

Introduction to Human Resource Management

MAS 263



**Department of Human Resource &
Organizational Development**

Dr. Emmanuel T. AMPOFO

etampofo@knust.edu.gh

Occupational Health and Safety Management

What is occupational health and safety?

A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity

In a broader sense it involves:

- The promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations.
- The prevention among workers of adverse effects on 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 workers in an occupational environment adapted to physical and mental needs
- In sum, it is the adaptation of work to man and of each man to his job.

Objectives of Occupational Health and Safety

Three main objectives:

- The maintenance and promotion of workers' health and working capacity
- The improvement of working environment and work to become conducive to safety and health
- Development of work organisations and working cultures in a direction which supports health and safety at work and in doing so also promotes a positive social climate and smooth operation and may enhance productivity of the undertakings

Importance of Good Standards of Health and Safety

- Poor working conditions of any type have the potential to affect a worker's health and safety.
- Poor working conditions can also affect the environment workers live in.
- The working and living environments are the same for many workers.
- Work-related accidents or diseases are very costly and can have many serious direct and indirect effects on the lives of workers and their families; employers and the nation as a whole

The Responsibility for Health and Safety

The responsibility for health and safety is that of All Stakeholders- Consumers, Government, Employers, Employees etc.

The Employer's Responsibility:

- It is an employer's duty to protect the health, safety and welfare of employees and other people who might be affected by their business
- Making sure that workers and others are protected from anything that may cause harm.
- Effectively controlling any risks to injury or health that could arise in the workplace

- Have the duty to carry out risk assessments to address all risks that might cause harm in the workplace.
- Must give information about the risks in the workplace and how employees are protected.
- Instruct and train employees on how to deal with the risks
- Must consult employees on health and safety issues.
- Consultation must be either direct or through a safety representative appointed by a trade union.
 - **The Employee's responsibilities:**

- To co-operate with the employer, making sure they get proper training and understand and follow the company's health and safety policies
- Not to interfere with or misuse anything that's been provided for their health, safety or welfare
- To report any injuries, strains or illnesses suffered as a result of doing the job (The employer may need to change the way work is done)
- To take reasonable care not to put other people - fellow employees and members of the public - at risk by what is done or not done in the course of work
- To take reasonable care of own health and safety

Risks Assessment and Controls

- **Risk is the chance, (high or low), that somebody could be harmed by certain hazards, together with an indication of how serious the harm could be.**

What is risk assessment?

- **Simply a careful examination of what, in the workplace and the work, could cause harm to people, so that one can weigh up whether enough precautions have been taken or should do more to prevent harm.**
- A cheap and effective measure to ensure that, the most valuable asset – the workforce – is protected.

Five steps to effective risk assessment:

- Step 1
Identify the hazards
- Step 2
Decide who might be harmed and how
- Step 3
Evaluate the risks and decide on precautions
- Step 4
Record your findings and implement them
- Step 5
Review your assessment and update if necessary

Three main ways of controlling health and safety

risk ■ Eliminate the hazards ■ For example:

- Remove a noisy machine from a quiet area
- Remove a trip hazard from a cluttered corridor
- Dispose of unwanted chemicals
- Repair damaged equipment promptly

■ Minimize the risk by substituting or modifying the hazard. For example

- Substitute a smaller package or container to reduce the risk of manual handling injuries
- Substitute a hazardous chemical with a less dangerous one
- Redesign plant to reduce noise levels

- Use “back-up” controls when all other options in the previous categories are exhausted
 - Training
 - Job rotation
 - Maintenance of plants and equipment
 - Limitation of exposure time
 - Provision of written work procedures

Workplace Hazards

- Hazard is a source or potential source of human injury, ill health or disease
- There are two broad types of hazards, they are:
 - Safety hazards
 - Health hazards

Safety hazards

- Are those aspects of the work environment that has the potential to cause immediate and very violent harm to the individual
- Anything that can cause an individual to lose part of his body is a safety hazard
- E.g machinery, equipment, building design etc

Health hazards

- Those aspects of the work environment that has the potential to cause harm to the individual slowly and accumulatively and sometimes irreversible
- Leads to a deterioration of an employee's health
- Health hazards are latent and goes unnoticed until later point in time
- E.g poisonous substances, long hours of work, noise, high temperature etc

There are Five categories of hazards:

- Physical
- Mechanical and/or electric
- Chemical
- Biological
- Psychosocial environment

There are Five categories of hazards:

- Physical
- Mechanical and/or electric
- Chemical
- Biological
- Psychosocial environment

Hazard Identification (How To Recognize Hazard at Work)

The first step to protecting Oneself is being able to recognize hazards in the work one is assigned and in the conditions one is working

Physical hazards:

These are the most common and will be present in most workplaces at one time or another.

They include unsafe conditions that can cause injury, illness and death.

They are typically easiest to spot but, sadly, too often overlooked because of familiarity (there are always cords running across the aisles), lack of knowledge (they aren't seen as hazards), resistance to spending time or money to make necessary improvements or simply delays in making

changes to remove the hazards (waiting until tomorrow or a time when "we're not so busy").

Examples of Physical Hazards

- Electrical hazards: frayed cords, missing ground pins, improper wiring
- Unguarded machinery and moving machinery parts: guards removed or moving parts that a worker can accidentally touch • Constant loud noise
- High exposure to sunlight/ultraviolet rays, heat or cold
- Working from heights, including ladders, scaffolds, roofs, or any raised work area
- Working with mobile equipment such as fork lifts (operation of fork lifts and similar mobile equipment in the workplace requires significant additional training and experience)

- Spills on floors or tripping hazards, such as blocked aisle or cords running across the floor.

Biological Hazards

These come from working with animals, people or infectious plant materials.

Work in day care, hospitals, hotel laundry and room cleaning, laboratories, veterinary offices and nursing homes may expose you to biological hazards

Examples of Biological Hazards

- Blood or other body fluids
- Fungi
- Bacteria and viruses
- Plants
- Insect bites
- Animal and bird droppings

Ergonomic Hazards

- These occur when the type of work, body position and working conditions put strain on the body.
- They are the hardest to spot since one may not always immediately notice the strain on the body or the harm these hazards pose.
- Short-term exposure may result in "sore muscles" the next day or in the days following exposure,

- Long term exposure can result in serious longterm injuries.

Examples

- Poor lighting
- Improperly adjusted workstations and chairs
- Frequent lifting
- Poor posture
- Awkward movements, especially if they are repetitive
- Repeating the same movements over and over

- Having to use too much force, especially if you have to do it frequently

Chemical Hazards

- These are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas).
- Some are safer than others
- However, to some workers who are more sensitive to chemicals, even common solutions can cause illness, skin irritation or breathing problems.

Examples of Chemical Hazard

- Liquids like cleaning products, paints, acids, solvents especially chemicals in an unlabelled container (warning sign!)
- Vapours and fumes, for instance those that come from welding or exposure to solvents
- Gases like acetylene, propane, carbon monoxide and helium
- Flammable materials like gasoline, solvents and explosive chemicals

Psychosocial Hazards

- Those interactions that prove to have hazardous influence over employees' health through their perceptions and experiences (ILO, 1986)
- Aspects of the design and work management, and it's social and organizational context that have the potential for causing psychological or physical harm(Cox & Grifiths, 2005)

Sources of psychosocial hazards

- Job content
- Workload and work pace
- Work schedule
- Control
- Environment and equipment
- Organizational culture and function
- Interpersonal relationships at work
- Role in organization
- Career development
- Work-family interface



FINANCIAL OTABIL

Thank
You!

