

Maintain workplace safety & preventing accidents

(Question Answers)

Q : Name some safety rules

Ans: Fire safety, Falls and slips, Electrical safety, Use of first aid.

Q What are Basic Fire safety rules in an organization ?

A: These are

- Fire escape plans must be installed at proper levels
- Conduct regular drills
- Maintenance of safety equipment must be taken care of regularly

Q.What are Falls and Slips Safety rules

Ans These are

- Workplace must be proper ventilated
- Floors must be clean and dry
- Oil spills, dust must be immediately cleaned.
- Smoke alarms must be placed at proper intervals
- Keep workplace a no-smoking zone.

Q. What are Electrical safety rules:

Ans These are

- Electrical equipment approved by a recognised organization.
- Damaged and hazardous electrical equipment should be immediately replaced. all old and workout and frayed switches and wires should be changed.
- Heat emanating equipment should be kept away from the electrical equipment.
- Take care that the outlets/ circuits should not be overloaded

Maintain workplace safety

- Basic safety rules to follow at workplace –Every organization must follow a standard set of safety rules and procedures. These rules must be stated and displayed clearly at important areas . All the employees must be given a demonstrations and training to follow safety rules .

Q. What do you understand by First Aid ?

A: First Aid is the immediate assistance provided to the injured to save life and minimize health loss till the proper medical aid/ facility is provided. Every organization must have basic First Aid Kit. Kit must have all necessary items. It should not have any expired medical related items.

Q. What are the rules of First Aid ?

Ans These are to assure the injured to remain calm and not to panic. To keep them warm if they are under shock and do not move the victim in case of back/neck injury

Q. What do you understand by the term accident ?

A: An accident is an unplanned event that may happen all of a sudden and may lead to unwanted or unprecedented results/outcomes.

Or

It can be defined as an unfortunate incident that occurs unintentionally causing hazardous result or injury or unwanted results.

Q. What is an emergency ?

A: Any unexpected situation that needs immediate attention and action is called as an emergency. An emergency situation might pose a sudden risk to life, property, health etc.

Q. What are the different types of accidents ?

A: Accidents may be of following types :

- Accidents at workplace : Slips and fall accidents, fire
- Industrial disease/illness
- Road traffic accidents
- Clinical Accidents
- Sports related accidents

Q. What are the effects of an emergency situation ?

A: An emergency situation can

- threaten the employees, customers or the public
- disrupts or shuts down the operations
- cause physical or environmental damage

Q. Mention some emergencies that require evacuation

A:These are :

- Fire
- Explosion
- Floods
- Earthquake
- Hurricane
- Tornado
- Toxic material release
- Civil disturbance
- Workplace violence

Q. How can we handle accidents at workplace/organisation ?

A :Accidents must be handled carefully. The accident should be handled compassionately without assigning blame on others.

- Every organization must follow SOP for accident handling
- Safety measures must be placed to prevent workplace accidents
- Immediately call the medical team for any injury
- Stay alert
- Pay attention to and follow emergency drills

SESSION 11: PROTECT HEALTH AND SAFETY AT WORK

Q. What are the different types of hazards ?

A :Hazards can be of different types depending on the industry and the environment in which the employees work. The different types of hazards include:

- Physical
- Chemical
- Biological
- Mechanical

Sources of Hazards

Checklist for Workstations :

The workstation should:

- provide sufficient space for the user to alter position comfortably
- provide adequate lighting
- have windows fitted with adjustable coverings to alter the sunlight level
- be spacious enough when a workstation is shared by more than one person

The display screen should:

- display well-defined characters of adequate size and spacing
- have a stable image
- have easily adjustable brightness and contrast
- tilt and swivel easily to suit the user
- be free from glare and reflections
- Use a separate base for the screen or an adjustable table

The keyboard should:

- be able to tilt easily and should be able to separate from the screen to allow the user to adopt a comfortable working position
- have space in front to provide support for the hands or arms of the user
- have a matt surface
- have clearly legible symbols on the keys

The work surface should:

- provide adequate space for the user
- have a low reflective surface
- be of an adequate size to allow the screen, keyboard and other peripherals to be flexibly arranged
- have a stable and adjustable document holder, which should be at the same level as the screen and at the same viewing distance

Q. What do you mean by evacuation?

A : Evacuation is the process of emptying a place in case of an emergency, disaster.

In case of emergency there should be provision for evacuation.

Q. Mention the points for evacuation in case of emergency .

A : Every company must ensure following points for evacuation in case of any emergency:

- An evacuation policy : Every organization must have an evacuation policy. All the Team Leaders are responsible for informing about the policy to their employees about it. Proper attention must be paid when the Team Leader is informing you about these details. Negligence at this time may cost lives.
- Organization must have a designated assembly point for emergencies. Ensure that every employee/ worker must know where it is.
- A 'buddy system' for individuals with special needs or disabilities must be designated. This system ensures that differently-abled are assisted and guided out of the premises or the impacted area properly. If you are a buddy to someone, ensure that your buddy is safe at the assembly point with you.
- Floor plans with evacuation routes in work areas should be there it must be ensured to understand these so that they are used in times of need
- Assembly areas, where everyone is required to assemble after evacuation, must be properly taken care of.

- Periodic evacuation drills should be conducted. Attention should be paid during these drills as we need to save our life and we can be helpful in saving someone else's life too.

Healthy Living

'A healthy body has a healthy mind' - a very popular saying is true .

'Healthy Lifestyle leads to a healthy being. A healthy living has a lasting impact on an individual which ultimately yields a healthy environment at home as well as at work place. a happy and healthy worker will always perform best to his ability.

A healthy lifestyle helps to keep and improve people's health and well being.

a healthy lifestyle includes :

- healthy eating habits
- physical activities
- stress management
- healthy mind
- sound sleep
- goal setting

a healthy lifestyle takes needs practice, commitment and sincere efforts .

Stay Healthy! Stay Happy!