

Lesson PlanOHSE-DEFINITIONSAcceptable Risk

- 1 Risk that has been reduced to a level that can be tolerated by the organization as per its legal obligation and own OH&S policy

Consequences

- 2 The direct undesirable result of the hazardous event e.g. Fire, Explosion or release toxic/ hazardous material and associated adverse effects on human body, environment or machinery

Confined Space

- 3 Any space with limited entrance and exit, where one has to enter physically to perform a task and which is not suitable for continuous human occupancy. (e.g. Tank, silos, vessels, tunnel, pipe, deep pit or excavation, well chimney, tankers and ductwork etc)

Hazard

- 4 Source, situation, or act with a potential to cause harm in terms of human injury or ill health, or damage to machine, material and infrastructure

Determining Control

- 5 Methods to control hazards according to hierarchy of risk control i.e. elimination, substitution, engineering control, warnings and work instruction training or other administrative measures and personal protective equipment to reduce its likelihood / consequences

Interested Party

- 6 Person or group inside or outside the workplace concerned with or affected by the OH&S performance

Incident(s)

- 7 Work related event (s) in which any injury or ill health (regardless of severity) or fatality has occurred, or could have occurred

**Note-1:** An accident is an incident which has given rise to injury, ill health or fatality

**Note-2:** An incident where no injury, ill health, or fatality occurs may also be referred to as a 'near miss' "near hit" "close call" or 'dangerous occurrence'

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
	<b><u>Non- Routine Activities</u></b>	
8	Non- routine activities are those activities, which do not occur on a frequent basis, or those activities which are not identified as normal production activities e.g. shutdown, special case maintenance, abnormal/unusual breakdown of equipment / machinery, and any new or R&D activities	
	<b><u>OH&amp;S Performance</u></b>	
9	Measurable results of the organization's management of its Occupational Health & Safety (OH&S) risks	
	<b><u>OIC / Project Officer</u></b>	
10.	OIC is responsible for project day to day activity who must have obtained knowledge of Risk Assessment (RA) process through training and competence	
	<b><u>Probability</u></b>	
11.	Probability is the likelihood or chance of occurrence of hazardous event	
	<b><u>Procedure</u></b>	
12	Any specified way to carry out an activity or a process	
	<b><u>Permit to Work (PTW)</u></b>	
13	A prescribed form with details about the task, the current status of energy supply, isolation or lockout/ tag out requirement, location, specific tools and personal protective equipment requirements, duration of work, supervision and competence level required to perform the task. (PTW is required for; hot work near to flammable substances, outside the workshop area, any work in confined space, work at height, work at live electricity, excavation)	
	<b><u>Risk</u></b>	
14	Combination of probability/ likelihood of an occurrence of hazardous exposure(s) and severity/ consequences of injury, ill health or loss of any kind that can be caused by the event or exposure	
	<b><u>Risk = Probability/ Likelihood X Severity/ Consequences</u></b>	
	<b><u>Risk Assessment</u></b>	
15	Process of evaluation of the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding	

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
	whether or not the risk(s) is acceptable	
	<b>Routine Activities</b>	
16	It is day to day production/ Operational activities	
	<b>Supervisor</b>	
17	A Person, well aware of Risk Assessment (RA) process with competence obtained through training, knowledge about location, work environment, materials being used and equipment being involved	
	<b>Workplace</b>	
18.	Any physical location in which work related activities are performed under the control of organization	
19.	<b>Serious Injury</b> Following injuries:-	
a.	An amputation of major part of body	
b.	The loss of sight of an eye	
c.	A serious internal hemorrhage	
d.	A burn that requires medical attention	
e.	Any asphyxiation or poisoning by gas resulting in a partial or total loss of physical control	
f.	Injury likely to endanger life, or cause permanent disability to body	
g.	A work related illness of serious nature like hearing loss, disease involving respiratory system, cancer etc	

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
<b><u>OHSE - RESPONSIBILITIES</u></b>		
1	<b><u>Comdty CO</u></b>	
	a. Responsible for approval of SOP b. Appoint Head OHSE for own EME setup c. Approve Risk Assessment of high risk activities and action plan d. Allocate resources for risk control measures	
2.	<b><u>Dpty/ 2IC</u></b>	
	a. Responsible for implementation of SOP throughout the organization b. Appoint RA (Risk Assessment) team for high risk activities c. Participate in Risk Assessment of critical / high risk activities d. Review Risk Assessment of high risk activities and action plan e. Review annually the Occupational Health and Safety policy and program to update according to legislation and support development of new ones f. Foster and develop an OH&S culture across the organization g. Ensure that the measures and procedures prescribed are carried out in the workplace h. Coordinating implementation of the Occupational Health and Safety Management plan and monitoring compliance with the plan	
3	<b><u>Adjt/ Focal Person</u></b>	
	a. Provide information, instruction, and supervision to a worker to protect the health or safety of the worker b. Participate in High & Medium Risk Assessment c. Appoint a competent supervisor d. Post at a conspicuous location in the workplace a copy of the occupational health and safety policy e. Advise workers of the results of a health and safety report and if the report is in writing make available to them, on	

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
	<p>request copies of the portions of the reports that concern occupational health and safety</p> <p>f. Ensuring workplace inspections compliance</p> <p>g. Maintaining a record of training delivered in the Training Register Coordinate research, development and implementation of policies, procedures and work instructions</p> <p>h. Maintaining a register of accidents and injuries and providing an analysis of these to Health and Safety Committee meetings on a monthly basis, identifying emerging OHS risks in the workplace</p> <p>i. Developing training programs on health and safety issues including hazard management, accident investigation manual handling and fire safety in liaison with the Staff Development and Training Coordinator to ensure such activities are incorporated in the Training Master Plan</p> <p>j. Record and investigate incidents to determine causes and handle worker's compensation claims</p>	
4.	<b><u>ADEME/ OC Wksp</u></b>	
a.	Responsible for hazard grading/ mapping of the shop, facilities, site or activity under his control	
b.	Arrange appropriate training of officers & staff under his command to carry out Risk Assessment	
c.	Participate in Risk Assessment of critical / high risk activities	
d.	Approve RA of medium/ low risk activities and action plan	
e.	To ensure that the equipment, materials and protective devices provided are maintained in good condition	
f.	Ensure that a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected to without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act 2016 Pakistan	
g.	Approve RA of medium/ low risk activities and action plan	

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
	h. Take every precaution reasonable in the circumstances for the protection of a worker i. Oversee installations, maintenance, disposal of substances etc j. Advise and instruct on various safety-related topics (noise levels, use of machinery etc)	
5.	<b><u>Resident Medical Officer</u></b>	
	a. Participate in ergonomic & health Risk Assessment b. Maintenance of worker's health records to be used for Risk Assessments c. Periodic workplace inspections for special Risk Assessments d. Periodic health surveillance of workers e. Provision of medical advice for risk control measures f. In a medical emergency for the purpose of diagnosis or treatment, provide, upon request	
6.	<b><u>OIC/ Wksp Offr</u></b>	
	a. Implement this procedure at group level b. Participate in High & Medium Risk Assessment c. Review of Medium/ Low Risk Assessment d. Prepare action plan for additional controls required	
7.	<b><u>Supervisor</u></b>	
	a. Ensure that Risk Assessment of all jobs/ tasks has been carried out b. Ensure that all the control measures are being followed properly c. Assist workers in resolving work related OH& S Matter d. Ensure workers are performing their jobs as per their defined roles & responsibilities e. Ensure that equipment, materials and protective devices provided are used as prescribed	
8	<b><u>Employees</u></b>	
	a. Are Responsible to report any hazard or risk b. To take reasonable care for the safety and health of himself	

<u>Time</u>	<u>Lesson Plan</u>	<u>Tra Aids</u>
	and of other persons who may be affected by his acts or omissions at work	
c.	Comply with safety instructions/ Work instruction / Procedures for preventing injury/illness or occurrence of an incident	
d.	To wear or use at all times any protective equipment or clothing provided by employer for the purpose of preventing risk to his safety and health	
e.	Work in compliance with the provisions of our health and safety program and the Occupational Health and Safety Act	
f.	Report all unsafe acts, conditions and hazards to their supervisor	
g.	Identify and report all absent or defective tools, equipment structures or protective devices	
h.	Operate all equipment in a safe and proper manner	
i.	Handle hazardous substance according to the Workplace Hazardous Materials Information System regulations	
j.	Do not operate any machinery or equipment that you are not qualified to	
k.	Report all accidents, illness, or 'near miss' incidents to your supervisor immediately	
l.	Use or wear the protective clothing, equipment or devices required for protecting health and safety and ensure they are properly maintained	
m.	Workers must wear protective headwear at all times while on a construction site including safety shoes or boots that meets legislation requirements	
n.	Never remove any safety guards or devices unless otherwise authorized	
o.	Refrain from jeopardizing the safety or well being of others in the workplace	
p.	Refrain from engaging in any pranks, contests or rough and boisterous behavior	
q.	A worker is not required to participate in a prescribed	

<u>Time</u>	<u>Lesson Plan</u>	<u>Trg Aid</u>
	medical surveillance program unless the worker consents to do so	