

INTRODUCTION TO OCCUPATIONAL **HEALTH AND** SAFETY TRAINING

Facilitators Guide

Prepared by: THE NAMIBIAN EMPLOYERS' FEDERATION



Supported by: DEUTSCHE GESELLSCHAFT FÜR INTERNATIONAL

ZUSAMMENARBEIT (GIZ) GmbH





Course Aims

The aims of the package are to provide a training resource for use by Accredited Health and Safety Trainers.

The Package

The training package consists of:

- Facilitator's Guide
- PowerPoint Presentations (Namibian Employers Federation OSH Training Package)
- ❖ A Participant's Workbook

Trainers Notes

This Facilitator's Guide has been written with the expectation that the trainers are experienced health and safety professionals.

The notes provided with each slide provide additional background information for the trainer. It is expected that the trainer will familiarize him/herself with this material prior to the training session and put the presentation in their own words using the slide presentation as a prompt.

PowerPoint Presentation

Each module is built around the legal requirements of Regulation 156 of the Labour Act (Act 11 of 2007) Regulations relating to the health and safety of employees and the basic principles of Occupational Health and Safety Management Systems. PowerPoint slide presentation which structures the session and cues when other learning activities are to be undertaken.

Learning Activities

The majority of the training modules have a number of learning activities. The Facilitator's

Guide provides direction on how to facilitate discussion resulting from these learning activities and in most cases provide sample answers.

Assessment

You have been provided with an assessment tool to be provided to training participants before and after attending the training session. All sheets are to be collected and returned to your organization for evaluation.

Amendments

Trainers may be requested or wish to add additional material to the existing course material.

AMENDED OR ADDITIONAL MATERIAL MUST BE APPROVED BY THE NAMIBIAN EMPLOYERS' FEDERATION BEFORE USE IN THIS COURSE.

Consider the following in relation to the materials:

- * The source is reliable and authoritative:
- ❖ There is currency and relevance to the particular training group;
- ❖ Content is applicable to the target audience and in a suitable format;
- ❖ Additional time required during training for review and use; and

Facilitators Role

The facilitator's role is to present the information provided in this training package to the target audience. Facilitators will be selected on the basis of their training, experience and current work health and safety knowledge.

Facilitators are provided with a PowerPoint presentation, as well as the participants' handouts, to assist in presenting this course. The facilitator is expected to be familiar with this material and all other course materials prior to delivery.

The facilitator will need to remain aware of participants' involvement throughout the course and clarify any issues, concerns, or areas of interest at the earliest opportunity. It may also be useful to note the type of question on the course observation form to review and make recommendations for course improvement to the Namibian Employers' Federation.

Administration Requirements

In order to maintain quality and ensure consistency in course delivery the following applies:

- Facilitator's are to use the PowerPoint Presentations (PPP) and handouts/notes provided.
- The course materials including PPP are not to be altered without the approval of The Namibian Employers' Federation.

Prior to Training

The facilitator is required to:

- Read the Facilitator's Guide and background references and, where possible, supplement with additional reading and information relevant to the group being trained.
- Confirm all course details with the relevant organization the week prior. You may need to pre-arrange for a data projector and other course materials such as blackboards.
- Take the following to course venue:
 - PowerPoint presentation
 - Course notes and handouts
 - Laptop etc depending on the venue
- Ensure that participants complete the attendance form and sign on.
- Provide course participants handouts containing:
 - PowerPoint presentation with space for notes
 - Course activities
 - ❖ Any approved additional resources
- Cover housekeeping issues with participants including breaks, emergencies etc.

During Training

The facilitator is required to:

- Introduce yourself at the start of the training session
- Inform participants of administrative arrangements, i.e. fire exits, mobile phone use, tea and coffee breaks
- Ensure adequate breaks are taken throughout day;
- Continually monitor individual participation;
- Address any issues at the earliest opportunity; and

At Completion of Course

- Ensure that all participants have signed the attendance sheet
- Advise of any variations to the course and any significant issues that arose during the delivery.

About this facilitators guide

This facilitator's guide is divided into 4 sections to correspond with the 4 modules in the NEF Introduction to Occupation Health and Safety training package. The trainer should review each module and decide if it is suitable for the target audience in consultation with the organization.

Module 1 - Defining Occupational Health and Safety

This session provides participants with the definition of Health and Safety. It provides guidance on why Health and Safety systems are needed. (Legal& Moral Responsibilities)

Module 2 - OSH Legislation and Inspection

The purpose of this module is to provide information on the legal requirements governing Occupational Health and Safetyin Namibia as well as National frameworks regarding HIV and AIDS.

Module 3 - Basic Principles of Occupational Health and Safety

This module provides information about common workplace health and safety hazards covered in the Occupational Health and Safety Regulations.

<u>Module 4 – Occupational Health and Safety Policies and Programmes</u>

In this module participants will learn about the requirements for Health and Safety Policies. This includes the obligations of both Employers and Employees. This module also deals with Emergency Preparedness and Risk management.

PowerPoint Presentations

Trainers Notes

See separate documents (119 slides with notes)

COURSE ACTIVITIES

INTRODUCTION

Facilitator:Introduce yourself and your experience with OH&S.

Encourage participants to ask questions and engage in discussions.

The total time required to facilitate this module will vary according to the number of examples provided, the depth of the discussions and the number of participants.

Review emergency evacuation procedures and housekeeping matters with the participants before proceeding with the main presentation

Ask participants to introduce themselves and to share their occupational health and safety experience, if any (including experience as a Worker Rep or on a Joint Committee). Allow a few minutes for introductions.

Module 1 - DEFINING OCCUPATIONAL HEALTH AND SAFETY

Explain that this module explores the definition of Occupational Health and Safety and the importance of Occupational Health and Safety Management Systems.

Ask participants if they are aware of any Namibian Acts or Regulations requiring Employers to address HIV/Aids or Wellness at the workplace.

Note general consensus of participants

Ask ifanyone believes that HIV and Wellness should be addressed at the workplace

Possible answers: No, neither are occupational health issues and too much is expected from the employer

State: Even though HIV and Aids Policies are not a legal requirement, it makes good business sense to address them at the workplace......

‡Show slide 5 - 6 ‡

Ask: if a person is in a position that would allow him / her to prevent a workplace injury or occupational disease, do you think that person has a moral responsibility to do so?

Note general consensus of participants

Ask ifanyone can describe what is meant by a "moral responsibility"?

Possible answers: Being honest and ethical; doing the right thing.

Ask if anyone can explain the difference between a moral responsibility and a "legal" responsibility?

Answer, a legal responsibility is a specific duty cast upon a person by the provisions of law: an act, a regulation.

State

Prevention of injuries and illnesses in the workplace is both a moral and a legal responsibility.

The following pieces of legislation form the basis of legal responsibilities in Namibia...... move on to Module 2.

‡Show slide 7 - 15‡

Module 2 - Occupational Health and Safety Acts and Regulations

Ask participants if they are aware of any Namibian Acts or Regulations governing Occupational Health and Safety in Namibia

State:Regulation 156 explains the rights and responsibilities of employers and workers with respect to health and safety

The purpose of the Occupational Health and Safety Regulation is to promote occupational health and safety, and to protect workers and other persons present at workplaces from work-related risks to their health, safety and well-being.

Module 3-Basic Principles of Health and Safety

Inform: participants about the topics that will be covered in this module. (Slide 16)

Ask: participants if they can recall what the regulation state as the first duty of employers under chapter 1 (Answer: An employer shall identify all the hazards in the workplace...)

Ask: participants if they have a risk register in place?

‡Show slides 16 – 29 ‡

Facilitate: a discussion around examples of hazards in the workplace that participants are aware of.

Ask ifanyone is aware of any hazards in their workplace

Possible answers: Fire hazards, Slips and Trips

Ask if anyone know how these hazards are controlled

Refer back to the duties of employers in the OSH Regulation

Guidance for facilitator on selected slide notes: Refer to slides for this section

Module 4 - Company Policy and OSH Structures

Explain: that this module explores what a Health and Safety Policy should entail. Refer participants to relevant sections in the Regulations requiring employers to have a written policy in place.

Exercise: Formulate a policy commitment that fulfills the Labour Act 2007 and its related regulation as well as the National Code on HIV/AIDS in Employment. (Make sure participants have writing materials)

Facilitate: a discussion on the duties of both employers and employers. Are employers solely responsible for making sure workplaces are safe?

State: Employers are responsible for safe working conditions and Employees are responsible for safe working acts. The one cannot work without the other. Participants should understand that Occupational Health and Safety is the responsibility of everyone,

Guidance for facilitator on selected slide notes: Refer to slides for this section

NAMIBIAN EMPLOYERS FEDERATION



OCCUPATIONAL HEALTH AND SAFETY PARTICIPANTS MANUAL

- 1 -

INTRODUCTION

The Workplace Health and Safety Handbook has been developed as a guiding tool for all who have a role to play in workplace health, safety and welfare.

The handbook discusses the interaction of health and safety representatives and management. Managers and worker representatives working together to solve problems and implement hazard management programmes can be both an effective and cost efficient process.

1. OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

Workers in Namibia are protected by Regulation 156, Regulations relating to the health and safety of employees. Anyone who is working full-time or part-time, or has a permanent, temporary or casual job, is covered

The legislation is designed to protect people by establishing safe systems of work to eliminate or minimize the risks to health, safety and welfare. Employers, employees and others, such as manufacturers and suppliers of machinery or substances used at work, all have an important role to play.

The Health and Safety Legislation in Namibia is made up of two parts. These are:

The Labour Act of 2007

And

Regulation 156, Regulations relating to the health and safety of employees

- ✓ Regulation 156 sets out the general requirements for protecting health and safety in the workplace. It is important that every organisation has a copy.
- ✓ Regulation 156 makes it clear that everyone who may affect health or safety at work has a part to play in protecting it. This includes employers, employees and their representatives.
- ✓ Regulation 156 aims to bring employers, employees and their representatives together to resolve health and safety issues at work. Giving workers the right to elect Safety Representatives and to participate on health and safety committees in the workplace encourages employee involvement.
- ✓ Regulation 156 also gives powers to inspectors from the Ministry of Labour and Social Welfare to inspect workplaces and investigate health and safety issues. Inspectors can initiate prosecutions, which can result in penalties.

EMPLOYERS DUTIES

Every employer has a duty of care to each employee to "ensure so far as is reasonably practicable that the employee is, while at work, safe from injury and risks to health".

This is a wide-ranging responsibility that involves taking action to control risks associated with hazards in the workplace.

In determining what is reasonably practicable, employers must take into account the severity of the risk, knowledge about the hazard and ways to remove or reduce it, the availability and suitability of ways to remove or reduce the hazard, and the cost of taking action.

In particular, employers must, so far as is reasonably practicable:

- provide and maintain a safe working environment and safe systems of work
- provide and maintain machinery, equipment, appliances, implements, tools and substances in a safe condition
- provide adequate facilities such as toilets, meal areas and first aid services
- provide information, instruction, training and supervision as are necessary to ensure that each employee is safe from injury and risks to health
- monitor working conditions at any workplace that is under the employer's management control
- monitor the health, safety and welfare of employees in so far that it is relevant to the prevention of work-related injuries
- keep records of work-related injuries of employees
- advise employees where they can go with enquiries or complaints about health and safety matters

- provide information to employees about health and safety in the workplace
- ensure employees receive proper information, instruction and training before commencing any new work
- ensure employees who are inexperienced in the performance of any hazardous work receive the necessary supervision
- ensure employees who may be put at risk by changes in the workplace, work practices, processes or plant are given proper information, instruction and training before the change occurs, and receive the necessary supervision
- provide managers and supervisors with information, instruction and training to ensure employees under their management or supervision are safe from injuries and risks to health
- ensure any accommodation, eating, recreational or other facility provided for the benefit of employees while at work, or in connection with the performance of work, is maintained in a safe and healthy condition

To make sure that these duties are met, employers are advised to establish an effective system for managing health and safety.

Every employer must prepare policies that set down the arrangements for protecting the health and safety of employees while they are at work.

More detailed information about what must be done to address some specific hazards in the workplace is contained in the Regulations.

Employers must also consult employees and their representatives about health and safety issues.

EMPLOYEE DUTIES

Employees must take reasonable care to protect their own health and safety, and the health and safety of others that may be affected by their actions or omissions at work.

Employees' responsibility for health and safety only extends to things that they have control over. However, they must cooperate with their employer in ensuring health and safety in the workplace.

In particular, employees must:

- use equipment provided to protect health and safety
- follow reasonable instructions the employer gives on health and safety
- ensure they are not so affected by alcohol or drugs to endanger their own or any other persons' health and safety.

Actively participating in health and safety means taking positive steps to have health and safety problems resolved. If employees believe work is unsafe, health and safety instructions are unreasonable or arrangements intended to protect health and safety are not effective, they should report these problems and take appropriate action to protect themselves

GENERAL STEPS TO PROTECT HEALTH AND SAFETY

The Regulations set out general principles that provide practical steps for employers in preventing injuries and illness at work. These steps ensure that safe systems of work are developed and implemented. These steps are:

- consult with employees and their representatives
- identify hazards (potential causes of injury or illness)
- # assess the risks, i.e. how likely it is that hazards will cause injury or illness, and how serious this might be
- control and minimise the risks to ensure that injury or illness is prevented
- provide information, instruction, training and supervision to ensure employees are aware of any risks and what must be done to control them
- report hazardous situations, fatalities, injuries and illness so action can be taken to prevent them from happening again.
- ♣ In general, employers are required to take appropriate and reasonable steps to protect health and safety, consistent with the degree of risk that exists.
- ♣ The Regulations allow employers to decide what action is appropriate in the situation, providing they meet the minimum legal requirements.

SPECIFIC HEALTH AND SAFETY ISSUES

In addition to establishing the general steps that should be taken to protect health and safety, the Regulations state what must be done to address some specific health and safety issues.

Some of these are:

- amenities and facilities such as toilets, washing facilities, areas for eating and storage of personal belongings, and provision of first aid
- plant (machinery, equipment and tools)
- manual handling (lifting, pulling, pushing, carrying)
- **♣** hazardous substances (chemicals that are harmful to a worker's health)
- hazardous work such as logging, excavation, electroplating, abrasive blasting, and spray painting
- Certification of people performing some types of hazardous work or operating hazardous machinery to ensure they have the necessary level of skill and competency to do the work safely.

2. MANAGING HEALTH AND SAFETY IN THE WORKPLACE

To avoid overlooking important health and safety issues, employers need to adopt a systematic approach to managing health and safety. This can be done by establishing a program in which health and safety is an integral part of management – from top level managers to supervisors.

Recommended elements for an effective health and safety management program include:

♣ Top level management are involved and committed.

Managers need to understand their responsibilities under health and safety legislation and be aware of the hazards specific to their organisation. Management must be committed to and held accountable for providing a healthy and safe workplace.

♣ Supervisors are assigned responsibilities and authority for ensuring the health and safety of employees under their supervision.

The responsibility for the health and safety of employees under their supervision should be promoted as an integral part of a supervisor's job. To ensure the health and safety of employees, supervisors need to be aware of their responsibilities and will require adequate information, training and resources.

Supervisors will need the authority to take action to protect health and safety. Managers will need to ensure supervisors are accountable.

Health and safety policies and procedures are prepared.

A policy should detail the arrangements for protecting employees' health and safety and outline the responsibilities of management and employees. It must be supported

by written procedures so that everyone in the organisation is aware of their responsibilities.

Procedures need to be in plain English, easy to follow and all employees should understand them. Policies and procedures must be reviewed and updated to reflect any changes in legislation, plant and equipment, substances used in the workplace, systems of work or the work environment.

4 Effective mechanisms for employee consultation are established.

Consultation between employers, employees and their elected representatives on all aspects of health and safety in the workplace such as identifying, assessing and controlling hazards, injury and incident investigation, and the development of health and safety policies and procedures, is essential.

Consultation encourages employees to participate, contribute ideas and assist with solving problems

♣ Arrangements are put in place for the identification of hazards, and the assessment and control of risks to health and safety in the workplace.

Regular workplace inspections must be conducted to identify problem areas and hazards.

Injury, incident and disease records need to be examined and employees consulted to identify.

Provide a safe system of work.

A safe system of work is the total set of methods adopted for carrying out the operations required in a particular workplace. They cover all aspects of the employment situation including the organisation of work processes, the methods of using machinery, plant and equipment, the methods of hiring labour, job training,

instruction and supervision about associated hazards and their management, and what to do when things go wrong.

♣ Training is provided to enable management and employees to carry out their responsibilities.

Managers, supervisors and employees all need information and training to ensure they are aware of their responsibilities and understand the arrangements in place to protect OSH

.

♣ Records are kept of action taken to manage health and safety in the workplace.

The health and safety legislation require that some records are kept. In general, it is good management to be able to show what action has been taken to protect health and safety.

3. HEALTH AND SAFETY POLICIES

What are Health and Safety Policies and Procedures?

A health and safety policy is an organisation's statement detailing how it will ensure a healthy and safe work environment. Individual policies will need to be developed for specific hazards and issues, e.g. smoking in the workplace. Policies should be supported by procedure/s which provide the step-by-step instructions on how policies will be achieved.

Why is a Health and Safety Policy Important?

Health and safety policies are important because they establish arrangements for protecting the health and safety of employees. The general health and safety policy is an important way of demonstrating to management, supervisors and employees that there is a commitment to ensuring high standards of health and safety.

Preparation of a Policy

A health and safety policy should be written to suit the individual needs of the organisation. In preparing a policy, there must be consultation with Health and Safety Representatives, the health and safety committee(s), employees, and if requested, relevant unions and employer associations. Consultation must also occur when the policy is reviewed and updated.

The health and safety policy should be written so it is easy to understand. For employees who are not fluent in English or are intellectually impaired, it may be translated into appropriate languages or a format relevant to their disability.

What should be in a policy?

The general health and safety policy should clearly indicate the organisation's health and safety objectives and the arrangements for achieving those objectives, including the different functions and levels of responsibility of all people with a role to play in health and safety.

It is recommended that a health and safety policy should:

- detail the organisation's health and safety objectives
- ♣ state top level or senior management's commitment to health and safety
- demonstrate that top level or senior management accepts primary responsibility for the health and safety of all employees
- identify the Responsible Officer, who must be a senior executive, chief executive officer or equivalent
- define the role and responsibilities of the Responsible Officer, managers, supervisors, employees, and any other relevant people
- explain how people with health and safety responsibilities will be held accountable for effective performance of these duties
- provide the name(s) or position(s) of the people to whom employees may make inquiries and complaints about health and safety issues

- emphasise the importance of consultation and cooperation between management, employees and their representatives on health and safety issues and contain the arrangements for joint consultation including the role and functions of Health and Safety Representatives and the health and safety committee
- outline the organisation's arrangements and strategies for achieving health and safety objectives
- ♣ state how the policy will be reviewed to make sure it is evaluated and updated regularly to reflect changes in health and safety arrangements, and include the date of preparation/last review
- state a commitment to continuous improvement in occupational health, safety and welfare.
- ♣ It is recommended the Owner of the Company or Chief Executive Officer of the organisation and an employee representative for health and safety issues sign the health and safety policy.

IMPLEMENTATION OF A POLICY

Although the overall responsibility for health and safety rests at the highest level of management, everyone in the organisation has a role to play in its implementation. Therefore, all employees should be made aware of the health and safety policy and have the contents of the policy explained to them in a language they understand, or provided to them in any other format that suits their specific needs.

Simply having a written health and safety policy is not enough by itself. To ensure that the policy is effective, there needs to be a plan for implementing the policy throughout the organisation.

A health and safety program is a vital way of ensuring that commitments made in the health and safety policy are translated into effective action to prevent injury and disease.

4. HAZARD MANAGEMENT

An essential step in the management of OHS is ensuring that all hazards are identified, the risks assessed, and effective control measures are developed and implemented. This approach is a fundamental principle of the Regulations and Approved Codes of Practice.

HAZARD IDENTIFICATION

A hazard is something that has the potential to harm the health, safety and welfare of people at work. Examples of hazards that may be found in the workplace include noise, hazardous substances, unguarded power-driven machinery, working at heights and stressful working conditions (e.g. the threat of violence).

To identify hazards to health, safety and welfare:

- **♣** Conduct walk-through inspections of the workplace using a checklist to identify potential hazards.
- Consult with employees to find out what problems they have in their jobs
- **♣** Read publications such as Regulations 156 and Approved Codes of Practice, that identify potential hazards.

RISK ASSESMENT

When hazards have been identified, assess the risk created by each hazard. The risk is the likelihood that the hazard will cause injury, illness or disease in the way that it is used or occurs in the workplace, and the severity of the injury, illness or disease that may result. Risk assessment means the process of evaluating the probability and consequences of injury, illness or disease arising from exposure to an identified hazard or hazards

Assessment of a risk involves consideration of:

- # the nature of the hazard
- how it may affect health or safety (what type of injury, illness or disease could occur and how serious they are)
- how employees are exposed to the hazard
- any workers affected (e.g. women, NESB workers, workers with disabilities etc.)
- ♣ how much, how often and for how long employees are exposed
- location of the hazard.

The risk assessment also takes into account the way that work is organised, the layout and condition of the work environment, the training and knowledge needed by a person to work safely and the types of control measures available.

The assessment of risk is a process of gathering information and making decisions. There is no 'right' answer. People will make certain decisions about risk because they have different ideas about what is acceptable. For this reason it is important that those who will be affected by the decisions made (the employer, relevant employees and their representatives) should be involved in the assessment .An assessment should be made whenever there is a change in the workplace that could affect health, safety or welfare, or when there is new information about a hazard.

RISK CONTROL

When hazards have been identified and the risks assessed, appropriate control measures should be developed and implemented. The aim is to eliminate or minimise the risk.

There are many ways for employers to control risks to health, safety or welfare in the workplace. As far as possible, a hazard should be controlled at its source rather than trying to make the employee 'work safely' in a dangerous environment or having the employee wear protective clothing and equipment.

Controlling the hazard at the source is much more effective in the prevention of injury, illness or disease.

STEPS FOR MANAGING RISKS

Safe work provides a basic structure for the valuable and appropriate implementation of health and safety in your business. It's about employers and workers working together to provide the safest work environment.

The <u>'SAFER'</u> approach will help protect employees, safeguard a workplace's investment and reduce a workplace's levy rate.

See it — hazard identification

Identify anything that has the potential to harm the health or safety of people at work.

🖊 🗛 ssess it — risk assessment

Consider the likelihood that someone will be hurt, how badly they will be hurt, how they could be hurt, as well as how much, how long and how often a person is exposed to the hazard.

4 Fix it — risk control

Determine how the hazards are going to be controlled. If elimination of the hazard is not possible, other controls should be implemented to reduce potential risks.

Evaluate

Once the most appropriate fix has been selected, it's important to evaluate whether the fix has been successful in controlling the hazard – re-assess the risk again.

Review

After a period of time, when the work environment changes, a review of this entire process is required to continually control the hazard.

A safe system of work should be provided to ensure the total set of methods are adopted for carrying out the operations required in a particular workplace. They cover all aspects of the employment situation including the organisation of work processes, the methods of using machinery, plant and equipment, the methods of hiring labour, job training, instruction and supervision about associated hazards and their management, and what to do when things go wrong.

5. CONSULTATION

WHAT IS CONSULTATION?

Consultation is the sharing of information and the exchange of views between two or more people. In the workplace we are generally referring to the interaction between employers and employees.

WHY IS CONSULTATION NECCESARRY?

Consultation between employers and employees is a fundamental element of a positive approach to health, safety and welfare in the workplace. Through consultation, managers and supervisors can become more aware of hazards and OHS issues experienced by employees. Employees can also provide suggestions about how to resolve health and safety problems.

Consultation during the planning of new work or work processes and the identification, assessment and control of risks provides practical and effective information for the prevention of work-related injury, illness and disease.

WHO SHOULD BE INVOLVED

Consultation should take place between employers and employees, and/or their elected representatives.

Regulation 156 allows groups of employees to elect Health and Safety Representatives. Health and Safety Representatives provide the key focus for

consultation under Regulation 156. They should be the first points of contact for employers consulting with employees on health and safety issues. Likewise, employees should make their Health and Safety Rep aware of the health and safety problems identified.

Health and safety committees may also be established to allow joint consultation between management and employee representatives. The main roles of committees are to consider policy issues and to try to find a solution to unresolved issues.

Employees who are union members can ask their employer to involve their union in the consultation process.

6. HEALTH AND SAFETY AT WORK

Everyone in the workplace, from the employer to the newest worker, has different but important duties to keep the workplace safe. Because employers have the most authority in the workplace, they have the greatest responsibility but it's important for your own safety that you understand everyone's health and safety duties.

DUTIES OF THE WORKER

Now here are some of the things the Health and Safety Regulation says every worker has to do as part of their job:

- ♣ Follow the law and the workplace health and safety policies and procedures.
- ♣ Always wear or use the protective equipment that the employer requires.
- Work and act in a way that won't hurt them or any other worker.
- Report any hazard they find in the workplace to their supervisor.

Suppose you have been asked to do something that you don't know very much
about. What should your employer and your supervisor do to make sure you are
able to do it safely? Explain in the space below.

You should never have to be worried that you will get in trouble for asking questions or reporting a problem.

It's against the law for your employer or your supervisor to punish you in any way for doing what the Health and Safety Regulationssays or for asking your employer or supervisor to do what the Health and Safety Regulationsexpects them to do.

You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.

Think about the people you know. Do you know someone who has been hurt or killed at work? What was the hazard at the root of it? How did it affect you? How did it affect you? How did it affect their family? Make some notes about your experience in the space below.

SOME COMMON WORKPLACE HAZARDS

An example of a common workplace hazard are:

♣ Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force.

Think of someone who bends down all day, or someone who lifts heavy things over and over again, especially above the shoulders or below the knees.

You also need to think about less visible hazards related to your work – things like chemicals, fumes, and toxic dust. Or germs and viruses in labs and healthcare workplaces. Some of these hazards can make you very sick.

Sometimes they make you sick right away; other times you don't know that you are sick until months or even years later. That's why it's important to know about these hazards now.

It's the **employer's duty** to make sure that the supervisor knows enough and has enough experience and training to keep workers safe and healthy while they work.

It's the **employer's and supervisor's duty** to inform workers of health and safety hazards.

It's the **worker's duty** to report hazards they know of to the supervisor or employer as soon as possible so they can fix it.

Employers, supervisors and workers work together to make the workplace safer.

Here are four important questions about your job that you need to know the answers to.

If you don't know, ask your supervisor:

- ♣ What are the hazards of this job?
- Ils there any special training needed for this job?
- ♣ Do I have the right protective equipment for this job?
- ♣ If I have any questions about safety, who do I ask?

If the hazard still exists after trying to control it through elimination, engineering controls and administrative or work practice controls, your employer may require you to use protective equipment and/or protective devices.

IST ANY HAZARDS YOU MIGHT THINK ARE PRESENT IN YOUR VORKPLACE.						

ADE THERE ANY CONTROL MEASURES FOR THE HAZARDS

IDENTIFIED ABOVE?						

PROTECTIVE EQUIPMENT AND DEVICES (PPE)

The Health and Safety Regulations says that one of your duties as a worker is always to wear or use the protective equipment that your employer requires.

You may think that a hardhat, safety glasses, steel-toed boots or some other protective clothing or equipment are uncomfortable or slow you down, but if the Regulations or your employer says you have to wear or use these things to do the work, you have to and failure to do so may result in disciplinary action.

Some of the machinery in your workplace may have a guard. The guard protects you from coming in contact with a moving part. If your employer or one of the OHS Regulations says that the guard has to be used, it has to be used.

The Health and Safety Regulation says that you must never remove or disable any protective device that is required.

If the device has to come off for any reason, you should not use the equipment without a replacement device. Taking shortcuts by removing guards is unsafe – and it's against the law.

If your job involves using equipment, your employer and supervisor must instruct you on how to operate that equipment safely.

One way to get information on the safe use of machinery is from the operator's manual. It tells you about hazards and has instructions on how to use the equipment safely. Your employer should make sure anyone can check the manual if they need information. If there is no manual available for the equipment you are using, you should ask your supervisor for information on how to operate the equipment safely.

Another important way that you can learn about hazards is through training.

Sometimes your employer will give you the training at your workplace; sometimes you will be sent somewhere else for training. Your employer also has to tell you how and where to get first aid, and what to do in an emergency.

In a safe and healthy workplace, everyone knows about hazards.

If you see a hazard on the job or a "close call," report it to your supervisor or employer right away.

That way, someone who knows how to fix it can deal with it so that no one gets hurt. "Prevention Starts Here" when everyone knows about hazards.

The right to participate in health and safety

The Health and Safety Regulation gives you the right to participate and get involved in keeping your workplace safe and healthy. There are many ways you can do this.

Can you think of three?						

Here are four good ways to get involved in keeping your workplace safe, but there are many more:

- ♣ You can ask questions when you're not sure about something.
- ♣ You can volunteer to become a worker health and safety representative or a worker member of the joint health and safety committee.
- ♣ You can help your health and safety representative or joint health and safety committee with health and safety inspections by pointing out possible hazards in your work area.
- ♣ You can take your health and safety training seriously and put what you learn into practice in your job.

In smaller workplaces, the health and safety representative has many of the same roles as a committee.

They help to improve health and safety at work. They do this by inspecting the workplace often. If they find a problem, they make recommendations to the employer about how to fix it.

What to look for and what to ask

The Health and Safety Regulation stipulate that your employer must post Health and Safety information in the workplace, such as an occupational health and safety policy.

Look for the posted names of your health and safety representative or joint health and safety committee members – these are people you can talk to if you need help.

If you can't find any of this information in your workplace, talk to your supervisor about it. Health and safety is an important part of his or her job. You can also talk to the people you work with and benefit from each other's experience

BE A SAFETY ROLE MODEL

Most workers should be able to look to their supervisors as good health and safety role models. But others may also be looking to you as a role model for good health and safety practices.

How you work, and the way you think and talk about the work, can affect the safety of the people you work with.

NAMIBIAN EMPLOYERS FEDERATION



OCCUPATIONAL HEALTH AND SAFETY PARTICIPANTS MANUAL

Supported by:







NAMIBIAN EMPLOYERS' FEDERATION

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PRACTICES SEPTEMBER 2014



MEMBER OF:





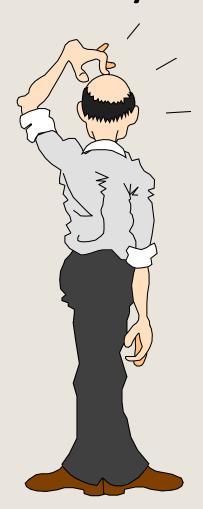


Topics

- ➤ Defining Health and Safety
- ➤OSH Legislation and inspection
- ➤ Company policy and OSH structures
- >Accidents at work
- >Work-related ill health
- Duty of employers: Risk assessment and plando-check-act



What is Occupational Health and Safety?





DEFINING HEALTH AND SAFETY

Safety: the condition of being safe; freedom from danger, risk or injury."

Occupational safety and health is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of all occupational safety and health programs is to foster a safe working environment. As a secondary effect, it may also protect co-workers, family members, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment.



Integrating wellness into H&S

- To improve employee health and cut healthcare costs and absenteeism
- To use synergies with H&S
- To make H&S and health promotion more attractive

Wellness Programme

The mission of the employee wellness program is to enhance and sustain employee wellbeing.

The main objective of the employee wellness program is to generate and maintain a high performance organisational culture with healthy and happy employees who are motivated and experience job satisfaction.



The purpose of the wellness program is:

- To provide professional assistance to employees regarding their wellbeing including physical, emotional, mental and social wellness or to identify and refer;
- . To provide care and support to all employees of O&L for personal or work related concerns; and
- To train or provide other preventative resources, which enhance personal functioning by raising awareness of organisational, physical, emotional and mental health wellness that would encourage an early response to potential crisis or events.

Wellness initiatives undertaken by the department include:

- O&L Vitality Program
- · Absenteeism Management
- · Executive Wellness Program
- Wellness Awareness sessions at Operating Companies
- · Wellness Information corners at every Operating Company
- · Wellness Screening and voluntary Counselling and Testing
- Peer Education Program
- . Commemoration of International Health Days
- · Wellness Care and Support
- · Wellness site visits



CORPORATE WELLNESS PROGRAM



Corporate Wellness Program

The Trustco Group and its subsidiaries believe that a healthy workforce is a productive one. In light of this, the Human Resources Department runs a Corporate Wellness Program for employees, covering a vast variety of topics and activities throughout the year.



Whilst information, immunization, preventative and awareness campaigns are embarked upon in accordance with international and national health commemorative days, physical and emotional health and fitness programs are regularly organized and implemented. Crossfit and Zumba programs are some of the most popular physical fitness programs amongst staff.

Why do we need Health & Safety Systems?

- Criminal Liability
- Civil Liability
- Moral Responsibility
- Poor Business
- Staff Turnover
- Low Morale
- Higher Insurance





Namibia's regulations and policies

Labour Act 2007

- It is the employer's duty to provide a safe work environment without risk to health of employees and with adequate welfare facilities
- Depending on the number of employees workplaces should have OSH representatives and committees (list not complete)

Regulation 156 of 1997

Chapter I.1 (1) An employer shall, in consultation with the work-place safety representatives, **regularly prepare and review a written policy and programme** on the protection of the health and safety of employees.

National Code on HIV/AIDS in Employment, 1998 Employers shall

- Protect employees from stigma and discrimination
- Not require pre-employment or workplace HIV testing
- Provide information and education
- Control workplace HIV transmission risks (list not complete)

Role of the Ministry of Labour and Social Welfare (Labour Inspectorate)

The right to:

- >Unannounced access to workplaces
- >Review employers' records
- ➤Inspect, test or photograph the workplace

The authority to:

➤ Issue stop work orders and remedial measures

The authority to levy fines.



What is a WH&S Representative

A workplace health and safety representative (WH&S) is a worker who meets with a management representative on a regular basis to identify and resolve health and safety issues and concerns in the workplace.



What is an OH&S Committee?

An occupational health and safety (OH&S) committee is a team of management and worker representatives who meet on a regular basis (monthly/quarterly) to identify and resolve health and safety issues and concerns in the workplace.



What is a WH&S Designate

- ➤A WH&S designate is designated by the employer at a workplace where less than six persons are employed, IF the designation of a WH&S representative is impractical.
- ➤ He/She can be a worker connected with the management of the workplace or the employer.
- ➤If the OH&S division of government feels a WH&S designate cannot adequately monitor the health, safety and welfare of workers at a workplace, they shall order that a WH&S representative be designated.



Legislative Requirements

Election of health and safety representatives

The employees in a workplace –

- (a) with more than 10 but fewer than 101 employees, are entitled to elect from among themselves at least one health and safety representative; or
- (b) with 101 or more employees, are entitled to elect from among themselves
- at least one health and safety representative for the first 100 employees in
- the workplace, and at least one additional representative for each additional
- 100 employees, or part thereof;



Election of health and safety representatives

Whenever it is necessary to conduct an election for a health and safety representative –

- (a) the election must be conducted in the prescribed manner; and
- (b) the employer must provide any facilities that are reasonably necessary for the purposes of conducting the election.

A health and safety representative holds office for two years and may stand for re-election.

The employer must grant each health and safety representative

- (a) time off during working hours without loss of pay in order to perform the functions of that office; and
- (b) reasonable leave of absence to attend health and safety meetings or training courses.



Rights and powers of a health and safety representative

- Collect information
- Inspect workplace
- Investigate incidences
- Inform about health and safety
- Present health and safety issues to the management and to a labour inspector

Duties of the employer

- Provide sufficient information
- Consult with the H&S representative on policy and any changes in machinery and processes
- Allow H&S representative to fulfill her/his duties of inspection and investigation
- Grant H&S representative access to the labour inspector



Medical and insurance arrangements - obligatory

Labour Law and H&S regulation:

- Pre-employment medicals to establish fitness for work
- Regular medical check-ups for workers exposed to occupational hazards
- Record keeping and statistical analysis
- Provision of temporary or permanent alternative work if required

Social security Act 1994

- Every employer has to register him-/herself and any employee
- Membership in Maternity, Sick Leave, Death Benefit Fund.
- Employees Compensation Amendment Act, 1995
 mends
 the Workmen Compensation Act of 1941)
 - Every employer has to register employees
 - Eligible for benefits are those employees earning less than a stated amount (Varies annually)
 - Benefits for temporary and permanent disablement and death

Topics for discussion at OH&S Committee meetings

- > The difference between hazards and risks
- ➤ Hazards to health and safety
 - Fire and electricity
 - Portable appliances and work equipment
 - Transport safety
 - Material handling equipment
 - Work at height and ladder safety
 - Permit to work
 - Manual handling
 - Hazardous substances
 - Visual display equipment and ergonomics
- Personal protective equipment
- Medical and insurance arrangements
- First aid



The Duties of Employer

- Risk assess all activities
- Identify people at risk
- Control risks
- Maintain records
- Provide information
- Audit & review



Hazard Identification and Risk Assesments

<u>Hazard</u>

Source or situation with a potential for harm in terms of injury or ill-health at the workplace and/or in the environment and community

Risk

Combination of the likelihood and consequence (s) of a specified hazardous event occurring



Risk Assessment Involves Hazard & Risk

HAZARD

 An alien entering your business could be hazardous!

RISK

 But the risk of it happening is insignificant!



Risk Management 'taking proactive steps to reduce exposure to risk'

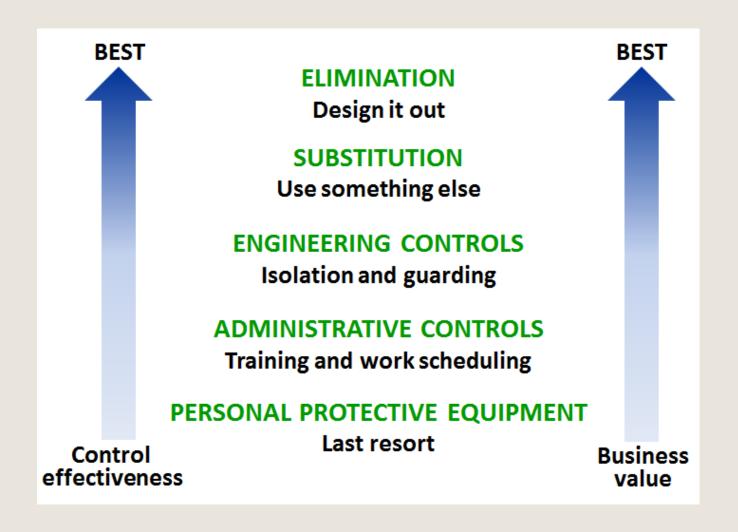
Identification of hazards

Assessment of risk

Risk management



Types and hierarchy of controls



Source: Center for Disease Control (CDC) USA, 2013

Hazard Identification and Risk Assesments

Purpose

- Promotes a healthy and safe work environment
- > Prevents injury, illness and property damage
- > Meets legislative requirements
- > Evaluates and prioritizes hazards
- Provides a basis to implement and monitor controls



<u>Purpose</u>

- Ensures systems are in place to control hazards (e.g. maintenance, purchasing, housekeeping, process and design changes)
- > Increases workers' awareness of hazards
- Establishes a formal procedure for reporting hazards
- > Provides baseline data for future monitoring



Health hazards

Physical

Electricity → electric shock, burns etc

Noise → hearing problems, stress etc

Vibration \rightarrow MSD, vibration white finger etc

Radiation \rightarrow skin cancer, other cancers etc

Trips, slips, falls \rightarrow broken bones, strains, sprains

Ergonomic

Lifting, sitting, repetitive movements → MSD, eyesight problems

Chemical

Dust, gas, vapours, liquids, mists → all kinds of harmful body reactions in nervous, cardio-vascular, skin, urinary, respiratory system i.e. from asbestosis to epilepsy

Biological

Viruses, bacteria, fungi, paracites → e.g. Legionnaire's disease, HIV, hepatitis, TB

Psycho-social

Stress → depression, burnout syndrome cardio-vascular disease



Could that drama have been prevented?

Claire, 27-year old housemaid, is doing her shift alone. She is trapped in a room by a customer. He forces her to have sex but pays her afterwards. The maid is scared to report the incidence because the hotel does not have a policy on such incidents and also because she has taken the money. After some months she realizes that she is HIV positive.



She and her children impoverish. She is on a state ART programme but she has problems with the drugs. She dies at the age of 39. The two youngest had died a while ago. The two older ones are brought up in an orphanage.

Another maid watches her once when she accepts a sex offer. The colleague reports her to management and she gets fired.



In the next years the maid decides to make use of further paid sex invitations. She doesn't use condoms because there are none in the room, the guests do not want it and she is HIV positive anyhow.

Her husband leaves her when he finds out that she is HIV positive. She now has to take care of her 4 kids alone. Two of them are HIV positive as well.

Safety Hazards

- ➤ Machine hazards
- ➤ Energy hazards
- Confined space hazards
- ➤ Materials handling hazards
- ➤ Work practice hazards



Contributors to workplace hazards

- **≻**People
- > Equipment
- > Materials
- >Environment



Who is responsible?

Alice has been working as a cleaner and maid for 20 years now. But she gets more an more problems with her lower back.



At home, Alice slowly recovers to some extent. But bending forward is still a problem. So she cannot even do her home farm properly. Getting another job seems an illusion because she has not learned anything but cleaning.

Alice cannot continue with her normal tasks. Management cannot offer her an alternative workplace. Alice gets retrenched.



Management pays for her visit to the doctor but she either has to have a surgery or a longer physiotherapy. None of it is financed by management One day - when she lifts a mattress - one of her intervertebral discs prolapses. The pain is not more than normal so she continues working.

After some days, she starts feeling dumbness in her left foot and becomes motorically hampered.

Fire safety at Work



- Prevention in the first place
- Detection when fire has started



Causes of Fire

- Deliberate
- Carelessness (including smoking)
- Burning rubbish / waste
- Poor housekeeping
- Electrical faults
- Misuse of electrical installations



The Fire Triangle Ignition Fuel - Solid source Liquid Gas

Oxygen (20% of air)



Fire prevention

- General storage of combustibles
- Good housekeeping practices
- Electrical equipment
- Smoking
- Alarm and detection systems



Fire - building requirements

- Use of premises
- Means of escape
- Exits and fire doors
- Fire fighting equipment
- Specific hazards (e.g hazchem rooms)



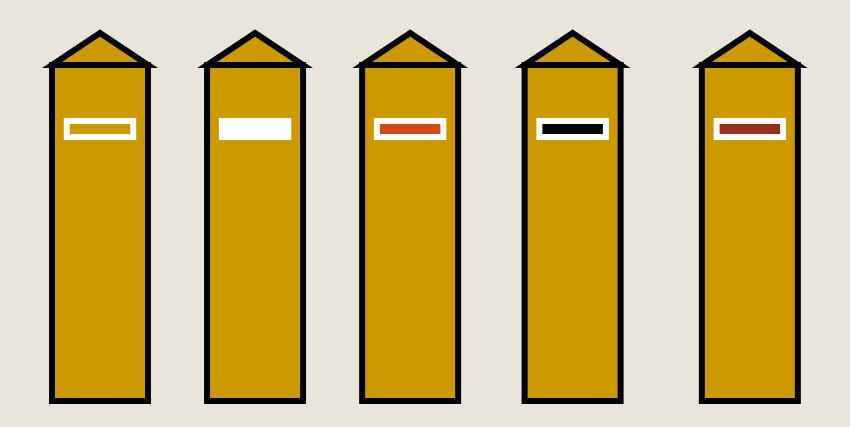
Dealing with an emergency

Fire fighting equipment





Colour coding





Action in the event of fire

- Raising the alarm
- Evacuation of the building
- Controlled assembly
- Roll call/ building sweeps



Fire training



- Action on discovering fire
- Raising the alarm
- Evacuation
- Location of exits, equipment
- Carried out at induction & every year for existing staff



Fire signage

- Clear
- Legible
- Pictograms
- Language
- Where necessary, illuminated



Mandatory





Safe condition

FIRE EXIT
KEEP CLEAR

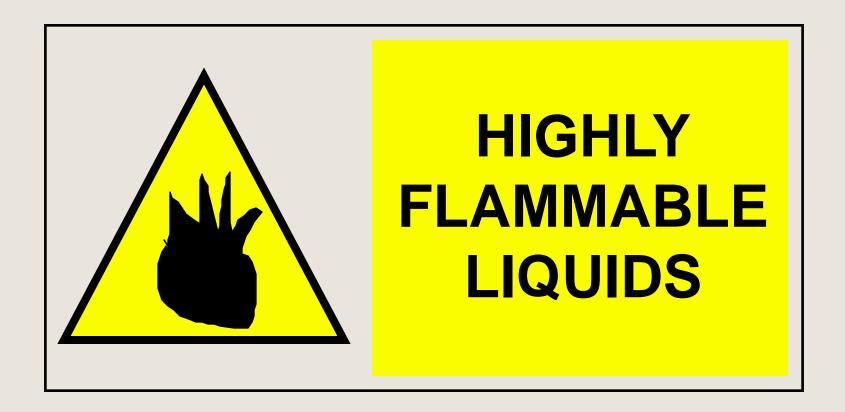


Prohibition





Warning





Fire equipment



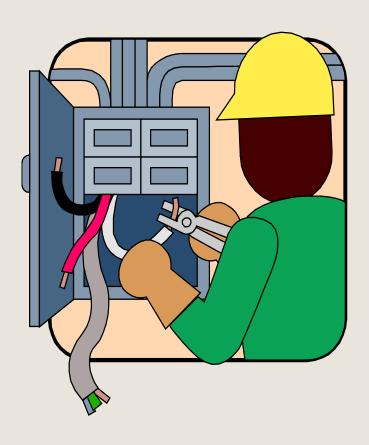


Fire exit signs





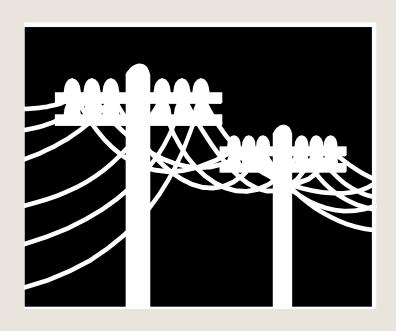
Electricity



- Danger from the system itself
- Danger from equipment
- Abuse of the system and equipment
- Unauthorised repairs



Electricity - basic principles



- Electric shock
- Electrical burns
- Fire/explosion
- Supply voltage
- Protection against direct contact
- Protection against indirect contact



Electrical systems - typical issues

- Insufficient socket outlets
- Use of extension blocks
- Switch/isolator to hand?
- Clearly identified mains switches
- Signage to high risk areas
- Security of high risk areas
- Abuse of portable appliances

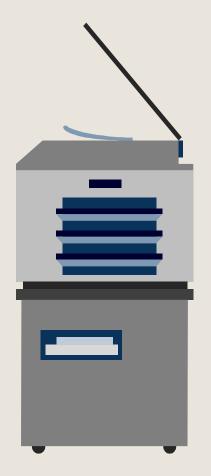


Portable appliances

- Inventory of equipment
- 'Non company equipment'
- Extension cables
- Equipment taken to site
- Repairs
- Control over damaged/failed equipment
- Rubber plugs to limit abuse
- Testing regime (Annual PAT test)



Provision & use of equipment



Work Equipment

"... anything used at work ..."



Work Equipment

General requirements

- Suitable for intended use
- Suitable for the workplace
- Adequate maintenance
- Adequate training



Transport Safety

- 70 deaths every year
- Over 1000 major injuries
- 5000 plus 'over 3 day' injuries
- Types of incident
 - Being hit
 - Being run over
 - Being struck by objects



Key Issues - vehicles

- Use workplace layout
- Maintenance
- Competence of operators
- Control over unauthorised



Transport Safety - Practical Considerations

- Controlled access
- Vehicle routes
- Loading bays
- Crossing points
- Overflow barriers
- Speed restrictions
- Blind corners



Mechanical Handling Equipment (MHE)

- Counterbalanced Fork Lift Trucks
- Reach Trucks
- Narrow Aisle Trucks
- Pallet Trucks



MHE Dangers

- Foot safety
- Crushing
- Entrapment
- Collapse of load
- Vehicle collision





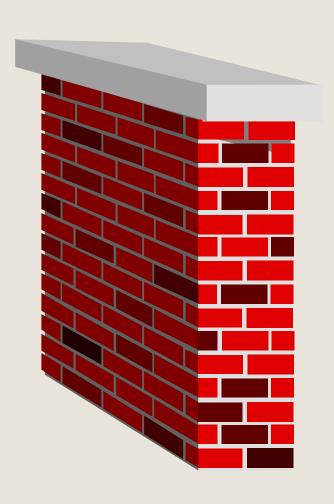
MHE Safety



- Only fully trained & qualified operators
- Remove keys from trucks
- Park trucks correctly
- Wear protective shoes
- Watch out for trucks
- Stay away



Work at Height



- Falls from height
- Objects falling
- Fragile materials
- Unauthorised access



Ladder Safety

- Avoid use where possible
- Check ladders on register
- Check immediately before use
- Use on stable work surface





Ladder Safety



- Always scotch & tie ladders
- Always protect area directly below
- Do not work above
 2 metres without
 additional
 protection



Manual handling





How do we define manual handling?

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving

of a load by hand or bodily force



Hazards associated with handling

- Task itself
- Individual doing the job
- Load being handled
- Working environment



Employers duties

- Avoid manual handling
- Risk assess activities posing a risk of injury
- Reduce risk
- Provide information and training
- Provide training



Employee duties

- Take reasonable care
- Co-operate with the employer
- Make full and proper use of any systems of work
- Follow training guidelines
- Report anything that appears to dangerous



Risk factors - task

- How is the load held?
- Posture
- Work routine
- Distance
- Route
- Team handling



Risk factors - individual

- Men/women
- Age
- General fitness
- Health
- Experience
- Training



Risk factors - load

- Weight
- Size
- Stability
- Specific hazards
- Hand holds



Risk factors - environment

- Space
- Lighting
- Carrying route
- Floors/stairs/changes in level
- Temperature
- Draughts/wind



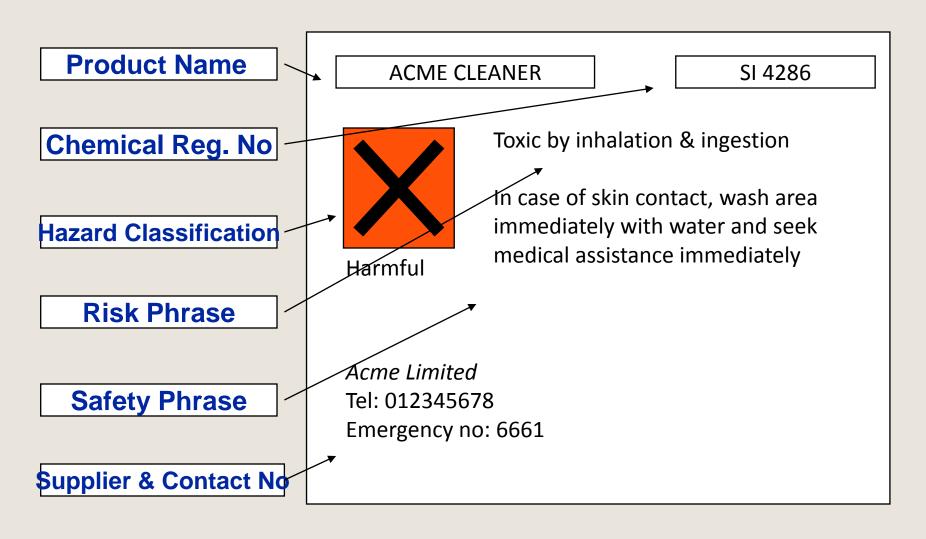
Hazardous Substances



Chemical Safety



Labelling



Hazard warnings



Toxic



Explosive



Harmful/ Irritant



Oxidizing



Corrosive



Highly flammable

Employees duties

- Follow safe systems of work
- Use safety controls
- Use PPE
- Ensure PPE is useable
- Report any problems

Golden Rules For Chemicals

- Undertake assessment
- Never mix
- Follow instructions
- Wear PPE
- Maintain good personal hygiene

Display Screen Equipment

Ergonomics

8

Safe Working Practices

Health Risks

- Stress
- Neck & back pain
- RSI
- Eye strain
- Headaches
- Skin rashes



Working Safely With Display Screen Equipment



- Good posture
- Right equipment
- Proper set up
- Work patterns

Display screen equipment

GOOD POSTURE

- Arm position
- Head/eye position
- Position at desk
- Glare/reflection

RIGHT EQUIPMENT

- Adjustable seat
- Space on desk
- Anti glare screens
- Foot stool
- Document holder

Display screen equipment

SET UP

- Screen position
- Keyboard position
- Space in foot well
- Avoid noise/drafts etc

WORK PATTERNS

- Take breaks
- Vary work
- Look to infinity
- Wear glasses if required

Personal Protective Equipment

Personal protective equipment is provided for your work. However you should remember that personal protective equipment is an essential last resort where hazards cannot be controlled in any other way



What Is PPE?

Examples Include

- Gloves
- Hard hats
- Protective footwear
- Eye goggles
- Over clothing
- Harnesses





We Identify PPE Requirements

- Risk Assessments
- Chemical Safety Assessments
- Accident Investigation
- Professional Advice
- Employee Request

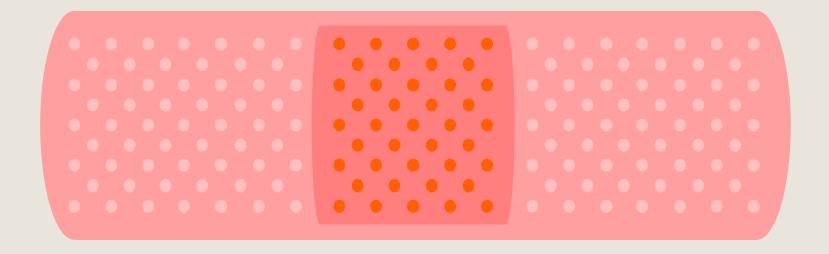


Question

 In which workplace context could a condom become a personal protective equipment?



First Aid In The Workplace





First Aid at Work

First aid is defined as the first help given to someone to prevent injury or illness from becoming worse.

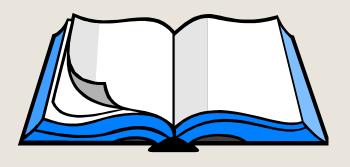


First aid provision

- Your company must provide trained first aiders
- First aid equipment is provided
- Medicated items will not be prescribed
- First aid kits should include gloves and procedures for post-exposure prophylaxis to HIV



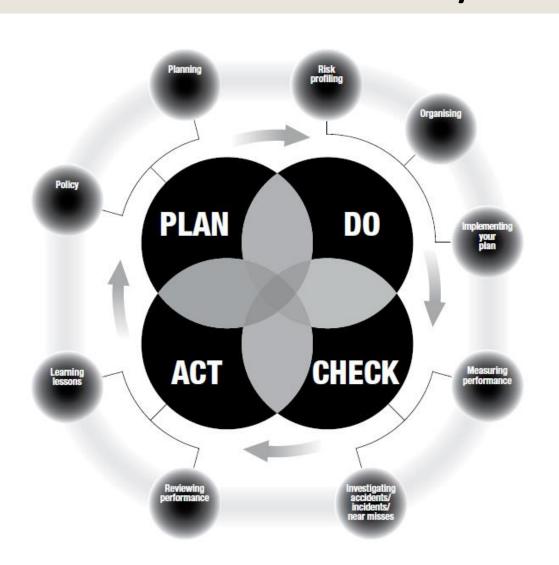
The Safety Manual/Policy



- Documents all processes
- Details policies & procedures
- Sets-out safety systems
- Provides advice & guidance



The Plan-Do-Check-Act Management Cycle



Steps

- Define where you are and where you need to be
- 2. Identify your risk profile and make your plan
- Measure your performance and investigate and record all incidences
- 4. Review your performance and take action on lessons learned

Source: Health and Safety Executive (HSE) Great Britain, 2012/2013

Exercise

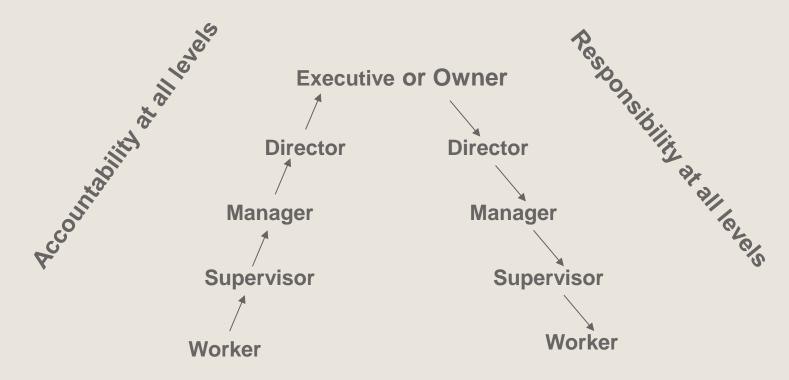
 Formulate a policy commitment that fulfills the Labour Act 2007 and its related regulation as well as the National Code on HIV/AIDS in Employment.



Internal responsibility system

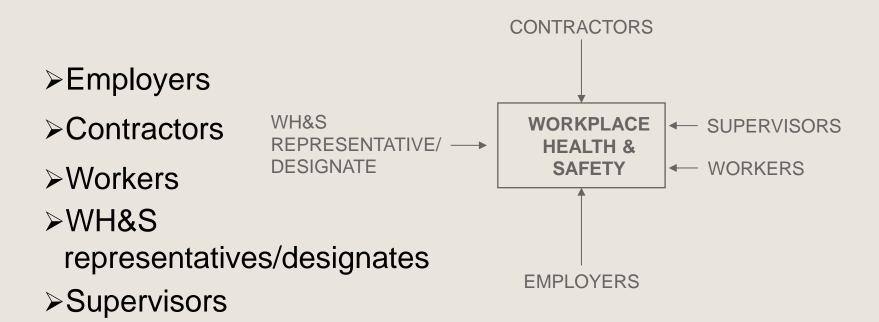
PHILOSOPHY

>commitment, involvement; legal and moral duty; and open communication





Workplace Partners





Workers have...

➤The right to know

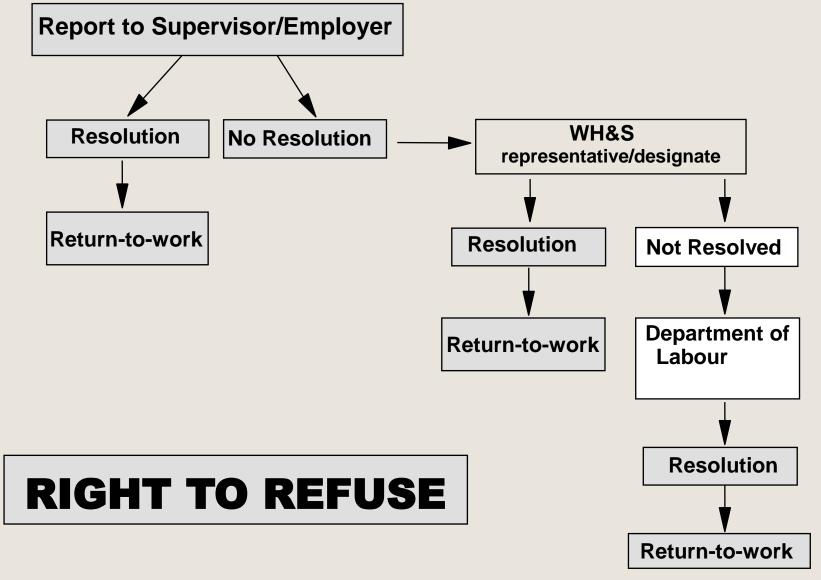
induction, risk assessments, safety policy

>The right to participate

Investigations, risk assessment consultation etc

>The right to refuse unsafe work







What is an "Accident"?

 An unplanned, uncontrolled event which has resulted in, or could have led to



- Physical injury or death
- Damage to plant, equipment or the environment
- or some other loss



<u>Accidents</u>

All accidents have:-

- **»**Causes
- **»**Effects

Causes can generally be controlled Effects are as a result of luck!



What is work-related ill health?

- Work-related ill health is any health condition caused, or made worse by, your job. It encompasses
 - Occupational diseases = diseases that can be traced back to work as the single main cause
 - Occupational injuries = same as above
 - Work-related diseases = multifactorial diseases to which work contributes significantly but is one among other factors

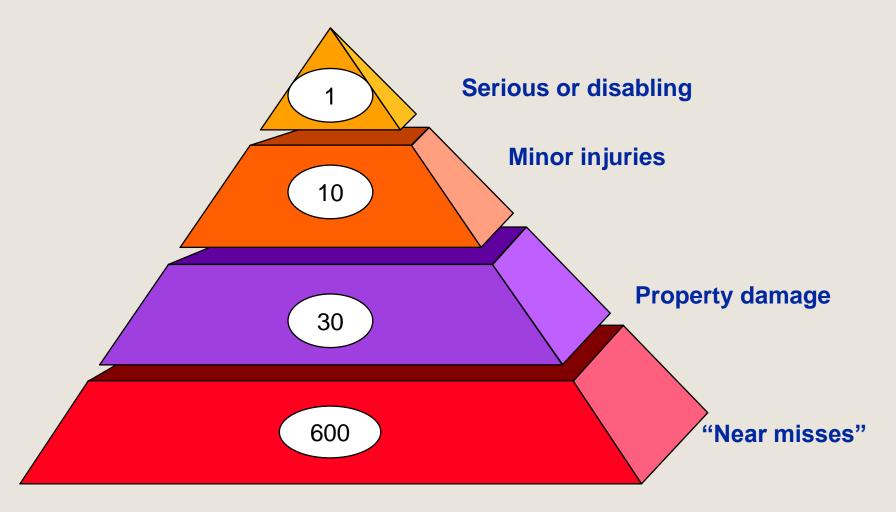
Contributory factors



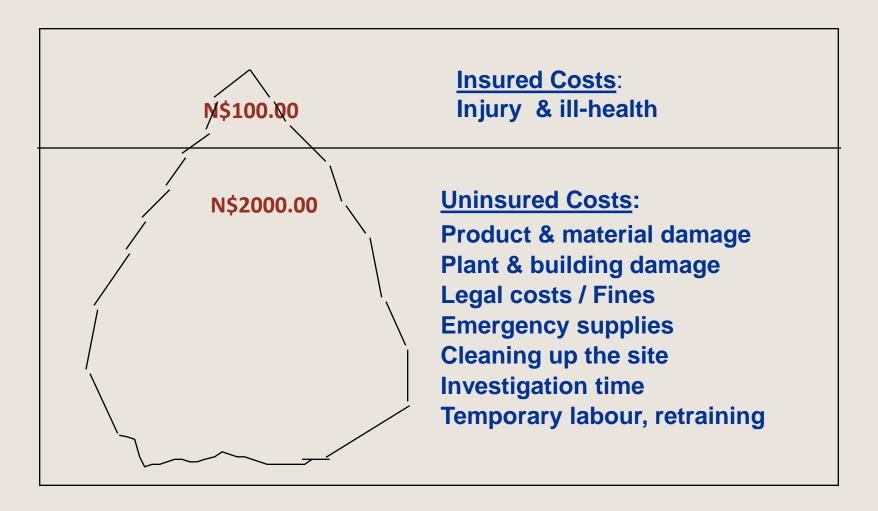
- Training
- Workplace layout
- Environment
- Working practices
- Lack of maintenance
- Lack of guidance



Accident Ratios



The cost of accidents at work





Could that money have been saved?

Friday evening: Tobias, the Chef, cuts off the top of his thumb on an unguarded sclicing machine. One of the two waiters is helping him to stop the bleeding and to hold him while the manager arranges transport to hospital.



There are also indirect costs:

- The service on that evening is a mess and the restaurant lost customers
- Fellow workers spent quite some time cleaning up the blood and mess.
- The Chef's blood spoiled meat and veggies.
- It is a strain for all to get by without a Chef
- Time for the helping waiter
- Management spends time on finding a temporary Chef



The hospital is busy so the chef has to wait for hours for treatment. He has to stay overnight because he needed surgery. He cannot work for three weeks.

There are high direct costs accumulating. The hotel management has to pay for

- Transport costs
- The treatment
- The Chef's wages during absenteeism
- And a temporary Chef's casual rate

Costs savings of workplace health promotion

Johnson Johnson

Johnson & Johnson (USA)

Saving of 250 mio USD within a decade

No. of smokers dropped by 2/3

No. of high blood pressure or inactive persons

declined to half

2.71 USD Rol for every USD spent

- Less health expenditures
- Healthier, more productive workforce
- 3. Reduced turnover

SAS Institute (USA)

Reduction of voluntary turnover to 4%

BILTMORE™

The Biltmore Company (USA)
Reduction of staff turnover from 19% per year
to 9%

What causes accidents



- Lack of information/training
- Working too quickly
- Working whilst ill
- Distractions
- Wearing unsuitable clothing



What causes accidents



- Poor design
- Poor housekeeping
- Poor lighting/ventilation
- Fooling around
- Ignoring rules



Other factors that can increase the risk of accidents

- Stress
- Alcohol
- Drugs
- Smoking



What causes work-related diseases?

- Lack of knowledge and safe working procedures
- Lack of personal protective equipment
- Exposure to hazardous chemical and biological substances
- Exposure to disease pathogens like HIV, malaria, TB
- Injuries
- Manual handling of heavy goods
- Psychosocial stressors
- Exposure to physical hazards like noise, vibration and radiation
- Unhealthy conditions like unsafe water and food, tobacco smoke
- Lack of regular medical check-ups
- Unhealthy nutrition and lack of physical activity

Blessed with good staff?

Hammond is the perfect manager. He has everthing under control even in times of high stress. Then he smokes more than normal. Most of his life takes place in the hotel. He even eats regularly in the hotel kitchen. His favorite is meat with pap. Vegetables are not his choice. Neither are relaxation or sports.



Hammond's treatment costs are high also for the hotel. When he returns to work he is not the same as before. He needs an assistent because he cannot anymore turn himself as far as it will go.



One morning his wife calls and informs the management that Hammond had a heart attack the night before.

It is hard to find a temporary replacement for Hammond. His tasks accumulate and once the owner has to pay even a fine because an invoice slipped attention.

Health insurance pays for his bypasses but not for rehabilitation. Management contributes to a rehabilitation stay in South Africa. Hammond is not fit for work for several months

The Causes Of Accidents and ill Health

Inadequate protection



Lack of information





The Causes Of Accidents and ill health



Fooling Around



CAUSE-RESULT SEQUENCE



ACCIDENTS



Direct Causes Indirect Causes Direct Results

Indirect Results

Speeding

Insufficient breaks

Head Injury

Loss of earnings



Responding to accidents

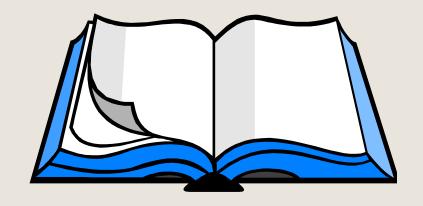
- At the scene -

- Secure the scene/remove danger
- Protect/treat the injured
- Summon first aid
- Note witnesses
- Later: investigate the reasons for the accident



Recording of Accidents

All accidents must be recorded even if no injury results





Case Study 1

A new worker was killed as he cleaned behind a hamburger stove at a fast food restaurant. An investigation into his death revealed that the underside of the cable connected to the hamburger cooker had worn away exposing a 12-mm length of one live conductor. The worker died after touching the worn cable with cord.

During the investigation another cable attached to the adjacent cooker was found to be worn.

- Identify the hazards in this article.
- List factors that may have contributed to this incident.
- List control measures that may have prevented this incident.
- Explain who you think would be held responsible for this incident.



Case Study 2

A 15-year-old-boy came close to death when the tractor he was driving, while attempting to tow another tractor that was heavily bogged, flipped over and pinned him underneath. His 21-year-old brother managed to free him and give first aid to the boy. Both the 15-year-old and the 21-year-old were employees of the same company.

- Identify the hazards in this article.
- List factors that may have contributed to this incident.
- List control measures that may have prevented this incident.
- Explain who you think would be held responsible for this incident.



Case Study 3

An employee had his leg amputated as a result of his leg being caught in the cutting blades of an unguarded machine. At the time of the incident the worker was attempting to clear a blockage that had caused the machine to stop.

- Identify the hazards in this article.
- List factors that may have contributed to this incident.
- List control measures that may have prevented this incident.
- Explain who you think would be held responsible for this incident.



Case Study 4

A leading car manufacturer pleaded not guilty to charges arising from an industrial accident in which a teenager's arm was ripped off. Investigations revealed that the new worker was not informed of the risk associated with the conveyor belt, which severed his arm.

The 19-year-old worker had only been at work for three days. He had lost his glove from his right hand behind the conveyor belt and reached in to retrieve it. Previous inspections before the incident identified risks associated with the machine. The manufacturer faced \$25,000 in fines for not providing and maintaining machine guards. The company provided safety training only during induction - a video and pamphlets.

- Identify the hazards in this article.
- List factors that may have contributed to this incident.
- List control measures that may have prevented this incident.
- Explain who you think would be held responsible for this incident.



HEALTH HAZARD CASE STUDIES

Case Study 5

The HR manager of a big company is working overtime already for several months because two positions in her department are vacant. Due to company reasons, she now has to dismiss several employees. She wanted to establish a social plan but she lacked support of her superior. One morning she reports sick and remains absent from work for 5 weeks.

- Identify the hazards in this article.
- List factors that may have contributed to the manager's ill health.
- List control measures that may have prevented this incident.
- Explain who you think would be held responsible for this incident.

HEALTH HAZARD CASE STUDIES

Case Study 6

A worker cuts his arm in a bench-mounted circular saw. He is bleeding heavily. Two colleagues and the first aider help him. There are no gloves in the first aid kit and all helping colleagues get blood on their hands. Two of them have small injuries on their fingers. When the injured worker is treated in hospital he reports that he is HIV positive.

- Identify the hazards in this article.
- Tell the possible end of this story.
- List control measures that should have been put in place
- Explain who you think would be held responsible for this incident.



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