

Safety at workplace

Safety start with you



"Remember: Safety is not an accident."



Safety at workplace

WORKPLACE SAFETY TIPS

C

Action or behaviour that you or a co-worker carries out that may be potentially harmful

S

Unsafe acts

Anything you or a co-worker finds that is potentially harmful

Unsafe conditions

Unsafe workplace

SAFE WORKPLACE

Control and elimination of recognizable hazards to minimize the risk

Common Safety Definitions

Example

- You work at nursery and you purposely or un-purposely leave a bottle of toxic cleaning solution out where children can find it then you have just committed an **unsafe act**.
- You happen to come upon a large slippery pool of water on the floor then you have just found an **unsafe condition**.



Common Safety Issues

- **Slips, trips, and falls:**
 - Falls are the number one leading cause of injury in the workplace. A major cause of falls in the workplace is the use of improper lifting techniques.





Common Safety Issues

- **Slips, trips, and falls:**

- Proper Lifting Tips

- Assess the situation and plan the lift.
 - Make sure you have nonskid shoes and firm footing.
 - Bend your knees, tighten your stomach, and keep your back straight.
 - Make sure you have a good grip on the item or person you're lifting.
 - Lift smoothly. A smooth lift means that you avoid twisting your body, point your feet in the direction you want to go, and push if possible rather than pull.



Common Safety Issues

- **Fire safety:**
 - The best safety advice related to fire safety is to *stay calm*. You can't help yourself or a co-worker if you lose control during an emergency.
 - Move to designated Assembly point.
 - Use a fire extinguisher.



Symbols found on fire extinguishers & what they mean

Wood, paper & textiles



Flammable liquids



Flammable gases



Electrical contact



Cooking oils & fats



Water



Foam spray



ABC powder



Carbon dioxide



Wet chemical

Common Safety Issues

- **When a potential hazard is discovered...**

Make sure that everyone else in your workplace is aware of the problem.



Notify your supervisor. Unless you are the supervisor; then get going on that safety committee plan.



Follow up.
Telling someone there's a problem is not a guarantee that the problem will be resolved satisfactorily.



File any reports or documents about the problem.



Safety at workplace

SAFETY IN THE OFFICE

Safety In The Office

Keep the walkway clear.

Look before you sit.

Don't read while walking.

Don't carry anything higher than your eye level.

Do not run, relax.

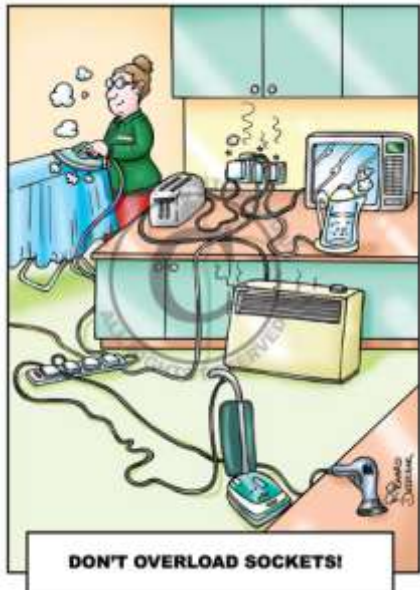
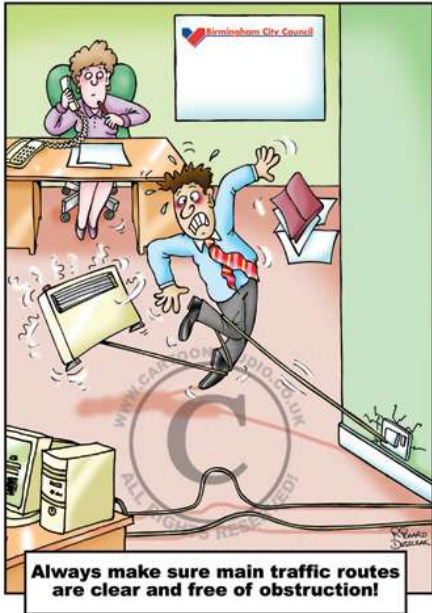
Refrain from putting anything atop cabinets.

Use the stairway handrails.

Use the elevator whenever necessary.

Watch where you step.

Don't eat at your workstation and in front of your computer.





Safety at workplace

WORKSHOP SAFETY RULES

Workshop Safety Rules

Always listen carefully and follow instructions.

Do not run in the workshop.

Know where the emergency stop buttons are positioned in the workshop.

Wear good strong shoes. training shoes are not suitable.

Bags should not be brought into a workshop as people can trip over them.

When learning how to use a machine, listen very carefully to all the instructions .

Do not use a machine if you have not been shown how to operate it safely .

Always be patient, never rush in the workshop.

Always use a guard when working on a machine.

Keep hands away from moving/rotating machinery.

Use hand tools carefully, keeping both hands behind the cutting edge.

Report any damage of machines/equipment as this could cause an accident.



OBLIGATORY
SAFETY SIGNS

Safety at workplace

BASIC PRINCIPLES OF THE SYSTEM OF SAFETY SIGNS

Yellow: Continue to cross only if unable to stop safely.

Red: Do not cross



Green: Cross

Flashing Green: indicate the end of a green cycle before the light changes to a yellow

Traffic Light

are signalling devices positioned at road intersections, pedestrian crossings and other locations to control competing flows of traffic.

Combinations of Shapes and Colours and their Meanings for Signs

— TABLE 4 —



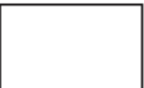
Shape	Colour	Meaning
Circle	Red	Prohibition
Triangle	Yellow	Caution, possible danger
Rectangle	Green	No danger Rescue Equipment
Circle	Blue	Mandatory
Rectangle	Blue	Information or instruction

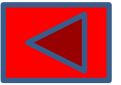


Geometrical Form and Meaning of Safety Signs



— TABLE 3 —

Geometrical form	Meaning
	Mandatory and prohibition signs
	Warning signs
	Emergency, information and additional signs



1 - PROHIBITION SIGNS

PART A



No smoking



Smoking and naked flames
forbidden



Pedestrians forbidden



Do not e



PART B



Do not extinguish with water



Not drinkable



No access for
unauthorised persons



6.1 Prohibition Signs.

Background: white – Symbol or Wording: black. The safety colour red must appear around the edge and in a transverse bar and must cover at least 35% of the surface of the sign.

2 - WARNING SIGNS



PART A



Flammable matter



Explosive matter



Toxic matter

PART B



Oxidant material



Non-ionising radiation



Strong magnetic field



Corrosive matter



Beware, overhead load



Beware, industrial machinery

6.3 Additional signs.

Background: white – Wording: black

OR

Background: safety colour – Wording: contrasting colour.

6.4 Symbols.

The design must be as simple as possible and details not comprehension must be left out.

6.2 Warning, mandatory, emergency and information signs.

Background: safety colour – Symbol or Wording: contrasting colour.

A yellow triangle must have a black edge. The safety colour must cover at least 50% of the surface of the sign.

3 - MANDATORY SIGNS



PART A



Eye protection must be worn



Safety helmet must be worn



Ear protection must be worn



Respiratory equipment must be used



Safety boots must be worn



Safety gloves must be worn

PART B



Safety overalls must be worn



Face protection must be worn



Safety harness must be worn

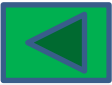


Pedestrians must use this route



General mandatory sign
(to be accompanied where necessary by another sign)

4 - EMERGENCY SIGNS



PART A



First aid post



This way -
(supplementary information)



Emergency exit/escape route



PART B



This way - (supplementary information)



Emergency exit/escape route



Stretcher



Safety shower

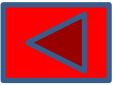


Eyewash



Emergency telephone for first-aid or escape

5 - FIRE FIGHTING SIGNS



PART A



Fire hose



Ladder



Fire
extinguisher



Emergency
fire telephone



This way – (supplementary information sign)



Yellow/Black Danger Identification



(Proportion of safety colour
at least 50%)

Identification of permanent risk locations
such as:

- locations where there is a risk of collision, falling, stumbling or of falling loads.
- steps, holes in floors etc.

**"REMEMBER YOUR SAFETY ABC'S:
ALWAYS BE CAREFUL"**