

**Module Code: CCMMS501**

**Module Title: MONITORING OF OCCUPATIONAL  
SHE AT WORKPLACE**

**Competence: Monitor Occupational SHE best  
practices**

**Level: 5**

**Sector: All**

**Sub-sector: All**

**Credit: 3**

**Learning hours: 30hrs**

## **Purpose statement**

This module describes the skills, knowledge and attitudes required to perform OSHE monitoring systems taken as instruments used for measurement and analysis in the area of occupational safety and health. They are commonly used to inform and guide government policy. Typically, these systems are used to give an indication of the number of work accidents or occupational diseases, or they might record information about places of work, or about the activities of the organizations involved in ensuring good working conditions. Moreover, the module describes the skills, knowledge and attitudes required to monitor occupational safety, health and security policies and procedures. Finally, the learner learns how to advice and train all employees on health and safety matters.

## **LU 1: CONDUCT OSH (OCCUPATIONAL SAFETY AND HEALTH) MONITORING**

### **INTRODUCTION**

The productivity of any activity depends on different factors. Among them security and health at workplace are the most important.

Occupational health and safety are the foundation of wellbeing at work. Therefore, both employer and employees are responsible to cooperate and participate in providing safety and health working conditions.

#### **1.1: Check if OSHE policies, procedures and regulations are applied.**

##### **Definition:**

Occupational Safety and health (OSHE) defined as different activities aimed at the protection and promotion of the security and health of workers by preventing and controlling occupational diseases and accidents and by eliminating occupational factors and conditions hazardous to health and safety at work.

## **Advantages of Occupational safety and health (OSH)**

- Decreased accidents and incidents related to Occupational Safety and Health.
- Improved employee morale and happiness resulting from an improved working environment and safe systems of work.
- A safety and health working environment reduces absenteeism.
- Reduction of working time lost due to injury and disease.
- Increase productivity due to employees' morale and reduction in wastage of time.
- Reduced equipment down-time, reduced damage to materials and machinery.
- Savings in the costs of recruiting and training replacement employees.
- Reduction in insurance claims and legal fees caused by workplace accidents.
- Increase customers since there is no fear for accidents.

## **SHE policies in accordance with the discipline**

Those are regulations and standards that must be followed to ensure that there is SHE at workplace. Those may be set by institution, government and different labor institutions.

### **❖ SHE regulations**

#### **➤ Safety roles of employees:**

To make workplace safety and health, employees are responsible for:

- ✓ Take reasonable care for the health and safety of himself and of other persons.
- ✓ Follow the Health and Safety Program and Policy.
- ✓ Use or wear any equipment, protective devices or clothing required by the employer.
- ✓ Report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous.
- ✓ Report any known workplace hazard to the employer or supervisor.

- ✓ Report any known violation of the Act or regulations to the employer or supervisor.
- ✓ Not remove or make ineffective any protective device required by the employer or by the regulations.
- ✓ Not use or operate any equipment or work in any way that may endanger any worker.

➤ **Responsibilities of administration:**

The following are responsibilities of administration in order to make workplace safety and health:

- ✓ Formulate a policy with regard to the safety and health at work of all staff.
- ✓ Provide a safe and healthy working environment to his employees and protect others who may be affected by the work.
- ✓ Provide adequate and appropriate information, instruction, training and supervision to his employees.
- ✓ Set out safety and health standards and procedures.
- ✓ Appoint responsible personnel to ensure that the safety and health policy is fully implemented, and the safety and health standards, instructions and procedures are strictly observed and followed.
- ✓ Provide adequate and proper personal protective equipment for his employees.
- ✓ Provide and document all necessary orientation and training to employees.
- ✓ Ensure that all equipment is in good and safe conditions.
- ✓ Ensure that there is a mechanism whereby unsafe practices, conditions, or equipment can be reported.
- ✓ Analyze the work-site and the work process for potential injury, document such, and make all employees aware of the potential for injury.
- ✓ Ensure all contractors and visitors are aware of the safety guidelines that are set out.

➤ **Incident reporting**

**An incident** is an unplanned situation that can cause serious harm to a person.

Any incident at workplace should be reported to the person responsible for that. The data from the report helps in prevention of future incidents or reduce their consequences.

➤ **First aid facilities**

First aid is an immediate care given to victims of accidents before trained medical workers arrive. Its goal is to stop and reduce harm or consequences.

Every workplace should have trained first aid personnel and if possible all workers can be trained about first aid facilities.

➤ **Hazard control in workplace**

Hazard is defined as anything that can cause harm or cause danger(injuries) to human life.

Every institution should set measures to control those hazards in order to prevent their consequences.

➤ **Equipment and machinery**

To prevent injuries and incidents that may results from the use of Equipment and machinery, employers have:

- ✓ To provide and maintain all equipment and machinery that is necessary to perform work and all systems according to which work must be done, in conditions that will not affect the Health and Safety of employees.
- ✓ Identify potential hazards which may be present while that equipment is being used.
- ✓ Provide the necessary information, instructions, training and supervision about how equipment and machinery are used. i.e. a list of what employees may and may not do with any equipment.

### ➤ **Emergency response plans**

An emergency plan is a written set of instructions that outlines what workers and others at the workplace should do in an emergency situation.

Employers must ensure that an emergency plan is prepared for the workplace, including for workers who may work at multiple workplaces.

### ➤ **Ventilation and air quality**

The ventilation system determines the quality of the indoor air by controlling the amount of air that is added to the workplace atmosphere, the cleanliness of such outside air, and the rate at which the office air and its pollutants are either exhausted to the outside or re-circulated throughout the building.

### ❖ **SHE standards**

Those are standards that must be followed at workplace in order to ensure safety and health of people at workplace. Those standards are related to the following:

- Responsibility in working place.
- Hazard identification and risk Control
- Measures for Making the working area safe
- Personnel protective equipment
- Health of employees
- Facilities
- Reporting of incidents and accidents
- Emergency preparedness procedures

### **1.2: Monitor use of PPEs**

## **Types of PPEs to be used according to the trade (occupation)**

**PPEs:** Personal Protective Equipment refers to any equipment used to protect workers from exposure to variety hazards. It is important to know that, PPEs does not remove hazards, rather it is an aid to prevent injury and bad effects to person.

### **Types of personal protective equipment include:**

- **Head protection:** To provide protection to potential hazards such as falling objects, hanging objects, electrical hazards, or chemical application.
- **Hearing protection:** To provide protection during exposure to high and loud noise levels.
- **Eye and face protection:** To provide protection during exposure to hazards like flying particles, metal, liquid chemicals, acidic liquids, light radiation, i.e., welding.
- **Respiratory protection:** To provide protection from inhalation hazards such as vapors, mists, particulates, pesticides, and gases.
- **Hand protection:** To provide protection during exposure to potential hazards such as sharp objects, abrasive surfaces, temperature extremes, and chemical contact.
- **Foot protection:** To provide protection for situations with the potential of injuries such as falling or rolling objects, chemical or liquid exposures, and where feet are exposed to electrical hazards.
- **Body protection:** To provide protection from potential hazards such as skin cancer, bodily injury, and virus or bacterium contamination.

**Note that:** Depending on the type of trade or occupation different occupations has different hazards, therefore every trade or occupation has its related PPEs.

## **Physical verification of PPEs**

Prior to each use, the user should inspect their PPE, checking for signs of contamination and verify if it is not damaged. PPE if found to be defective, must be marked out of service and not used until repaired. If no repair is possible it should be discarded.

## **Cleaning and storage of materials, tools and equipment**

Hygiene of PPE is an important in order to protect the user. Therefore:

- PPE should be removed whenever workers are leaving a work area.
- PPE must be appropriately cleaned, maintained, and stored according to manufacturer guidelines.
- PPE should be protected from damage and contamination during storage by keeping it in a clean designated area.
- Potentially contaminated PPE that is no longer wanted or suitable for re-use should be disposed following waste guidelines.

## **1.3: Monitor compliance of OSHE best practice**

### **OSHE best practice**

There is need for measures and strategies to monitor and evaluate whether set regulations and standards have been followed and check whether goals(OSHE) have been achieved.

This facilitates in making future decisions. If those regulations and standards have been not followed there must be advices and sanctions if necessary. If they have been followed but goals have not achieved, other regulations and standards will be set.

### **Standards checklist to be evaluated according to the specific trade**

A checklist is a list of things need to be checked in order in to ensure that safety and health regulations and standards are applied in a way that is consistent in organization.



The following are things that should be checked in order to make evaluation on OSH.

**Occupational Safety and Health Checklist**

<b>Checklist</b>	<b>Yes</b>	<b>No</b>
Are safety regulations and standards available?		
Are employees knows their roles and responsibilities?		
Are first aid facilities available?		
Are employees and staff have trainings about first aid facilities?		
Are measures to control hazards available?		
Are measures to report incidents available?		
Is an emergency response plan prepared?		
Are required PPEs available?		
Are all employees and staff have trainings about the use of PPEs?		
Are have instructions and trainings about the use of equipment and machinery?		
Do all employees and staff members follow their roles and responsibilities?		

**LU 2: COLLECT AND ANALYZE OCCUPATIONAL HEALTH, SAFETY INCIDENTS REPORT**

**2.1: Collect data regarding OSHE incidents**

**Incidents** is an unplanned event that interrupts the completion of an activity that includes personal injury/illness and/or damage to property or the environment.

Information about the incident can be gathered through numerous sources – including interviews, reports/documents and visiting the scene or site.

❖ **Steps of data collection**

### **1. Consulting of incident report documents**

This step consists in reviewing written documents such as past incidents report, maintenance reports, safety and health committee minutes, formalized safe work procedures and training records. Information from those documents should be studied to consider how the information relates to the incident and helps to prevent reoccurrence.

### **2. Talk to people involved or witnesses to the event**

This step involves gathering information by interviewing people who were at the incident scene. Interviews should also be conducted with anyone who can give relevant information, even if they were not present.

Eg: a supervisor who gave instructions to workers, a trainer who trained the workers, or a worker who performs the same job as the injured worker.

When interviewing witnesses, consider the following:

- Interview each witness immediately, before memories fade.
- Conduct private interviews at the scene.
- Explain the purpose of the interview.
- Emphasize that facts are needed, not opinions.
- Keep accurate records of each interview.
- Always ask the person being interviewed if there is anything else he/she feels we need to know about the incident.
- Use a tape recorder if desired and approved.
- If possible, have the witness sign a statement of truth.

### **3. Site visit**

This step involves going to the place where an incident took place and collecting physical evidences related to the event.

## ❖ Categories of incidents

Workplace incidents can be painful and costly for both employers and employees. Here are types of incidents most commonly reported in the workplace:

**1. Major accident:** the major accidents include:

- ✓ Fatal accidents: accident that cause the death.
- ✓ Permanent injury: injury that affect the person for the rest of his/her time.

**2. Minor accident (injuries):** accidents that does not cause serious harm to person. It is not necessary to get medical treatment.

**3. Near miss:** An incident which could have resulted in harm, but did not either by chance or timely intervention. These are situations where the people involved had no injuries but could have been potentially harmed by the risks detected.

### 2.2: Analyze OSHE data collected

An essential element of an industrial hygiene program is to be able to accumulate, sort, and analyse data in order to identify trends, disparities, anomalies, or findings of effects associated with health related surveys, audits, evaluations, and inspections. Procedures should be documented and reporting mechanisms carefully established to provide maximum use of these statistics and the analysis results and conclusions.

Workplace incident can have a big impact on your business, whether it's due to reduced productivity, lost sales, lower staff morale or even closure.

- **Root and causes of incident:** Over 90% of workplace accidents are caused by unsafe acts or conditions. The most common causes of incident at workplace include:
  - ✓ Poor management

- + Laziness
- + Stupidity
- + Forgetfulness
- + Negligence
- + Ignorance

✓ Influencing factors associated with the work

- + Environment
- + Individual
- + Physical abilities,
- + Organization and its management
- + System

✓ Overload

✓ Poor procedures

✓ Inadequate training

✓ Low motivation

- **Impact of incidents:** workplace accidents can be costly no matter how minor they may be.

When safety procedures are not followed and accidents occur, the impact to your organization can be staggering. Some of the impacts of workplace incident include:

✓ Social impact

- + Loss of manpower
- + Medical expenses
- + Loss of work
- + Poor company reputation
- + Decreased customer satisfaction

- ✚ Reduced repeat business and referrals
  
- ✓ Economic impact
  - ✚ Poor production,
  - ✚ Closer of the company
  - ✚ Compensation
  - ✚ Expenses for repairs
  
- ✓ Physical effects
  - ✚ Permanent injuries,
  - ✚ Loss of ability to handle materials,
  - ✚ Personal hardships (pain and suffering)
  - ✚ Persistent pain
  - ✚ Headaches
  
- ✓ Psychological effects
  - ✚ Anxiety
  - ✚ Depression
  - ✚ Poor employee morale

**Note that:** In order to control accidents, you must be able to recognize unsafe acts and conditions and understand the appropriate action needed to eliminate the hazard.

### **2. 3. Elaborate compiled incident reports**

If a worker is injured during the course of their employment, they're entitled to make a workers' compensation claim. Accidents usually need to **be recorded in an accident log** for insurance purposes. It's your responsibility as an employer to ensure that all employees understand their rights and responsibilities relating to workplace accidents.

Under state and territory laws, an employer must also **report** certain events, such as death, serious injury or a dangerous incident that could have caused death or injury. Under these laws you must also take reasonable steps to provide an injured worker with rehabilitation or suitable duties while being paid compensation.

**Incident reporting** is the process of documenting all workplace injuries, near misses and accidents. An incident report should be completed at the time an incident occurs no matter how minor an injury is. This article covers an in-depth explanation of what an incident report is and the types of events you should report.

#### □ **Type of incident reports;**

- ✓ Monthly report: that reported every month
- ✓ Quarterly report: that reported four times every year (after 3 months) ✓ Annual report: that reported every year

#### □ **Categories of incidents;**

- ✓ Major accident (Fatal or Permanent injury)
- ✓ Minor accident (injuries)
- ✓ Near miss

Reports must be well-written because when poorly written reports can hurt your credibility.

#### **The following are Characteristics of a Good Report**

- ✓ Accurate and specific
- ✓ Factual
- ✓ Objective
- ✓ Clear
- ✓ Complete

- ✓ Concise
- ✓ Well-organized
- ✓ Grammatically correct
- ✓ Light on abbreviations

Here are examples of incidents report Template

## Incident Report Template

REPORTED BY: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_  
TITLE / ROLE: \_\_\_\_\_ INCIDENT NO.: \_\_\_\_\_

### INCIDENT INFORMATION

INCIDENT TYPE: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
SPECIFIC AREA OF LOCATION (if applicable): \_\_\_\_\_

### INCIDENT DESCRIPTION

### NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

### NAME / ROLE / CONTACT OF WITNESSES

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

POLICE REPORT FILED?: \_\_\_\_\_ PRECINCT: \_\_\_\_\_  
REPORTING OFFICER: \_\_\_\_\_ PHONE: \_\_\_\_\_

### FOLLOW UP ACTION

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Employee Incident Report Template

REPORTED BY: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_  
TITLE / ROLE: \_\_\_\_\_ INCIDENT NO.: \_\_\_\_\_

### EMPLOYEE INCIDENT INFORMATION

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE TITLE / ROLE: \_\_\_\_\_  
DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
SPECIFIC AREA OF LOCATION: \_\_\_\_\_  
ADDITIONAL PERSON(S) INVOLVED: \_\_\_\_\_  
WITNESSES: \_\_\_\_\_

### INCIDENT DESCRIPTION INCLUDING ANY EVENTS LEADING TO OR IMMEDIATELY FOLLOWING THE INCIDENT

### EMPLOYEE EXPLANATION OF EVENTS / CIRCUMSTANCES

### RESULTING ACTION EXECUTED, PLANNED, OR RECOMMENDED

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPORTING STAFF NAME: \_\_\_\_\_ REPORTING STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HR REP NAME: \_\_\_\_\_ HR REP SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Learning Outcome 2. 4: Recommend safest way to do the job**

Staying healthy and safe at work is important. No matter what your job, it is important to reduce your risks of injury and illness at work.

Here are some tips to help make your workplace safe.

1. **Understand the risks.** Once you know the particular hazards of your job or workplace, you can take steps to reduce your risk of work-related injury or illness.
2. **Reduce workplace stress.** Common causes include long hours, heavy workload, job insecurity and conflicts with coworkers or bosses. Stress can lead to depression, sleeping difficulties and problems with concentration.
3. **Take regular breaks.** Staying fresh and alert will help you avoid injury or burnout. Schedule the most difficult tasks of each day for times when your concentration is best, such as first thing in the morning.
4. **Avoid stooping or twisting.** Use ergonomically designed furniture and equipment, and rearrange your work area so that everything you need is within easy reach.
5. **Use mechanical aids whenever possible.** Instead of trying to lift or carry a heavy object, use a wheelbarrow, conveyor belt, crane or forklift.
6. **Protect your back.** If you do need to pick up and carry heavy loads, keep the load close to your body and lift with your thigh muscles.
7. **Wear protective equipment to suit the task.** If worn correctly, gear such as earplugs, earmuffs, hard hat, safety goggles, gloves or full-face mask can dramatically reduce your risk of injury.
8. **Stay sober.** Alcohol and drugs are a contributing factor in around three per cent of workplace fatalities.

9. **Talk over any concerns.** Your employer or human resources manager need to be informed about hazards and risks. Your employer is legally obliged to ensure a safe working environment.
10. **Know your rights.** Organisations such as WorkSafe Victoria or unions can offer information and advice on workplace safety issues.

### **LU 3: TRAIN ALL STAFF ON OCCUPATIONAL HEALTH AND SAFETY MATTERS**

#### **3.1. Provide information and instructions**

Small business must provide workers with adequate training, information and instructions to perform and comply with their job role and be aware of their safety responsibilities and requirements.

They have a duty of care to provide safe workplace environments for their workers and anyone who could be affected. Safety information and instructions where they are relevant will need to be given to workers, contractors or members of the public.

Information and instructions to be provided include:

- Workplace facilities and housekeeping procedures;
- safe work procedures;
- Emergency action and who is at risk and why; and □ The safety responsibilities of individual people.

#### **A policy statement**

An OSHE policy statement is a written statement that include regulations and standards with the purpose to guide different people in organization or institution about their roles and responsibilities regarding to occupational health and safety (OH&S) programs.

## ✓ The program elements

Because organizations differ, a program developed for one organization can not necessarily be expected to meet the needs of another but the following basic elements should be considered in each organization or institution:

- ✚ Individual responsibility
- ✚ Joint occupational health and safety committee
- ✚ Health and safety rules
- ✚ Correct work procedures
- ✚ Employee orientation
- ✚ Training
- ✚ Workplace inspections
- ✚ Reporting and investigating accidents/incidents
- ✚ Emergency procedures
- ✚ Medical and first aid ✚ Health and safety promotion

## □ Responsibilities of the staff:

All staff members including workers, supervisors and managers should be provided information and instructions about their responsibilities.

### ✓ Responsibilities of workers

- ✚ Using personal protection and safety equipment as required by the employer.
- ✚ Following safe work procedures
- ✚ Knowing and complying with all regulations.
- ✚ Reporting any injury or illness immediately
- ✚ Reporting unsafe acts and unsafe conditions
- ✚ Participating in joint health and safety committees or as the representative

### ✓ Responsibilities of supervisor

- ✚ Instructing workers to follow safe work practices.
- ✚ Enforcing health and safety regulations.
- ✚ Correcting unsafe acts and unsafe conditions.

- ✚ Ensuring that only authorized, adequately trained workers operate equipment.
- ✚ Reporting and investigating all accidents/incidents.
  - ✚ Inspecting own area and taking remedial action to minimize or eliminate hazards.
- ✚ Ensuring that equipment is properly maintained ✚

Promoting safety awareness in workers

✓ Responsibilities of management

- ✚ Providing a safe and healthful workplace.
- ✚ Establishing and maintaining a health and safety program.
- ✚ Ensuring workers are trained as required.
- ✚ Reporting accidents/incidents and cases of occupational disease to the appropriate authority
- ✚ Providing medical and first aid facilities
- ✚ Ensuring personal protective equipment is available
- ✚ Providing workers with health and safety information ✚
- Supporting supervisors in their health and safety activities ✚
- Evaluating health and safety performance of supervisors.

**Learning Outcome 3.2: Train all employees and supervisors on OSHE standards/regulations**

The objective of training is to implement health and safety procedures into specific job practices and to develop awareness and skill levels to an acceptable standard. Particularly trainings are required at the following time:

- At the Commencement/start of employment.
- At the reassignment or transfer to a new job.
- Introduction of new equipment, processes, or methods.
- Refresher, annual, or periodic education and training to ensure skills and knowledge.
- Inadequate performance.

All employees and staff members need trainings on OSHE regulations and Standards.

#### •Training on SHE regulations

Those regulations include:

- Safety roles of employees
- Responsibility of administration
- Incident reporting
- Ventilation and air quality
- First aid facilities
- Hazard control in workplace
- Equipment and machinery
- Emergency response plans •Training

#### on SHE standards

Those standards include:

- Responsibility in working place
- Hazard identification and risk control
- Making the working area safe
- Personnel protective equipment
- Health of employees
- Reporting of incidents and accidents
- Emergency Preparedness Procedures

### 3.3: Evaluate trained OSHE programs

Training evaluation is a systematic process to analyze if training programs are effective and efficient or if training achieve their goals.Trainers and human resource professionals use training evaluation to assess if the employee training programs are aligned with the company's goals and objectives.

## □ Evaluation forms

Training evaluation form is the method used to evaluate the results from training. An evaluator can evaluate different things such as reaction, knowledge, behavior change and results.

### ➤ Reaction

This deals with the response of the participant regarding whether they liked the training course or not and if they did, then which part of it was the most interesting one and if not, then what is the reason.

### ➤ Learning/knowledge

This deals with the degree to which the participant gained knowledge and the rate of gain.

### ➤ Behavior change

This deals with checking the degree to which the participants apply what they learned during the training.

### ➤ Results

This deals with checking the effect of knowledge and skills learned on the programs of organization. Changes that the training bring in organization.

## References:

- <https://www.michamber.com/employer-responsibilities-under-occupational-safety-andhealth-osh-act>
- <https://ehs.berkeley.edu/responsibility-environment-health-and-safety> ○
- <https://www.esafety.com/8-workplace-safety-tips-employees-should-know/> ○
- [https://ethw.org/Category:Health\\_and\\_safety?gclid=EAlaIQobChMI8\\_fQIfM4gIVlbtCh1rQgyzEAAYAAEgKknvD\\_BwE](https://ethw.org/Category:Health_and_safety?gclid=EAlaIQobChMI8_fQIfM4gIVlbtCh1rQgyzEAAYAAEgKknvD_BwE)
- <https://info.waxie.com/food-processing-ppe>

- <https://ehs.umich.edu/research-clinical/animals/protective-equipment/> ○  
<https://www.hse.gov.uk/toolbox/ppe.htm>
- <http://oahumanresources.com/workplace-accidents-common-causes-andconsequences/> ○ <http://oahumanresources.com/workplace-accidents-common-causes-and-consequences/> ○ <https://info.waxie.com/food-processing-ppe>
- <https://ehs.umich.edu/research-clinical/animals/protective-equipment/>