UNIT 4: MANAGING HEALTH AND SAFETY

Session 1: Maintain workplace safety

Q.1. What is Safety and define the basic safety rules?

Answer:- Every organization must follow a standard set of safety rules and procedures. These rules must be stated and displayed clearly at important areas. All the employees must be given a demonstrations and training to follow safety rules.

A) Basic Fire safety rules in an organization are :-

- 1) Fire escape plans must be installed at proper levels
- 2) Conduct regular drills
- 3) Smoke alarms must be placed at proper intervals
- 4) Keep workplace a no-smoking zone
- 5) Maintenance of safety equipment must be taken care of regularly

B) Falls and Slips Safety rules are:-

- 1) Keep the moving area clean and clutter free.
- 2) Workplace must be proper ventilated receive light.
- 3) Wear non slippery footwear.
- 4) Floors must be clean and dry
- 5) Oil spills, dust must be immediately cleaned.

C) Electrical Safety Rules are:-

- 1) Electrical equipment used should be approved by a recognized organization.
- 2) Workers should be trained to handle the electric equipment safely.
- 3) Damaged and hazardous electrical equipment should be immediately replaced.
- 4) Heat emanating equipment should be kept away from the electrical equipment.

Q.2 What is First Aid?

Answer:- First Aid is the immediate assistance provided to the injured to save life and minimize health loss till the proper medical aid/ facility is provided.

Some rules of First Aid are :-

- 1. Assure the injured to remain calm and not to panic.
- 2. Keep them warm if they are under shock
- 3. Do not move the victim in case of back/neck injury

SESSION 02: PREVENT ACCIDENTS AND EMERGENCIES

Q.1 What is an Accident and how many types of an accident?

Answer:- An accident is an unplanned event that may happen all of a sudden and may lead to unwanted or unprecedented results/outcomes.

Types of Accidents: - Accidents may be of following types:

- 1. Accidents at workplace: Slips and fall accidents, fire
- 2. Industrial disease/illness
- 3. Road traffic accidents
- 4. Clinical Accidents
- 5. Sports related accidents

Q.2 How to Handling Accidents?

Answer: - Accidents must be handled carefully. The accident should be handled compassionately without assigning blame on others.

- Every organization must follow SOP for accident handling
- 2. Safety measures must be placed to prevent workplace accidents
- 3. Immediately call the medical team for any injury
- 4. Stay alert
- 5. Pay attention to and follow emergency drills

Q.3 What is Emergency and types of Emergency?

Answer:- Any unexpected situation that needs immediate attention and action is called emergency.

An emergency situation is one that:

- 1. threatens the employees, customers or the public
- 2. disrupts or shuts down the operations
- 3. causes physical or environmental damage

Types of Emergency:

Various types of emergencies are there and there should be an emergency management plan to handle the situation of emergency. Some of the types of emergencies are as follows:

- 1. Chemical spills
- 2. Extreme heat waves
- 3. Droughts
- 4. Pandemics
- 5. Terrorist attack
- 6. Fire
- 7. Floods
- 8. Thunderstorms
- 9. Leakage of some hazardous gas/ chemical

Some of the types of emergencies that require evacuation are:

- 1. Fire
- 2. Explosion
- 3. Floods
- 4. Earthquake
- 5. Hurricane
- 6. Tornado
- 7. Toxic material release
- 8. Civil disturbance
- 9. Workplace violence

SESSION 3: PROTECT HEALTH AND SAFETY AT WORK

Q.1 What is Hazards And Sources Of Hazards?

Answer: A hazard is anything that is the source of any potential harm, damage or any kind of potential loss of health or life.

The different types of hazards include:

- 1. Physical
- 2. Chemical
- 3. Biological
- 4. Mechanical

Q.2 What is general Evacuation?

Answer:- Evacuation is the process of emptying a place in case of an emergency, disaster. Every company must ensure following points for evacuation in case of any emergency:

- 1. An evacuation policy.
- 2. Organization must have a designated assembly point for emergencies.
- 3. Floor plans with evacuation routes pasted in work areas
- 4. Periodic evacuation drills should be conducted

Q.3 What is Healthy Living?

Answer:- A healthy living has a lasting impact on an individual which ultimately a healthy environment at home as well as at work place.

A healthy lifestyle helps to keep and improve people's health and well being. A healthy lifestyle includes :

- 1. healthy eating habits
- 2. physical activities
- 3. stress management
- 4. healthy mind
- 5. sound sleep
- 6. goal setting