

THE INSIGHT

HR VIDYALAYA CORPORATE SERVICES LLP

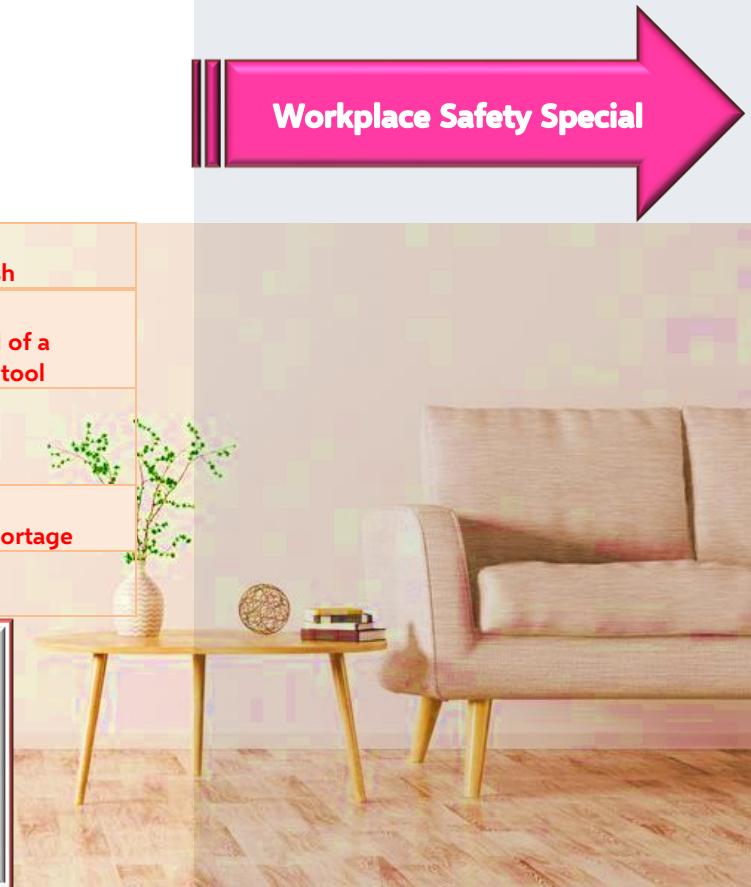
5S

A preface
to
Workplace
safety

Seiri	Sort	Organization	Throw away rubbish
Seiton	Set in order	Neatness	30 second retrieval of a document / item / tool
Seiso	Shine	Cleaning	Individual cleaning responsibility
Seiketsu	Standardize	Standardization	Transparency of shortage
Shitsuke	Sustain	Discipline	Do 5S daily

Any workplace (including IT / MNC offices)

1. Systematically discard items not needed
2. Arrange necessary items in systemic manner
3. Inspect and keep the equipment cleanly
4. Maintain High Standard of workplace organization
5. Practice continuously, let it become a habit



Workplace Safety

Regular inspections at every workplace are to be designed appropriately, which will help the employer to identify hazards for assessment & control and to maintain a comprehensive Safe environment.

With scheduled basis, a specific team with pre-prepared checklist (which needs to be updated with new found challenges), need to carry out the inspection.

Where there is a risk area, (or areas), it should be inspected more frequently. Works committee/Safety committee needs to take immediate remedial measures in consultation with the management.

Workplace hazards can come from a wide range of sources, which includes raw material, process, practice, storage, disposal, etc.

Above has the ability to cause harm or adverse health to any person at any condition, hence appropriate safeguards need to be sincerely adhered by ALL at a workplace.

WHAT'S INSIDE....

ASK SREE
WEEKLY COLUMN

Your Challenge - Sree's Solution

WORKPLACE SAFETY
RELATED UPDATES

DISCLAIMER

The views and opinions expressed herein, are in no way to be considered legal or consultative advice. The thoughts merely represent the respective author's opinion and for information purpose only. It cannot be treated as Legal Advice. Neither the Author nor HR Vidyalaya Corporate Services LLP makes any representation or warranties on the information published

Workplace Safety Special

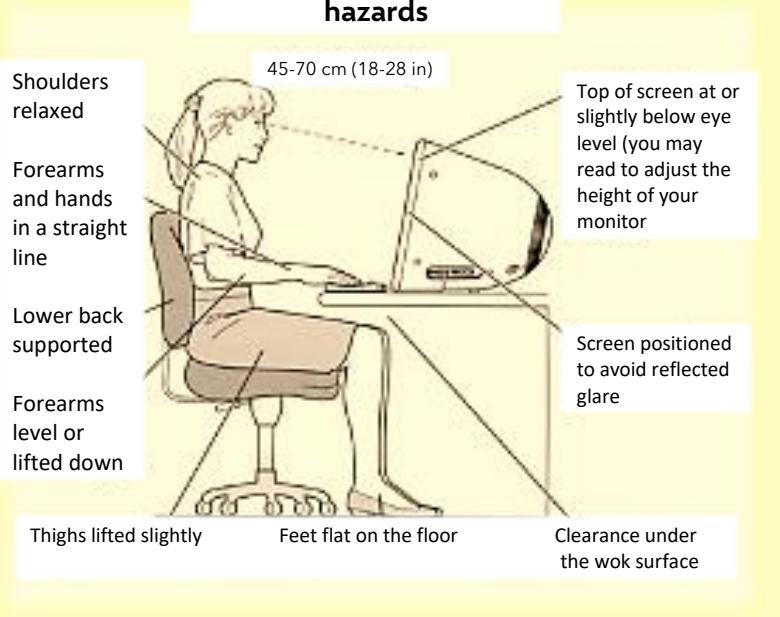
Examples of workplace hazards

1. An Object may cause Hazard / Harm (even a small knife)
2. A Substance (a chemical, for example)
3. Any material (Foam, Asbestos, etc.)
4. Any condition (Highly dry area, Hot workplace, Wet floor, etc.)
5. Energy Source (eg. Electricity, chemical energy, etc.)
6. A Process (chemical reaction, cutting, welding, etc.)
7. Practice (Running, Speed driving, Driving without caution, etc.)



Workstation Ergonomics

To avoid occupational hazards



FIRST AID

Level	Incident	Workplace related consequences	Industry related Consequences	Brand Reputation
I	First Aid requirement or Slight Injury	Temporary loss of working hours/days	Nil	More Safety awareness required
2	Medical treatment or minor injury	Extended loss of working days for week/s	Minimum disruption to day-to-day operations	Local Media attention
3	Major Injury	Medium term loss of working days for month/s	Major Impact to day-to-day operations	Local Media attention
4	Serious Injury	Long term loss of working days for years	Halt to operations	National Media attention
5	Fatalities - One or More	Permanent Damage	Breakdown of law and order	International Media attention - Prosecution & Fine

Emergency Evacuation Procedure

Objective is :

Concentrating on “getting it right by evacuating the invaluable human life and not trying to beat a speed record.”

Purpose is

Move People from Danger to Safety and Safeguard the Assets

Primary Motto is

Get the People in the work area be moved out of the dangerous area, which is more sensitive than shutting down machinery / electricity / any other or firefighting in the **affected area**

Procedures:

Shall be short, simple, and specific. Major procedure is to cover:

- (1) Fire,
- (2) Earthquake,
- (3) Bomb Threat,
- (4) Any other Natural Calamity

Alert:

By way of Alarm or Public Address System or Siren

Evacuation:

By way of a Huddle or a Session, have a brief with all, how to react to the situation. Well demarcated responsibilities of the Response Team and others.

One can have unannounced drill or a pre-informed drill, but all should be familiarized with the procedure during the drill

Outcome:

Should be

- (1) Awareness
- (2) Familiarity with the discipline
- (3) By & Large everyone should React to the Situation and safeguard themselves, others & Assets.

Everyone means - “**No EXCLUSIONS**”.

Workplace Health & Safety

First Aid tips

- ★ Objective - prevent loss / sustain life & promote recovery
- ★ Signs of fracture - Pain, Swelling, Shortening of limb
- ★ Artificial respiration - 10 to 12 times a minute until breathe
- ★ Fainting - Support until they sit or lie down
- ★ What is sign? Abnormal things such as Bleeding, Swelling, Deformity, irregular pulse etc.
- ★ What is symptoms? Sensations - Pain, giddiness, loss of movement, feeling heat or cold, etc

Sanitary Hygiene

- ★ Accessible and convenient
- ★ Adequate lighting provision
- ★ Sufficient ventilation
- ★ Appropriately maintained
- ★ Periodical and Pristine cleaning
- ★ Availability of Water, Tissue, Soap

Key Health Hygiene's

- ★ Anticipating
- ★ Recognizing
- ★ Evaluating
- ★ Preventing
- ★ Controlling



Employment Injury - Risk analysis

1

Occurrence	Minor Injury
Safety type	Minor
Risk category	Low
Action	First-Aid not required
Financial Impact	Negligible
Project Impact	Negligible

2

Occurrence	Minor Injury
Safety type	Minor but concerned
Risk category	Low
Action	First-Aid required & risk reportable internally
Financial Impact	Negligible
Project Impact	Negligible

3

Occurrence	Minor Injury
Safety type	Considerable risk
Risk category	Moderate
Action	Medical Aid required & reportable to Management
Financial Impact	Negligible
Project Impact	Concerned (absenteeism reported)

4

Occurrence	Lost time Injury / temporary disability
Safety type	Concerning risk
Risk category	Medium to High
Action	Hospitalization. Report to all & review
Financial Impact	Medium Impact
Project Impact	Medium Impact

5

Occurrence	Permanent Disability
Safety type	Very High
Risk category	Very High
Action	Hospitalization. High level Review & Effect corrections.
Financial Impact	Expensive
Project Impact	Very High and legal impact on organization

6

Occurrence	Fatality
Safety type	Extreme
Risk category	Serious / Catastrophic
Action	Review in the Board. React towards non recurrence & Re-evaluate processes
Financial Impact	Most Expensive
Project Impact	Extremely High & Legal impact on Organisation

Dear "The Insight" Readers,

We launched "**"AskSree"**" column to answer your questions regarding Work Life.

Renowned Organizational Psychologist

Gayathiri Sridharan uses psychological researches to answer your everyday dilemmas. She received her training from Loughborough University, UK and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: itsmegayathiri@gmail.com

Solutions will be published in "The Insight"



AskSree



Quest

Dear Sree,

In my organization, as a HR head I wish to cultivate the culture of giving constructive feedback. How much ever I emphasize, the teams are still not coming forward. Could you please let me know what actions could provide me the desired result?

- Rishi

Solution

Dear Rishi,

According to the research published by the American Psychological Association, people consistently underestimate others' desire for constructive feedback and therefore don't provide it, even when it could improve another person's performance on a task.

The researchers conducted a series of five experiments involving 1,984 participants to measure how much people underestimate others' desire for constructive feedback. In one, participants were presented with 10 hypothetical awkward social situations at work, where they could either give or receive constructive feedback. In another experiment, participants were asked to recall a situation where they could either have given or received constructive feedback. In the final experiment, participants were paired, with one practicing a speech for a competition and the other assigned to listen and provide feedback.

Across all five experiments, people in a position to give feedback consistently underestimated potential receivers' desire for it. The more consequential the feedback (e.g., telling someone they need to improve their presentation skills), the more likely participants were to underestimate the other's need for feedback and the less likely they were to offer it.

The researchers were surprised to find that the simple intervention of perspective taking could increase the likelihood someone would recognize the need for and provide feedback. Simply asking people to quickly reflect, "If you were this person, would you want feedback?" helped participants recognize the value of feedback to the other person and helped close the giver-receiver gap.

So, Rishi, you could start with providing a safe space for the team members to have an open conversation regarding giving and receiving feedback.

Reference/s:

Nicole Abi-Esber, Jennifer Abel, Francesca Gino, Juliana Schroeder. Just Letting You Know: Underestimating Others Desire for Constructive Feedback. Journal of Personality and Social Psychology, March 24, 2022 DOI: [10.1037/pspi0000393](https://doi.org/10.1037/pspi0000393)

Fighting Fire

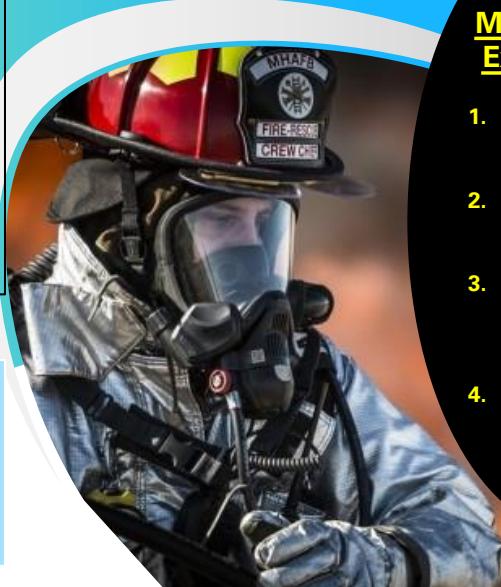
1. Locate the Fire
2. Help those individuals who are in immediate danger, but safeguard yourself
3. Activate or ensure activating Fire Alarm
4. If controllable, use extinguishers to put-out the fire
5. While Fighting with Fire, ensure
 - What is burning
 - If the fire is uncontrollable – Evacuate
 - Create an EXIT Route for everyone to move out safely

NEVER FIGHT A FIRE IF,

- If there is no proper Extinguisher or System
- It has spread beyond control of its span
- When you feel that, you have to MOVE -OUT

Classification of Fire

1. Ordinary Combustible materials(wood, cloth, paper, rubber, plastics)
2. Flammable liquids(oil, grease, tar, combust gas)
3. Electrical equipment
4. Combustible materials(sodium, potassium, titanium, magnesium, etc)
5. Kitchen– Oils, greases, fats stain in the appliances



Major forms of Extinguishing

1. Cooling (removing heat using water)
2. Starvation (removing fuel – cause of fire)
3. Smothering (limiting Oxygen – with foam, etc)
4. Interrupt the chain

Basic Organizational Safety

Safety	Fire Safety	House keeping	Safety Objectives
<p>Safety is a condition which keeps the organization, employees & other persons free from Hazard, Risk and Accident which may cause injury, damage and loss to material, environment and/or persons</p> <p>Accident is unexpected or unplanned event which results in damage & loss to material, environment and / or persons</p> <p>Injury is harmful condition sustained to body</p> <p>Hazard is inherent occurrence which has potential to cause loss or damage</p> <p>Risk is realisation for potential for damage or loss</p>	<p>Classification of Fire</p> <ul style="list-style-type: none">☒ Class A: Wood, paper, clothes, rubbers etc.☒ Class B: Oil, grease, paint, petroleum etc.☒ Class C: Acetylene, ethane, methane etc.☒ Class D: Sodium, magnesium, potassium etc.☒ Class E: Electrical equipment <p>Fire extinguisher usage</p> <ul style="list-style-type: none">☒ Water type - Class A☒ Foam type - Class B☒ Carbon dioxide - Class C☒ DCP – Class C, D or E <p>Fire Prevention</p> <ul style="list-style-type: none">☒ Good house keeping☒ No smoking☒ Use of fire resistant paint☒ Electrical safety☒ Fire check doors☒ Naked flame safety☒ Separate storage of hazardous chemicals	<p>House keeping is not only maintaining the pristine of the place. It includes cleanliness and orderly arrangement of operations tools, equipments and supplies.</p> <p>Good House Keeping</p> <ul style="list-style-type: none">❖ It helps in reduction of accident including fire accident❖ It saves property damages❖ It improves employee morale❖ Enhanced productivity❖ Presentable Working area❖ Human energy is conserved <p>Bad House Keeping</p> <ul style="list-style-type: none">❖ Person slips down to injury due to greasy, wet or dirty floor❖ Accidents due to poor lighting❖ Person getting hit by materials failing from overhead❖ Person falls in a open tank which was not covered in level floor❖ Fire accidents due to inflammable materials not cleared	<ul style="list-style-type: none">★ Protect Men, Material and Environment from Potential hazards★ Taking care of Men in the event of accident★ Ensure healthy workplace & environment★ Continuous improvement on Safety at workplace and Health & Welfare of employees <p>What is Unhygienic?</p> <ul style="list-style-type: none">☐ Presence of toxic☐ High temperature☐ Excessive noise☐ Emission of radiation☐ Improper lighting☐ Improper ventilation☐ Process involving & handling of poisonous materials

On-Site Emergency Plan – A Brief

Under Section 41(B) (4), of Factories Act, every occupier is to prepare On-site Emergency Plan and detailed disaster control measures for his factory.

And under provision of Rule 13 of the Manufacture, Storage and Import of Hazardous Chemicals Rules 1989, the occupier shall prepare and keep up to date On-site Emergency plan containing details how major accidents will be dealt with on the site on which the industrial activity is carried on and that plan shall include the name of the persons who is responsible for safety on the site and names of those who are authorized to take action in accordance with the plan in case of emergency.

What is Emergency?

- Has the potential to cause serious injury or loss of life or environment disruption
- Cause extensive damage to property and serious disruption
- Normal life is disrupted and
- Requires assistance of Emergency services

What are the causes?

- Man-made
- Fault of machine, due to wear and tear or non-maintenance
- Due to Natural calamities
- Due to Violence - Sabotage, Armed conflict

- On-Site Emergency plan is nothing but "Formulation of Plan of the Works Management", specific to the Site.
- It is to eliminate emergency and minimize the effect on People, Asset and Environment
- The Process are: Rescue, Administer First-Aid, Evacuate, Rehabilitate, and in case of Environmental

Fundamentals of On-Site Emergency Plan

Alarm

Siren

First-Aid

Fire Fighting

Simulated Emergencies

Communication System

Rescue equipment

Safety equipment

Frequent testing of Alarms

Safe Assembly Point

Emergency equipment

Evacuation Plan

Frequent testing of Fire Fighting Equipment

Mock Drills and Testing

Periodical Review of the Plan



Meta Compliance Capsules
from



www.hrvidyalaya.in | Call: 63833-80112
service@hrvidyalaya.in | comply@hrvidyalaya.in

Regulatory Conformations
Customized Assessments
Gap Analysis & Solutions

ASSCOD

(Association for Sustainable Community Development)
(Government of India registered NGO)

Email: loganathan.k@asscod.org
 Contact: 98423-60428
 044-27567115

FCRA Certificate approved.

Services undertaken currently:

- Women Empowerment
- Affirmative Cervical Cancer Elimination through Sustainable Screening (ACCESS)
- Improving the nutritional status among Rural and Tribal women
- Rural Prosperity Initiatives

CSR Community activities



- Association for Sustainable Community Development is a voluntary organization (NGO) having its presence since 1994 in several districts of Tamilnadu
- For YOUR Organization's CSR Activities