

CUESTIONES UNIDADES 9 A 12

UNIT 9

1. What is a harm and a Hazard. Comment two workplace hazards

Harm is a negative safety and health consequence: injury, pathologies (the symptoms of an illness), illnesses. A Hazard is anything that can cause harm; a source of danger. Some workplace hazards are: Chemical agents such as gases or smoke and Physical agents which includes noise or vibration.

2. Work related accident

An accident at work is considered to be a sudden event caused by an external reason, resulting in injury or death, which takes place in connection with work. This is also referred to as a "work-related accident". Includes accidents in the course of work outside the premises of one's business, even if caused by a third party. Accidents on the way to or from work, illnesses not considered occupational illnesses, rescue attempts related to work.

3. Occupational illnesses

Occupational illness is a work-related illness which could occur through a work activity. Chemical agents, physical hazards, biological agents, Breathing in hazardous materials and agents not included in other groups, Skin illnesses caused by hazardous materials and agents not included in other groups, carcinogens.

4. Non specific illnesses at work

These are work-related illnesses but not considered occupational illnesses. Labour fatigue, burnout, stress, labour dissatisfaction, mobbing syndrome, premature ageing.

5. Employee's duties related to health and safety at work

- Follow the training you have received when using any work items your employer has given you.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, supervisor, or health and safety representative) if you think the workplace or inadequate precautions are putting anyone's health and safety at serious risk.

6. Four employer's duties related to health and safety at work

- Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- Provide, free of charge, any equipment and protective clothing you need, and ensure it is properly looked after.
- Provide adequate first-aid facilities.
- Provide, free of charge, the health and safety training you need to do your job.
- Keep record of essential documents (Health and Safety risk management plan, risk assessment, medical check-ups, records of work accidents...).

UNIT 10

7. Safety hazards in the workplace

Work areas include employee lounges, dining room and restrooms. These areas must be designed according to the use is going to have trying to avoid hazards. Slips, trips, falls (on the same or to a different level), and hits and cuts, are the most common accidents in the workplace.

8. Classes of fire and preventative actions

There are six types of fire:

- **Class A:** solid **materials** of organic nature (such as wood, paper, cloth, cardboard, furniture), rubber and various plastics.
- **Class B:** Flammable or combustible **liquids**, such as petrol, oil, paint, kerosene and grease.
- **Class C:** Inflammable **gases**, like propane, butane, acetylene and so on.
- **Class D:** Burning **metals** like aluminum, magnesium, titanium, potassium or sodium.
- **Class E:** combustion of **electrical equipment**, such as appliances, wiring, circuit breakers and outlets.
- **Class F:** fires involve **cooking fat and oil**.

Preventative actions: keeping the workplace in order and maintaining cleanliness; managing disposal of waste; installing fire detection systems; and implementing emergency and evacuation plans.

9. Harms related to poor lighting and preventative measures

Poor lighting makes it hard for employees to see and can lead to visual fatigue and discomfort. It can also lead to neck and back pain, if the worker adopts poor posture (for example, if he or she constantly leans forward to see the work). Insufficient lighting also creates a dreary environment.

Preventative actions: maintaining lighting systems and training workers in how to use them, using preferably natural light, using task lighting if necessary, avoiding contrast, maintaining the adequate amount of light, however, should not be excessively brighter than the general level of brightness to avoid causing glare for the worker and others working nearby, controlling glare.

10. Harms related to chemical agents and preventative actions

Harms:

- Physical hazards: oxidizing, explosive, flammable, highly flammable, or extremely flammable, corrosive chemicals and pressure vessel cylinders, liquids or gases.
- Environmental hazards.
- Health problems: acute toxicity, serious eye injury, eye irritation, skin irritation, skin rashes, skin sensitisation and respiratory sensitisation, carcinogenic, germ cell mutagenic, toxic to reproduction, negative effect on breast feeding...

Preventive actions:

- Determine which hazardous substances are present in the workplace.
- Adopt appropriate hygiene measures
- Arranging and cleaning the working place.
- Apply individual protective measures.
- Provide information, training and consultation to employees.

11. Harms related to biological hazards and preventative actions

Harms:

- being infected with the micro-organism
- being exposed to toxins produced by the micro-organism
- having an allergic reaction to the micro-organism or substances it produces

Preventative actions:

- Provide training and information on the appropriate precautions and on the personal and collective protection measures that are to be taken.
- Keep the number of employees exposed or likely to be exposed to a biological agent as low as possible.
- Use both collective protection measures and individual protection measures where exposure cannot be avoided by other means.
- Use the bio-hazard sign and other relevant warning signs.

12. Symptoms of stress and preventative actions

Symptoms:

stress-related disorders encompass a broad array of conditions, including psychological disorders (depression, anxiety, post-traumatic stress disorder) and other emotional disturbances

(dissatisfaction, fatigue, tension, etc.), maladaptive behaviors (aggression, substance abuse), and cognitive impairment.

Stress is also associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp.

Preventive actions:

- Ensure that the workload is in line with workers' capacities and resources
- Design jobs to provide meaning, stimulation, and opportunities for workers to use their skills.
- Clearly define workers' roles and responsibilities.
- Provide opportunities for social interaction among workers.

UNIT 11

13. Explain how is analyzed and evaluated the risk associated with a hazard according to the risk assessment

pg3

Risk assessments are very important as they form an integral part of a good occupational health and safety management plan. In practical terms, a risk assessment is a thorough look at the workplace to identify those things, situations, processes, etc., that may cause harm, particularly to people. After identification is made, it has to be evaluated how likely and severe the risk is, and then decide what measures should be taken to effectively prevent or control the harm from happening. Assessments should be done by a competent team of individuals who have a good working knowledge of the workplace. Staff should be involved always include supervisors and workers who work with the process under review as they are the most familiar with the operation. The steps are identify hazards and gather them up on a check-list, analyze and evaluate the risk associated with that hazard (one option is to use a table similar to the following as established by The National Institute for Safety and Hygiene at Work).

One option is to use a table similar to the following as established by The National Institute for Safety and Hygiene at Work: Classify the risks according to the magnitude of the potential harm (minor, moderate, major) and the probability that the loss will occur (unlikely, likely, very likely).

14. Explain four principles that must be followed by the employer to implement the risk response planning

pg7

- Avoiding risks, for instance, avoid working in a noisy environment.
- Evaluating the risks which cannot be avoided.
- Combating the risks at the source and reducing risks to a minimum.
- Adapting the work to the individual, especially with rewards to the design of work places.
- Replacing the dangerous with the non-dangerous or the less dangerous, e.g., replace a flammable chemical agent for another less combustible.
- Giving education and training to the workers.

15. Appointment of employees and in-house prevention service

pg8

The appointment of employees and in-house prevention service are two important aspects of workplace safety and management.

When appointing employees, it is important to consider their qualifications, skills, and experience to ensure they are suitable for the job. This can include conducting interviews, verifying references, and conducting background checks. Additionally, it is important to provide proper training and guidance to new employees to ensure they are aware of safety protocols and procedures.

The in-house prevention service is responsible for implementing safety measures and promoting

a safe working environment. This can include conducting safety inspections, providing safety training to employees, and implementing emergency response plans. It is important for the prevention service to stay up-to-date on safety regulations and standards to ensure compliance and minimize workplace hazards. The business must have more than 500 employees or between 250-500 employees which perform activities with a special danger.

Overall, both the appointment of employees and in-house prevention service are crucial to maintaining a safe and healthy workplace environment.

16. Two roles and three guarantees of Health and Safety Delegates

pg10-11

Roles:

- Collaborate with the management board to improve risk management in the company.
- Promote cooperation among workers to apply H&S regulations.
- Control and survey the fulfillment of H&S regulations.

Guarantees:

- Not to be discriminated against due to their role as the H&S delegate.
- Not to be fired nor punished during their mandate and the year after (disciplinary causes are not included).
- Inform, publish and distribute anything related to any aspect of risks management.
- Have allocated time within their working hours to perform their responsibilities and functions.

17. Define self-protection plan, emergency action plan and evacuation plan

A self-protection plan is a comprehensive set of guidelines, procedures, and resources designed to help individuals protect themselves and their property from harm in the event of an emergency. A self-protection plan typically includes a list of potential risks and hazards, such as natural disasters, fires, and criminal activity, as well as instructions on how to mitigate those risks and respond appropriately in an emergency.

An emergency action plan (EAP) is a written set of procedures and guidelines that outline how to respond to various types of emergencies in a specific location, such as a workplace, school, or community center. An EAP typically includes procedures for notifying emergency services, evacuating the area, providing first aid, and other measures to ensure the safety of individuals in the event of an emergency.

An evacuation plan is a specific type of emergency action plan that outlines procedures for safely and efficiently evacuating a building, facility, or other location in the event of an emergency. An evacuation plan typically includes designated escape routes, assembly areas for those evacuated, and procedures for accounting for all individuals who were in the building or facility at the time of the emergency.

18. Features of a prohibition and a warning signboards

Prohibition is red with round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of sign. Dangerous behavior; stop; shutdown; emergency; cut-out devices; evacuate.

Warning is yellow with triangular shape; black pictogram on yellow background with black ending yellow part to be at least 50% of the area of the sign. Be careful; take precautions; examine.

19. Personal protective equipment

pg15

PPE stands for Personal Protective Equipment. PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

Good ergonomic design can help to minimise these barriers and can therefore help to ensure safe and healthy working conditions through the correct use of PPE.

PPE need to be effective, innocuous or harmless and ergonomic.

UNIT 12

20. First aid steps

pg 2

First check that you and the casualty are not in any danger. If you are, make the situation safe. When it is safe to do so, dial 112 for an ambulance, if necessary. Carry out basic first aid. Protect Alert Assist (PAS).

21. Comment six elements that must contain a first-aid box

pg 5

- Scissors & tweezers
- Disposable gloves
- Thermal insulator blanket
- Synthetic ice packs
- Cotton wool, adhesive tape and bandages
- Large and small sterile gauze in individual bags
- 6 sterile eye pads
- Alcohol-based cleaning pads
- Water or saline solution

22. What is the recovery position and in which situations must be applied.

If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position. Putting someone in the recovery position will ensure their airway remains clear and open. It also ensures that any vomit or fluid will not cause them to choke.

23. Classify burns according to the depth and explain three actions that must be implemented in the event of a burn or scald.

Pg 14

First degree (superficial burns): only epidermis is involved, burn is painful and sensitive, redness of the skin.

Second degree (partial thickness burns): epidermis is lost with varying degrees of dermis, results in red serum filled blisters.

Third degree (full-thickness burns): both epidermis and dermis are destroyed, destruction of muscles and blood vessels, skin is very dry and appears brown in color, sensation is absent.

Actions:

- Cool the burn as quickly as possible with cold (but not ice-cold) running water for a minimum of 10 minutes or until the pain is relieved.
- Call 112 or seek medical help if necessary.
- Do not put creams, lotions or sprays on the burn.
- While cooling the burn, carefully remove any clothing or jewellery, unless it is attached to the skin.
- Keep the person warm.

24. Four actions that must be implemented in the event of a bone fracture.

pg 17

- Keep the person still. Do not move them unless there is an immediate danger, especially if you suspect a fracture of the skull, spine, ribs, pelvis or upper leg.
- Attend to any bleeding wounds first.
- Never try to straighten broken bones.
- Use a sling to support an arm or collarbone fracture.
- Stop the person from eating or drinking anything until they are seen by a doctor.
- Raise the fractured area if possible and apply a cold pack to reduce swelling and pain.

25. What is choking and what kind of actions must be implemented if the choking is mild or if the obstruction is severe and the person is struggling to breathe

pg 18

Choking is a partial or total obstruction of the airway.

If the choking is mild encourage the person to continue coughing to try to clear the blockage and remove any obvious obstruction from the mouth using your first two fingers and thumb.

If the obstruction is severe and the person is struggling to breathe: Give up to five back blows (between the shoulder blades) upwards, using the heel of your hand. Carefully check the mouth and, if possible, remove any obstruction after every blow. If this does not clear the obstruction, perform abdominal thrusts (Heimlich maneuver) by following the steps below. This technique should not be used on babies under one year old, pregnant women or people who are obese.

26. Explain how to stop a nosebleed

pg 16

Sit down and firmly pinch the soft part of the nasal cavity, just above your nostrils, for 10 minutes. Lean forward and breathe through your mouth; this will drain blood down your nose instead of down the back of your throat. If someone has a nosebleed that has not stopped after 20 minutes, go to the nearest hospital's accident and emergency department.

27. Explain three methods to transport a casualty.

pg 20-21

1 solo – en el hombro

2 o + – sillita de la reina

2 o + – Con una silla

