

JOB ROLE – DOMESTIC DATA ENTRY OPERATOR

Sector – IT/ITeS
(Qualification Pack Code: SSC/Q2212)



PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462 013 , Madhya Pradesh, India

www.psscive.ac.in

**UNIT 4: Maintain Healthy, Safe and Secure
Working Environment**

**Chapter 14. Workplace Health, Safety and
Hazards**

Content

Title	Slide No.
Session Objectives	4
Introduction	5
Duties and responsibilities of Employer and Employee for workplace safety	6
Workplace Safety Hazards	7
Potential Sources of Hazards in an Organization	10
Hazard Identification	12
Hazard Control	13
Summary	14

Session Objectives

The students will be able to:

- Explain duties and responsibilities of employer and employee for workplace safety
- Overview of workplace safety hazards
- Identify potential sources of hazards in an organization
- Explain hazard identification
- Discuss hazard control

Introduction

Workplace safety refers to the working environment at a company and encompasses all factors that impact the safety, health, and well-being of employees. A safe and healthy work environment is the basic right of every worker. A hazard is a source of potential damage, harm or adverse effect. It can affect something or someone. A hazard has the potential to cause illness or injury to people, or damage to property or equipment. These hazards include practices or substances that may cause harm.

Duties and responsibilities of Employer and Employee for workplace safety

Responsibilities of Employer

As employers should ensure a safe and healthy workplace for their employees and also for any customers who may visit the workplace. The employers, must:

- design, provide and maintain safe workplaces without risk to health;
- identify any hazards and take measures to control the risks;
- develop and implement safe working practices;
- provide adequate first aid facilities;
- provide employees with information, instructions, and training set up contingency plans to deal with accidents and emergencies including the evacuation of the workplace;
- ensure that ventilation, temperature, lighting, toilet, washing and rest facilities meet the standard of health, safety;
- ensure that appropriate work equipment is provided and is properly used and regularly maintained

Workplace Safety Hazards

The most common definition of hazard is ‘a danger or risk’ that is associated with something. Something can even be considered a hazard if it would be a trigger for causing another hazard to become present, which could hurt someone or something in the area.

Physical hazards – It is the most common and a generic term. It is the risks arising from the physical work environment – floors, facilities, walls, and ceilings.

Falling off heights, slipping and tripping – The reasons for falling are attributed to faulty scaffolding and ladders, as a result of contact with electricity, and slipping or crashing into anything that throws the worker off balance. On the other hand, trips and slips happen right on lower levels, particularly the floor, on ramps and any uneven surface in the workplace.

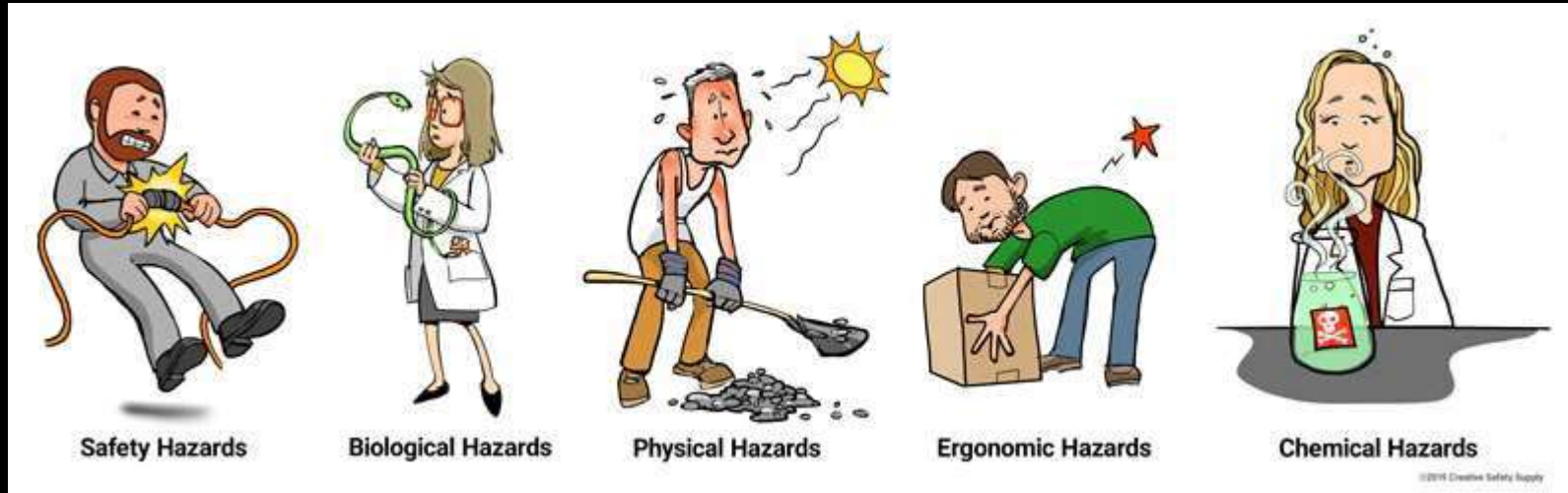
Workplace Safety Hazards

Electrical hazards – There are many reasons why workers get electrocuted or suffer from electric shock at work. For the most part, it's due to coming in direct contact with live wires, or having indirect contact through a conductor. While not all electrical accidents lead to death, there are many life-threatening, severe and often permanent injuries that could result from it.

Fire hazards – Each establishment must comply with housekeeping standards to ensure fire safety. Everyone not follows such requirements, and this leads to accidents resulting to fire.

Health hazards – Health refers to the physical well-being of the workers, and this includes the condition of their skin, eyes, ears and all other body parts.

Workplace Safety Hazards



Potential Sources of Hazards in an Organization

Bright light sources behind the display screen can create contrast problems, making it difficult to clearly see your work. Apply the following possible solutions to avoid this.

- **Using computers** – Hazards while using computers include poor sitting postures or excessive duration of sitting in one position. These hazards may result in pain and strain. Making the same movement repetitively can also cause muscle fatigue. In addition, glare from the computer screen can be harmful to the eyes. Stretching at regular intervals or doing some simple yoga in your seat can mitigate such hazards.
- **Handling office equipment** – Improper handling of office equipment can result in injuries. For example, sharp-edged equipment if not handled properly, can cause cuts. Staff members should be trained to handle equipment properly. A relevant manual should be made available by the administration on handling equipment.

Potential Sources of Hazards in an Organization

- **Handling objects** – Lifting or moving heavy items without proper procedure or techniques can be a source of potential hazard. Always follow approved procedure and proper posture for lifting or moving objects.
- **Stress at work** – In today's organisations, you may encounter various stress causing hazards. Long working hours can be stressful and so can aggressive conflicts or arguments with colleagues. Always look for ways for conflict resolution with colleagues. Have some relaxing hobbies for stress against long working hours.
- **Working environment** – Potential hazards may include poor ventilation, chairs and tables of inappropriate height, hard furniture, poor lighting, staff unaware of emergency procedures, or poor housekeeping.

Hazard Identification

Comprehensive hazard identification is the basis for the prevention of human or equipment damage or loss and interruption of processes.

The initial hazard identification makes it possible to:

- Identify pertinent and important hazards in the health care process;
- Establish appropriate controls;
- Define objectives for training and information needs; clearly define the responsibilities of management, supervisors, and workers;
- Draft and implement comprehensive work standards and integrated practices, including emergency procedures.

Hazard Control

Hazards that have been identified and assessed as priorities require the employer to implement adequate control measures. Control measures should follow the hierarchy with a strong emphasis on eliminating hazards at the source, whenever possible.

- 1) Take all feasible measures to eliminate the hazard, for example, by substituting or modifying the process.
- 2) If elimination is impractical or remains incomplete, take all feasible measures to isolate the hazard, for example, instituting engineering controls such as insulating noise.
- 3) If it is totally impossible to eliminate or isolate the hazard, its likelihood to cause injury should be minimized. This effort should include:
 - a. ensuring that effective control measures are being applied, such as installing proper exhaust ventilation and providing personal protective clothing and equipment that is properly used and maintained, and
 - b. monitoring exposure among at-risk workers

Summary

In this session, you have learnt about the workplace health, safety and hazards.

Project Coordinator : Dr. Dipak D. Shudhalwar

Assistance
Mr. Jayant Mishra



Joint Director
PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

E-mail: jdpsscive@gmail.com
Tel. +91 755 2660691, 2704100, 2660391, 2660564
Fax +91 755 2660481
Website: www.psscive.ac.in