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This Toolbox manual supports The OHS Act of 1993/Provincial legislation. Changes to such legislation will take precedence over documentation herein. Periodic updates to the Health, Safety & Environmental Manual will reflect any legislative changes that may have been enacted.

The Toolbox's in this Manual apply to all employees of Flagg Consulting Engineers. (Herein referred to as FLAGG CONSULTING ENGINEERS).


In the event of a discrepancy between the Toolbox Manual and the Handbook, the information in the most recently published HSE Manual will take precedence.

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## REQUEST FOR MANUAL REVISION

All employees are encouraged to contribute to this Health and Safety program and its development through the process of Continuous Improvement.

Existing Policy or Title:

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Section Number & Page:

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Reason for Change or Addition:

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Proposed Change or Addition:

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Requested by:

Date:

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Reviewed by:


Date

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☐ Approved:

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Further action required: \_\_\_\_\_

### **Flagg Consulting Engineers Policies**

**“NO ONE” WORKING FOR FLAGG CONSULTING ENGINEERS HAS THE RIGHT, OR AUTHORITY TO UNILATERALLY CHANGE OR ENFORCE ANY CHANGES TO COMPANY SAFETY POLICIES EXCEPT THE CHIEF EXECUTIVE OFFICER (CEO).**


There are certain circumstances whereby we may have to raise our standards regarding site-specific safety rules which do not require the CEO’s signature.

Example:

1. When we are not designated Principal Contractor, and Flagg Consulting Engineers designated as prime has requirements that exceed our standards.
2. Site hazards or conditions that the Site Management or Safety Department feel are necessary that will meet or exceed legislative requirements.


**Please involve the Safety Department in these decisions.**

Should you feel that changes to “policies” are required or necessary, forward your request to the Safety Department.

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## Topic 1

Date: \_\_\_\_\_

### WORKING AT HEIGHTS

Before working at height work through these simple steps:

- Avoid work at height where it's reasonably practicable to do so.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.


#### Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height.
- ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly.
- take precautions when working on or near fragile surfaces.
- provide protection from falling objects.
- consider emergency evacuation and rescue procedures.

#### Don't...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information.
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g., glazing, or plastic gutters.
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge, and experience to do the job) work at height.



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## Topic 2

Date: \_\_\_\_\_


### STEP LADDER SAFETY #1

#### Note:

- Always avoid bringing ladders into contact with electricity. Only wooden ladders may be used in the vicinity of electrical equipment. Whenever metal ladders are used, precautions must be taken to avoid electrical contact.
- Position the ladder so that its feet are quarter of its own lengths from the object it is resting against.
- Whenever possible a ladder should extend one meter above its support.
- Unless the ladder is securely tied at the top, it should always be held by another person while in use.
- As paint conceals defects, use only varnish or two coats of oil to preserve ladders.
- Keep; adders clean because dirt hides defects while grease and oil cause people to slip.
- Do not leave ladders on wet ground or exposed to the weather. Ladders lying on the floor cause workers to trip and fall or may be damaged by vehicles running over them.
- Do not use ladders horizontally as runways or as scaffolding.
- Tools and equipment should be hauled up be ropes.
- Never leave a ladder where it may fall or be blown over by the wind.
- Never place a ladder in front of a door before taking adequate precautions - lock the door to be safe.
- Ladders must be equipped with safety feet or some other device at the base which will prevent slipping.
- Ladders must be properly stored in a cool place, hung in a horizontal position, from several wall brackets.
- Use both hands when climbing up or down a ladder and always face the ladder.
- Only one person is allowed on a ladder at any one time.
- Setting ladders on movable bases like boxes, tables, trucks, etc. is prohibited.
- The placing of tools or material which may fall on ladder steps or platforms is prohibited.
- New Employees must be instructed in the proper use and care of ladders.
- Standing on the top rung or step of a ladder is prohibited.
- Ladders should not be placed against windows or glass or any other material which is unlikely to support their weight.





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## Topic 3

Date: \_\_\_\_\_

### STEP LADDER SAFETY #2

Before use, check condition of:

- Threads
- Stiles
- Hinge arrangement
- Restraining ropes between legs (if applicable)

### Inspections

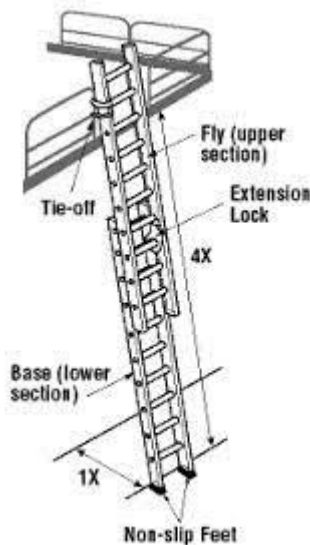
Make sure check sheet is done and filled in BEFORE the use of any ladder.

Working from a stepladder:

- Firm base level
- Type of operation – should a mobile platform be used instead.
- Work from no further than two thirds up the step ladder (handhold required)
- Boards not to be slung between treads on steps to provide working platform (threads not designed for this loading, a one board wide platform is not a safe working platform)

### Note:


- Ensure that the use of a letter is the safest means to access given the work to be done and the heights to be climbed.
- the location itself needs to be checked. the supporting role and supporting ground surfaces should be dry and slip free. it should raise on a firm surface, and never placed on loose bricks or packing.
- extra care will need to be taken if the area is busy with pedestrians or vehicles.
- the letter needs to be stable in use. this means that the incline should be as near the optimum as possible.



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## Topic 4

Date: \_\_\_\_\_

### STEP LADDER SAFETY #3

- All equipment must be checked by the supervisor before the house to ensure there is no defects and must be checked at least weekly while in use.
- if its effect is noted all the equipment is damaged it must be taken out of use immediately
- in repairs must only be carried out by a competent person or the manufacturer who manufactured the stepladder
- Supervisors must also check that equipment is being used correctly and not being used where a safer method should be provided.

#### The main hazards associated with step ladders.

- Unstable base, uneven or loose materials
- unsafe and incorrect use of equipment
- overloading
- use equipment where a safer method should be provided.
- overhanging of boards or staging at supports
- use of defective equipment


#### Step ladders must be.

- manufactured to be recognized industry specifications.
- Start and handle with care to prevent damage and deterioration.
- subject to a program of regular inspections and audits
- checked by the user before use.
- taken out of use if damaged and destroyed if cannot be repaired.
- Always use unsecure surfaces with due regards to the ensuring stability
- kept away from overhead cables and similar hazards.

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## Topic 5

Date: \_\_\_\_\_

### USING CELL PHONES AND ROAD SAFETY #1

There are three main types of distractions:

- **Visual - taking your eyes off the road.**
- **Manual - taking your hands off the wheel.**
- **Cognitive - taking your mind off what you are doing.**

Distracted driving is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing. While all distractions can endanger drivers' safety, texting is the most alarming because it involves all three types of distraction.


#### RESEARCH:

- Using a cell phone while driving, whether it is hand-held or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08 per cent.
- Driving while using a cell phone reduces the amount of brain activity associated with driving by 37 per cent.
- 80 per cent of all crashes and 65 per cent of near crashes involve some type of distraction.
- The worst offenders are the youngest and least-experienced drivers: men and women under 20 years of age.
- Drivers who use hand-held devices are four times as likely to get into crashes serious enough to injure themselves.
- Some other forms of distractions include daydreaming or dealing with strong emotions.
- Motorcycles and drivers of light trucks had the greatest percentage of total drivers reported as distracted at the time of the fatal crash (12%).

#### Safety Reminders for Cell Phone Users:

- Keep conversations short and sweet. Develop ways to get free of long-winded friends and associates while on the road. Don't use the cell phone for social visiting.
- Hang up in tricky traffic situations-without warning if necessary. Safe driving takes precedence over telephone etiquette. You can explain later-- because you'll still be alive!
- Resist dialling a number while on the move in heavy traffic whenever possible; wait until you are at a traffic light or stop sign.
- Keep even *more* distance between you and the car ahead of you than normally recommended.
- Consider using a "hands-free" speakerphone system, so you can keep your hands on the wheel and your eyes on the road-- and keep talking. These speakerphones are



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## Topic 6

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### USING CELL PHONES AND ROAD SAFETY #2

#### Do Cellular Phones Cause More Vehicle Accidents?

It's common knowledge that the number one cause of work-related fatalities is vehicle accidents. Most companies have at least one truck, if not a whole fleet of vehicles, and their drivers face the hazards of the roadway day after day. Sometimes a trip ends tragically.

Now, a new technology threatens to increase the accident potential for drivers. In more and more companies, cellular phones are being used by construction, service, and delivery personnel, as well as by management levels. According to one research study, the use of a cellular phone while driving increases the risk of having an accident four-fold. Another study found that having a cellular phone in a vehicle increased the risk of being involved in an accident by 34 %.

**Drivers who use their cell phone while driving cause over 1.6 million accidents each year. Texting while driving is more dangerous than drunk driving—in fact, texting while driving is six times more dangerous.**

#### Reported Hazards Associated with Cellular Phones:

- Users are said to be distracted from defensive driving practices, and less responsive to highway traffic situations. When they do react, their response time is said to be longer.
- People on the phone are more likely to have intense conversations that involve problem-solving-which is more distracting than shooting the breeze with a passenger.
- Passengers in the car often alert drivers to dangerous situation, and stop talking at such times, in contrast to someone on the other end of the line who is unaware of the traffic situation.
- Cell phone users may be concentrating on dialling a number or handling the equipment and fail to notice a stop light, traffic sign, or a vehicle in front of them.
- Not only the driver on the phone, but other drivers on the roadway are at increased risk if a cell phone user is the ultimate cause of an accident.

**Do not text and drive.**


**Do not update social media pages while driving.**

**Use hands-free when taking a call.**

All drivers are at risk of having a vehicle accident before, during or after work, and the use of a cell phone may increase this risk. *Concentrate* on the above reminders! Don't become a statistic.





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## Topic 7

Date: \_\_\_\_\_

### Road safety

#### DO - Stay Safe:

- Always use a seat belt – driver and passenger(s).
- Adjust your driving for the conditions, including traffic, weather, pedestrians, rough roads, and degree of light.
- Drive defensively.
- Use a hands-free device for phone use if you must use the phone while driving.
- Be well-rested before driving.
- Avoid taking medication that makes you drowsy before driving, including prescription and over-the-counter drugs.
- Set a realistic goal for the number of miles that you can drive safely each day.

#### DO - Stay Focused:

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating, or drinking, and talking or texting on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.
- Be patient and courteous to other drivers.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.
- Adjust your speed and increase your following distance when carrying heavier than normal loads and when you are towing.

#### DON'T:


- Drive under the influence of drugs and or alcohol.
- Drive aggressively.
- Tailgate or speed.
- Take other drivers' actions personally.
- Text and drive.
- Enter data in your GPS while driving.



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## Topic 8

Date: \_\_\_\_\_

### Fatigue Management #1

Fatigue is a feeling of weariness, tiredness, or lack of energy that does not go away when you rest. People may feel fatigued – in body or mind (physical fatigue or psychological fatigue). Here are a few tips to avoid being fatigued: Get enough sleep. Typically, adults need about eight hours of sleep each night. Some people try to get by on fewer hours of sleep. Too much sleep (more than 11 hours at a time) can also make you feel fatigued and lead to daytime drowsiness.


### Objectives

- To ensure all personnel are trained and competent to manage fatigue within the asset – recognizing fatigue & managing fatigue risks.
- To identify and assess the fatigue related risks for the asset including site and external factors.
- To implement a process for controlling the fatigue related risks and their potential impact on the health and wellbeing of all personnel.

### Treatment

- Eat well: 5 veggies and 2 fruit each day. Low kilojoule or carbohydrate diets or high energy foods that are nutritionally poor don't provide the body with enough fuel or nutrients to function at its best.
- Quick-fix foods, such as chocolate bars or caffeine drinks only offer a temporary energy boost that quickly wears off and worsens fatigue.
- Eat well to avoid feeling tired all day.
- Exercise regularly.
- Physical activity improves fitness, health, and wellbeing, reduces stress, boosts energy levels, and helps you sleep better.
- Don't burn out. Striving too hard in one area of life while neglecting everything else causes burnout. Workaholics put all their energies into their career, which puts their family life, social life, and personal interests out of balance. Schedule a holiday and take some time out for yourself now and then. WHERE TO GET HELP Speak to your doctor if you are frequently tired or fatigued to see what the cause may be and how you can feel refreshed again every day.



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## Topic 9

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### Fatigue Management #2

#### Fatigue:

Fatigue can be defined as loss of alertness, which eventually ends in sleep. A detailed example of what fatigue is: “Fatigue is a state of impaired mental and/or physical performance and lowered alertness arising as a result or combination of hard physical and mental work, health and psychosocial factors or inadequate restorative sleep. Physically and mentally demanding tasks combined with extended hours of work can cause fatigue.”

From a safety point of view, fatigue is degradation in performance with resultant early action levels and intervention.

#### Types of fatigue:

Fatigue can be either work related – work rostering, type of work, work environment – or non-work related – personal health, family illness and second jobs. Another example of this is: “Fatigue can result from:

- Long work.
- Little or poor sleep; and/or
- The time of day when the work is performed.

It can be influenced by health and emotional issues or by several of these factors in combination. Fatigue can accumulate over a period – this is called “Sleep Debt”.

#### Causes of fatigue:


- **Uncontrollable factors** – people are “programmed” to sleep during the night and be active during the day. This cycle is known as a person’s circadian rhythm. People do not have true control over this cycle, i.e., their body clock.
- **Controllable factors** – amount of sleep, wellness, and type of work. People have true control over these factors.

#### Workers Responsibilities: **TO TAKE RESPONSIBILITY FOR THEIR OWN SAFETY**

- Comply with the site Fatigue Management Program.
- All employees are to arrive for work in a fit for work state – personnel shall make lifestyle choices that enable their fitness for duties including having sufficient sleep and recovery to complete their work duties safely and responsibly and managing any personal, commuting, medical or health issue that may impact on their fitness for work.
- Identify, monitor, and report fatigue related issues.
- Make known to their immediate colleague & / or supervisor any fatigue risk situation in themselves or in that of a co-worker.
- Attend the fatigue training and education sessions and apply the knowledge where appropriate.





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## Topic 10

Date: \_\_\_\_\_

### EYE PROTECTION #1

- A tiny fragment in your eye can cause disaster.
- Trained first aid for attention to eyes – not a dirty handkerchief.
- You have a legal obligation to wear or use the eye protection provided following regulations.
- Even if you are not carrying out one of the specified processes, you may be at risk, so wear or use the eye protection provided.
- Do not watch welding processes unless your eyes are properly protected.
- Do not go into areas where eye protection is required unless you are wearing protective equipment.
- Take care of any protective equipment issued to you.
- Have any damaged, lost, or unserviceable protective equipment replaced immediately.
- Make sure your eye protectors are suitable for you and the work being done.
- Ensure that eye protector is comfortable to wear and keep them clean.
- The place for eye protectors is over your eyes – not your head or around your neck.
- Remember – eye protectors are replaceable; your eyes are not.
- **A SENSIBLE WORKER VALUES HIS SIGHT**


You must wear eye protection where there is a risk of injury to the eyes. Safety signs indicate where you must wear eye protection.

Examples of work activities requiring eye protection are as follows: -

- Cutting activities with anything i.e., when using bolster hammer and cold chisel or cutting-off wheel/ hot work/cutting with torches
- The use of a cartridge fixing tool.
- The use of an abrasive wheel.
- Striking of masonry nails.
- The use of compressed air to blow swarf, dust, or dirt from an area (formwork would come into this category).
- Drilling, cutting or breaking metal or concrete.
- Welding or cutting steelwork.
- Handling, spraying, or brushing any substance which, if splashed into the eyes, will cause injuries.

In your own interest, make sure you wear protective goggles or glasses when instructed to do so.




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## Topic 11

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### EYE PROTECTION #2


Why is this important	<p>The human eye is extremely sensitive. It is the only organ in the body that never grows, it is the same today in size as the day you were born. Living without eye sight is hard, to live in darkness for the rest of your life is a fate nobody wants. That means you will never see you family, never see a sport match, no TV, and you reading will be limited. The daily things like sunshine will not be see, but just darkness. The smile of a beautiful person will be missed by you, the love your kids have for you in their eyes – gone. Their graduation, you will hear, but never see.</p>
So, what to do	<p>Protect your eye at all costs. Use double protection when you grind, and welding protection when you do weld or cutting with a cutting torch. On sites and in the workshop, always wear your safety glasses.</p>
Visuals	



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## Topic 12

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### HEATSTROKE #1 INFORMATION

Heatstroke is a condition caused by your body overheating, usually because of prolonged exposure to or physical exertion in high temperatures. This most serious form of heat injury, heatstroke, can occur if your body temperature rises to 40 C or higher.

... Heatstroke requires emergency treatment.

#### What is heat stroke?

A heatstroke is a form of hyperthermia in which the body temperature is elevated dramatically. Heatstroke is a medical emergency and can be fatal if not promptly and properly treated. The cause of heatstroke is an elevation in body temperature, often accompanied by dehydration.

#### Symptoms of heatstroke can include.

- confusion
- agitation
- disorientation
- the absence of sweating
- coma



Heatstroke is diagnosed by observation of the symptoms and signs in a person exposed to extreme temperatures.

#### Treating Heatstroke

Heatstroke is treated by cooling the victim, it is a critical step in the treatment of heatstroke. Always notify emergency services immediately if heatstroke is suspected.

#### Preventing Heat Stroke


The most important measures to prevent heat strokes are to avoid becoming dehydrated and to avoid vigorous physical activities in hot and humid weather. Drink at least 500 ml of water every hour.



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## Topic 13

Date: \_\_\_\_\_

### HAND ARM VIBRATION SYNDROME

#### WHITE FINGER SYNDROME: VWF

Vibration white finger these are the disease in which circulation of the blood particularly in their hands is adversely affected by vibration. The early symptoms are tingling, and numbness felt in the fingers usually sometime after the end of the working shift. As exposure continues the tip of the fingers go wide and then the whole hand becomes affected. This results in loss of grip strength and manual dexterity.

Attacks can be triggered by damp and or cold conditions, and on warming pins and needles is experience.

If the condition is allowed to pursuit more serious symptoms becomes apparent including discoloration and enlargement of the fingers. in very advanced cases gangrene can develop leading to the amputation of the affected hand or finger

vibration white finger was first detailed as an industry disease in 1911.

the risk of developing hand and finger syndrome depends on the frequency of operation the length of exposure and it tightens up the grip of the machine or tool.


#### Mitigation

- Design work breaks to avoid long periods of vibrating tool use.
- Enable employees to keep warm when working in the cold.
- Advise employees to exercise fingers and hands to help blood flow.
- Information and training on Vibration white finger (VWF)
- Health surveillance
- Make sure you know how long people can use their hand tools for - if you don't know get the tools assessed.
- Health and Safety Managers can help get them assessed for you.
- Hand-arm vibration is an extremely debilitating, life-changing, disease.
- Once you start to suffer the symptoms it's too late
- Know how long you can use specific tools for each day.
- Report any symptoms you think you may have.







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## Topic 14

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### HAND ARM VIBRATION SYNDROME

#### Whole body vibration (WBV)

Whole body vibration is caused by vibration from machinery passed into the body either through the feet of standing workers or the butts of sitting workers. the most common ill health effect is severe back pain which in severe cases may result in permanent injury. other cute effects include reduce visual and manual control, and increased heart rate and blood pressure. chronicle automatics include permanent spinal damage, damage to the central nervous system, hearing loss and circulatory and digestive problems. the most common occupation with whole body vibration is generate by driving forklift trucks, construction vehicles in our culture or horticultural machinery and vehicles.

Control measures include the proper use of the equipment including correct adjustment of the air or hydraulic pressures, seating and in cases of vehicles correct suspension, tyre pressure and appropriate speed to suit the terrain. other control measures include the selection of suitable equipment with low vibration characteristics.

#### Mitigation: preventative and precautionary measures


- Implement results of task analysis and identification of repetitive actions
- Eliminate vibration related or has this task performing a job in a different way.
- Ensure the correct equipment it's always used.
- Introduce job rotation so that workers have a reduction time exposure to the hazard.
- During the design of the job, ensure that proper posture is followed to ensure that poor posture is avoided.
- Undertake a risk assessment as to ergonomics.
- Tech reports from employees and safety reps
- Inform employees of the hazard and develop a suitable program for prevention.
- The programs aim should be on preventative maintenance on the vehicles including regular inspections.
- Keep up to date with advice from equipment manufacturers, trade association and health and safety sources.

#### Back pain in drivers is the result of

- poor posture when driving
- incorrect adjustment of the driver seat
- difficulty in reaching all relevant controls due to poor design of the control layout.
- frequent manual handling of loads
- frequent climbing up and down from a high cab.

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## Topic 15

Date: \_\_\_\_\_

### NOISE

#### NIHL

Occupational health and safety are concerned with the physical and psychological as it's as well as chemical and biological hazards. Physical hazards include topics such as electricity, display screen equipment and manual handling.

However, it is only the last 20 years that sociological hazards have been included among the occupational health hazards faced by many workers. there is considerable concern for many years over the increased cases of occupational deafness and this has led to reduction of the noise at work regulation.

**The outcome: it is required that employers.**

- Assess noise levels and keep records.
- reduce the risk from noise exposure by using engineering controls in the first instance and the prevention and maintenance of hearing protection as a last resort.
- providing employees with information and training
- provide relevant noise data on the equipment data on use.

#### How does sound work?


Noise may be transmitted directly through the ear by reflection from surrounding walls or buildings and through the structure of the floor or buildings. It can come from noise and vibration from the equipment that are being used to do the work, an example is a phonetic drill.

#### Noise action levels.

- The lower export actions and limit values are as follows:
  - Daily or weekly person noise exposure: 80 decibels with a big sound exposure of 137 decibels
- The upper exposure action levels are:
  - A weekly or daily person noise exposure of 85 decibels with a peak sound pressure of 137 decibels
- The exposure limit values are.
  - The daily weekly personal noise exposure of 87 decibels, with a peak sound pressure of 140 decibels.

**The problem with hearing loss is it does not affect you today but as you get older it robs you of the pleasure of hearing, and the outcome of the loss of hearing is a cut The victim from society that results in loneliness and depression.**



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## Topic 16

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### NOISE

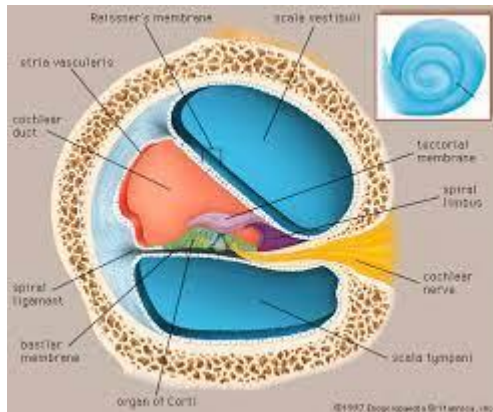
The ill effects of noise

Noise can lead to ear damage on a temporary **acute** or permanent **chronic** basis.

There Are Three Principle Acute Effects.

- Temporary threshold shift: course by short excessive noise exposure and effects the cochlea by reducing the flow of nerve impulses to the brain. the result is a slight deafness which is reversible when the noise is removed.

The cochlea is a **hollow, spiral-shaped bone found in the inner ear** that plays a key role in the sense of hearing and participates in the process of auditory transduction. Sound waves are transduced into electrical impulses that the brain can interpret as individual frequencies of sound.



- Tinnitus: ringing in ear caused by intense and sustained high noise level. it is caused by the overstimulation of the ear cells. ringing sensation continues for up to 24 hours after noise has been cancelled.
- acute acoustic trauma: caused by a very large noise such an explosion. it affects either the eardrum or the bones in the middle of the ear and is usually reversible. severe explosions of sounds can permanently damage the eardrum.


occupation noise can also lead to one of the following three chronic year effects.

- Noise induced hearing loss: result from permanent damage to the cochlea ear cells. it affects ability to hear speech clearly but the ability here is not lost completely.
- permanent threshold shift: result from prolonged exposure to loud noise and is irreversible due to permanent reduction in nerve impulses to the brains. this shift is the most marked at 40,000 Hertz frequency it can lead to difficulty in hearing certain consonants and some female voices.
- Tinnitus: it's the same as acute form but becomes permanent. it is very unpleasant condition which can develop without warning.

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## Topic 17

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### STRESS #1

Stress is not a disease; it is a natural action to excessive pressure. It can be defined as the reaction that people have when they are unable to cope with excessive pressure and demands. Stress can lead to an improved performance but it is not generally a good thing as it is likely to lead to both physical and mental ill health, such as high blood pressure, peptic ulcers, skin disorders and depression.

People experience stress during an illness or death of a close relative or friend. However, recovery normally occurs after the event or crisis has passed. The position of employees is often different in the workplace because the underlying cause of the stress known as work related stresses are not relieved but continue to build up the stress level until a worker can no longer cope.


#### Basic Workplace Stressors Are

- The job itself, boring or repetitive, unrealistic performance targets or insufficient training, drop in security or fear of redundancy.
- Working conditions
- Management attitudes
- Poor communication
- Negative health and safety culture
- Lack of support in a crisis
- Lack of consultation and supervision
- Relationships
- Sexual and racial harassment
- Bullying
- Unsafe practices
- Lack of privacy or security
- On adequate welfare facilities
- Threat of violence
- Excessive noise
- Vibration or heat
- Poor lighting
- Lack of flexibility in work hours to meet domestic requirements.
- Adverse weather condition for those working outside.
- You defined roles and too much responsibility with too little power or influence the job outcomes.
- Dirty and untidy workplace
- Cramped conditions

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## Topic 18

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### STRESS #2

How to mitigate or deal with these traces

a possible solution to these traces is the following:

- Creating a positive health and safety culture
- Effective training and consulting procedures
- I set up health and safety arrangements which work on a day-to-day basis.
- Ensures falls reasonably practical that the workplace is safe and without risk to health.
- Carry out risk assessment relating to the risk to health.
- Introduce and maintain appropriate control measures.


And health audit can identify the following problems.

- What is the problem?
- Identify the background of the problem and how it can be dissolved.
- Remedial actions that are required and the reason for these actions.
- Take a positive attitude to stress issued by becoming familiar with its causes and controls.
- Employees concerns are be taken seriously an accounting system which will allow a frank honest and confidential discussion of stress related problems.
- Development effective system of communication and consultation to ensure that the periods of uncertainty are kept to a minimum.
- Set up a policy or work-related stress and include stresses in the risk assessment.
- Train employees adequately and the relevant training must be realistic with performance targets.
- Keep ours within the law and tried to prevent excessive hours.
- If possible, in the job rotation and increased job variety
- Develop clear job description sure that the individuals are matched to them.
- Employees need to improve their lifestyle but cutting out drinking smoking and getting involved in confrontational issues monitor into the bullying sexual harassment and racial discrimination.
- Train supervisors to recognize stress symptoms among their workers.
- Avoid a blame culture of actions and incidents of ill health.

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## Topic 19

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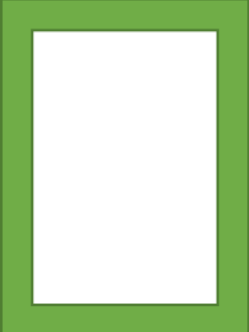
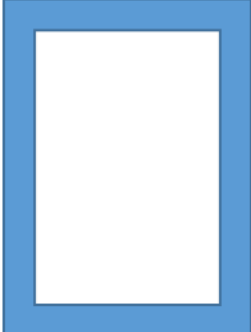
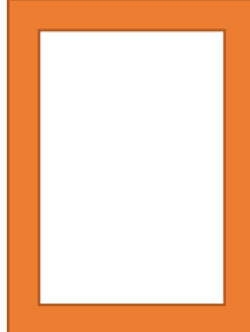

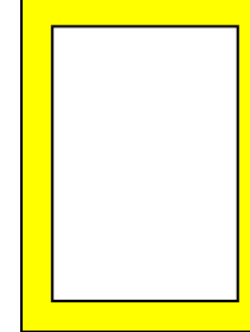
### WASTE MANAGEMENT

Aim: To ensure that scrap and waste is disposed of in a control manner, so that the work environment stays clean and neat.

#### Standard:

- Sufficient scrap and waste containers are available.
- Separate containers are available for flammable waste, metal, and hazardous chemical substances.
- Containers are clearly marked for the type of waste.
- Containers are not over full.
- Storage areas are clear and free from obstacles.
- Hazardous Chemical Substances and other dangerous substances are not disposed of in the waste containers.
- Regular controlled removal system needs to be in place.
- Weekly inspections are done, and deviations need to be corrected.
- Leftover food must be disposed of appropriately.
- Not adhering to these instructions could lead to disciplinary actions.

#### Colour Coding


Organic Waste	Plastic Waste	Wood And Pallets	Metal	Glass
				



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## Topic 20

Date: \_\_\_\_\_

### WALKWAY SAFETY

#### Slip trip and fall on the same level.

Slipping and tripping is the single most common cause of injuries in a workplace. These are the most common of hazards faced by pedestrians on account of 38% of all major accidents every year and 24% over three-day injuries.

#### Slip Hazard Are Caused By

- Wet and dusty floors
- The spillage of wet or dry substances such as oil water flower dust and plastic pellets used in plastic manufacturer.
- Loose mats on slippery floors
- Wet or icy weather conditions
- Unsuitable footwear on floor coverings or sloping floors.

#### Trip hazards are course by

- Loose floorboards or carpets
- Obstructions, low walls, love fixtures on the floor
- Cables or training leads across walkways or uneven structures
- Leads for portable electrical hand tools and other electrical appliances.
- Rocks and mats
- Poor housekeeping
- Obstacle lived on walkways.
- Rubbish not removed regularly.
- Poor lightning levels, particularly near steps or other changes in levels
- Sloping or uneven floors
- Unsuitable footwear


#### Walkways:

- Keep walkways free from clutter, always practice good housekeeping.
- Steps must be clearly highlighted so that they are visible.
- Do not lay cables across walkways.
- ensure that all walkways are suitable for purpose and clear of obstacles.
- ensure that workers were suitable footwear.
- trained workers in the maintenance off trip three working areas
- regular inspections of work areas by supervisors

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## Topic 21

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### SUSPENDED LOADS


- To prevent an injury, the following approaches, at a minimum, should be implemented:
- Make sure all are trained and, as needed, certified in the gear they use!
- Avoid carrying loads over people. This is required to protect people from the hazard of a falling load due to inadvertent failure of a crane, hoist, forklift or other machinery, or operator error.
- A suspended load can be moved using a crane, forklift, hoist, or tractor bucket. However, don't forget that forklift masts and forks, hoists or empty buckets are also considered a suspended load. When someone stands under any of these terms they are at risk of injury. Be aware as well of what is being moved, its swing, and stability.
- It is best to have a "10' foot rule". This requires that no one is allowed within 10 feet of the area in which the load would fall if a failure occurred.
- For overhead cranes and hoists, look at installing remote controls to allow operation and movement of the machinery from a safe distance.
- Establish specific hand signals for operators and employees and make sure everyone at your facility understands what they mean.
- Make sure that the load rating for slings, chains or straps is adequate for the rating of the crane, forklift, or bucket. If you do not know, it is not safe to use! Always limit the load to the lowest rated part of the lifting system. Assure all slings, hoist, crane, and machinery components are inspected before use and in adherence with your preventive maintenance and manufacturer's requirements.
- Always place the forklift forks, tractor bucket, or sling on the ground when not in use, even when they are not carrying a load.
- Guard against "shock loading" (activating lifting controls abruptly by placing excessive forces on the lifting components) by taking up the slack in the load slowly. Apply power cautiously to prevent jerking at the beginning of the lift and accelerate or decelerate slowly.
- Check for proper balance and that all items are clear of the path of travel. Never allow anyone to ride on the load or in the tractor bucket!
- Keep all personnel clear while the load is being raised, moved, or lowered. Operators must always watch the load when it is in motion and, as needed, have a signal person.
- NEVER allow more than one person to control a lift or give signals to a crane or hoist operator except to warn of a hazardous situation.
- Never raise the load more than necessary, or leave the load suspended in the air.
- Never allow anyone to work under a suspended load.
- Always stay out from under suspended loads
- Keep others aware by roping off or using caution tape under the suspended load.
- Ensure load guidelines is long enough to allow the handler to stay out from under the load.
- Keep manufacture's load recommendation readily available.
- Insect chains, cables, hooks, slings to ensure they are properly sized.
- Make sure the lifting device is adequate for the load.
- Prepare all load to be lifted correctly.

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## Topic 22

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### SUNBURN/HEATSTROKE INFORMATION

We all enjoy being outside when the weather is pleasant. And after a long winter, warming temperatures and sunny conditions lure us out of doors for work-related tasks, or just for recreation. Many occupations require employees to be outdoors for at least part of the time.

Health and Safety require that employees be trained to recognize and avoid all workplace hazards, including those that can occur outside. Overexposure to the sun causes sunburn/heatstroke.


**Some recommendations Health and Safety Regulations has provided for protection from the sun include:**

- **Wear clothing that does not transmit visible light.** If you can see your hand through the fabric, the garment offers little protection against sun exposure.
- **Wear a wide-brim hat** to protect the neck, ears, eyes, forehead, nose, and scalp. A hard hat with a 360-degree brim is effective.
- **Use a sunscreen** with a sun protection factor (SPF) of 15 or higher to block out at least 93% of the UV rays. Sunscreen should be applied at least 15 minutes before going outdoors and reapplied every 2 hours. OSHA states that sunscreen must be used in situations where it is the only effective means of protection.
- **Wear sunglasses** to protect your eyes. Sunglasses should block 99 - 100 per cent of UV radiation. Check the label to make sure they do. Darker glasses do not necessarily provide more protection. UV protection comes from a chemical applied to the lenses, not from the colour or darkness of the lenses.
- **Limit direct sun exposure.** The most intense UV rays occur during the high mid-day sun, between 10 a.m. and 4 p.m. Work in the shade, whenever possible.
- **Check the daily UV index** - Follow the guidelines for that level.

### Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and co-workers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning, rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light-coloured, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

**Heat Cramps** are painful spasms of the muscles, caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles (those used for performing the work) are usually the ones most susceptible to cramps. Cramps may occur during or after

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working hours and may be relieved by taking liquids by mouth or IV saline solutions for quicker relief if medically required.

**Heat Rash** (prickly heat) may occur in hot and humid environments where sweat is not easily removed.

from the surface of the skin by evaporation. When extensive or complicated by infection, heat rash can be so uncomfortable that it inhibits sleep and impedes a worker's performance. It can be prevented by resting in a cool place and allowing the skin to dry.

**Fainting** (heat syncope) may be a problem for the worker unacclimated to a hot environment who.

simply stands still in the heat. Victims usually recover quickly after a brief period of lying down. Moving

around, rather than standing still, will usually reduce the possibility of fainting.

### Symptoms of Heat Exhaustion

- Headaches, dizziness, light-headedness, or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.


### Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

### What to Do for Heat-Related Illness

- Call 10111 or 082 911 at once.
- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.



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## Topic 23

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### SNAKE AWARENESS – VENOMOUS SNAKES INFORMATION

Poisonous snake bites are medical emergencies. It usually takes several hours for snake venom to kill. The right antivenom can save a victim's life.

Snake bites can cause severe local tissue damage and often require follow-up care.

#### Causes:

Poisonous snake bites include bites by any of the following "pit viper" snakes.

- snake
- copperhead
- water moccasin
- cottonmouth
- coral snake


#### Symptoms:

- bloody wound discharge
- blurred vision.
- burning
- convulsions
- diarrhoea
- dizziness
- excessive sweating
- fainting
- fang marks in the skin
- fever
- increased thirst
- localized tissue death
- loss of muscle coordination
- nausea and vomiting
- numbness and tingling
- rapid pulse
- severe localized pain
- skin discolouration
- swelling at the site of the bite
- weakness

#### Do not:

- DO NOT allow the victim to exercise. If necessary, carry the victim to safety.
- DO NOT apply a tourniquet.
- DO NOT apply cold compresses to a snake bite.
- DO NOT cut into a snake bite.
- DO NOT give the victim stimulants or pain medications unless instructed to do so by a doctor.
- DO NOT give the victim anything by mouth.

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- DO NOT raise the site of the bite above the level of the victim's heart.
- DO NOT try to suction the venom--doing so may cause more harm than good.

#### Call Your Healthcare Provider if:

- someone has been bitten by a snake. Time is of the essence. If possible, call ahead to the emergency room so the antivenom can be ready when the victim arrives.

#### First Aid:

1. Keep the victim calm, restrict movement, and keep the affected area below heart level to reduce the flow of venom.
2. Wash the bite with soap and water.
3. Remove any rings or constricting items; the affected area may swell.
4. If the area of the bite begins to swell and change colour, the snake was probably poisonous.
5. Cover the bite with a clean, cool compress or a clean, moist dressing to reduce swelling and discomfort.
6. Monitor the vital signs (temperature, pulse, rate of breathing, blood pressure) of the victim. If there are signs of shock (such as paleness), lay the victim flat, raise the feet about a foot, and cover the victim with a blanket.
7. Get medical help immediately.
8. Bring in the dead snake if this can be done without the risk of further injury.

#### Prevention:

- Even though most snakes are not poisonous, avoid picking up or playing with any snake unless you have been properly trained.
- When hiking in an area known to have snakes, wear long pants and boots if possible.
- Do not thrust hands or feet into any areas if you cannot see into the area.
- Tap ahead of you with a walking stick before entering an area with an obscured view of your feet. Snakes will attempt to avoid you if given adequate warning.


Venom from poisonous snakes can cause local tissue death (necrosis), bleeding and destruction of blood cells (haematological problems), and nerve (neurological) damage (including coma and paralysis). This snake bite has caused swelling and local tissue death on the finger.



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## Topic 24

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### SNAKE AWARENESS – GENERAL #1

With the days becoming warmer or just down-right hot, one of nature's most dangerous natural creatures is awakening – those reptilian wonders we call SNAKES. Before you, pack up your tool bag or walk up to those warehouse metal buildings, splicing wires, generators, AFC remotes, Fibre and Cell site locations take a refresher course on snake bites!

#### Here's How:

**Avoid Snake!** Know the environment where you are adventuring and the kinds of snakes and other natural hazards. Avoid dense brush, stacked firewood, rock piles, etc. – Think before you leap! If you are bitten, identify the snake if possible. As a rule, most poisonous snakes have a triangular-shaped head, and somewhat flat. Know the different kinds of poisonous snakes and insects in the area!

**Watch where you step...snakes are very active in the spring any time of the day.**

#### DO NOT LIST FOR SNAKE BITES INCLUDES:

1. If bitten by a snake, DO NOT use ice to cool the bite.
2. If bitten by a snake, DO NOT cut open the wound and try to suck out the venom.
3. If bitten by a snake, DO NOT use a tourniquet. This will cut off blood flow and the limb may be lost.
4. Avoid snakes altogether. If you see one, don't try to get closer to it or catch it.
5. Keep your hands and feet away from areas where you cannot see, like between rocks or in tall grass where snakes like to rest.

**If you are bitten by a snake, stay calm and get to a doctor as soon as possible. The National Poison Control Centre advises:**

1. Stay Calm
2. Wash bite area gently with soap and water
3. Remove watches, rings, etc. that may constrict swelling of the limb or area.
4. Immobilize the affected area.
5. Keep the area of the snake bite lower than the heart.
6. Transport immediately to the nearest medical facility!

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## Topic 25

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### Snake Awareness – General #2

#### Non-poisonous snake bite

If you are certain the snake or lizard was not poisonous, use home treatment measures to reduce symptoms and prevent infection.

- Use direct pressure to stop any bleeding.
- Look at the wound to make sure a snake or lizard tooth is not in the wound. If you can see a tooth, remove it with tweezers, taking care to not push it farther into the wound.
- Clean the bite as soon as possible to reduce the chance of infection, scarring, and tattooing of the skin from dirt left in the wound. Wash the wound for 5 minutes with large amounts of warm water and soap (mild dishwashing soap, such as Ivory, works well).
- Do not use rubbing alcohol, hydrogen peroxide, iodine, or mercurochrome, which can harm the tissue and slow wound healing.
- Soak the wound in warm water for 20 minutes, 2 to 4 times a day, for the next 4 to 5 days. The warmth from the water will increase the blood flow to the area, which helps reduce the chance of infection.
- Puncture wounds usually heal well and may not need a bandage. You may want to use a bandage if you think the bite will get dirty or irritated.
  - Clean the wound thoroughly before putting the bandage on it.
  - Apply a clean bandage when it gets wet or soiled. If a bandage is stuck to a scab, soak it in warm water to soften the scab and make the bandage easier to remove.
  - If available, use a non-stick dressing. There are many bandage products available.
  - Be sure to read the product label for correct use.
- The use of an antibiotic ointment has not been shown to affect healing. If you choose to use an antibiotic ointment, such as polymyxin B sulphate (for example, Polypore) or bacitracin, apply the ointment lightly to the wound. The ointment will keep the bandage from sticking to the wound. If a skin rash or itching under the bandage develops, stop using the ointment. The rash may be caused by an allergic reaction to the ointment.
- Determine whether you need a tetanus shot.
- Apply an ice or cold pack may help reduce swelling and bruising. Never apply ice directly to a wound or the skin. This could cause tissue damage.

**Snakes:** Snakes, copperheads, and cottonmouths are the most common poisonous snakes. The second most common is the coral snake. Identification can not only help you to avoid the dangerous ones but assist medical personnel with proper treatment.


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- Snakes, of course, have rattled on their tail and will often, but not always, warn you that they are nearby. Their heads are arrow-shaped, and they have cat-like eyes.
- Copperheads have light and dark bands that wrap around their bodies. They also have arrow-shaped heads and cat-like eyes.
- Cottonmouths have hourglass markings. When they open their mouth, it's as white as cotton.
- Coral snakes have red, white, or yellow, and black bands. "Red or yellow can kill a fellow."
- Leave the snake alone. Most people are bitten trying to kill them or to get a better look. If a snake bite contains venom, swelling occurs within ten minutes. Fingers and toes become numb, and you may notice a metallic taste in your mouth. You may also feel sleepy and have difficulty swallowing or speaking.
- Avoid running and do not panic. Use a belt or rope to minimize the flow of poison. Keep the area lower than your heart. Never attempt to remove venom with your mouth. Get medical attention immediately.
- Watch out for snakes under houses, piles of wood or stone, and in tall grass. Turn rocks and wood over with a stick before picking them up.

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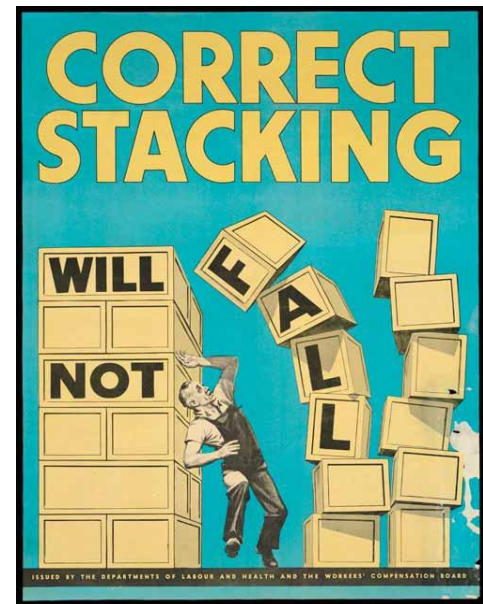
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## Topic 26


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### Safe stacking and Storage:

- Ensure that the shelves you want to stack on are adequately secured to carry the load.
- Ensure that the stacked material does not create an additional tripping hazard.
- Never over-commit yourself, be sure you are always in control of the articles you are about to stack / store.
- If ladders are used, make certain that you got someone to hold the ladder.
- Inspect the equipment you are going to stack by ensuring the following:
  - The articles that are placed at the bottom must be able to hold the weight of the goods stacked above them.
  - that you do not stack goods higher than twice the width of the base of the bottom article.
  - that the stacked articles are balanced.
  - that the boxes are sturdy and closed.
  - that all boxes that are stored are properly marked.
- Stacking areas are not used a lot and it could happen that the illumination is not up to standard.





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## Topic 27

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### Noise Induced Hearing Loss (NIHL)

Employees who are exposed to hazardous levels of noise in the workplace are at risk of developing noise-induced hearing loss. NIHL is 100% preventable but once acquired, hearing loss is irreversible.

Sound Levels:

- Normal conversation 60dB
- Vacuum Cleaner 85 dB
- Push Lawnmower 95 dB
- Table Saw 100 db.
- Chain Saw 105 db.
- Woodchipper 110 dB

Hazardous Noise:

- Permanent hearing loss can occur when the ear is exposed to 85 dB or higher averaged over an 8-hour workday.
- Symptoms of NIHL can include:
  - Ringing in the ears
  - Difficulty understanding conversation.
  - Painless and hard to identify and may go unnoticed.
  - Noise that causes pain in the ear is an indication that the noise level is too high.
  - Any exposure over 140 dB can cause immediate and permanent hearing loss.

**How can an Audiologist improve *YOUR* quality of Life?**

With proper selection of ear protection and advanced hearing aid technology such as:

✓ E-A-R disposable earplugs made of soft foam that provides important protection.



✓ Musician earplugs that protect from over-exposure to loud music, while maintaining wideband fidelity.



✓ Ear muff with adjustable headband & soft cushions that provide maximum comfort and protection.



✓ Advanced device for shooters that amplifies speech & soft environmental sounds, while actively protecting ears when a sudden sound is detected.



✓ Custom earplug that provides excellent protection with greater comfort.




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## Topic 28

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### MSDS for Chemicals

Material Safety Data Sheet (MSDS)

Every controlled product that you receive from a supplier should have a MSDS. It will provide you with detailed information about the product, potential hazards, proper use, storage, and handling. It is the responsibility of your employer to ensure that up to date MSDS information is available to all workers on the worksite.

#### The MSDS outlines:

- Names of all the controlled product in the material
- Chemical properties of the controlled substance
- Fire, explosion, and reactivity hazards
- Health effects of acute and chronic exposure
- Information related to storage and handling.
- Measures needed to protect workers.
- Emergency and first aid procedure

#### Employer Responsibilities:


- Track and create lists of all controlled products at the worksite.
- Provide MSDS training for all workers.
- Provide safe work procedures which include information on the proper use and handling of controlled substances in the workplace and the correct use of personal protective equipment.
- Make available proper up to date labels and MSDS.

#### Worker Responsibilities:

- Read all labels and MSDS information to ensure you understand each product's hazards.
- Follow the safe work procedures outlined for handling controlled products and wear the appropriate personal protective equipment if necessary.
- Notify your employer about problems with labels and MSDS.





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## Topic 29

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### Manual Handling

**Stop and think before lifting/handling.**

Notify your Line Manager of any medical condition that could affect your ability to handle loads, e.g., illness, pregnancy, or existing injury.

#### Do Not

Attempt to lift more than you can easily manage.

Do not continue the task if you feel pain/discomfort, tell your Line Manager, Supervisor/Team Leader.

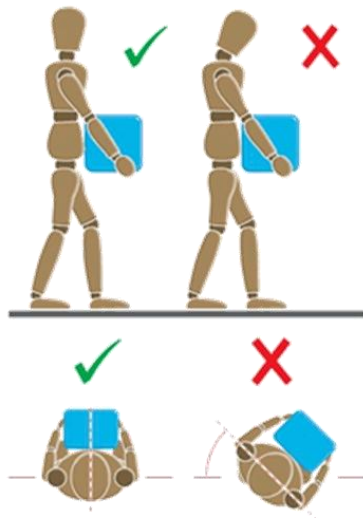
#### How to lift safely

##### Plan the lift.

- Gently rock the load to test the weight and its distribution.
- Check whether you need to move it at all, use lifting aids if they're available.
- Reduce the weight of the load if possible.
- Where is the load going?
- Do you need help?
- Are there obstructions in the way?
- Is there somewhere to set it down?
- Are you wearing the correct personal protective equipment (PPE)?

##### Adopt a stable position.


- Feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground).
- Be prepared to move your feet during the lift to maintain stability.



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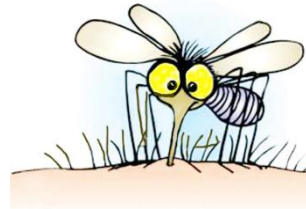
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## Topic 30

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### Insect bites precautionary measures

Insect bites and stings occur when an insect is agitated and seeks to defend itself through its natural defense mechanisms, or when an insect seeks to feed off the bitten person. Some insects inject formic acid, which can cause an immediate skin reaction often resulting in redness and swelling in the injured area. Stings from fire ants, bees, wasps and hornets are usually painful and may stimulate a dangerous allergic reaction called anaphylaxis for at-risk patients, and some wasps can also have a powerful bite along with a sting. Bites from mosquitoes and fleas are more likely to cause itching than pain. The skin reaction to insect bites and stings usually lasts for up to a few days. However, in some cases, the local reaction can last for up to two years.



#### The following measures can help you avoid insect bites and stings:


- Remain calm and move away slowly if you encounter wasps, or bees – don't wave your arms around or swat at them.
- Cover exposed skin – if you're outside at a time of day when insects are particularly active, such as sunrise or sunset, cover your skin by wearing long sleeves and trousers.
- Wear shoes when outdoors.
- Apply insect repellent to exposed skin – repellents that contain 50% DEET (diethyltoluamide) are most effective.
- Avoid using products with strong perfumes, such as soaps, shampoos, and deodorants – these can attract insects.
- Be careful around flowering plants, rubbish, compost, stagnant water, and in outdoor areas where food is served.
- Never disturb insect nests – if a nest is in your house or garden, arrange to have it removed.
- Keep food and drink covered when eating or drinking outside, particularly sweet things – wasps or bees can also get into open drink bottles or cans you're drinking from.
- Keep doors and windows closed or put thin netting or door beads over them to prevent insects from getting inside the house – also keep the windows of your car closed to stop insects from getting inside.



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## Topic 31

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### Housekeeping

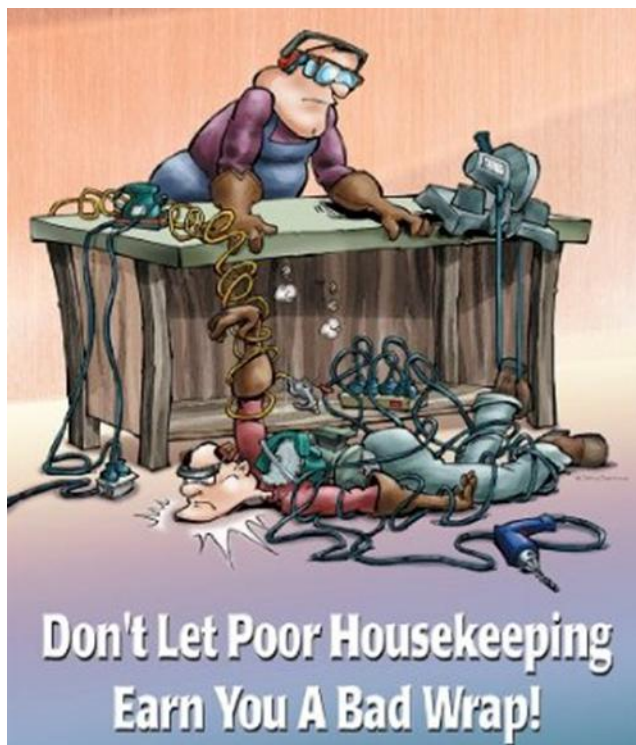
Housekeeping refers to maintain materials, work areas and walkways clean and free of hazards.

Bad housekeeping is dangerous, most times leads to increased risks, production delays and property damage.

#### What is Housekeeping?


- Keep floors clean and clear of waste.
- Keep work areas lighted.
- Keep power cords, welding leads, and hoses out of high traffic walkways or areas.
- Do not allow materials to build up.
- Do not block emergency exits, fire equipment or first aid stations.
- Do not store chemicals and gasses neat heat sources or electrical equipment.

**“A PLACE FOR EVERYTHING, AND EVERYTHING IN IT’S PLACE”**







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## Topic 32

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### GOOD HOUSEKEEPING

*Housekeeping is important to protect people and materials.*

*Good housekeeping is everybody's business on site, it is an on-going activity, and a once-a-week clean-up is not enough.*


*Good Housekeeping rules/Practices*

- Keeping rubbish and loose objects clear of the floor and walkway areas.
- Disposing of all such rubbish into skips or designated areas.
- Stacking/storing all materials safely.
- Keeping all tools and equipment in their proper places except when in use.
- ACCESS WAYS are escape routes. A safe place of work always includes a safe means of access and egress to all places where work is done. Do not leave materials/tools/benches etc. in areas where they might be in the way of someone's escape or cause a tripping hazard.
- If all rubbish is regularly collected and put into the skip, in the event of the fire, the danger is confined and more easily dealt with.
- Damaged tools or equipment. Take immediate steps to have them repaired and put them somewhere safe. If not repairable or returnable they are classified as rubbish and the above applies.
- When work is finished, put overalls and other PPE away in lockers or other safe places. Do not leave belongings lying around.
- If you see anything lying on floors, stairways, passages that could cause people to trip and fall, pick it up and put it in a safe place – DON'T WAIT FOR SOMEONE ELSE TO MOVE IT.
- If you notice rubbish piling up which you cannot remove, bring this to the attention of your supervisor.
- If when working at height you notice loose objects on boards or walkways, put them somewhere where they cannot fall to below or cause tripping or slipping hazards. This avoids the risk of them falling and causing injury.

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## Topic 33

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### HAND TOOLS

1. Use the right size spanner to fit the nut.
2. See that every file has a handle.
3. Don't use chisels and punches with mushroom heads.
4. Keep hammerheads tightly wedged on their shafts.
5. Renew wooded handles that are split.
6. Keep the edges of cutting tools sharp.
7. Keep hands behind the cutting edges when working.
8. Do not use screwdrivers on work held in the hand.
9. Keep tools in boxes or racks when not in use.
10. Protect sharp edges of tools that are to be stored or carried.
11. Scrap tools that are worn or damaged beyond repair.
12. Always use the correct tool for the job.
13. **All Hand Tools must be on register and monthly checklist.**



**GOOD TOOLS MEANS FASTER AND SAFER WORKING**



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## Topic 34

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### HAND SAFETY

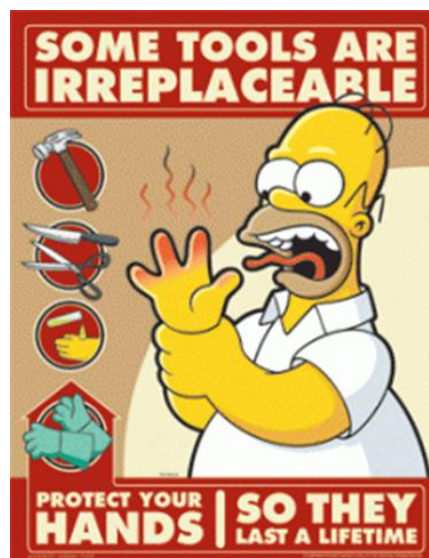
Protecting your fingers and hands is important for your work and quality of life. Work-related hand injuries are one of the leading reasons workers end up in the emergency room and miss work. Damage to the nerves in your fingers and hands, loss of a finger, a skin burns or allergic reaction, can negatively impact the quality of your work, your productivity – or worse – end your career and seriously detract from your quality of life.

#### Types of Hand Injuries:

- Punctures, cuts, or lacerations – caused by contact with sharp, spiked, or jagged edges on equipment, tools, or materials.
- Crushed, fractures or amputations – caused by contact with gears, belts, wheels, and rollers, falling objects, and rings, gloves or clothing getting caught and putting your hand in harm's way.
- Strains, sprains, and other musculoskeletal injuries – caused by using the wrong tool for the job, or one that is too big, small, or heavy for your hand.
- Burns – caused by direct contact with a hot surface or a chemical.
- Dermatitis and other skin disorders – caused by direct contact with chemicals in products and materials.

#### Preventative Measures:


- Keep guards on machinery and power tools in place – Don't remove or reposition them.
- Use tools and equipment designed for the work being performed.
- Don't put your hands or fingers near the moving parts of a power tool or equipment. Make sure machinery, equipment and power tools are completely off before you try replacing, cleaning, or repairing parts – follow lock-out/ tag-out procedures.
- Keep hands and fingers away from sharp edges (blades, protruding nails, etc.). Never cut toward the palm of your hand.
- Do not wear rings, other jewellery or loose articles of clothing that could get caught on a moving object.



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## Topic 35

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### HAND INJURIES

#### How important are your hands?

The hand is one of the most complex parts of the body. The movement of the tendons, bones, tissues, and nerves allows a person to grip and do a wide variety of complex jobs. Without hands, it would be extremely difficult for someone to do routine simple tasks, such as opening doors, using a fork or tying shoelaces. Hands make a person a skilled, valuable worker.

#### Hand injuries

- Common causes of hand injuries are:
- Carelessness
- Bypassing safety procedures
- Distraction
- Lack of awareness

#### Work safely.


- Prior to using and hand or power tools, the following precautions should be observed:
- Inspect all equipment before use.
- Use the right tool for the job and operate tools within the limits of their design.
- Keep all tools in good condition with proper storage and regular maintenance; never use defective equipment.
- Tools, equipment or machinery with missing guards or defective safety equipment should not be used.
- Use the correct PPE for the job.
- Do not wear jewellery that could become caught on tools, machinery, or equipment.
- Always de-energize and follow lock-out/tag-out procedures before carrying out any maintenance or repair work. Equipment should not be running while any maintenance procedures, repairs or bit changes are being made.
- Never place fingers, hands, or arms through moving parts.
- Wear appropriate gloves when working and inspect them thoroughly for holes, tears, or general signs of wear before use.
- Always wash or clean hands thoroughly and frequently, particularly after using chemicals.
- Read labels carefully and take the recommended precautions to protect hands and the rest of the body when using chemicals.
- Should injury occur, seek medical assistance immediately and notify the site supervisor.
- Be attentive to the task being carried out and be sure to start and finish the job in a safe manner.
- Be aware that many items on the jobsite, when in use, may be hot enough to burn exposed skin.
- Do not use hands to check for hydraulic leaks.

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## Topic 36

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## Office Work

### Introduction

It is amazing how many people who work in offices take safety for granted. Most people think of a construction site or factory when they think of safety.

Well, that's not the way it should be. Granted, construction sites and factories are potentially extremely dangerous; but offices can be too, especially when no one considers safety.


### Tips to avoid common office injuries:

- Avoid walking and reading at the same time. If it is important enough to read, then stop and read it.
- Never leave file cabinets open and unattended, not even for a minute. How long does it really take to open a file cabinet?  
Never run in the office. Nothing is so important that you must risk running into a co-worker.
- When using stairs, please remember to use the handrails.
- Leave your shoes on. If your shoes are too uncomfortable to wear all day, then wear different shoes.
- Running around the office barefoot is a sure way to stub a toe or pick up a staple.
- When you must carry files, don't carry more than you are capable of.
- If you're grunting or your muscles get tired, you're carrying too much. Use a cart or make more trips.
- Avoid placing extension cords on the floor. These are tripping hazards and can also become fire hazards.  
Never, ever put your fingers in an automatic stapler or stapler.
- Always unplug it before you try to unjam it.
- Always keep aisle ways clear. Never stack boxes or supplies in aisle ways or front of egress paths. Never arrange offices with desks in front of exits.
- Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees.
- Avoid twisting and reaching for files or other materials in your workstation. Move your whole body to prevent back strain.  
Know where the fire exits are and where to go if you need to evacuate the building. Although offices are not considered to be "high hazard" work environments, injuries happen when risks are not controlled or when people get careless. Practice safe work habits always. Know where the office first aid kit is kept, and who has been trained to administer first aid. Lastly, make sure you understand the emergency procedure.

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## Topic 37

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### EVACUATION PROCEDURES

#### Fire / Evacuation Drills:

A fire/evacuation drill is intended to ensure, utilizing training and rehearsal, that in the event of fire:

- The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned.
- The means of escape are used following a pre-determined and practiced plan.
- If evacuation of the building becomes necessary, staff members are aware of what to do.

Where there are alternative means of escape the drill should assume that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the outbreak should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is still desirable.

It should also be remembered that regular fire drills test the procedures and training that you have put in place for the safe and effective evacuation of **disabled and weakened employees and visitors**.


#### If you discover a fire:

- Immediately shout "FIRE" and activate the nearest internal fire alarm pull station.
- Contact the Fire Department. State the location and nature of the emergency or have someone else do so and report back to you.
- If trained and safe to do so, attempt to extinguish or control the fire with the appropriate firefighting equipment.
- If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors.
- Evacuate the area and proceed to your assembly area:
  - Do not use the elevators.
  - Do not leave the assembly area until instructed to do so by the Evacuation Control Officer.
  - Do not re-enter the building for any reason until the Evacuation Control Officer indicates it is safe to do so.

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### EQUIPMENT SAFETY

Safely working in the area of any heavy equipment requires the shared responsibility of both the equipment operator and their co-workers. As with all O&G ventures, each project must have a prepared and well-articulated safety plan. This preparation is both a written document and shared dialogue with all O&G employees and subcontractors at the beginning of each project as well as each shift. Consideration should be given to issues related to working around heavy equipment:

- Inspection of the equipment before the operation to ensure that all lights and audible alarms are working properly.
- A defined route and clear visual path for the operator when moving equipment from the point of origin to the worksite.
- Set up of the equipment at the work area should be stable and have enough space to allow the equipment and workers to perform the planned tasks.
- Use 3-point mounting and dismounting technique off heavy equipment - NEVER JUMP OFF HEAVY EQUIPMENT.
- Establish a danger zone, that is; the working area where contact could result in personal injury or damage during operations.
- Predefined hand signals or use of two-way radios between the operator and the person in charge of the work crew to accomplish any movement.
- Maintain a clear line of sight between the operator and workers. Blind spots are common. If you can't see the operator, they can't see you.
- Use a spotter when heavy equipment is in motion. This requires communication between the operator and workers to maintain safe movement.
- Always try to walk on the driver side of the equipment as the passenger side has a larger blind spot.
- Workers should keep a safe distance from all sides of the heavy equipment while it is in use.
- Be aware of the swing radius on certain equipment and, if possible, cordon off the area with barriers or caution tape. • Wear high visibility clothing and Personal Protective Equipment
- Never work under a suspended or overhead load
- Always stay alert Many times when workers think they can be seen by the operators of heavy equipment they can't. You may be in a blind spot, or the operator has been driving in a designated travel path for a period and the only thing that has changed is you!!!! Make eye contact with operators.



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### ENVIRONMENTAL AWARENESS

Most environmental incidents can be prevented by anticipating and planning environmental concerns into work. As with safety, seemingly minor issues that get overlooked or ignored can have serious consequences. When the project has had incidents in the past, crews have been quick and thorough in responding.

However, when an environmental incident occurs, the time and resources expended to stop work, perform clean up or repairs, document the event, as well as incur the cost of lost time intended for planned work, are typically much greater than the effort put into taking steps to prevent an incident.

- Identify potential environmental issues in work plans and pre-activity checklists, planning environmental into work helps assure that crews have the materials and knowledge available to address concerns and prevent incidents.
- Be familiar with timing and access restrictions related to your work. This could apply to how many days soil can remain exposed, work in critical areas, work in areas needing soil remediation, potential night work. A good example includes moving and relocating soil, Pumping, and diverting water from one area to another such as we normally do on the pipelining. Making sure we contact our Environmental personnel for the advice needed before relocating soil/pumping the water from one area to another.
- Plan work to minimize the number of vulnerable areas exposed or at risk at a given time. This can apply to dirt work, material use and staging (chemicals, fuels, paints), waste storage, etc.
- Do not become complacent. Evaluate your work area and identify potential environmental concerns as soon as possible. Do not leave your work area until it has been properly stabilized and housekeeping is addressed.
- Continue to communicate with environmental personnel regarding potential problem areas, spills, and any general questions that apply to your activity. Be sure to communicate our requirements with the Subcontractors and new personnel on site.




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### EMERGENCY EVACUATION PROCEDURE

- In all emergencies the person that detects the emergency must sound the alarm and phone the emergency services 10177 / 10111.
- Switch off all electrical appliances where possible.
- Lock away all paper where possible.
- Lock away all your valuables.
- All visitors and persons with disabilities must be assisted out of the building.
- Know your evacuation plan and listen to instructions of the applicable marshals.
- Move to your nearest exit.
- Keep to your left.
- Don't run and don't panic.
- Don't use lifts where applicable.
- Meet at the assembly point and wait for further instructions.

#### Fire Emergency Evacuation:

- Follow step 1 and close all doors and windows.
- Stay low if smoke is present.

#### Bomb Evacuation:

- Follow step 1 and open all doors and windows.

#### Gas LPG:

- Gas: LPG: avoid contaminated area.
- Always stay upright. Gas is heavier than air and will settle in lower areas.
- Use same procedure as bomb evacuation.

#### Hazard Material:

- Avoid contaminated area.
- Use same procedure as fire evacuation.

#### Alarm Signals (Mobile Alarm)

- **Fire** = one long hoot for 30 seconds
- **Bomb** = two short hoots of 15 seconds each


#### Alarm Signals (Central Alarm)

**PRESS ALARM AND LEAVE AREA TOWARDS EXIT**

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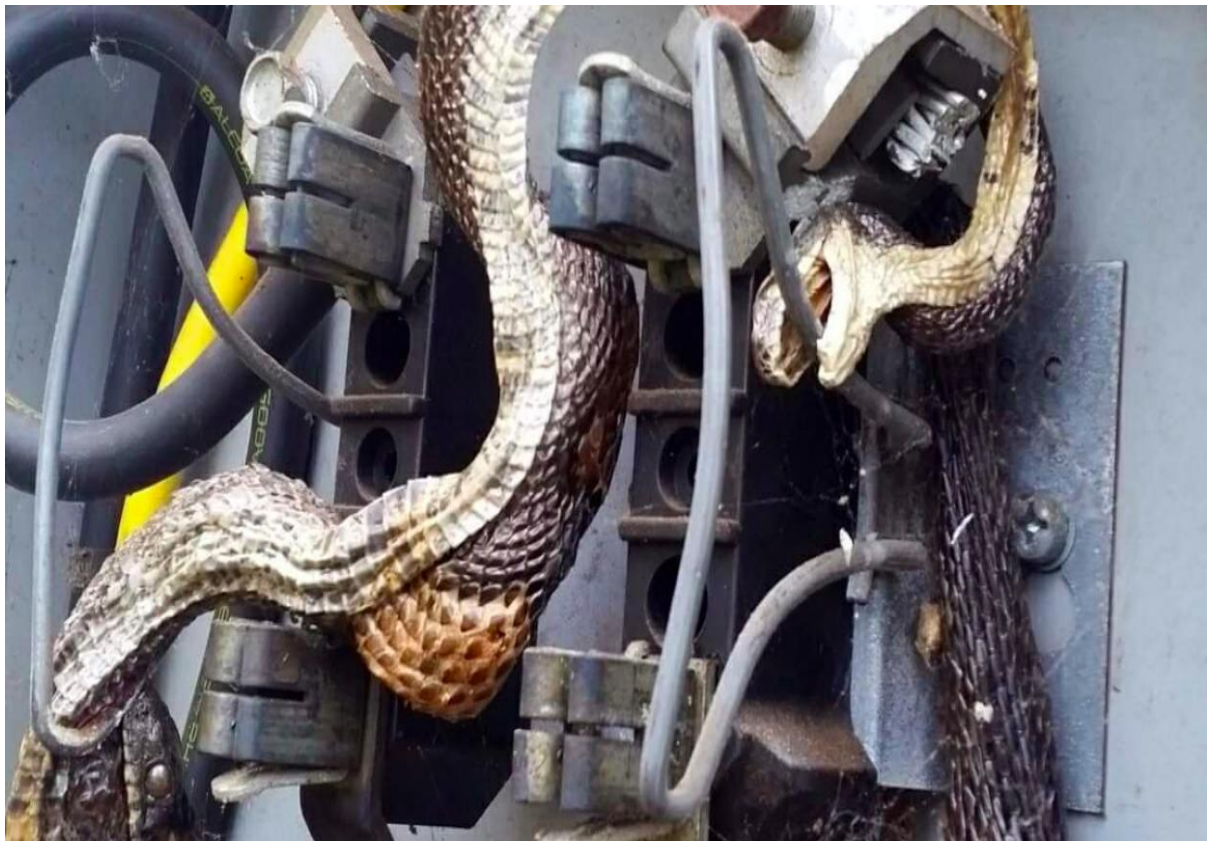
## Topic 41

Date: \_\_\_\_\_

### ELECTRICAL SAFETY

1. Do not “monkey “with electricity – if you do not know, call an electrician.
2. Check for defective cables, plugs and sockets.
3. Never overload equipment.
4. Use the correct fuses.
5. Switch off before making repairs
6. Keep loose cables off the floor.
7. Do not use lighting circuits for portable tools.
8. Disconnect appliances when not in use, but do not withdraw a
9. plug from a socket by pulling the cable.
10. Keep all electric equipment dry and clean.
11. Do not use appliances that are damaged or worn.
12. Avoid standing on a wet floor when adjusting.
13. Start artificial respiration immediately after collapse from electric shock.


### ***ELECTRICAL REPAIRS ARE AN ELECTRICIAN'S JOB***



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## Topic 42

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### Dust and Fume Inhalation INFORMATION

#### Some sources of harmful dust and fumes:

- Cutting, sanding, and grinding of some materials with creating harmful dust.
- Welding and gas cutting of metals can create harmful fumes.
- Heating metals such as lead will create harmful fumes.
- Work with old lead can expose you to lead oxide dust (white, powdery deposits) which is also harmful.
- Burning off old lead-based paints can also create harmful fumes.
- Stripping out or other work involving fibrous insulation (such as asbestos or fibreglass insulation) can release harmful dust into the air.
- 


#### Some health risks from breathing in dust or fumes:

- Silica dust from cutting or scrubbing concrete can cause lung disease.
- Dust from cutting or sanding hardwood can cause nasal cancer.
- Asbestos dust can cause cancer of the lungs or lining of the chest cavity.
- Welding fumes can result in 'metal fume fever' which has flu-like symptoms.
- Breathing in the fumes from solvents and paint can lead to nausea, drowsiness, headaches and, eventually unconsciousness and death in extreme cases.
- Investigations are continuing into possible harmful effects of breathing in dust from synthetic insulation materials such as fibreglass matting.

#### Precautions:

- Where it is possible, the job should be planned to eliminate harmful dust and fumes.
- If elimination is not possible, harmful dust and fumes must be controlled so that they are not breathed in by anyone.
- Some tools and plant are fitted with dust extraction and collection devices – if these are available, use them.
- If your employer has provided portable extraction equipment, use it.
- It may be necessary for you to wear RPE to protect yourself from the effects of dust or fumes – make sure you know how to use it properly.
- Consider the effects that your work may be having on other people.



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## Topic 43

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### Digging of Trenches and Excavating INFORMATION

As far as safety is concerned, trenching and excavation operations are very similar. Both expose workers to the same types of hazards. Therefore, many of the same basic safety rules apply. The main difference is that a trench allows for only restricted working space. This restriction increases the potential for injury. As just one result, the need for safety awareness is increased when compared to excavation operations.

- Locate all underground utilities.
- Determine, if possible, soil conditions.
- Determine if there is an overhead exposure. Based on the depth of the trench, determine the amount of shoring needed or angle of repose.
- Determine the number of access ladders needed.
- Estimate the number of workers who will be working in the trench and the amount of roof needed to perform the task. Appoint a “top man,” someone who will monitor the trenching operations.
- Always maintain a “top man.” Constantly monitor the soil conditions.
- Shore or slope any trench with a depth over four (4) feet.
- All shore or stored materials must be kept at least two (2) feet away from the edge of the trench.
- (Same with “spoil,” the dirt removed from the excavation.)
- Keep all unnecessary use of equipment away from the open trench.
- Devise and practice escape routes. Place access ladders every twenty-five (25) feet.
- Never allow personnel in trenches where there is a likelihood of a cave-in or slough-off.
- Review rescue techniques with all workers.

**Remember:** A safe and successful trenching operation is the result of carefully following several safety techniques and taking no short cuts. One key is to shore or properly slope all trenches. That knowledge comes from training and supervision.




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## Topic 44

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### CONSTRUCTION SITE SAFETY INFORMATION


- **Use the proper tool for the designated task.**
- **Frequent use of inadequate or poorly designed equipment** will eventually lead to health hazards (tendonitis, trigger finger, white finger, carpal tunnel syndrome).
- **Never carry/yank a tool by its cord or hose.** Also be sure to keep these cords or hoses far from oil, heat, water, and sharp edges.
- **Protect your ears and eyes** from intense noises and vibrations; opt for power tools with lower vibrations, muffled noises, and longer trigger tools.
- **Ensure hand tools do not conduct heat or electricity.**
- **Maintain good posture and always balance the tools in correct alignment to your body.**
- **Keep other people well away from machine-operating areas.** Consider investing in a construction safety program for your employees.
- **Always be aware of your surroundings.** Have a care for overhead lines, obstructions, low clearances, underground utilities, and other such obstacles that could prove to be a nuisance or a lethal hazard.
- **Know, understand, and follow your workspace's comprehensive safety program** issued for that specific workspace, job position, and the task at hand.
- **Don't use damaged tools;** examine each one before its use to ensure that it is in proper working condition. Maintain tools in good, clean working order.



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## Topic 45

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### CONFINED SPACE ENTRY

A "**Confined Space**" means a space that:

- Is large enough that an employee can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit (for example, ship compartments, tanks, vessels, silos, storage bins, hoppers, vaults, and pits).
- Is not designed for continuous employee occupancy.

No work in a confined space should be performed without careful evaluation of the space. A trained "Competent Person" should identify the hazards and controls associated with a confined space. Controls for a confined space may include, ventilation, hot work permits, air quality testing and respiratory protection. A trained "Hole Watch" should be posted while confined space work is being performed. Good questions to ask are - "What inside this space could cause me bodily harm or even death? What task are you performing once inside the space?" It could be that the space requires a permit.

Permit-required confined spaces have the following characteristics:

- Contains or has potential to contain a hazardous atmosphere. (Welding, paint, chemical and dust fumes)
- Contains a material that has the potential for engulfing an entrant. (Being trapped in a liquid or solid material).
- Has an internal configuration such that the entrant could become wedged into a narrow part of the space and suffocate?
- Contains any other recognized serious safety or health hazards. (Danger from unexpected movement of machinery, electrocution, heat stress and physical dangers such as falling debris or slipping ladders.)

Hazards associated with a permit-confined space:


- The air might not have enough oxygen.
- The air can be flammable or toxic.
- Because of these hazards, entry is defined as placing any part of your body into the permit space.

*Each of the hazards described above is more serious in a confined space because rescuers can have a difficult time reaching you if you need help.*

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## Topic 46

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### BEWARE OF TOXIC FUMES INFORMATION

Following these basic safe practices will help protect you from the hazards of toxic materials:

- Know which materials you work with are toxic materials. In addition, be aware of ALL of the hazards (e.g., fire/explosion, corrosivity, chemical reactivity) of the materials used in your work.
- Read the MSDSs for all the materials that you work with. Know how to use these materials safely and be able to protect yourself and your co-workers.
- Follow the work practices specified by your employer. Your employer must provide specific training on how to work safely with these materials at your worksite.
- Ensure that engineering controls (e.g., ventilation) are operating. Closed handling systems may be necessary to prevent the release of the material (dust, mist, vapour, gas) into the workplace.
- Report ventilation failures, leaks, or spills to your supervisor immediately.
- Store, handle and use toxic materials in well-ventilated areas away from combustible and other incompatible materials.
- Wear the appropriate personal protective equipment that your employer specifies for the job. This equipment may include respiratory protection, goggles, face shield, and chemical protective clothing, such as an apron and gloves made from materials that protect against the chemicals being handled.
- Be aware of the typical symptoms of overexposure and appropriate first aid procedures. Report any signs of illness immediately to your supervisor.
- Keep containers closed when not in use.
- Keep only the smallest amounts possible (not more than one day's supply) in the work area.
- Do not return contaminated or unused toxics back to the original container.
- Practice good housekeeping, personal cleanliness, and proper equipment maintenance.
- Handle and dispose of toxic wastes safely.
- Know how to handle emergencies (fires, spills, personal injury) involving the toxic materials you work with.
- Follow the health and safety rules that apply to your job.



**All Of These Products Contain  
Dangerous Chemicals That Are Linked  
To:**


**Nervous System Damage \* Eczema  
Digestive System Damage \* Asthma  
Reproductive Damage \* Damage to DNA  
Damage To Vision \* Developmental Damage  
Respiratory System Damage \* Cancer**

Formaldehyde    LAURETH    ALCOHOL ETHOXYLATES    SODIUM BISULFITE  
HYDROCHLORIC ACID    FORMIC ACID    BENZO THIAZOLINONE    POLYETHYLENE GLYCOL  
SULFURIC ACID    SODIUM BORATE    OXYGEN BLEACH    SODIUM HYPOCHLORITE  
POLOXAMER 124    METHANOL    ETHANOLAMINE

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## Topic 47

Date: \_\_\_\_\_

### Barricades and warning devices

There are numerous specific rules for signs, barricades, and warning device usage. We must use all the types of warning devices we have to protect ourselves and the public around our worksite(s).

#### Types of Warning Devices

- Signs
- Cones
- Drums
- Barricades
- Channeling devices such as barrier walls
- Flashing lights

#### General Rules

- Give the public plenty of warning by use of signs.
- Make sure warning devices can be seen and are effective.
- Use flagmen on narrow passages, one-way passages, or when construction vehicles will be interacting with the public traffic flow.
- Maintain all barricades and signs.
- Give the construction area a buffer area.
- Be sure you clearly mark the beginning and end of the construction area.




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## Topic 48

Date: \_\_\_\_\_

### Alcohol and Drugs

**Statistics** show that alcohol and drug abuse are increasing on sites. This leads to accidents.

#### Alcohol:

- In a high-risk industry like ours, alcohol and work are not compatible.
- Alcohol is a depressant drug, which depresses parts of the brain function. When working on-site you require all your brain functions to save you from injury.
- If you're found to be intoxicated with a drink, you won't be allowed on site. You may end up losing your job.
- Don't get drunk the night before and expect to work safely on-site the next day. Alcohol takes time to work out of your system.

#### Drugs:

- Under the influence of drugs, you are far more likely to have an accident on site.
- You may feel you don't have a drug problem - it's got nothing to do with you.
- But if you get hurt, it's a bit late to wonder what the other person was on.
- If you know somebody is on drugs, tell your supervisor - help to stamp it out.
- Signs to look for: watery eyes, pinpoint, or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue, and irritability.

## IF YOU SEE IT, REPORT IT




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## Topic 49

Date: \_\_\_\_\_

### ACCIDENT & INCIDENT REPORTING

**Always report any unsafe condition or unsafe acts, no matter how minor, to your Employer. It's far better to prevent accidents than it is to report, investigate, deal with the workers' compensation carrier, and have the loss of a valuable employee.**

#### Are any of these statements familiar?

- *It was just a little scrape; it wasn't worth reporting.*
- *I was just so busy I forgot.*
- *It didn't seem like a big deal at the time.*
- *I wasn't sure I should report it, so I didn't.*
- *It was my own fault, so I was embarrassed to say anything.*

If you are injured, **however slight**, while you are engaged in work, report the injury immediately to your supervisor, First Aider or SHE Rep.

For example, you slipped on wet flooring, but are sure you're OK. A few days later, you're experiencing serious back pain. This is an example of why reporting all workplace injuries is important; what may seem minor at the time can worsen, become chronic or lead to complications such as infection, disease, or disability.

#### Why injuries aren't always reported.

Sometimes, injuries aren't reported because the person doesn't want to take time off work to see.


a doctor. Other times, the injury is minor, and the person thinks it's "not a big deal" or that it will stop hurting or heal on its own. Still other times, injuries aren't reported because the employee is embarrassed; the person thinks he or she will be "blamed" for the injury, or the person is concerned about the cost of medical treatment.

#### What Should You Do?

If the injury is not life-threatening, immediately report to your Supervisor/First Aider/ Safety Officer or SHE Rep immediately, but no later than your end of shift. Fill out the Employer's Report of Injury/Illness Report QS-032-00, and promptly seek medical care. Failure to report the injury may affect your right to compensation for time lost or reimbursement for expenses incurred.

Any delay in reporting can delay the payment of benefits, and a delay of more than 7 days may.

result in the loss of all benefits. Notice to a fellow worker who is not a supervisor or otherwise a

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part of the Safety Team is not considered notice to the employer. Failure to report also allows the conditions that contributed to the incident to go unchecked and leave co-workers vulnerable to similar injuries.

Complete the form as soon as possible after the injury, while events are fresh in your mind. Be very descriptive with the information presented. “I stepped in a puddle on the floor, causing me to slip,” is much more helpful than a simple “I slipped.”


Think about the events that led up to the injury. Was the injury a result of an **Unsafe Act** or an **Unsafe Condition**? Offer helpful suggestions to improve the workplace for everyone. Preventative actions, such as replacing a missing guard or posting a Warning sign, can be taken.

Safety and Compliance are conducting injury investigations to identify root causes and make corrections to prevent someone else from experiencing the same injury. Your ideas can help reduce the possibility of someone else experiencing an injury.

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## Topic 50

Date: \_\_\_\_\_

### DEFINING OF THE ENVIRONMENT

The surroundings in which we find ourselves to live in and operate includes air, water, land, natural resources, flora, fauna, humans, and their interrelations. Surroundings can extend from within an organization to the global system.

#### Environmental management

It is the concern with the efficient use of natural resources such as water, protecting ecosystems, waste reduction, reuse and recovery, transportation, and biodiversity.

Furthermore, environmental management it's a concern of pollution that is inducted into the natural environment introducing contaminants that can cause severe changes.

There is a constant struggle to balance complex issues and competing with conflicting demands relate to human behavior, and management drive to protect their profits.

The successful companies are realizing the need to take an inclusive approach to environmental management that forms a balance effort of four primary categories.

- i. Service to its clients
- ii. Quality
- iii. Health and safety
- iv. Environmental

These categories are not competing with each other but form the basis of all organisations and its people to stay competitive and leave something for our children. We as a human race are short sighted only thinking of our needs for now. Not realizing they're not looking after the environment; this will bring us massive pain and misery. As human beings we cannot live without air, water, and sunshine.

Not looking after an environment will take this away from us, and misery and pain will be our future. Once the environment is destroyed there is no amount of money that can fix it. When a crops on a farmer's lands die due to pollution of the water and the ground, we will get our food deliver to us. The answer is **NO**. And without food we starve, and with no water death is imminent.


#### Our response

***Do your part in looking after the environment, this means do not throw garbage outside, but in designated garbage bins. Plastic bags, and fomo products needs to be used on a limited basis. And if it's possible replace them with bags that can be used over and over again and not polluting the area and our surrounding.***

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## Topic 51

Date: \_\_\_\_\_

### THE ENVIRONMENTAL PROBLEM

#### Pollution defined.

Pollution may be defined as the introduction of substances or energy into water air or land which is capable of causing harm to man or any other living Organism.

#### Definitions

- i. **The source** of pollution is concerned with a substance or energy which has a potential to cause harm to human's health, water resources or the wider environment.
- ii. **Pathway:** the means or route by which the source can migrate or affect an identified receptor
- iii. **Receptor:** something which could be harmed by the source, including human health, water resources, biodiversity, or the wider environment.

What are pollutants?

- i. Noise - low frequency noise can travel long distances and will cause nuisance to local inhabitants often resulting in significant stress particularly notable at night often resulting in loss of sleep. in a similar way sources of industrial environment noise may result in disruption of wildlife including nesting birds
- ii. Waste - waste is normally fought off as unwanted or undesired material or substances. in living organisms waste relates to unwanted substances or toxins that are expelled from them
- iii. Lighting - light pollution also known as luminous pollution or photo pollution is excessive or disturbing light centered mainly by human activities.
- iv. Odour - Easily detectable annoying disagreeable and troublesome not all odors give rise to a saturated nuisance. Odour from chemical processes, Odour from land.

As human beings we need to think beyond ourselves. We share this planet with other creatures that has as much right to live here as we do. To be extremely honest according to all studies they were all here before us. We are the colonizers; we are the destructors, but we can also be the caretakers.


Every action we take has an outcome, and we as humans need to start looking at our actions. Our actions must have a positive effect and the other living creatures we share this planet with. We have no right to destroy a planet because of our lack of respect, and our greedy nature.

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## Topic 52

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### Behavioural Safety - Why Do We Have Safety Meetings?

- Why do we have safety meetings? Safety meetings are an opportunity for management and your safety department to communicate to you, the employees how they can do their jobs safer and better.
- Topics discussed in safety meetings may be topics that you are familiar with, or topics that you have limited knowledge about.
- If the topic is something that you are familiar with, it may be easy to tune-out and not listen to the safety information presented. Do yourself a big favour and listen to the information as if you have never heard before. You may just learn something new, about the newest protective equipment, or a smarter way to do your job.
- Information passed on in a safety meeting has a purpose - to stop you or your co-worker from being injured. Safety meetings also allow employees an opportunity to relay safety concerns or improvement ideas to their supervisors.
- Accidents result from unsafe acts or unsafe conditions. According to some experts, for a variety of reasons, unsafe acts typically account for 90% of all accidents. Safety meetings serve as a preventative measure against unsafe acts by educating employees on how they can do their job safely.

If you're still not sold, let's look at the potential cost of accidents. More specifically, how can accidents directly affect you?


- **DEATH** - The ultimate unwanted result. Where does this leave your loved ones?
- **FINANCIAL COST** - Lost pay or reduction in pay. Who pays the bills? Are you the sole income producer in your household?
- **PAIN & SUFFERING** - An obvious detriment that no one desires.
- **DISABILITY** - A life changing experience. Now you're not able to do what you use to do. Maybe now you can't cast that fishing rod? Ride that bike, hug your wife, lift your child, or simply, see? Or perhaps you're confined to a wheelchair. Goodbye career.
- **COMPETITIVENESS ON BIDDING JOBS** - Other than payroll and benefits, worker's compensation insurance and accident costs may represent the bulk of a company's operating expense. When a company's operating expense increases, they are then less competitive to bid jobs. If your company is not awarded jobs, where does that leave you?
- **YOUR CO-WORKERS SAFETY** - Perhaps you and your co-worker have been working together for some time now. Chances are you may spend as much time with your co-workers as you do your own family. Thus, you obviously do not want something bad to happen to them. Watch out for their safety too.

Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you don't participate, then your ideas will not be heard. Who knows...the idea that you have may very well save your co-worker's life or even your own.

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## Topic 53

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### A Proactive Approach to Fire Safety & Fire Evacuation Plans

Workers need to know what to do in case of fire.

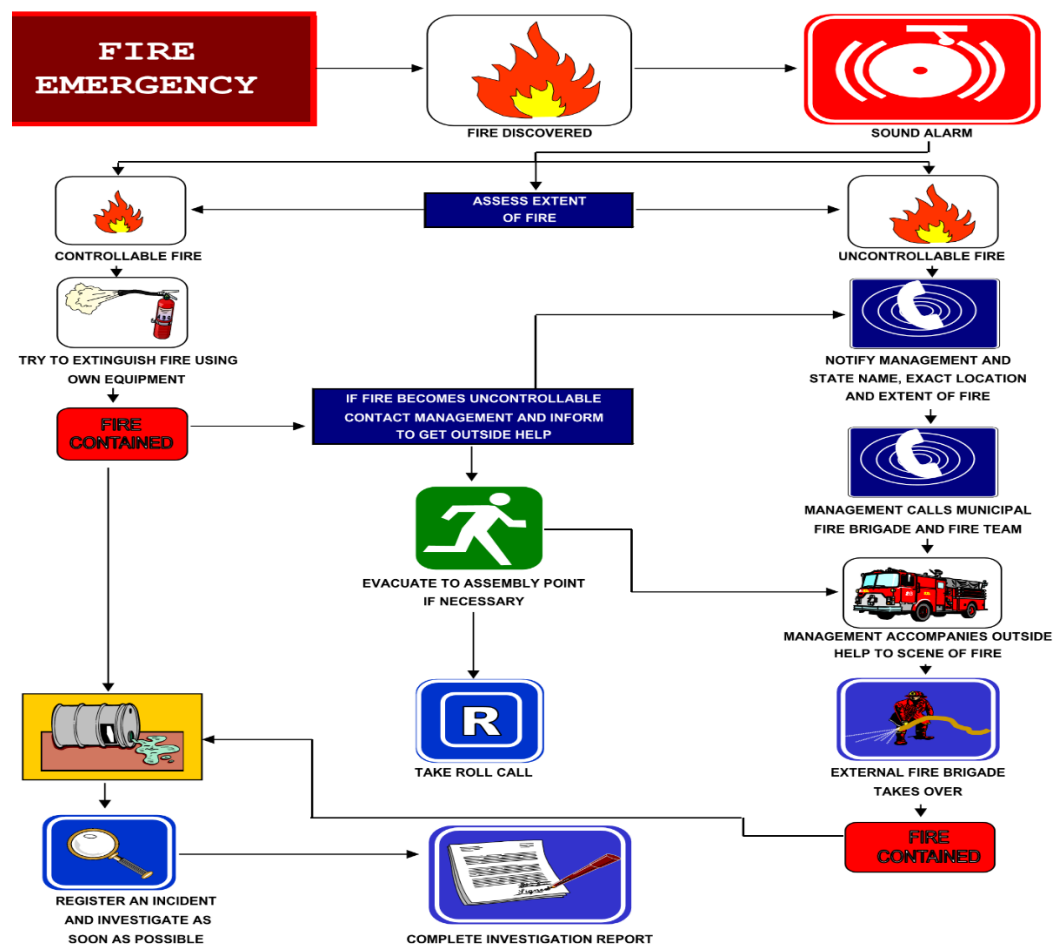
- Where to go?
- How to proceed?
- Whom to contact?

Once a fire evacuation plan has been communicated in toolbox talks, it's time to put that plan *into practice*.

Literally practice, in this case, as workers must practice fire drills on a regular basis. Every 3 months

Effective fire drills are an *integral part* of an organisation's workplace safety plan.


Fire drills help save lives and protect infrastructure by getting the whole team on board with fire safety in the workplace.



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## Topic 53

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### CONTROL OF WASTE – MINIMISING OF WASTE



### The problem of waste disposal due to increased volumes

Which includes all items that people no longer use or have any use for, which they intend to get rid of or have already discarded. Additionally waste of such items which people are required to discard by law, example of this is hazardous waste. Many items can be considered as waste these include household rubbish, so rich lost why so manufacturing activities packaging items to score of course all televisions garden waste old refrigerators and old paint containers. Thus, all our daily activities can give rise to a large variety of different waste arising from different sources.

### The waste hierarchy

The waste hierarchy aims to encourage the management of waste materials in order to reduce the amount of waste materials produced and to recover maximum volumes from waste that are produced.

### Prevention

Waste prevention is probably one of the most challenging aspects of waste hierarchy. waste preventions are primarily about not doing anything which can measure as an output or consumption of resource.

Waste prevention is concerned with making and using things more effectively and reducing consumption overall.


examples of waste prevention:

- Durability, for example road vehicle tires that last longer.
- Repairable: fix rather than discard washing machines refrigerators
- Upgraded products by design, for example technical equipment such as computers.
- Ultimately, it is about detaching consumption of resources from personal fulfillment and status for example producing a new car watch or mobile phone.

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## Topic 54

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### CONTROL OF WASTE – MINIMISING OF WASTE

#### Reduce

Ensure efficient use of resources such as water, fuel and raw materials prevent wastage within existing processes through tighter management control. Look at the design of processes and work effective to reduce the hazardous of material or products which become waste. A good example by changing the organic solvent of water-based products or phased out the use of toxic material and persistent organic pollutants.

#### Reuse

The reuse of products or material that could otherwise become waste can provide a range of social economic and environmental benefits. This is an area where the voluntary and community wise sector has led the way. The sector has pioneered many of the services that are widespread today such as the reuse of clothing books toy furniture and other goods.

#### Recovery

#### Recycle

Recyclable material includes glass, metals, paper, and plastic. Some products improve processes efficiently when used in recycling. Some materials such as paper simply can also be used in small quantities since paper relies on fiber strength or strength and recycling paper is of shorter fiber length and will weaken the final product.

#### Compost


There's a strong support for the composting of waste. This is a vital component of meeting the waste strategy targets for recycling and composting and targets under the landfill directive to reduce the landfills and biodegradable municipal waste.

The waste strategy might be clear by governments worldwide sees a need for a significant expansion income facility for the composing of waste over the next decade. It's a key objective of the international community to increase the amount of the organic waste stream which is composite.

An example in South Africa of this, he said municipalities have outsourced human waste plants for the redistribution of human waste into the agriculture sector where they can be used as compost.





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## Topic 55

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### CONTROL OF WASTE – ISO 14001

ISO 14001 is an internationally recognized standard for environmental management systems (EMS). It provides a framework for organizations to manage their environmental impacts and improve their environmental performance in a systematic and consistent manner. The standard was first published by the International Organization for Standardization (ISO) in 1996 and has been revised several times, with the most recent version being ISO 14001:2015.


#### The key elements of ISO 14001 include:

- **Environmental Policy:** Organizations must establish an environmental policy that is appropriate to their purpose, context, and environmental impacts. The policy must include a commitment to compliance with legal and other requirements, pollution prevention, and continual improvement.
- **Planning:** Organizations must identify their environmental impacts and assess their significance. They must then establish objectives and targets for improvement, develop a plan to achieve these objectives, and allocate resources as necessary.
- **Implementation:** Organizations must implement their plan, including providing training to staff, communicating with stakeholders, and establishing operational controls.
- **Checking and Corrective Action:** Organizations must monitor and measure their environmental performance, evaluate compliance with legal and other requirements, and take corrective action when necessary.
- **Management Review:** Organizations must regularly review their environmental management system to ensure its continued effectiveness, and identify opportunities for improvement.

ISO 14001 is designed to be applicable to organizations of all sizes and sectors. The standard is voluntary, but many organizations choose to implement it in order to demonstrate their commitment to environmental sustainability, improve their environmental performance, and enhance their reputation with customers, suppliers, and other stakeholders. Certification to ISO 14001 is available through third-party certification bodies, which can provide independent verification of an organization's compliance with the standard.

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## Topic 56

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### Environmental Management Plan – Environmental Management Plan.

Introduction for your companies **Environmental Management Plan**

An environmental management plan is a document that outlines the steps and strategies that an organization or individual intends to take in order to minimize negative environmental impacts and promote sustainable practices. Environmental management plans are becoming increasingly important as the global population continues to grow and put pressure on natural resources, and as climate change and other environmental issues become more pressing concerns.

The purpose of an environmental management plan is to provide a roadmap for achieving environmental objectives, such as reducing greenhouse gas emissions, minimizing waste generation, conserving water resources, protecting biodiversity, and promoting sustainable practices. The plan should be tailored to the specific needs and circumstances of the organization or individual, and should include measurable targets, performance indicators, and timelines for achieving environmental objectives.


In order to develop an effective environmental management plan, it is important to conduct a thorough environmental impact assessment that identifies the environmental risks and opportunities associated with the organization or individual's activities. This assessment should take into account the entire lifecycle of the products or services offered, from raw material extraction to end-of-life disposal or recycling.

Once the environmental impact assessment has been completed, the environmental management plan can be developed. The plan should include specific actions to be taken to mitigate negative environmental impacts, as well as strategies for monitoring and reporting on environmental performance. It should also outline the roles and responsibilities of individuals and teams involved in implementing the plan, and provide guidance on how to integrate environmental considerations into day-to-day operations.

Ultimately, an environmental management plan is an essential tool for achieving environmental sustainability and promoting responsible environmental stewardship. By developing and implementing such a plan, organizations and individuals can minimize negative impacts on the environment while also contributing to the preservation and protection of natural resources for future generations.

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## Topic 57

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### Environmental Management Plan – The Scope of an environmental management plan

The scope of an environmental management plan (EMP) can vary depending on the organization or individual for which it is developed, but generally includes several key components.

These components are:

**Environmental Policy:** The EMP should begin by defining the environmental policy of the organization or individual. This policy outlines the commitment of the organization or individual to sustainable practices and sets out the overall objectives of the EMP.

**Environmental Impact Assessment:** The EMP should include a comprehensive assessment of the environmental impacts associated with the activities of the organization or individual. This assessment should identify the sources of potential environmental impact, evaluate the magnitude and significance of the impact, and prioritize actions to be taken to address the most significant impacts.

**Objectives and Targets:** The EMP should set out specific objectives and targets to be achieved, in order to reduce negative environmental impacts and promote sustainable practices. These objectives and targets should be measurable, time-bound, and should align with the overall environmental policy of the organization or individual.

**Environmental Management Programs:** The EMP should outline the specific programs and initiatives that will be implemented to achieve the objectives and targets of the plan. These programs may include activities such as pollution prevention, energy and water conservation, waste reduction, and biodiversity conservation.


**Roles and Responsibilities:** The EMP should define the roles and responsibilities of individuals and teams involved in implementing the plan, including the resources required to achieve the objectives and targets.

**Monitoring and Reporting:** The EMP should include a system for monitoring and reporting on progress towards the objectives and targets. This system should include regular assessments of environmental performance, as well as ongoing communication with stakeholders to ensure transparency and accountability.

The scope of an EMP can be tailored to meet the specific needs and circumstances of the organization or individual for which it is developed. However, the above components provide a basic framework for developing a comprehensive and effective EMP that can help to promote sustainable practices and minimize negative environmental impacts.

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## Topic 58

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### Environmental Management Plan – What is the purpose of an environmental management plan.

#### In bullet points

Here are bullet points outlining the purpose of an Environmental Management Plan (EMP):

- To minimize negative impacts on the environment
- To promote sustainable practices
- To set specific environmental objectives and targets
- To prioritize actions to address significant environmental impacts.
- To ensure compliance with environmental regulations and laws
- To improve resource efficiency and reduce waste.
- To protect and enhance biodiversity.
- To identify and manage environmental risks.
- To provide a roadmap for achieving environmental sustainability
- To define roles and responsibilities for individuals and teams involved in environmental management.
- To provide a basis for ongoing monitoring and reporting on environmental performance
- To enhance transparency and accountability to stakeholders.



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### Environmental Management Plan – In South Africa the legal Framework for an Environmental Management Plan

In South Africa, the legal framework for an Environmental Management Plan (EMP) is governed by the National Environmental Management Act (NEMA) and the National Environmental Management: Waste Act (NEMWA). These Acts provide the legal basis for the development and implementation of EMPs and set out the requirements that must be followed.

Here are some key provisions of these Acts related to EMPs:

NEMA requires that any person who undertakes an activity that may have a significant impact on the environment must submit an environmental impact assessment report, which includes an EMP, to the relevant authorities for approval.

NEMWA requires that waste management activities be conducted in an environmentally sound and sustainable manner, and that waste management plans, which include EMPs, be developed for certain waste management activities.

Both Acts require that EMPs be developed in consultation with interested and affected parties, including communities, NGOs, and government agencies.


EMPs must include a description of the environmental impacts of the activity, measures to minimize and manage those impacts, monitoring and reporting requirements, and contingency plans for dealing with emergencies.

EMPs must also include a plan for the progressive rehabilitation of any areas that are impacted by the activity.

Both Acts provide for enforcement mechanisms and penalties for non-compliance with the requirements for EMPs.

In addition to NEMA and NEMWA, there are other environmental laws and regulations that may apply to specific sectors or activities in South Africa, and which may require the development of an EMP. These include, for example, the Mineral and Petroleum Resources Development Act, the National Water Act, and the National Environmental Management: Air Quality Act.



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### Environmental Management Plan – The Key elements of your Environmental Policy

An environmental policy is a statement of an organization's commitment to environmental sustainability and outlines the organization's intentions and approach to managing its environmental impacts. The specific elements of an environmental policy can vary depending on the organization and its activities, but the key elements include:

- **Statement of commitment:** The policy should include a clear and concise statement of the organization's commitment to environmental sustainability, and its willingness to take action to minimize negative environmental impacts.
- **Objectives:** The policy should include specific objectives and targets that the organization aims to achieve in order to reduce its environmental impacts and promote sustainability. These objectives should be measurable, achievable, and relevant to the organization's activities.
- **Scope:** The policy should clearly define the scope of the environmental management system, including the activities, products, and services that are covered by the policy.
- **Legal and regulatory requirements:** The policy should identify the legal and regulatory requirements that the organization must comply with, as well as any other environmental standards or guidelines that the organization may choose to follow.
- **Roles and responsibilities:** The policy should outline the roles and responsibilities of individuals and teams within the organization for implementing the policy and achieving the environmental objectives and targets.
- **Resources:** The policy should identify the resources required to implement the environmental management system and achieve the environmental objectives and targets.
- **Continual improvement:** The policy should emphasize the organization's commitment to continual improvement, including ongoing monitoring and evaluation of environmental performance, and regular review and revision of the policy and objectives.
- **Communication:** The policy should provide guidance on how the organization will communicate its environmental performance to stakeholders, including customers, suppliers, employees, and the public.
- **Training and awareness:** The policy should outline the training and awareness programs that will be put in place to ensure that all employees are aware of their environmental responsibilities and the actions they can take to promote environmental sustainability.



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## Topic 61

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### ISO 9001 – What is it?


ISO 9001 is a standard for quality management systems (QMS) developed by the International Organization for Standardization (ISO). It provides a framework for organizations to establish, implement, maintain, and continually improve a system for ensuring quality in their products and services.

The ISO 9001 standard outlines requirements for a QMS, including areas such as leadership, planning, customer focus, risk management, process management, and measurement and analysis. It is designed to help organizations improve their operations, enhance customer satisfaction, and achieve their quality objectives.

To become ISO 9001 certified, an organization must undergo a third-party certification audit that assesses their compliance with the standard. Certification is not mandatory, but it can provide external validation of an organization's commitment to quality and its ability to consistently meet customer requirements.

ISO 9001 is widely recognized and used by organizations around the world, and it is often a requirement for doing business with certain customers or in certain industries. It can be applied to organizations of any size or type, and it can be adapted to a wide range of industries and sectors.



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### ISO 9001 – What are the benefits?


The benefits of utilizing the ISO 9001 system are numerous, and they can help organizations of all types and sizes to improve their operations, enhance customer satisfaction, and achieve their quality objectives. Here are some of the key benefits of implementing the ISO 9001 system:

- **Improved quality of products and services:** The ISO 9001 standard provides a framework for ensuring that products and services meet customer requirements and expectations. Implementing the standard can help organizations to improve the quality of their products and services, leading to increased customer satisfaction and loyalty.
- **Enhanced customer satisfaction:** The ISO 9001 standard requires a customer focus, and implementing the standard can help organizations to better understand their customers' needs and expectations. This can lead to improved customer satisfaction, repeat business, and referrals.
- **Improved operational efficiency:** The ISO 9001 standard requires organizations to define and improve their processes. This can help to streamline operations, reduce waste, and improve efficiency. It can also help to identify and address areas for improvement, leading to cost savings and increased profitability.
- **Improved decision making:** The ISO 9001 standard requires organizations to use data and evidence to make decisions. This can help to improve decision making, reduce risk, and ensure that decisions are based on reliable information.
- **Increased employee engagement:** The ISO 9001 standard requires leadership and employee involvement in the quality management system. This can help to improve employee engagement and motivation, leading to increased productivity and higher quality work.
- **Improved supplier relationships:** The ISO 9001 standard requires organizations to manage their supply chain and ensure that suppliers meet their quality requirements. This can help to improve supplier relationships, reduce supply chain risk, and ensure that the organization receives high-quality inputs.
- **Competitive advantage:** Implementing the ISO 9001 standard can provide a competitive advantage by demonstrating a commitment to quality, customer focus, and continuous improvement. It can also help organizations to qualify for certain contracts or customers that require ISO 9001 certification.

In summary, the ISO 9001 system provides a framework for organizations to improve their quality management, enhance customer satisfaction, and achieve their quality objectives. The benefits of implementing the system include improved quality of products and services,





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## Topic 63


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### ISO 9001 – What are the focus?

The ISO 9001 standard focuses on providing a framework for organizations to establish, implement, maintain, and continually improve a quality management system (QMS). The standard emphasizes the importance of customer satisfaction, leadership, and evidence-based decision making. Here are some of the key focus areas of ISO 9001:

- **Customer focus:** The ISO 9001 standard emphasizes the importance of understanding and meeting customer requirements and expectations. Your Organization is required to identify and monitor customer needs, and to take actions to improve customer satisfaction.
- **Leadership:** The ISO 9001 standard requires leadership to demonstrate a commitment to quality and to provide direction and support for the QMS. This includes setting quality objectives, allocating resources, and ensuring that the QMS is integrated into your organization's overall strategy.
- **Process approach:** The ISO 9001 standard requires your organizations to use a process approach to manage their operations. This involves defining and managing processes, monitoring and measuring their performance, and taking actions to improve them.
- **Continuous improvement:** The ISO 9001 standard requires your organizations to continually improve their QMS and their processes. This involves setting and reviewing quality objectives, monitoring and measuring performance, and taking actions to improve.
- **Evidence-based decision making:** The ISO 9001 standard requires your organization to use data and evidence to make decisions. This includes collecting and analysing data, using it to identify areas for improvement, and making decisions based on reliable information.
- **Risk management:** The ISO 9001 standard requires your organizations to identify and manage risks that could impact the quality of their products and services. This involves identifying and assessing risks, developing and implementing risk management plans, and monitoring and reviewing their effectiveness.
- **Supplier management:** The ISO 9001 standard requires your organizations to manage their supply chain and ensure that suppliers meet their quality requirements. This involves selecting and evaluating suppliers, monitoring and controlling the supply chain, and taking actions to address any issues or non-conformities.



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### ISO 9001 – Details of Your Company Policy?

A quality policy is a statement of your organization's commitment to quality and the quality objectives that it aims to achieve. It is a key component of a quality management system (QMS) based on ISO 9001. The ISO 9001 standard requires organizations to establish a quality policy that is appropriate to the organization's purpose, context, and strategic direction, and that includes the following components:

**Customer focus:** The quality policy demonstrates your organization's commitment to meeting customer requirements and expectations, and to achieving customer satisfaction. This can include statements such as "We are committed to providing high-quality products and services that meet or exceed customer expectations."

**Leadership:** The quality policy demonstrates your organization's commitment to quality leadership and the involvement of all levels of the organization. This can include statements such as "We are committed to providing the resources, support, and leadership necessary to achieve our quality objectives."

**Continuous improvement:** The quality policy demonstrates your organization's commitment to continuous improvement in all aspects of its operations. This can include statements such as "We are committed to continually improving our processes, products, and services to meet the evolving needs of our customers and stakeholders."


**Compliance:** The quality policy demonstrate your organization's commitment to complying with relevant laws, regulations, and standards. This can include statements such as "We are committed to complying with all applicable laws, regulations, and standards, and to continuously improving our compliance programs."

**Risk management:** The quality policy demonstrates your organization's commitment to identifying and managing risks that could impact the quality of its products and services. This can include statements such as "We are committed to identifying and managing risks to ensure the quality and safety of our products and services."

**Measurement and analysis:** The quality policy demonstrate your organization's commitment to using data and evidence to drive decision-making and to monitor and improve performance. This can include statements such as "We are committed to using data and evidence to make informed decisions and to continuously improve the quality of our products and services."

**Communication:** The quality policy demonstrates your organization's commitment to effective communication with customers, suppliers, and stakeholders. This can include statements such as "We are committed to maintaining open and transparent communication with our customers, suppliers, and stakeholders to ensure that their needs and expectations are met."



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## Topic 65


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### ISO 9001 – Clause by Clause explanation.

The ISO 9001 system is structured around ten clauses that outline the requirements for a quality management system (QMS). These clauses provide a framework for organizations to establish, implement, maintain, and continually improve their QMS. Here is a brief explanation of each clause:

1. **Scope:** The scope clause defines the boundaries of the QMS and the organization's products and services. This includes the requirements for the QMS and any exclusions or exemptions that are relevant.
2. **Normative References:** This clause lists the other standards and documents that are necessary for the QMS, including ISO 9000 (which provides guidance on the QMS) and any other relevant industry or regulatory standards.
3. **Terms and Definitions:** This clause provides a list of the key terms and definitions used in the standard, which are essential for understanding and interpreting the requirements.
4. **Context of the Organization:** This clause requires organizations to identify the internal and external factors that impact the QMS, including the organization's purpose, strategic direction, and stakeholder requirements.
5. **Leadership:** This clause requires top management to demonstrate leadership and commitment to the QMS, including setting policy and objectives, allocating resources, and ensuring that the QMS is integrated into the organization's overall strategy.
6. **Planning:** This clause requires organizations to plan for the QMS, including identifying risks and opportunities, setting objectives, and developing plans to achieve those objectives.
7. **Support:** This clause requires organizations to provide the necessary resources, infrastructure, and support to enable the QMS to operate effectively, including requirements for competence, awareness, communication, and documented information.
8. **Operation:** This clause requires organizations to plan, implement, and control their processes to meet customer requirements and achieve quality objectives, including requirements for product and service realization, design and development, and supplier management.
9. **Performance Evaluation:** This clause requires organizations to monitor, measure, analyze, and evaluate the performance of the QMS, including requirements for internal audits, management review, and nonconformity management.



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### ISO 45001 – What is it?

ISO 45001 is a global standard that specifies requirements for an occupational health and safety management system (OH&S MS). The standard was published in 2018 and replaces the previous standard, OHSAS 18001. The goal of ISO 45001 is to provide organizations with a framework to proactively identify and manage occupational health and safety risks and hazards, improve safety performance, and create a culture of continuous improvement.

The standard is applicable to any organization, regardless of its size or industry, and can be integrated with other management systems, such as ISO 9001 (quality management) and ISO 14001 (environmental management).


ISO 45001 emphasizes the importance of employee participation, consultation, and communication in the development and implementation of the OH&S MS. It also requires organizations to identify and comply with relevant legal and regulatory requirements, assess risks and opportunities, establish objectives and targets, and monitor and evaluate the effectiveness of the OH&S MS.

Adopting ISO 45001 can bring benefits to organizations, such as reduced workplace accidents and illnesses, improved employee morale and engagement, better compliance with legal and regulatory requirements, and enhanced reputation and trust with stakeholders.

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### ISO 45001 – What are the benefits?

Adopting the ISO 45001 standard for occupational health and safety management can provide numerous benefits to an organization, including:

**Improved safety performance:** ISO 45001 provides a framework for organizations to proactively identify and manage occupational health and safety risks and hazards. This can lead to a reduction in workplace accidents and illnesses, resulting in improved safety performance.

**Enhanced legal compliance:** By identifying and complying with relevant legal and regulatory requirements, organizations can reduce the risk of legal and financial penalties and improve their reputation with regulators.

**Increased employee participation:** ISO 45001 emphasizes the importance of employee participation, consultation, and communication in the development and implementation of the OH&S MS. This can lead to improved employee morale and engagement and a stronger safety culture.

**Better risk management:** The standard requires organizations to assess risks and opportunities and establish objectives and targets to improve safety performance. This can help organizations to prioritize their safety efforts and allocate resources effectively.


**Integration with other management systems:** ISO 45001 can be integrated with other management systems, such as ISO 9001 (quality management) and ISO 14001 (environmental management). This can lead to efficiencies in management and reduced duplication of effort.

**Improved reputation and trust:** Adopting ISO 45001 can demonstrate an organization's commitment to the safety and well-being of its employees and other stakeholders. This can enhance the organization's reputation and build trust with customers, suppliers, and the public.

Overall, adopting the ISO 45001 standard can lead to improved safety performance, enhanced legal compliance, increased employee participation, better risk management, integration with other management systems, and improved reputation and trust

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### ISO 45001 – What are the focus?

The ISO 45001 standard focuses on providing a framework for occupational health and safety (OH&S) management. The standard aims to help organizations prevent work-related injuries and ill health and create a safe and healthy workplace. Here are the key areas of focus in the ISO 45001 standard:

**Hazard identification:** The standard requires organizations to systematically identify hazards, assess risks, and implement appropriate controls to prevent work-related injuries and ill health.

**Legal compliance:** The standard requires organizations to identify and comply with relevant legal and regulatory requirements related to OH&S.

**Objectives and targets:** The standard require organizations to establish OH&S objectives and targets and implement a plan to achieve them.

**Employee participation:** The standard emphasizes the importance of employee participation, consultation, and communication in OH&S management.


**Resources and competencies:** The standard require organizations to provide the necessary resources and competencies to ensure effective OH&S management.

**Emergency preparedness and response:** The standard requires organizations to develop and implement emergency preparedness and response procedures to address OH&S incidents and emergencies.

**Continual improvement:** The standard requires organizations to continually monitor, evaluate, and improve their OH&S management system.

The above areas of focus are intended to create a systematic approach to OH&S management and ensure that organizations effectively identify and manage OH&S risks and hazards. By implementing the ISO 45001 standard, organizations can improve safety performance, comply with legal requirements, and create a safer and healthier workplace for their employees.



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### ISO 45001 – Details of Your Company Policy?

The ISO 45001 standard sets out specific requirements for your organization's occupational health and safety (OH&S) policy. The policy is a high-level statement of the organization's commitment to OH&S management and be communicated to all employees and other relevant stakeholders.

#### Here are the requirements in detail set out for an OH&S policy under ISO 45001:

**Commitment:** Your OH&S policy should include a commitment from the top management to provide a safe and healthy workplace and to continually improve OH&S performance.

**Scope:** Your OH&S policy define the scope of the OH&S management system, including the types of activities, products, and services covered by the system.

**Legal and other requirements:** Your OH&S policy commit your organization to comply with relevant legal and other requirements related to OH&S.

**Objectives:** Your OH&S policy establish OH&S objectives that are consistent you're your organization's overall strategic direction.

**Risk management:** Your OH&S policy commit your organization to identify and manage OH&S risks and hazards and to implement appropriate controls to prevent work-related injuries and ill health.

**Performance measurement:** Your OH&S policy commit your organization to monitor, measure, and evaluate OH&S performance.


**Communication:** Your OH&S policy include a commitment by top management to communicate the OH&S policy to all employees and relevant stakeholders **and to consult with employees** on OH&S matters.

**Resources:** Yur OH&S policy commit your organization's top management and CEO to provide the necessary resources, including human, financial, and technical resources, to ensure effective OH&S management.

**Continual improvement:** Your OH&S policy include a commitment to continually improve the OH&S management system. Where we work on an Integrated Management system, we will use the letters IMS.

Our OH&S policy is be documented, communicated to all employees and other relevant stakeholders, and reviewed and updated as necessary to ensure its ongoing suitability, adequacy, and effectiveness. By developing and implementing our OH&S policy we meet the requirements of ISO 45001, our organizations demonstrate our commitment to providing a safe and healthy workplace for our employees and other stakeholders.



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### ISO 45001 – Clause by Clause explanation.

ISO 45001 is an international standard for occupational health and safety management systems. Here is a clause by clause explanation of ISO 45001:

#### Clause 1: Scope

This clause defines the scope of the occupational health and safety (OH&S) management system and its intended outcomes.

#### Clause 2: Normative references

This clause lists the relevant documents that are referenced in ISO 45001, such as other international standards and regulations.

#### Clause 3: Terms and definitions

This clause provides a list of the key terms and definitions used in ISO 45001.

#### Clause 4: Context of the organization

This clause requires the organization to analyse its internal and external context, including the needs and expectations of interested parties, in order to determine the scope of the OH&S management system and the risks and opportunities that may impact the organization's ability to manage OH&S hazards.

#### Clause 5: Leadership and worker participation

This clause requires **top management** to demonstrate **leadership and commitment** to the OH&S management system by establishing an **OH&S policy**, setting **OH&S objectives**, and ensuring that the OH&S management system **is aligned with the organization's strategic** direction. It also requires the organization to **ensure worker participation** in OH&S management.

#### Clause 6: Planning


This clause requires the organization to plan and implement processes for managing OH&S risks and opportunities, determining OH&S objectives, and allocating resources to achieve those objectives.

#### Clause 7: Support

This clause requires the organization to provide the resources and support necessary for the OH&S management system, including the competence of personnel, infrastructure, and documented information.

#### Clause 8: Operation

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This clause outlines the requirements for planning, implementing, and controlling the processes needed to manage OH&S risks and hazards.

### Clause 9: Performance evaluation

This clause requires the organization to monitor, measure, analyse, and evaluate the OH&S management system, including the effectiveness of controls and the identification of nonconformities.

### Clause 10: Improvement


This clause requires the organization to continually improve the OH&S management system by using the results of performance evaluations, nonconformity management, and corrective and preventive actions.

By implementing an OH&S management system that meets the requirements of ISO 45001, organizations can improve their ability to proactively identify and manage OH&S risks and hazards, prevent work-related injuries and ill health, comply with legal requirements, and create a safer and healthier workplace for their employees.







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### What is an Integrated Management System (IMS).

An integrated management system (IMS) is a management approach that combines multiple management systems into a single, unified framework. An IMS typically includes policies, processes, procedures, and tools that are integrated across different management systems to achieve efficiency, effectiveness, and consistency in managing an organization's quality, environmental, and occupational health and safety (OH&S) aspects. An IMS can include any combination of management systems, but in this context, we will focus on an IMS that integrates the ISO 9001, ISO 14001, and ISO 45001 management systems.

The integration of ISO 9001, ISO 14001, and ISO 45001 management systems into a single IMS can provide several benefits, including:

**Reduced duplication of effort:** An IMS eliminates redundancies across the different management systems, reducing the need for multiple policies, procedures, and records.

**Improved communication and cooperation:** An IMS promote communication and cooperation among different departments and functions, resulting in a more efficient and effective organization.


**Better resource utilization:** An IMS can streamline resource utilization, such as personnel and infrastructure, by aligning processes across different management systems.

**Enhanced risk management:** An IMS can help to identify, evaluate, and manage risks across different management systems.

**More comprehensive approach:** An IMS provides a more comprehensive approach to managing quality, environmental, and OH&S aspects, resulting in more effective decision-making and performance improvement.

The integration of ISO 9001, ISO 14001, and ISO 45001 management systems into an IMS requires a thorough understanding of the requirements of each standard and their relationship to one another. Organizations that are already certified to these standards can use an IMS to streamline the certification process and improve their overall management systems. Organizations that are considering implementing these standards can use an IMS to simplify the implementation process and reduce the time and resources required to achieve certification.



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### Tool Safety - Inspection/Check sheets.

#### Why are they important.


Safety inspections of equipment before use are critical to ensuring the safety of employees and preventing workplace accidents.

#### The reasons for conducting safety inspections of equipment before use include:

- Identifying potential hazards: Safety inspections can help identify potential hazards associated with the equipment, such as damaged or malfunctioning parts, loose or missing bolts, or other issues that could lead to accidents or injuries.
- Ensuring equipment is in good working order: Inspections can help ensure that the equipment is in good working order, properly maintained, and ready for use. This can help prevent equipment malfunctions or failures that could lead to accidents or injuries.
- Preventing damage to equipment: Inspections can help prevent damage to the equipment by identifying issues before they become more serious. This can help extend the life of the equipment and reduce repair or replacement costs.
- Meeting legal and regulatory requirements: In many jurisdictions, safety inspections of equipment are required by law or regulation. Failure to comply with these requirements can result in fines or other penalties.
- Promoting a safety culture: By conducting safety inspections, organizations can demonstrate their commitment to safety and promote a safety culture in the workplace. This can help improve employee morale, reduce turnover, and enhance the organization's reputation.

In summary, safety inspections of equipment before use are important to prevent accidents, protect employees, and ensure compliance with legal and regulatory requirements. By identifying potential hazards, ensuring equipment is in good working order, preventing damage to equipment, and promoting a safety culture, organizations can create a safer and more productive workplace for their employees.



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## Topic 71

### TRIP, SLIP AND FALL – Risk Assessment Training

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Slip, trip, and fall incidents can result in a range of injuries, varying in severity depending on factors such as the height of the fall, the surface landed on, and the individual's age and physical condition. Here are some common injuries associated with slip, trip, and falls:

What is the outcome of this:

- **Sprains and Strains:** Slip, trip, and fall accidents often lead to sprained or strained muscles, tendons, or ligaments. Ankles, wrists, and knees are particularly susceptible to these types of injuries.
- **Fractures and Broken Bones:** Falls can cause fractures and broken bones, such as fractures in the wrists, arms, hips, or ankles. The impact of the fall and landing on hard surfaces can result in these injuries.
- **Head Injuries:** When a person falls and strikes their head, it can lead to various head injuries, including concussions, traumatic brain injuries (TBIs), or skull fractures. These injuries can have long-lasting effects and require immediate medical attention.
- **Back and Spinal Injuries:** Falls can cause injuries to the back and spine, including herniated discs, vertebral fractures, or spinal cord injuries. These injuries can result in severe pain, limited mobility, and even paralysis, depending on the extent of the damage.
- **Cuts, Bruises, and Abrasions:** Contact with sharp objects, uneven surfaces, or hard edges during a fall can lead to cuts, bruises, and abrasions. These injuries may range from minor cuts and bruises to deeper lacerations requiring medical treatment.
- **Dislocations:** Falls can result in joint dislocations, particularly in the shoulders, elbows, or hips. Dislocations occur when the bones in a joint are forced out of their normal positions, causing pain, swelling, and immobility.
- **Spinal Cord Injuries:** Severe falls, especially from significant heights, can cause spinal cord injuries. These injuries can result in partial or complete paralysis and have lifelong implications for the affected individual.
- **Internal Injuries:** In some cases, slip, trip, and fall accidents can lead to internal injuries, such as organ damage, internal bleeding, or ruptured blood vessels. These injuries may not always be immediately apparent and require prompt medical assessment.





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### TRIP, SLIP AND FALL – Risk Assessment Training

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Slips, trips, and falls are common hazards in various workplaces, but with proper mitigation controls, their occurrence can be significantly reduced. Here are some mitigation controls to prevent slips, trips, and falls:

#### Housekeeping:

- Maintain clean and well-organized work areas by promptly removing debris, spills, and obstacles.
- Regularly inspect floors, walkways, and stairs to identify and address any potential hazards.
- Implement effective waste management practices to prevent clutter and trip hazards.

#### Flooring and Surfaces:

- Ensure that flooring materials are appropriate for the specific work environment and activities, considering slip resistance, traction, and durability.
- Repair or replace damaged or worn-out flooring promptly.
- Use anti-slip treatments or install anti-slip mats or surfaces in areas prone to spills or slippery conditions.

#### Lighting:

- Ensure adequate lighting in all work areas, including corridors, stairways, and outdoor spaces.
- Regularly inspect and maintain lighting fixtures to address any flickering or malfunctioning bulbs.
- Install additional lighting in areas with poor visibility or high risk of slips and trips.

#### Signage and Markings:

- Clearly mark and signpost potential hazards, such as steps, changes in floor levels, or slippery surfaces.
- Use floor markings or tape to delineate walkways, traffic routes, and hazardous areas.
- Employ color-coded signs or warning symbols to alert workers to specific hazards or cautionary measures.

### DID YOU KNOW...



The most common workplace injuries are slips, trips and falls

SOURCE: WORKPLACE ACCIDENTS STATISTICS



