

HEALTH SAFETY AND SECURITY

Unit 7

Health, Hygiene and Cleanliness

HEALTH

- **DEFINITION :-** Health is defined as a state of complete physical, mental and social-being and not merely an absence of disease or infirmity.
- Physical health and mental health are inter-related. A sound mind in a sound body is an old and appropriate saying for good health.

A HEALTHY HUMAN BEING HAS GENERALLY THE FOLLOWING FEATURES

- A clear skin.
- Bright, clear eyes.
- A body neither too fat nor too thin.
- Fresh breath.
- Coordinated body movements.

HYGIENE

- **DEFINITION :-** Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases. Medical hygiene therefore includes a specific set of practices associated with this preservation of health.



Public hygiene:

Sewage and chemical wastes should not be released into the water bodies. Sewage should be chemically treated first before being released into the water bodies to avoid water-borne diseases.

Immunization :

Immunization and vaccination can prevent infectious diseases.

Personal hygiene:

Take care of the skin, keep your hands and nails clean, wash your hair regularly, brush your teeth and gums after every meal, wash your eye daily with tap water, nose must be cleaned at regular intervals, never clean an ear with a sharp object, do physical exercise to keep the body muscles active. take proper rest, sleep for 6-8hr daily, one should develop healthy habits.



healthy environment:

Maintain a healthy environment to prevent the spreading of diseases due to the breeding of mosquitoes, house flies and microorganisms.

Garbage should be kept in covered bins so that flies do not breed on them.

Do not allow water to stagnate outside your house and in your neighborhood. All drains should also be covered. This will avoid breeding of mosquitoes.

- There should be proper sewer lines connected to sewage treatment plants.

Contamination of drinking water with a little amount of faeces human excreta) causes a number of diseases.



EAT HEALTHY FOOD.



IMPORTANCE

- It improves personality
- It makes people admire at you
- If you are clean, the action is also clean from you
- Makes the environment clean
- Easy flow of verbal communications and discussions
- It helps to improve hygiene in you.
- It enhances self-discipline
- People learn from you about your secret of success
- You are the winner in the competitive work life

HYGIENE PRACTICES

- Keep your work place clean.
- Keep your tools, instruments and machinery clean
- Keep your office files clean
- Never allow dust accumulation
- Never shy in cleaning your tables by yourself.
- Use water to avoid smell and stains
- Always close the doors of toilets
- Open the doors of ventilation



Workplace Health and Safety

- Health
- Safety
- Security

LEARNING OBJECTIVES

- **Define health, safety, and security.**
- **Health and safety issues for office workers**
- **Evacuation procedures at workplace.**
- **Process and reporting procedure during accidents.**
- **Government initiatives in Health, safety sectors**

HEALTH, SAFETY, AND SECURITY

- Health

- A general state of physical, mental, and emotional well-being.

- Safety

- A condition in which the physical well-being of people is protected.

- Security

- The protection of employees and organizational facilities.

HEALTH AND SAFETY ISSUES FOR OFFICE WORKERS

1. Sitting for long periods of time
2. Lifting Awkward or Heavy Objects
3. Improper ventilation system
4. Eye strain
5. Working in uncomfortable temperature
6. Slips, Trips and falls
7. Injuries from falling files or other objects

PREVENTIVE MEASURE FOR OFFICE WORKERS?

- Learn safe lifting techniques
- Keep all work areas clean
- Take breaks as needed
- Know how to relax strained body parts by doing correct stretching exercise
- Know personal or individual risk factors.
- Know emergency evacuation plan and procedures.

EVACUATION PROCEDURE AT WORK PLACE

I Before the Emergency

- Have familiarity with the work sites emergency evacuation plan
- Find out the pathways to at least two alternative exits from every room at the work place
- Identify the sound method of the fire/Evacuation alarm
- Recognize who to contact in an emergency and how to contact them
- Discern where the fire alarms are located and how to use them

DURING THE EMERGENCY

- Remain calm.
- Exit the area quickly but in an orderly manner ,following the work site's emergency evacuation plan.
- Go straight to the nearest fire free area.
- Close down all hazardous operations.
- Make sure you do not use elevators while evacuating a building that is burning

IN CASE YOU ARE TRAPPED

- Remain calm and take steps to protect yourself
- Find a room with an outside window, and phone for help if possible
- Remain when rescuers can see you and wave a light coloured cloth to attract attention
- Keep windows open if possible but be ready to shut them if smoke rushes in
- Stuff towels, clothing or newspaper around the cracks in doors to prevent smoke from entering your room



PROCEDURE DURING ACCIDENTS

Call for help during accidents or other emergencies

- During an emergency if you or someone else requires medical assistance call-or have someone else call ambulance helpline: 108
- Give the exact location
- During non-emergency situation , you should transport the injured employee to a medical care facility.

GOVERNMENT INITIATIVES IN HEALTH, SAFETY SECTORS

- Swachh Bharat Abhiyan
- Harassment of women at workplace(prevention, prohibition and Redressal) act

TYPES OF FIRE EXTINGUISHER

- Foam **extinguishers**. ...
- Powder **extinguishers**. ...
- Carbon dioxide **extinguishers** (CO₂) ...
- Wet chemical **extinguishers**. ...
- **Fire** blankets.

THANK YOU

