

INDIAN SCHOOL AL WADI AL KABIR

Chapter 13 – Health, Safety and Security at Workplace

INFORMATION TECHNOLOGY (402)

CLASS X

- All incidents like illnesses, accidents, or disputes at work place come at a cost to the company and to the injured persons' families. Every Organization and company workers are responsible for creating a safe environment, which helps to improve productivity of the company.
- **Health**
- Health of an employee is most important in the workplace and every organization must provide a healthy and safe working environment for their employees. Safe environment provides employees physical, mental and social well being.
- **Organization should maintain following healthy rules in workplace**
- Cleanliness at the workplace
- A proper air conditioning system
- A proper filtered water facility must be available for the employees
- A fresh food cafeteria and good quality food for the employees
- Clean washroom facility should be given to employee

- **Safety**

- The work environment of the organization must be safe and it must be free from hazards and risk.

- **Organization should maintain following Safety rules in workplace –**

- A proper safety guidelines be prepared by the organization
- Regular drills should be conducted
- Smoke alarms must be placed
- Safety equipment maintenance must be taken care regularly
- Fire escape plans must be installed

- **Security**

- Every employee should feel that they are secured in the company campus. Security helps to ensure the safety of the people in the workplace.

- **Organization should maintain following Security checkup in workplace**

- Employee safety
- Computer system safety
- Electrical safety
- Transport safety
- Equipment safety

Policies and Procedures for Health, Safety and Security

The Department of Information Technology (DoIT) has provided some policy regarding employees' healthy and safe work environment in the workplace.

Definition

An employer's written declaration of the company's commitment to protecting the public and employees health, safety and security is known as a health, safety and security policy. It represents a management-endorsed pledge to protect the security, safety, and well-being of its staff.

The reasons for Workplace Health, Safety, and Security programs and policies

There are several reasons to specific safety policy in workplace –

- It indicates that the company is committed to the health and safety of its employees.
- It indicate that company is not only making the profits but it take care of the employee also
- It shows the performance of the business
- Company following national policy on Occupational Health and Safety (OH&S)
- Injuries and illness of the employee is prevented

Workplace Safety Hazards

- The most common definition of hazard is a danger or risk. Workplace Hazards are the things that could potentially hurt or damage someone or something in a workplace.
- **There are different types of hazards present in the workplace –**
- **Physical Hazards** – It is the dangers associated with the physical workspace, including the walls, ceilings, floors, and facilities. Physical risks may also arise from using machinery and devices that run on electricity.
- **Falling Off Heights, Slipping and Tripping** – Everything needs to be placed correctly to prevent slips and falls. To prevent accidents, dropped food, drink or other materials like paints need to be cleaned up right away. Ensure that sufficient lighting is provided and that any broken stairs, light fixtures, or equipment is fixed immediately.
- **Electrical Hazards** – In the workplace there are many life threatening, severe and injuries that could result due to Electrical Hazards. Every company has to provide basic knowledge to the employees, how to use electrical equipment in the workplace.

- **Some of the common causes of electrical accidents are –**
 1. Ungrounded or faulty equipment
 2. Unsafe use of electrical equipment
 3. Worn-out wiring
 4. Overloading of electrical outlets
- Every employee must know how to use electrical equipment and how to make the workplace safe. Some of the common instruction which company and employee have to follow in workplace are –
 1. Food and water should not be near electrical equipment.
 2. Electrical technician should carry out routine inspections
 3. Technician have to check overrated or overloaded outlets
 4. Never use damage equipment
 5. Electrical safety devices

Fire Hazards

- To maintain fire safety, every organization needs to adhere to the housekeeping regulations. Those who violate these regulations may cause accidents which damage the vital workplace equipment, building, stock and other items.
- **Some of the fire safety precautions in workplace are –**
- Emergency mitigation system in workplace
- Employees should be aware above emergency exits
- Fire escape routes should be pasted
- Fire extinguishers and alarms should be placed in the workplace.

Health Hazards

- Health refers to the physical well-being of the workers, Hazards are present in most workplaces that could impact any body parts of employees. For example, machine noise can damage the sense of hearing of the worker, bright lights and toxic fumes and vapor could damage the eyes and nose.
- **Potential sources of risks within a company –**
- Bright light sources behind the display screen can cause contrast issues, which can make it challenging to see your work effectively. Use the following potential fixes to stay away from this.
- Use drapes on windows to reduce bright light.
- Use indirect or shielded light
- Turn the workstation so that the computer screen and the bright lighting coming from the open windows are at a right angle.
- Reduce the sharp contrast between the computer screen's dark and light areas.



Fig.13.3: Health hazards

- **Hazards using Computers**

The computer is an important tool in many organizations, long periods of using a computer in the workplace can develop an injury. Poor sitting posture or sitting in one position for a long duration can result in pain and strain. If the computer screens you are using for a long time can harm your eyes. Regular stretches, short breaks every 30 minutes, every 20 minutes look at something 20 feet away for 20 seconds, or basic yoga positions can help to reduce these types of risks.

- **Handling Office Equipment**

- Improper handling of office equipment can result in injuries. Employee should be trained to handle equipment properly. Every organization should provide a manual to every employee, how to handle equipment.

- **Handling Objects**

- Moving or lifting large objects without following the right protocols could be dangerous.
- Always lift or move objects with the right posture and according to proper technique.

- **Stress at Work**

- There are a number of stress-inducing situations that can arise in organizations. Extensive work hours and unpleasant disputes or disagreements with coworkers may be stressful. Always search for solutions to resolve disputes among coworkers. Take up some relaxing activities to reduce tension after difficult workdays.

- **Hazard Control**

- Appropriate precautions must be implemented for hazards that have been identified and considered priorities.
- Take all feasible measures to eliminate the hazard
- If removing the risk is not possible or cannot be completed, isolate it as much as possible.
- If a hazard cannot be eliminated or isolated, then at least its potential to cause harm should be reduced.

- **Safety Guidelines Checklist**

- Store all cleaning chemicals in separate cupboards.
- Throw garbage daily
- Do not wear any loose cloth or jewelry when working with machine
- Do't disturbed the people who are working near a fire or near machine.
- Wear protective items such as safety glasses, gloves, masks and hair nets.
- Shut down all machines before leaving the workplace
- Do not play with electrical switches
- Do not operate machines, if you are not trained
- Before using electrical equipment, repair the broken wires or plugs.
- Do not use equipment if you feel unsafe.
- Do not smoke in a "No Smoking" zone.