

GENERAL SAFETY AT THE WORKPLACE (1/2)

IMPORTANT INFORMATION

1. Be aware of the hazards and ways they can be controlled to prevent injury.
2. Be sure you know how to perform the job and perform it safely.
3. Never work whilst under the influence of drugs or alcohol.
4. Identify hazards by carrying out a Task Risk Assessment and Last Minute Risk Assessment.
5. 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.

WHAT IS IT?

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.

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

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

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

GENERAL SAFETY AT THE WORKPLACE (2/2)

- line-of-fire
 - poor housekeeping
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PREVENTION

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)
 - 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.
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PROTECTION

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
 - 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
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IN CASE OF...

Any incident that occurs during work can have severe impact on people, installations and the environment. Ensure that you are familiar with the right procedure in case incidents occur. If not, ask your company.
