POULTRY PRODUCTION

NTQF Level - III

Learning Guide -17

Unit of Competence: - Carry out work place OHS procedures

Module Title: - Carrying out work place OHS procedures

LG Code: **AGR PLP3 M05 LO1-LG-17**

TTLM Code: **AGR PLP3 TTLM 0120v1**

LO1: Adapt OHS policies and procedures

Instruction Sheet	Learning Guide #17

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics: –

- making information regarding the organisation ***OHS*** policies and procedures to all employees
- carrying out preparation of tools, equipment and materials
- identifying and carrying out employee responsibilities

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to: –**

- make information regarding the organisation OHS policies and procedures to all employees
- carry out preparation of tools, equipment and materials
- identify and carry out employee responsibilities

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1, 2 and 3 in page 3, 10 and 13 respectively”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1,2 and 3 ” in page 9, 12 and 19 respectively
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answers only after you finished answering all Self-checks).
6. If you earned a satisfactory evaluation proceed to “next Information Sheets”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #17.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet-1	Making information regarding the organisation *OHS* policies and procedures to all employees

1.1. Introduction to Occupational health and safety (OHS)

Occupational health and safety is the discipline concerned with preserving and protecting human resources in the workplace. As defined by the World Health Organization (WHO) "occupational health deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. Workplace/Occupational health and safety (WHS)/ (OHS) is about ensuring safe and healthy working conditions, and preventing illness and injury in the workplace. Health has been defined as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. Occupational health is a multidisciplinary field of healthcare concerned with enabling an individual to undertake their occupation, in the way that causes least harm to their health. Health has been defined as it contrasts, for example, with the promotion of health and safety at work, which is concerned with preventing harm from any incidental hazards, arising in the workplace.

- **Safety** is the state of being "safe", the condition of being protected against physical, social, spiritual, financial, political, emotional, occupational, psychological, educational or other types or consequences of failure, damage, error, accidents, harm or any other event which could be considered non-desirable.

- **Health** can be defines as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity".

Workplace OHS is probably one of the biggest, and in the future, most influential factors affecting small business (the workplace) both financially and from a human resource perspective, if not planned and addressed. The reality is that accidents happen. It is also reality that many workplaces have far too many hazards that with a bit of planning, can be significantly reduced. It may be that a better work procedure, new technology or regular training can substantially reduce safety risks to owners and employees. Each workplace will have different OHS requirements that must be met. At the most basic level, your employer is required to provide a safe workplace.

Occupational health and safety (OHS) is generally defined as the science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment. This domain is necessarily vast, encompassing a large number of disciplines and numerous workplace and environmental hazards. A wide range of structures, skills, knowledge and analytical capacities are needed to coordinate and implement all of the “building blocks” that make up national OSH systems so that protection is extended to both workers and the environment.

1.2. OHS roles and responsibilities for individual positions

The OHS roles and responsibilities for each job position must be provided to new staff as part of their Induction and Orientation.

Examples of OHS-related roles attached to individual workplace jobs may include:

- ✓ Participation in the workplace OHS structure such as:
  - Attending designated OHS meetings
  - Being designated as an office bearer within the venue’s OHS structure for example, the tasks associated with being:
    - ➢ Health and Safety Representative/OHS representative
    - ➢ Secretary of OHS Committee
- ✓ Being the person in a department or area designated as the “Safety Officer“, “Area Warden“ or similar
- ✓ Provision of OHS training support to internal venue trainers specializing in OHS issues

1.3. OHS Guidelines

Prevention Practices and Quality issues OHS Guidelines to help with the application and interpretation of sections of the Occupational Health and Safety Regulation ("OHSR") and with divisions of the Workers Compensation Act (the "Act") that relate to health and safety. OHS Guidelines are not intended to provide exclusive interpretations, but to assist with compliance. Many sections of the Act and the OHSR have associated OHS Guidelines. OHS Guidelines are periodically updated and new ones added, in consultation with subject matter experts within the Worker and Employer Services Division. Prior to finalizing and issuing a new OHS Guideline, a draft is provided to the Policy and Practice Consultative Committee.

1.4. OHS policies and procedures

Workplace OHS/WHS policies and procedures are an important part of any management system and are a method of clearly stating what is expected when performing business related activities. Workplace policies establish boundaries, guidelines, and best practices for acceptable behavior, while procedures can define a sequence of steps to be consistently followed. Safety policy modules can be used as stand-alone policies or incorporated into your existing management system, providing an effective solution to suit your particular needs. All of our workplace policies consist of a statement of purpose and one or more guidelines on action to be taken to achieve that purpose. Written in simple terms and free of jargon, the length of the policy will vary depending on the issues addressed.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others. All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. A hazard assessment forms the basis of controlling hazards. It should be seen as an important tool in ensuring that your activities don't create risks and that the controls implemented are appropriate. Hazard assessment is something that we do every day, so don't be scared of it. For example: The local shop has a sign in a frame out the front on the footpath, a gust of wind has blown the sign and frame out onto the road. Checking that the road is clear you retrieve the sign. If you put the sign back on the footpath you have removed the hazard; however another gust of wind will only cause the hazard again. If you take the sign inside and give it to the shop owner you have removed the hazard and removed the risk of the sign blowing out onto the road again.

Reasons for health and safety programs or policies in the workplace

There are several reasons why workplaces need a health and safety policy or program, including:

- to clearly demonstrate management's full commitment to their employee's health and safety
- to show employees that safety performance and business performance are compatible
- to clearly state the company's safety beliefs, principles, objectives, strategies and processes to build buy-in through all levels of the company
- to clearly outline employer and employee accountability and responsibility for workplace health and safety

- to comply with the Occupational Health and Safety Act
- to set out safe work practices and procedures to be followed to prevent workplace injuries and illnesses

1.5. Risks involved in poultry farm

Who is a poultry farm worker?

A worker who works on a farm where domestic poultry are bred and raised for eggs and/or meat

What is dangerous about this job?

- ✓ Poultry Farm Workers may contract, from the fowl in their care, infectious diseases that are common to fowl and man.
- ✓ The atmosphere in poultry farms usually contains significant levels of agricultural dust and toxic gases, which put the workers at a health risk.
- ✓ Some chemicals used at poultry farms (for disinfection, etc.) may cause harm to workers' health.
- ✓ The Poultry Farm Worker's work is often physically difficult and involves handling heavy loads, uncomfortable postures and movements. This may cause traumas (including falls), back, arms and hands pains.

Common occupational hazards in different sectors of the poultry industry (e.g. farms, hatcheries, processing plants, and feed mills) include dust/gases, musculo-skeletal disorders (traumatic injuries), infectious diseases, and exposure to chemical, biological, and physical agents. Worker in the poultry industry are permanently exposed to hazards. These have either a physical, chemical or biological nature. Proper management is needed to avoid accidents and to keep the staff motivated.

There are several risks involved with poultry farming. However, infection disease is the biggest and most concerning. That is why poultry farmers need to practice good biosecurity to reduce incidents of disease. The following are the **most common sources of disease** in poultry farming/ five serious risks for Poultry Farms;

1. **The stock itself**: - The fowls can carry and transmit disease, dead birds in particular. Poultry farmers need to be careful when disposing of deceased animals to prevent the spread of infectious disease. Farmers should also take care when moving poultry stock from one area of the farm to another as this represents another opportunity for the spread of disease.

2. **Vehicles and farming equipment**: - Famers can unwittingly spread contagions by transporting and using contaminated equipment. For example, if a farmer transported dead birds in a wagon and then loaded that same wagon with feed later, disease may infiltrate the feed.
3. **The animals' feed**: - Continuing with the above, feed can transfer disease in several ways. In addition to transporting feed in a contaminated vehicle, rodents can infiltrate it and leave behind disease. Farmers should take great care when transporting and storing their feed to prevent infection.
4. **People on the farm**: - Farmers may think only visitors pose a risk for spreading disease, but this is not the case. Any workers or individuals who live on the farm are also a threat. Anyone can transfer disease from their shoes as they come and go on the farm.
5. **Water**: - This is the main source for the spread of disease. Any feces that make it into the water can contaminate it and infect animals across the farm.

Farmers can take several steps to prevent the spread of disease. Implementing common sense biosecurity measures such as not allowing vehicles into the production area, situating production areas far from water sources, treating all drinking water before allowing animals to ingest it, and utilizing freezers for managing the disposal of dead poultry. There is no one simple method for preventing disease on poultry farms.

1.6. Employer requirements to do

Under the Workplace OHS Regulations, all employers must use a 'risk management' approach to address workplace health and safety issues.

The Regulation requires employers to:

- identify the hazard
- assess the risk(s) to the health and safety of persons arising from the hazard
- use appropriate control measures to eliminate or control the risk
- monitor and review the control measures to ensure on-going safety

These key elements of a risk management process should be done in consultation with all affected people from employers to employees and contractors. As an employee it is important for you to actively participate in workplace risk management.

A simple method of achieving this is to write down general tasks associated with your job and highlight the ones which you consider to be potentially hazardous or areas of risk and why.

Your employer can collate the data, noting the degree of risk and the frequency employees or contractors are exposed to the risks. A list can then be compiled allowing the major concerns to be addressed as a priority.

There are a number of requirements placed upon employers to ensure the safety of workers including:

- providing and maintaining a safe workplace, including equipment and protective devices
- articulating a health and safety policy and developing a program to carry it out
- protecting workers from dangerous situations
- telling workers about any known hazard and providing training to work safely with the hazard

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define OHS (4pts)
2. What is dangers in poultry farm?(5)

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
2. _____
   _____
   _____
   _____

Information Sheet-2	Carrying out preparation of tools, equipment and materials

2.1. Preparing tools and equipment

Employees work with machines, tools and equipment every day. Workplaces couldn't operate without them; however, interacting with them has potential for serious injuries or fatalities if they are not used and maintained properly. Traffic control and segregation are forms of control. Non-mechanical hazards associated with machinery and equipment can include harmful emissions, contained fluids or gas under pressure, chemicals and chemical by-products, electricity and noise, all of which can cause serious injury if not adequately controlled.

The potential hazards are numerous, and include:

Safety hazards

- Contact with moving parts
- Contact with electricity, heat, fire, cold, and other energies
- Contact with pressurized gas or liquid

Health hazards

- Contact with harmful chemicals or biological hazards
- Contact with harmful noise, radiation, and/or vibration
- Exposure to ergonomic or MSD hazards

2.2. Tools and equipment safety can affect business

A safe environment is a productive workplace. Health and safety is not simply a legal obligation: it is a business opportunity. You can boost your bottom line by improving health and safety performance, which reduces the costs associated with avoidable losses and lost-time injuries, and leads to higher productivity.

2.3. Proper use of tools and equipment

Machinery and other workplace equipment can be dangerous if not used properly. Anyone using equipment in the workplace needs to be thoroughly trained in its operation and kept up to date.

Here are other ways to help staff stay safe when using equipment;

- Keep the work area clean, tidy, well swept/washed, and well lit; floors should be level and have a non-slip surface.

- Do not remove any guarding devices; make sure that they are in position and in good working condition before operating.
- Follow lock-out procedures before measuring, cleaning or making any adjustments.
- Check and adjust all safety devices before each job.
- Wear appropriate personal protective gear as prescribed, including CSA-approved safety glasses with side shields (prescription eye wear is *not* a substitute).
- Ensure that all cutting tools and blades are clean and sharp; they should be able to cut freely without being forced.
- Ensure there is enough room around the machine.
- Ensure that all stationary equipment is anchored securely to the floor.
- Keep hands away from the cutting head and all moving parts.
- Avoid awkward operations and hand positions: sudden slips could cause the hand to move into the cutting tool or blade.
- Do not leave machines unattended: turn the power off.
- Avoid distracting an operator; horseplay can lead to injuries.
- Avoid wearing loose clothing, gloves, neckties, rings, bracelets or other jewelry that can become entangled in moving parts; confine long hair; do not use rags near moving parts of the machine.
- Return all portable tooling to their proper storage place after use.
- Clean all tools after use.
- Do not use cutting fluids to clean hands.
- Use a vacuum, brush or rake to remove any cuttings.
- Do not use compressed air to blow debris from machines or from worker clothes.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What the difference between safety and health hazards?(4pts)
2. When employee use tools and equipment? (3pts)

Note: **Satisfactory rating – 7 points** **Unsatisfactory - below 7 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

1. _____
   _____
   _____
   _____
   _____
2. _____
   _____
   _____
   _____

Information Sheet-3	Identifying and carrying out employee responsibilities

3.1. Employee responsibilities under the OHS Act

- Employees must take reasonable care of the health and safety of themselves and others
- Employees must cooperate with employers in their efforts to comply with occupational health and safety requirements
- Employees must not interfere with or misuse items provided for the health, safety or welfare of persons at work
- Employees must not obstruct attempts to give aid or attempts to prevent serious risk to the health and safety of a person at work
- Employees must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- Employees must not disrupt the workplace by creating false health or safety fears
- Co-operation with the employer/supervisor in any action taken to comply with OHS legislation, taking reasonable care for own health and safety; and accepting responsibility for protection of the health and safety of others through avoidance of personal action which puts others at risk.

  This includes:-

  - smoking in the workplace
  - use of substances which modify mood or behavior
  - inappropriate behavior, not willfully interfering with or misusing anything provided to protect health and safety, or not willfully placing at risk the health or safety of any person in the workplace

An employer has many responsibilities related to the provision of a safe work place. However you, the employee, also have significant responsibilities.

You are required:

- ✓ To be responsible for your own health and safety
- ✓ Act in a manner that will not affect the safety of yourself or others
- ✓ Make a constructive contribution to workplace meetings, workplace activities, inspections or other workplace OHS consultative activities and raise workplace OHS issues with designated personnel according to organizational procedures

- ✓ Complete daily tasks and operate equipment following designated safe work procedures
- ✓ To never work under the influence of drugs or alcohol
- ✓ Correctly use and look after any Personal Protective Equipment provided
- ✓ Follow all reasonable instructions
- ✓ Participates in appropriate induction and training as required

Workers have the right to participate in the workplace health and safety system, and the right to refuse work that is believed to be unsafe.

Every job will have roles and responsibilities attached to the position outlining the work to be done, and responsibilities for items such as cash, equipment, service delivery and other issues relevant to the role.

3.2. Employer responsibilities under the OHS Act

- maintaining places of work under their controlling a safe condition, and ensuring safe entrances and exits
- making arrangements to ensure the safe handling, storage and transport of plants and substances
- providing and maintaining systems f work and work environments that are safe and without risks to health
- providing information, instruction, training and supervision necessary to ensure the health and safety of employees
- providing adequate facilities for the welfare of employees
- ensuring costs to satisfy requirements specified under the Act or Regulation are met
- must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare
- ensuring the health and safety of visitors who are not employees

3.3. Identify and carry out emergency procedures

An **emergency procedure** is a plan of actions to be conducted in a certain order or manner, in response to a specific class of reasonably foreseeable emergency, a situation that poses an immediate risk to health, life, property, or the environment. Where a range of emergencies are reasonably foreseeable, an emergency plan may be drawn up to manage each threat. Most emergencies require urgent intervention to prevent a worsening of the situation,

although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath.

The emergency plan should allow for these possibilities. Before preparing a procedure, it may be appropriate to carry out a risk assessment, estimating how likely it is for an emergency event to occur and if it does, how serious or damaging the consequences would be. The emergency procedure should provide an appropriate and proportionate response to this situation.

All employers are obligated to ensure staff is trained in workplace emergency procedures. This may include what to do in case of a fire, earthquake, or other emergency; identifying locations of emergency exits; and processes to follow to evacuate the building in the case of an emergency. These procedures are site specific and should be a part of the training for all new employees. In addition, regular drills or reviews of procedures are important to ensure that if an actual emergency occurs, everyone is able to react accordingly and safely.

Orientation to any new job site, even if temporary, should always include the following information:

- Location of emergency exit
- Location of first aid supplies or the procedures to call for an attendant
- Location of fire extinguishers
- Evacuation procedures and muster stations
- Any hazards present on the site

3.4. First Aid Procedures

Providing access to first aid supplies or attendants is a requirement of employers under the OHS Regulation, but the required vary according to the size of the employer and many other factors. For example, in some cases it is required that a designated first aid attendant be on duty, while in others it is enough to provide a first aid kit stocked with a prescribed list of supplies. Many industrial settings and B.C. training institutions are equipped with a first aid station with a trained attendant. The person who staffs that station is able to perform a wide variety of services from bandaging minor cuts to stopping major bleeding and splinting broken bones. All workers should know where the first aid station is, who staffs it, and what services are available.

If you sustain an injury, no matter how minor, ensure that the incident is reported in the first aid station log. Minor irritations often develop into major problems, so report all injuries promptly.

3.5. Co-operation with the employer/supervisor

In occupational health and safety cooperation, the employer and employees handle issues related to occupational safety and health and employee well-being together. Cooperation parties include the occupational safety manager appointed by the employer and the occupational safety representative and occupational safety committee elected by the employees. Labour market organization contracts also include provisions regarding occupational safety ombudsmen. In small workplaces, the cooperation takes place in the immediate interaction between the employer and the employees. The purpose of occupational health and safety cooperation, a so-called cooperation workplace must be defined. The concept of a cooperation workplace affects representative cooperation and the election of the occupational safety representative.

A cooperation workplace is an entity made up of one or more departments or operational units of the same employer. When defining a cooperation workplace, the nature and extent of the operations, the number of employees in the operational unit and the risks and hazards of the work must be taken into account. Several cooperation workplaces may be defined for one company.

3.6. Taking reasonable care for own health and safety

It states that every employee while at work must: take reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their acts or omissions at work. In other words, employees must not put others at risk by what they do or don't do at work

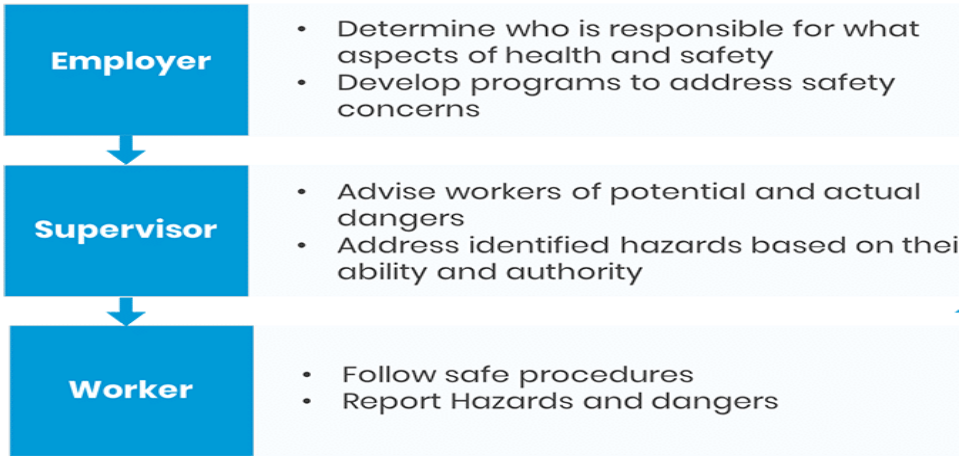
3.7. Accepting responsibility for protection of the health and safety of others

Employers have a lot of responsibility when it comes to workplace safety. Chief among them is the responsibility to take every reasonable precaution for the safety of workers. So, while everyone in the workplace contributes to safety, being able to prove due diligence/industry is up to the employer.

These include the duty to:

- Comply with all regulations

- Develop and implement an occupational health and safety program and policy
- Develop and implement a workplace violence and harassment policy
- Provide information, instruction, and supervision to a worker to protect the health and safety of that worker.
- Establish and cooperate with the Joint Health and Safety Committee



3.7.1. Employer

The employer can be a corporation or an individual owner. In a large organization, the employer is typically represented by senior management. They may delegate the tasks required to fulfill their duties to Human Resources or Health and Safety Managers. But, they cannot outsource the legal responsibility. In a small organization, the employer is often the owner themselves. In this case, they may be the one carrying out the tasks involved in fulfilling the employer duties.

3.7.2. Supervisor

A supervisor is a person appointed, by an employer, who has charge of a workplace or authority over a worker. A supervisor can be called a manager, team lead, director and so on. They may not have an official supervisory title, but if they have authority over a worker, they are considered a supervisor. Authority refers to a specific power the supervisor has to ensure a worker's compliance with directions.

Supervisor Responsibilities

Supervisors have the same overall responsibility to ensure the safety of workers. Supervisors must take every precaution reasonable in the circumstances for the protection of the worker.

Other duties of supervisor include:

- Ensuring workers work in compliance with health and safety policies and procedures
- Ensuring that personal protective equipment (PPE) is worn when necessary
- Advising workers of any potential or actual dangers known to them
- Providing workers with written instructions on any measures and procedures to be taken for the workers' protection
- Offering training and education about potential or actual hazards

3.7.3. Worker Responsibilities

Safety isn't just the job of management. Safety is a personal responsibility. While the main one is to work safely, workers are also responsible for:

- Wearing appropriate personal protective equipment
- Operating equipment in a safe manner
- Working in compliance with regulations
- Reporting any known workplace hazards
- Knowing their rights under the OHS

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the responsibility of employees in work place safety (6pt)
2. What are the responsibility of employers in work place safety (6pt)

Note: **Satisfactory rating - 12 points** **Unsatisfactory - below 12 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
2. _____
   _____
   _____
   _____

References

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POULTRY PRODUCTION

NTQF Level - III

Learning Guide -18

Unit of Competence: - Carry out work place OHS procedures

Module Title: - Carrying out work place OHS procedures

LG Code: AGR PLP3 M05 LO2-LG-18

TTLM Code: AGR PLP3 TTLM 0120v1

LO2: Assist in workplace hazard identification and risk control

Instruction Sheet	Learning Guide #18

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics: –

- providing and explaining information regarding hazard identification and risk control
- recognising and reporting hazards in the workplace to designated personnel
- making assessment of risk associated with identified hazards
- following workplace procedures and work instructions for controlling risks
- recognizing risk to fellow works, other people and animals and taking action to eliminate or reduce risk
- undertaking or providing safety training

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to: –**

- provide and explain information regarding hazard identification and risk control
- recognise and report hazards in the workplace to designated personnel
- make assessment of risk associated with identified hazards
- follow workplace procedures and work instructions for controlling risks
- recognize risk to fellow works, other people and animals and taking action to eliminate or reduce risk
- undertake or providing safety training

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3. Read the information written in the “Information Sheets 1, 2, 3, 4, 5 and 6 in page 3, 8, 16, 23, 28 and 32 respectively”.
4. Accomplish the “Self-check 1,2, 3, 4, 5 and 6 ” in page 8, 15, 22, 27, 30 and 36 respectively
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work.
6. If you earned a satisfactory evaluation proceed to “next Information Sheets”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #18.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet-1	Providing and explaining information regarding hazard identification and risk control

1.1. Identify hazard and control risk

A hazard is any source of potential damage, harm or adverse health effects on something or someone.

Hazard identification and elimination and risk assessment and control" uses the following terms:

- Harm: - physical injury or damage to health.
- Hazard: - a potential source of harm to a worker.

Basically, a hazard is the potential for harm or an adverse effect (for example, to people as health effects, to organizations as property or equipment losses, or to the environment).

Strategic approaches to reducing enterprise injury risk are multifaceted and include:

- Identifying elimination and substitution options
- Improving design and engineering solutions
- Administrative or work practice solutions, including education and skills development
- Identification of requirements for personal protective clothing and equipment
- Identification of incentives for adoption of improved systems
- Ensuring compliance with regulatory requirements for supply of safe plant and equipment and safe operation in the farm workplace.

Hazard identification is part of the process used to evaluate if any particular situation, item, thing, etc. may have the potential to cause harm. Hazard identification is the process used to identify all possible situations where people may be exposed to injury, illness or disease. It is the process used to identify all the possible situations in the workplace where people may be exposed to injury, illness or disease.

The term often used to describe the full process is risk assessment:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyze and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

Overall, the goal of hazard identification is to find and record possible hazards that may be present in your workplace. It may help to work as a team and include both people familiar with the work area, as well as people who are not – this way you have both the experienced and fresh eye to conduct the inspection.

Hazard identification can be done/ways of hazard identification:

- During design and implementation
  - Designing a new process or procedure
  - Purchasing and installing new machinery
- Before tasks are done
  - Checking equipment or following processes
  - Reviewing surroundings before each shift
- While tasks are being done
  - Be aware of changes, abnormal conditions, or sudden emissions
- During inspections
  - Formal, informal, supervisor, health and safety committee
- After incidents
  - Near misses or minor events
  - Injuries

To be sure that all hazards are found:

- Look at all aspects of the work and include non-routine activities such as maintenance, repair, or cleaning.
- Look at the physical work environment, equipment, materials, products, etc. that are used.
- Include how the tasks are done.
- Look at injury and incident records.
- Talk to the workers: they know their job and its hazards best.
- Include all shifts, and people who work off site either at home, on other job sites, drivers, teleworkers, with clients, etc.
- Look at the way the work is organized or done (include experience of people doing the work, systems being used, etc.).
- Look at foreseeable unusual conditions (for example: possible impact on hazard control procedures that may be unavailable in an emergency situation).

- Determine whether a product, machine or equipment can be intentionally or unintentionally changed (e.g., a safety guard that could be removed).
- Review all of the phases of the lifecycle.
- Examine risks to visitors or the public.
- Consider the groups of people that may have a different level of risk such as young or inexperienced workers, persons with disabilities, or new or expectant mothers.

1.2. Types of hazards

A common way to classify hazards is by category:

1. Biological

Zoonotic diseases and infections naturally transmitted between vertebrate animals and man are common. These include infective agents such as viruses, bacteria, fungi (histoplasmosis) rickettsia and other microbes as well as endotoxins, insects, plants, birds, animals, and humans, etc.,

Fig 1. Biological hazard signs

Example;

- Hepatitis B
- New strain influenza

2. Chemical

It depends on the physical, chemical and toxic properties of the chemical,

- Acute and chronic respiratory irritation and disease from exposure to agricultural dusts. Agricultural dusts are primarily organic (feathers, dander, microorganisms etc.), but inorganic dusts, like crystalline silica, are also found in confinement house dusts

- Immunologically mediated diseases (e.g. rhino pharyngitis, atopic asthma) and hypersensitivity (immediate and delayed) reactions (e.g. extrinsic allergic alveoli is/ hypersensitivity pneumonitis) from exposure to dusts
- Acute and chronic dermal, ocular and respiratory diseases from exposure to several toxic and asphyxiating gases common especially in confinement systems including ammonia (NH3), released during microbial degradation of manure; carbon dioxide (CO2) from animal respiration, manure fermentation, and gas flame heaters; other gases include CO, H2S, CH4, S02, and NO_2 (manure decomposition and fuel combustion)
- Exposure to disinfectants, detergents, formaldehyde, ammonia solutions, sodium carbonate and sodium hypochlorite. Formaldehyde, a suspect carcinogen, is often used as a disinfectant in hatcheries and brooder houses

Fig 2. Chemical hazards

3. Ergonomic

It is repetitive movements, improper set up of workstation, etc. Back pains and other musculo-skeletal problems is resulting from overexertion and wrong postures during lifting and moving of animals and feed bags, shoveling of wastes, etc. Although work provides many economic and other benefits, a wide array of workplace hazards also present risks to the health and safety of people at work. These include but are not limited to, "chemicals, biological agents, physical factors, adverse ergonomic conditions, allergens, a complex network of safety risks," and a broad range of psychosocial risk factors.

Example;

- Lifting heavy objects Stretching the body
- Twisting the body
- Poor desk seating

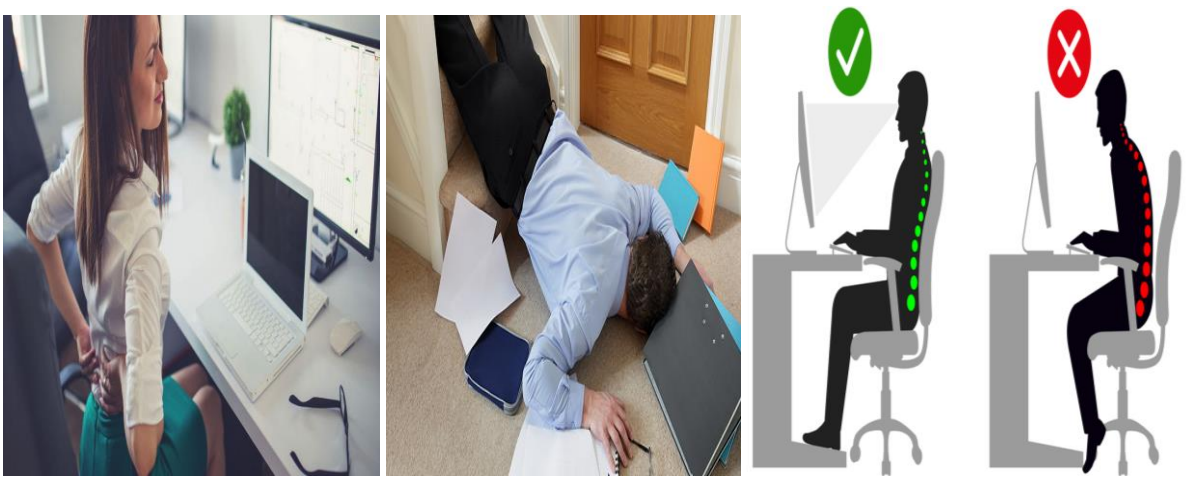

Fig 3. Ergonomic hazards

4. Physical

It may include radiation, magnetic fields, temperature extremes, pressure extremes (high pressure or vacuum), noise, etc.

- Exposure to high noise levels particularly in confinement systems
- Heat exhaustion, heat-induced dermatosis, sun-induced dermatosis and cold exposure due to variable thermal conditions of yearlong outdoor work or high temperature/humidity in confined systems

Example;

- Wet floors
- Loose electrical cables Objects protruding in walkways or doorways

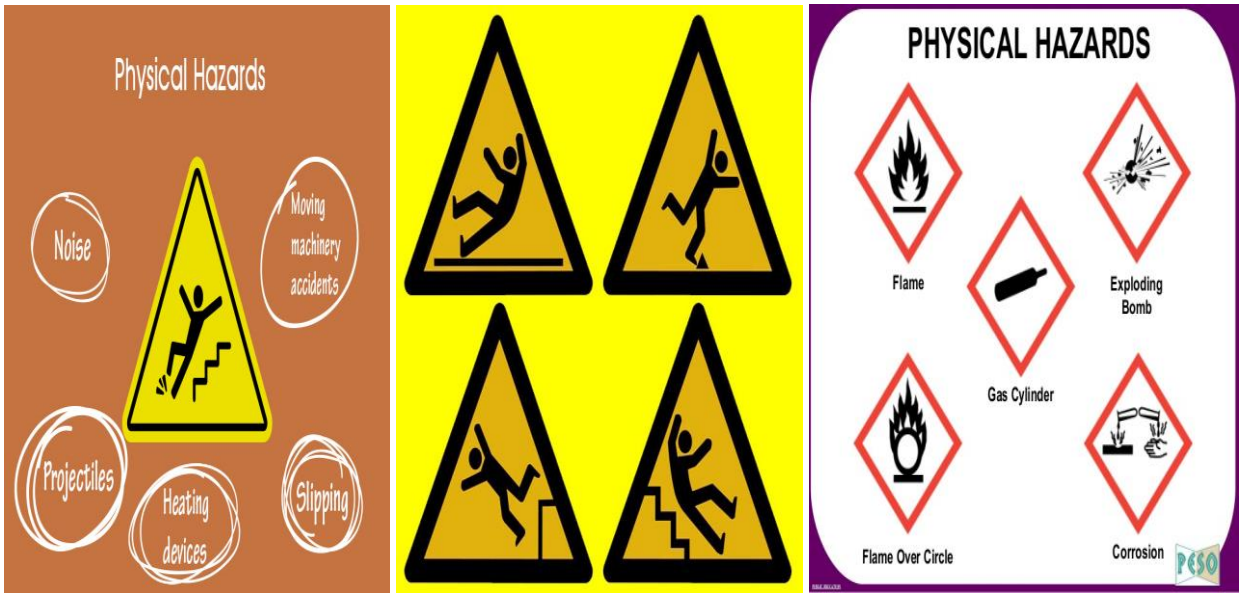

Fig 4. Physical hazards

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define hazard (3pts)
2. List types of hazards (4pts)

Note: **Satisfactory rating - 7 points** **Unsatisfactory - below 7 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
   _____
2. _____
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   _____
   _____

Information Sheet-2	Recognising and Reporting hazards in the workplace to designated personnel

2.1. Hazards related to job/ in the work place

Equipment and machinery operation and maintenance (including powered tools), vehicles, noise, chemicals, gases, dust, manual handling, plants and animals/livestock, solar radiation, electricity, overhead hazards including power lines, confined spaces, tripping hazards, water bodies, firearms, explosives, damaged or broken structures, damaged or worn equipment, items blocking exits, items of equipment in areas used for access, poor surfaces, and spillages and breakages.

Accident hazards

Sprains and strains from slips, trips, and falls when carrying heavy loads (bags of feed), working in congested and slippery areas soiled with excreta. Eye and skin irritation from contamination of broken skin or from splashing of irritants, allergens, other hazardous fluids (disinfectants) during vaccinating/ medicating (in feed/water), mixing of feed, transporting feed/medicines, or spraying vaccines, disinfectants, and fumigating agents. Burns from exposures to hot surfaces (e.g. incubators, de-beaker tools).

2.2. Respiratory hazards on poultry farms

Poultry Workers who spend time in confinement buildings risk exposure to a number of respiratory hazards including dusts, gases and other irritants. This can be a major problem if ventilation systems are not working at their optimum levels. They include ammonia, and dusts containing many components such as dander, bacteria, molds, pollen, grains, animal fluids etc.

Exposure to these may lead to chronic or acute respiratory ailments in workers. The most common symptoms among poultry workers include shortness of breath, tightness in the chest, airway inflammation and bronchitis. Decreased pulmonary function can also occur from chronic exposure to low levels of toxic gases. Some workers may be hypersensitive to some of the contaminants and get allergic reactions and asthma like symptoms. During winter months especially, air quality can be poor since ventilation may be reduced. Combined with a buildup of litter, ammonia and dust levels may increase.

It is important, therefore to ensure that appropriate respiratory protection is available for use. Respiratory hazards are usually categorized as smoke and fumes, sprays and mists, dusts, and gases and vapors. Smokes and fumes are very tiny solid particles suspended in the air. They can be generated from welding to burning plastic materials. Sprays and mists are small liquid droplets that occur from spraying pesticides, paints, disinfectants, etc. Dusts are suspended solid particles ranging greatly in size. Dusts can be generated from grinding, milling, drillings or created in the poultry house or in a dusty field. Gases and vapors are molecules in the air and are typically found in confined spaces. Examples in the poultry house include ammonia and carbon monoxide from engine exhaust of tractors or skid steer loaders.

2.2.1. Dust

Dust in the poultry house environment is a concern for growers. Some factors affecting dust concentrations include bird and litter age, temperature, relative humidity, ventilation rate, time of day and bird activity. Respiratory protection becomes especially important when dust levels rise in the houses such as during colder weather when ventilation is reduced, with built-up litter, and during the grow-out period. Poultry house dust contains feed and fecal particles, feather barbules, skin debris, fungal fragments, and spores, bacterial and bacterial fragments, viruses and particles of litter. This type of dust is typically known as organic dust, since it is derived from materials formed by living organisms. Such dust was generally considered nuisance or inert, meaning it has little adverse effect on the lungs. New research though shows that because poultry house dusts are largely organic and contain bacteria and other bioactive substances, it cannot be considered inert.

Poultry house dusts also contain what is known as **endotoxins**, which are toxins of gram-negative bacteria. These inflammatory substances can cause toxin fever which is similar to influenza. Symptoms include headache, nausea, coughing, nasal irritation, chest tightness, and phlegm. Endotoxins are responsible for a number of work-related acute and chronic illnesses such as those mentioned above.

2.2.2. Ammonia

Ammonia is prevalent in most poultry houses and especially during the winter months. It is produced from the breakdown of nitrogenous compounds and characterized by a sharp and pungent odor. Ammonia concentrations can be particularly damaging to your health during periods of minimum ventilation. This can be between flocks when the house is closed or during the brooding period.

Ammonia is considered an irritant and readily impacts the eyes and respiratory tract. Ammonia can increase the susceptibility of the respiratory system to airborne pathogens. This is due to impaired mucus flow and ciliary action in the upper respiratory tract which is the first-line of disease defense in humans and poultry. Methods of detecting ammonia include litmus paper, detection tubes and electronic devices.

2.2.3. Other Respiratory Hazards

Pesticides, disinfectants and litter amendments are other potential respiratory hazards on poultry farms. These products are safe when applied according to manufacturer's recommendations. However, they can pose serious health concerns when applied inconsistent with recommended application procedures, and without the appropriate respiratory and personal protection equipment. Also, remember all chemicals are not compatible and therefore mixing some chemicals can cause serious health consequence to you and your family.

Route of Entry

The above, identified respiratory hazards enter the body through the lungs which is the most vulnerable route of entry. The entry through the lungs represents the quickest and most direct route, because of its large surface area. The lungs have built-in mechanisms to defend against foreign matter. Coughing and sneezing help to remove some contaminants, but the capacity of the lungs is limited. If other measures to control exposure, such as ventilation, are not available or are insufficient, respiratory protective devices should be worn.

2.3. Controlling risks and hazards

Some controls which could be put into place in your workplace for the above hazards are:

Slips and Trips

- Don’t leave things lying on the ground where someone could trip over them
- Have sign age up if floor surface is wet to prevent slips
- Cover over cords etc. on floors so people don’t trip

Lifting

- Never try to lift anything that is too heavy.
- Always ask for assistance.
- Plan your lift, particularly if item is large, awkward or possibly unstable.
- Be shown the correct procedure for lifting anything.
- Bend from the knees, not your back.

Electricity

- Never use faulty electrical equipment or cords etc.
- If an item is damaged or faulty, tag it immediately and remove it from service.
- Don't mix electricity with water.
- Always use electrical equipment in the manner for which it was made.

Machinery

- Never operate machinery under the influence of drugs or alcohol.
- Never operate machinery unless you are trained to operate that machinery.
- Keep clear of moving machinery at all times.

Fire

• Be aware of your workplaces fire procedure.

• Know where fire extinguishers are located and how to use them.

• Be careful when in and around flammable substances.

• Read signage carefully in regards to flammable substances.

2.3.1. Hierarchy of Controls

The accepted system of managing risk in the workplace

A hierarchy of control process is commonly used to manage risk and hazards.

Generally speaking the risk and hazards are assessed in the following order;

Elimination of the hazard

Elimination assumes that the hazard is completely removed or the risk of exposure to the hazard is removed. This is the ideal control solution. For example:

• Removal of a noisy machine from a quiet area

• Removal of fuels from the vicinity of welding

Substitution for other mechanisms

Substitution involves replacing a hazardous substance, machinery or work process with a non-hazardous or less hazardous option. For example:

• using chemicals in pellet or paste form as opposed to dusty powders

• using non-flammable solvents in place of flammable ones

• replacing an old unsafe work bench with a stronger one

Isolating the hazard

If a hazard cannot be eliminated or substituted, the next preferred measure is to control the risk. Isolating the hazard can include:

- clearing an area around the hazard
- repositioning the hazard to a contained area

Engineering so as to correct the problem

Engineering can prove to be an effective and inexpensive option for controlling a risk. Engineering controls may include:

- Modification of tools and equipment
- using enclosures, guarding
- Local exhaust ventilation
- Automation

Administrative means of reducing the risk (i.e. signs, written protocol)

Where a health and safety risk cannot be eliminated or controlled by engineering, administrative controls should be implemented. Administrative controls mean introducing work practices which reduce risk. This limits or controls exposure to the hazard. Administrative examples may include:

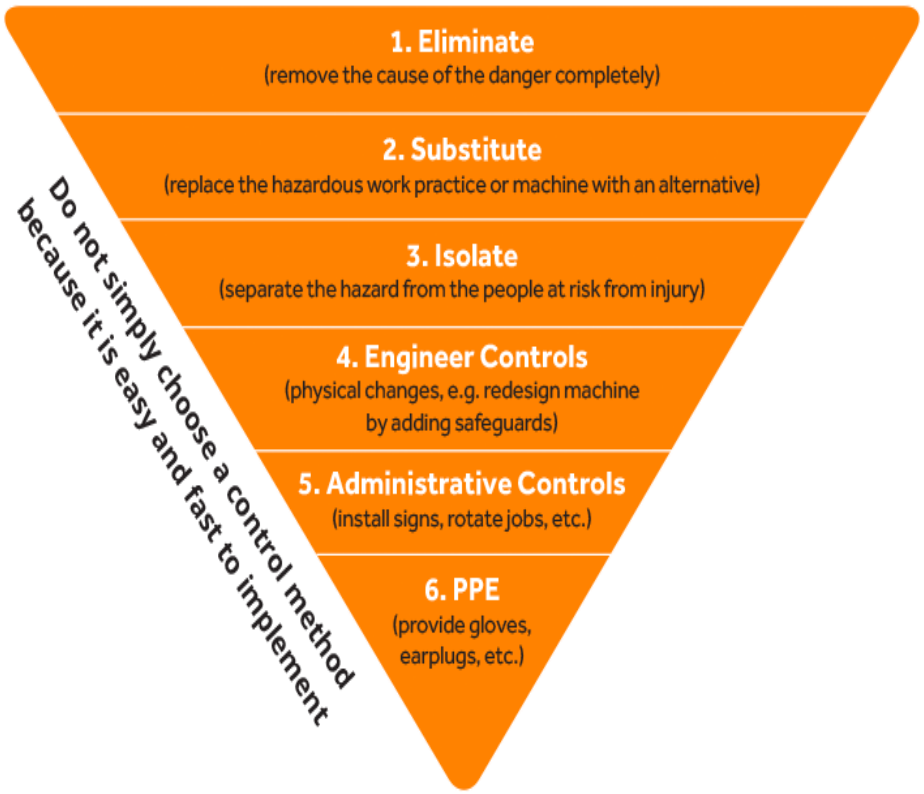
- rotating jobs
- Manuals to follow for the use of hazardous chemicals/MSDS records
- Warning signs and labels
- Safe work procedures
- licensing for high risk work e.g. forklift license
- Training courses

Personal Protective Equipment (PPE)

Personal protective equipment should only be considered where other measures are not practical. Efforts to remove health and safety risks using elimination, substitution, engineering and administrative controls should continue. PPE may also be used in combination with other controls.

Examples may be:

- Protective clothing e.g. boots, gloves, overalls
- The use of sun screen and sun glasses
- Masks and breathing apparatus



In completing a hierarchy of control employers as well as employees must:

- Consider legislative requirements relevant to each hazard.
- Consider hazard control options that are suitable as well as being within sensible cost constraints if possible.
- Consider the possibility of short term alternatives while more permanent measures are planned and factored within the budget.
- Complete a written plan for controlling all hazards.
- Nominate the person(s) responsible for ensuring the plans are implemented.
- Provide details of the actions to be completed.
- Identify time frames and targets to achieve, review and modify the plans.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are efforts required to remove safety and health risks? (5pts)
2. Describe risks associated poultry farm (4pts)

Note: **Satisfactory rating – 9 points** **Unsatisfactory - below 9 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

1. _____
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   _____
   _____
2. _____
   _____
   _____
   _____
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Information Sheet-3	Making assessment of risk associated with identified hazards

3.1. Risk Assessment

R**isk** is the chance, high or low, that any hazard will actually cause somebody harm. For example, working alone away from your office can be a hazard. Risk can be defined as the chance of loss or an unfavorable outcome associated with an action. Uncertainty does not know what will happen in the future. The greater the uncertainty, the greater the risk. For an individual farm manager, risk management involves optimizing expected returns subject to the risks involved and risk tolerance.

Hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a keyboard, a bully at work, stress, etc.

Risk assessment is the process used to determine the likelihood people may be exposed to injury, illness or disease in the workplace arising from any situation identified during the hazard identification process.

Risk assessment is the process where you:

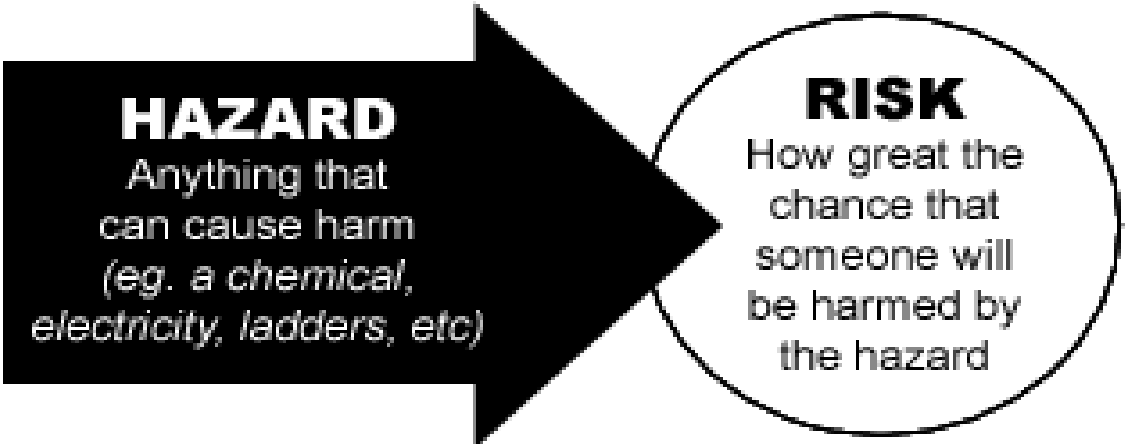
- identify hazards
- analyze or evaluate the risk associated with that hazard
- determine appropriate ways to eliminate or control the hazard risk assessors can face tough situations

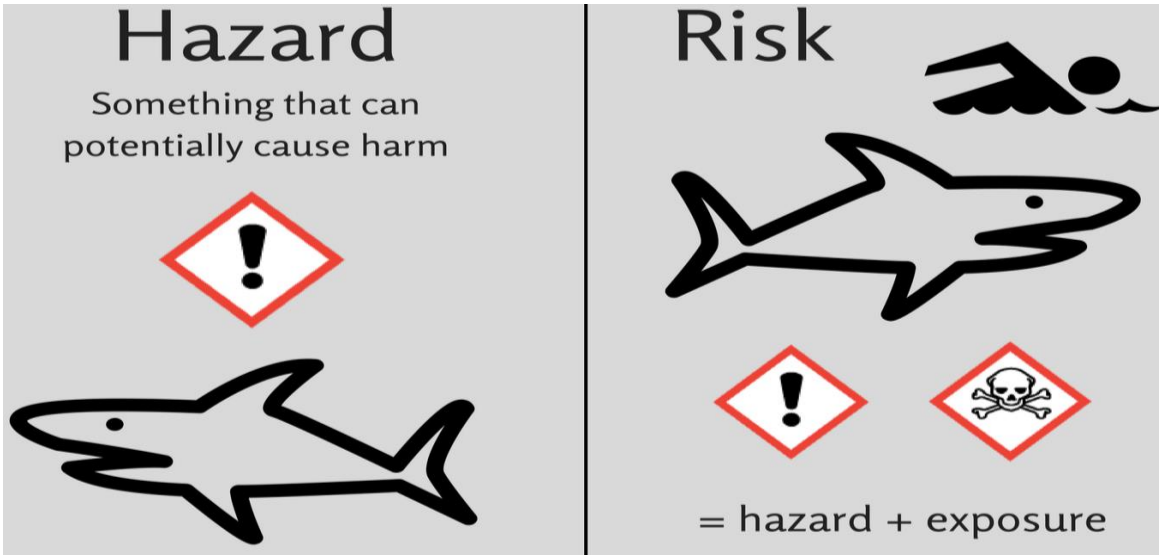
Risk drowning/sinking in waterways, run over and injury associated with vehicles and machinery, machinery entanglement, exposure to noise, splash, scalding, drift and volatility of chemicals.

The **purpose of risk assessment** is to determine whether there is any likelihood of injury, illness or disease associated with each of the potentially hazardous situations identified in the hazard identification process by considering:

- Whether any person (workers and/or members of the public/visitors) would be exposed to the identified situations under all possible scenarios (such as, for example, during installation, commissioning, erection, operation, inspection, maintenance, repair, service and cleaning of plant, equipment or areas)
- The existing measures in place to protect the health and safety of people who may be exposed to the identified risk or hazard

- How adequate the existing measures are for protecting the health and safety of people who may be exposed.





Risk= Hazard + Exposure

If exposure is low, the risk is low.

Exposure is the probability an event will happen.

What are the five steps to risk assessment?

Step 1: Identify hazards, i.e. anything that may cause harm

Step 2: Decide who may be harmed, and how

Step 3: Assess the risks and take action

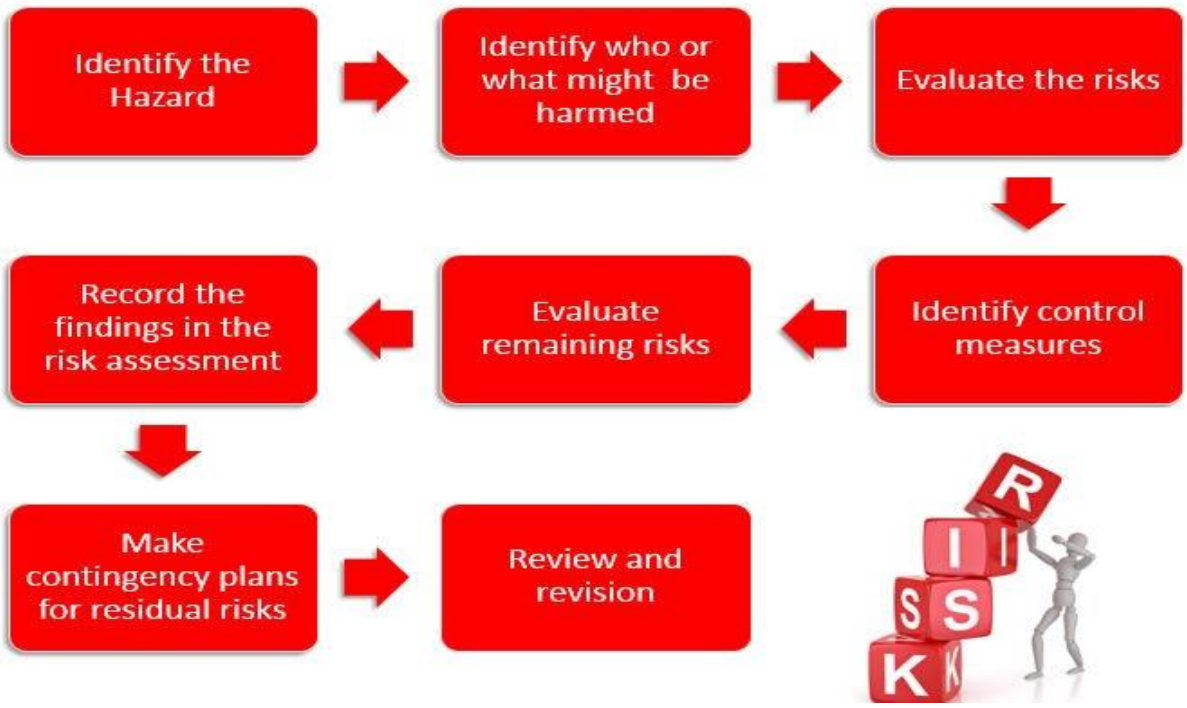
Step 4: Make a record of the findings

Step 5: Review the risk assessment

The first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a "hazard assessment." Potential hazards may be physical or health-related and a comprehensive hazard assessment should identify hazards in both categories. Examples of physical hazards include moving objects, fluctuating temperatures, high intensity lighting, rolling or pinching objects, electrical connections and sharp edges. Examples of health hazards include overexposure to harmful dusts, chemicals or radiation.

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic hazard categories:

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat/cold
- Harmful dust
- Light (optical) radiation
- Biological



Steps in Risk Management Planning

Step 1-Identify risks

The first step in the process of managing risk is identifying and classifying the prospective risks. The five primary sources of risk are: Production, Marketing, Financial, Legal and Human.

Step 2-Measure Risks

Probabilities are simply a way of expressing the chance of various outcomes occurring. Weather forecasts use probabilities. For example, they may indicate a 20 percent chance of rain or a 40 percent chance of snow. Some probabilities are known objectively by observation or measurement. Some probabilities must be subjectively estimated by the decision maker

Step 3-Assess risk bearing capacity

Risk management strategies are also affected by an individual's capacity or ability to bear (or to take) risk. Financially, risk bearing capacity is directly related to the solvency and liquidity of one's financial position.

Step 4-Evaluate risk tolerance or preferences

People may be categorized into one of three broad types of risk tolerance. Risk adverse producers are the most cautious risk takers. They are willing to give up some income to some level of avoid risk. They may value safety, stability, or financial survival more than an opportunity for higher profits.

Step 5-Set risk management goals

A meaningful goal is specific, measurable, attainable, challenging but realistic, time specific, written, and performance based. If one achieves all conditions of a specific measurable goal, confidence increases and satisfaction results. If a measurable goal is not attained, objective analysis can occur and adjustments can be made to improve the likelihood of success.

Step 6-Identify effective risk management

Because of the multiple sources of risk, comprehensive strategies that integrate several responses to variability are often necessary for effective risk management. The particular combination used by an individual farmer will depend on the individual's situation, the types of risk faced, and the risk attitudes or preferences.

Step 7-Select Professional assistance

Even though risk management is challenging, there are many professional resources available and farmers should not feel isolated.

Step 8-Make a decision and implement the Plan

Possibly the most difficult aspect of any decision process is implementing the plan. Following through the steps provides the confidence and numerical measurements to implement a plan that best fits the situation

Step 9-Evaluate the results

Include a mechanism to collect the results of the plan, compare with the expected outcomes and make plans for adjustments, if necessary, for future decision cycles.

In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:

- Sources of electricity.
- Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.
- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.

When the walk-through is complete, the employer should organize and analyze the data so that it may be efficiently used in determining the proper types of PPE required at the worksite. The employer should become aware of the different types of PPE available and the levels of protection offered. It is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards. The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards.

This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action.

Documentation of the hazard assessment is required through a written certification that includes the following information:

- Identification of the workplace evaluated;
- Name of the person conducting the assessment;
- Date of the assessment; and
- Identification of the document certifying completion of the hazard assessment.

3.2. Material Safety Data Sheets (MSDS)

An MSDS is a document containing important information about a hazardous chemical (which may be a hazardous substance and/or a dangerous good) and must state:

- A hazardous substances product name
- The chemical and generic name of certain ingredients
- The chemical and physical properties of the hazardous substance
- Health hazard information
- Precautions for safe use and handling
- The manufacturer's or importer's name, address and telephone number The MSDS provides employers, self-employed persons, workers and other health and safety representatives with the necessary information to safely manage the risk from hazardous substance exposure.

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define Risk (2pts)
2. What is the difference between hazard, risk and exposure (6pts)
3. Mention risk management planning (9pts)

Note: **Satisfactory rating - 17 points** **Unsatisfactory - below 17 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
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2. _____
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3. _____
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Information Sheet-4	Following workplace procedures and work instructions for controlling risks

4.1. Job procedures and work instructions

Procedures describe a process, while a work instruction describes how to perform the conversion itself. Process descriptions include details about the inputs, what conversion takes place (of inputs into outputs), the outputs, and the feedback necessary to ensure consistent results.

Procedures include:-

- emergency policies and procedures
- procedures for use of personal protective clothing and equipment
- hazard identification and issue resolution procedures
- job procedures and work instructions
- reporting procedures
- installation of workplace safety signage

Successfully managing health and safety in the workplace relies on commitment, consultation and co-operation. Everyone in the workplace needs to understand the need for health and safety, what their role is in making the workplace safer, and how they can fulfill their responsibilities and duties.

Health and safety policies and procedures are part of a framework for effective health and safety management. A general health and safety policy states management's intention to provide a safe and healthy workplace, and states the health and safety goals of a workplace. It should also demonstrate the employer's acknowledgment of their legal duties and their intention to voluntarily comply with those duties. Specific policies and procedures address particular issues or hazards. They are administrative measures to control workplace hazards and should be used together with other hazard control measures to eliminate or reduce the risk of workplace illness or injury.

Health and safety procedures including:

- Use of personal protective clothing and equipment
- Safe posture including sitting, standing and bending
- Manual handling including lifting and transferring

- Safe work techniques including using machinery and equipment
- Safe handling of chemicals, poisons and dangerous materials
- Dealing with emergency, fire and accidents
- Hazard identification and control.

4.2. Emergency policies and procedures

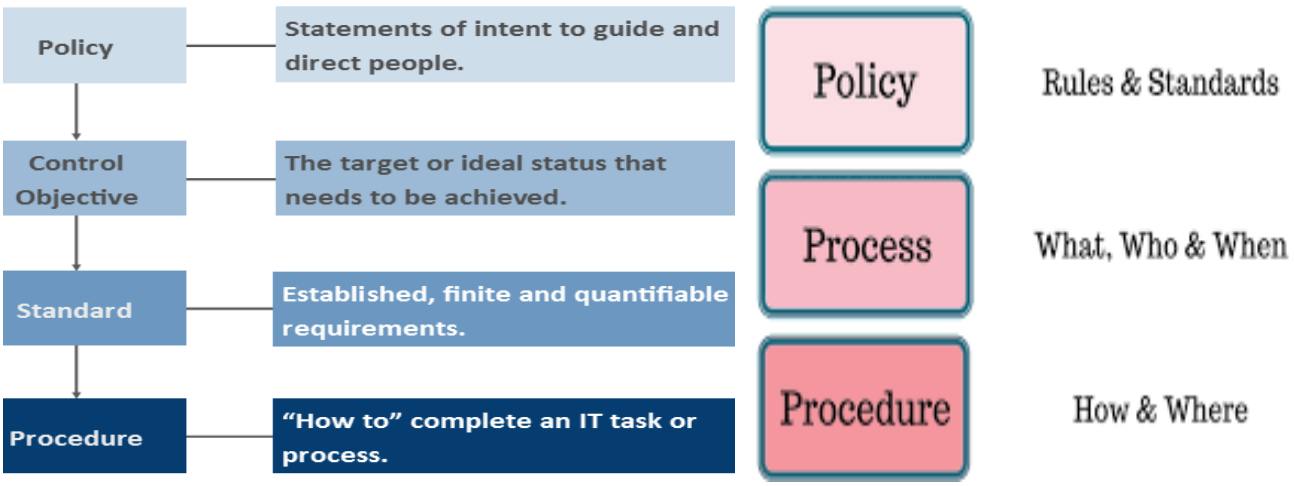
Emergency is a serious, unexpected, and potentially dangerous situation requiring immediate action. Emergency may include electrocution, fire, flood, chemical spills, storms and cyclones, gases in confined spaces, gas leaks, and serious injury associated with tractors, machinery and equipment, animals, vehicles, firearms and grain suffocation.

4.2.1. Policy

Focus believes that staff and individuals need to be aware of emergency procedures to reduce the risk of injury. All staff and individuals supported are required to have a sound knowledge and understanding of fire, evacuation and safety procedures. Focus will provide staff training in emergency and safety procedures to reduce the risk of workplace injury and accidents.

4.2.2. Procedures

The purpose of fire and evacuation procedures is to ensure the safety of staff and residents within the workplace. Since Focus provides support to individuals in their own homes, these homes are considered a place of work for Focus employees. Focus staff also have a duty of care to provide information to people about what needs to be done in case of an emergency. Safety resources and basic training for individuals living in their own homes is outlined in the accommodation support manual.



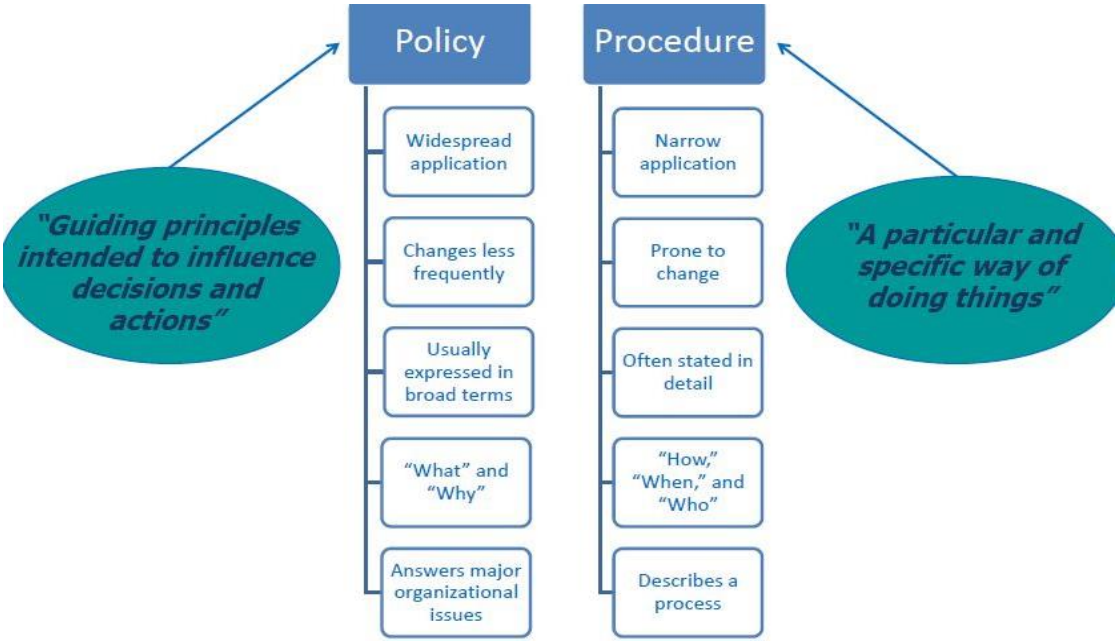


Fig 5. Relationship of policies and procedures

Table 1. Difference between policies and procedures

Policies	Procedures
General in nature	Identify specific action
Widespread application	Narrow application
Identify company rules	Explain when to take actions
Explain why they exist	Describe alternatives
Tells when the rules applies	Shows emergency procedures
Describe who it covers	Include warning and caution
Shows how the rule is enforced	Gives example
Describe the consequences	Shows how to complete forms
Described using simple sentences & paragraphs	Normally written using and outline format
Changes less frequently	Prone to change

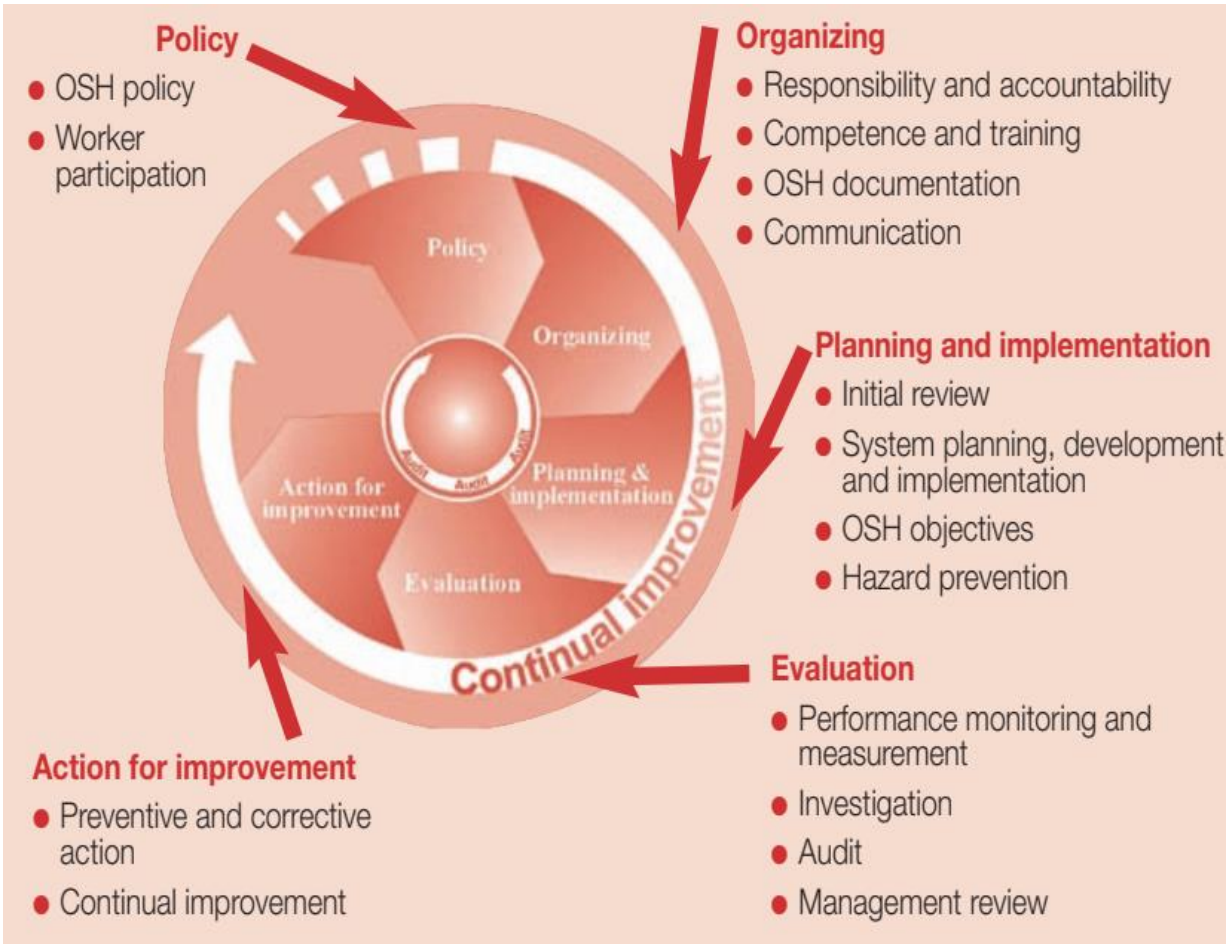


Fig 6. OHS management cycle

Self-Check -4	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the difference between policy and procedure? (2pts)
2. Define emergency (3pts)

Note: **Satisfactory rating - 5 points** **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
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2. _____
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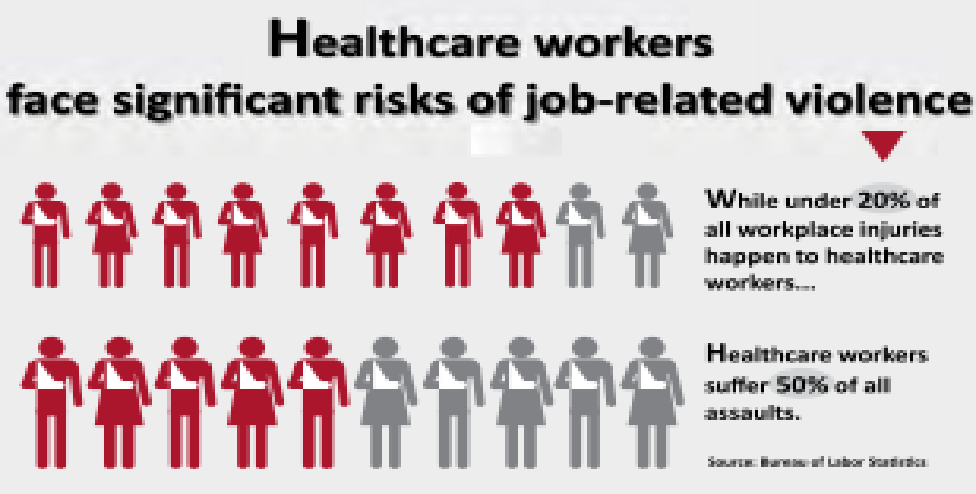
Information Sheet-5	Recognizing risk to fellow works, other people and animals and taking action to eliminate or reduce risk

5.1. Risk/ violence in the Workplace

Healthcare and social service workers face a significant risk of job-related violence. The National Institute for Occupational Safety and Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty. While media attention tends to focus on reports of workplace homicides, the vast majority of workplace violence incidents result in non-fatal, yet serious injuries. The majority of injuries from assaults at work that required days away from work occurred in the healthcare and social services settings. For healthcare workers, assaults comprise 10-11% of workplace injuries involving days away from work, as compared to 3% of injuries of all private sector employees. In addition, workplace violence in the medical occupations represented 10.2% of all workplace violence incidents. It should also be noted that research has found that workplace violence is underreported suggesting that the actual rates may be much higher.

5.2. Identifying and assessing workplace violence hazards

Healthcare and social service workers face an increased risk of work-related assaults resulting primarily from violent behavior of their patients, clients and/or residents. While no specific diagnosis or type of patient predicts future violence, epidemiological studies consistently demonstrate that inpatient and acute psychiatric services, geriatric long term care settings, high volume urban emergency departments and residential and day social services present the highest risks. Pain, devastating prognoses, unfamiliar surroundings, mind and mood altering medications and drugs, and disease progression can also cause agitation and violent behaviors. While the individual risk factors will vary, depending on the type and location of a healthcare or social service setting, as well as the type of organization.



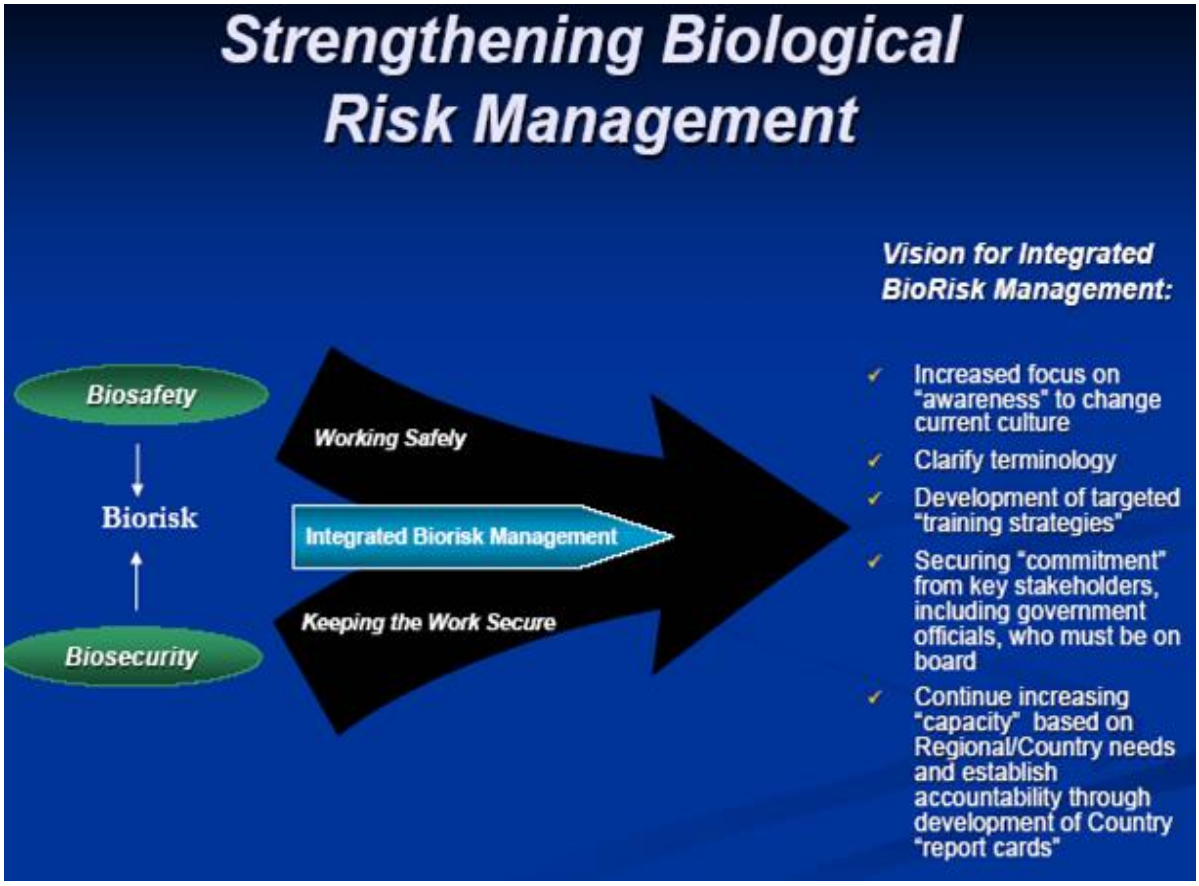
5.3. Risk/ violence Prevention Programs

A written program for workplace violence prevention, incorporated into an organization's overall safety and health program, offers an effective approach to reduce or eliminate the risk of violence in the workplace.

The building blocks for developing an effective workplace violence prevention program include:

- Management commitment and employee participation,
- Worksite analysis
- Hazard prevention and control,
- Safety and health training, and
- Recordkeeping and program evaluation

A violence prevention program focuses on developing processes and procedures appropriate for the workplace in question. Specifically, a workplace's violence prevention program should have clear goals and objectives for preventing workplace violence, be suitable for the size and complexity of operations and be adaptable to specific situations and specific facilities or units.



The components are interdependent and require regular reassessment and adjustment to respond to changes occurring within an organization, such as expanding a facility or changes in managers, clients, or procedures. And, as with any occupational safety and health program, it should be evaluated and reassessed on a regular basis. Those developing a workplace violence prevention program should also check for applicable state requirements. Several states have passed legislation and developed requirements that address workplace violence.

Self-Check -5	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define risk and violence (2pts)
2. Which types of workers more face assaults? (7pts)

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____

_____

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_____

2. _____

_____

_____

_____

Information Sheet-6	Undertaking or providing safety training

6.1. Creating awareness

An employee who knows their job well and all of the hazards and safety precautions will be a more productive person. It is imperative that you have a written plan for training and orienting new workers. The plan should be applied consistently to all new employees.

Examine your operation and prepare a list of all the jobs that require employees, full or part-time. For each job, develop a written job description which will include the major tasks that are performed in the course of their duties. This may not be practical in operations with only a few employees. Each major job task identified should also identify possible hazards in that job and protective equipment that may be required. This will allow you to look at what type of instruction will be necessary as part of your training program.

Portions of your operation may come under Provincial or Federal Health and Safety Legislation. You will need to examine RIGHT TO KNOW legislation and incorporate it into your training program. This could include WHMIS (Workplace Hazardous Materials Information System), Occupational Health and Safety Act, Transportation of Dangerous Goods etc. When training needs have been identified, a program of instruction, even in point form, should be identified.

Fig 7. Awareness creation

The continuous integration of improvements into the work process is vital, but it is possible only if everyone involved is properly trained. Training is an essential element in maintaining a healthy and safe workplace and has been an integral component of OSH management for many years. Managers, supervisory staff and workers all need to be trained. Workers and their representatives in the undertaking should be given appropriate training in occupational safety and health.

It is up to management to give the necessary instructions and training, taking account of the functions and capacities of different categories of workers. The primary role of training in occupational safety and health is to promote action. It must therefore stimulate awareness, impart knowledge and help recipients to adapt to their own roles. Training in occupational safety and health should not be treated in isolation; it should feature as an integral part of job training and be incorporated into daily work procedures on the shop floor.

Safety training employee may be about:

- Proper use of PPE
- Safe machinery operation and maintenance
- Emergency action plan
- Hazard identification and assessment
- Safe chemical use
- OHS induction, specific OHS training,
- Noise associated with plant, machinery and animals, pesticides, dusts, work in the sun, welding and use of grinders

Proper Use of PPE

Employers are required to train each employee who must use PPE. Employees must be trained to know at least the following:

- When PPE is necessary.
- What PPE is necessary?
- How to properly put on, take off, adjust and wear the PPE.
- The limitations of the PPE.
- Proper care, maintenance, useful life and disposal of PPE.

Employers should make sure that each employee demonstrates an understanding of the PPE training as well as the ability to properly wear and use PPE before they are allowed to perform work requiring the use of the PPE. If an employer believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining. Other situations that require additional or retraining of employees include the following circumstances: changes in the workplace or in the type of required PPE that make prior training obsolete.

The employer must document the training of each employee required to wear or use PPE by preparing a certification containing the name of each employee trained, the date of training and a clear identification of the subject of the certification.

Emergency Action Plan

You should develop an emergency action plan that prepares employees for various types of disaster. Everyone should know what its responsibilities.

ROLES IN THE EMERGENCY ACTION PLAN

PERSON IN CHARGE

"The Person in Charge, normally the Trainer, is overall responsible for the planning and execution of the EAP and Assistant may be named to provide overall site monitoring and coordination if this is the case."

Pre-Event (Game/Practice)

1. Conduct a facility risk assessment (as per KGHA Safety strategy)
2. Identify the assistants in executing the plan
3. Communicate the sign and/or method for activating the EAP to assistants and team staff
4. Ensure assistants know their duties

During Event

1. Know where the members of the EAP team are located in the rink
2. Attend to all injuries to assess seriousness (if you are the trainer)
3. Activate the EAP if required

Emergency Action Plan Activated

1. Stay with the injured player – this is your first responsibility unless you have a second qualified trainer
2. Monitor the overall conduct of the EAP
3. Ensure effective communication between the EAP team members

CALL PERSON

"The Call Person is responsible for making the telephone call when emergency help is required."

Pre-Event (Game/Practice)

1. Write down the address, telephone number, and directions to the facility we are in.
2. Determine if 911 works in this area, and if not, identify the appropriate emergency telephone numbers.
3. Locate telephones that can be used in an emergency, and have quarters available.
4. Check to see if there is strong cell phone coverage.

During Event

1. Be visible to Person in Charge (typically trainer). This could save valuable time later.
2. Pay attention to the event action and the Person in Charge, watching for a situation that might require activation of the EAP.
3. Watch for an instruction to activate the EAP.

Emergency action plan should include*:*

- Emergency escape procedures
- Escape routes from each section of the operation
- Who to call in emergencies/ posted numbers for fire, ambulance, environment, police,.
- Procedures to shut down critical operations such as boilers, power etc.
- Accounting for all personnel after evacuation
- Who performs rescue and medical aid before outside help arrives
- How will employees be notified of emergencies- alarms, announcement, and sirens
- Location of all emergency equipment must be made known and well-marked such as fire extinguishers, first aid, power shut off etc.

Workplace health and safety training

Training is vital to assist employees perform their work safely. This means employers should arrange training which covers health and safety issues related to the tasks being performed, as well as training in the overall approach to health and safety taken by the business. The importance of workplace OHS training in preventing workplace injury and illness is generally acknowledged and legislation may set out general and specific training requirements in certain areas for staff, management.

Fig 8. Health and safety training

Self-Check -6	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the advantage of safety training?(2pts)
2. What about emergency action plan should include? (4pts)

Note: **Satisfactory rating - 6 points** **Unsatisfactory - below 6 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
2. _____
   _____
   _____

Operation Sheet- 1	Techniques in identifying work place hazards

Procedures in hazard identification

Step 1. Prepare the required materials

Step 2. Select the work place or shop/laboratory to be observed

Step 3. Observe the work place carefully

Step 4. Write down the hazards you observe

Step 5. Report the identified hazards to your trainer/supervisor

LAP Test	Practical Demonstration

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hour.

Task 1. Identify work place hazards

References

Grammeno, G., 2009 (8th edn), *Planning occupational health and safety: a guide to OHS risk management,* CCH Australia.

Hickman, A., 2010, *Follow health, safety and security procedures,* William Angliss Institute, Melbourne.

Hickman, A., 2010, *Implement and monitor health, safety and security practices,* William Angliss Institute, Melbourne.

http://www.workcover.nsw.gov.au/Pages/default.aspx

http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe

POULTRY PRODUCTION

NTQF Level - III

Learning Guide -19

Unit of Competence: - Carry out work place OHS procedures

Module Title: - Carrying out work place OHS procedures

LG Code: AGR PLP3 M05 LO3-LG-19

TTLM Code: AGR PLP3 TTLM 0120v1

LO3: Observe safe practices during work operations

Instruction Sheet	Learning Guide #19

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics: –

- identifying, using, maintaining and storing PPE
- undertaking basic safety checks on all machinery and equipment before operation
- identifying and notifying hazards associated with handling of hazardous substances
- identifying and notifying noise hazards
- assessing manual handling risks
- accessing information on OHS for specific work operations

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to: –**

- identify, use, maintain and store PPE
- undertake basic safety checks on all machinery and equipment before operation
- identify and notify hazards associated with handling of hazardous substances
- identify and notify noise hazards
- assess manual handling risks
- access information on OHS for specific work operations

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1, 2, 3, 4, 5 and 6 in page 3, 13, 16, 19, 23 and 26 respectively”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1, 2, 3, 4, 5 and 6 ” in page 12, 15, 18, 22, 25 and 35 respectively
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work.
6. If you earned a satisfactory evaluation proceed to “next Information Sheets”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #19.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet-1	Identifying, using, maintaining and storing PPE

1.1. Identifying and preparing personal protective equipment (PPE)

Personal protective equipment (PPE) provides supplementary protection against exposure to hazardous conditions in agricultural production where the safety of workers cannot be ensured by other means, such as eliminating the hazard, controlling the risk at source or minimizing the risk. Suitable and sufficient PPE, having regard to the type of work and risks, and in consultation with workers and their representatives, should be used by the worker and provided and maintained by the employer, without cost to the workers. The same level of protection should also be provided for casual or seasonal workers.

Workers to always work safely and not " fool around", use all equipment safely, as demonstrated by the supervisor; and to report to the supervisor any hazard, dangerous situation or violation of the legislation. Simple methods to implement safe work practices are determined from completion of a Hierarchy of Control. This process is likely to identify a number of safe work practices that are implemented in the workplace and will always include Personal Protective Equipment.

Personal protective equipment (PPE) refers to any specialized equipment or clothing worn by farmers and ranchers for protection against health and safety hazards. PPE does not prevent accidents, but it does prevent or reduce injury and even fatalities when used.

The protective clothing and equipment must always be:

- appropriate for the particular hazards
- maintained in good condition
- properly stored when not in use, to prevent damage or loss
- Kept clean, fully functional, and sanitary.

There are different types of materials, tools and equipment and supplies to perform different activities in poultry raising activity. Therefore, identifying, selecting, using and maintaining to the working activity are very important aspect in poultry work.

1.2. Selection of PPE

You should ask yourself the following questions:

- Who is exposed and to what?
- How long are they exposed for?

- How much are they exposed to?

When selecting and using PPE:

- Choose products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you
- Choose equipment that suits the user – consider the size, fit and weight of the PPE. If the users help choose it, they will be more likely to use it
- If more than one item of PPE is worn at the same time, make sure they can be used together, e.g. wearing safety glasses may disturb the seal of a respirator, causing air leaks
- Instruct and train people how to use it, eg train people to remove gloves without contaminating their skin. Tell them why it is needed, when to use it and what its limitations are

1.3. Maintenance of PPE

PPE must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- using the right replacement parts which match the original, eg respirator filters
- keeping replacement PPE available
- who is responsible for maintenance and how it is to be done
- having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high, eg for visitors who need protective clothing

1.4. Using PPE

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for their workplace. PPE that fits well and is comfortable to wear will encourage employee use of PPE. Most protective devices are available in multiple sizes and care should be taken to select the proper size for each employee. If several different types of PPE are worn together, make sure they are compatible.

If PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed. It may not provide the level of protection desired and may discourage employee use.

1.4.1. Types of PPEs

Personal Protective Equipment (PPE) comprises a range of clothing and equipment which is worn by employees, students, contractors or visitors as appropriate to protect or shield their bodies from workplace hazards. There are many types of PPE that can be considered in categories, based on the type of protection afforded by the equipment.

The strict controls will not necessarily eliminate all the risks associated with most job tasks and this is where the need for PPE must be evaluated. A hazard assessment can help identify which specialized PPE will be required. However, the following basic types of PPE should be made available in worksite. Personal protective equipment (PPE) may include ear, eye and chemical protection, protective clothing, sunscreen lotion, gloves, safety harness and headgear.

1.4.1.1. Eye and Face Protection

Employees can be exposed to a large number of hazards that pose danger to their eyes and face. Employers must ensure that employees have appropriate eye or face protection if they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation. Many occupational eye injuries occur because workers are not wearing any eye protection while others result from wearing improper or poorly fitting eye protection. Employers must be sure that their employees wear appropriate eye and face protection and that the selected form of protection is appropriate to the work being performed and properly fits each worker exposed to the hazard.

Fig 1. Different types of eye goggles and face masks

1.4.1.2. Hand and arm protection

Potential hazards include skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures and amputations. Protective equipment includes gloves, finger guards and arm coverings or elbow-length gloves. Employers should explore all possible engineering and work practice controls to eliminate hazards and use PPE to provide additional protection against hazards that cannot be completely eliminated through other means. For example, machine guards may eliminate a hazard. Installing a barrier to prevent workers from placing their hands at the point of contact between tables saw blade and the item being cut is another method. To provide protection during exposure to potential hazards such as sharp objects, abrasive surfaces, temperature extremes, and chemical contact. Selecting proper gloves is very important since the hands are used to handle hazardous materials. With the wide range of hazards, there are also a wide range of gloves that may be used as PPE.

Chemical-resistant gloves are always recommended when working with pesticides and chemicals. Chemical-resistant aprons add protection from body absorption of hazardous chemicals.

Fig 2. Different types of gloves

1.4.1.3. Hearing protection

To provide protection during exposure to high pitch and loud noise levels. Exposure to high levels of noise may result in hearing loss. PPE should be worn when the noise level is 85 decibels or greater averaged over an eight-hour period. Most hearing protection devices have a noise reduction rating (NRR) that indicates the amount of protection provided. In general, look for NRR of 25 or greater.

Fig 3. Hearing equipments

1.4.1.4. Head protection

It is used to provide protection to potential hazards such as falling objects, striking against low-hanging objects, electrical hazards, or chemical application.

Fig 4. Helments

1.4.1.5. Respiratory Protection

Respirators are used to prevent the exposure to air contaminated with harmful dusts, fumes, mists, gases, smokes, sprays, or vapors.

All respirator usage, including disposable respirators, air purifying respirators, and air-supplied respirators, require annual fit testing and testing and training prior to use.

Fig 5. Respiratory equipment

1.4.1.6. Foot protection

To provide protection for situations with the potential of injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects, and where feet are exposed to electrical hazards.

Fig 6. Foot protection

1.4.1.7. Body/skin Protection

PPE includes safety vests and suits and should be used for tasks that can cause body injuries from extreme temperatures, flames and sparks, toxic chemicals, insect bites and radiation. Ensure that they are clean and free from cuts and burns. Always get a good fit to ensure full body protection.

Fig 7. Body protection

1.5. Storing PPE

While some workplaces will have PPE that is required on a daily basis or worn at all times, other personal protective equipment should be safely stored. The storage of personal protective equipment is almost as important has having it on hand, and an obligation set forth by OHS authority, specifically requiring that PPE must be “maintained in a sanitary and reliable condition.” A facility should have a specific area, away from harsh conditions, designated solely for storing PPE. While PPE needs to be stored in a specific drawer or cabinet, it must also be easily accessible in case of emergencies.

Facilities should consider having extra PPE on hand. In the case of lost, damaged, or compromised equipment, injuries can be avoided by having extra equipment stored on site. If there is PPE that cannot be stored because it is designed for one-time use, employers need to provide proper receptacles for safe disposal. Employees should be trained on the importance of keeping PPE clean as they hold partial responsibility for maintaining the integrity of the equipment. If PPE is stored in a drawer or storage closet, these must be well-organized and periodically reviewed by the safety or facility manager to ensure the equipment is in good condition.

Some personal protective clothing might be items workers are allowed to take home as it is required to be worn at all times. This equipment should also be periodically inspected, and employees should understand their responsibility in taking care of take-home PPE. Alongside training employees on where PPE is stored, a facility should also consider adding visual communication to their PPE program. Letting employees not only know when and where PPE is required, but where the clothing can be found is important to safety. Often times in emergency situations people forget procedures or where things are located, and a simple sign can help change that.

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define PPE (3pts)
2. List PPEs that used in poultry farm (4pts)

Note: **Satisfactory rating - 7 points** **Unsatisfactory - below 7 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____

_____

_____

_____

2. _____

_____

_____

_____

Information Sheet-2	Undertaking basic safety checks on all machinery and equipment before operation

2.1. Basic safety checks on machinery and equipment

(1) An employer shall ensure that each tool, machine and piece of equipment in the workplace is

(a) Capable of safely performing the functions for which it is used; and

(b) selected, used and operated in accordance with

(i) The manufacturer's recommendations and instructions, where available,

(ii) Safe work practices, and

(iii) The requirements of these regulations.

(2) Except as otherwise provided in these regulations, the installation, inspection, testing, repair, maintenance or modification of a tool, machine or piece of equipment shall be carried out

(a) In accordance with the manufacturer's instructions or a standard acceptable to the minister; or

(b) As specified by a professional engineer.

(3) Where equipment or a structure is dismantled in whole or in part and subsequently reassembled, it shall not be used until completely checked and found to be safe for operation or occupancy.

People must be provided with safe access that is suitable for the work they perform in, on and around machinery and equipment. A stable work platform, suited to the nature of the work that allows for good posture relative to the work performed, sure footing, safe environment and fall prevention (if a fall may occur), is a basic requirement. For example, cooling towers on building roofs may have poor access, yet must be attended by a service person at predictable times for water treatment, chemical dosing or monitoring of automated dosing equipment. People performing these tasks must be provided with the means to get themselves and any equipment they require onto the roof with no risk, or minimal risk of fall or injury.

When thinking about safe access to machinery and equipment, consider the following:

- who will be working on or around the machinery and equipment
- people who are required to work in enclosed areas where the atmosphere could be harmful, such as pits, tanks or storage vessels

- what equipment or materials need to be carried to undertake the task
- where and when is access required for operation, maintenance and cleaning
- how will people gain safe access (walkway, gantry, elevated work platform or ladder)
- what work will be carried out during access
- will people be near or exposed to an unidentified mechanical or non-mechanical hazard at the time of access
- has consultation occurred with workers or contractors regarding how they intend to gain access, and what equipment and work platform or structure is best suited for the intended task

Identifying unsafe equipment

An unsafe tool, machine or piece of equipment shall be removed from service and identified in a manner that ensures that it is not inadvertently returned to service until it has been made safe for use.

Ways of staying equipment safe

Machinery and other workplace equipment can be dangerous if not used properly. Anyone using equipment in the workplace needs to be thoroughly trained in its operation and kept up to date. Here are other ways to help staff stay safe when using equipment.

- Keep the work area clean, tidy, well swept/washed, and well lit; floors should be level and have a non-slip surface.
- Do not remove any guarding devices; make sure that they are in position and in good working condition before operating.
- Follow lock-out procedures before measuring, cleaning or making any adjustments.
- Check and adjust all safety devices before each job.
- Wear appropriate personal protective gear as prescribed, including CSA-approved safety glasses with side shields (prescription eye wear is*not* a substitute).
- Ensure that all cutting tools and blades are clean and sharp; they should be able to cut freely without being forced.
- Ensure there is enough room around the machine.
- Ensure that all stationary equipment is anchored securely to the floor.
- Keep hands away from the cutting head and all moving parts.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the advantage of staying safe equipment? (2pts)
2. List requirements to stay equipment safe (7pts)

Note: **Satisfactory rating – 9 points** **Unsatisfactory - below 9 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

1. _____
   _____
   _____
   _____
2. _____
   _____
   _____
   _____

Information Sheet-3	Identifying and notifying hazards associated with handling of hazardous substances

3.1. Hazards associated with handling of hazardous substances

There are many types of PPE available today to protect against a wide variety of hazards. The nature of the hazard and the operation involved will affect the selection of PPEs. The variety of potential occupational hand injuries makes selecting the right pair of gloves challenging. It is essential that employees use gloves specifically designed for the hazards and tasks found in their workplace because gloves designed for one function may not protect against a different function even though they may appear to be an appropriate protective device.

Table 1. Examples of hazard information on label

Label element	Examples
Signal words – these provide an immediate warning to the reader	Danger or Warning
Hazard statements – these describe the nature and severity of the chemical hazard based on a chemical's classification	May cause cancer Fatal if inhaled Flammable liquid and vapour Causes severe skin burns and eye damage May cause respiratory irritation
Pictograms – these provide a pictorial representation of the type of hazard that can be easily recognised at a glance	

The following are examples of some factors that may influence the selection of protective gloves for a workplace.

- Type of chemicals handled.
- Nature of contact (total immersion, splash, etc.).
- Duration of contact.
- Area requiring protection (hand only, forearm, arm).
- Grip requirements (dry, wet, oily).

- Thermal protection.
- Size and comfort.
- Abrasion/resistance requirements.
- Gloves made from a wide variety of materials are designed for many types of workplace hazards. In general, gloves fall into four groups:
- Gloves made of leather, canvas or metal mesh;
- Fabric and coated fabric gloves;
- Chemical- and liquid-resistant gloves;

There are many varieties of protective clothing available for specific hazards. Employers are required to ensure that their employees wear personal protective equipment only for the parts of the body exposed to possible injury. Examples of body protection include laboratory coats, coveralls, vests, jackets, aprons, surgical gowns and full body suits. If a hazard assessment indicates a need for full body protection against toxic substances or harmful physical agents, the clothing should be carefully inspected before each use, it must fit each worker properly and it must function properly and for the purpose for which it is intended. Protective clothing comes in a variety of materials, each effective against particular hazards, such as:

- **Paper-like fiber** used for disposable suits provide protection against dust and splashes.
- **Treated wool and cotton** adapts well to changing temperatures, is comfortable, and fire-resistant and protects against dust, abrasions and rough and irritating surfaces.
- **Duck** is a closely woven cotton fabric that protects against cuts and bruises when handling heavy, sharp or rough materials.
- **Leather** is often used to protect against dry heat and flames.
- **Rubber, rubberized fabrics, neoprene and plastics** protect against certain chemicals and physical hazards. When chemical or physical hazards are present, check with the clothing manufacturer to ensure that the material selected will provide protection against the specific hazard.

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List factors affecting selection of PPE (5pts)

Note: **Satisfactory rating - 5 points** **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____

Information Sheet-4	Identifying and notifying noise hazards

4.1. Noise hazards

Occupational noise hazards are one of the most common workplace safety concerns. Our hearing is sensitive and it doesn't take much too temporarily impair or permanently damage it. Noise hazards vary widely in extremity and cause but no matter if it's an airport terminal or demolition site, steps must be taken to protect worker's hearing. When identifying potential noise hazards in the workplace, the first step is taking a second to consider what qualifies a noise as a 'hazard'.

Noise is any sound that the human ear finds unpleasing and disruptive to concentration. When annoying sounds become noise hazards is when that noise begins interfering with communication and warning signals on the job and causes chronic health problems. These hazards occur when sounds workers are exposed to be greater than 85 decibels, weighted over an eight hour shift. To give you an idea of what exactly 85 decibels is: the rustling of leaves is typically 10 decibels, a normal conversation is between 50-60 decibels, a chainsaw or drill produces 110 decibels while a jet engine is near the top of end of the scale producing about 140 decibels of sound.

Determining the need to provide hearing protection for employees can be challenging. Employee exposure to excessive noise depends upon a number of factors, including:

- The loudness of the noise as measured in decibels (dB).
- The duration of each employee's exposure to the noise.
- Whether employees move between work areas with different noise levels.
- Whether noise is generated from one or multiple sources.

Generally, the louder the noise, the shorter the exposure time before hearing protection is required. For instance, employees may be exposed to a noise level of 90 dB for 8 hours per day (unless they experience a Standard Threshold Shift) before hearing protection is required. On the other hand, if the noise level reaches 115 dB hearing protection is required if the anticipated exposure exceeds 15 minutes.

4.2. Identifying Noise Hazards

1. Look for the Signs — look for existing safety signage indicating known noise hazards and the necessity of PPE. Even if a work site is labeled, it still may not be safe.

If machinery has been replaced or moved since the signage was put up the noise hazard may be more severe.

2. Shout at an Arm's Length — the fastest and easiest way to test if there is a potential noise hazard in a specific area of a job site is to have workers stand at an arm's length from each other and have a conversation. If one worker must raise their voice or the other has a difficult time hearing, there is most mostly a noise hazard present. This is the most practical way to keep employees safe: if in that environment they can't hear a conversation at arm's length what are the odds they can hear a cry for help or be heard, themselves?

3. Ringing or Humming — If you leave work with any sort of ringing in your ear, have difficulty hearing others or you believe you can still hear machines running, there is likelihood you have suffered temporary hearing damage. You should report this to your supervisor immediately and seek medical attention, if needed.

4. Related Health Issues — there are a number of other serious health issues that can be directly linked to over exposure of occupational noise hazards. Some related health effects include: A decrease over time in coordination and concentration, sleeping issues and fatigue, and an increase in nervousness and stress which can be the beginning of another set of health problems. If you've experienced any of these due to noisy working conditions, immediately report these health conditions to your supervisor.

There are two methods called 'controls,' used to eliminate noise hazards; administrative and engineering. Administrative controls are changes that can reduce or eliminate worker exposure, while engineering controls are changes that reduce the sound levels in the facility. When working to eliminate noise hazards, costs add up. Here are a range of four cost-effective ways to reduce or eliminate occupational noise at any facility.

4.3. Eliminating Noise Hazards

1. Machine Maintenance — the number one cost effective engineering control used to reduce industrial noise hazards is to make sure that all machinery being used is properly maintained. Machinery where metal on metal contact is present should be lubricated regularly. This type of 'preventative maintenance' can extend the life of machinery and save production time from unexpected failures. In many cases, low level noise hazards can be solved all together with proper machine maintenance.

2. Limits shifts — Limiting exactly how long workers are exposed to noise hazards is an administrative control that can greatly reduce negative health effects. This can be an alternative to running a costly hearing conservation program for employees, but as this case study from the American Industrial Hygiene Association (AIHA) will tell you, the costs associated with the time spent managing noise hazards will always outweigh the costs of attempting to fix worker's hearing

3. Enclose or Isolate the Noise — this is one way that a little engineering combined with a little capital can result in the reduction or elimination of a noise hazard. If there are large non-human operated machines in a work area, when possible, move these machines away from workers or into less populated rooms. If moving the machinery isn't an option, an enclosure can be built and appropriately labeled to reduce noise levels. If humans are required as operators, an enclosure with an entrance can be constructed and proper PPE provided. Working in these enclosures may require a shorter shift, if the sound produced inside the enclosure requires it.

4. Properly Used PPE — this is the last resort method to deal with a noise hazards. It does not address the problem at the source but acts as a last line of defense for your ears. Proper PPE to protect hearing includes earplugs and ear muffs, often worn together. PPE should be used either in response to low level noise hazards or as a temporary solution until the source of the noise can be controlled or modified.

Self-Check -4	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define Noise (2pts)
2. List ways of identifying noise hazard (4pts)
3. Mention methods of eliminating noise hazards (3pts)

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
2. _____
   _____
   _____
3. _____
   _____
   _____

Information Sheet-5	Assessing manual handling risks

5.1. Manual handling risks

Manual handling may include Moving, lifting, shoveling, loading materials, pulling, pushing, up-ending materials, hand tool use, storing materials at heights too high or too low, bending, repetitious tasks, and handling plants and animals.

Employees facing possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Also, employees whose work involves exposure to hot substances or corrosive or poisonous materials must have protective gear to cover exposed body parts, including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear should be worn. On the other hand, workplace exposure to static electricity may necessitate the use of conductive footwear.

Examples of situations in which an employee should wear **foot** and/or **leg** protection include:

- When heavy objects such as barrels or tools might roll onto or fall on the employee's feet

- Working with sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes
- Exposure to molten metal that might splash on feet or legs
- Working on or around hot, wet or slippery surfaces
- Working when electrical hazards are present

The type and amount of protection is not always the same. Different footwear protects in different ways. Check the product's labeling or consult the manufacturer to make sure the footwear will protect the user from the hazards they face.

Foot and leg protection choices include the following:

- **Leggings** protect the lower legs and feet from heat hazards such as molten metal or welding sparks. Safety snaps allow leggings to be removed quickly.
- **Metatarsal guards** protect the instep area from impact and compression. Made of aluminum, steel, fiber or plastic, these guards may be strapped to the outside of shoes.
- **Toe guards** fit over the toes of regular shoes to protect the toes from impact and compression hazards. They may be made of steel, aluminum or plastic.
- **Combination foot and shin guards** protect the lower legs and feet, and may be used in combination with toe guards when greater protection is needed.
- **Safety shoes** have impact-resistant toes and heat-resistant soles that protect the feet against hot work surfaces common in roofing, paving and hot metal industries. The metal insoles of some safety shoes protect against puncture wounds. Safety shoes may also be designed to be electrically conductive to prevent the buildup of static electricity in areas with the potential for explosive atmospheres or nonconductive to protect workers from workplace electrical hazards.

Care of Protective Footwear

As with all protective equipment, safety footwear should be inspected prior to each use. Shoes and leggings should be checked for wear and tear at reasonable intervals. This includes looking for cracks or holes, separation of materials, broken buckles or laces. The soles of shoes should be checked for pieces of metal or other embedded items that could present electrical or tripping hazards. Employees should follow the manufacturers' recommendations for cleaning and maintenance of protective footwear.

Self-Check -5	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List that what manual handling may include (5pts)

Note: **Satisfactory rating - 5 points** **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____

_____

_____

_____

Information Sheet-6	Accessing information on OHS for specific work operations

6.1. Make health and safety information accessible to staff

Not only must new staff have OHS information explained to them, but they must also have ready access to this information on an ongoing basis so they can refer to it for guidance, instruction and advice as the need arises.

6.2. Information on OHS for specific work operations

To ensure that the risk management process has been conducted appropriately within all stages, national and state OHS authorities (e.g. .Work Cover) have produced guidance material to assist workplaces to understand and apply their OHS legal responsibilities.

These guidelines are called:

- standards
- codes of practice
- Guidance notes.

State and territory-based codes of practice and guidelines can be located through the state and territory OHS authorities.

These documents are helpful in providing information on industry-specific and general risk management issues within the workplace. It is also important to note that some standards and codes of practice are required to be used by law. If this is the case, reference will be made to the standard or code of practice within the state/territory's OHS legislation. Several standards and/or codes of practice are usually required when managing OHS risks within an event environment.

Apply OHS requirements in accordance with regulations/codes of practice and enterprise safety policies and procedures. This may include:

- Using of relevant protective clothing and equipment
- use of tooling and equipment
- workplace environment and safety handling of material
- use of firefighting equipment, enterprise first aid
- Hazard control and hazardous materials and substances

- Using gowns, overalls, rubber boots of appropriate size, goggles, respirators, cap, and head phones, gloves
- Following occupational health and safety procedures designated for the task
- Checking and fulfilling required safety devices before starting operation

6.3. OHS signs and symbols relevant to area of work

In every work place you will find different hazard signs and symbols displayed to let people know of any potential hazards which may be in the area. It is extremely important that you are aware of what the hazard signs and symbols mean at your workplace and what you should and shouldn't do in that area to reduce risk of an accident. Here are an example of some more common hazard signs and symbols.

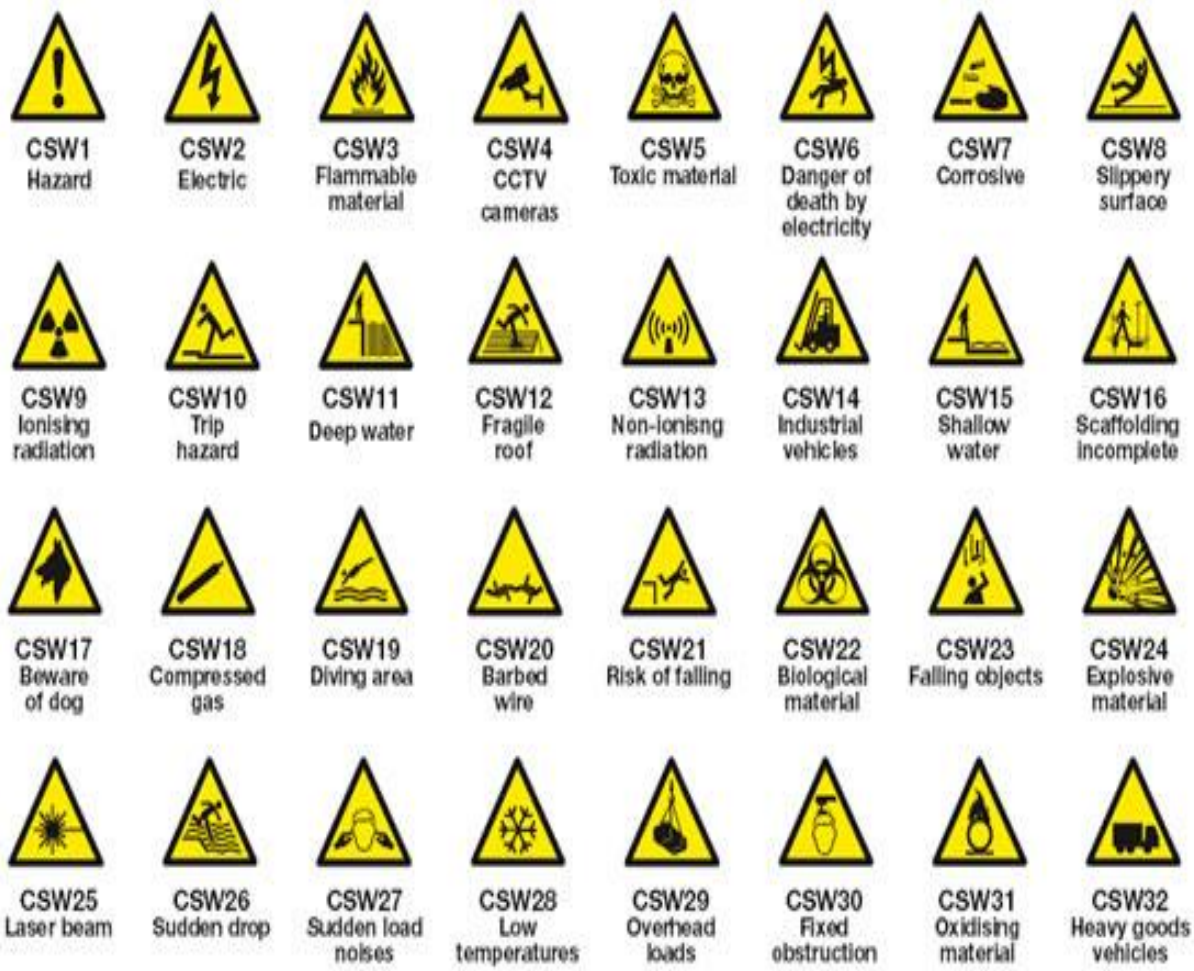

Fig 8. Safety symbol

6.4. Ability to read safety warning signs

Whenever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to. Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled. It is part of the duty of care requirements for any business to ensure it provides up to date OHS information to its staff.

Danger signs indicate an immediate hazard which, if not avoided, will result in death or serious injury. Danger signs should be limited to the most extreme situations and signify that special precautions are necessary.

The heading “DANGER” is printed in white letters on a red background and is preceded by the safety alert symbol (an equilateral triangle surrounding an exclamation mark). The message should be printed in black or red letters on a white background, or white letters on a black background. Additional safety symbols may be included in the message area.

Fig 9. Danger sign

Warning signs represent a hazard level between **caution** and **danger.** “Warning” indicates a hazardous situation which, if not avoided, could result in death or serious injury.

The heading “WARNING” (preceded by the safety alert symbol) is written in black on an orange background. Additional wording and safety symbols are printed in black on the lower portion of the sign. Warning signs and labels can be any size, but it is appropriate for the sign to be noticed and easily read from a safe distance. They need to communicate the warning information before someone is in a dangerous area or acts in a dangerous manner.

Fig 10. Warning signs

Caution sign indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. Caution signs are used in areas where potential injury or equipment damage is possible, or to caution against unsafe practices. Caution signs should only be used if there is a risk of personal injury. The heading “CAUTION” is written in black letters on a yellow background and is preceded by the safety alert symbol. The message and safety symbols in the body of the sign are printed in black.

Fig 11. Caution signs

Biological Hazard signs shall be used to signify the actual or potential presence of a biohazard and to identify equipment, containers, rooms, materials, experimental animals, or combinations thereof, which contain, or are contaminated with, viable hazardous agents presenting a risk or potential risk to the well-being of man." The symbol design must conform to the design as shown in the "BIOHAZARD" sign and contain the word "Biohazard" or "Biological Hazard." The biohazard symbol can be black, fluorescent orange, or orange-red color. Background color is optional as long as there is sufficient contrast for the biohazard symbol to be clearly defined. A biohazard can also be indicated on a danger or warning sign and may include the safety alert symbol.

Fig 12. Biological hazards

Notice signs provide general information that is important or relevant to a building, an area, a machine, or equipment. Notice signs address practices not related to personal injury. The heading “NOTICE” should be in white italic letters on a blue background. Notice signs should never include the safety alert symbol. The body of the sign is white, and the message is in blue or black lettering on a white background, or white lettering on a black background. Safety symbols can be printed in either blue or black. Notice signs can include information about procedures, operating instructions, maintenance information, rules, or directions. Notice signs are never used for personal injury hazards or warnings, but can be used to indicate possible equipment or property damage.

Fig 13. Notice signs

General Safety signs are used to provide notices of general practice and rules relating to health, first aid, medical equipment, sanitation, housekeeping, and suggestions relative to general safety measures. Signs containing safety instructions or procedures should use heading “SAFETY INSTRUCTIONS” or “SAFETY PROCEDURES.” Where practical, use a more definitive heading, such as “SAFETY SHUTDOWN PROCEDURE.” Signs indicating the location of safety equipment should use a specific header such as “EYEWASH.” If multiple safety items are in the same location, simply use the header “SAFETY EQUIPMENT.”

The message and safety symbols should be printed in green or black on a white background. The signs may also be printed in white on a green background. These signs should never include the safety alert symbol.

Fig 14. General safety signs

Fire Safety signs are used to indicate the location of emergency firefighting equipment. Unlike other signs, they do not require a header. The message and safety symbol are printed in red on a white background, or in white on a red background. Because these signs do not indicate a personal safety hazard, the safety alert symbol must not be used. Fire safety signs are not used to show the direction to fire equipment, but rather its immediate location

Fig 15. Fire safety signs

Admittance signs bridges all of the above categories. Admittance messages may be included on a sign with any header. You might decide to put “Unauthorized Personnel, Keep Out” on a danger, warning, caution, or notice sign. You may choose to include an admittance message on a general safety sign. The type of header and message content should be determined by the personal risk (if any) or consequences of entering the restricted area. The primary action statement should be simple, direct, and applicable to the hazard. Keep only essential hazard-related information on the sign. If necessary, consideration can be given to referring the viewer to another source for additional safety information or for permission to proceed. When information on consequence, avoidance, or type of hazard is readily inferred, this information may be omitted from the message panel.

Fig 16. Admittance signs

Safety Symbols - Signs and labels may include safety symbols, often called pictograms pictorials, or glyphs. Safety symbols can portray required actions, consequences, explicit direction, or the effects of interaction with certain chemicals, machines, and other hazards. Signs and labels may include more than one pictorial to show a sequence of events for one hazard. Safety symbols should be consistent, readable, and easily understood. They usually consist of a black image on a white background.

Fig 17. Safety symbols

Self-Check -6	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Mention some safety symbols (5pts)
2. Define danger sign (3pts)
3. What is the difference between warning and caution signs? (2pts)

Note: **Satisfactory rating - 10 points** **Unsatisfactory - below 10 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
   _____
   _____
2. _____
   _____
   _____
3. _____
   _____
   _____

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POULTRY PRODUCTION

NTQF Level - III

Learning Guide – 20

Unit of Competence: - Carry out work place OHS procedures

Module Title: - Carrying out work place OHS procedures

LG Code: AGR PLP3 M05 LO4-LG-20

TTLM Code: AGR PLP3 TTLM 0120v1

LO4: participate in arrangements for maintaining health and safety of all people in the workplace

Instruction Sheet	Learning Guide #20

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics: –

- monitoring and reporting on all aspects of workplace safety
- raising OHS issues with designated personnel
- making contributions to participative arrangements in the workplace
- making suggestions to assist development of effective solutions to control the level of risk

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to: –**

- monitor and report on all aspects of workplace safety
- raise OHS issues with designated personnel
- make contributions to participative arrangements in the workplace
- make suggestions to assist development of effective solutions to control the level of risk

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1, 2, 3 and 4 in page 3, 7, 12 and 15 respectively”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1,2, 3 and 4 ” in page 6, 11, 14 and 21 respectively
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answers only after you finished answering all Self-checks).
6. If you earned a satisfactory evaluation proceed to “next Information Sheets”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #20.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet-1	Monitoring and Reporting on all aspects of workplace safety

1.1. Inputs for monitoring and reporting on all aspects of workplace safety

Some potential hazards are dealt with simply by keeping your work area clean and tidy - putting things away, cleaning up spills as they happen, making sure leads and cables are not across walkways.

When you see anything that might cause injury or illness, or might disrupt work in any way, report it to your supervisor immediately. Observation and reporting are a good way to deal with such hazards.

Hazards that are harder to eliminate or minimize may require the help and cooperation of other workers and management.

Your workplace may have a system for reporting hazards such as:

- reporting hazards to your supervisor or a designated OHS person
- completing a Hazard Report form
- taking the matter to your Workplace Health and Safety Officer or Representative
- Bringing the matter up at a safety meeting or a staff meeting.

The manner of reporting a hazard will often depend on the level of risk involved.

High risk	Immediate danger that must be dealt with urgently.
Medium risk	Potential danger that must be dealt with as soon as possible, but not necessarily immediately. It needs to be followed up quickly, before it progresses.
Low risk	Does not present an immediate danger but should be dealt with or noted and monitored as a possible danger in the future.

Assessing risks is considering what would happen if someone is exposed to a hazard. Risk assessment helps you evaluate potential risks in a workplace, and allows you to determine:

- The severity of a risk
- Whether existing control measures are effective
- How the risk should be controlled
- Urgency of action

Risk assessment is conducted when:

- It is uncertain how a hazard may cause injury or illness
- The work activity presents a number of different hazards
- There are workplace changes that may affect the effectiveness of control measures

A safe and healthy workplace is only realizable when there is a planned and systematic approach to managing risk.

1.2. Safety and health monitoring

In order to implement the safety statement, the board should set key objectives and targets for the senior management team for safety and health management, and ensure their structures drive good performance. Key performance 'leading and lagging indicators' must be specific to the business needs and link in with the board's overall safety and health strategy. Leading or proactive indicators include:

- Carrying out work specific risk assessments, their extent and thoroughness
- The level of implementation of the Safety Statement
- Monitoring the appropriateness, replacement and maintenance of plant and equipment used for safety critical processes
- Development, implementation and performance of the overall safety and health management system, e.g. extent of thoroughness of monitoring and auditing safety and health performance
- Measuring the safety and health culture of the undertaking

Lagging or reactive indicators include investigating accidents, chemical spills, lifting equipment failure, safety-implication incidents and safety-related reports and representations.

1.3. Measuring performance

The organization should measure, monitor and evaluate safety and health performance. Performance can be measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring reveals how effectively the safety and health management system is functioning.

Self-monitoring looks at both hardware (premises, plant and substances) and software (people, procedures and systems, including individual behavior and performance).

If controls fail, reactive monitoring should find out why they failed, by investigating the accidents, ill health or incidents, which could have caused harm or loss.

The objectives of active and reactive monitoring are:

- to determine the immediate causes of substandard performance
- to identify any underlying causes and implications for the design and operation of the safety and health management system

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. On what condition the manner of risk reporting depends? (4pts)
2. Is that possible to eliminate hazard without cooperation? Why? (5pts)

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
   _____
2. _____
   _____
   _____
   _____

Information Sheet-2	Raising OHS issues with designated personnel

2.1. Management and consultation

A key mechanism for the management of OHS in the workplace is to consult with employees, in order to tap into their capacity to help identify and resolve health and safety problems.

Legislative requirements

The legislation provides a duty of care for all employers to consult with employees on health and safety matters. This duty to consult is based on the fact that employees' input and participation improves decision making about health and safety matters. Consultation is required by legislation in the following situations:

- When changes are proposed to the premises where people work; systems or methods of work; plant used for work or substances used for work.
- When OHS risks are assessed or reviewed.
- When decisions are made concerning measures to control or eliminate risks.
- When introducing or altering procedures for monitoring risks.
- When decisions are made about adequacy of facilities for the welfare of employees.

The intent of workplace health and safety provisions is that all workers and other people should be able to enter a workplace and have minimal risk of injury, illness or death. As a community services worker you may need to consider hazards in all the environments where you work or provide services to clients. These may include:

- your office or farm center
- vehicles used for staff, clients and volunteers
- clients' homes
- Community settings such as shopping centers, day centers, courts, hospitals, streets and parks.

You may encounter hazards related to client behaviors, and when you are working away from your normal workplace, for example, when visiting a care facility or during a poultry farm visit.

2.2. Benefits of consultation

Consultation involves co-operation and feedback between the employer and the employees (including unions). Ideally, effective consultation should bring the following benefits:

- Employees are often ideally placed to monitor and provide feedback on control safety measures introduced.
- Employee awareness of OHS can be reflected on to the job with an increased awareness of their own safety and the safety of others within their work environment.
- Cooperation and commitment of employees is essential for the success of any OHS program. Cooperation and commitment are enhanced through consultation as employees have ownership in the OHS programs developed and implemented.
- Consultation increases employee skills and willingness to identify workplace hazards, assess the level risk and suggest appropriate control measures. This can increase employee morale and job satisfaction as their views are valued and taken into account.
- Employee participation provides valuable input into the development, review and quality improvement of OHS reporting and recording systems, organizational OHS policies and procedures.
- Employee participation promotes a safe system of work.

Although management retains the decision making power in this process, employees are in a good position to provide feedback on work methods, procedures and practices. They are usually aware of minor workplace incidents and other problems, for example, where short cuts are used to speed up work processes. Such information can lead to continuous improvement, with better decisions being made when identifying, assessing and controlling workplace health and safety risks.

2.3. Consultation mechanisms

Consultation mechanisms used within workplaces include:

Management meetings—OHS needs to be discussed and acted on at these meetings

OHS Committees—where representatives of employees and management regularly meet to discuss and recommend OHS action.

OHS representatives – who fulfill the role of OHS committees in smaller workplaces

Team/Unit meetings—often informal, meetings held within a Unit/Team when a need arises. These meetings can be used for discussion of issues and to provide information about safety issues. Good management is placing OHS on the agenda for each meeting.

Employee feedback—use employee surveys and suggestions boxes to let management know what is happening and to give feedback.

Information provisions – gives feedback and provide OHS information to employees through flyers, circulars, website or intra-net pages, notice boards and video announcements.

Once a consultative mechanism is established, the next step is to have agreed procedures for its operation. This could include procedures for

- meeting protocols
- communication within the workplace
- functions and roles of the employees involved
- the training of employees involved in consultation
- resolving OHS issues and disputes
- role of the union
- any other matter that may be necessary

Fig 1. OHS consultation

2.4. Consultation and risk management

To participate constructively in the consultative process for managing OHS, employees need information and training on work hazards they may face, and in relevant strategies for protecting health and safety. Without this information and training, workers will not be able to play an effective role in identifying, assessing and controlling OHS risks.

They also need to be given information on the employer's duty of care in maintaining a working environment and work practices which do not present risks to workers' health or safety.

Another important pre-requisite for participation in consultative procedures is that workers must be assured that they will not dismissed or otherwise disadvantaged by exercising their functions as OHS representatives or committee members, or for reporting health and safety problems to their supervisors.

2.5. Consultation action and feedback

To ensure the ongoing effectiveness of consultative arrangements employees must receive feedback to the issues they raise and the suggestions they make. If this doesn't happen, the whole process can lose credibility and lead to a reduction in commitment to the consultative arrangements.

For effective consultation, it is essential that:

- relevant information is shared
- employees have the opportunity to express their views
- the employer takes those views into account

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List consultation mechanism used in workplaces (5pts)

Note: **Satisfactory rating – 5 points** **Unsatisfactory - below 5 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

1. _____
   _____
   _____
   _____

Information Sheet-3	Making contributions to participative arrangements in the workplace

3.1. Participative arrangements for health and safety in the workplace

Workplaces should (and may be required by law) to apply a cooperative and collaborative approach to workplace safety, known as participative arrangement. Participative arrangements involves workers participating in deliberations, decisions, implementation and monitoring of workplace OHS. This approach means management and/or business owners consult with employees about workplace safety and are obliged to take the views and concerns of workers into account when addressing workplace safety issues. Participative arrangements acknowledge/recognize:

- Workers are often best placed to identify workplace risks and hazards
- Workers are often best placed to contribute solutions to identified workplace risks and hazards
- Workers are often best placed to monitor the implementation of workplace risk controls
- Workers often have viable and effective contributions to make regarding workplace safety.

Every workplace will have some level of hazard and risk. Maintaining a safe and healthy workplace involves eliminating the hazard or reducing the risk. Accidents, injuries and illness in the workplace can cause personal suffering, loss of income, loss of property and loss of productivity. Participative arrangement may be OHS committees and team or work group meetings.

The terms hazard and risk are often used interchangeably, but they are two different things.

- Hazard:- Any object or situation with the potential to cause injury or illness, damage property or disrupt productivity
- Risk:- Likelihood of an incident, accident or near miss occurring as a result of the hazard

3.2. Basic requirements for participative arrangements

For participative arrangements in relation to OHS to work effectively the following have proved to be important points:

- The OHS Committee must hold regular meetings at least monthly
- Meetings must take place during work hours so participants are paid for their attendance
- Management must demonstrate by its actions that it genuinely embraces contributions by staff towards workplace safety
- Staff in the workplace must be released from work to attend OHS meetings
- Backfilling staff to allow them to attend meetings and participate in consultation without adversely affecting service delivery standards in the business
- Advertising the time and location of OHS meetings so relevant staff can attend
- Distributing information prior to meetings so participants can read, analyze and become suitably acquainted with issues to be discussed
- Providing the necessary resources to underpin the effective implementation of the consultation process by providing meeting venues, necessary equipment, stationery and access to „secretarial support".

In participative arrangement in order to fulfill your duty of care, you must know how to participate in workplace health and safety management according to the procedures of your own work setting. You must also know how to do this within the scope of your own responsibilities and knowledge.

As a Communities and Disability Services worker, some of the ways in which you can contribute to participative arrangements could include:

- reviewing policies and procedures
- consultation and issue resolution procedures
- critical incident debriefing
- buddying' new staff or volunteers
- taking up a formal role relating WHS/ working health and safety/ arrangements

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is participative arrangement? (4pts)

Note: **Satisfactory rating - 4 points** **Unsatisfactory - below 4 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____

Information Sheet-4	Making suggestions to assist development of effective solutions to control the level of risk

4.1. Effective solutions to control the level of risk

The WHS (work health and safety risks) Act and Regulations require persons who have a duty to ensure health and safety to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimize those risks so far as is reasonably practicable.

Persons conducting a business or undertaking will have health and safety duties to manage risks if they:

- engage workers to undertake work for them, or if they direct or influence work carried out by workers
- may put other people at risk from the conduct of their business or undertaking
- manage or control the workplace or fixtures, fittings or plant at the workplace
- design, manufacture, import or supply plant, substances or structures for use at a workplace
- install, construct or commission plant or structures at a workplace

Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or risk concerned occurring
- the degree of harm that might result from the hazard or risk
- knowledge about the hazard or risk, and ways of eliminating or minimizing the risk
- the availability and suitability of ways to eliminate or minimize the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimizing the risk
- the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk

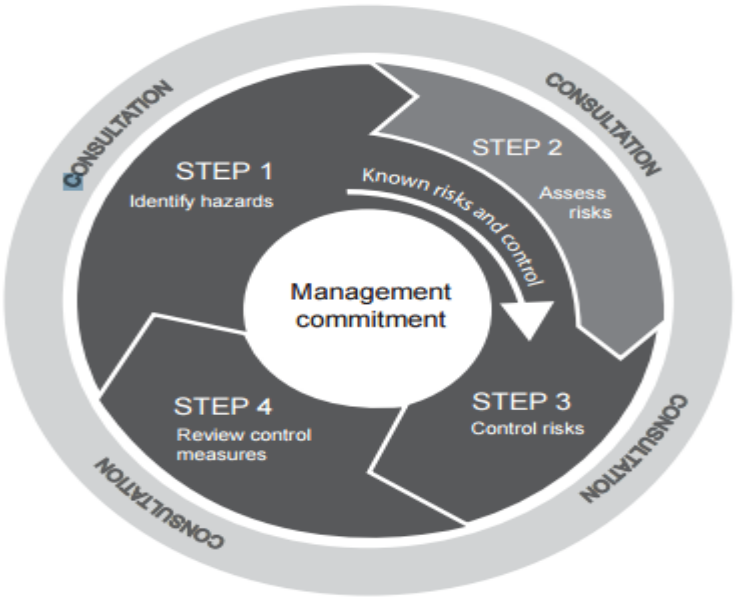


Fig 2. The risk management process

Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations, the second step to formally assess the risk is unnecessary. If, after identifying a hazard, you already know the risk and how to control it effectively, you may simply implement the controls.

Risk management is a proactive process that helps you respond to change and facilitate continuous improvement in your business. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

4.2. The Hierarchy of risk control

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of risk control. The WHS Regulations require duty holders to work through this hierarchy when managing risk under the WHS Regulations.

You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimize the risk by working through the other alternatives in the hierarchy.

LEVEL 1 CONTROL MEASURES

The most effective control measure involves **eliminating** the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace. For example, you can eliminate the risk of a fall from a height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible, which is more effective than providing workers with personal hearing protectors. You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals.

It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

LEVEL 2 CONTROL MEASURES

If it is not reasonably practicable to eliminate the hazards and associated risks, you should **minimize** the risks using one or more of the following approaches:

- **Substitute** the hazard with something safer

For instance, replace solvent-based paints with water-based ones.

- *Isolate the hazard from people*

This involves physically separating the source of harm from people by distance or using barriers. For instance, install guardrails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.

- *Use engineering controls*

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue.

LEVEL 3 CONTROL MEASURES

These control measures do not control the hazard at the source. They rely on human **behavior** and supervision, and used on their own, tend to be least effective in minimizing risks. Two approaches to reduce risk in this way are:

- Use administrative controls

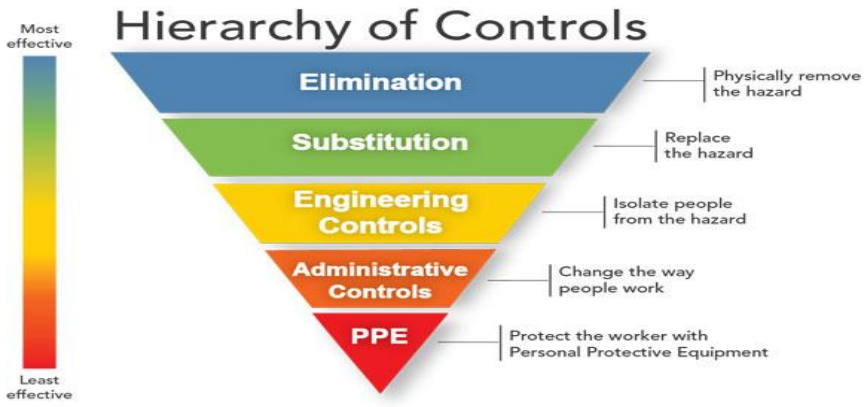
Administrative controls are work methods or procedures that are designed to minimize exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, and use signs to warn people of a hazard.

- Use personal protective equipment (PPE)

Examples of PPE include earmuffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Administrative controls and PPE should only be used:

- when there are no other practical control measures available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used
- to supplement higher level control measures (as a back-up)



4.3. Cost of control measures

All risks can be controlled and it is always possible to do something, such as stopping the activity or providing instructions to those exposed to the risk. There will normally be a number of different options between these two extremes. Cost (in terms of time and effort as well as money) is just one factor to consider when determining the best control option.

The cost of controlling a risk may be taken into account in determining what is reasonably practicable, but cannot be used as a reason for doing nothing. The greater the likelihood of a hazard occurring and/or the greater the harm that would result if the hazard or risk did occur, the less weight should be given to the cost of controlling the hazard or risk.

If two control measures provide the same levels of protection and are equally reliable, you can adopt the least expensive option. Cost cannot be used as a reason for adopting controls that rely exclusively on changing people's behavior or actions when there are more effective controls available that can change the risk through substitution, engineering or isolation.

4.4. Implementing controls

The control measures that you put into operation will usually require changes to the way work is carried out due to new or modified equipment or processes, new or different chemicals or new personal protective equipment. In these situations, it is usually necessary to support the control measures with:

1. Work procedures

Develop a safe work procedure that describes the task, identifies the hazards and documents how the task is to be performed to minimize the risks.

2. Training, instruction, and information

Train your workers in the work procedure to ensure that they are able to perform the task safely. Training should require workers to demonstrate that they are competent in performing the task according to the procedure. It is insufficient to simply give a worker the procedure and ask them to acknowledge that they understand and are able to perform it. Training, instruction, and information must be provided in a form that can be understood by all workers.

Information and instruction may also need to be provided to others who enter the workplace, such as customers or visitors.

3. Supervision

The level of supervision required will depend on the level of risk and the experience of the workers involved. High levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult and critical tasks.

You may prepare a risk register that identifies the hazards, what action needs to be taken, who will be responsible for taking the action and by when.

4.5. How to ensure that controls remain effective

The following actions may help you monitor the control measures you have implemented and ensure that they remain effective:

- **Accountability for health and safety** – Accountability should be clearly allocated to ensure procedures are followed and maintained. Managers and supervisors should be provided with the authority and resources to implement and maintain control measures

- **Maintenance of plant and equipment** – This will involve regular inspection and testing, repair or replacement of damaged or worn plant and equipment. It includes checking that any control measures are suitable for the nature and duration of work, are set up and used
- **Up-to-date training and compe**tency – Control measures, particularly lower level controls, depend on all workers and supervisors having the appropriate competencies to do the job Training should be provided to maintain competencies and to ensure new workers are capable of working safely.
- **Up-to-date hazard information** – Information about hazards, such as plant and substances, may be updated by manufacturers and suppliers and should be checked to make sure controls are still relevant. New technology may provide more effective solutions that were previously available. Changes to operating conditions or the way activities are carried out may also mean that control measures need to be
- **Regular review and consultation** – Control measures are more effective where there is a regular review of work procedures and consultation with your workers and their representatives.

Self-Check -4	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define hierarchal control (3pts)
2. Discuss each level of hierarchal control (6pts)

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

1. _____
   _____
   _____
   _____
2. _____
   _____
   _____
   _____
   _____

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