

SAFETY AND HEALTH

The need for working safely:

Safety is necessary for:

- **Protection of self and others.**
- **Saving the business from loss of time and money.**
- **Save the assets from loss and damage.**
- **Following the law of the country.**

The need for safety at work:

- **Safety is vital for workers and employers.**
- **Unsafe workplace means potential health problems, absenteeism and compensation.**
- **Buildings, equipment and stock may be damage.**
- **Both, the employer and employee are responsible for the safety of an organization.**

Good housekeeping in the office:

Japanese developed a “5S” principles to ensure well workplace and they are: sort, set, shine, standardized, sustain

people need to be offered a safe environment to work in:

- **Keep the work area tidy and clean. (sort, set, & shine)**
- **Maintain a health working environment. (standardized)**
- **Keep all machines and equipment in good condition. (sustain)**
- **Maintain a first aid room. (safety)**

Implications of safety:

*** Employees: They will experience health problems, stress, less loyalty & productivity, dissatisfaction, absenteeism, labour turnover,etc.**

*** Organization: They will experience high operation cost and medical expenses, low productivity & quality of production, more accidents.**

Hazards in the office:

Examples of the office:

- **Slippery poorly maintained floor.**
- **Using faulty electrical equipment.**
- **Standing on chairs to reach high shelves.**
- **Lifting heavy items without bending properly.**
- **Frayed (torn) carpet or broken floor.**
- **Removing safety guards on machines.**
- **Obstacles in gangways.**

Some experts classify hazards as follows:

- **Physical hazards such as noise and lighting.**
- **Electrical hazards such as misuse.**
- **Mechanical hazards such as trapping and cutting fingers.**
- **Chemical hazards such as smokes.**
- **Other hazards such as polluted air, water dust and fire.**

Risk Assessment

Examination of what could cause harm to people so you can decide whether enough precaution has been taken or should do more to prevent harm

Maintaining safety and security

Employees:

Company alarm system and video system

Security guards, locks

Use adjustable chairs

Heavy objects to be lifted carefully

Manufacturers' instructions to be followed

Avoid to leave drawers open

1- Documents:

Confidential data should be protected from unauthorized access by staff and visitors.

2- Equipment:

Accurate recording of usage

Maintenance of equipment

Appropriate fire fighting equipment and training

Health and safety regulations:

1- Employers duties:

- **Safe and healthy working environment.**
- **Safe equipment and efficient maintenance.**
- **Safe systems work.**
- **Safe methods of handing and transporting of goods.**
- **Adequate training in safety.**
- **Promotion of health and safety.**

2- Employees duties:

- **Take care of health and safety of themselves.**
- **Follow safety practices.**
- **Co-operate with their employers in promoting and maintaining health and safety.**

3- Corporate responsibility: The company has to protect persons not companies employment.

Reporting accident:

Accident report form is filled to give the details of an accident shortly after it has happens

It may help a person in case of insurance or any other claim from the employer, it is proof of the accident happening at work and during the office hours.

Safety sings:

***Look at book p.94**