



Module - Health and Safety

Module Overview

To be competent, you must be able to comply with your organization's current health, safety and security policies and procedures. You should report any identified breaches in health, safety, and security policies and procedures to the designated person. You should identify and correct any hazards that you can deal with safely, competently and within the limits of your authority. You should report any hazards that you are not allowed to deal with to the relevant person in line with organizational procedures and warn other people who may be affected. You should follow your organization's emergency procedures promptly, calmly, and efficiently. You should identify and recommend opportunities for improving health, safety, and security to the designated person, complete any health and safety records legibly and accurately.

This module will aim at understanding the importance of health and safety at work place.



Module Objective

At the end of the module, you will be able,

- To understand the meaning of health and safety
- To follow the norms of health and safety at work place
- To follow hygiene standards at work place



What should you be able to do?

To be competent, you must be able to:

- comply with your organization's current health, safety and security policies and procedures
- report any identified breaches in health, safety, and security policies and procedures to the designated person
- identify and correct any hazards that you can deal with safely, competently and within the limits of your authority
- report any hazards that you are not allowed to deal with to the relevant person in line with organizational procedures and warn other people who may be affected
- follow your organization's emergency procedures promptly, calmly, and efficiently

- identify and recommend opportunities for improving health, safety, and security to the designated person
- complete any health and safety records legibly and accurately



What is Occupational health and safety?

Occupational health and safety is a discipline with a broad scope involving many specialized fields.

In its broadest sense, it should aim at:

- The promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations
- The prevention among workers of adverse effects on health caused by their working conditions
- The protection of workers in their employment from risks resulting from factors adverse to health
- The placing and maintenance of workers in an occupational environment adapted to physical and mental needs
- The adaptation of work to humans.

In other words, occupational health and safety encompasses the **social, mental and physical well-being of workers that** is the “whole person”.



Why work safely?

Work safely for the most important people in your life, your family. Work related injuries cause not only time away from production activities at work but also time away from activities with your family.



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Why is occupational health and safety important?

Work plays a central role in people's lives, since most workers spend at least eight hours a day in the workplace, whether it is on a plantation, in an office, factory, etc. Therefore, work environments should be safe and healthy. Yet this is not the case for many workers. Every day workers all over the world are faced with a multitude of health hazards, such as dusts, gases, noise, vibration, extreme temperatures etc.

Unfortunately some employers assume little responsibility for the protection of worker's health and safety. In fact, some employers do not even know that they have the moral and often legal responsibility to protect workers. As a result of the hazards and a lack of attention given to health and safety, work-related accidents and diseases are common in all parts of the world.

Benefits of a Safe and Healthy Workforce:

Higher productivity

Increased efficiency and quality

Reduced medical and insurance costs

Lower workers' compensation rates and payments

Improved reputation as an employer of choice

Who is responsible for Safety?

ALL OF US!!

Employer

- Furnish a work environment that is free for recognized hazards that are likely to cause serious harm or death
- Shall comply with government requirements



Employee

- Take safety seriously!
- Use safety equipment and be aware of safety hazards
- Report all near misses, accidents and safety concerns
- Fix or report hazards immediately!

Your safety and health at work

All employees must know their rights and responsibilities regarding their safety and health at work.

They should be aware of the general laws applicable to them.

All employees have entitlement to rest breaks and paid vacations.

If you're off sick from work and anxious about your job, you'll find out practical information on what can be done.

In the case of corporations that produce large items the health and safety at work for their staff may involve the right foot gear, shades, ear protectors and other protecting apparel

Safety and health at work for those employed by a legal company or accounting company would involve confidentiality, and cover against pissed off clients.

Health and safety at work for those in the medical field involves proper disposal of dangerous waste, ensuring to sterilize areas after patients have used them and consistent private cleanliness to avoid spreading contagions.

What is a workplace emergency?

A workplace emergency is an unforeseen situation that threatens your employees, customers or the public. It may disrupt or shut down your operations. It may cause physical or environmental damage. Emergencies may be natural or manmade.

They include events such as the following:

- Fire
- Fuel spillage
- Gas leaks
- Explosions
- Road accidents
- Injury from machinery and equipment
- Fall, climbing accident
- Swimming or diving accident
- Snake bite or poisoning
- Electrocution, injuries
- Equipment failure
- Lost workmates
- Emergency as a result of environmental conditions (e.g., heat, cold, wet, snow, wind, lightning, bushfires, floods, high seas, cyclones)
- Emergencies requiring evacuation

- Hazardous substances and chemical spills
- Internal emergencies such as loss of power or water supply and structural collapse
- Serious injury events or medical emergencies
- Bomb threats
- Civil disorder or criminal acts such as robberies and shootings
- Hostage situations or terrorism

Probably the best advice in planning for an emergency is to plan for the unexpected. Plan for worst case scenarios, that will mean that all response plans are likely to be of sufficient scope to cope with the situation.



What are Hazards?



A hazard is anything that could hurt you or make you sick.

What could hurt you or make you sick where you work?

A hazard is anything that can cut you, trip you, burn you, crush you, hurt your hearing, hurt your eyes, make you sick, cause you pain, etc.



What is an Accident Investigation?



Accident is defined as an unplanned event that results in personal injury or property damage.

Accident is an indication of a deficiency in the SHMS (Safety and Health Management Systems).

Incident: An unplanned event that may not result in personal injury but may result in property damage or is worthy of recording.

Near-Miss: An event that does not result in an injury or damage. It is important to record and investigate near-misses to identify weaknesses in the SHMS that could possibly lead to an injury or damage.

The primary goals of an accident investigation are:

- To identify the root cause of the accident or incident

- To prevent the accident or incident from occurring again.

Accident investigations and reports help identify these deficiencies.

It must be conducted and written according to your organization's established documented procedures.

The investigation process is "fact-finding" not "fault-finding". Not to place blame.

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Why accidents occur?

MOST frequent causes of accidents

- Inattention to detail
- Speeding
- Driving too fast for conditions
- Failed to yield



Other factors:

- Physical Road conditions
- Weather conditions
- Vehicle Maintenance:
- Tires tread wear/pressure
- Brakes

Vehicle Safety

Driving is something we do daily.

It's the most dangerous thing we do!

40,000 people die each year across the world

115 people who leave home today will never return

MOST frequent causes of accidents

- Inattention to detail
- Speeding
- Driving too fast for conditions
- Failed to yield
- Physical Road conditions
- Weather conditions
- Vehicle Maintenance:
- Tires tread wear/pressure
- Brakes

Driving Dangers

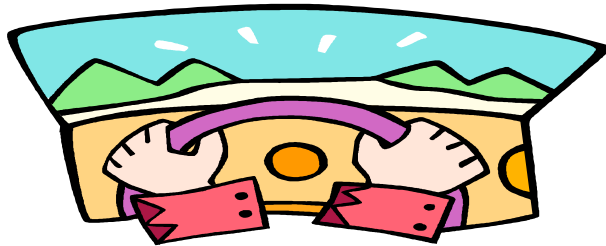


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- Not using safety equipment properly – seatbelts only work when they are on and Airbags work best in conjunction with seatbelt use!
- Using Cell Phones and Texting while driving KILLS!
- Foul Weather can be – rain, snow, fog, hail, ice, blowing and flooding.
- Be safe – make sure the car lights, wipers and tires are working and in good condition.
- Be Careful – don't drive in or through water, sand, smoke or thick fog. Pull over, drive around or wait it out!
- Slow down! Tap brakes to stop. Avoid passing!

Pre-Trip Inspection



- Take a walk around your vehicle.
- Windows clean/no damage? Washer fluid?
- Lights/signals clean & working.
- Tires properly inflated / tread wear.
- Fluid leaks on the ground.
- Inside your vehicle
- Adjust your seat and fasten seat belt
- Check and adjust all Mirrors
- Adjust your Headrest
- Assure doors fully closed and secured
- Scan the gauges
- Adjust the vents, windows, heater & air conditioner



Office Safety



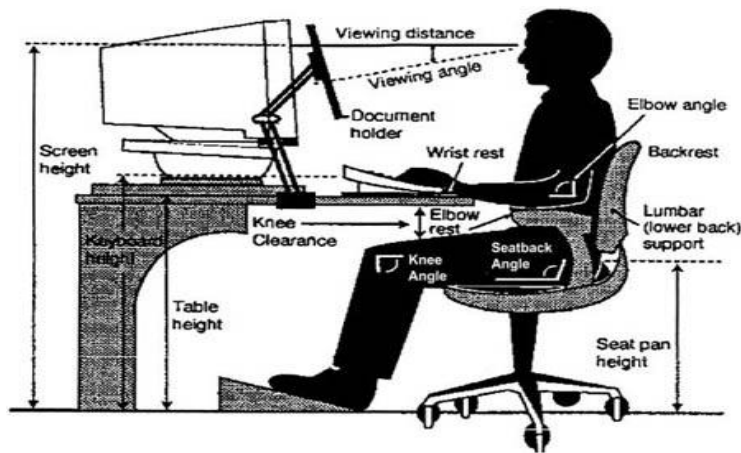
- Watch your step
- Walk carefully – tile, wet floors and objects on floors are safety hazards!
- Don't carry objects too tall to see over.
- Use a ladder – not a chair, box or countertop.
- Keep cords out of walkways
- Keep your hands at your side not in your pockets!
- Walk – do NOT run.
- Use handrails and pay attention where your going.
- Report burnt out lights or loose flooring immediately!
- Prevent back injuries
- Bend at knees and hips when lifting
- Keep your body in a straight line – do not Twist!
- Do not lift items over your shoulders.
- Ask for assistance from Facilities!
- Let your legs do the lifting not your back.

What is ergonomics?

The science of fitting your job to your body. Desk set up is important to your body.

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Stretch and feel better!

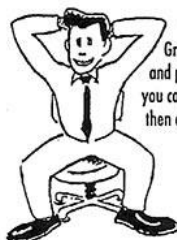
- **Just stand up** – you should stretch at least once every half hour - stand up without using your hands.
- **Reach over your head** as far as your can
- While stretching bend to the left then the right to do side stretches.
- **Shrug your shoulders -- to release the neck and shoulders**
- **Make a fist** with both hands then spread your fingers as far as you can!
- **Move the air** – by making circles with your hands then bigger ones by rolling your shoulders.
- **Turn your head** slowly from side to side
- **Pull your legs** to your chest and hold for 5-10 secs.
- **Stretch your fingers** - interlace your fingers - palms facing your body then slowly turn your palms outward away from your body.

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Stretching – it does your body GOOD!

RELIEVE STRESS . . . AT YOUR DESK



1. PECTORAL STRETCH

Grasp your hands behind your neck and press your elbows back as far as you can. Return to standing position, then drop your arms and relax. Repeat



4. KNEE KISS

Pull one leg to your chest, grasp with both hands, and hold for a count of five. Repeat with other leg.

2. SHOULDER ROLL

Slowly roll your shoulders forward five times in a circular motion, using your full range of motion. Then roll your shoulders backward five times with the same circular motion



5. NECK

Let your head drop slowly to the left, then to the right. Slowly drop your chin to your chest, and then raise your chin as high as you can. Turn your head to the left, return it to the normal position, and then turn it to the right.



6. BACK RELAXER

Bend down between your knees as far as you can. Return to upright position, straighten, and relax



8. FINGER STRETCH

With palms down, spread your fingers apart as far as you can. Hold for the count of five. Relax. Repeat



9. MIDDLE-UPPER BACK STRETCH

Raise your right arm and grasp it below the elbow with your left hand. Gently pull your right elbow toward your left shoulder as you feel the stretch. Hold for five seconds. Do both sides.



7. SIDE STRETCH

Interlace your fingers. Lift your arms over your head, keeping your elbows straight. Press your arms backward as far as you can. Then slowly lean to the left, and then to the right until you can feel stretching. If your desk chair has wheels, be careful!



10. QUADRICEPS

Bring your legs straight out in front of you body, and then hold them in that position for five seconds. Make sure you are sitting up straight. Relax. Repeat.



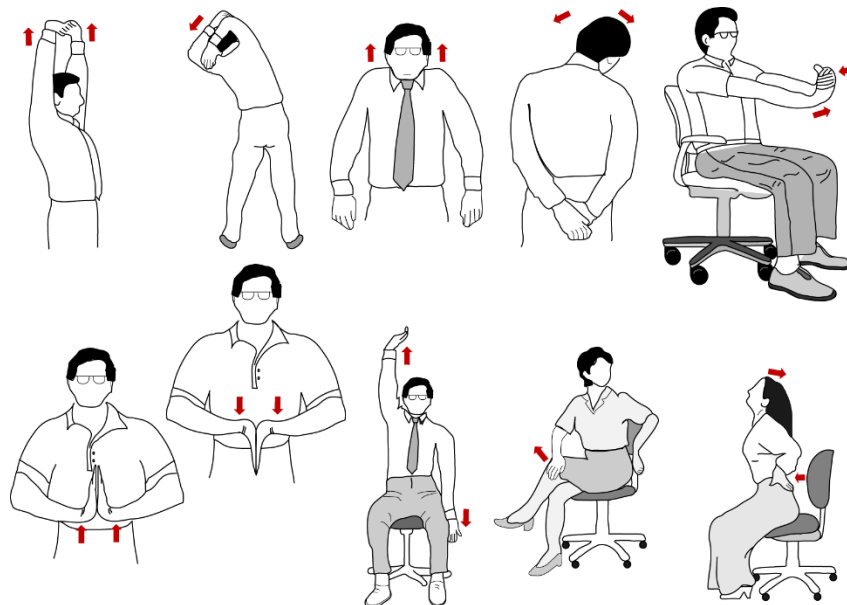
3. WINDMILL

Place your feet apart on the floor. Bend over and touch your right hand to your left foot, with your left arm extended up. Repeat with other arm.

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Stretching – it does your body GOOD!



Fire Safety



- R.A.C.E. – what you do during a fire
- P.A.S.S. – how to use the fire extinguisher
- Where are the safety locations?

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- What kind of extinguishers do we have?
- Preventing fires!



Fire Safety

1. Exit the Building Quickly

- R – Rescue those in the immediate area of the fire
- A – Activate the alarm system
- C – Close all doors on the way out
- E – Evacuate or Extinguish – only extinguish very small fires!

A fire doubles in size every 60 seconds. Fire extinguishers discharge in 10- 40 seconds.

2. How to use the extinguisher?

- P – Pull the pin
- A – Aim the nozzle at the base of the fire
- (Aim a foot above the base of a grease fire as grease will spread if you aim directly at the base)
- S – Stand about 6 to 8 feet away
- S – Squeeze the trigger and Sweep back and forth
- Make sure your first shot counts! Extinguishers only last a few seconds

3. Fire Prevention

- Obey “No Smoking” signs.
- Do not plug in anything not pre -approved by the IT department
- Report any frayed or cracked electrical cords.
- Be careful around the stove – it is still hot after you turn it off.
- Do not put any metal in the microwaves
- Do not store flammable products in the office building
- Know where the closest fire extinguisher is.
- Keep work areas clean and neat.
- If you smell the faint scent of smoke – report it
- If you smell a strong scent of smoke pull the fire alarm.

Emergency Evacuation

- Evacuation of the building may be required if an emergency situation threatens the life or safety of employees.
- Situations that may require evacuation: fire or smoke; chemical spill – (five (5) gallons or more); bomb threat; violence; power failure; terrorist attacks.
- *If there is an emergency:*
- Proceed to the nearest EXIT. Do not stop to pick up personal property.
- After exiting building, proceed to the assigned outside Evacuation Area.
- The Emergency Coordinator will verify all employees are accounted for.
- The Emergency Coordinator will notify the Manager on the status of employees.



Tailgating and Work Place Violence



What is it?

- Advanced Persistent Threat
- Cost of Tailgating
- Acts of Workplace Violence

What causes it and why do some people act out?

- Potential Warning Signs
- Employee danger and duty to report
- Building security

What to do when faced with violence?

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WORKPLACE VIOLENCE

Definition:

Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting.

A workplace may be any location either permanent or temporary where an employee performs any work-related duty.

Acts of Workplace Violence



- Aggravated assault



- Sexual assault



- Product tampering



- Sabotage

- Homicide

- Includes acts committed during robberies

WHAT CAUSES VIOLENT ACTS?

Disgruntled Employees, Domestic Disturbance and Delusional Persons.

WHO COMMITS WORKPLACE VIOLENCE?

- Employee
- Former Employee
- Contractor
- Customer
- Vendor
- Family Members of employee or customer

Be Aware!

Potential Warning Signs:

- A history of violence
- Over reacting to uncertainty
- Paranoid or Accusing
- Excessively Angry
- Blames others for their problems
- Uses abusive language
- Throws things
- Threatening or intimidating

- Under the influence of drugs
- Shows or claims to have a weapon
- Vows to get even
- Believes others are out to get them
- Carries or nurses a grudge
- Seems overwhelmed by money or personal problems
- Defensive toward others
- Obsessive toward someone
- Acting out of the normal
- Very stressed
- Difficulty coping with the daily events of life

Violence from within is most often associated with a disaffected worker or a former employee whose personal or professional problems escalate to the point of uncontrollable rage, frustration or despair. Signs can include:

- Loss of job or threat of job loss
- Discipline especially if it seems unfair to the employee)
- Failure to receive expected raise or promotion
- Ongoing conflicts with a supervisor or co-worker
- Relationship problems such as divorce, break up or separation
- Domestic abuse
- Substance use
- Financial difficulties
- Emotional problems including low self esteem

Not everyone who suffers from stress becomes violent!

But it is your duty to report a worker who seems in serious trouble to a supervisor or Human Resources!!!!

WHAT DO I NEED TO DO?

- **All staff** are responsible for notifying their supervisor of any threats, which they have witnessed or received. Threats against supervisors and co-workers can foreshadow violence. Even without any actual threat, employees should **report any behavior** they have witnessed which they regard as threatening or violent, when the behavior is related or might be carried out at work or is connected to Agency employment.
- **Staff are responsible** for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior. Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resource department.
- The **supervisor is responsible** for reporting the situation to his/her Department Head. The Department Head is responsible for ensuring that the Human Resource Director and the Executive Director have been notified of the incident.

- Reports can be made anonymously and all reported incidents **will be investigated** if there is sufficient information in order to initiate an investigation. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
- Acts of aggression and violent behavior should also **automatically require action**. When they occur, management should tell aggressive employees to **leave the workplace** or have them removed. A decision should be made regarding disciplinary action. If the employee(s) remains employed, they should be assisted in obtaining counseling. The employee(s) that was the target of the aggression should have their needs and concerns addressed. The Authority will actively intervene at any indication of a possibly hostile or violent situation.

Building Security – take it seriously!

- Do not lend out your ID badge
- Keep doors closed – do not prop them open
- Escort visitors in and out of the building
- Set up a “danger signal” with coworkers
- Lock up purses and valuables.



Natural disasters:

- Tornadoes/Typhoons/Hurricanes, Thunderstorms, Floods
- Wild Fires, Earthquakes
- Emergency call sheet
- Evacuation plan



- Tornadoes – stay indoors or find shelter
- Severe winter weather – stay indoors , do not travel , dress in layers
- Severe Thunder storms – stay indoors, pull over if driving
- Flood – Evacuate when instructed to, do not drive or walk through water
- Wild Fire – Do not drive through – hot air and smoke can kill !

Be Prepared to Evacuate!



- Know when and where to go if told to evacuate.
- Know what to take and what you cannot take.
- Have a family plan that includes pet care.
- Do not risk your life – get out - Your safety comes FIRST!
- Keep Calm and Do Not Panic!!
- Reasons to evacuate = alarm, medical emergency, building safety, hazardous spill, natural disaster, violent person, nuclear accident.
- Help Every CONSUMER have a planned response before it is needed!



Importance of Good Personal Hygiene

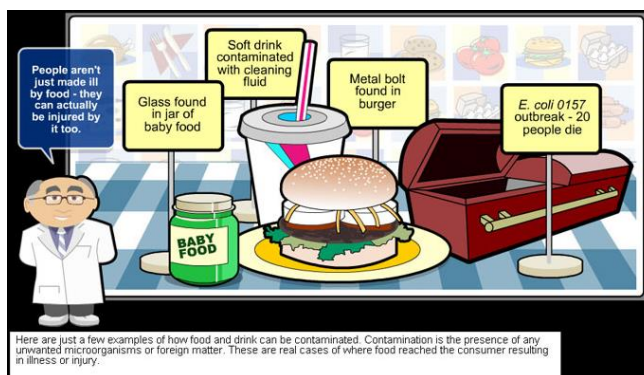


Maintaining personal hygiene is necessary for many reasons; personal, social, health, psychological or simply as a way of life. Keeping a good standard of hygiene helps to prevent the development and spread of infections, illnesses and bad odors.

Most people are very conscious of personal hygiene because:

- We're taught of the importance of hygiene from an early age
- We may have been "picked-on" at school for a one-off or a persistent hygiene problem. This may even have been an issue mistakenly related to hygiene by others - such as head lice
- It is considered a way of making ourselves more attractive to the opposite sex
- It is off-putting to our friends and colleagues if we smell unpleasant etc.
- We're aware of health problems that can develop as a result of poor personal hygiene

Food Preparation and Contamination



Probably the most important aspect of all, food hygiene is very closely associated with personal hygiene. Poor personal cleansing can have a very significant effect on the start and spread of many illnesses through contact with nutritional consumables, some that can be potentially lethal.

AVOID Diseases

BLOODBORNE PATHOGENS are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different blood borne pathogens including malaria, syphilis, and brucellosis, but *Hepatitis B (HBV)* and the *Human Immunodeficiency Virus (HIV)* are the two diseases specifically addressed by the OSHA Blood borne Pathogen Standard.



If you are hurt....

All open cuts or wounds are to be protected with a secure waterproof covering

- Bandage and glove

If you are ill/sick....

Inform your supervisor if you exhibit the any of the following symptoms:

- jaundice (yellowing of eyes and skin)
- diarrhea
- vomiting
- fever
- sore throat with fever
- boils or cuts
- discharges from ears, nose or eyes
- excessive coughing or sneezing.



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Hazard Communication

- All chemicals must be labeled with the name of the chemical & manufacturer
- Bulk chemicals and chemicals with a hazard must be labeled with the Hazard Management Information System Label shown on the next page.
- The higher the number rating the more hazardous the chemical.

Hazard Signs

Biohazard		HAZCOM STANDARD PICTOGRAMS <table border="1"> <tbody> <tr> <td> Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity </td> <td> Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides </td> <td> Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory) </td> </tr> <tr> <td> Gas Cylinder  • Gases Under Pressure </td> <td> Corrosion  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals </td> <td> Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides </td> </tr> <tr> <td> Flame Over Circle  • Oxidizers </td> <td> Environment (Non-Mandatory)  • Aquatic Toxicity </td> <td> Skull and Crossbones  • Acute Toxicity (fatal or toxic) </td> </tr> </tbody> </table>	Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)	Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides	Flame Over Circle  • Oxidizers	Environment (Non-Mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)	Poison	
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Radioactive		Explosive											
Corrosive		Flammable											
Warning		High Voltage											



Good Hygiene Practices

- **Standard Precautions:**
are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used when providing care to all individuals.
- **Hand Hygiene** – wash hands for 15-20 seconds with soap and warm water regularly
- **Cough Etiquette** – cover your mouth and nose when coughing using bend of elbow or hands (wash hands after cough)

- **Personal Protective Equipment (PPE)** – gloves, mask, goggles, gown, and eye protection should be worn as needed to reduce exposure to blood born pathogens.
- **Cleaning and Disinfecting** - Care areas, common waiting areas, and other areas where people may have potentially contaminated surfaces or objects that are frequently touched (doorknobs, sinks, toilets, other surfaces and items in close proximity to clients) should be cleaned routinely with the proper disinfectant.
- **Waste disposal** - puncture proof, leak proof containers and bags for biohazard waste

Good Hygiene Practices prevent the spread of infection!

- Stay at home if you're sick, DO NOT spread germs!
- Wash your hands under running water with soap for 15-20 seconds. Rinse thoroughly.
- Use paper towel to turn off water and open door. Dispose of towel in trash can.
- Use antiseptic hand cleaner when not near a water source.
- Wash hands properly as soon as possible.
- Cover your Cough.
- Clean frequently used areas and equipment daily.