



Ethiopian TVET-System



Irrigation and Drainage Design and Construction Supervision Level IV

Based on Feb, 2017 G.C. Occupational Standard

**Module Title: Implement and Monitor OHS
Policies, Procedures and
Programs**

TTLM Code: EIS IDD4 TTLM 0920v2



This module includes the following Learning Guides

LG08: Provide information to the work group about OHS

LG Code: EIS IDS4 M02 LO1-LG-08

LG 09: Implement and monitor participative arrangements for the management of OHS

LG Code: EIS IDS4 M02 LO2-LG-09

LG 10: Implement and monitor the organization's procedures for controlling risks

LG Code: EIS IDS4 M02 LO3-LG-10

LG 11: Implement the organization's procedures for dealing with hazardous events

LG Code: EIS IDS4 M02 LO4-LG-11

LG 12: Implement and monitor the organization's procedures for providing OHS training

LG Code: EIS IDS4 M02 LO5-LG-12

LG 13: Implement and monitor the organization's procedures for maintaining OHS records

LG Code: EIS IDS4 M02 LO6-LG-13

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

- Explaining about relevant provisions of OHS legislation and codes of practice
- Providing and explaining information on council's OHS policies, procedures and programs.
- Providing and explaining Information about identified hazards and the outcomes of risk assessment and control procedures.
-

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:**

- Explain about relevant provisions of OHS legislation and codes of practice
- Provide and explain information on council's OHS policies, procedures and programs.
- Provide and explain Information about identified hazards and the outcomes of risk assessment and control procedures.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 4, 12 and 22 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 10, 19 and 24 respectively

1.1 Introduction

All employers are under a legal and moral obligation to make staff aware of the health and safety information they are expected to comply with, and the workplace hazards and risks that are likely to impact on them. This Section outlines the basic requirements in this regard

1.2 Roles and responsibilities

1.2.1 Jobs Roles and responsibilities

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.

This information can be obtained from the Job Description for the position OHS roles and responsibilities for individual positions.

1.2.2 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 venues 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.
- Provision of OHS training support to internal venue trainers specializing in OHS issues.

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

- Operating equipment and systems (as identified in the Job Description) in a safe manner
- Identifying and reporting unsafe situations with equipment and systems (as identified in the Job description)
- Providing service and maintenance to equipment and systems
- Following the venue requirements for internal reporting of accidents, injuries.
- Complying with workplace SOPs designed to ensure workplace safety

1.2.3 Generally applicable OHS responsibilities for employers and employees

In addition to the responsibilities attaching to each job position, employees and employers have other generic OHS responsibilities.

These responsibilities may be enshrined in OHS legislation. If they are not legal requirements, they are certainly „best practice“ to help ensure workplace safety.

Employer responsibilities

OHS legislation outlines employer and employee responsibilities.

Employer responsibilities across all business types should include:

- Providing safety training and clear safety rules encouraging a health and safety committee.
- The aim of the committee is to identify areas in the workplace where changes should be made so as to create a safer working environment. This may include upgrading equipment, equipment, training and safety matters.
- Maintaining an injury register to record accidents for insurance and monitoring purposes
- Adhering to all workplace agreements and contracts in relation to the work employees are required to undertake.
- Providing information and written instructions in appropriate languages other than English where significant workers are from a non-English speaking background
- Providing all necessary safety equipment to allow staff to perform required work safely.
- Maintaining a safe workplace for their employees and monitoring health and safety issues.
- Providing well-lit and ventilated places to work

- First aid must be provided to all employees when and where necessary.

Employee responsibilities

All employees across all industries have the following responsibilities:

- Work in a way to ensure personal safety, and the safety of others including colleagues and/or customers
- Use safety equipment in accordance with the manufacturer’s instructions.
- Use all safety equipment when and where required according to workplace instructions and training.
- Follow all occupational health and safety procedures, practices and protocols.
- Report accidents, injuries or illness to the appropriate person and record on forms.
- Report any equipment in need.
- Adhere to all legally imposed OHS requirements
- Not interfere or get in the way of a person, such as a first aid provider, who is trying to assist another in need.

1.3 OHS legal requirement

The legal obligations imposed by OHS legislation is contained in the Acts and supporting regulations for every country.

Legal obligations may also be imposed by Codes (“Codes of Practice” or “Compliance Codes”.

Codes of practice play a key role under the OHS legislation by providing guidance to assist duty holders to eliminate or control risks. They recommend practical instructions on how to meet the terms of the law and state ways to manage exposure to risks.

Examples of Codes of Practice include:

- How to manage OHS risks.
- Managing electrical risks at the workplace.
- Managing noise and preventing hearing loss.
- Preparation of safety data sheets for hazardous chemicals.
- Labeling of workplace hazardous chemicals.
- Managing the risk of falls at workplaces.

- First aid in the workplace.
- Managing risks in construction work.
- Confined spaces.

While a duty holder is not required to comply with codes of practice, they may be used in court proceedings as evidence of what is known about particular risks and what is considered reasonably practicable to control them.

Duty of Care

Common law also imposes a “duty of care” on all businesses towards all employees and all customers of the organization.

Duty of care means employers have a legal responsibility in addition to the responsibility and obligations imposed by legislation to provide a reasonable standard of care in relation to actions (such as work practices) that could cause harm to people.

The employer must therefore:

- Ensure the health, safety and welfare of all customers, delivery drivers, suppliers and visitors to the business
- Provide safe access to the business
- Provide information, training and supervision when and where required.

The employee must:

- Cooperate with the employer in relation to OHS issues
- Act professionally and responsibly at all times when at work
- Enforce health and safety requirements on others (workers and customers) in the workplace
- Inform the employer of any breaches of OHS requirements
- Ensure a hygienic and safe environment in accordance with the individual’s responsibility and authority.

1.4 Participative arrangements for health and safety

Workplaces should (and may be required by law) to apply a cooperative and collaborative approach to workplace safety, known as participative arrangements. 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:

- 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.

1.4.1 Structure of participative arrangements

The structure of participative arrangements for workplace OHS may be prescribed by legislation. Where this is the case, employers must comply with these requirements – they are mandatory.

If there are no compulsory participative arrangements, the following could be used as a model to apply:

- Every department or separate operational area in the business could be named as a Designated Work Group (DWG). A DWG is a distinct workplace area with its own unique risks and hazards and hence its own safety needs
For example, a hotel may have a Kitchen DWG, a Bar DWG, a Housekeeping DWG and an Administrative Office DWG
- Each DWG has its own Health and Safety Representative (HSR). This person represents the safety interests and concerns of their DWG and is the person all workers in the DWG turn to if they want to:
 - ✓ Report or raise an OHS issue
 - ✓ Obtain health and safety advice or direction

- ✓ Every business has a dedicated OHS Committee to discuss and decide workplace safety issues. They are responsible for workplace safety inspections, identifying risks and hazards, analyzing them and determining the appropriate controls to be implemented to ensure worker safety.

The OHS Committee should comprise:

- ✓ A management or business owner representative
 - ✓ All HSRs from all DWGs
 - ✓ A Secretary to record minutes of the meeting, distribute material and arrange meetings
- All staff meetings in an area or department (DWG) must have a standing OHS item on the agenda. This is so discussion about safety occurs regularly, and there is a consistent opportunity for staff to raise issues and/or be informed about workplace initiatives to address safety issues.

1.4.2 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
- HSRs should receive formal training in safety as it applies to their workplace or department so their deliberations and actions are based on sound safety-related knowledge
- Staff in the workplace must be released from work to attend OHS meetings.
- 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“.

Self-Check -1

Written Test

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided in the next page:

- | A | B |
|---|--|
| 1. Every job will have roles and responsibilities | A. Employer responsibilities |
| 2. Every department or separate operational area in the business could be named | B. Duty of care |
| 3. provide guidance to assist duty holders to eliminate or control risks | C. participative arrangements |
| 4. Providing service and maintenance to equipment | D. Job Description |
| 5. Attending designated OHS meetings | E. Employee responsibilities |
| 6. Workplaces should (and may be required by law) to apply a cooperative and collaborative approach to workplace safety | F. Code of practice |
| 7. Providing safety training and clear safety rules encouraging a health and safety committee. | G. Designated Work Group (DWG) |
| 8. employers have a legal responsibility in addition to the responsibility and obligations imposed by legislation | H. OHS-related roles |
| 9. Management, All HSRs from all DWGs and Secretary | I. OHS-related responsibilities |
| 10. The OHS Committee must hold regular meetings | J. OHS Committee should comprise |
| 11 Use safety equipment in accordance with the manufacturer's instructions. | K. Basic requirements for participative arrangements |

Answer Sheet-1

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: Matching questions

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.

Note: Satisfactory rating - 11 points and above Unsatisfactory - below 11 points

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

- Fire on nearby premises that impact your business.
- Emergency responses including evacuation of premises.
- Incident and accident investigation and reporting.
- First Aid.
- Electrical faults
- Gas leaks.

OHS policies should be used to confirm the management support for the health and safety system used within your business in a specific way. Policies that are grand sweeping statements will have minimal impact within the organization.

Your worksite will have specific site policies and procedures around hazards and Emergencies based on the requirements of OHS legislation and regulations. You need to make it accessible to all workers

2.1.2 OHS Procedures

OHS procedures will then give further specific instructions on how to undertake tasks in a way that is safety focused. Each procedure needs to be written for the conditions on site.

The OHS procedures for your organization may cover:

- Acquisition, use, storage and disposal of hazardous chemicals.
- Consultation arrangements for workers in work area.
- Hazard reporting procedures.
- Safe operating procedures and instructions.
- Maintenance and use of plant and equipment.
- Procedures for hazard identification.
- Procedures for risk assessment and risk controls.
- Incident investigation.
- Site access and egress.
- Transport and storage of dangerous goods.
- Use and care of personal protective equipment.
- OHS audits and inspections.
- Workstations and Office hazards.
- Personal Protective Equipment (PPE).

2.2 When and how to explain OHS information

Employers must ensure staffs are aware of all OHS requirements attaching to any job these workers undertake in the workplace. Supervisors and managers with OHS responsibilities can discharge their duty to make sure staffs are aware of relevant OHS information in several ways including:

- Verbal notification as part of the structured induction and orientation program staff undergo
- Provision of printed material to support the verbal advice which can include items such as:
 - ✓ Work Instructions/SOPs – directions to staff about how to perform specific tasks including:
 - ✓ Identification of sequence of activities
 - ✓ Description of what needs to be done and/or used at each stage of the task
 - ✓ Identification of hazards and required action to control hazards and prevent injury
- Job Safety Analyses – a detailed analysis of a task identifying the dangers associated with it
- Establishment policies relating to safety and the use of equipment, handling chemicals and hazardous materials. These policies should also extend to issues such as:
 - ✓ Workplace bullying
 - ✓ Sexual harassment
 - ✓ Mechanisms available in the workplace for notifying management of unsafe practices, unsafe equipment, accidents, near misses
 - ✓ The workplace structure in terms of OHS committees and groups as well as relevant other personnel such as HSRs
- Checklists to complete prior to (or as part of) undertaking workplace tasks
- Material Safety Data Sheets (MSDS) for every chemical used in the workplace
- Alerts, Guidance Notes, Codes of Practice/Compliance Codes and similar other materials available from the relevant OHS authority

- Practical instruction and demonstration of safe working procedures for tasks new staff are expected to perform when they commence employment as part of their allocated workplace duties. This instruction and training must be supported by:
 - ✓ Supervision of staff activities to make sure they are working correctly and safely
 - ✓ Monitoring of their activities on an ongoing basis to verify they are working as required and are following the required procedures and safety requirements

It is not sufficient for management and supervisors to simply tell staff what to do and then leave them alone to get on with it.

It must be standard practice to also:

- Train staff as required in what needs to be done
- Supervise their activities.

2.3 Information to be explained to new personnel

It is essential the information provided to new staff covers the specifics of the particular job each staff member is required to perform. This means it is impossible to set out a comprehensive list of information to be communicated. For example, OHS information needing to be given to an office worker will be different to the information given to a room attendant which will be different to what needs to be communicated to an irrigation engineer.

Each role within a business has its unique safety issues and each position and each employee must be addressed on an individual basis.

The following provides a useful generic list of what should be covered:

- Details of the organization's OHS policy including identification of relevant people and their OHS responsibilities.
- All OHS policies and procedures relating to the job position of the new staff member.
- Details of the hazard identification procedures applied by the workplace including relevant documentation, existing examples of completed hazard identifications.

- Identification for individual staff regarding their liability should they fail to comply with required OHS procedures.
- Explanation of the OHS consultative arrangements within the business which should involve identification of staff involved and their role
- Notification regarding the application of risk assessment documents the property uses detailing when they are used and how to use or complete them
- Details of specific existing risk control measures introduced into the workplace explaining why they have been initiated, what they involve and how to comply with all applicable requirements.
- Presentation and explanation of all relevant Codes applicable to the work.
- Explanation of the OHS training available within the workplace explaining what training is mandatory and what is optional, and detailing how staff can access this training.
- Provision of OHS updates such as sharing information with new staff as provided by OHS authorities, manufacturers of equipment, suppliers of chemicals, or other reliable sources of safety information

2.5 Make health and safety information accessible to staff

Information on council's OHS policies, procedures and programs should be provided in a readily accessible manner. It is part of the “duty of care” requirements for any business to ensure it provides up to date OHS information to its staff.

Given OHS information is a dynamic field, constant attention must be paid to updating this workplace information and ensuring only current information is made available to staff.

2.5.1 How and where

Relevant health and safety information, procedures and policies should be:

- Placed on the workplace intranet:
 - ✓ Ensuring any out of date information is deleted
 - ✓ Creating new fields and files, as appropriate, for new information and/or requirements
- Located in all staff rooms in the form of one or more of the following:

- ✓ Wall posters detailing the basics of any changes to existing requirements, and or the key points of new requirements. These posters should also direct staff to additional more comprehensive information available such as staff meetings, in house training or discussions with supervisors or HSRs.
 - ✓ Copies of new or revised information such as providing multiple copies of information for staff to pick up and take with them.
 - ✓ Inclusion in to staff room handbook or manuals ensuring old versions are removed.
- Embedded within all workplace training notes and materials the training should:
 - ✓ Explain the new/revised requirements in detail
 - ✓ Describe why the new information now applies.
 - ✓ Show how the new/revised requirements apply to individual staff positions
 - ✓ Provide opportunity for practice where requirements are of a practical nature
 - Included in staff handbooks using version control protocols to ensure the current version is always available. See „Version control protocols“ (below)
 - Inserted into the workplace “Policies and procedures” manual adopting version control protocols
 - Included into the Induction and orientation procedures for the business so new staff are made aware of any new/revised safety information applicable to them and their roles and responsibilities.

In addition, safety policies and procedures relating to specific aspects of work should be located in the appropriate work stations for ready reference by workers when and if required

2.5.2 OHS library

The information of an OHS library is to be encouraged in all workplaces. This library needs only be a shelf or a filing cabinet. It does not need to be a formal library or a complete room.

2.5.3 Checking the OHS website

It should be standard practice for a nominated person to regularly access the relevant OHS authority website to check for new material. New materials should be downloaded and included in the workplace information sources available to staff.

2.5.4 Subscribing to online information

Many OHS authorities provide free online information to employers and employees.

This information may take the form of:

- Alerts
- Guidance Notes
- Revised legislation
- New legislation
- Codes
- Regulations
- Regular newsletters.

The business should subscribe to receive any relevant new/updated information especially „Newsletters“ the authority provides

Additional points:

It is never sufficient just to make OHS information available for staff. It is also necessary to:

- Update the information and materials as necessary. This may be:
 - ✓ When new versions of legislation or Codes become available
 - ✓ When new Codes and new legislation are introduced
 - ✓ When new safety information becomes available
- Remove all old (out of date) materials
- Verbally advise staff:
 - ✓ New/revised information is available and/or now applies
 - ✓ About the requirements of the new/revised information, material, legislation
 - ✓ Encouraging them to read the material
- Demonstrate practical aspects of the new/revised requirements as opposed to simply telling staff (where this is appropriate)
- Incorporate new/revised requirements into in-house training.

2.6 Version control protocols

Changes to OHS information made available to staff in written form should be subject to version control protocols.

Version control protocols are intended to identify:

- The version of the document being read such as “First”, “Fourth”, “V2 [version 2].
- The date the document is introduced which is the date from which it applies
- Name or initials of person who prepared the revised document
- A file identifier to facilitate retrieval of the document on the internal system
- Date by which the document must be revised.

Note

- Previous or out of date pages of a document must be removed and replaced by the updated, version control document.
- Double-check every item of hard copy information after it has been updated.
- An archive of all previous documents (electronic or paper-based) should be established and maintained.

File Identifier	Name	Date created	Version no (eg V1)	Date of next revision

Self-Check -2**Written Test**

Direction I: Multiple Choice Questions (2 point each)

Instruction: Choose the best answer of the following questions and write your answer on the answer sheet provided:

1. Identify the incorrect statement
 - A. Every workplace will have identical policies and procedures regarding OHS
 - B. The extent and nature of OHS will vary depending on the way your organization operates
 - C. Policies and procedures are needed to ensure that work is conducted systematically
 - D. OHS prevent injuries or damage to goods or equipment
2. Organizational policies and procedures may include safe work practices normally used
 - A. True
 - B. False
3. Policies, procedures, legislation, codes of practice and regulations can be challenging to understand and interpret. What precaution do you take when reading these documents?
 - A. Scanning through them first to get a rough idea of what they are about.
 - B. Pay close attention to headings as they will help guide you through.
 - C. Remove distractions such as noise or interruptions when you are reading.
 - D. ALL
4. Most businesses will have specific management policies and procedures for a range of hazard and emergency situations. Except?
 - A. First aid
 - B. Fire on the premises.
 - C. Electrical faults
 - D. None

5. The OHS procedures for your organization may cover
 - A. Acquisition, use, storage and disposal of hazardous chemicals.
 - B. Consultation arrangements for workers in work area.
 - C. Hazard reporting procedures.
 - D. All

Direction II: True or false item (2 point each)

Instruction: write true if the statement is correct False otherwise of the following questions and write your answer on the answer sheet provided in the next page:

1. Employers must ensure staffs are aware of all OHS requirements attaching to any job.
2. Provision of printed material to support the verbal advice which can include items such as work Instructions/SOPs
3. Job Safety Analyses is a checklists to complete prior to (or as part of) undertaking workplace task
4. Relevant health and safety information, procedures and policies should be placed on the workplace intranet only.
5. The formation of an OHS library is to be encouraged in all workplaces.

Answer Sheet-2

Name: _____

Date: _____

Score = _____
Rating: _____

Direction I: Multiple Choice Questions

1.
2.
3.
4.
5.

Direction II: True false item

1.
2.
3.
4.
5.

Note: Satisfactory rating - 10 points and above Unsatisfactory - below 10 points

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

Information Sheet-3

Providing and explaining Information about identified hazards, outcomes of risk assessment and control procedures.

3.1 Introduction

A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a bully at work, stress, etc. A **risk** is the chance, high or low, that any hazard will actually cause somebody harm.

There are many definitions for hazard but the most common definition when talking about workplace health and safety is “A hazard is any source of potential damage, harm or adverse health effects on something or someone.” 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).

Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment. Risk is the combination of the likelihood of the occurrence of harm and the severity of that harm.

Likelihood– the chance of something happening.

Risk is the chance or probability that a hazard will actually result in injury or illness or damage to property, equipment or the environment, together with an indication of how serious the harm could be, including any long-term consequences. Risk = severity of harm x probability of harm It is a combination of the probability (likelihood) of an occurrence of a hazardous event and the severity of injury or damage caused by this event

3.2 Information about identified hazards outcome of risk assessment and control

Information about previously identified hazards and the outcomes of risk assessment and control procedures should be regularly provided, and accurately and clearly explained to the work group.

Most workplace hazards and risks are not unique or isolated to one specific property. Due to location or nature of the business activities, the problems affecting one business, are likely to affecting others.

This is reassuring in the fact that:

- The problem is not unique
- Reasons for specific risks and hazards can be discussed with others
- A solution may already exist.
- Workplace Health and Safety Policies, Procedures

3.3 Sources of hazards and risk information

To find out information relating to existing or potential hazards and risks that may affect the irrigation and drainage system, there are many sources, including:

- MSDS
- Manufacturer's instructions and manuals
- Training Information and Records
- Results of any job
- Experiences of other organizations similar to irrigation system
- Hazard identification, risk assessment and risk control in the workplace

By remembering that most risks and hazards are common to most businesses in the same location or industry, there is greater opportunity to understanding why they exist and to have a better chance of controlling or eliminating them in the future

Self-Check -3	Written Test
----------------------	---------------------

Direction I: Short answer questions (14 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided on the next page:

1. Define hazard? (2 points)
2. Define risk? (2 points)
3. What is the difference between hazard and risk? (2 points)
4. Most workplace hazards and risks are not unique or isolated to one specific property. Explain? (3 points)
5. What types of sources do use to find out information relating to existing or potential hazards and risks that may affect the irrigation and drainage system? (5 points)

Answer Sheet-3

Score = _____
Rating: _____

Name: _____

Date: _____

Direction I: Short answer questions

1.
.....
2.
.....
3.
.....
4.
.....
5.
.....
.....
.....

Note: Satisfactory rating - 7 points and above Unsatisfactory - below 7 points

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

Instruction Sheet	Learning Guide - 09: Implement and monitor participative arrangements for the management of OHS
--------------------------	--

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

- Implementing and monitoring council's procedures for consultation over OHS issues
- Dealing with and resolving Issues raised through consultation or referred to the appropriate personnel
- Promptly communicating the outcomes of consultation over OHS issues to the work group.
- Identifying and reporting existing and potential hazards, risk assessment and applying control procedures.

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:**

- Implement and monitor council's procedures for consultation over OHS issues.
- Deal with and resolve Issues raised through consultation or referred to the appropriate personnel.
- Promptly communicate the outcomes of consultation over OHS issues to the work group.
- Identify and report existing and potential hazards, risk assessment and apply control procedures.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 26, 31, 34 and 36 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 30, 32, 35 and 52 respectively
5. If you accomplish the self-checks, do operation sheet in page 55 and 56
6. LAP Test in page 58

Information Sheet-1

Implementing and monitoring council's procedures for consultation over OHS issues

1.1 Introductions

Workers who are involved in health and safety consultation have a positive effect in the workplace on: Management decisions as there is a wider source of ideas gathered about the issues in the workplace. Greater worker commitment to health & safety through a better understanding of decisions.

1.2 Establish working relationship

Although job descriptions may identify what management and staff in an organization must do to ensure the health, safety and security of other stakeholders this does not mean that activities cease. It is important that teams are established which specifically focus on monitoring and improving health, safety and security standards.

Consultation is more than your employer telling you what will happen. Consultation means considering your views and reaching an agreement that takes account of your concerns.

1.3 OHS consultation

OHS consultations a two-way process that empowers workers to identify OHS issues, share views and OHS information, participate in decision-making on OHS matters, and receive feedback on outcomes. 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.

1.4 Health and Safety Committee

Normally these teams will be structured and be management classified as a Health and Safety Committee '. Each person within this group is identified as a Health Safety Representative (HSR) 'An employer must establish a committee within 3 months of being requested to do so by an HSR or when required by regulations.

There is no requirement for every department at a workplace to have a committee. Health and safety committees cover the workplace as a whole, and therefore consultation should occur between the HSRs and their respective different departments. The HSRs will then communicate information with the Committee. However, a particularly large department with quite specific risks or hazards associated with their work may have its own committee.

Factors such as the number of employees, the size and layout of the workplace and the types of activities undertaken, will all have influences on the type of health and safety consultative structures in place to best serve the workplace.

1.5 When consultation with workers is required

Consultation with workers can be formal or informal and must occur when:

- Making decisions about OHS consultation arrangements
- Identifying hazards, assessing risks and deciding on ways to eliminate or minimise those hazards and risks
- Monitoring worker health and workplace conditions
- Resolving OHS issues
- Providing training and information for workers

1.6 How employees are to be consulted

Consultation means that employers must share information with employees, give them a reasonable opportunity to express their views and take those views into account.

Procedures for consultation that have been agreed on must be adhered to. Where employees are represented by a health and safety representative (HSR), the consultation must involve that HSR. OHS legislation requires employers to ensure their staff are aware of all OHS requirements that attach to any job staff undertake in the workplace.

Supervisors and managers with OHS responsibilities can discharge their duty to make sure staff are aware of relevant OHS information can be achieved in several ways including:

- The workplace structure that exists in terms of OHS committees and groups as well as relevant other personnel such as OHS Officers, Health and Safety Representatives.
- Verbal notification as part of the structured Induction and Orientation program
- Provision of printed material to support the verbal advice including:
 - Work Instructions
 - Job Safety Analyses
 - Standard Operating Procedures (SOPs)
 - Establishment policies relating to:
 - ✓ Safety
 - ✓ Use of equipment, chemicals and materials
 - ✓ Workplace bullying
 - ✓ Sexual harassment
 - ✓ Notifying management of unsafe Practices
 - ✓ Checklists to follow prior to, or as part of, undertaking workplace tasks
 - ✓ Material Safety Data Sheets
 - ✓ Alerts, Guidance Notes, Codes of Practice
 - ✓ Practical instruction and demonstration of the safe working procedures for the tasks that new staff are expected to perform immediately as part of their allocated workplace duties

This instruction and training must then be supported by:

- Supervision of staff activities – to make sure they are working correctly and safely
- Monitoring of their activities on an ongoing basis.

The moral of this story is that supervisors and managers cannot simply tell staff what to do and then leave them alone to get on with it.

1.7 Consulting with employees on Health and Safety

Employers are required to consult with their employees about health or safety matters that directly affect them. Employers must consult directly with affected employees on OHS actions including when they are:

- Identifying or assessing hazards or risks arising from the activities of the business
- Deciding on measures to control these risks
- Deciding on the adequacy of employee facilities

- Deciding on procedures for resolving health or safety issues arising from the activities of the business, consultation, monitoring employee health and workplace conditions, and the provision of information and training
- Determining the membership of any health and safety committee
- Proposing changes that may affect health or safety.

Employers must also consult independent contractors and their employees, although this duty is limited to matters over which the employer has control, or would have control, but for an agreement which attempts to limit that control.

Self-Check -1	Written Test
----------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided:

- | A | B |
|--|--|
| <ol style="list-style-type: none"> 1. Consultation with workers can be formal or informal and must occur when 2. the number of employees, the size and layout of the workplace and the types of activities undertaken 3. Workers who are involved in health and safety consultation 4. considering your views and reaching an agreement that takes account of your concerns 5. a two-way process that empowers workers to identify OHS issues and share views | <ol style="list-style-type: none"> A. Consultation B. OHS consultation C. have a positive effect in the workplace D. Making decisions about OHS consultation arrangements E. have influences on the type of health and safety consultative structures |

Answer Sheet-1

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: Matching questions

1.
2.
3.
4.
5.

Note: Satisfactory rating - 5 points and above

Unsatisfactory - below 5 points

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

- ✓ OHS laws
- ✓ How to manage and resolve work health and safety issues
- ✓ The duties, functions and powers of the parties involved with the issue.

The manager who the issue has been referred to must assess its severity and determine an appropriate timeframe for response. At this point, the manager should inform all parties, including:

- The manager who has been directly involved
- Any HSRs who represent the workers involved in the issue
- If there are no HSRs, the workers involved or their representative
- If the workers request it, their nominated union representative
- The OHS Partner
- Any other duty holders whose workers are affected by the issue.

It is not appropriate for a health and safety committee to be a party involved in issue resolution, although individual committee members may be included in their respective capacities as listed above.

2.5 Solution determined

The parties must promptly cooperate to achieve a final and effective resolution of the issue, identifying the measures both temporary and permanent that must be implemented and who is responsible for implementing them. The solution must be documented as a formal record, and all parties must formally confirm that the record reflects what has been agreed. If agreement cannot be reached, the issue should be escalated to the next level of management and the Director Safety notified.

Self-Check -2	Written Test
----------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided:

- | A | B |
|--|--|
| <ol style="list-style-type: none"> 1. the process by which any OHS issue should be raised by employees and addressed by managers 2. should be dealt with and resolved through consultation or it should be referred to the appropriate personnel 3. If the workers concerned are represented by an HSR 4. The manager, who the OHS issue has been referred to, must have | <ol style="list-style-type: none"> A. OHS issues B. the manager should involve the HSR as soon as the issue is raised C. A general knowledge and understanding of OHS laws D. OHS issue resolution |

Answer Sheet-2

Name: _____

Date: _____

Score = _____

Rating: _____

Direction I: Matching questions

1.
2.
3.
4.

Note: Satisfactory rating - 4 points and above Unsatisfactory - below 4 points

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

Self-Check -3	Written Test
----------------------	---------------------

Direction I: Short answer questions (14 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided:

1. What is the advantage of promptly addressing a health and safety issue with the relevant people? (2 points).
2. The need for a clear and concise reporting structure is very important when it comes to the communication of health, safety and security information. Explain why? (3 points).
3. List and explain about the types of health and safety communication channels? (6 points).

Answer Sheet-3

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: Short answer questions

1.

2.

3.

Note: Satisfactory rating - 5 points and above Unsatisfactory - below 5 points

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

Information Sheet-4

Identifying and reporting existing and potential hazards, risk assessment and applying control procedures.

4.1 Introduction

Workplace safety can only be achieved if ongoing attention is paid to it. A vital element of an effective approach to workplace safety is the need to identify and report workplace hazards and risks on a day to day basis. You cannot do workplace safety at the start of the year and believe it is done for the entire 12 months.

This Section identifies possible workplace hazards and risks and presents necessary related action to optimize workplace safety.

4.2 Types of workplace hazard

The specific type of hazards and risks will depend on the individual nature of the workplace. Sources of potential harm in terms of human injury, ill health, damage to property, damage to the environment, or a combination of these, including:

- Biological
- Chemical
- Environment
- Mechanical and/or electrical
- Physical
- Psychosocial
- Radiological

A common way to classify hazards is by category:

- biological: bacteria, viruses, insects, plants, birds, animals, and humans, etc.,
- chemical: depends on the physical, chemical and toxic properties of the chemical,
- ergonomic: repetitive movements, improper set up of workstation, etc.,
- physical: radiation, temperature extremes, pressure extremes (high pressure or vacuum), noise, vibration, fire etc.,
- psychosocial: stress, violence, fatigue etc.,
- safety: slipping/tripping hazards, inappropriate machine guarding, equipment malfunctions or breakdowns

4.3 Coordinating scheduled hazard identification activities

The goal of any workplace health and safety strategy is to eliminate or reduce, as far as practicable, all workplace risks. This can be achieved by setting standards in accordance with applicable and current OHS legislation, implementing measures to meet those standards, monitoring the measures, and having an OHS management program of regular health and safety review and improvement.

This program should address risk/hazard management. This known as the three-stage process of:

- Identifying hazards in the workplace
- Assessing the risks to health and safety which those hazards create
- Implementing suitable measures to control the risks.

The stages of hazard management range from identifying potential hazards at the planning and purchasing stages, to implementing programs which address specific hazards, and consulting with workers. All these phases should be covered by venue-specific workplace policies and procedures tailor-made to reflect the requirements of individual businesses and individual work practices.

4.3.1 What is hazard identification?

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.

4.3.2 Ways to identify hazards

Hazards can be identified in a number of ways:

Tools for helping you to identify hazards:

- Previous workplace inspections or surveys
- Written or verbal hazard/accident reports
- Personal observations
- The safety and health committee, if one exists
- Warning labels or signs
- Manufacturers' safety data sheets
- Manufacturers' manuals or instructions
- Consultants' reports

The most effective methods of identifying hazards use a combination of these ways.

4.3.3 Timely identification of hazards

Management must ensure their actions enable appropriate and timely identification of hazards.

A systematic approach using the above techniques is recommended and attention should be paid to specific occasions when hazards may be introduced into the workplace. The most common times when hazards may be introduced are when changes to the workplace are implemented.

Examples of these instances include:

- Before premises or work stations are used for the first time and after they have been used for a while
- Before, during and after installation of plant and equipment
- Before, during and after alterations to plant, machinery or equipment
- Before, during and after alterations to layout of the workplace
- Before and after changes to existing work practices are introduced
- When any new information becomes available relating to relevant workplace health and safety risks
- After any near miss situation has occurred
- When any workplace accident, actual injury or event takes place
- In keeping with workplace schedules for regular workplace checks and hazard inspections – for example, every month, every quarter.

4.3.4 Factors to consider when developing inspection protocols

When developing inspection systems, it is important to establish:

- The emphasis and scope of the inspections – what will be inspected and which areas will be inspected
- How they are to be conducted. A walk around“ the workplace is an essential element of any inspection system
- How often they are to be carried out. Regular inspections are critical: once every month is best but inspections should occur at least every three months
- Who will be involved in the inspections? Workers should be involved together with the HSR and a management-level representative
- Who is responsible for ensuring suggested improvements are taken into account? This will normally be management or the owner
- What checks should be carried out to ensure corrective action has been taken once a problem has been identified, analyzed and has had suitable control procedures developed for it? It is also important to check the implementation of risk controls has not, itself, introduced a new risk into the workplace
- How they are to be documented. Inspections should use a dedicated inspection checklist to record findings of the inspection.

The main reasons for doing workplace OHS inspections are to identify the health and safety hazards in the workplace that exist or have emerged over time.

During inspections, health and safety issues can often be identified and resolved before any harmful event takes place.

4.3.5 What should be inspected?

When deciding which aspects of the workplace are priority areas for routine inspection, it is important to consider:

- The existing and potential health and safety hazards within each workplace. Common sense is a good indicator, as is input from workers and analysis of workplace accident registers
- The types of processes, operations and occupations present in the workplace. Historically certain tasks carry with them greater risks.

- Any OHS legislative requirements relating to particular hazards, occupations, industrial processes and operations which apply to individual workplaces.
- Any new processes or arrangements which have been introduced. Remember the introduction of risk control measures may sometimes introduce a new/different hazard or risk
- Equipment, substances or situations causing injury or disease in the past using anecdotal staff evidence and accident/near miss registers as the basis for identifying these
- The need to follow up and monitor any changes suggested or implemented during previous inspections to ensure they are effective and are being implemented.

4.3.6 Inspection checklists

Where areas for routine inspections have been established simple checklists, which can be systematically completed during inspections should be prepared to facilitate and record findings. These will help save time and ensure a thorough inspection is carried out which is consistent every time it is undertaken.

In practice, these checklists form the basis of a comprehensive review of workplace practices on a regular basis (every month or three months).

Checklists will vary according to the workplace environment. The types of hazards present will determine the areas covered in the checklist. Some areas to consider and develop checklists for are:

- Manual handling hazards addressing any activities where there is a need to push, pull, carry, manipulate, carry, or lift
- General tidiness of the workplace.
- Machinery (correct operation, presence of safety guards noise levels
- Chemical hazards addressing issues such as fumes, gases, storage, labelling, handling, Material Safety Data Sheets, personal protective clothing and equipment
- Electrical safety ensuring electrical items have been tested, tagged and are safe to use
- Fire safety addressing firefighting equipment, access and exits, alarm systems,
- First aid provisions.

- Registers. Ensure they are located where required and are being completed as necessary.

Because each workplace is different, it is important to develop checklists which match the actual design and processes of the workplace, and the products and services each area/DWG is involved in providing.

4.3.7 Reporting hazards

Where workplace hazards are identified they must be immediately reported to the appropriate person such as a supervisor or HSR. A verbal report is usually the best option as it is quick and allows the other person to ask questions to clarify and better understand the issue. A written form such as a Hazard notification or Hazard report may also be required.

Table 1. Workplace inspection report form

Example of inspection report

Inspection Location: _____ Date of Inspection: _____

Department/Areas Covered: _____ Time of Inspection: _____

Observations					For Future Follow-up			
Item and Location	Hazard(s) Observed	Repeat Item		Priority A/B/C	Recommended Action	Responsible Person	Action Taken	Date
		Y	N					

Copies to: _____ Inspected by: _____

4.3.8 Hazards need to be addressed

Traditionally, hazards have been able to be classified as one of the following:

- Hazards in the physical environment
- Hazards associated with plant and equipment
- Hazards associated with work practices and procedures
- Hazards associated with security issues
- It is possible your workplace has additional hazards. Check with your supervisor to determine what applies where you work.

4.3.8.1 Hazards in the physical environment

Responsible management should target attention to areas and issues associated with:

- The physical working space staff are required to operate within.
- Lighting.
- Hot and cold environments such as severe temperatures.
- Prevailing noise levels.
- Electrical items.
- Flooring
- Equipment designed to assist with manual handling.

4.3.8.2 Hazards with plant and equipment

Efforts to identify hazards in relation to machinery, tools, appliances and equipment should focus on:

- Ensuring regular service and maintenance is provided for all plant and equipment.
- Ensuring staff receive adequate training in the use of all plant and equipment.
- Ensuring electrical tests and checks are performed at least every 12 months
- Ensuring staff are adhering to standard safe work practice when using electrical equipment/appliances
- Ensuring all malfunctioning tools and equipment are reported
- Ensuring faulty item out of service and tagging it as Out of Service
- Ensuring all operational manuals, manufacturer's instructions and trouble-shooting guides are available to all users.

4.3.8.3 Hazards with working practices

Attention should be paid to the following as they commonly raise workplace hazards in one form or another:

- Opening and closing procedures.
- Safety and security procedures.
- Standard Operating Procedures for all work-related tasks
- Rostering of staff
- Length of time spent on certain tasks.

4.4 Coordinating risk assessments

While staff are encouraged to participate in workplace safety processes (consultation, collaboration and participative arrangements), they generally have no legal obligation to do anything unless specified by legislation. The legal obligation for workplace safety always rests with management and owners.

It is the managers and owners who must drive the entire workplace OHS process, preferably supported by staff. This sub-section addresses what needs to be done to conduct effective risk assessments.

4.4.1 What is risk assessment?

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.

Once the hazards have been identified, they should be listed for a risk assessment to be carried out in consultation with the relevant HSR and employees. 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
- 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.

If the likelihood anyone will be exposed to a situation under all possible scenarios is “nil”, then there is no risk and no additional risk control measures are required.

The adequacy of existing control measures should be considered if there is the potential someone may be exposed to a particular situation. Remember, the thrust of workplace safety is for safe place as opposed to safe person. After the list of hazards has been finalized, documented and agreed on (by workers and management), a judgment needs to be made about the seriousness of each hazard and which one/s require the most urgent attention:

The concept of a workplace risk assessment is that it is a continual, on-going process – like a film on a loop.

It is not a snapshot of a workplace – like a photograph, which can be likened to a workplace inspection.

While it may be beneficial to use information from workplace inspections when undertaking a risk assessment, we must be clear on the difference between inspections and risk assessments.

4.4.2 Who carries out the risk assessment?

In many countries, the risk assessment is essentially the responsibility of the employer.

The employer makes the final decision on who carries out the risk assessment. This can be:

- the employer;
- workers designated by the employer; or
- external assessors and services, if there is a lack of competent personnel in the workplace.

Whoever undertakes the risk assessment – even if it is an external service – it is the employer who is ultimately responsible for this assessment.

4.4.3 Issues to examine

To assess a risk then, you must examine all of the factors affecting the risk.

Assessment should occur in a public forum such as an OHS meeting where staff (impacted by the risk being discussed), HSRs and management all attend to consider the issue with a view to properly analyzing it so an effective and practicable control solution can be identified.

You need to look at:

- The number of people exposed to the risk
- Who these people are
- How near these people are to the risk
- How often they are exposed
- How long they are exposed for
- The combination of hazards they are exposed to
- How serious the resulting harm could be
- How easily someone could be hurt
- What the law says about risk control
- How common it is for the hazard to cause problems in other workplaces
- Any factors that could increase the likelihood of illness and injury
- The work processes involved. This requires you to know the practices, procedures and protocols for performing the particular task under consideration
- How well your current precautions work. Has the hazard already caused any problems?

4.4.4 Risk prioritization

At risk assessment stage you must also assess likelihood and possible severity of injury, determine how to best minimize risk and address high risk hazards first. The risk from a hazard is a combination of the chance of an incident occurring (that is, “very likely”, “likely”, “unlikely” or “very unlikely”), what could go wrong and how badly someone could be hurt.

Risk assessment as critical to prioritizing risk control measures the following formula can be used to determine risk level:

Risk level = Consequence x Exposure x Probability where:

- Consequence is 'the outcome severity (injury/illness) of the scenario'
- Exposure is 'frequency and duration of exposure of persons to the chosen hazard'
- Probability is the 'likelihood or chance that the chosen sequence and consequence will occur'.

4.4.5 Reviewing risk assessments

The workplace is a dynamic environment and there is a need to review all the risk assessments you conduct „on a regular basis“ (monthly or at least every three months). You will notice the Risk Assessment Worksheet presented below contains a space for the date in order to facilitate this review activity. Additionally, risks must be reviewed when any significant change in the workplace takes place impacting on the risk..

These changes may be required:

- Alerts or notifications from OHS authorities in relation to a practice, product, procedure, technique, and/or items of equipment
- Changes to internal operating procedures
- Introduction of new or more equipment
- Change in staffing – new staff, reduced staffing levels
- Modification to the work environment such as changes to job allocation, work station layout, relocation of items of equipment, different environmental conditions, a change in patron profile
- Based on concerns, feedback and/or complaints from workers, customers or management.

4.5 Hierarchy of control

When hazards have been identified, and the risks to health and safety assessed, the risks need to be controlled. Risk control is a requirement as part of the employer's duty to provide and maintain so far as is practicable a working environment which is safe and without risks to health for employees and the public.

Risk control means taking action to eliminate or reduce the likelihood of exposure to a hazard that may result in injury or disease. The hierarchy of control is a list of control

measures in descending order of effectiveness that may be applied to specific risks only after an assessment and analysis has been made of all possible risk controls.

What are the controls and which is best?

Some control options are better than others. Again, safe place options are better than safe person options. It is better to create a safe place than rely on people wearing protective clothing or behave safely. The hierarchy of control reflects this idea.

As an overview the Hierarchy of control comprises the following controls:

1. Elimination
2. Substitution
3. Isolation
4. Engineering controls
5. Administrative controls
6. Personal protective clothing and equipment.

Hierarchy of controls

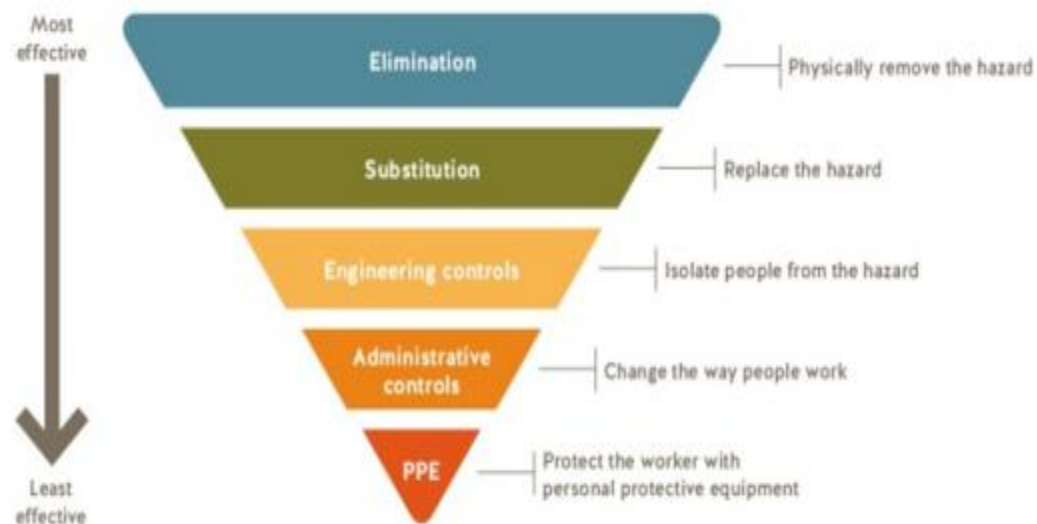


Figure 1: Hierarchy of risk control methods

The effectiveness of these controls is in descending order of effectiveness.

These controls may be classified under three levels as set out below.

- Machine operation controls such as „Emergency Stop” buttons, automatic cut-offs, the ability to remotely operate an item

Level 3 – ‘Safe person’ options: Administrative controls; Personal protective equipment and clothing

If it is not practicable to make the workplace itself safe it is necessary to look for safe person” options, which are a lower priority because they depend on people “doing the right thing”.

Administrative controls are safe work practices which help to reduce employee exposure to risk.

For example:

- Restricting access to certain areas at nominated times when the risk is lowest or nonexistent
- Good housekeeping practices.
- Providing accurate work instructions and methods.
- Training

The effective use of administrative controls relies on full cooperation of employees, so it is essential extensive consultation occurs during their development and implementation.

Adequate supervision and training are also important and a legal requirement.

Personal protective equipment (PPE) and clothing includes such things as:

- Eye protection
- Respiratory protection
- Gloves and gauntlets
- Safety shoes and boots
- Protective clothing
- Head protection

Personal protective equipment is generally the least effective way to control risk and should only be used if you can’t reduce the risk enough using other means. It should then be used in conjunction with other measures. Personal protective equipment might also be used as a temporary measure until other controls can be implemented.

4.6 Identifying appropriate controls

Irrigation and drainage design and construction supervision Level-IV	Author/Copyright: Federal TVET Agency	Version -1 September, 2020	Page 50 of 113
--	---------------------------------------	-------------------------------	----------------

Now that we have explored the different types of control, it is important to decide which method/s of control to be applied to each risk in the workplace. This is a simple process but takes time. One possible way of doing this is through the use of Risk Control Identification Cards 'A template and an example are provided on the next page.

Table 2: Risk control identification card

Risk Control Identification Cards

TEMPLATE

Hazard:
Elimination:
Substitution:
Engineering Controls:
Isolation:
Administrative Controls:
Personal Protective equipment:

EXAMPLE

Hazard: Smoking in bars
Elimination: Introduce laws to ban
Substitution: N/A
Engineering Controls: Air purifiers/ventilation systems/air flow design
Isolation: Designated smoking areas
Administrative Controls: No smoking policy/ "No Smoking" signage
Personal Protective equipment: N/A

4.7 Initiate the control

Once the appropriate control methods have been identified for each hazard, as identified and prioritized, the respective action must be put into place. When initiating the control here may be a number of activities that need to take place.

Self-Check 4	Written Test
---------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided in the next page:

A	B
1. bacteria, viruses, insects, plants, birds	A. biological hazard
2. slipping/tripping	B. safety hazard
3. stress, violence, fatigue	C. physical hazard
4. radiation, temperature extremes	D. chemical hazard
5. depends on the physical, chemical and toxic properties of the chemical	E. psychosocial hazard
6. repetitive movements, improper set up of workstation,	F. ergonomic hazard

Direction II: Multiple Choice Questions (2 point each)

Instruction: Choose the best answer of the following questions and write your answer on the answer sheet provided:

1. After workplace risks and hazards have been identified and analyzed
 - A. Risk should be assessed
 - B. suitable risk controls must be implemented
 - C. hazard should be ignored
 - D. OHS should be reported
2. Risk control is a requirement as part of the employer's duty to provide and maintain
 - A. True
 - B. False
3. The most effective risk control measure is?

- A. Elimination
 - B. Substitution
 - C. Engineering control
 - D. PPE
4. The least effective risk control measure is?
- A. Elimination
 - B. Substitution
 - C. Engineering control
 - D. PPE
5. The OHS procedures for your organization may cover
- A. Acquisition, use, storage and disposal of hazardous chemicals.
 - B. Consultation arrangements for workers in work area.
 - C. Hazard reporting procedures.
 - D. All
6. means changing the procedure so it does not have to take place at all.
- A. Substitution
 - B. Engineering control
 - C. Elimination
 - D. Administrative control
7. Replacing a hazardous process or substance with a less hazardous one:
- A. Substitution
 - B. Engineering control
 - C. Elimination
 - D. Administrative control
8. Machine guards to prevent clothing, jewelry and body parts being caught in machinery and equipment. This type of risk control is?
- A. Administrative control
 - B. Substitution
 - C. Engineering control
 - D. Elimination

9. Providing accurate work instructions and methods. This type of risk control method is?
 - A. Elimination
 - B. Substitution
 - C. Engineering control
 - D. Administrative control
10. Personal protective equipment might also be used as a temporary measure until other controls can be implemented
 - A. True
 - B. False

Answer Sheet-4

Score = _____
Rating: _____

Name: _____

Date: _____

Direction I: Matching

1.
2.
3.
4.
5.
6.

Direction II: Multiple Choice Questions

1.
2.
3.
4.
5.
6.
7.
8.
9.
- 10.....

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

Operation Sheet -1

Establishing consultation arrangements with workers

Procedures for establishing consultation arrangements with workers (Use the given flow chart)

Steps

Step 1: Identify all workers and other duty holders, and determine work groups

- Identify communication channels
- Identify potential work groups
- Propose work groups to the workers concerned

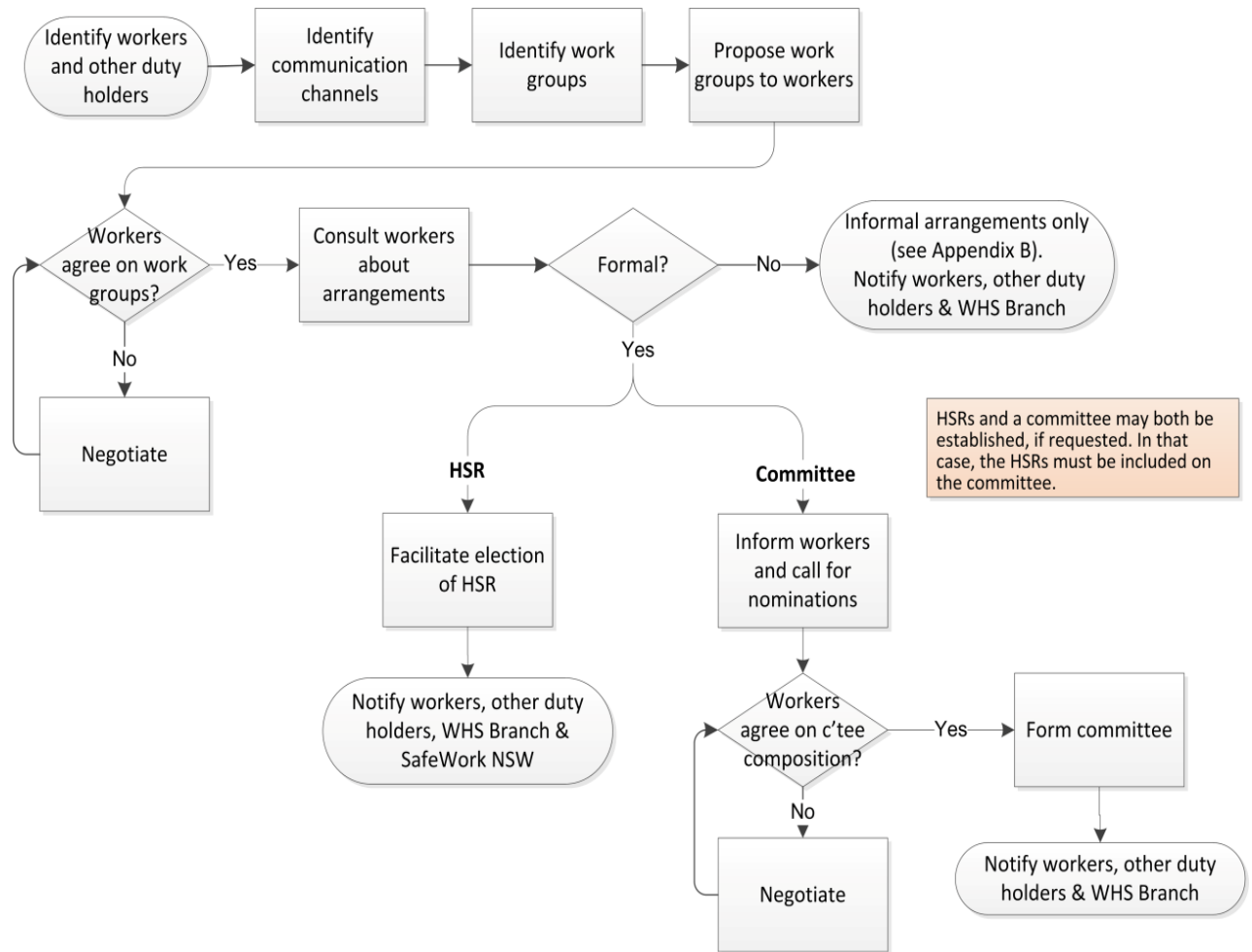
Step 2: Consult workers about arrangements for WHS consultation

Step 3: Establish health and safety representatives (when requested)

- Facilitate election of HSRs
- Support HSR training

Step 4: Establish a health and safety committee (where applicable)

- Inform workers about the proposed committee and call for nominations
- Announce establishment of the committee
- Support the committee



Operation Sheet -2

Performing risk assessment

Procedure of risk assessment (use the given template)

Steps

Step 1: Identify the hazards.

Step 2: Identify who might be harmed and how.

Step 3: Evaluate the risk – identify and decide on the safety and health risk control measures, involving two sub-steps:

Step 3. A: Identify what you are already doing in terms of existing risk control measures

Step 3. B: Identify what further risk control measures are necessary

For sub-Steps 3. A. and 3. B., the risk control measures should be considered and decided on, using the “hierarchy of risk control measures” in the following order:

→ Risk Control Measure 1: Elimination or substitution of hazards

- Risk Control Measure 2: Tools, equipment, technology and engineering
- Risk Control Measure 3: Safe work methods, practices, organization, information and training
- Risk Control Measure 4: Hygiene and welfare
- Risk Control Measure 5: Personal protective equipment

Step 4: Record who is responsible for implementing which control measures and the timeframe. Implement the safety and health risk control measures (deciding who is responsible for doing what and by when).

Step 5: Monitor and review your risk assessment, and update when necessary.

Step 1	Step 2	Step 3		Step 4		
What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Step 5: record your findings, monitor and review, update as necessary						

LAP Test -1

Practical Demonstration

Name: _____

Date: _____

Time started: _____

Time finished: _____

Instruction I: Given necessary templates, tools and materials you are required to perform the following tasks within *60 hours*. You will be given an irrigation site.

Task 1: Perform risk assessment

Task 2: Establish consultation arrangements with workers

Instruction Sheet	Learning Guide 10: Implement and monitor the organization's procedures for controlling risks
--------------------------	---

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

- Implementing work procedures to control risks
- Monitoring and reported existing risk control measures
- Identifying inadequacies and reporting in existing risk control measures in accordance with the hierarchy of control
- Identifying inadequacies and reporting in resource allocation for implementation of risk control measures

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:**

- Implement work procedures to control risks
- Monitor and report existing risk control measures
- Identify inadequacies and report in existing risk control measures in accordance with the hierarchy of control
- Identify inadequacies and report in resource allocation for implementation of risk control measures

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 60, 62, 69 and 72 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 61, 68, 71 and 74 respectively
5. If you accomplish the self-checks, do operation sheet in page 75
6. LAP Test in page 76

1.1 Introduction

When workplace risks and hazards have been identified and analyzed, suitable risk controls must be implemented. Implementing risk control methods means putting in place the risk control options deemed most appropriate and effective for the identified hazard.

1.2 Implementing work procedures

Work procedure implementation is vital for controlling risk. Occupational Health and Safety Regulation require written safe work procedures for a number of activities. A written safe work procedure lists the steps in doing a task safely for example; it tells how to safely implement risk control measures. These working procedures can be used for future reference in risk management process.

1.3 Hierarchy of risk control in irrigation workshop

If you consider the hazard of slips in the irrigation workshop, you cannot eliminate the workshop floor, neither is it possible to always ensure the workshop floor is not slippery or wet. However, you can substitute work practices. For example, only clean when there is minimal foot traffic through the workshop.

You can control the risk by proper engineering by using non-slip matting. You can make an administrative arrangement (by directing staff not to enter the workshop during service and cleaning) and training them to raise awareness of the problem. You can also use personal protective equipment (provision of rubber sole shoes), so although the only acceptable control for a broken hand brake on the venue courtesy bus is elimination of the problem, for slips in the workshop a combination of controls is acceptable.

Self-Check -1	Written Test
----------------------	---------------------

Direction I: True or False item (2 point each)

Instruction: Write true if the statement is correct False otherwise for the following questions and write your answer on the answer sheet provided:

1. If you consider the hazard of slips in the irrigation workshop, you can eliminate the workshop floor.
2. You can control the risk caused by smooth workshop floor by proper engineering by using non-slip matting.
3. OHS regulation requires written safe work procedures for a number of activities.

Answer Sheet-1

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: True or False item

1.
2.
3.

Note: Satisfactory rating - 3 points and above Unsatisfactory - below 3 points

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

2.1 Introduction

Following the introduction and application of risk control procedures to address an identified risk there must be a monitoring of the control and, where necessary, adjustment to ensure adequate control is applied as intended. This Section discusses activities required to ensure risk controls work properly.

2.2 The need to plan monitoring of control measures

When risk controls have been implemented, they need to be monitored to see if they have been effective in addressing the identified hazards. The checking procedures used for risk control measures should be planned in the same way the implementation of the actual control measures are planned.

This means the planning phase should address:

- Who will do the checks? They must be attached to and become the responsibility of a nominated person or job role/position and this responsibility should be included in the relevant job description for the position
- When will they be done? Specify either dates, frequencies (every week, every month) or specific times (see Timing of the checks below)
- What will be assessed as part of the checking process? A checklist can be used to guide this aspect of the process.

Actual workplace checks

Timing of the checks

Checks should be made of the control measures applied:

- Prior to their actual implementation to verify the control will achieve the outcome required as part of the risk assessment/analysis process
- During use to monitor the effectiveness of the control during actual operation.

Objective observation using a rating chart or checklist to guide observations is an effective way to achieve this. The key, obviously, is to watch the workplace activity to capture evidence to use as the basis for making a decision about the effectiveness of the control

- Immediately after use by talking with staff involved and, for example, testing/evaluating equipment involved. Obtaining feedback from workers/operators about safety, ease of use or potential issues arising is imperative and demonstrates the business is committed to involving staff in a practical way in workplace safety.

Checks should be scheduled to ensure they are carried out when required.

2.3 Monitoring of risk control measures

2.3.1 Know what the OHS objectives are for the business

It is important to know what the business intended to achieve as a starting point for determining what it actually has achieved.

Goals should be to:

- Meet the legal requirements or standards for the business
- Ensure the workplace, as far as practicable, is safe and without risks to the health of everyone.

2.3.2 OHS performance measures

Performance measures are designed to indicate achievement of the OHS objectives of the business. These measures may be built into objectives, or built into the OHS programs established by the business.

Whatever indicators are chosen, they should be put in place at the beginning, when the OHS objectives, plans and programs are established. It is advisable to develop long and short-term measures of OHS performance.

Short-term measures include:

- An assessment of whether plans are being implemented as intended. If they are not being implemented as intended, why not?
- The proportion of OHS grievances/issues successfully resolved at shop-floor level. The higher the number/ratio of issues resolved at shop-floor level, the better the OHS performance of the business
- Number of health and safety grievances/issues; a downward trend is positive.

Long-term indicators may include:

- Injury and illness rates
- Incidence of gradual onset injuries
- The hidden costs of injury and illness.

Other quantitative measures may include:

- The number of incidents
- The number of employees trained
- The number of work procedures developed or reviewed
- The number of hazards identified and eliminated.

Qualitative measures could include:

- The types of issues being raised by employees and HSRs
- Employee level of awareness of workplace health and safety policy
- How OHS performance is being taken into account in relation to the performance assessment of supervisors and managers
- Evidence management is leading by example.

An important measure of effectiveness is whether or not activity occurred in a timely way.

Measures of this could include:

- Whether an established training timetable for OHS is being followed
- Whether the timetable for implementing the strategies to enhance workplace safety is being observed
- The response time for corrective action to identified risks following workplace inspections

The time taken for maintenance requests to be completed.

2.3.3 Collect information on your measures of effectiveness

Once the measures to be used have been decided, there is a need to decide how this information will be collected, how often it will be collected, and who will collect it. It is useful to use a checklist when auditing the OHS system, or measuring if certain activities have been completed against a fixed time schedule.

This checklist is then a primary method of collecting information on the effectiveness of OHS training.

Some possible questions to ask are:

- Do the illness and injury recording procedures meet the specifications of relevant legislation, where applicable?
- Are all incidents, illness and injury, and near misses:
 - Recorded?
 - Investigated?
 - Reported if and where required?
 - Analyzed for trends?
 - Reported to employees?

If measuring performance against specified targets, information from health and safety records should be reviewed. This could include reports on:

- The frequency of incidents and dangerous occurrences
- Average lost time
- Costs of accidents, injury and incidents
- Costs of training, purchase of safety equipment and PPE.

If monitoring the effectiveness of the OHS information and communication strategy, qualitative information should be collated from:

- Discussions with HSRs and employees
- Health and Safety Committee minutes
- Issues raised and resolved logbook
- Interviews, questionnaires or observations.

How often should you collect information?

This will vary according to the nature of the measures, and the system or strategy being monitored. For example, some indicators relating to training will need to be assessed at the end of every training course. The overall performance of the OHS management system may only need to be assessed periodically. Regardless, information needs to be collected on a regular basis so trends and changes can be identified.

Who should collect the information?

The responsibility for collecting OHS information should be clearly allocated to a specific job position. In specific locations, supervisors can collect information on the areas under their control. Small workgroups or teams can collect information on their own area.

The manager whose function includes implementing a health and safety system (or OHS plan) in an area may also do the monitoring for the area. The Health and Safety Committee and HSRs should be involved in monitoring. This may include a role in collecting and providing information. In larger organizations, external assistance may be called for to evaluate overall policy or management systems.

2.3.4 Analyze the results and decide upon improvements

If a strategy is not working, there are a number of questions that can be asked to assist in determining the causes:

- Was the objective realistic and achievable?
- Is the objective relevant to current technology and values?
- Was the strategy implemented as planned?
- Was there adequate training, information and understanding of the strategy?
- Were there resources available to implement the strategy?
- Did work organization allow the strategy to work?
- Was responsibility for implementing the strategy allocated?
- Are the responsibilities understood?
- Did the information you collect accurately measure performance of the strategy?

Use the information from this analysis to fine tune the strategy, to reset workplace standards and/or to identify areas of workplace health and safety needing systematic management.

2.3.5 Implement changes and start again

Once improvements to the workplace OHS system have been identified, these results should be made available to management and staff. Strategies to initiate corrective action may need to be developed and implemented. Follow-up corrective action must be taken promptly to demonstrate commitment to genuine workplace safety.

2.4 Reporting risk control measures

Reporting enables the gathered information to be used in making decisions for improving project performance. After the monitoring of risk control measures the effectiveness of the measures should be reported to the appropriate personnel.

Self-Check -2	Written Test
----------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided in the next page:

- | A | B |
|---|--|
| 1. to see if they have been effective in addressing the identified hazards. | A. Short-term measure |
| 2. The types of issues being raised by employees and HSRs | B. Risk control checks should be made |
| 3. Number of health and safety grievances/issues; a downward trend is positive | C. Qualitative measure |
| 4. Who will do the checks?, When will they be done? And What will be assessed? | D. Purpose of risk control monitoring |
| 5. Prior to their actual implementation to verify the control will achieve the outcome required | E. quantitative measure |
| 6. Incidence of gradual onset injuries | F. risk control measures planning |
| 7. The number of work procedures developed or reviewed | G. Long-term indicator |

Answer Sheet-2

Name: _____

Date: _____

Score = _____
Rating: _____

Direction I: Matching questions

1.
2.
3.
4.
5.
6.
7.

Note: Satisfactory rating - 7 points and above Unsatisfactory - below 7 points

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

3.1 Introduction

Whilst most control methods may be effective in controlling risks in their intended manner, at times this is not possible for a number of reasons. Regardless of the reason, it is essential that new problems and risks are not created in the process.

3.2 Creation of new problems

Checks on a control measure should seek to answer two questions:

- To what extent has the control effectively addressed the identified hazard?
- Has a new hazard been created by virtue of the control that has been applied?

When a new risk control initiative has been implemented it is important that any monitoring of its application takes into account whether or not the initiative itself has created any new OHS issues.

This highlights that it is not sufficient for monitoring to simply determine whether the identified hazard had been effectively controlled but monitoring must also identify if a new problem has been caused. For example, a new system that eliminates a manual handling or repetitive strain hazard could have inadvertently introduced a new hazard in terms of eye strain.

Once again, observation of the task and the control as well discussions with operational staff are keys in working out if this is the case.

3.3 Action to take

Where the approved risk control method has been monitored and found to have not fixed the identified hazard – or to have created a new or different hazard – this situation must be:

- Immediately resolved – if that falls within your level of expertise or scope of authority

- Reported to the appropriate person for their follow-up and action –this can be a senior management, the Health and Safety rep, the Designated Work group (or similar) or the OHS Committee.

A verbal report may suffice that includes feedback from staff and identifies causal factors as well as potential additional control which may be required.

Immediacy in reporting is essential to facilitate supplementary action - attention must always be paid to ceasing any work where a danger to staff or others exists.

Information Sheet-4

Identifying inadequacies and reporting in resource allocation for implementation of risk control measures

4.1 Introductions

Resource allocation is just a fancy term for a plan that you develop for using the available resources at your disposal in a project. This is mostly a short-term plan set in place to achieve goals in the future. Resources are varied. Everything from the people you're working with and the equipment they're using to complete their tasks to the materials and other supplies you need to even the site where you're working on the project all fall under the umbrella of resources. Identifying inadequacies and reporting in resource allocation for implementation of risk control measures is an important task because if there is inadequacies in allocation the whole sense of risk control may be put in danger.

4.2 Know Your Resources

You can't manage what you don't know. You should know the experience and skills and personality very resource that you've tasked or allocated to support the risk management. For example, you should create a profile for each of the members of your risk management team. What are their skills and experience? The more you know about them, the better you'll be able to place them in the project and assign tasks which they can best perform.

You probably have something like this already from when you were assembling your team and handwritten job description for each of them. Keep those files up to date as their skills and experiences broaden. This concept should be extended to material, equipment and financial resources also.

4.3 Use resource reports

You can reallocate if you don't know where your resources are allocated. You might have planned them out well, but change happens in management process. How can you tell what is happening on the ground as compared to your plans? Reports are vital for addressing the inadequacy issue. You can generate all sorts of reports to give you a full picture of the project and how it's progressing, which helps you balance your resources. For example, there are resource reports that give you an overview of your team's workload and whether they're over-tasked or idle.

Task reports keep you updated and variance reports help you determine whether the project is proceeding as planned. The latter gives you vital information, such as if you're behind schedule and need to redistribute the work to get back on track.

Self-Check -4	Written Test
----------------------	---------------------

Direction I: Short answer (6 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided:

1. What is resource allocation? (2 points)
2. Identifying inadequacies and reporting in resource allocation for implementation of risk control measures is an important. Explain why? (2 points)
3. How can you identify resource inadequacies? (2 points)

Answer Sheet-4

Score = _____
Rating: _____

Name: _____

Date: _____

Direction I: Give short answer

1.
2.
3.

Note: Satisfactory rating - 3 points and above

Unsatisfactory - below 3 points

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

Procedure of monitoring OHS workplace performance

Steps

Step 1: Determine what the OHS objectives are for the business

Step 2: Develop OHS performance measures

Step 3: Collect information on your measures of effectiveness

Step 4: Analyze the results and decide upon improvements

Step 5: Implement changes and start again

LAP Test -1

Practical Demonstration

Name: _____

Date: _____

Time started: _____

Time finished: _____

Instruction I: Given necessary templates, tools and materials you are required to perform the following tasks within 30 hours.

Task 1: Monitor OHS workplace performance

Instruction Sheet	Learning Guide -11: Implement the organization’s procedures for dealing with hazardous events
--------------------------	--

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

- Implementing workplace procedures for dealing with hazardous events
- Investigating the cause of hazardous events
- Implementing control measures to hazardous events

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:

- Implement workplace procedures for dealing with hazardous events
- Investigate the cause of hazardous events
- Implement control measures to hazardous events

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 78, 82 and 85 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 81, 84 and 86 respectively

1.1 Introduction

The most important resource in any agricultural business is its staff. There are many benefits of having a workforce that is healthy and free from injury or illness. The different sections in this manual have shed light on how to control hazards and any negative impact they may have. That said, injuries, illnesses and accidents are inevitable. Managers must understand their causes and where possible learn from them to reduce the chance of re-occurrence.

1.2 Impacts of injury and accidents

Any injury or incident in the workplace greatly impacts on many people in many different ways. These include:

- The pain, stress and inconvenience of the injured staff member and their immediate family
- The stress and emotional strain of fellow staff members who have witnessed the accident
- Reduction in service standards due to staff shortages
- The loss of customer confidence
- The financial costs associated with medical treatment, replacement of staff, sick pay, rehabilitation, overtime
- payments for other staff and loss of productivity
- The negative publicity associated with accidents in the workplace

1.3 Legal requirements

In most countries' managers are legally required to arrange regular health checks for any employees who work with lead, asbestos, noise, or certain hazardous substances.

They are also required to keep a record of these checks. It's vital for the health of employees and the information can also be used to improve organizational safety management.

It is common practice that staff notifies any injury, illness or incident, via written format. Regardless of how small the incident may be, a written record must be maintained for many reasons including:

- Recognition incident has taken place
- The reasoning for the accident has been identified
- Is a record that can be used at a later stage to investigate the matter, to help seek solutions
- Requirement for police, medical and insurance purposes

1.4 Types of written ‘notifications’

OHS records relating to injury, illness or incident include:

- Records relating to the health and safety of the employees – including the results of monitoring activities where legislation or organizational policies require such records to be kept. These include:
 - ✓ Sick leave form
 - ✓ Doctor’s certificate
- Injury register: register of Injuries’ or an Injury Report Book’ must be maintained to keep track of all workplace injuries must contain details of any accidents or injury including:
 - ✓ Worker’s name and job details
 - ✓ Time and date of injury
 - ✓ Exact location where injury or illness occurred
 - ✓ How it happened
 - ✓ The nature of the injury or illness and the body parts affected
 - ✓ Names of any witnesses
 - ✓ Name of person entering details in the register
 - ✓ Date employer was notified

Serious injury may include anything requiring:

- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital Immediate medical treatment for:
 - ✓ Amputation
 - ✓ Serious head injury

- ✓ Serious eye injury
 - ✓ Separation of skin from underlying tissue (for example de-gloving or scalping)
 - ✓ Electric shock
 - ✓ Spinal injury
 - ✓ Loss of bodily function
 - ✓ Serious lacerations
- Results of investigations in workplace OHS events (including ‘near misses’) – which may include photographs, witness statements, medical reports
 - Reports from Work Cover/Work Safe inspectors
 - Documentation relating to the insurance of workers to cover them for workplace accidents or injury – including claims made

Self-Check -1	Written Test
----------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided in the next page:

- | A | B |
|---|---|
| <ol style="list-style-type: none"> 1. The most important resource in any agricultural business 2. The pain, stress and inconvenience of the injured staff member and their immediate family 3. written record of incidents 4. register of Injuries 5. Serious injury | <ol style="list-style-type: none"> A. Any injury or incident in th workplace greatly impacts o many people B. Electric shock C. Time and date of injury D. Staff E. Recognition incident has taken place |

Answer Sheet-1

Score = _____ Rating: _____

Name: _____

Date: _____

Direction I: Matching questions

1.
2.
3.
4.
5.

Note: Satisfactory rating – 5 points and above Unsatisfactory - below 5 points

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

2.1 Introduction

By having a comprehensive documentation system of any injuries, illnesses or incidents that take place in any organization it makes it easier to investigate possible causes and appropriate solutions.

2.2 Purpose of investigation

The primary purpose of investigation is to try to learn from actions that have taken place that have caused injuries, illnesses or incidents. The process of investigation is to not lay blame on an individual or operational system, but to try to identify the causes of the problem.

Investigations should be focused on factual examination, removing any emotion from the process. By having clear and concise data which identifies causes, it makes the process of finding suitable solutions and remedies easier. By first we must collect information through an investigation.

2.3 Methods of investigation

As mentioned, the purpose of investigation is to collect information to determine causes of injuries, illnesses or incidents. It then begs to reason that a range of activities can be used to collect information from persons who may have information to give.

Methods of investigation include:

- Interviewing witnesses
- Interviewing medical personnel
- Inspecting the location and equipment
- Reviewing reports and documents
- Reviewing policies and procedures
- Reviewing job descriptions
- Reviewing training.

By conducting a thorough investigation, using a combination of different methods it will hopefully not only reduce the chance of a similar accident happening again, but may also highlight potential problems associated with this type of accident.

2.4 Who should investigate?

The extent and number of people involved in an investigation will vary depending on the seriousness of the accident.

Generally, a member of the Health and Safety Committee and the representative from the department in which the accident occurred should lead any investigation, provided an impartial and unbiased decision can be reached. No-one directly related to the accident should be involved in leading an investigation.

The seriousness of an accident can be simply broken down into three categories of priority:

- Low priority – cuts, burns, knocks, bumps, bruising and scrapes
- Medium priority – strains and sprains
- Top priority – broken bones, lacerations, severe burns and concussions.

Low and medium priority accidents are lead and managed by the above mentioned internal persons from within the organization. Top priority accidents, not considered life threatening may be investigated internally, with senior executives involved in the process. For any life threatening or illegal activities associated with the accident, external investigators such as medical staff, police or other authorities may lead an investigation. In this case, the Health and Safety Committee must provide help and support where required

2.5 Types and causes of injuries, illness or incidents

Types of causes of injuries, illness and incidents include

- Manual handling
- Slips, trips and falls
- Prolonged or repetitive work
- Cuts and burns
- Workplace stress and occupational violence
- Bullying
- Workplace chemicals
- Noise
- Infectious diseases

Self-Check -2	Written Test
----------------------	---------------------

Direction I: Matching item (2 points each)

Instruction: Match column B with column A of the following questions and write your answer on the answer sheet provided:

- | A | B |
|---|--|
| 1. Reviewing reports and documents | A. Method of investigation |
| 2. to try to learn from actions that have taken place that have caused injuries, illnesses or incidents | B. Makes it easier to investigate possible causes and appropriate solutions. |
| 3. comprehensive documentation system of any injuries, illnesses or incidents | C. Low priority accidents |
| 4. cuts, burns, knocks, bumps, bruising and scrapes | D. Medium priority accidents |
| 5. strains and sprains | E. Top priority accidents |
| 6. broken bones, lacerations, severe burns and concussions | F. The primary purpose of investigation |
| 7. Types of causes of injuries, illness and incidents | G. Prolonged or repetitive work |

Answer Sheet-2

Name: _____

Date: _____

Direction I: Matching questions

1.
2.
3.
4.
5.
6.
7.

Score = _____

Rating: _____

Note: Satisfactory rating - 7 points and above Unsatisfactory - below 7 points

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

3.1 Introduction

It is no point conducting investigation into the causes of injuries, illness or incidents unless action is taken to try to prevent its reoccurrence. Any action, regardless of how large or small, should be implemented at the earliest possible time which will also have minimal impact on operations and customer satisfaction.

3.2 Remedial action

Once an investigation has been completed, the preparation of new policies and procedures where required then Purchase of equipment or supplies associated with operational changes is vital in doing so any changes and any related processes with staff should be communicated. Provision of appropriate training to help reduce the chance of accidents happening again then after actively manage any new changes and implement any revisions where required at the completion review and compare the effect of new changes against past levels of injuries, illness or incidents.

Self-Check -4

Written Test

Direction I: Short answer (6 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided in the next page:

1. It is no point conducting investigation into the causes of injuries, illness or incidents. Explain? (2 points)
2. How do you provide remedial action for hazardous events? (4 points)

Answer Sheet-4

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: Give short answer

1.

2.

Note: Satisfactory rating - 3 points and above

Unsatisfactory - below 3 points

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

Instruction Sheet	Learning Guide -12: Implement and monitor the organization's procedures for providing OHS training
--------------------------	---

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

- Identifying OHS training needs
- Making arrangements for meeting identified OHS training needs in both on and off-the-job training programs.

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 OHS training needs
- Make arrangements for meeting identified OHS training needs in both on and off-the-job training programs.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 88 and 94 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 93 and 99 respectively
5. If you accomplish the self-checks, do operation sheet in page 101
6. LAP Test in page 102

1.1 Introduction

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 and/or HSRs.

Providing health and safety training is good for business because:

I. Health and safety training is a sound investment

- The money you spend on health and safety training saves money in the long term. A workplace that is not healthy and safe may have to face insurance claims, medical bills, higher insurance premiums, replacement labor costs and lost productive time.

II. Health and safety training is not optional

- The law states that as an employer you are responsible for providing health and safety information and training to your employees.

III. Health and safety training is responsible

- Training reduces the risk of pain and injury at work.

Previous notes have highlighted the need for employers to provide training to staff in relation to OHS issues. This Section (and the next) extends this concept.

1.2 Identifying the OHS training gap

OHS training needs should be identified accurately, specifying the gaps between OHS competencies required and those held by work group members. The OHS training gap is the difference between the OHS competencies staff need in order to perform their job safely, and the OHS competencies they actually possess.

Current practice is to train workers using the Competency Based Training (CBT) approach.

Competencies comprise three vital elements:

- The necessary knowledge
- The necessary skills
- The right attitude.

This gap can be identified by:

- Undertaking an OHS Training Needs Analysis (TNA). This is a formal and structured approach to identifying the gaps for every staff member in all areas of their work. TNAs are an excellent way of determining the training needs for each staff member but they are relatively expensive and time consuming
- Observing staff performance to identify areas of their performance requiring attention
- Speaking to staff and asking them to identify the areas they believe they need OHS training in
- Looking at their personnel file/records (such as their application for employment and their résumé) to determine their existing skill/competency levels with a view to identifying the areas where training is required
- Employing the services of an outside consultant with specialist OHS knowledge and expertise to assess competency levels of staff within the business, analyze the competencies needed and determine individual staff training requirements.

The critical point to remember is that, once you have identified an OHS staff training need, it is you who must take action to provide the required training.

1.3 Who needs training?

All employees benefit from OHS training. This includes casual, part-time and full-time staff and all staff are required to be supplied with such training. Many long-serving staff are ignored when it comes to identifying OHS training needs. It is often thought they know what to do simply by virtue of their years of service, but this is often not the case and they should be included in any approach to identifying OHS training needs. While individual staff requirements will vary because of their particular roles, all staff will benefit from understanding OHS requirements (legislated and internally imposed).

1.3.1 Possible training requirements for new staff

Staff who are new to the business or staff who have transferred internally from one department/area to another may need training which enables them to:

- Understand the hazards of their work and workplace because these always differ between workplaces, work stations and businesses on the basis of many factors such as equipment used, processes, and layout
- Know how to advise management or their HSR about identified workplace hazards so they can be investigated and resolved
- Understand workplace consultative arrangements, including the role and functions of DWG, HSR and Health and Safety Committee
- Understand and follow health and safety procedures applying in their workplace with special attention paid to OHS issues in their particular section of the workplace
- Understand their responsibilities under applicable legislation which may relate to:
 - ✓ Compliance with mandatory work practices
 - ✓ Need for certification or licenses in order to undertake specified work activities
 - ✓ Reporting when unsafe situations occur and/or when prescribed workplace accidents or injury occur
 - ✓ Understand their responsibilities in relation to safe work practices and allied workplace safety issues under the policies and procedures the business has established.

1.3.2 What training do supervisors need?

Supervisors need to be able to carry out any health and safety roles and functions assigned to them. This means a supervisor will not automatically know what is expected in terms of OHS simply because they are a supervisor.

They may need special training to:

- Recognize hazards in the workplace and conduct health and safety inspections
- Assess and analyze identified hazards so they are fully understood in their context
- Select and apply appropriate risk control measures for identified hazards
- Investigate OHS situations such as incidents or dangerous occurrences

- Produce clear and accurate reports to support workplace research and investigation
- Communicate effectively with workers, managers and OHS authorities
- Consult effectively with management and others including external business, authorities or agencies
- Conduct effective on the job training on OHS issues
- Ensure employees understand and follow workplace procedures as required by legislation and the business.

1.3.3. What training do managers need?

Managers too may need training in order to discharge their legal obligations and/or to assist them participate in effective OHS collaborative and consultative processes.

They may require training in:

- OHS legislation as it applies to their business and their geographic location
- Health and safety principles and practice which serve to underpin OHS thinking, risk identification, risk assessment, analysis and effective risk control protocols
- Management systems to enable integration of OHS into other management activities and workplace priorities
- Assigning health and safety roles and functions to staff within the workplace
- Workplace hazard identification and assessment as part of the ongoing risk management procedures in place within the business
- Risk control strategies and options to address identified workplace risks.

A shared approach to training, where managers, supervisors and HSRs attend training together can produce good results. Most OHS issues need managers and employees to work together to successfully resolve those issues, so it makes sense to have a joint approach to training.

Table 3: Training need chart

Who needs training	Type of training (tick)	Name of course (specify)	Training provider (specify)	Place of training(tick)	Cost (birr)	Length of course (days)
New employee	<input type="checkbox"/> Induction <input type="checkbox"/>			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	Certificate/license			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	<input type="checkbox"/> General			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	<input type="checkbox"/> Specific hazard <input type="checkbox"/>			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
Operators and team members	<input type="checkbox"/> Certificate/license			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	<input type="checkbox"/> General			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	Specific hazard			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
Health and safety committee representative	General			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	<input type="checkbox"/> Specific hazard			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		
	<input type="checkbox"/> OHS committee skills			<input type="checkbox"/> At work <input type="checkbox"/> Outside work		

Self-Check -1	Written Test
----------------------	---------------------

Direction I: Matching item (2 point each)

Instruction: match column A with the below listed question and write your answer on the answer sheet provided:

A

- A. Training needed by supervisor
- B. Why health and safety training
- C. Training needed by new employer
- D. OHS training gap could be identified by
- E. Training needed by manager
- F. vital elements of competency

1. OHS legislation as it applies to their business and their geographic location
2. Communicate effectively with workers, managers and OHS authorities
3. Undertaking an OHS Training Needs Analysis
3. Understand the hazards of their work and workplace because these always differ between workplaces, work stations and businesses
4. The necessary knowledge, the necessary skills and the right attitude
5. it is a sound investment

Answer Sheet-1

Score = _____
Rating: _____

Name: _____

Date: _____

Direction I: Matching Questions

1.
2.
3.
4.
5.

Note: Satisfactory rating - 5 points and above Unsatisfactory - below 5 points

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

Information Sheet-2

Making arrangements for meeting identified OHS training needs in both on and off-the-job training programs

1.1 Introduction

All identified need for OHS training must be addressed, as required. Training in the safe way for workers to do their jobs well is an investment that will payback over and over again in fewer injuries and illnesses, better morale, lower insurance premiums and more. It is a good idea to keep a record of all safety and health training. Documentation can also supply an answer to one of the first questions an incident investigator will ask: “Did the employee receive adequate training to do the job?”

1.2 Preparing training schedules

The Health and Safety Committee, or smaller safety focused committees in large departments within an organization should prepare specific types of training programs that ensure all staff receives relevant and consistent training in all aspects of health, safety and security which applies in their work role.

An example of an established training schedule is as follows:

Table 4: Training schedule

Training course	Target group	Course length	Time of delivery	Refresher
1. Introduction	New personnel	1 day	Prior to start	1 week later
	Transferred personnel	1/2 day	Prior to start	1 week later
	contractors	1/2 day	Prior to start	1 week later
	visitors	1 day	Prior to start	not applicable
2. Employee health and safety course	Employee with no supervisor responsibility	1 day	With 1 month of commencement	Yearly ½ day
	Contractors assigned to site on permanent basis	1 day	With 1 month of commencement	Yearly 2 hour
3. OHS for	All supervisors	3 days	With 1 month of	Yearly 1 day

supervisors	All contractors	1 day	appointment	Yearly 1/2 day
4. OHS for managers	All managers	2 days	With 3 month of appointment	Yearly 1/2 day
5. OHS for senior manager	All executive level	1 day	With 3 month of appointment	Yearly 2 hour
6. Management health and safety representatives		3 days	With 3 month of appointment	Yearly 1 hour
7. Employee health and safety representatives		5 days	With 3 month of election	Yearly 1 hour
8. First aid		Level dependant	Prior to appointment	Yearly 1/2 day
9. Fire wardens		2 days	With 1 month of appointment	Yearly 2 hours
10. Health and safety committee	All members of health and safety committee	½ day	With 3 months of nomination/ appointment	Yearly 2 hours
11. Hazard identification, risk assessment and risk control	All supervisors All HSRs	1 day	With 3 months of election	
12. incident investigation	All supervisors All section managers	1 day	With 1 month of appointment	

Having clear records of training that is to be completed, as well as an accurate and updated list, of which staff members have undertaken training, is essential to ensure that all members of the organization will have the necessary knowledge and skills to be able to handle any health, safety or security situation. Even if it only saves one life, it is certainly worth it.

1.3 Enabling OHS training for staff

OHS training never just happens – it has to be planned and organized. Difficulties occurring when attempting to plan staff training for all team members must not stand in the way of doing the training. Do not fall for the trap of thinking it is all too difficult, and therefore do nothing.

To facilitate the delivery of OHS training to staff, there may be a need to:

- Organize time release for staff so they can attend training
- Roster staff differently. There can be a need to run multiple training sessions to ensure all staff who have a training need can be trained
- Conduct off-site training using external training providers
- Close a department for a period while staff undertake training
- Undertake training out of hours which may mean having to pay staff extra money to stay back after normal working hours in order to do their training.

The choice of strategy will depend on:

- The trading hours of the venue
- Numbers of staff who require training
- Urgency of the training need
- Type of OHS training to be done
- The general level of cooperation from all concerned.

Senior management should be involved at this stage in the planning so they can lend their support to the training initiatives, and approve the necessary resources and allocation of time required.

1.4 Integrating OHS training into overall training

The OHS training program for a business should be integrated into the general training program for the workplace.

You may achieve this by adding specific OHS courses (or units or modules) to the overall business training plan, or by including OHS components into existing training courses. For example, every training module without exception may include an OHS element addressing the specific OHS issues for the particular training module.

Establishing an effective OHS training program requires the business to set broad objectives for the training. Possible objectives may be:

- Ensuring all employees can perform their work safely and without risks
- Ensuring line managers have an understanding of, and ability to, develop and implement OHS management systems and procedures to support the safe place concept
- Ensuring any external contractors who work in the business understand and follow the health and safety procedures which apply to the property so their work aligns with other „safe place“ initiatives in the organization
- Ensuring all new and transferred employees understand health and safety policies and procedures so they know what is expected in relation to actual workplace performance.

Examples of training interventions

Training interventions are activities used to provide on-site training to staff. OHS-related training interventions include:

- Workshops where staff are led by a supervisor or trainer and address one or more specific OHS issues using activities such as lecture, discussion, practical exercises, case studies which may be supplemented by the use of guest speakers
- Information sessions where management or a trainer gathers staff together and provides them with required information. Verbal delivery of the information is the most common practice but this may be supported by:
 - ✓ Handouts of notes, fact sheets and other literature such as materials prepared in house by the training department, or safety materials provided by manufacturers of equipment, suppliers of chemicals or the OHS authorities or agencies
 - ✓ PowerPoint presentations
- Workplace mentoring and coaching where individuals in the business (usually senior personnel with extensive experience) develop a personal relationship with one or more staff and use this relationship as the basis for sharing information, providing on the job advice and instruction and discussing and solving workplace issues

- Lectures. These are formal training sessions where trainers deliver talks a nominated topic. Lectures may be supported by notes written on a board, handouts, and/or Power Point presentations
- Practical demonstrations. Where the training requires staff to learn how to do something, practical demonstrations are required. Demonstrations may occur one on one (as part of the mentoring or coaching approach) or can occur in a group setting. It is important that the practical nature of demonstrations is underpinned by the provision of relevant knowledge so staff understands what they are doing and why they need to do it. Opportunity for practice must be included.
- Health and safety meetings. These are regular workplace meetings where the sole focus of the meeting relates to OHS issues.

Self-Check -2**Written Test**

Direction I: Multiple Choice Questions (2 point each)

Instruction: Choose the best answer of the following questions and write your answer on the answer sheet provided:

1. What is the importance of OHS training?
 - A. Fewer injuries and illnesses
 - B. Better morale
 - C. Lower insurance premiums
 - D. All

2. How do you know that all members of the organization will have the necessary knowledge and skills
 - A. Having clear records of training that is to be completed
 - B. Simple observation is conducted
 - C. Training needs will be assessed
 - D. Learn by doing something related to OHS

3. OHS training never just happens, it has to be planned and organized?
 - A. True
 - B. False

4. To facilitate the delivery of OHS training to staff, there may be a need to Acquisition, use, storage and disposal of hazardous chemicals.
 - A. Organize time release for staff so they can attend training
 - B. Roster staff differently
 - C. Conduct off-site training using external training providers
 - D. All

5. While enabling OHS training for staff, the choice of strategy will depend on.
 - A. Type of OHS training to be done
 - B. The number of all staff member even though some do not require training
 - C. The general level of the cooperation from all concerned
 - D. A and C

Answer Sheet-2

Score = _____

Rating: _____

Name: _____

Date: _____

Direction I: Multiple Choice Questions

1.
2.
3.
4.
5.

Note: Satisfactory rating – 5 points and above Unsatisfactory - below 5 points

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

Instruction: you are provided with an irrigation system with full of resources. (use the given OHS development framework)

Procedure of providing OHS training

Steps

Step 1: Carry out training needs analysis (TNA)

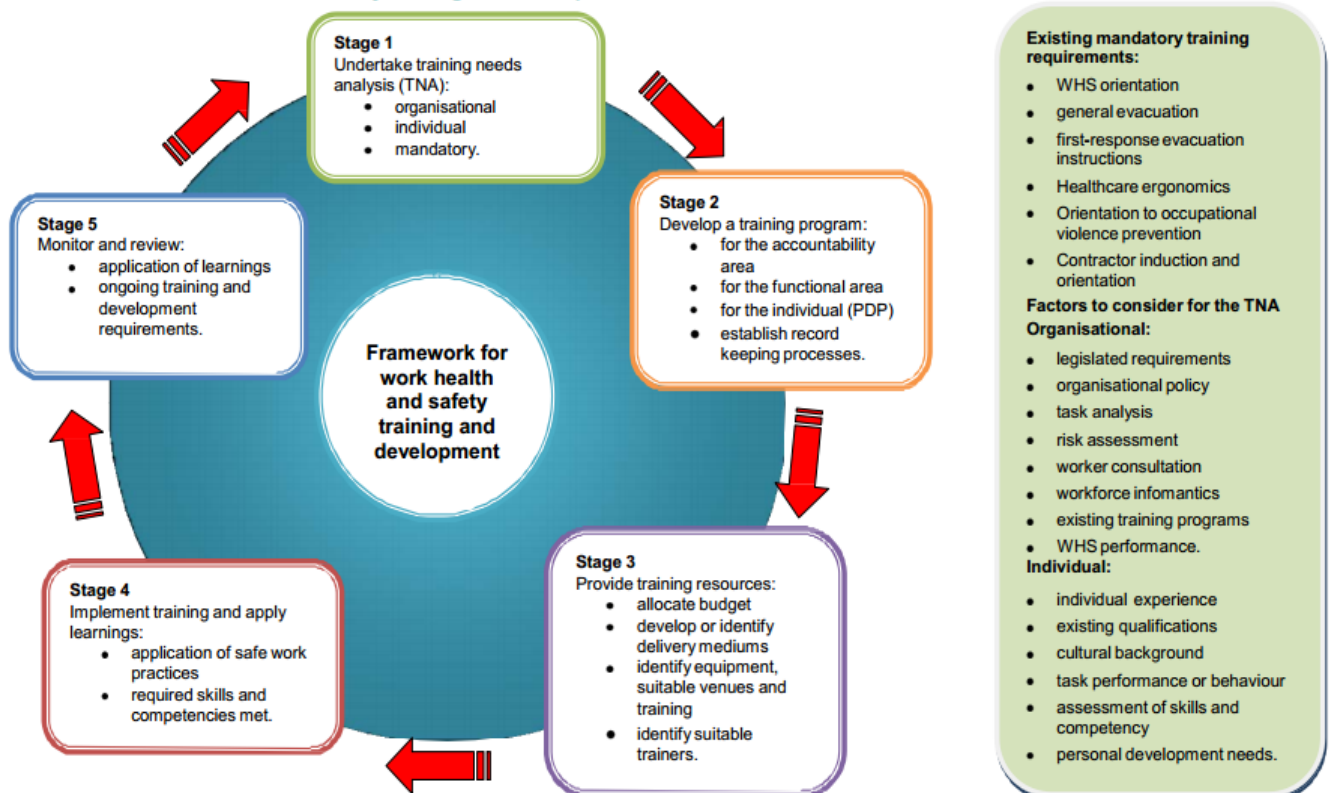
Step 2: Develop a training program

Step 3: Provide training resources

Step 4: Implement OHS training and apply learning's

Step 5: Monitor and review the effectiveness and relevance of the training.

Attachment 1 – Work health and safety training and development framework



LAP Test -1

Practical Demonstration

Name: _____

Date: _____

Time started: _____

Time finished: _____

Instruction I: Given necessary templates, tools and materials you are required to perform the following tasks within *30 hours*.

Task 1: Provide OHS training

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

- Completing OHS records for the maintenance of records of occupational injury and disease.
- Using aggregate information from the area's OHS records to identify hazards and monitor risk control procedures.

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:

- Complete OHS records for the maintenance of records of occupational injury and disease.
- Use aggregate information from the area's OHS records to identify hazards and monitor risk control procedures.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 4.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page 104 and 108 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” -” in page 107 and 111 respectively
5. If you accomplish the self-checks, do operation sheet in page 41 and 42
6. LAP Test in page 43

Information Sheet-1	Completing OHS records for the maintenance of records of occupational injury and disease.
----------------------------	--

1.1 Introduction

Workplace records are a vital element of comprehensive OHS management. This Section explains why these records need to be maintained and identifies records that should be kept.

1.2 Why is it important to maintain workplace OHS records?

OHS records need to be kept to:

- Meet legally imposed compliance requirements as specified by in-country OHS legislation
- Help track and monitor workplace health and safety to assist with evaluating workplace OHS performance, and assist with identifying problems, risks and OHS trends
- Use as reference sources when investigating OHS events and making decisions about OHS issues
- Demonstrate evidence of responsible management of workplace OHS matters.

1.3 Basic requirements for all OHS records and reports

All OHS records and reports must be:

- Accurate. They will be used to assist in investigations and other research into OHS issues
- Current. They must be maintained so they are up to date
- Legible. Others must be able to read and interpret them
- Easily accessible so workers can get to them to complete them, and so authorities and OHS staff can access them.

Generally, a paper-based or electronic system can be used to establish and maintain these records.

Other requirements may include:

- Completion of a specified form/report to record or report certain occurrences. OHS authorities may provide electronic samples of documentation that must be kept by businesses

- Completion of records, reports or forms within a set time. For example, there may be a requirement to notify OHS authorities within 24 hours of certain workplace accidents
- Need to make nominated documents available to OHS Inspectors on request
- Filing of nominated documents for a set period such as for seven years. It is vital
- Information about employees is kept confidential and only released to those entitled to have access to it.

1.4 What are the legal requirements?

It is possible legislation (Acts and regulations) specify requirements for collecting, keeping and providing certain types of OHS information and records.

These may relate to:

- Information provided to employees as necessary to enable them to perform their work in a safe manner without risks to health.
- Records relating to the health and safety of the employees including the results of monitoring activities where legislation (or business policies) require such records to be kept.
- Injury register. A 'Register of Injuries' or an 'Injury Report Book' must be maintained to keep track of all workplace injuries.

This record must contain details of any accidents or injury including:

- ✓ Worker's name and job details
- ✓ Time and date of injury
- ✓ Exact location where injury or illness occurred
- ✓ How it happened
- ✓ The nature of the injury or illness and the body parts affected
- ✓ Names of any witnesses
- ✓ Name of person entering details in the register
- ✓ Date employer was notified
- Hazardous Substances/Dangerous Goods/Chemicals register listing all the chemicals and hazardous substances used in the business
- Training action plans which set out the courses/OHS topics to be covered by workplace training including when and where these courses will be conducted

- Training records indicating the specific OHS training provided, when it was provided and who it was provided to
- Incident notification. Where accident or injury occurs in the workplace of a certain severity or type such as death, or serious injury there is a need to complete, forward to the authorities and maintain official forms and records.

Serious injury may be seen as anything requiring:

- ✓ Medical treatment within 48 hours of exposure to a substance
- ✓ Immediate treatment as an in-patient in a hospital
- ✓ Immediate medical treatment for:
 - ✓ Amputation
 - ✓ Serious head injury
 - ✓ Serious eye injury
 - ✓ Separation of skin from underlying tissue
 - ✓ Electric shock
 - ✓ Spinal injury
 - ✓ Loss of bodily function
 - ✓ Serious lacerations
- Consultation records such as minutes of OHS Committee meetings, agendas for meetings, consultation decisions and follow-up action
- Checklists completed when undertaking workplace OHS inspections.
- Hazard identification and risk assessment reports and records.
- Team member hazard reports. These are written reports made by staff.
- Results of investigations into workplace OHS events which may include photographs, witness statements, medical reports
- Reports provided by Inspectors from the local OHS authority/agency following an inspection of the workplace or attendance in response to a request or complaint
- Documentation relating to the insurance of workers to cover them for workplace accidents, injury or illness.
- Agreed Issue Resolution procedures.
- Monitoring reports. These are reports reflecting the monitoring of OHS initiatives and requirements in the workplace including recommendations for change.
- Records from suppliers stating the products they supply are safe and compliant with all legislated requirements.

Self-Check -1	Written Test
----------------------	---------------------

Direction I: Short answer Questions (9 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided:

1. What is the importance of workplace records? (2 points)
2. Why is it important to maintain workplace OHS records? (4 points)
3. List down the basic requirements for all OHS records and reports? (3 points)

Answer Sheet-1

Score = _____
Rating: _____

Name: _____

Date: _____

Direction I: Short answer questions

1.
2.
3.

Note: Satisfactory rating - 4 points and above Unsatisfactory - below 4 points

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

Information Sheet-2

Using aggregate information from the area's OHS records

2.1 Introduction

Workplace OHS records are vital in providing evidence to use as the basis for determining the effectiveness of existing OHS strategies. This section indicates how these records can be used as a management tool.

2.2 Need to refer to workplace data

There is little point in collecting OHS information unless it is used for some effective workplace purposes. Reasons for collecting this information include:

- Identifying need for OHS training
- Identifying workplace hazards
- Monitoring and evaluating the effectiveness of workplace OHS policies, practices and protocols
- Providing a source of data for considerations relating to risk assessment analysis and/or risk control development
- Providing evidence regarding the implementation of OHS initiatives.

2.3 Using checklists

Checklists are useful for all manner of things in any workplace. They are especially applicable for OHS inspections and maintenance checks in the business as they can help collect information to identify actual and potential problems.

To ensure information collection, analysis and distribution strategies are developed to meet individual workplace need, it is important to:

- Test the design of the forms
- Test whether enough information has been collected to identify the underlying causes of accidents and incidents
- Be confident no under-reporting or over-reporting is occurring
- Check all potential users of the information will be able to obtain the information they need from the records being maintained.

Well-designed inspection and monitoring documentation will:

- Show changes in normal activities or exposure levels
- Indicate new or changed risks
- Show developing patterns
- Indicate any potential widespread problem
- Show whether corrective action has been taken to control identified hazards
- Indicate the effectiveness of risk controls/corrective action
- Allow checks on the implementation of preventive strategies
- Check whether assigned OHS roles and functions are being carried out
- Identify the causes of incidents, illness and dangerous occurrences.

One type of injury happening repeatedly may point to a hazard needing control. It may be possible to collect enough statistics and data from the first aid room to see trends when single incidents do not seem to be connected

2.4 Using OHS committee minutes and details of issues raised and resolved

- Health and Safety Committee information can be used to:
- Map the issues raised within the Committee and assess patterns
- Monitor the actions agreed by the Health and Safety Committee
- Reveal any underlying problems causing hazards
- Monitor procedures for controlling risks
- Identify training needs
- Identify the need for particular policies and procedures
- Identify the hidden costs of incidents.

2.5 Using incident or dangerous occurrence investigation reports

The information in incident reports will highlight the area, job position, injury or illness, incident type and time of the incident.

This information can help to:

- Identify hazards, assess risks and initiate possible suitable risk control measures
- Identify unsafe work practices or situations
- Identify training needs
- Suggest new or changed procedures.

Comparing past performance will help to assess the effectiveness of current preventative strategies and determine whether or not there is a need to do a more detailed investigation regarding, for example, the causes of particular incidents. The workplace incident, injury or dangerous occurrence reports should give a broad indication of the effectiveness of the overall health and safety system of the business.

A sample Incident Report appears below.

Self-Check -2	Written Test
----------------------	---------------------

Direction I: Short answer questions (12 points)

Instruction: Give short answer for the following questions and write your answer on the answer sheet provided:

1. What is the importance of OHS records? (2 points)
2. Why is it the need for referring workplace data? (4 points)
3. To ensure information collection, analysis and distribution strategies are developed to meet individual workplace need, what things are important to? (2 points)
4. The information in incident reports will highlight the area, job position, injury or illness, incident type and time of the incident. List the benefits of this information?(4 points)

Answer Sheet-2

Score = _____ Rating: _____

Name: _____

Date: _____

Direction I: Short answer questions

1.
2.
3.
4.

Note: Satisfactory rating - 6 points and above

Unsatisfactory - below 6 points

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

Note: Satisfactory rating - 6 points and above

Unsatisfactory - below 6 points

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

Reference

1. Grammeno, G., 2009 (8th edn), *Planning occupational health and safety: a guide to OHS risk management*, CCH Australia.
2. Hickman, A., 2010, *Follow health, safety and security procedures*, William Angliss Institute, Melbourne.
4. WorkCover Corporation, 2000, *Managing occupational health and safety in the hospitality industry – a training manual*, WorkCover Corporation, South Australia.
5. WorkSafe Victoria, 2011, *Officewise: a guide to health and safety in the office – a handbook for workplaces*, WorkSafe Victoria at
6. <http://www.workcover.nsw.gov.au/Pages/default.aspx>
7. <http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe>
8. <http://www.workcover.tas.gov.au/>
9. <http://www.workcover.com/site/home.aspx>
10. <http://www.commerce.wa.gov.au/WorkSafe/>
11. <https://www.rms.nsw.gov.au/safety/work-health-safety/documents/procedure-pn066p01.pdf>
12. https://en.wikipedia.org/wiki/Occupational_safety_and_health

Prepared by						
No	Name	Level	Region	College	Email	Phone Number
1	MULUKEN TILAHUN	A	Amhara	Kombolcha polytechnic college	eliyaspappet@gmail.com	0910199733