



SAFETY



HSEQ library

TOOLBOX INFORMATION

GENERAL SAFETY AT THE WORKPLACE

June 2021

HSEQ Direct is a digital communication, registration and training platform with a focus on Health, Safety, the Environment and Quality.

Designed specifically for the workplace!

Associated IOGP Life-Saving Rules



HSEQ DIRECT  safer healthier workplace



WHAT IS IT? (1/2)

Workplace safety has become one of the main priorities for companies around the world.

General Safety at the workplace is a multi-disciplinary approach to developing and ensuring compliance with HSE rules, safe working practices and educating the workforce about safety requirements. Everyone in the workplace has a key role when it comes to general safety. Many safety regulations were implemented because of incidents that resulted in serious injury or death.



WHAT IS IT? (2/2)

Prioritizing workplace safety should be a key objective of every company, in caring for the health and well-being of its workforce. It enables a company to safeguard its workplace against a wide range of hazards and ensures that every member of the workforce acquires the support they need to protect themselves against these risks.

When it comes to safety, the person who is at risk of injury must be aware of the hazards and what can be done to control the hazard and prevent injury.



HAZARDS (1/2)

In order to control workplace hazards and eliminate or reduce the risks, you should take the following steps:

- look at all aspects of tasks performed in the workplace including non-routine activities such as maintenance, repairs and cleaning
- look at the physical work environment, equipment, materials, products and how individual tasks are undertaken
- review injury and incident records
- identify hazards by conducting a Task Risk Analysis and Last Minute Risk Analysis
- evaluate the risks
- record and regularly review hazards



HAZARDS (2/2)

General hazards at the workplace include:

- slips, trips and falls
- falling objects
- electrical hazards
- fire
- working in confined spaces
- chemical hazards
- excessive noise
- inadequate tools or equipment
- not respecting rules and procedures
- line-of-fire
- poor housekeeping



PREVENTION (1/2)

General Safety Rules to prevent incidents:

- be sure you know how to perform the job and perform it safely
- be sure you know all job hazards and how to protect yourself
- ensure you have the right tools
- report all near misses, incidents, injuries and illnesses immediately
- use the required Personal Protective Equipment (PPE) necessary for the job
- clean and organize your workplace
- ensure a clear and easy route to emergency exits and equipment
- be alert and awake on the job
- clean up spills immediately (if authorised to do so)



PREVENTION (2/2)

- return equipment back to its correct place
- improve lighting
- wear slip-resistant footwear
- maintain all electrical installations
- provide adequate ventilation
- wash your hands
- minimize exposure to chemicals,
- maintain equipment to prevent leaks and breakdowns
- regular inspections of the workplace should take place to check whether the working environment is safe.



PROTECTION (1/2)

General rules for protection:

- know the location where you are going to work
- understand the risks
- identify potential hazards
- deal with potential and actual hazards
- look after your work areas
- reduce workplace stress
- take regular breaks



PROTECTION (2/2)

- use mechanical aids whenever possible
- wear Personal Protective Equipment appropriate to the task
- if necessary, wear additional PPE appropriate to the task
- know how to correctly use safety equipment
- stay sober
- never work whilst under the influence of drugs or alcohol, as you would be a hazard to yourself and your colleagues
- stay completely alert on the job



IN CASE OF...

Any incident that occurs during working with flange joints can have a severe impact on people, installations and the environment. **Make sure that you are familiar with the right procedure in case incidents occur.** If not, ask your company.

IMPORTANT INFORMATION

- 1 Be aware of the hazards** and ways they can be controlled to prevent injury.
- Be sure **you know how to perform the job** and perform it safely.
- Never work** whilst under the influence of drugs or alcohol.
- Identify hazards** by carrying out a Task Risk Assessment and Last Minute Risk Assessment.
- Look after **your workplace**.

QUESTIONS? MORE INFORMATION? UNSAFE WORKING CONDITIONS?

Your HSE Manager is there to help answer any questions and ensure a safe working environment for all.

QUESTION 1

What is an important step you should take to control workplace hazards and eliminate or reduce the risk?

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A. Don't work from a great height.

.....

B. Look at all aspects of the work including non-routine activities.

.....

C. Take a break whenever you feel like.

.....

ANSWER 1

What is an important step you should take to control workplace hazards and eliminate or reduce the risk?

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A. Don't work from a great height.

.....

B. Look at all aspects of the work including non-routine activities.

.....

C. Take a break whenever you feel like.

.....

QUESTION 2

What is General Safety?

.....

A. Don't work from a great height.

.....

B. Look at all aspects of the work including non-routine activities.

.....

C. Take a break whenever you feel like.

.....



QUESTION 2

What is General Safety?

- A. General Safety is knowing how to perform the job and to perform it safely, knowing its hazards and how to protect yourself.
- B. General Safety is knowing who performs the job, who is responsible for performing it safely, who knows its hazards and is responsible for protecting you.
- C. General Safety is knowing what the minimum training requirements are for the job.

ANSWER 2

What is General Safety?

A. General Safety is knowing how to perform the job and to perform it safely, knowing its hazards and how to protect yourself.

B. General Safety is knowing who performs the job, who is responsible for performing it safely, who knows its hazards and is responsible for protecting you.

C. General Safety is knowing what the minimum training requirements are for the job.

QUESTION 3

Who is responsible for health and safety at the workplace?

A. Your employer.

B. Your colleagues.

C. Everyone.

ANSWER 3

Who is responsible for health and safety at the workplace?

A. Your employer.

B. Your colleagues.

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QUESTION 4

Why should regular inspections of the workplace take place?

.....

A. To check whether the working environment is safe.

.....

B. To check everyone is doing their job.

.....

C. To prepare for a visit from a HSE Inspector.

.....

ANSWER 4

Why should regular inspections of the workplace take place?

A. To check whether the working environment is safe.

B. To check everyone is doing their job.

C. To prepare for a visit from a HSE Inspector.

QUESTION 5

What is an example of safe behavior at the workplace?

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A. Speaking to others about unsafe actions.

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B. Never using hazardous substances.

.....

C. Always wearing hearing protection.

.....

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ANSWER 5

What is an example of safe behavior at the workplace?

A. Speaking to others about unsafe actions.

B. Never using hazardous substances.

C. Always wearing hearing protection.
