Unit 4: Maintain Healthy, Safe and Secure Working Environment
Chapter 13: Introduction to Health, Safety and Security at Workplace

1. Introduction to Health, Safety and Security at Workplace

➢ **1.1 Health**

- Health refers to the **physical, mental, and emotional well-being** of employees.
- A healthy employee is more **productive, focused, and motivated**.

➢ **1.2 Safety**

- Safety is the condition of being **protected from harm or injury**.
- Workplace safety involves **preventing accidents**, injuries, and **health issues**.

➢ **1.3 Security**

- Security refers to protection from **theft, violence, and other threats**.
- Ensures that the workplace is **safe from internal and external threats**.

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2. Policies and Procedures for Health, Safety, and Security

Organizations create **rules and plans** to:

- Prevent **accidents and injuries**.
- Ensure a **safe and clean work environment**.
- Handle **emergencies and disasters** effectively.

Examples:

- Emergency evacuation plans
- First-aid training
- Fire safety drills
- Regular equipment checks

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3. Reasons for Health, Safety, and Security Programs in Workplace

Reason	Explanation
Employee Well-being	Keeps employees healthy and mentally fit.
Legal Compliance	Organizations must follow safety laws and regulations.
Increase Productivity	A safe environment reduces absenteeism and improves focus.
Reduce Accidents and Costs	Fewer accidents mean fewer medical and compensation costs.
Boost Company Reputation	A safe environment attracts skilled workers and builds trust.

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4. Workplace Safety Hazards

Common Hazards:

Type of Hazard	Examples
Physical Hazards	Noise, Slippery floors, Sharp tools
Chemical Hazards	Cleaning agents, Fuel, Acids
Biological Hazards	Germs, Viruses, Mold
Ergonomic Hazards	Poor posture, Repetitive tasks
Electrical Hazards	Exposed wires, Overloaded sockets
Fire Hazards	Flammable materials, Faulty wiring

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5. Potential Sources of Hazards in an Organization

- **Untrained staff**
- **Poorly maintained equipment**
- **Unsafe storage of chemicals**
- **Lack of safety signs and tools**
- **Overcrowded or cluttered workspaces**
- **Faulty electrical systems**

6. Hazard Control

Steps to Control Hazards:

Step	Description
Identify the hazard	Observe the workplace and list down hazards.
Assess the risk	Understand the level of danger each hazard presents.
Eliminate or reduce hazard	Remove the hazard or take steps to reduce its impact.
Implement control measures	Use safety tools, PPE (gloves, helmet, etc.), signs, and training.
Monitor and Review	Regularly check if safety measures are effective.

7. Safety Guidelines Checklist

Safety Measures
Wear appropriate PPE (gloves, goggles, helmet, etc.)
Keep workplace clean and organized
Follow warning signs and labels
Use machines/equipment only after proper training
Report unsafe conditions immediately
Keep emergency exits clear
Attend regular safety training
Keep first-aid kit ready and accessible

8. Case Studies of Hazards / Accidents Due to Avoidable Situations

Case Study 1: Accident due to Opening of Car Door

- **Incident:** A person opened the car door without checking traffic.
- **Hazard:** Physical injury to a cyclist on the road.
- **Avoidable?** Yes. Always check for vehicles before opening the door.

Case Study 2: Hazards of Fuel

- **Incident:** Spilled petrol near a fire source.
- **Hazard:** Explosion or fire leading to serious injuries.
- **Avoidable?** Yes. Proper fuel storage and handling are crucial.

Case Study 3: Hazard of Water

- **Incident:** Wet floor without warning sign caused a slip and fall.
- **Hazard:** Physical injury such as fractures.
- **Avoidable?** Yes. Place "Wet Floor" signs after cleaning.