



# **Animal health care service**

**Level - I**

# **Learning Guide -9**

**Unit of Competence:** - Follow Occupational Health and Support Procedure

**Module Title:** - Following Occupational Health and Support Procedure

**LG Code:** AGRHC1 M2 LO4-LG-9

**TTLM Code:** AGR TTLM2 09 199v1

**LO 4: Report problems**

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|--------------------------|-------------------------|
| <b>Instruction Sheet</b> | <b>Learning Guide #</b> |
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Recording and documenting Hazards and other incidents.
- Reporting or informing work place hazards to appropriate persons.

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 –**

- Record and document Hazards and other incidents in standard organization formats
- Report or inform work place hazards to appropriate persons when hazards arise

### **Learning Instructions:**

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” in page -6, 9, 12 and 14 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in page -15.
6. Do the “LAP test” in page – 16 (if you are ready).



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| <b>Information Sheet- 4</b> | <b>Recording and documenting Hazards and other incidents.</b> |
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Working in an unsafe practice at any time. However, if the nature of your work makes it unavoidable, take measures to ensure that others are aware of your location and have someone check in with you from time to time, either in person or by telephone. Before conducting any work alone in a laboratory or anywhere else in your working area go through this checklist to determine and monitor if it is appropriate to proceed:

- Is your supervisor aware of your plans?
- Are there any hazardous experiments involved?

**Examples:**

- ✓ High temperature
- ✓ High vacuum
- ✓ Extremely flammable materials (low flash point)
- ✓ Poisonous materials
- ✓ Scaling up i.e., higher quantities
- Have you reviewed your procedure with your supervisor?
- Do you have a written operating procedure?
- Are your apparatus and equipment in good working condition?
- Are you trained to carry out the work?
- Do you have a check-in/check-out procedure?
- Do you have an emergency contingency?
- Do you have access to a telephone (rather than a cell) in case of an emergency?
- Does your door have a viewing window or other means of indicating someone is inside?
- Are you aware of the emergency evacuations procedure?
- Do you have access to a telephone in case of an emergency?



## Hazard report form

1. Name of the person who reported the hazard:

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.....

2. Details of the hazard reported:

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3. Who the hazard was reported to:

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4. How the hazard was controlled:

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|---------------------|---------------------|
| <b>Self-Check 1</b> | <b>Written Test</b> |
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

Directions: Answer all the questions listed below.

1. Write ways of reporting hazards (3pts)
2. Why it's important reporting and documenting work place hazards? (6points)

**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: \_\_\_\_\_

### Short Answer Questions



### **List of Reference Materials**

1. Disaster Relief: Maintaining Livestock Health after a Flood. Mississippi State University Extension Service. 1998.

<http://msucare.com/pubs/infosheets/is1736.pdf>

2. Fowler, M. E. Sanitation and Disinfection. in Murray E. Fowler, Ed. Zoo and Wild Animal Medicine. Pp 23-29. First edition. W. B. Saunders Company. 1978.

3. Halvorson, David A., DVM. Good Management Practices for Salmonella Risk Reduction in the Production of Table Eggs. College of Veterinary Medicine. University of Minnesota Extension Service. 1997.

<http://www.extension.umn.edu/distribution/livestocksystems/DI6054.html>

4. AM\_Establish\_maintain\_a\_safe\_secure\_workplace\_300812.docx

<http://creativecommons.org/licenses/by/2.0/deed.en>

<http://www.sxc.hu/>

5. Control of Substances of Health Regulations 2002 (COSHH). [www.hse.gov.uk/coshh](http://www.hse.gov.uk/coshh).

6. Workplace (Health, Safety and Welfare) Regulations 1992

7. Environmental Protection Act 1990

8. Hazardous Waste Regulations 2005 (as amended).