MODULE 2

Occupational health should aim at: the promotion and maintenance of the highest degree of physical, mental and social wellbeing of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and, to summarize, the adaptation of work to man and of each man to his job

Occupational Health Hazards

Occupational Health Hazards Three classes of occupational health hazards include **1. Chemical hazards 2. Biological hazards 3. Physical hazards**

Chemical Hazards

• Enter body through – Inhalation – Absorption – Ingestion • Inhalation is most common route • Many chemicals cannot be detected easily by the senses • To prevent exposure – Practice proper hygiene – Wear PPE

Chemical hazards include

• Sandblasting • Painting • Lead exposure • Compressed air • Benzene • Organic solvents • Carbon dioxide and nitrogen • Asbestos, fiberglass and manmade mineral fibers • Mercury • Methanol

Biological Hazards

• Naturally occurring substances • Sources – Bacteria – Viruses – Fungi – Insects – Plants – Birds – Animals – Humans

• Exposure through – Inhalation of dust or dander – Ingestion of contaminated food – Injected through animal bites or needle sticks • Once inside the body they can cause – Infections – Allergies – Poisoning

Be aware of site specific wildlife – Poisonous plants – Venomous snakes • Do not approach an animal • Be aware of insects that may cause anaphylactic shock – Mosquitos – Ticks – Bees

Preventative measures

• Properly storing food • Avoiding potentially contaminated animals • Washing hands and face • Reducing dust and aerosol levels • Proper PPE • Care when performing first aid • Avoiding contaminated items

Physical Hazards

Naturally occurring radioactive material (NORM) • Found in formation material brought to surface by production of oil and gas • Levels can be dangerously high and may cause cancer • Primarily inhalation or ingestion hazard • Protection includes – Respirators and protective clothing – Site specific NORM training

12 ways to promote a positive safety culture

Take these steps to promote a positive safety culture in your workplace:

- conduct a thorough workplace risk assessment;
- thoroughly investigate all incidents and near misses, and examine the root cause;
- communicate all changes in equipment and work processes to workers;
- encourage workers to report health and safety concerns;
- respond promptly to all health and safety issues you become aware of;
- measure and support any changes required;
- implement positive changes in values and attitudes towards workplace health and safety;
- develop a safety leadership culture at all levels of the business and ensure all leaders of the business uphold the principles of a positive safety culture;
- make health and safety of primary importance when inducting new workers into the workplace, e.g. include the health and safety policy in induction material;
- make health and safety part of all workplace communications;
- install a safety noticeboard to clearly communicate the latest safety information; and
- promote and attend safety training sessions.

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Training isn't just about formal 'classroom' courses.

Providing health and safety information and training helps you to:

■ ensure that people who work for you know how to work safely and without risks to health;

■ develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;

■ meet your legal duty to protect the health and safety of your employees. Effective training:

■ will contribute towards making your employees competent in health and safety;

■ can help your business avoid the distress that accidents and ill health cause;

■ can help you avoid the financial costs of accidents and occupational ill health, such as damaged products, lost production and demotivated staff. Don't forget that your insurance might not cover all these costs

Stress & Safety

Stress is a legitimate worker safety and health issue, experts say. It affects men and women, new and experienced, across every industry.Some workers carry stress from their homes to their jobs. Others lug their work stress back home with them at night. Regardless, workers experience stress, and a stressed worker has the potential to be an unsafe worker

How employers can address workplace stress

The National Institute for Occupational Safety and Health offers training resources for employers to help them recognize worker stress and address the issue. When analyzing the work site for common stress sources, NIOSH advises employers to look to:

- The design of tasks: Including heavy workload, infrequent breaks, hectic routines or long hours
- Management style: Such as poor communication, unrealistic expectation and disrespect for workers' families or personal lives
- Interpersonal relationships: Workers should not experience harassment or isolation in the workplace
- Work roles: Including conflicting, unclear or unrealistic job expectations or responsibilities
- Career concerns: Job insecurity, poor training, and lack of career growth can all contribute to stress

Safety + Health added there are many warning signs of stress on the job that employers should not ignore, including:

- Fatigue
- Low morale
- Anxiety
- Irritability or short temper
- Alcohol or drug use
- Changes in appetite
- Frequent headaches
- Fighting in the workplace
- Difficulty concentrating

Not addressing stress early can be costly for both employer and employees. It is found that long-term impacts of stress can lead to increased incidents of cardiovascular disease, musculoskeletal disorders, psychological disorders and impaired immune systems. For employers, stress even in the short term can affect health care cost and employee retention and absenteeism. Safety agency noted workers who had to take leave for stress-related issues needed an average of 20 days off before returning to the job.

Ergonomics

What is ergonomics?

Ergonomics is designing a job to fit the worker so the work is safer and more efficient. Implementing ergonomic solutions can make employees more comfortable and increase productivity.

Ergonomics is important because when you're doing a job and your body is stressed by an awkward posture, extreme temperature, or repeated movement your musculoskeletal system is affected. Your body may begin to have symptoms such as fatigue, discomfort, and pain, which can be the first signs of a musculoskeletal disorder

What are the advantages of ergonomics?

1. Increased savings
   • Fewer injuries • More productive and sustainable employees • Fewer workers' compensation claims

2. Fewer employees experiencing pain
   • Implementing ergonomic improvements can reduce the risk factors that lead to discomfort.

3. Increased productivity
   • Ergonomic improvements can reduce the primary risk factors for MSDs, so workers are more efficient, productive, and have greater job satisfaction.

4. Increased morale
   • Attention to ergonomics can make employees feel valued because they know their employer is making their workplace safer.

5. Reduced absenteeism
   • Ergonomics leads to healthy and pain-free workers who are more likely to be engaged and productive.

Objectives of Ergonomics

It will be clear already that the benefits of ergonomics can appear in many different forms, in productivity and quality, in safety and health, in reliability, in job satisfaction and in personal development.

The reason for this breadth of scope is that its basic aim is efficiency in purposeful activity—efficiency in the widest sense of achieving the desired result without wasteful input, without error and without damage to the person involved or to others. It is not efficient to expend unnecessary energy or time because insufficient thought has been given to the design of the work, the workspace, the working environment and the working conditions. It is not efficient to achieve the desired result in spite of the situation design rather than with support from it.

The aim of ergonomics is to ensure that the working situation is in harmony with the activities of the worker. This aim is self-evidently valid but attaining it is far from easy for a variety of reasons. The human operator is flexible and adaptable and there is continuous learning, but there are quite large individual differences. Some differences, such as physical size and strength, are obvious, but others, such as cultural differences and differences in style and in level of skill, are less easy to identify.

In view of these complexities it might seem that the solution is to provide a flexible situation where the human operator can optimize a specifically appropriate way of doing things. Unfortunately such an approach is sometimes impracticable because the more efficient way is often not obvious, with the result that a worker can go on doing something the wrong way or in the wrong conditions for years.

Thus it is necessary to adopt a systematic approach: to start from a sound theory, to set measurable objectives and to check success against these objectives. The various possible objectives are considered below.

Safety and health

There can be no disagreement about the desirability of safety and health objectives. The difficulty stems from the fact that neither is directly measurable: their achievement is assessed by their absence rather than their presence. The data in question always pertain to departures from safety and health.

In the case of health, much of the evidence is long-term as it is based on populations rather than individuals. It is, therefore, necessary to maintain careful records over long periods and to adopt an epidemiological approach through which risk factors can be identified and measured. For example, what should be the maximum hours per day or per year required of a worker at a computer workstation? It depends on the design of the workstation, the kind of work and the kind of person (age, vision, abilities and so on). The effects on health can be diverse, from wrist problems to mental apathy, so it is necessary to carry out comprehensive studies covering quite large populations while simultaneously keeping track of differences within the populations.

Safety is more directly measurable in a negative sense in terms of kinds and frequencies of accidents and damage. There are problems in defining different kinds of accidents and

identifying the often multiple causal factors and there is often a distant relationship between the kind of accident and the degree of harm, from none to fatality.

Productivity and efficiency

Productivity is usually defined in terms of output per unit of time, whereas efficiency incorporates other variables, particularly the ratio of output to input. Efficiency incorporates the cost of what is done in relation to achievement, and in human terms this requires the consideration of the penalties to the human operator.

In industrial situations, productivity is relatively easy to measure: the amount produced can be counted and the time taken to produce it is simple to record. Productivity data are often used in before/after comparisons of working methods, situations or conditions. It involves assumptions about equivalence of effort and other costs because it is based on the principle that the human operator will perform as well as is feasible in the circumstances. If the productivity is higher then the circumstances must be better. There is much to recommend this simple approach provided that it is used with due regard to the many possible complicating factors which can disguise what is really happening. The best safeguard is to try to make sure that nothing has changed between the before and after situations except the aspects being studied.

Efficiency is a more comprehensive but always a more difficult measure. It usually has to be specifically defined for a particular situation and in assessing the results of any studies the definition should be checked for its relevance and validity in terms of the conclusions being drawn. For example, is bicycling more efficient than walking? Bicycling is much more productive in terms of the distance that can be covered on a road in a given time, and it is more efficient in terms of energy expenditure per unit of distance or, for indoor exercise, because the apparatus required is cheaper and simpler. On the other hand, the purpose of the exercise might be energy expenditure for health reasons or to climb a mountain over difficult terrain; in these circumstances walking will be more efficient. Thus, an efficiency measure has meaning only in a well-defined context.

Reliability and quality

As explained above, reliability rather than productivity becomes the key measure in high technology systems (for instance, transport aircraft, oil refining and power generation). The

controllers of such systems monitor performance and make their contribution to productivity and to safety by making tuning adjustments to ensure that the automatic machines stay on line and function within limits. All these systems are in their safest states either when they are quiescent or when they are functioning steadily within the designed performance envelope. They become more dangerous when moving or being moved between equilibrium states, for example, when an aircraft is taking off or a process system is being shut down. High reliability is the key characteristic not only for safety reasons but also because unplanned shut-down or stoppage is extremely expensive. Reliability is straightforward to measure after performance but is extremely difficult to predict except by reference to the past performance of similar systems. When or if something goes wrong human error is invariably a contributing cause, but it is not necessarily an error on the part of the controller: human errors can originate at the design stage and during setting up and maintenance. It is now accepted that such complex high-technology systems require a considerable and continuous ergonomics input from design to the assessment of any failures that occur.

Quality is related to reliability but is very difficult if not impossible to measure. Traditionally, in batch and flow production systems, quality has been checked by inspection after output, but the current established principle is to combine production and quality maintenance. Thus each operator has parallel responsibility as an inspector. This usually proves to be more effective, but it may mean abandoning work incentives based simply on rate of production. In ergonomic terms it makes sense to treat the operator as a responsible person rather than as a kind of robot programmed for repetitive performance.

Job satisfaction and personal development

From the principle that the worker or human operator should be recognized as a person and not a robot it follows that consideration should be given to responsibilities, attitudes, beliefs and values. This is not easy because there are many variables, mostly detectable but not quantifiable, and there are large individual and cultural differences. Nevertheless a great deal of effort now goes into the design and management of work with the aim of ensuring that the situation is as satisfactory as is reasonably practicable from the operator's viewpoint. Some measurement is possible by using survey techniques and some principles are available based on such working features as autonomy and empowerment.

Even accepting that these efforts take time and cost money, there can still be considerable dividends from listening to the suggestions, opinions and attitudes of the people actually doing the work. Their approach may not be the same as that of the external work designer and not the same as the assumptions made by the work designer or manager. These differences of view are important and can provide a refreshing change in strategy on the part of everyone involved.

It is well established that the human being is a continuous learner or can be, given the appropriate conditions. The key condition is to provide feedback about past and present performance which can be used to improve future performance. Moreover, such feedback itself acts as an incentive to performance. Thus everyone gains, the performer and those responsible in a wider sense for the performance. It follows that there is much to be gained from performance improvement, including self-development. The principle that personal development should be an aspect of the application of ergonomics requires greater designer and manager skills but, if it can be applied successfully, can improve all the aspects of human performance discussed above.

Successful application of ergonomics often follows from doing no more than developing the appropriate attitude or point of view. The people involved are inevitably the central factor in any human effort and the systematic consideration of their advantages, limitations, needs and aspirations is inherently important.

MUSCULOSKELETAL DISORDER

WHAT ARE WORK RELATED MUSCULOSKELETAL DISORDERS (WMSDs)?

WHEN A MUSCLE, TENDON, NERVE OR JOINT IS STRESSED AND TRAUMATIZED ON A REPEATED BASIS FOR DAYS, MONTHS OR YEARS, THOSE BODY TISSUES EVENTUALLY BECOME DAMAGED. This leads to a work related musculoskeletal disorder. Work related musculoskeletal disorders (WMSDs) are sometimes called repetitive strain injuries (RSIs), cumulative trauma disorders and overuse injuries.

When a WMSD develops, a worker experiences:

1. Swelling, as some tissues become irritated
2. Pain
3. Stiffness and loss of range of motion of surrounding joints
4. Inability to work and function at home Besides the most common upper extremity disorders, WMSDs may also affect the low back, knees, ankles and feet.

HOW DO YOU TREAT WMSDs?

Ergonomics should be a priority in the workplace, so WMSDs are prevented instead of treated. If you think you have signs and symptoms of a repetitive strain injury, see your doctor. Make sure your doctor has a description of your job and understands how your job affects your body. Treatment may involve a combination of approaches such as: Job modifications Services of health professionals, such as physiotherapists or massage therapists Exercise program Use of medication for pain relief Application of heat or cold

Table 1: Examples of common WMSDs

Disease/Condition	Tissue Affected	Symptoms	Possible Causes
Carpal tunnel syndrome occurs on the palm side of the wrist	Median nerve Blood vessels Tendons	Numbness/tingling affecting the thumb, index, middle, and half of the ring fingers, especially at night Weak grip	Repetitive flexion of wrist
Myofascial pain in the neck and upper back	Muscles Tendon Sometimes nerves	Heavy feeling, aching pain Stiffness in upper back & neck Poor sleep	Working overhead Arms in extended position
Shoulder bursitis	Bursa (lining of shoulder joint)	Shoulder pain Stiffness Problems putting on sweater	Repeated shoulder movements
Rotator cuff tendonitis	Rotator cuff tendon located in front of shoulder	Shoulder pain Stiffness Problem reaching behind on upper back	Repeated shoulder movement especially with twisting Overhead throwing
Tennis elbow (lateral epicondylitis	Elbow tendon on thumb side or arm	Elbow pain Problem wringing towel & carrying groceries	Repeated twisting arm movement
Thumb tendonitis or DeQuervain's tendonitis	Tendon of thumb (from the nail to the wrist)	Pain in thumb Problem with pinching & gripping	Repeated pressing, pulling with thumb

CUMULATIVE TRAUMA DISORDERS

There are five main risk factors that can contribute to the development of a CTD:

1. Position - When working with the wrists approximately straight, elbows at about 90°, shoulders relaxed and the spine kept in its natural "S" curve, the strain placed on muscles, tendons, discs and ligaments is minimized.

2. Force - The more force required to perform a particular task, or the longer that force must be applied, the greater the risk of developing a CTD.

3. Repetition - Tasks that use the same muscles and tendons over and over, require more muscle effort and allow less recovery time. Often jobs that require high repetition rates can lead to fatigue and injury.

4. Vibration - The use of vibrating or impact tools or equipment for hours at a time can stress the hands and arms, the lower back and the neck.

5. Lifting - Unassisted, frequent or heavy lifting, especially when performed improperly, can stretch the ligaments of the back and cause the vertebrae to become misaligned.

Other factors such as extreme temperatures, poor lighting, general health, age and gender can also have an effect.

In fact, it is impossible to predict exactly who might develop a CTD. Because cumulative trauma disorders are so unpredictable, it is especially important for you to be able to recognize symptoms of common CTDs in their early stages. Take symptoms seriously. Medical costs and time away from the job both increase as the illness progresses.

Tendonitis, carpal tunnel syndrome, and lower back problems are the most common cumulative trauma disorders—both in the office and on the shop floor.

Tendonitis

Tendonitis, an inflammation of a tendon, can occur at any joint in your body. Tendonitis associated with office work is most likely to occur at the wrist because of the stresses that can be involved in typing or filing. In industry, tendonitis is also common at the elbow and shoulder. 2 Tendons connect muscle to bone. Any work that is done, any movement that is made, requires

muscles to expand and contract, and moves tendons back and forth through a joint. When a tendon is used too long or too hard, the result can be tendonitis, a painful condition that usually takes a long time to heal. To avoid developing tendonitis, employees should be able to work without straining.

Carpal Tunnel Syndrome

Carpal tunnel syndrome affects feeling and movement in the thumb and first three fingers. It is caused by pressure on a nerve in the wrist. Carpal tunnel syndrome can begin with tendonitis in the wrist—often from typing or doing any kind of repetitive hand work with an awkward wrist position. When the tendons become inflamed, they swell and put pressure on a major nerve that passes through a small opening called the carpal tunnel. This nerve, the median nerve, controls feeling and movement in the thumb and first three fingers. Anything that creates pressure on the median nerve can affect a person's ability to use his or her hand. Other causes of pressure could be the accumulation of excess fluid caused by injury, hormonal changes or certain medical conditions. The first symptoms of carpal tunnel syndrome often occur at night or during periods of rest. If the illness continues, the symptoms may also begin to occur during the day. This is usually what happens if the illness is allowed to continue: • Tingling or numbness in the hand at night or during rest. • Tingling or numbness in the hand during the day. • Pain in the hand and possibly up the arm. • Difficulty holding onto objects. • Wasting of muscle in the heel of the hand below the thumb. It is extremely important to get medical help for carpal tunnel syndrome while the symptoms are in the early stages. If intervention is significantly early, it may be possible to treat the condition successfully using rest and medications. If carpal tunnel syndrome progresses too far, surgery may be the only recourse for relief of symptoms. Do NOT ignore the early symptoms of carpal tunnel syndrome. Encourage employees to report symptoms and to get treatment.

Lower Back Pain

Many back problems, especially of the lower back, can be the result of minor stresses that accumulate over a long period of time. These can be caused by sitting without adequate support, or by lifting, lowering, carrying and even getting up and down in ways that put unnecessary stress on the back. The spine supports a lot of weight and the effects of the daily stresses that are put on the muscles, joints and discs in the back can eventually add up to a real problem. The backbone is a series of vertebrae separated and cushioned by strong, resilient discs. The weight of the entire upper body, plus anything else that a person picks up, is supported by the back

muscles. This weight also puts pressure on the discs in the spine. Working with fatigued back muscles can often result in a stiff or aching back at the end of the day. But it can also lead to a much more serious problem. Over a period of time many of the conditions that overwork back muscles can also lead to a very painful problem with discs - especially the discs in the lower back. The actions that most often lead to lower back problems are: • Twisting with a load. • Lifting a load too far out from the body. • Lifting too frequently. • Lifting a load that is too heavy. • Carrying a heavy load in one hand instead of two. • Leaning forward, backward or to either side without support. • Sitting for long periods without support for the weight of the upper body. All of these things can put unnecessarily high pressure on discs. They actually overload the discs with too much weight, or they load the discs unevenly. Instead of being evenly distributed, the weight of the load is concentrated on one side of the discs. Too much pressure on a disc can result in premature wear. It can also create tiny tears in the disc wall, eventually causing it to bulge out or rupture. When a disc ruptures, the result can be very serious - often disabling. To help employees avoid problems with the lower back, be sure they sit, stand, lift and carry in the best way possible.

Importance of industrial safety

Industrial safety is important as it safeguards human life, especially in high risk areas such as nuclear, aircraft, chemical, oil and gases, and mining industries, where a fatal mistake can be catastrophic. Industrial Safety reduces risks to people, and processes. Process control and safety systems are usually merged. Maintaining a safe and healthy working environment is not only an important human resources issue, it's the law. Whether they're entry-level workers, seasoned veterans, supervisors, or plant managers, the employees need to understand health and safety risks, the steps they need to take to minimize those risks, and common safety standards and compliance procedures.

Duties of Safety Officers

A safety officer monitors workplace activities to ensure that workers comply with company policies and government safety regulations. The duties of this job vary by employer, but safety officers typically have responsibilities pertaining to policy development, safety inspections, safety training and compliance with the federal Occupational Safety & Health Administration, commonly known as OSHA. Some safety officers, such as those in the construction industry, must have several years of field experience to qualify for this type of job.

Safety Policies

Developing and implementing safety policies helps employers reduce accident-related costs and prevent losses due to a decline in productivity. The safety officer determines what policies are needed and solicits input from managers and workers. Once a policy has been finalized, the safety officer alerts workers about the change and monitors compliance. He may also ask each employee to sign a statement acknowledging receipt of the information.

Workplace Inspections

Safety officers inspect interior and exterior work areas to determine if there are any safety hazards. During these inspections, a safety officer looks for broken equipment and damaged equipment, slip-and-fall hazards and other potential hazards. The officer also observes workers to ensure that they are wearing required personal protective equipment and following company safety policies. In the construction industry, safety officers check the stability of scaffolding, ensure that workers use hard hats and protective footwear, and check to make sure employees operate construction equipment in a safe manner.

Accident Investigations

When a workplace accident occurs, a safety officer conducts an investigation to determine why the accident happened. The officer may question witnesses, inspect the accident scene and take pictures of any property damage. Once the officer determines the cause of the accident, he writes a report detailing the cause and provides recommendations that can help prevent future accidents.

Training and Coaching

OSHA requires employers to provide training on dozens of safety topics. These include fire prevention plans, hazardous materials handling and machine guarding. Safety officers identify training needs, develop appropriate training programs and deliver training to employees. They may also solicit feedback from workers and use that feedback to improve existing programs or create new ones.

Regulatory Compliance

Employers must comply with regulations published by OSHA and state occupational safety agencies. This involves reviewing standards, implementing plans to meet those standards and

following all record-keeping requirements. Safety officers complete the injury logs required by OSHA and submit OSHA form 300, which is a summary of all injuries that resulted in lost work time, restricted duty or job transfer. They also ensure that the poster entitled "Job Safety and Health: It's the Law" is displayed in a conspicuous place in the workplace, as required by OSHA.

Health and Safety Committees

The employer is responsible for setting up an accident prevention program. As part of the program, a health and safety committee must be established for any employer with more than 20 full-time employees. Employers with fewer than 20 full-time employees are not required to have a safety committee, but it is an industry best practice to do so.

This committee is required to have at least four members who are experienced in the workplace. The membership of the committee must represent both employers and workers, and the number of employer representatives must never outnumber the number of worker representatives.

It is the committee's responsibility to help create a safe place to work, recommend actions that will improve the effectiveness of the health and safety program, and promote enforcement of WorkSafe regulations.

Safety Committee

Functions and Duties

1. Management Commitment to Workplace Safety and Health

- Establish procedures for review and managements response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer.s safety/health policies and procedures.
- Respond in writing to safety committee recommendations.
- Review corrective action taken by management.

2. Committee Meetings and Employee Involvement

- Establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- Include employee input on agenda for safety committee meetings.

- Hold monthly meetings.
- Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

3. Hazard Assessment and Control

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program.
- Appoint an inspection team of at least one employee representative and one employer representative.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

4. Safety/Health Planning

- Establish procedures to review inspection reports and make appropriate implementation of new safety/health rules and work practices.
- Develop/establish procedures for an annual review of the company safety and health program.

5. Accountability

- Evaluate the company safety and health accountability program.
- Make recommendations to implement supervisor and employee account ability for safety and health.

6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

7. Safety/Health Training for Committee Members

- Identify and make accessible applicable OSHA standards and other codes that apply to your particular industry.
- Provide specific training on your type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- Management should maintain (and make available to the safety committee) records on employee safety training.