

SAFETY @ THE WORKPLACE

1. Why is it important?

- As workers, most of us spend a considerable amount of our time in our workplace, where we may be exposed to various hazards at work. An unsafe workplace may lead to accidents and work related diseases which can make you and your family members suffer physically, psychologically, socially and financially.

2. What are the benefits of a safe workplace?

- ✓ Protects the most valuable asset – it's workers
- ✓ Increases productivity
- ✓ Reduces workplace accidents and ill-health
- ✓ Lowers workmen's compensation insurance payments
- ✓ Reduces medical costs in treating workers
- ✓ Raises the morale of the workers

3. How can we create a safe workplace?

- ✓ *At the administrative level*
 - Formulate a health and safety policy for your workplace
 - Form a health and safety committee for your establishment, which comprise of members of the management and workers
 - Meet regularly to discuss safety issues related to your establishment
 - Record every accidents and near misses and do evaluation on how to prevent further accident.
 - Train and educate workers on safe work practices
 - Provide a first aid box with essential items in the workplace

- ✓ *Safe working environment*
 - Maintain good house keeping in the workplace premises
 - Keep all passages clear of any obstructions
 - Use non slippery flooring to prevent slips and falls – clean any spillages immediately
 - Ensure good ventilation and effective air circulation to obtain a comfortable room temperature
 - Ensure adequate lighting appropriate to the task
 - Stores should be kept in an orderly manner and all items should be properly labelled. Never store chemicals e.g. pesticides and detergent together with food materials
 - Display and follow safety signs where appropriate e.g. no smoking, emergency exit
 - Provide ergonomically sound tools, equipments and working tables
 - Provide proper toilets, washing facilities, rest rooms, changing rooms, sitting facilities etc.

- ✓ *Fire safety*
 - Install fire extinguishers and reels in the workplace – this must be checked regularly.
 - Designate emergency assembly point(s)
 - Display an emergency evacuation plan for your establishment
 - Conduct regular fire drills with the help of the local fire brigade.

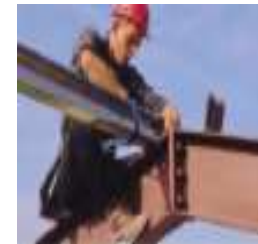
- ✓ *Safe Use of Chemicals*
 - Substitute hazardous chemicals with less hazardous ones when ever possible
 - Always label all chemical containers used in the workplace
 - Keep material safety data sheets (MSDS) of chemical for reference
 - Wear recommended personal protective equipment where and when necessary e.g. chemical masks, gloves, overalls, safety spectacles etc.
 - Make available emergency eye washers and showers where applicable

- ✓ ***Safe Use of Electricity***
 - Never overload electrical circuits
 - Do not use faulty electrical lines – put a notice over these faulty sockets/lines for other’s attention
 - Never try to repair faulty electrical apparatus – Let qualified/trained personnel fix it for you
 - Switch off electrical equipments at the end of the working day

- ✓ ***Safe Use of Equipment***
 - Train all workers on how to operate machines safely
 - Guards should be placed on equipment /machine where there is a risk of injury
 - Never allow unauthorised repairs, modifications, maintenance or servicing of equipment
 - Use appropriate personal protective equipment where applicable

- ✓ ***Proper Use of Personal Protective Equipment (PPE)***
 - Wherever possible, eliminate workplace hazards at the source. PPE should only be worn as a last resort if other control is not sufficient/feasible
 - Always use appropriate PPE for the task and ensure worker compliance
 - All PPE should be maintain regularly – replace faulty PPEs

SAFETY @ WORK



Be safe – Be healthy – Be productive



**OCCUPATIONAL HEALTH DIVISION
DEPARTMENT OF HEALTH SERVICES**

**TIPS FOR EMPLOYER AND
EMPLOYEES**