

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.

1. 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