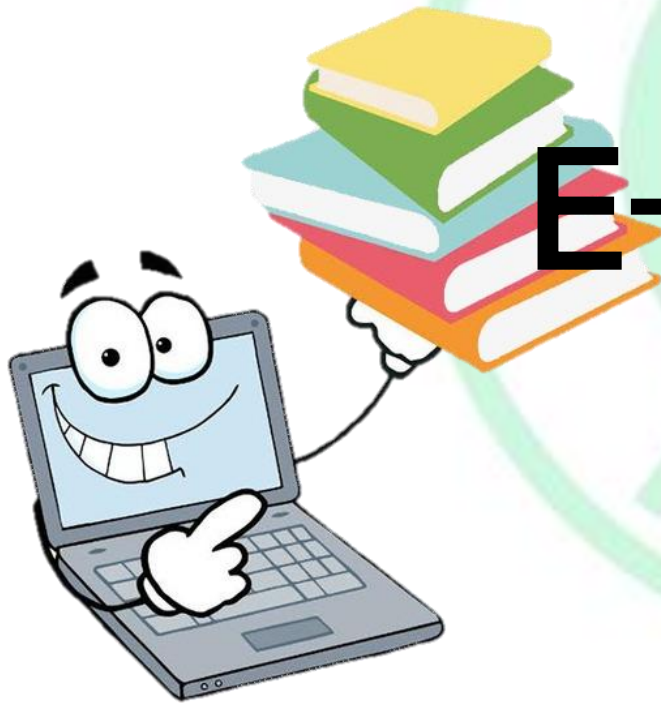


Safety E-Learning



- Organizational Chart
- Meaning of Safety
- Meaning of Hazard
- Meaning of Incident
- Classification of Incident
- Incident Reporting
- Hiyari Hatto
- Kiken Yochi
- Hierarchy of Safety Control
- Personal Protective Equipment
- Chemical Safety
- Response in case of Emergency





❖ **Hiroyuki Kobayashi**

- Environment, Safety and Health Management Representative (ESHMR).



❖ **Herson Mendoza**

- Deputy Environment, Safety and Health Management Representative (DESHMR).



What is
SAFETY?

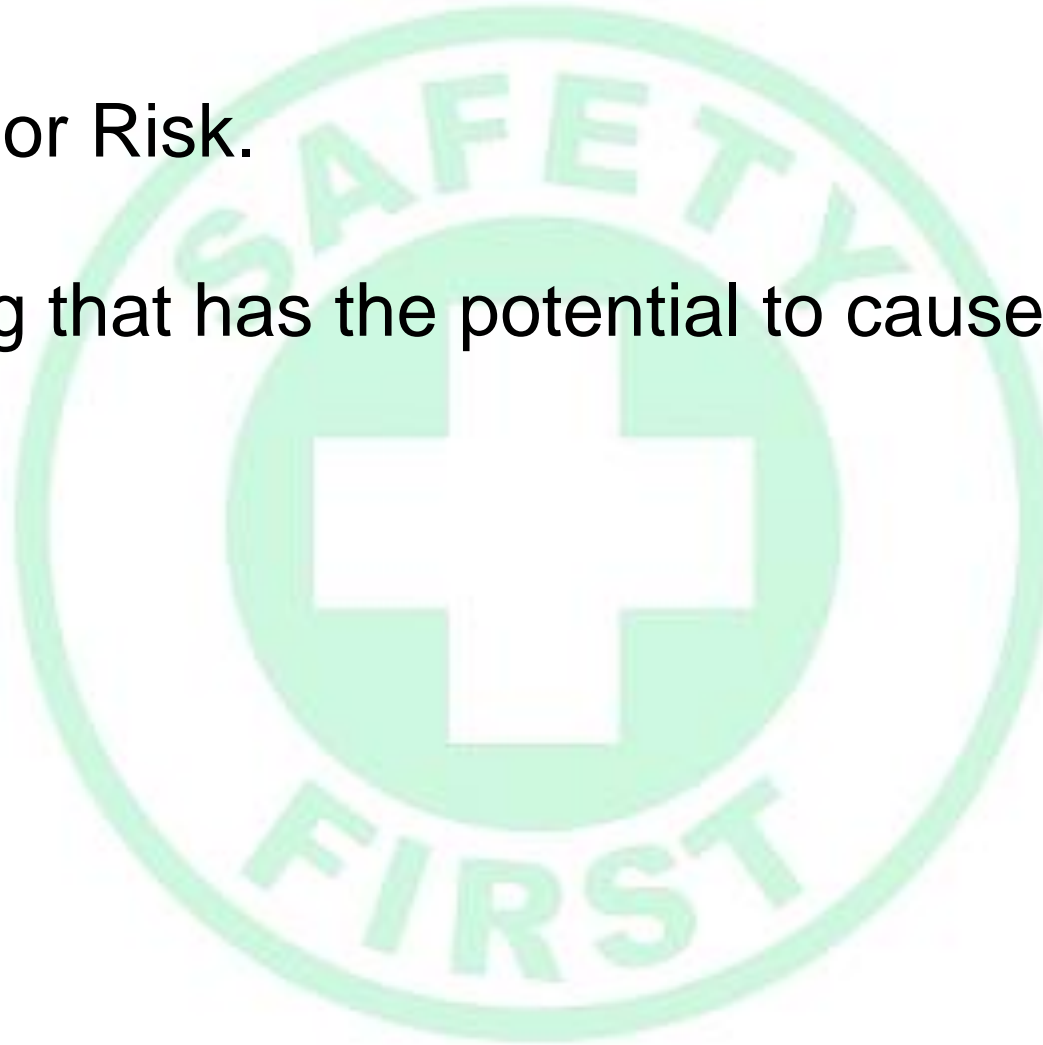
- State of being safe.
- Freedom from harm.
- State of being protected against any type of consequences of failure, damage, error, **accidents/incidents**, harm or any event which could be considered undesirable.





What is a
HAZARD?

- Danger or Risk.
- Anything that has the potential to cause harm.

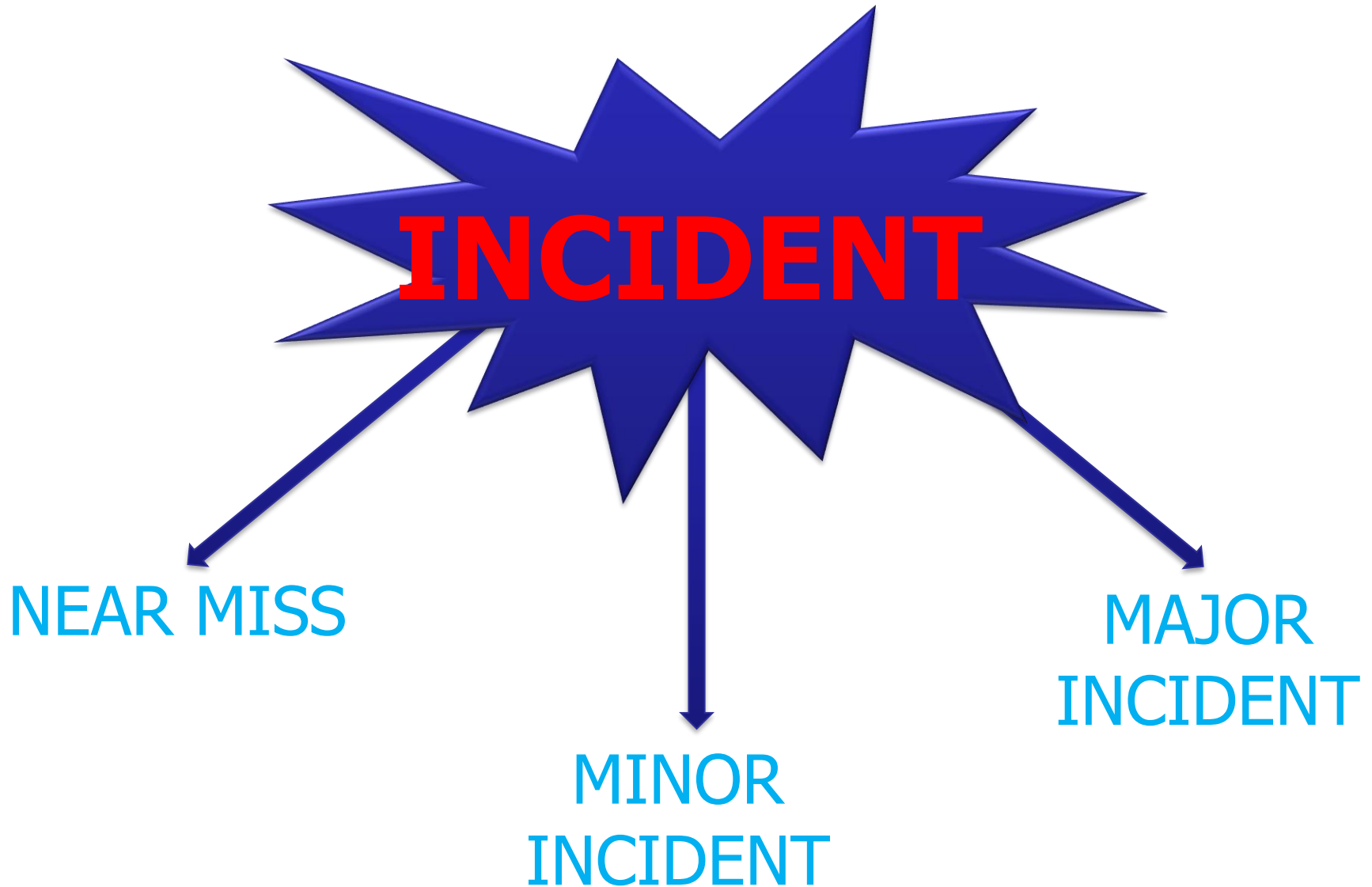




What is an **INCIDENT?**

- Unplanned or undesired event that disturbs normal operation.
 - Work Related Injuries
 - Occupational Illnesses
 - Property Damage
 - Spills
 - Fires
 - Near Miss





What is **Hiyari Hatto?**



Unplanned event that did not result in injury, illness or damage – but has potential to do so.

“NEAR MISS” or “CLOSE CALL”

Example:

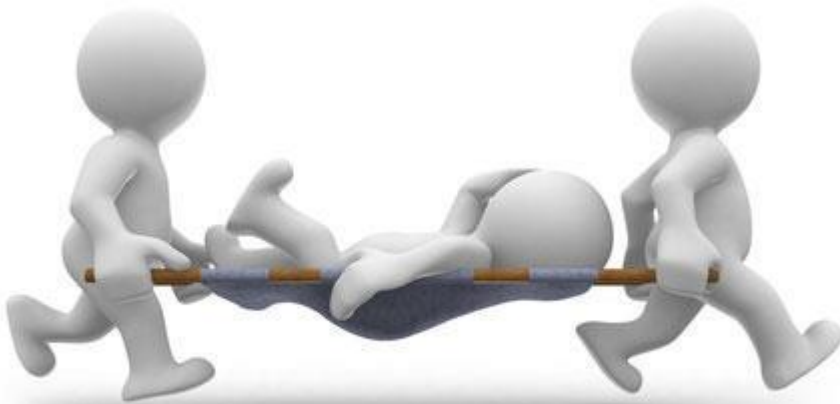
1. An employee walking inside the office almost trip because of the unharnessed extension cord that is on the floor.
2. An employee almost got hit in the head by a falling ceiling tile while going to the canteen.
3. While doing 5S activity, the document binders I am carrying fell, good thing it did not hit my foot.

MINOR INCIDENT

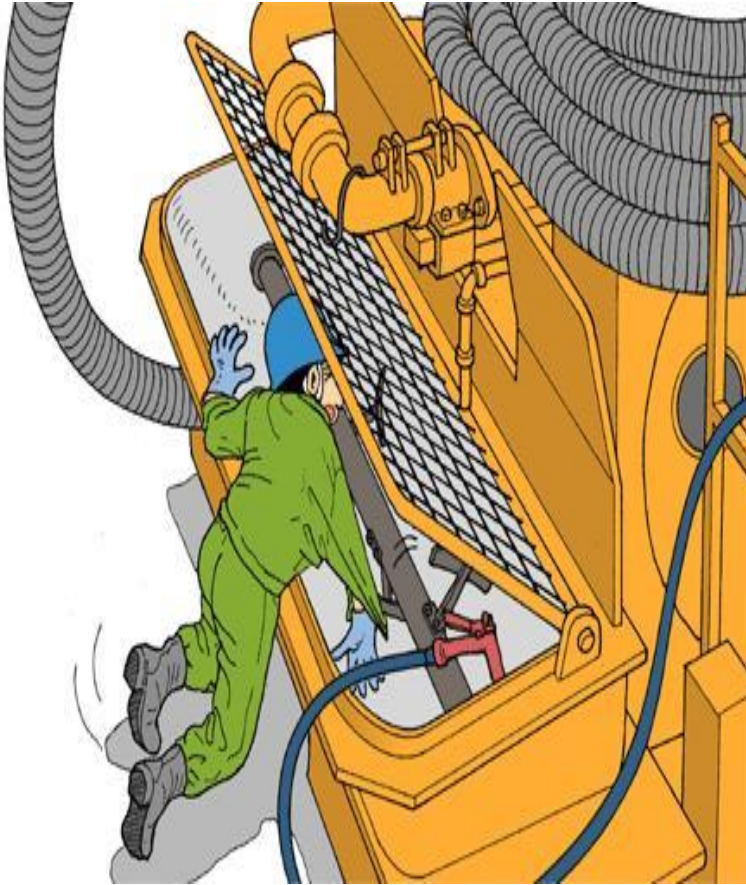
brother
at your side

Any injury or illness which does not result in disability but requires first aid, medical treatment of any kind or rest for a day or more.

**DO NOT LEARN
SAFETY BY
ACCIDENT!!!**



Kinds of MAJOR INCIDENT



Permanent Total Disability

Any injury or illness other than death which permanently and totally incapacitates an employee from engaging in any gainful occupation or which results on loss or complete loss.

Death

Any fatality resulting from a work injury regardless of the time intervening between injury and death.

INCIDENT REPORTING

EMPLOYEE GETS INJURED

**EMPLOYEE WILL REPORT
IMMEDIATELY TO SUPERIOR**

**SUPERIOR WILL ACCOMPANY
EMPLOYEE TO THE CLINIC**

**DOCTOR/NURSE WILL GIVE MEDICAL
ATTENTION TO EMPLOYEE**



What are the **CAUSES of INCIDENT?**

Workplace that is likely to cause property damage or injury.

- Defective tools (paper cutter, cutter, scissor), equipment, supplies
- Inadequate support or guarding
- Congestion in the workplace
- Inadequate warning systems
- Poor housekeeping/ 5S
- Hazardous atmosphere
- Excessive noise
- Poor ventilation

Task or other activity that is conducted in a manner that may threaten the health and/ or safety of worker.

- Operating without permission or authorization
- Not using or improper use of PPE
- Operating equipment at unsafe speed
- Failure to warn
- Bypass or removal of safety devices
- Uses of tools for other than their intended purpose
- Horseplaying
- Lack of DISCIPLINE

What is **KIKEN YOCHI?**



A process of **identifying a hazard** or work-related risks before the work is started.

Example:

1. The operator reported to his leader that his machine has a misaligned gear part.
2. The staff pointed out to her team that the common chair in their office is damaged.
3. The line leader informed her team that the tape dispenser in line B is defective.

COMMON MISTAKES

HIYARI HATTO

VS

KIKEN YOCHI



HIYARI HATTO (Near Miss)

- **EXPERIENCING** something you think that it could have hurt you in any way but did not.

eg. An employee almost got hit by a falling ceiling tile.

KIKEN YOCHI (Hazard Identification)

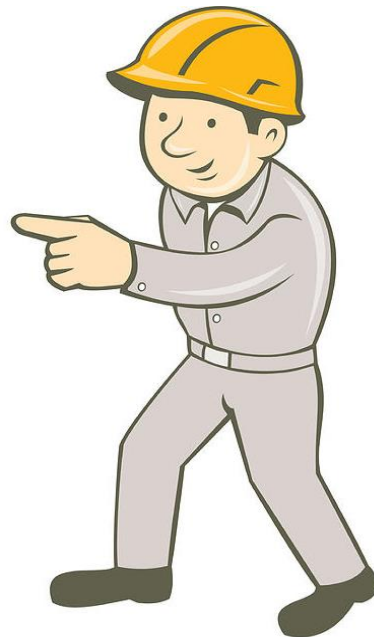
- **IDENTIFYING** a hazard or something you think it can cause harm/illness/injury before an incident happens.

eg. You saw a damaged ceiling tile and reported it to your leader and GA-ESH.



KIKEN YOCHI

- Identifying a hazard or something that can cause harm / injury / illness.



Eg. Wheel is not locked or may be broken/damaged, it can cause the tray to fall on someone.

HIYARI HATTO


- Reporting an EXPERIENCE that you encountered that could have hurt you.

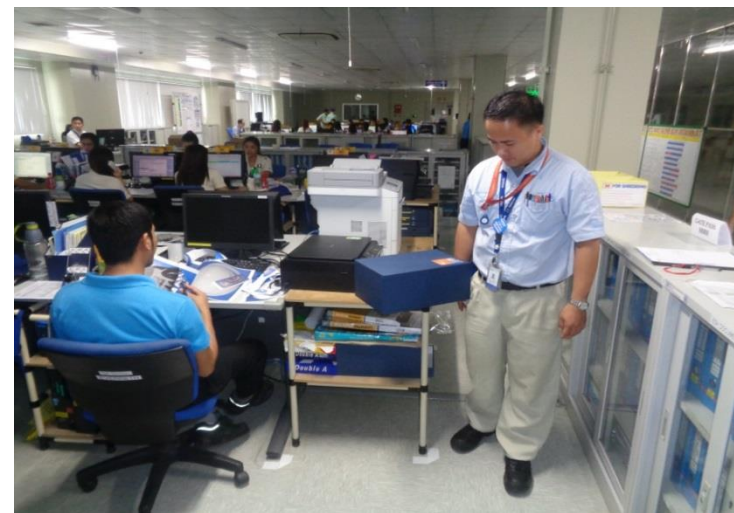
Eg. While carrying my pot of soup going to the counter, I almost got hit by the tray of breads, good thing it did not hit me.



Hiyari Hatto Form (how to)

brother
at your side

		Hiyari Hatto		Name		Juan De la Cruz	
		Form		ID Number		BIPH201X-XXXXX	
CONTROL NUMBER				Position		Staff	
<input type="checkbox"/> UNSAFE ACT/ BEHAVIOUR <input type="checkbox"/> UNSAFE CONDITION				Department		Administration	
				Section		General Affairs	
When		12/04/17 (Date of incident)					
Where		General Affairs Office					
Details		While going back to his desk, GA staff almost got his arm hit by the edges of the Multi-Tray that is placed beside the printer. (Brief description of the incident)					
What did I do?		I initially placed the Multi Tray on the printer so that it is not protruding along the pathway					
Action Items		Encircle the actions taken. Include attachments if applicable (e.g. Closure Picture, FSRF, etc.)					
		<input checked="" type="radio"/> A. Information sharing through meeting/assembly					
		<input checked="" type="radio"/> B. Internal Section Improvement					
		Specify:		Assigned a designated location for the Multi Tray of Bond Paper near the printer			
		C. Safety Improvement Proposal (Factory-wide implementation of Internal Section Improvement)					
		Prepared By:		Checked By:		SAFETY OFFICER	
		Date:		Date:		Date:	



**ALSO ACCOMPLISH
THIS PORTION**

KYT Basic Method

Round 1:

What are the hidden hazards? (Understanding the actual situation)

Round 2:


These are the danger points. (Investigating the reality)

Round 3:

What would you do? (Establishing countermeasures)

Round 4:

Planning. (Setting targets)

ROUND 01 WHAT ARE THE HIDDEN HAZARD?	ROUND 02 ASSESSING THE DANGER POINTS.	ROUND 03 CREATE COUNTERMEASURES	ROUND 04 PLANNING
	<ul style="list-style-type: none">> May cause Tripping Hazard> Can Cause fire / electrocution	<ul style="list-style-type: none">> Proper Harnessing> Provision of floor duct	Must Be ASAP

*** REPORT ALL HAZARDS (UNSAFE CONDITIONS AND UNSAFE ACTS)**



HIERARCHY OF SAFETY CONTROLS

SAFETY CONTROLS

1

- **ELIMINATION**
- Eliminate the hazards



2

- **SUBSTITUTION**
- Substitute with less hazardous/toxic material



3

- **ENGINEERING**
- 'POKA-YOKE' or Mistake proofing



4

- **ADMINISTRATIVE**
- Education, posters, work rotation



5

- **Use of Personal Protective Equipment (PPE)**
- Goggles, safety shoes, earplug, chemical resistant clothing, etc.



CHEMICAL SAFETY



How can chemicals harm you?

Chemicals can be

Health Hazards: or

Physical Hazards:



Directly affects the human body, either acutely or chronically.



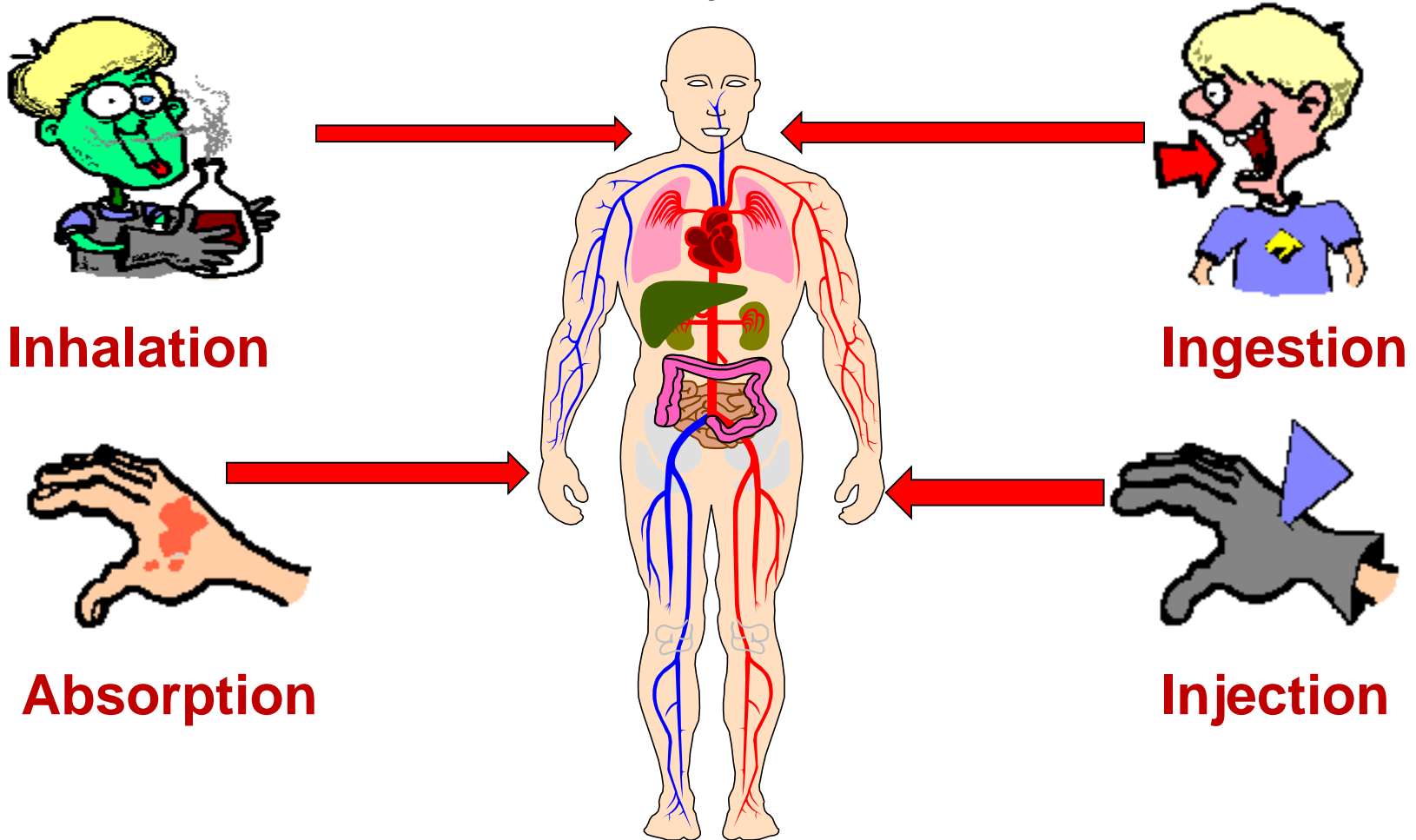
Causes injury through a chemical reaction, like a fire or an explosion.

GHS – Hazard Pictograms and correlated exemplary Hazard Classes				
Physical Hazards				
Explosives	Flammable Liquids	Oxidizing Liquids	Compressed Gases	Corrosive to Metals
Health Hazards				Env. Hazards
Acute Toxicity	Skin Corrosion	Skin Irritation	CMR ¹⁾ , STOT ²⁾ , Aspiration Hazard	Hazardous to the Aquatic Environment

1) carcinogenic, germ cell mutagenic, toxic to reproduction / 2) specific target organ toxicity

How can chemicals enter the body?

- There are four “routes of exposure” or ways a chemical can enter the body:



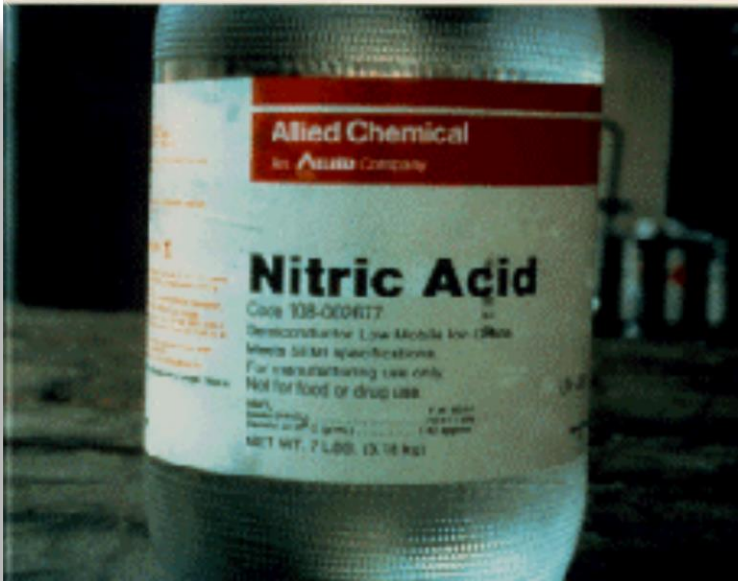
SAFETY DATA SHEET (SDS)

- Provide useful information on chemicals, describing the hazards the chemical presents, and giving information on handling, storage and emergency measures in case of an accident.
- Developed by chemical manufacturers and importers
- An SDS must be on hand for each hazardous chemical used by the company
 - must be readily accessible to employees during their work shift
 - must be updated as new information becomes available



Important Questions

- **Q: How do you identify hazardous chemicals at work?**
- **A: Container labels**



- **Q: How do you get detailed information on these chemicals?**
- **A: Safety Data Sheets (SDS)**



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at your side

Additional Info

[illegible]

Protection against a hazard but doesn't mean eliminate. **LAST LINE OF DEFENSE**

- Head Protection (e.g. Hard Hat)
- Eye Protection (e.g. Safety Goggles)
- Hand Protection (e.g. Safety Gloves)
- Ear Protection (e.g. Earplugs)
- Foot Protection (e.g. Safety Shoes)
- Face Protection (e.g. Face Shield)
- Body Protection (e.g. Chemical Suit)
- Respiratory Protection (e.g. Respirators, SCBA)





What will you do in
case of **EMERGENCY**?

brother

EMERGENCY PHONE NUMBERS



2113 / 2115

FIRE is NOT in the area

- Be alert. Don't panic.
- Wait for announcements through paging system if evacuation is needed.
- Follow evacuation route calmly.



FIRE is in the area

- Be alert. Don't panic.
- Shout "**FIRE**" loudly and clearly.
- If the discovered fire is incipient and knows how to use fire extinguisher, immediately extinguish the fire. If not, leave the affected area.
- Call the attention of ESH at local 2113.
- Manually PULL the **ALARM SWITCH** on the nearest area.














EARTHQUAKE

- Be alert. Don't panic.
- Do the **DROP, COVER, and HOLD ON.**
- Wait for announcements if need to evacuate.
- If so, evacuation route provided for fire emergencies will be used.
- While evacuating, secure your head for possible falling debris and for aftershocks.



CHEMICAL SPILL

 SAFETY FIRST	CHEMICAL/OIL SPILL RESPONSE ACTION PLAN	RESPONSIBLE PERSON	WHEN	WHERE
	1.0 Report the spill to your ESH Coordinator, MAINTENANCE MANAGER or ANY MANAGERS immediately.	COMMUNICATION COORDINATOR OF WORK AREA	IMMEDIATELY	WORK AREA/ MAINTENANCE OFFICE OR ADMIN OFFICE
	2.0 Identify, if possible, the spilled chemical. After the spilled chemical has been identified, check the MSDS for proper protective equipment information. Protective equipment may include chemical splash goggles, chemical resistant gloves, chemical resistant boots, mask or respirators.	COMMUNICATION COORDINATOR OF WORK AREA	IMMEDIATELY	SPILLAGE SITE OR WORK AREA
	3.0 Without exposing oneself, shut off the source of the flow.	COMMUNICATION COORDINATOR OF WORK AREA	IMMEDIATELY	LOCATION OF THE SOURCE
	4.0 If the material is flammable shut off all ignition sources.	ELECTRICIANS	IMMEDIATELY	SPILLAGE SITE AND ADJACENT AREAS
	5.0 Barricade the area with safety floor sign, barricade chains, or rope.	HAZARD CONTAINMENT GROUP	IMMEDIATELY	SPILLAGE SITE

	6.0 Use absorbent to protect nearby drains. Where necessary dike around the spill to prevent further spreading. If the spilled material is caustic or acid neutralization may be necessary. Always use plastic shovel or non sparking equipment when spreading the absorbent material.	HAZARD CONTAINMENT GROUP	IMMEDIATELY	SPILLAGE SITE AND NEARBY DRAINAGE
	7.0 When cleaning up the spilled material, start at the outer edge towards the center.	HAZARD CONTAINMENT GROUP	IMMEDIATELY	SPILLAGE SITE
	8.0 After the spilled material has been absorbed, it can be swept up and placed in a properly labelled recovery drum.	HAZARD CONTAINMENT GROUP	AFTER SPILLAGE CONTAINMENT	CHEMICAL WASTE AREA
	9.0 Read the MSDS for disposal instructions for the chemical contaminated materials.	HAZARD CONTAINMENT MARSHALL	AFTER SPILLAGE CONTAINMENT AND CLEANING	WORK AREA
	10.0 Prepare accident/incident report in accordance to the company's corrective/preventive action procedure.	ESH Coordinator	WITHIN 3 WORKING DAYS AFTER THE ACCIDENT/ INCIDENT	N/A

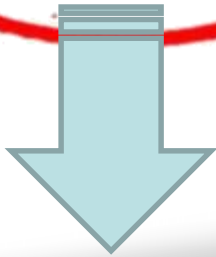
Chemical Spill should be immediately reported to GA-ESH.

Call 2113/2115.

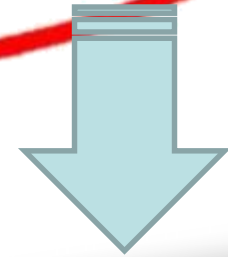
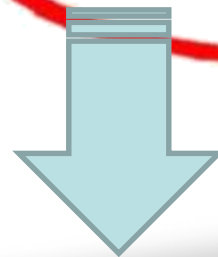


EMERGENCY DRILLS (CHEMICAL, FIRE, EARTHQUAKE,)

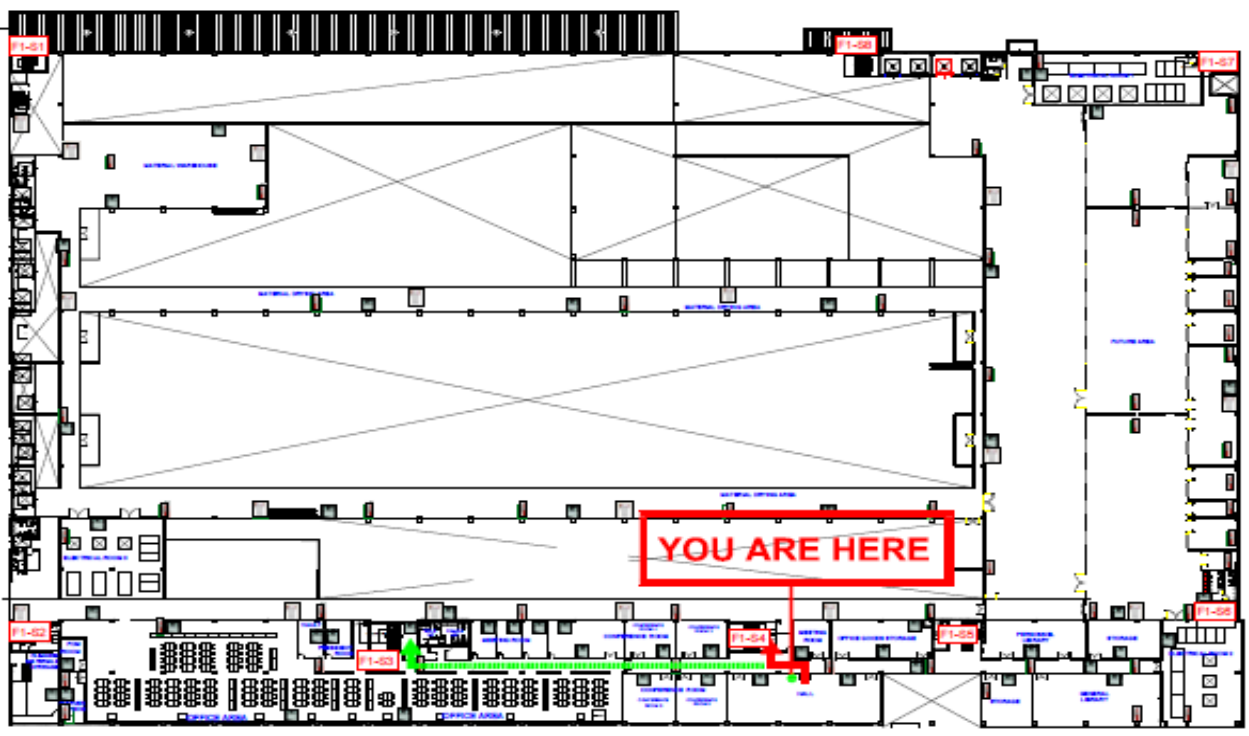
ANNUALLY



SEMI-ANNUALLY



EVACUATION ROUTE



BUILDING EVACUATION PLAN: SECOND FLOOR PHASE 1 BUILDING

BROTHER INDUSTRIES PHILIPPINES, INC.
LOT 1-B-2, PHASE 1B, FIRST PHILIPPINE INDUSTRIAL PARK,
TANAUAN CITY, SAKAYAN, 4202 PHILIPPINES

- LEGEND:
- | | | | | | | | |
|--|------------------------|--|------------------|--|-------------------|--|----------------|
| | PRIMARY ESCAPE ROUTE | | EMERGENCY LIGHTS | | FIREHOSE CABINET | | EMERGENCY EXIT |
| | SECONDARY ESCAPE ROUTE | | YOU ARE HERE | | FIRE EXTINGUISHER | | |

**EMERGENCY ALARM
FIRST ACTION**

1. Do not Panic.

2. Stop Working.

3. Do Not Move by Your own.

4. Wait for the Announcement.

5. Follow the Announcement.

6. If Needed, Evacuate the Building Immediately.

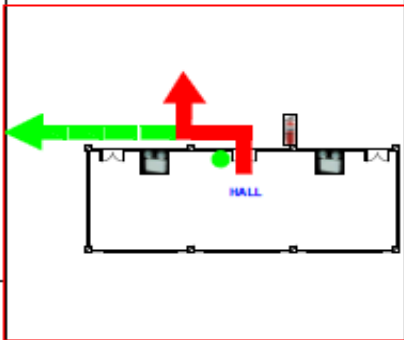
7. Do Not Re-enter.

**SAFETY
FIRST**





EVACUATION ROUTE:
Hall Room



THANK YOU !!!

(PLEASE CLICK NEXT PAGE TO PROCEED WITH THE EXAMINATION)