normal to experience anxiety, worry or similar feelings in this situation. Extreme anxiety can mislead you about physical disturbance.



In the days of the pandemic period, it is important that you manage stress and maintain your physical and mental health, as the daily lives are restricted.

Take precautions against the disease calmly and consciously. Take care of your daily hygiene, wash your hands frequently during the day. The feeling of cleanliness will help to reduce your fear and anxiety.

Avoid contact with others and being in crowded places.

Do not be fooled by comments made about the disease, especially on social media that may not reflect the truth and cause to increase your anxiety. Negative conversations about the disease can cause anxiety disorder.

If you have a child, explain to her/him calmly about the basic information about the disease and protection measures, stating that this is temporary.

HEAT PROTECTION

High temperatures may put people at risk for heat-related illnesses. There are several heat-related illnesses, including heatstroke (the most severe), heat exhaustion and heat cramps. Those most at risk include children, elderly people, individuals with heart or circulatory problems or other long-term illnesses, athletes and people who like to exercise (especially beginners), individuals taking medications that alter sweat production and persons under alcohol or drug influence.

Heatstroke

Heatstroke can occur when the ability to sweat fails and body temperature rises quickly. The brain and vital organs are literally “cooked” as body temperature rises to a dangerous level in a matter of minutes. Heatstroke is often fatal and those who do survive may have permanent damage in their organs.

Someone experiencing heatstroke will have extremely hot skin and an altered mental state, ranging from slight confusion to coma. Seizures also can be seen. Ridding the body of excess heat is crucial for survival.

- Move the person into a half-sitting position in the shade,
- call for emergency medical help immediately,
- if humidity is below 75%, spray the person with water and fan them vigorously; if humidity is above 75%, apply ice to neck, armpits or groin,
- do not give any medication, aspirin or acetaminophen,
- do not give the person anything to drink.



HEAT PROTECTION

Heat Exhaustion

When the body loses an excessive amount of salt and water, heat exhaustion can set in. People who work outdoors and athletes are particularly susceptible. Symptoms are similar to those of the flu and can include severe thirst, fatigue, headache, nausea, vomiting and sometimes diarrhea. Other symptoms include profuse sweating, clammy or pale skin, dizziness, rapid pulse and normal or slightly elevated body temperature.



Uncontrolled heat exhaustion can evolve into heatstroke, so make sure to treat the person quickly by:

- Moving them to a shaded or air-conditioned area,
- giving them water or other cool, non-alcoholic beverages,
- applying wet towels or have them take a cool shower.

Heat Cramps

Heat cramps are muscle spasms that usually affect the legs or abdominal muscles, often after physical activity. Excessive sweating reduces salt levels in the body, which can result in heat cramps.

Person with pain or spasms in the abdomen, arms or legs should:

- Sit or lie down in the shade,
- drink cool water or a sports drink,
- stretch affected muscles,

HEAT PROTECTION

- seek medical attention if the person has heart problems or if the cramps don't get better in an hour.

Protection

The best way to avoid a heat-related illness is to limit exposure outdoors during hot days. Air conditioning is the best way to cool off. Also:

- Drink plenty of water regularly and often, even if you don't feel thirsty,
- do not take alcohol if the environment is too hot,
- replace salt lost from sweating by drinking fruit juice or sports drinks, if there is no restrictions for diabetes,
- avoid spending time outdoors during the hottest part of the day in the summer,
- wear sunscreen; sunburn affects the body's ability to cool itself,
- wear loose, lightweight clothing and a hat,
- wear eye protection. Choose sunglasses that absorb at least 90% of ultraviolet (UV) sunlight.



CHILDPROOFING

Home is the place you relax, play and spend time with your family. It's referred to as "Home Sweet Home" after all.

Are you familiar with the highest risk areas for unintentional injury incidents and deaths in and around your home? Have you thought about childproofing your home?

Learn the High-risk Zones

Parents should be on the lookout for potential sources of injury. Most incidents occur where there is:

- Water: In the bathroom, kitchen, swimming pools or hot tubs,
- Heat or flame: In the kitchen, in the fireplace or at a barbeque grill,
- Toxic substance: Under the kitchen sink, in the medicine cabinet, in the garage or garden shed, in a purse or other place where medications and chemicals are stored,
- Potential for a fall: On stairs, slippery floors, from high windows or from tipping furniture,
- Protruding parts: corners of the furnitures, door and drawer handles.

Safety Tips

In order to maintain a safe home environment, you should:

- Keep cutlery out of reach,
- keep coin lithium batteries or "button batteries," and any devices that contain them, out of reach of children; they can be fatal if swallowed,
- keep choking hazards, toxic substances, medicines, hot and sharp items out of reach.

CHILDPROOFING

Devices Intended to Keep Your Loved Ones Safe

We recommend making use of safety devices to protect your children. Items on the list include:

- Safety latches and locks for cabinets and drawers in kitchens, bathrooms and other areas to help prevent poisonings and other injuries,
- anchors to prevent furniture and ranges from tipping over and crushing children,
- corner and edge bumpers to help prevent injuries from falls against sharp edges on walls, furniture and fireplaces,
- safety gates to prevent the falls from edges of elevated zones,
- outlet covers,
- cordless window coverings to prevent strangulation.



Be Prepared

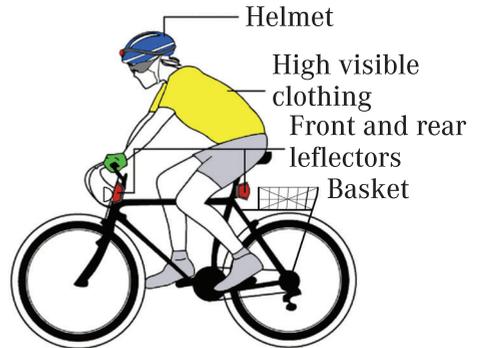
These suggestions can prevent injury or death:

- Watch kids at all times and never leave young kids unattended in a bath,
- learn first-aid, including cardiopulmonary resuscitation (CPR) and the age-appropriate Heimlich manoeuvre,
- keep important phone numbers in an easy-to-find location; including doctors, ambulance, local police and fire agencies,
- practice your fire escape plan and practice different ways out of your home,
- talk about the best place or places to take cover in a natural disaster.

BICYCLE SAFETY

Bicycles are a wonderful source of exercise and fun but they're not without danger. Serious incidents can occur from bicycle and vehicle collisions. The following tips can help you prevent these types of incidents:

- Choose a bike that matches your size and the kind of riding you do. Consider the bicycle's weight, height and design,
- choose a bicycle with safety equipment such as a horn, a bell, a light in front and reflectors all around,
- consider having a carrier basket that can help you carry things while leaving both hands free to control the bicycle,
- always wear a helmet that meets international safety standards. Make sure that the helmet fits correctly: It should fit one or two fingers above the eyebrows; its straps, when strapped, should form a "V" under the ears and should feel tight when opening the mouth as wide as possible,
- repair the bicycle's broken or worn parts immediately,
- frequently check to make sure that the reflectors are clean and not damaged, the saddle and handlebars are tight and at the right height, the tires are firm with plenty of treads, the brakes work properly, the wheels are not wobbly, and the bicycle's chain is snug and not damaged,
- obey all traffic rules and regulations when you're riding your bike. Remember that on a bicycle you're more vulnerable to incidents than a driver inside the steel body of a vehicle.



BICYCLE SAFETY

Keep these tips in mind when riding your bicycle;

- avoid busy streets whenever you can,
- keep your bicycle under control. Don't show off, weave or race,
- ride with traffic, not against it. Ride as far to the right as possible,
- ride on the street or reserved bicycle path wherever available and not the sidewalk, which is meant for pedestrians,
- watch for parked cars pulling out or car doors opening suddenly,
- travel in single file while riding with others and always allow one full bike length between bicycles,
- steer with both hands on the handlebars except to signal when turning, stopping or leaving the curb,
- don't ride double on a bicycle or carry an oversized package, either of which can block your vision and throw you off balance,
- come to a complete stop, look and listen before entering a street from a sidewalk, driveway or alley. Drivers may not see you,
- when riding at night, wear light-colored or reflective clothing,
- be prepared to brake at intersections. Get off and walk your bike across busy streets, staying well inside the crosswalk.



CHOKING

Food is often the main cause for choking incidents in the elderly. Living alone and having dentures or difficulty swallowing can increase risk.

To prevent choking in children, keep small objects out of reach, cut food into small pieces and don't let them have hard candy. Young children should be supervised while eating and playing.



The best way to avoid choking for infants and children is by applying preventive measures.

Serving Safe Food

- Slice foods into small pieces as much as possible. For example, cut meat, poultry and other foods into small pieces. Even slice the grapes,
- do not eat lying down,
- take time to chew well,
- don't drink fluids while eating, People do this to make the food go down but it can lead to choking,
- avoid talk while eating, as flap at the base of tongue may leak the food to the windpipe,
- insist to your child to sit down when eating, preferably at the table,
- encourage your child to eat slowly and chew his/her food well,
- never feed your child in a moving vehicle and don't let a child suck on candies or eat food while lying down.

Be Aware of Toys

- Consider your child's age when purchasing a toy or game. Read the instructions and warning labels to make sure the toy is just right for your child,
- never let younger children play with toys designated for older children,
- teach older children to put their toys away and out of the reach of younger children,
- make frequent checks around the house to make sure that toys are safely put away. Remember to check under furniture and between cushions,
- never give a small child a small toy, including toys small enough to fit through a 3 cm circle, small toy cars with removable rubber wheels, marbles and small balls.



WARNING:
CHOKING HAZARD — Small parts not for children under 3 years or any individuals who have a tendency to place inedible objects in their mouths.



Other Dangerous Items

- Keep coins, batteries, pens and caps, nails, rings and other round objects that can fit into a child's mouth out of their reach,
- never leave uninflated or inflated balloons where children can get to them,
- keep floors, tables and cabinet tops free of small objects that could be swallowed,
- when visiting family and friends, inspect and remove choking hazards before allowing your child to wander around.

DROWNING

Drowning is the leading cause of death in children ages 1 to 2. It's the second leading cause of death for children ages 3 to 6, but people of any age can be at risk.

A drowning can happen very quickly and even in very shallow water (3 to 5 cm). Here are some guidelines you can follow to prevent from drowning:

Bathtubs

While many are aware of the importance of safety around pools and at the beach, parents also need to supervise their children near bathtubs. Most drowning and near-drowning incidents happen when a child falls into a pool or is left alone in the bathtub.



- Never leave your baby unattended in the bathtub to answer the phone, door or for any other reason not even for a second. If you must leave, take the baby with you. Always keep the baby within arm's reach,
- don't leave a baby in the care of another child,
- don't rely on a bath seat as a substitute for proper supervision; it's only a bathing aid, not a safety device,
- never use a baby bath seat in a nonskid, slip resistant bathtub as the suction cups will not adhere to the bathtub surface or can detach unexpectedly,
- make sure to always drain the bathtub from water after each use. Children can drown in very little water.



DROWNING

Buckets

- Never leave a bucket containing even a small amount of liquid unattended. When you have finished using a bucket, empty it immediately,
- store buckets where children cannot reach them.



Toilets

- Keep the toilet lid down and consider using a toilet latch to stop young children from opening the lid. Better yet, keep bathroom doors closed.

Pools

Follow these important safety rules when visiting a community pool;

- obey the instructions of the lifeguard on duty,
- never leave a child unsupervised near or inside the pool. Appoint responsible and capable adults as designated watchers who can take turns. Don't rely on older siblings to provide adequate supervision,
- don't rely on lifeguards to supervise your children,
- obey the warning signs and notices around the pool,
- make sure children don't enter spas or hot tubs,
- teach your children good pool safety habits, such as not to run, dunk, push or jump on others,
- never assume your children cannot drown because they had swimming lessons or are wearing flotation devices,

DROWNING

- don't consider air-filled devices and toys, such as water wings or even approved flotation devices, as substitutes for adult supervision,
- don't allow children to play as though they are drowning. A false alarm may mask a real emergency and delay rescue,
- don't allow diving from the side of the pool unless the water is at least 1.5 m deep,
- never allow your children to swim immediately after eating,
- make sure that you and your children wear proper swimsuits,
- wearing loose clothing can contribute to drowning.



Beaches

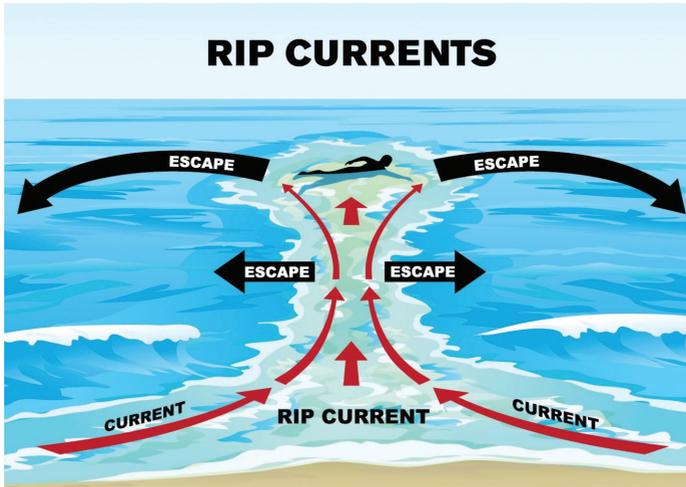
If you're planning a day at the beach, follow the guidelines below to ensure your own and your family's safety.

Learn to avoid drowning at the beach by following these guidelines:

- First and foremost you and your family should learn how to swim. Learning to swim is the best way to stay safe in and around water,
- wear proper swimming attire. Never wear long, loose-fitting clothing in water. Swimming fully clothed adds a lot of extra weight and can increase your chance of drowning,
- swim in supervised areas only,
- pay attention to local weather conditions and forecasts. Stop swimming at the sign of bad weather and return to shore,
- always listen to the lifeguard's advice and heed any warnings,

DROWNING

- stay away from piers, pilings and diving platforms when in the water,
- watch for aquatic life. Water plants and animals can be dangerous,
- don't try to swim against a current if caught in rip currents. Don't panic and don't waste your strength trying to swim against the current. Tread water and let the current move you seaward. Once the current weakens, swim parallel to the beach. Then swim toward the shore, riding incoming waves if possible. If you cannot reach shore, face the shore, wave your arms and call for help.



PLAYGROUND SAFETY

Playing at playgrounds promotes the healthy development of children and gives them the opportunity to run, climb and explore with other children. However, many children visit the hospitals every year because of playground-related injuries.

Here are some steps to help ensure children's safety at playgrounds;



Playground Supervision

- Constantly supervise your child at play,
- make sure that your child plays on age-appropriate equipment,
- give on-the-scene instructions for safe play and then reinforce the instructions during playtime,
- stop horseplay and equipment misuse immediately.

Soft Surfaces

- The fall zone (the area under and around the equipment where a child falling from the equipment would land) should extend at least 2 m in all directions from the edge of the equipment,
- the fall zone surface should be free of standing water, debris and sharp objects,
- the fall zone should be filled with loose-fill material that cushions falls, such as sand and wood chips. Concrete, asphalt and grass are too hard to cushion falls.

PLAYGROUND SAFETY

Safe Equipment

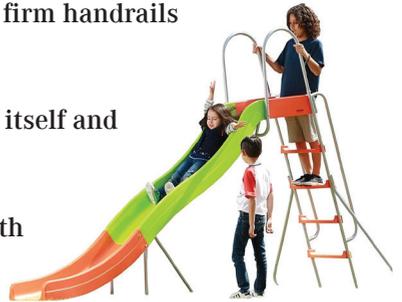
Swings;

- they should be equipped with soft plastic seats, not metal or wooden ones. Metal seats can get too hot in the summer causing burns, while wooden seats can have splinters or sharp components that can injure,
- swings should be set far enough away from other equipment to prevent hitting children,
- each swing should support a maximum of two seats spaced at least 60 cm apart,
- younger children should only use full-bucket seats; half-bucket seats are dangerous for babies and toddlers because their small bodies can slide out of them,
- teach your children not to stay in the swinging zone.



Slides;

- slides should be well anchored and have firm handrails and good traction on the steps,
- no gaps should appear between the slide itself and the platform,
- children should not wear clothing with drawstrings, which can get caught on slide parts,
- do not let the children to start the slide unless other children finish sliding and leave the landing area.



PLAYGROUND SAFETY

Seesaws;

- don't allow children to use adjustable seesaws with chains because they can crush their hands under the chain,
- allow children to only use seesaws that have rubber bumper or some other soft object under the seat to keep it from hitting the ground.



Climbing equipment;

- children younger than 4 years should not be allowed to use climbing equipment or horizontal ladders,
- steps and handrails should be in good condition and guardrails or barriers should surround raised platforms,
- climbing ropes should be secured both at the top and bottom.



Special Playground Safety Tips

- Inspect openings that can trap children (in guardrails or between ladder rungs) to make sure they're less than 9 cm or more than 23 cm apart,
- make sure that guardrails surround all elevated platforms and are at least 78 cm high,
- remove exposed concrete footings, tree roots or rocks that could trip children,
- make sure that there are no sharp edges and dangerous hardware, like hooks and protruding bolts,
- limit the number of children on each piece of equipment.

TOY SAFETY

Playing with toys is an essential part of every child's life. Unfortunately, some toys can be dangerous for children. Poorly constructed toys or toys that are inappropriate for a child's age and maturity level can lead to injuries and even death.



- Choose a toy that is appropriate for your child's age and maturity level and that is lead free,
- carefully inspect the toy before purchasing it,
- avoid toys that have small, removable parts that can be swallowed,
- consider the noise level of the toy. Some toys, such as pop guns can produce noise levels that can damage hearing,
- before letting your child play with the new toy, discard all accompanying plastic wrappers or bags,
- check toys regularly to ensure that they are not damaged or pose hazards. Throw away broken toys,
- store toys in open, plastic crates or on low shelving units easily accessible to children,
- toys that are used outside should be stored properly when children finish playing with them. A previously safe toy can become dangerous if damaged or rusted by prolonged exposure to moisture,
- always supervise your child at all times even when he/she is playing with a toy that is recommended for his/her age group,
- look for the letter "CE" on the toys.

FIRST AID BASICS

If you witness to an injured person:

1st Step: Check the Scene and the Person

Make sure the scene is safe for you and any bystanders. Always keep in mind about hygienic risks and ensure that required precautions are in place, such as required distance, correct position, personal protective equipment, etc. Then check to see if the person is conscious. Tap him/her on the shoulder and shout: “Are you OK?”

2nd Step: Call

If the person doesn't respond, call the emergency medical services at once or have someone call it.

3rd Step: Care

Position if necessary;

- if the person is face down and you can't understand whether or not he/she is breathing, position him/her on his/her back by kneeling facing the person's hips and shoulders,



- straighten his/her legs and move the arm closer to you above his/her head, the other arm along his/her body,
- place one hand under his/her head and neck and the other hand on his/her hip. Roll the person toward you as a single unit,
- place the Person's arm which is further from you alongside his/her body.

FIRST AID BASICS

Do the Primary Care

- Check the airway. Look inside the mouth and remove any objects,
- open the airway. Place one hand on the person's forehead and two fingers of the other hand under the bony part of the chin. Tilt the head and lift the chin. Avoid closing the person's mouth or pushing on the soft part under the chin,



- check for breathing. Place your ear over the person's mouth and nose. Look at the chest, listen and feel for breathing.
- If there is a risk for contagious illnesses or if it is a pandemic condition, avoid to get close your face to the casualty's face and apply the alternative method to check the breathing, place your hands on the belly below the ribs to check movements,
- if no response, and if you are trained to do so, start Cardiopulmonary Resuscitation (CPR), which is 30 chest compressions and one breaths repeated 3 times in 1 minute. If there is a risk for contagious illnesses or if it is a pandemic condition, place a towel or piece of clothing and lay it over the mouth and nose. Then apply 100 chest compress in a minute and not give breath to the casualty to avoid hygienic risks.
- Continue performing CPR until the person starts to breathe on his/her own or until emergency medical services arrives.

FIRST AID BASICS

Burns

First Degree Burns

Classified as minor, they are also called superficial burns. This type of burn affects the outer layer of the skin, which becomes painful and red in color. While this type of burn generally heals well by itself, your proper action can help the healing process.

Treatment:

- Stop the burning process by cooling the area. Apply a cool, wet cloth to the burn or immerse the burned area in cool not ice since ice may create cold-burn on the skin water until the person no longer feels the pain,
- don't apply ointments or other substances to the burn but keep it covered with a sterile, non-adhesive bandage or clean cloth.

Second Degree Burns

Also called partial thickness burns, which go deeper into the skin into the dermis area. This type of burn is generally accompanied by blistering of the skin, which may leave a scar.

Treatment:

Although this type of burn is usually treatable with basic first aid, a burned person should seek medical attention. If the burn covers a large area of the body, cover loosely with dry, sterile dressing. If the burn is smaller than the palm of the hand, to treat it you should:

- Immerse the burned area in cool water until the pain stops,
- don't clean it or break the blisters,
- treat for shock and elevate the burned area above the level of the heart,
- never apply tooth paste, yoghurt or any other cream/chemical unless at doctor's advice.

FIRST AID BASICS

Third Degree Burns

Also called total thickness burns, which penetrate through the layers of skin and may burn muscles. This type of burn can be life threatening.

Treatment:

- Call for emergency medical services immediately,
- while waiting for medical help to arrive, cool the area with water until the pain lessens, then carefully remove clothing if it's not sticking to the skin. Don't use ice/ice water,



- cover loosely with dry, sterile dressings or with a dry clean sheet if the burn is large. Don't clean, apply ointment, or break blisters,
- treat for shock and elevate the burned area above the level of the heart.

Chemical Burns

If a harmful corrosive chemical comes in contact with the skin, flush the area with water until emergency medical services arrive.

Chemicals may give off fumes, move the person outdoors into fresh air. After flushing the burn with water, cover the area with a loose, nonstick dressing.

If the burn was the result of contact with a dry chemical or powder, brush the chemical off with a gloved hand before flushing the burn with water for at least 30 minutes.

FIRST AID BASICS

Shock

Always treat a seriously injured person for shock. Severe shock can cause death. Don't attempt to give the person anything to drink. Seek medical help immediately.

The symptoms of shock are:

- Pale, cold, clammy skin, mottled in color,
- weak and shallow or deep but irregular breathing,
- apathy,
- nausea.

Treatment:

- If the person doesn't have a head and/or neck injury, or broken hip or leg bones, place the person on his/her back and elevate the legs about 30 cm,
- if the person has a head or neck injury, keep the person lying flat. Don't move the person unless there is immediate danger,
- if the person vomits, place the person on one side to let fluids drain from the mouth,
- if the person has difficulty breathing, place him/her in a semi-reclining position,
- cover the person with a sheet or light blanket.

FIRST AID BASICS

Choking

A few simple behaviors, like chewing food slowly and not drinking too much alcohol, can help prevent choking.

If you see someone clutching their throat, coughing, gagging, wheezing or passed out, you may help the person using below recovery methods:

The Heimlich Manoeuvre

If a person is coughing forcefully, encourage continued coughing to clear the object, can not speak or breathe, ask if they are choking and let them know you will use abdominal thrusts, also known as the Heimlich Manoeuvre, to prevent suffocation.

The procedure is not recommended for children younger than one year old.

- Stand behind the person with one leg forward between the person's legs,
- for a child, move down to their level and keep your head to one side,



- place the thumb side of your fist against the abdomen just above the navel,
- grasp your fist with your other hand and thrust inward and upward into the person's abdomen with quick jerks,
- for a responsive pregnant person or any person you cannot get your arms around or for whom abdominal thrusts are not effective, give chest thrusts from behind,
- continue thrusts until the person expels the object,
- even after choking stops, seek medical attention.

FIRST AID BASICS

Choking Infants and Children

Clear the airway and do the following only if the infant cannot cry, cough or breathe:

- Support the infant face down by holding the head in one hand with the torso on your forearm against your thigh,
- give up to five back slaps between the shoulder blades with the heel of your other hand,
- if the object is not expelled, roll the infant face up, supporting the back of the infant's head with your hand,
- place two fingers on the breastbone just below the nipple line,
- give five chest thrusts about one per second,
- continue cycles of five back slaps and five chest thrusts until the object is expelled or the infant becomes unresponsive.



Poisoning

If a poisoning occurs:

- Stay calm and call the medical services,
- report the name of the product, the amount of the product that was ingested, the time that the poisoning occurred, the age and weight of the person who was poisoned and the circumstances of the poisoning,
- follow their instructions,

FIRST AID BASICS

- don't induce vomiting unless told to do so. Vomiting can cause further harm if a substance was swallowed.

Here are some emergency tips for certain types of poisonings:

- Inhaled poison

- Take the person to fresh air immediately, if the scene is safe,
- open doors and windows,
- if the person is not breathing and you are properly trained, provide Basic Life Support.

- Poison in the eye

- Wash the eyes outward with running lukewarm water for 15 minutes continuously,
- ask the person to blink as much as possible to assist in irrigating the eye,
- don't attempt to force the eyelids open.

- Poison on the skin

- Remove all clothing that's contaminated and begin to wash the skin with running water for 15 minutes.

FIRST AID BASICS

First Aid Kits

A well-stocked first aid kit, kept within easy reach, is a necessity in every home. Having supplies gathered ahead of time will help you handle an emergency at a moment's notice. You should keep one first aid kit in your home and one in each car. The first aid kits shall include;

- sterile gauze,
- adhesive tape,
- adhesive bandages in several sizes,
- elastic bandage,
- antiseptic wipes,
- antibiotic cream,
- antiseptic solution (like hydrogen peroxide),
- hydrocortisone cream (1%),
- acetaminophen and ibuprofen,
- tweezers,
- sharp scissors,
- safety pins,
- disposable instant cold packs,
- calamine lotion,
- alcohol wipes or ethyl alcohol,
- thermometer,
- plastic gloves (at least 2 pairs),
- flashlight and extra batteries,
- first aid manual.

EARTHQUAKES

What Can You Do Before an Earthquake?

- Identify potential hazards in homes and workplaces and reduce hazards, where possible,
- develop a home earthquake plan,
- develop a plan for reuniting family members,
- prepare a disaster supply kit,
- conduct earthquake drills,
- identify an out-of-city family contact,
- store heavy and breakable objects on low shelves,
- secure furniture (e.g. bookshelves and water heaters),
- move beds away from windows,
- move or secure hanging objects over beds, sofas or chairs,
- keep a flashlight under the bed,
- practice how to take safe position in an earthquake. Frequent practice will help reinforce safe behavior. When an earthquake or other disaster occurs, many people hesitate, trying to remember what they are supposed to do. Responding quickly and automatically may help protect you from injury,
- get training on how to make first aid,
- get training on how to use a fire extinguisher,
- discuss earthquakes with the family members. Everyone should know what to do. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond.

EARTHQUAKES

What Can You Do During an Earthquake?

Take a safe position during earthquake;

- if you know that the building is constructed with engineering methods, “drop, cover and hold on” method shall be preferred to take a safe position,



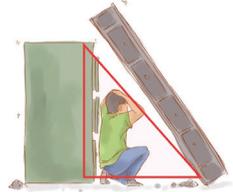
- pick “safe places”. a safe place could be under a sturdy table or desk or against an interior wall away from windows and bookcases, or tall furniture that could fall on you,

- if you know that the building is constructed by poor on non-engineering methods and not able to resist to an earthquake (may collapse completely), “life triangle” method shall be preferred,



- try to find strong furniture, table, box etc. close to you and lie on the ground near it,

- protect your head with your hands against falling objects,



- the furniture, table, box etc. will create a space (life triangle) if the building collapses completely,

- the shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 3 meters during an earthquake’s shaking are most likely to be injured,

- protect your eyes by keeping your head down,

EARTHQUAKES

- if you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. many injuries occur within 3 meters of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury,
- if in a vehicle, drive to a clear spot and stop.

What should You Do After an Earthquake?

- Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, then check the people around you,
- move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks,
- be aware of fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical systems and previously contained fires or sparks being released,
- if you smell gas, turn it off,
- extinguish small fires,
- if you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. you will not be certain whether there is a real threat of fire. As a precaution, use the stairs.

BE PREPARED FOR EMERGENCY

EMERGENCY PREPAREDNESS CHECK

Emergency cases may occur in any time wherever you are. People spend most of their time in the houses. It is essential that to be ready for emergencies will reduce the negative effects of the emergencies.

Please use below checklist to ensure that you are ready for an emergency and you have enough resources to rescue yourself and your family members in case of emergency;

- Do all your family members know how to respond in case of emergency, such as fire, earthquake, etc?
Yes No

- Do you inform all your family members about safe evacuation, in case of emergency?
Yes No

- Do all your family members know the emergency exit route and muster area, which you decide?
Yes No

- Is the exit door equipped with easy grab type door handle, instead of ball type?
Yes No

- Is there a fire extinguisher close to the emergency exit?
Yes No

- Is there fire blanket, hanged on the wall in the kitchen?
Yes No

BE PREPARED FOR EMERGENCY

- Is there a smoke detector in your kitchen and is it tested in last 4 weeks?
Yes No
- Is there a gas detector in your kitchen? Is it tested in last 4 weeks?
Yes No
- Is there a first aid box at home?
Yes No
- Is there a “Grab and Go” emergency bag, close to the emergency exit door?
Yes No
- Is there a wire connected telephone at home?
Yes No
- Is the “emergency contact list” is prepared and posted near the wire connected telephone?
Yes No
- Is the contact list of relatives/neighbors who may help in case of emergency prepared and posted near the wire connected telephone?
Yes No
- Is there your contact details put into your children wallet/bags/pockets?
Yes No
- If you have a baby, is there a small pack of food for baby, which can be taken easily before emergency evacuation?
Yes No



**This booklet is prepared by Tekfen Construction,
for the families of our personnel and we are happy to share it with the members of IPLOCA**



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