



HSE TOP CARD FOR OGDCL HOUSE ISLAMABAD



(ONLY TO BE FILLED IN CASE OF REPORTING SAFE/UNSAFE ACTS AND/OR CONDITIONS TO CHANGE SAFETY BEHAVIOR ONSPOT)

Check Mark The Upfront Activity (Job/ Operation/ Process/ Function)

- General Movement
- Visitor/ Guest/ Delegation's Movement
- Office: Ergonomics
- Meeting, Seminar, Workshop, Interview
- Filing, Material Stacking, Storage
- Manual Handling of Heavy Equipment
- Compressor: O&M
- Office: Ambience*
- Fire Extinguishers/ Hydrants/ Hoses: O&M
- Food: Preparation, Serving & Washing
- HVAC System: O&M
- Boiler: O&M
- Computers/ Laptops & Accessories: O&M
- Fire Extinguishers/ Hydrants/ Hoses: O&M
- Janitorial Services: O&M
- AHU System: O&M
- Elevators: O&M
- Electrical Appliances: O&M
- Batteries/ Solar Cells: O&M
- Data Center: O&M
- Hot/ Work-At-Height/ Electrical Job
- Tool Room: Handling & Storage
- Lights/ Fans/ Detectors: O&M
- Plumbing Job
- Photocopying: O&M
- Server Room: O&M
- SDP Centre: O&M
- Communication Room/ Services: O&M
- Facsimile (Fax) Room: O&M
- IT DR Room: O&M
- FM200 Fire Suppression
- Vaccination/ Blood Donations/ Trade Tests
- Fumigation
- Disinfection
- Medical Services/ Drugs Supply
- Patients Sampling in Medical Laboratory
- Fuel: Transport, Handling & Use
- Surveillance/ Walkthroughs
- Lube Oil & Chemical: Handling & Use
- Emergency Handling (Evacuation/ Rescue)
- Power Cabling & Accessories: O&M
- Network Cabling & Accessories: O&M
- Device Calibration/ Testing/ Emergency Drill
- Walkthroughs
- Weapons: Handling & Operations
- Pray/ Leisure/ Rest Area or Room
- Manual Handling of Office Equipment
- Generators: O&M
- Electric Room: O&M
- Suspended Working Platform: O&M
- Paint Job
- Masonry Job
- Carpentry Job
- Reception
- Waiting Room
- Security: Protection & Communication
- Muster Point
- Vehicular Parking

*Office ambience is a working environment or condition related to TEMPERATURE, HUMIDITY, NOISE, LIGHT, ODOR, etc. affecting the efficiency of individuals either in a positive or negative way.

Check Mark The **SAFE ACTS/CONDITIONS** and (or) **UNSAFE ACTS/CONDITIONS** Observed

PPE		Posture		Hazard(s) Exposure		Tools & Equipment		Procedure		Housekeeping	
Safe	Unsafe										
<input type="checkbox"/>											

SAFE ACTS/CONDITIONS observed and actions taken to encourage continued safe performance:

UNSAFE ACTS/CONDITIONS observed and immediate corrective actions taken to prevent recurrence:

HSE TOP = On-Spot HSE Training Observation Program

IAQM = Indoor Air Quality Monitoring

O&M = Operations & Maintenance

Reporter's Signature:

Specify The Working Area/ Floor/ Tower:

Reporting Date and Time:

USE NEARBY DROP BOX FOR POSTING HSE TOP CARD – YOUR VERY OWN SAFETY-FIRST INITIATIVE. FOR FURTHER GUIDANCE, CONTACT HSEQ DEPARTMENT (EXT.: 3825; 3826; 3827)