



Wirecom (India) Pvt. Ltd.

MONTHLY NEWS LETTER

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MANAGE WORKPLACE SAFETY

What is Workplace Safety

Workplace safety is about preventing injury and illness of employees and volunteers in the workplace. Therefore, it's about protecting most valuable asset: its workers.

Addressing Safety and Health Hazards in the Workplace

To make the workplace safer, the organization has to acknowledge which potential health and safety hazards are present. Or determine *where* and *what* and *how* a worker is likely to become injured or ill. It starts with analyzing individual workstations and program areas for hazards — the potential for harm — be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.

Job hazard analysis

A job hazard analysis is a technique that focuses on job tasks to identify hazards before they occur. From either view, the analysis examines the relationship between the worker, the task, the tools and the work environment.

Specific hazards associated with their tasks

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)
- ergonomics (strain, human error)
- excavation (collapse)
- fall (condition results in slip/trip from heights or on walking surfaces — poor housekeeping, uneven surfaces, exposed ledges)
- fire/heat (burns to skin and other organs)

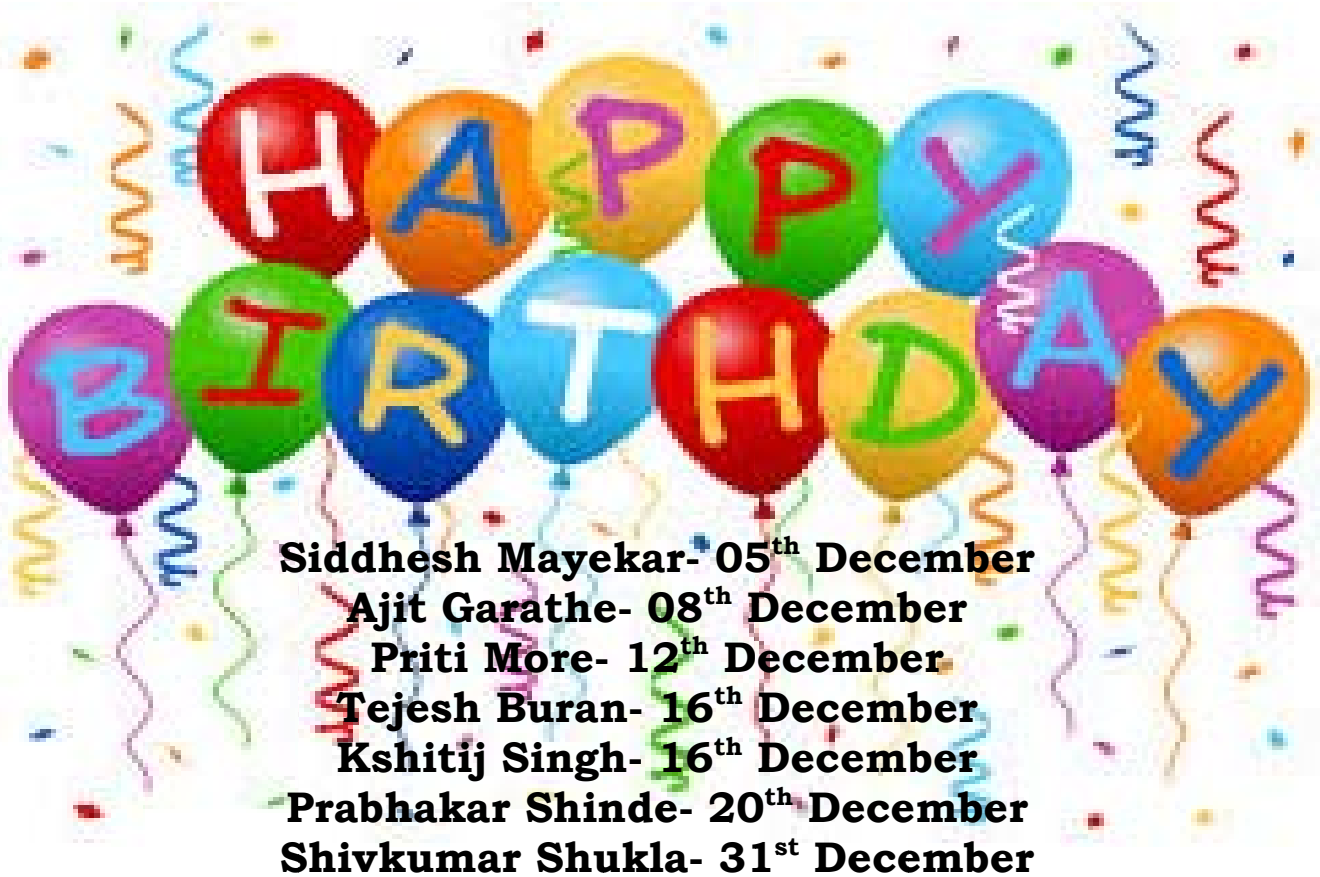
- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- temperature extreme (heat stress, exhaustion, hypothermia)
- visibility (lack of lighting or obstructed vision that results in error or injury)
- weather phenomena (rain, wind that increases or creates a hazard)

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.

Upcoming Birthday's



Upcoming Events

**25th December 2015 -
Christmas**

