

HEALTH, SAFETY, AND SECURITY AT THE WORKPLACE

1

HEALTH

An employee's health is their physical, mental, and social well-being. Organizations should provide a healthy environment by ensuring cleanliness, proper air conditioning, filtered water, and good food options.

2

SAFETY

A work environment should be free from **hazards** (things that can cause harm) and **risks** (the probability of harm). Organizations must create and follow safety guidelines, with regular practice by employees.

3

SECURITY

Employees must feel secure from potential harm in the workplace. Organizations should have a security department responsible for personal, computer, electrical, and other safety measures. Proper security can reduce liabilities and operational costs.

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POLICIES

A **health, safety, and security policy** is a formal statement from an employer outlining their commitment to protecting employees and the public.

It includes the organization's health, safety, and security objectives.

Companies should follow government requirements for these programs and have their own committees to identify hazards and create control measures.

REASONS FOR POLICIES:

- They show a company's commitment to employee well-being
- Outline accountability
- Help prevent injuries and illnesses

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WORKPLACE SAFETY HAZARDS

A hazard is a risk or danger that can cause harm to people or damage to property and equipment.

CLASSIFICATION OF HAZARDS:



PHYSICAL HAZARDS

Risks from the physical work environment, like floors, walls, machinery, and electricity.



BIOLOGICAL AND CHEMICAL RISKS

Found in industries like manufacturing and pharmaceuticals.



ERGONOMIC HAZARDS

Caused by repetitive movements or poorly set up workstations.

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COMMON PHYSICAL HAZARDS

FALLS, SLIPS, AND TRIPS

Caused by faulty ladders, uneven surfaces, or spills. To prevent these, maintain cleanliness, use proper lighting, and repair damaged equipment.

ELECTRICAL HAZARDS

Result from direct or indirect contact with live wires. Common causes include worn-out wiring, overloaded outlets, and faulty equipment. Routine inspections and employee training are crucial.

FIRE HAZARDS

Caused by not following housekeeping standards or improperly stored flammable materials. Organizations should have fire safety systems in place, and employees must know the location of fire extinguishers, alarms, and emergency exits.

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HEALTH HAZARDS

Health hazards are risks that can impact any part of the human body. For example, loud noise can damage hearing, and exposure to bright lights or toxic fumes can harm eyes and the respiratory system.

POTENTIAL SOURCES OF HAZARDS:

1

POOR LIGHTING

Bright lights behind a screen can cause eye fatigue and headaches. Use blinds, indirect lighting, and glare shields.

2

COMPUTERS

Poor posture, repetitive movements, and screen glare can lead to pain, strain, and muscle fatigue. Regular stretching and simple exercises can help mitigate these issues.

3

OFFICE EQUIPMENT

Improper handling of sharp equipment can cause injuries. Staff should be trained on proper handling procedures.

POTENTIAL SOURCES OF HAZARDS

LIFTING OBJECTS

Lifting heavy items without proper technique can be a hazard.

STRESS

Long working hours and conflicts can cause stress disorders. This can lead to decreased attention span and dizziness.

LAPTOPS

The close proximity of the screen and keyboard can cause pain and strain during prolonged use.

SLEEPING PROBLEMS

Artificial light from computer screens can suppress melatonin, affecting sleep patterns. Avoid using computers right before bed.

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WORKPLACE QUALITY MEASURES

CLEAN AIR AND WATER

Organizations must ensure **clean air and water**. Air pollution is caused by dust and gases, while water pollution is caused by waste water and the use of fertilizers and pesticides.

CLEANLINESS

Cleanliness is essential for all work areas to prevent slips and collisions. Spills must be cleaned immediately, and lighting fixtures should be checked regularly for clear vision.

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OFFICE ERGONOMICS

Ergonomics is the science of designing and arranging things for easy and safe use.

Applying ergonomics can reduce accidents and injuries.

EARLY WARNING SIGNS OF ERGONOMIC ISSUES AND SOLUTIONS:

SORE LOWER BACK

Use a lumbar support pillow.

STIFF NECK

Keep your monitor at eye level
and directly in front of you.

EYE STRAIN

Adjust screen brightness and
take periodic breaks.

- Musculoskeletal problems can result from poor posture or an uncomfortable chair.
- Occupational overuse syndrome (RSI) is discomfort or pain caused by repetitive movements or constrained postures.
- Eye strain can be caused by bright light, glare, and flickering images. You can wear anti-glare glasses and take eye breaks.

HEALTH AND SAFETY REQUIREMENTS FOR COMPUTER WORKPLACES



WORK SURFACE

Desks should be large and allow for a flexible arrangement of equipment.



SPACE

Workstations should provide enough space for the user to change positions and stretch.



WORK CHAIR

A chair should be stable, height-adjustable, and allow for easy movement.



LIGHTING

There should be satisfactory lighting with appropriate contrast to prevent glare and reflections.

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PREVENTING ACCIDENTS AND EMERGENCIES



ACCIDENT

An **accident** is an unplanned, unforeseen event resulting in injury or harm.



EMERGENCY

An **emergency** is a serious situation that needs immediate attention and action.



You must follow company policies and act within your limits of responsibility when an accident or emergency occurs.

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PREVENTING ACCIDENTS AND EMERGENCIES

HANDLING ACCIDENTS

Immediately attend to the injured person and inform your supervisor.

EMERGENCY HANDLING

First-aid supplies should be easily accessible. Employees should receive instructions on electrical safety and routine inspections should be conducted.

EVACUATION

In an emergency, leave the premises immediately using the nearest exit. Do not use elevators or escalators, and assist people with disabilities.

FIRE PREVENTION

All employees must know the location of fire extinguishers and how to use them. Access to exits and electrical panels should never be blocked.

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TYPES OF ACCIDENTS



TRIP AND FALL

Caused by tripping on loose materials or uneven surfaces.



SLIP AND FALL

Occurs due to wet floors or other slip-causing materials.



ESCALATORS/ELEVATORS

Injuries can occur from falls or sudden movements.



FALLING GOODS

Can happen if items are improperly piled on shelves.



MOVING OBJECTS

Accidents can be caused by trolleys or other moving equipment.

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FIRE CLASSIFICATION



CLASS A

Materials like wood, cloth, and paper that continue to burn once ignited.



CLASS B

Liquid, grease, and gas materials that burn when exposed to ignition sources.



CLASS C

Electrical materials and equipment that can cause fires quickly.



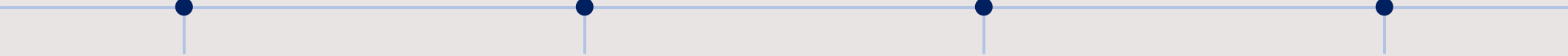
CLASS D

Volatile materials that ignite quickly, such as magnesium, potassium, and sodium.

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ELECTRICAL RESCUE TECHNIQUES

In an electrical accident, a victim may be unable to release a live conductor due to muscle cramping.



APPROACHING THE SCENE

Never rush in; call for help and approach cautiously.

EXAMINING THE SCENE

Visually check if the victim is in contact with energized conductors. Do not touch the victim or any conductive surfaces if they are energized.

HAZARDS AND SOLUTIONS

Be alert for hazards like heated surfaces and fire. If you cannot switch off the power, ensure your hands and feet are dry and wear protective equipment.

FIRST AID

A victim may require CPR. If they are breathing, provide first aid and treat for shock, then ensure they get medical care as soon as possible.

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धन्यवाद

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