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Issue II - 2020

To submit a request for articles or comments, please email
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on the cover

Mishal, age 2

Panorama is proud to feature Saudi Aramco employees and their families.

أرامكو السعودية
saudi aramco



Loss Prevention Department
Building 3150, LIP
Dhahran 31311, Saudi Arabia

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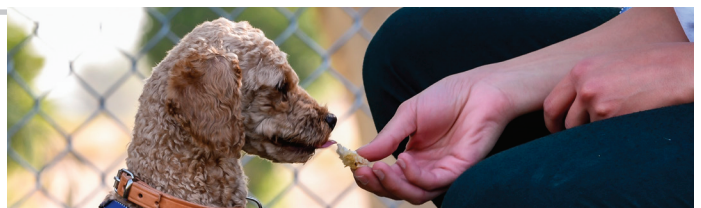
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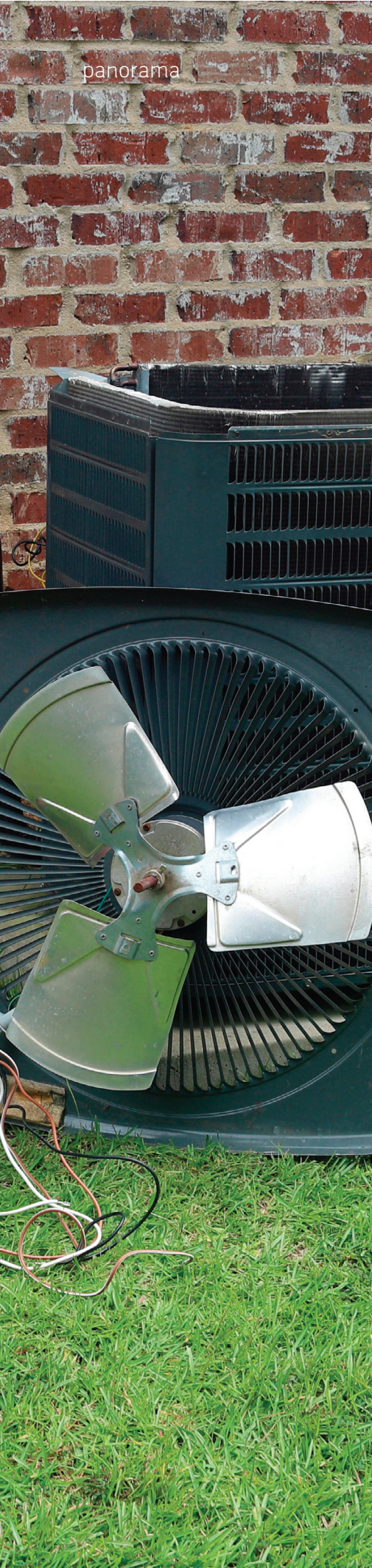


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keeping cool: easy air conditioner fixes

Since a New York City movie theater debuted air conditioning (AC) to the public in 1925, having a cool place to get out of the heat has been a priority for many. Installing AC into homes took a little longer, but many homes are now cool and comfortable. Keeping it that way requires maintenance and occasional repair.

When your AC is running, but cold air isn't filling your home, there are a few things to check before calling for help. Blockages and restricted airflow are the most common causes for lack of cooling. To avoid danger, start your troubleshooting by turning off the AC at the breaker before searching for a solution.

When you're ready, open the AC system and check the evaporator coil. This coil contains refrigerant to absorb heat in the home, but if airflow is reduced, the coil can get covered in ice. When this happens, the system can start to blow warm air or nothing at all. If you do find ice on the coil or vent lines, allow the equipment to defrost.

The most common cause for reduced airflow is dirty or clogged air filters. These prevent dust, fur, hair, and other air particles from entering the AC system and spreading through the house. When they are clogged, they reduce air movement, preventing the system from running efficiently. You should replace filters at least every three months, or as directed by the manufacturer.

Reduced airflow can also be caused by leaking or blocked ducts and vents. These are the pipes that circulate air to the system to keep it moving throughout the home. If a leak has developed, air is being pushed into the walls instead of back to the system. If you have multiple rooms that use the same AC system, and different rooms are at different temperatures, you may also have leaks. Getting ducts inspected requires a professional, but improving airflow may be as simple as vacuuming the vents to remove dust blockages, and making sure they aren't covered by furniture or plants.

Getting ducts inspected requires a professional, but improving airflow may be as simple as vacuuming the vents to remove dust blockages, and making sure they aren't covered by furniture or plants.

If your AC appears to be leaking or there is a pan of standing water, check the drain. ACs work by removing moisture from the air and draining it away from the home. If the drain pipe is clogged or damaged, water can backup and begin to leak into the surrounding area. To prevent damage, some ACs will stop working if a drain sensor is triggered. Small clogs can be fixed and even prevented, while larger clogs may require a professional.

The final troubleshooting area is outside at the AC condenser coil. This does the important job of moving the hot air in the building to the outside, and is usually protected by a vented metal box. Because it's outside, dirt, pollution, leaves, and plant overgrowth can block the transfer of heat, causing the system to work harder. Use a water hose with a pressure attachment to clean the condenser.

If you are facing an issue, and you've checked everything you can, it's time to call a professional. They can check for duct leaks, repair faulty parts, refill refrigerant, and replace systems if necessary. Take a few minutes every three months to conduct regular prevention checks, and you'll avoid problems before they become expensive repairs. ■

clearing the drain line

To clear or clean your drain line, make sure the air conditioning unit is turned off at the breaker. Locate the drain line (usually near the condenser coil), and have a bucket ready to empty the drain pan if it's full. Wear gloves while working on the AC to protect yourself from mold, mildew, and other pollutants that might be in the water.

- Check the pipe. If you can see what is blocking the pipe, remove it if possible, but don't push the blockage further down.
- Flush the pipe with 60 ml (1/4 cup) of distilled white vinegar. You can add some water and soap to the vinegar if the smell is too strong. Allow the pipe to fill completely.
- Leave the solution for 30 minutes and then flush with warm water. If the water does not flow normally, repeat the process.
- Repeat these steps every 1-5 months to prevent build-up in the pipe, and never use bleach during this process as it can damage the pipe.



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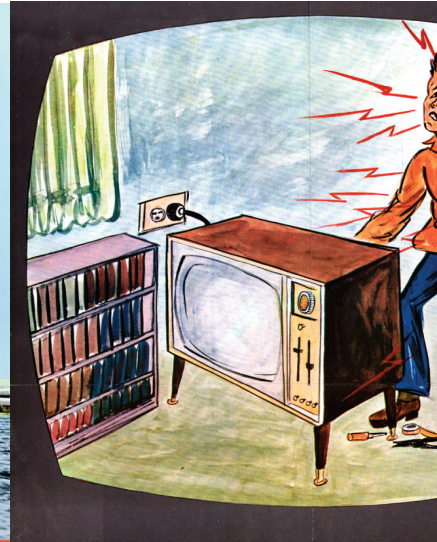
حافظ على نظافتك تحافظ على صحتك! for Good Health, keep clean!

- Scrub hands often with soap and water
- Take frequent baths or showers
- Brush teeth daily

إفرك يديك كثيرًا بالماء والصابون
تحم كثيرًا
إفرك أسنانك بالفرشاة يوميًا



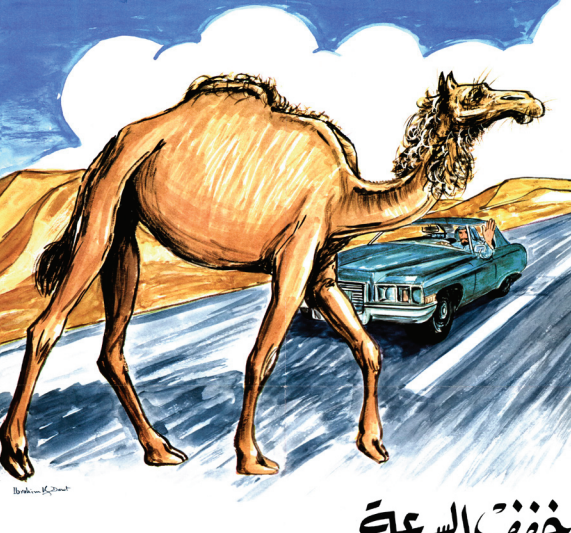
إلى كل من يركب البحر: تمسك بأصول السلامة طوال رحلتك
CALLING ALL SAILORS! TAKE SAFETY WITH YOU ALL THE WAY!



القادمة استمع فبراً لإجراء
... هذا إذا قدر لك أن تجو هذه المرة
next time call an expert
repairs! ... if there is a
time



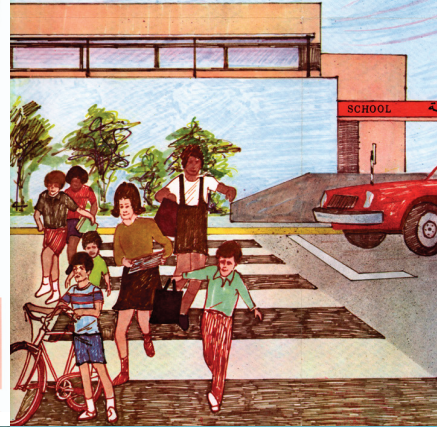
اتبع أصول السلامة في الركوب RIDE SAFELY!



تقلب على الحرارة
BEAT THE HEAT



تنبه للأطفال
سوق بحذر
WATCH OUT FOR
CHILDREN!
DRIVE WITH CARE



البحر فطر على هيانك
THE SEA CAN KILL

السرعة مميتة! SPEED KILLS



timeless advice never goes out of style

The modern home has appliances designed to make your life easier and safer. Refrigerators are connected to the Internet, vacuum cleaners work by remote control, TVs are smart, and speakers now listen to you. All of these were in the realm of science fiction not so long ago, and yet ways to make a home safe have changed very little in over 70 years. Looking back at safety advice from a time before the Internet is a reminder of how much still relies on people's actions.

The Saudi Aramco *Safety Target* was published for decades, sharing safety information with its audience. For example, a 1968 *Safety Target* presented a safety at home article designed as a telegram, a precursor to email. Topics discussed over the years included falls, housekeeping, personal hygiene, and water safety. All common themes today.

Fire prevention messages

Fire prevention is another timeless aspect of home safety. Advice from 60 years ago included not using gasoline to clean clothing, and not smoking in bed. Good advice, even if they aren't common problems today. However, some fire escape advice does still apply. "Figure out an escape plan now, as well as an alternate one if the first plan is not usable. Everyone in the house should know about escape plans and how to execute them." Be sure to communicate and practice your plan with everyone living in the home.

Another piece of advice that hasn't changed is to make sure cooking is not left unattended, and to turn pot handles towards the back of the stove to prevent spills and burns.

Technology and innovation have eliminated some hazards in the home. For example, the use of hard-wearing plastics to insulate electrical cords instead of rubber, paper, and cloth have made appliances much safer. Despite the advances in materials, good housekeeping is still the best way to prevent fires. Avoid running cords under rugs or mats, and don't overload extension cords or use them as permanent wiring.

Timely trip warnings

Slips, trips, and falls remain one of the most significant causes of injuries at home. The advice issued back then is relevant today – have adequate lighting on stairways, secure rugs and mats, avoid too much polish on floors, and use anti-slip mats in the bath and shower.

The essence of home safety advice hasn't changed, but living habits have. In the 1960s, sleeping on the roof to escape the summer heat led to publications urging readers to hold the handrail while carrying children or mattresses up to the roof. Today, air conditioning has changed this, but taking precautions when going up or down stairs remains the same. Always hold the handrail, and don't stack or store items on the stairs where they can become tripping hazards.

Continue the conversation

In 1957, personal hygiene was a common topic in safety publications. The advice to prevent colds and control disease by washing your hands, not touching your face, and keeping your distance from others is still good today.

Being safe at home is often considered common sense, but as noted in 1959, it is really a matter of habit. "If you practice the safe way of doing things, you'll soon do them automatically. They'll become habits...like blowing out a match after you've used it." Some things don't change, and lessons from the past can continue to help make your home safe for you and your family.

Advice from the 1960s also shows how much gadgets have changed. "Tips on TV" warned people frustrated with the picture quality of their TV not to "poke your hand inside to see what's going on" and not to "fool around with the picture tube. It can blow up like a bomb." Today, it would be difficult to put your hand into a flatscreen TV, but the advice to call in a trained technician if equipment requires repair is as sound as ever. So is the importance of ensuring that all electrical equipment and appliances have an approved testing laboratory mark, such as from Underwriters Laboratory (UL).

Concerns about childhood

Making homes safe for children will always be a concern for parents. Precautions change as children grow up and are able to explore, but drowning and accidental poisoning are concerns no matter the child's age.

While swimming, children should always be watched by an adult who can swim, and should never be left unattended. For toddlers and babies, water of any depth can be a drowning hazard, so never leave them alone in the bathroom, or near water sources or containers.

All medicines, chemicals, and poisonous substances should be kept in a secure place out of children's reach such as in a child-locked cupboard. Never store medicines and candy together. ■

When and how to wear a face mask

It is strongly encouraged that all employees, contractors, and SMPs, wear protective face masks in the workplace at all times. It is also strongly recommended that you and your families wear face masks when leaving home, to go to public areas where you may be near people. Face masks are not a substitute for physical distancing.

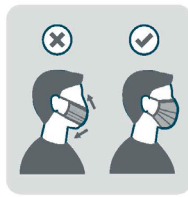
Wearing a face mask

Masks are effective only when used in combination with frequent hand cleaning. They are not a substitute for physical distancing. Face masks should NOT be used by children under 2 years old, or on people who are unconscious.



Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Cover your mouth and nose with the mask, and make sure there are no gaps between your face and the mask. It should fit squarely to the sides of the face and chin.



Step 3

Mold or pinch the nose strip to conform to the shape of your nose.



Step 4

While wearing a mask, avoid touching it, or your eyes, nose, and mouth.

Removing a face mask

Single-use mask

Replace the mask with a new one as soon as it is damp and do not reuse.



Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Remove the mask from behind (do not touch the front of the mask).



Step 3

Discard immediately in a closed bin, and then clean hands with soap and water or hand sanitizer.

Reusable cloth mask



Step 1

Clean hands with soap and water for 40 to 60 seconds, or hand sanitizer for 20 to 30 seconds, before touching the mask.



Step 2

Remove it from behind (do not touch the front of the mask). Then clean hands with soap and water or hand sanitizer.



Step 3

Cloth masks should be machine or hand washed in hot water with laundry soap, when visibly soiled or after each day. Machine or air dry thoroughly. This is sufficient for disinfection.



cleaning with vinegar

Distilled white vinegar is a staple in any kitchen pantry, and can double up as a multipurpose cleaning agent. With its high acidity, it sanitizes and helps remove stubborn buildup, stains, and odors.

You can use vinegar to wash fruit and vegetables, and also clean common household items and appliances. Clean your coffee maker by filling the water reservoir with vinegar and running a cycle on the coffee maker. Rinse the reservoir and run a few more cycles only with water to wash off any residual vinegar. You can also mix equal parts vinegar and water solution to soak your toothbrush for at least 30 minutes, use it in a spray bottle to clean the inside of your fridge, or keep windows and mirrors streak-free.

Vinegar is effective in breaking down just about anything. Get rid of mold and mildew by spraying it with undiluted vinegar and leaving it for an hour before wiping clean. You can remove mineral deposits by draping a paper towel soaked in vinegar on the surface, or submerging the faucet or showerhead in vinegar using a plastic bag wrapped around it. Break down grime on grout by mixing vinegar

with baking soda and leaving it on for an hour before scrubbing it off. If your microwave is covered in food stains, microwave a bowl of vinegar until it boils to loosen the stains.

Vinegar can also eliminate unwanted odors in a room or on clothes, such as cigarette smoke or cooking scents. Mix vinegar and water in a spray bottle to use on clothes, towels, carpets, and surfaces. Pour undiluted vinegar into the toilet bowl, or leave a bowl of undiluted vinegar in a room overnight. You can even deodorize the entire house by simmering vinegar on the stove, since the scent dissipates quickly, leaving your house smelling fresh.

White vinegar has many benefits: it's versatile, safe, and easily available. A bottle of white vinegar can replace many detergents, and is great for both spot cleaning and deep scrubbing. ■

white vinegar don'ts

- Don't mix with bleach: this combination can release toxic chlorine gas.
- Don't use as a substitute for stronger disinfectants: vinegar is a mild disinfectant that kills off most, but not all germs.
- Don't use on wooden, polished, or natural stone surfaces: vinegar can erode or cause the shine to fade on porous and polished surfaces like granite, marble, and hardwood.
- Don't use without testing: try a vinegar and water solution on a small, hidden area of carpet or upholstery before using as a cleaner.
- Don't wipe your screen: vinegar can damage your TV or phone screen coating and impair touchscreen sensitivity.
- Don't use on metal or rubber: vinegar can corrode metal and rubber parts in appliances such as dishwashers and washing machines.

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Waleed, age 3

kids on board

For many students, the school day begins and ends with a bus trip. The U.S. National Highway Traffic Safety Administration states that traveling by bus to school is 70 times safer than using a car. Despite this safety record, injuries can still occur while getting on or off the bus, and slips, trips, or falls in and around the bus.

In some cases, a bus picks students up near their house, but others must wait at a bus stop. Younger students are more vulnerable to road traffic dangers and those aged 5 to 7 years are at an increased risk, as they haven't yet learned the safe behaviors that allow them to assess risks and traffic conditions. Children should always be supervised when walking to the bus stop, and be taught to look left and right before crossing a street.

No matter what type of pickup location you have, wait for the bus five minutes before its scheduled arrival time, and stand at least 1.8 m (6 ft) away from the street. As the bus comes to a stop, there are often yellow or red flashing lights on it to indicate to cars that children are getting on or off. Drivers should slow down or stop, and check the road for pedestrians. If you need to cross the street, wait for the bus to stop and make eye contact with the driver before crossing, and never cross behind a bus where the driver can't see you.

When the bus doors open, wait for the driver to signal that it is safe to board, and use the handrail when entering or exiting. Once inside, find a seat, and put

on the seat belt. Stay seated and don't stand or move around while the bus is moving. Even short trips can encounter sudden stops and bumps. Keep the seatbelt on and don't hang out the window, which can lead to serious injuries.

Avoiding speaking with the driver while the bus is moving, as this may distract the driver's attention from the road. It is important to follow the driver's instructions in case of emergencies. If asked to leave the bus everyone should gather in one location a safe distance away from the road.

When leaving the bus, wait for it to come to a complete stop before moving to the door. Double check that all your bags and materials are collected, and that bag loops don't get caught on the handrail or the bus door. If you drop something while getting off, let the driver know, and wait until they indicate it's safe to collect it.

The school bus provides a safe trip for all on board to and from school, when parents, students, and bus drivers join together to make sure the journey is a happy and safe one. ■

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secure online shopping

The convenience of buying a variety of products from around the world, and easily-applied discounts make ordering online a regular part of many people's shopping habits. With online scams on the rise, being aware of some common red flags can prevent financial loss and disappointment.

Fake websites designed to look like a favorite retailer are a common scam. To avoid these, check the length of the website address, as most major retailers pay to ensure it is short and easy to remember. A minor misspelling of a company's name in the web address is another common scam technique. If you're unsure of the correct address, search for the company and choose the top result.

Major online retailers will also pay to use "https" to improve security, a good sign that the site is legitimate. You can also check the "contact us" section for a physical address and check the location in Google maps to see if it's real, or call the number to see if the company answers.

Rethink reviews

Many customers use reviews to help them decide whether to buy a product or not, but this process can be manipulated. Major online retailers work hard to prevent their systems from being misused. "These companies have dedicated trust and safety teams tasked with identifying new kinds of fraud and abuse," says Ben Moskowitz, the director of Consumer Reports' Digital Lab, "but it's terrifically hard to police platforms that serve millions or even billions of users."

Some scams pay reviewers to submit fake positive reviews about their products. Items with lots of positive reviews get moved to the top of search lists, making them more likely to be seen by customers. Retailers try to combat this by identifying which reviewers have actually ordered the product and give those reviews additional importance.

Other scams "recycle" good product reviews. This happens when the scammer updates the product description of an older product that had good reviews and replaces it with a completely different item. The reviews don't update, so reviews for socks may appear as reviews for headphones. Avoid this by checking the product's old reviews before ordering.

Counterfeit dangers

The sale of fake merchandise is a growing concern for both customers and retailers. Fakes can be almost as expensive as the real item, but more dangerous. In 2016, Underwriters Laboratory (UL) released a product testing study on iPhone charging cables that confirmed that fake brand cables having a 99% failure rate for one of two tests – an electrical strength test and touch current test. Either of these could lead to a fire or electrical shock.

To avoid counterfeit products, buy directly from the brand or a reliable third-party. Avoid sellers with limited feedback, low ratings, or abnormally-high shipping rates. Trustworthy sellers will have a range of positive customer reviews and comments.

Don't be pressured by discounts that are only available for a few hours. Keep in mind the old adage, "If it seems too good to be true, it probably is." Check the item listing for misspellings and poor grammar, as these are often warnings that an item is fake.

Take simple steps to avoid scams and keep shopping online safe and secure. ■

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expect the unexpected

You will encounter many ups and downs in life. The downs are usually unforeseen events, and their aftermath can leave you shocked. Preparing for the unexpected is difficult, but you can take steps to reduce the financial impact of these events, and help get back on track.

One step to take is to create a detailed list of your possessions and get content insurance – before it is needed. Begin by touring each room and taking a video or photographs of all your items. This is proof of ownership, and will help you create your list. Once you have your images, write out a list of all your personal belongings with their approximate value. A spreadsheet is helpful at this stage, or consider using a mobile inventory app. The list you create will help you decide on the most effective insurance protection. As you create a detailed description of your items and evaluate their condition, include where and when you bought them, as some items lose value over time while others increase.

Focus on items that are large, expensive, or irreplaceable. Keep a copy or picture of the receipt for any expensive or hard to replace items, as well as serial numbers and warranty information if available. Less valuable items can be grouped together if they are of a similar type. For example, only rare, valuable books should be included in the list with all other books counted as a group. Most insurance companies will pay a standard fee for low value items rather than calculating each item individually.

After collecting this information, keep it in a safe place. Having a copy at home is fine, as is keeping one in a safe deposit box, or giving one to a close family member. You should also store a copy in your email account or an online storage system, such as Dropbox, so that you can access it from anywhere when you need it.

If you need help getting started, there are several useful inventory apps including Shortly, Encircle, and Nest Egg. These apps enable you to include multiple items and serial and warranty information, and each has a few unique qualities. For instance, Shortly enables you to add notes, tags, and prices, while Nest Egg is more flexible, and focuses on large ticket items such as furniture. The Encircle app offers base prices for common items, helping you calculate a value estimate.

Once you've completed the list, contact your local insurance agent to obtain content coverage to help prepare for the unexpected. These events do happen, but being proactive and creating a home inventory list can help make them easier to recover from. ■



Woody and Haifa

forever home: an owner's guide

Cats and dogs are wonderful additions to any home. They bring love, companionship, and many other benefits. In return, they rely on you for their wellbeing and happiness. It is an owner's responsibility to be prepared for the financial and time commitment required for their care and protection.

At home

Before bringing your new pet home, take some steps to make sure your house is safe and comfortable. Pet-proof your home and prepare a separate place for your pet, equipped with their own bed, food, and water. In the first couple of weeks, free up your schedule to help your new friend adjust. They will probably be stressed, but consistency and patience will help them relax. Introduce a diet and daily routine, including house training, over the first few days. Consult a vet and make any transitions gradual. Keep a calm, quiet, and positive environment, and your pet will feel at home in no time.

Gradually, set a routine that involves leaving your pet at home. With dogs especially, this can be an anxious experience for both of you, but there's no need to rush it. The American Kennel Club suggests that you, "quietly walk out of the room. Return immediately and reward

them with praise and a treat. Repeat the process, slowly increasing how long you're away each time." If your pet is not yet house trained, confine them to a small, gated area or a room with house training aids such as toilet pads while you are gone. Dogs should not be left alone for more than four hours at a time, even if house trained.

As soon as possible, make an appointment with your local vet to get a check-up, and have your pet vaccinated and microchipped. These are important for their long-term health and safety, and allow your vet to assess your pet's general health so they can identify potential health issues. Be aware of changes in behavior or excessive sleep as these can be signs of illness or injury. If your pet is old enough, have them spayed or neutered to help prevent cancer, reduce the urge to roam and fight, and improve overall behavior at home.

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Outdoors

No matter the size, animals require regular exercise and exposure to new scents, sounds, and sights to provide them with mental stimulation, but the outdoors can be dangerous. Weather conditions can be harsh, and pets can get lost or injured. Always supervise them when outdoors to ensure their safety and good behavior.

During summertime, avoid exercising your pet during the hottest time of day to prevent overheating. Trim your pet's coat and protect its paws from hot asphalt and concrete by walking on grassy areas and cool surfaces.

Learn the signs of heat stress in your animal, and how to provide quick relief. In the winter months, consider their coat, size, and age to determine if they need a sweater, and consult your vet if you're unsure. If it's snowing or there is ice on the ground, use petroleum jelly or paw wax to protect paws. De-icers and road salts are toxic to animals, so always wash their feet after walks.

Dogs need daily exercise. Walks provide your friend with an outlet for energy, curbing destructive behavior at home. Let your dog explore and sniff around, but avoid using retractable leashes that can cause serious injuries or malfunction. Opt for a longer leash to give your dog freedom in safe locations, and use a harness rather than a collar, to prevent choking and throat injuries. Off-leash time in a fenced area is good for your dog, but it's critical that they master basic commands before being allowed off leash. Such commands include a reliable recall, stop, drop, and heel.

Cats also need exercise and enjoy exploring the outdoors, however, outdoor cats are more susceptible to injuries, disease, and disappearing. According to the American Veterinarian Medical Association, keeping, "cats confined, such as housing them in an enriched indoor environment, in an outdoor enclosure, or exercising leash-acclimated cats, can minimize the risks to the cat, wildlife, humans, and the environment." Never declaw your cat, even if they stay indoors. It is unnecessarily painful, leaves them with no defense, and can be harmful to their overall health. Trim dog and cat claws every two to three weeks instead.

Socializing

How your pet reacts and interacts with their surroundings largely depends on their socialization, ideally done during your pet's first year. This process introduces your pet to a wide variety of animals, people, objects, and environments in a positive manner. Adult pets can be socialized, but the process takes more time and effort, and may not always yield results.

When introducing a new pet to family and friends, allow the pet to make the first move, escalate contact, and retreat. Supervise interaction with your pet, especially around children. Kids can sometimes be too rough or loud for a pet's comfort, which may lead to a scratch or a bite. Keep in mind that animals have individual personalities, and it's okay for them to dislike social interaction.

If you already have a pet, consider their needs. "Finding out as much as you can about the background of the cat or dog you're considering adopting is more important than ever when you have existing pets," says Dr. Natalie Waggener of South Boston Animal Hospital. If you're getting an additional pet, try bringing your existing pet to meet their potential new roommate. If that's not possible, keep them separated, and make initial introductions by scent alone.

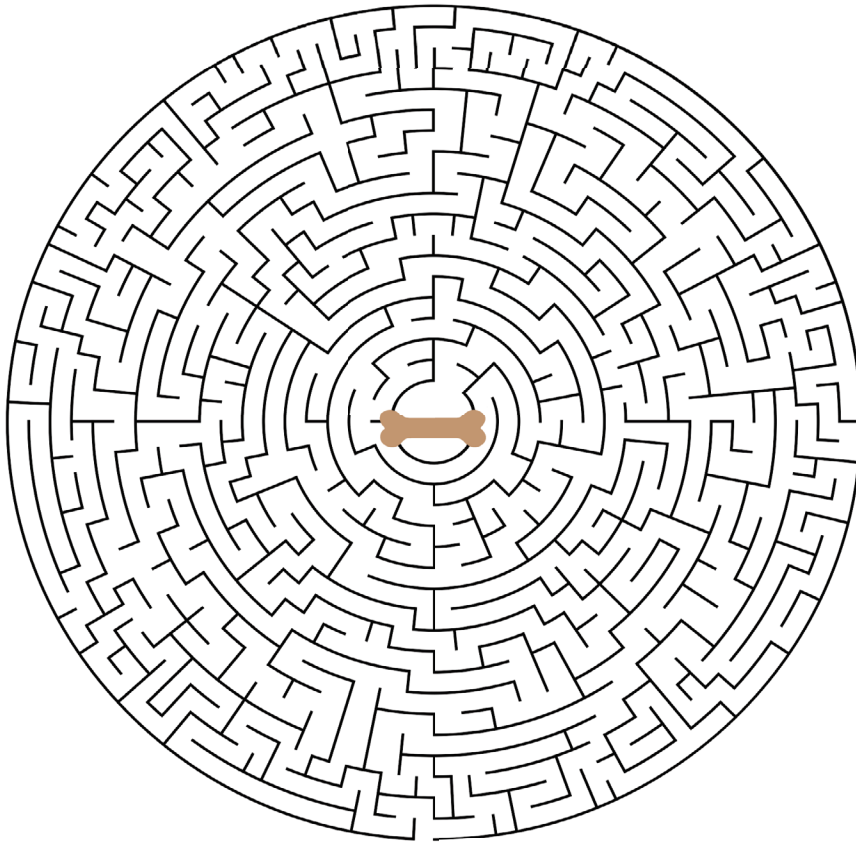
Once each pet is familiar with the other's scent, let them meet face to face. Use barriers such as baby gates to keep them separated until you are sure they are comfortable and not showing signs of aggression. When being introduced, dogs should be leashed, and the meeting should take place on neutral ground. Cats should be provided with hiding spots to escape if they become stressed, and it can take time for them to peacefully cohabitate, so patience is key.

Remember, your pet looks to you for protection and care. Keeping them safe and active means unconditional love, companionship, and pictures for your social media channel. ■



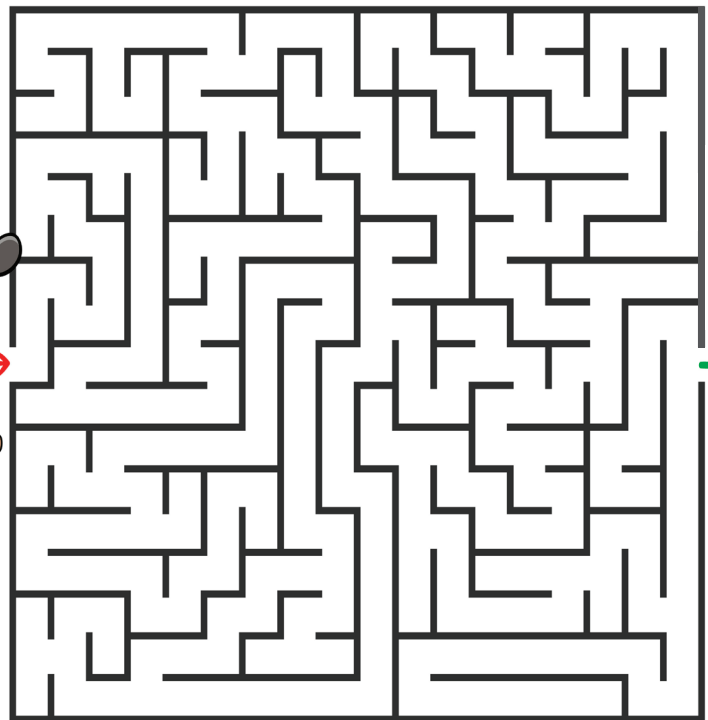
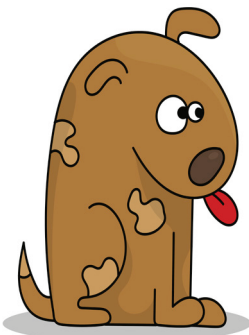
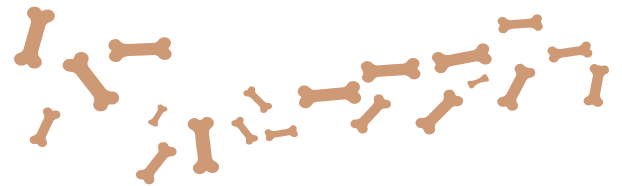
steps to pet-proofing your home

- Store cleaning products, chemicals, medication, food, sharp objects, and choking hazards out of reach or in a cabinet with childproof latches.
- Install a gate at the kitchen entrance to keep pets out while cooking.
- Cover electrical wires and secure them to walls to prevent chewing.
- Block holes, small spaces, and access to balconies and roofs.
- Keep washer and dryer doors closed at all times, and check inside before use.
- Check if any of your plants are poisonous to pets and put them out of reach, or replace them with non-toxic plants.
- Cover trash cans with lids that can't be easily knocked off.
- Use a screen to cover the fireplace to keep your pet away from ash, embers, and flames.
- Cover the pool and put a fence around it, even if your pet can swim.



ساعد الكلاب في
الوصول إلى الأكل.

Help these good dogs
get their snacks.



Contest extended! Tell us how we're doing

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All entries must be received by December 31, 2020.

يجب تقديم جميع المشاركات بحلول 31 ديسمبر 2020.