

Health and safety report

Business



In this report I will be conducting a safety inspection on my study area at home. I have identified six hazards and filled out an inspection checklist as well as a table explaining the hazard, the risk, any recommendations, timeframe, records, monitoring and measuring and training. I conducted this inspection on the seventh of June 2010.

2. Brief overview of Occupational Health and Safety (OHS) Occupational Health and Safety (OHS) is an important consideration for all Australians, but particularly for business.

Good OHS practices not only provide a safer working environment but also improve worker morale and productivity. Businesses who strive to improve their OHS performance create safer workplaces which benefit not only employers but their families, their communities and the Australian economy. (Safe Work Australia 2009) 3.

Stats on work related injuries per year Every day a person is killed or dies as a result of a work related accident or injury. Each year approximately 140,000 people are injured so badly that they make a claim for workers compensation.

This alone costs workers compensation schemes in excess of \$5 billion a year. Maintaining a focus on OHS in the workplace will ensure that every Australian arrives home from work each day in the same state as they left. (Safe Work Australia 2009) 4.

Difference between Hazards and Risks A hazard is an item or event that could cause injury or loss. Whereas a risk is the likelihood or probability that

an item or workplace will cause harm or loss. (Hottes 1997, pg 31) An example of this is; It is hazardous to cross a road – a passing vehicle may hit you.

Before crossing the road, we should assess the risk of being hit. The risk would be higher at peak hour, in the dark, the more slowly we cross the road and/or the faster the traffic moves. The greater we assess the risk to be, the necessary it is to take steps to minimise it.

(Cole 2001, pg 218) 5. Hazards in my Work area The hazards i came across are as follows; 1. Electrical items are not tested and tagged to date. 2. Leads and cords are loose and not kept under the desk.

3. Items are not safely stored. 4. Rugs are not flat. 5.

Heavy items are not stored at waist height; e.

g. Computer is on floor. 6. Ergonomics 6. Risks and Recommendations a.

Electrical Items are not Tested and Tagged to Date As stated in www.electricaltagging.info/index.html. About 2% of all items tested are faulty. Many of these faulty items have the potential to cause electrocution and/or electrical fire.

Risk – Someone could electrocute themselves. Recommendation – Don't use the electrical items until someone has carried out a professional test on them. b. Leads and Cords not kept under Desk

Risk – Tripping Hazard Recommendation – Tie zip cords around the loose cords so they don't become loose again and store them under the desk as <https://assignbuster.com/health-and-safety-report/>

far back as possible. c. Items that are not safely stored Risk – Tripping Hazard, i.

e. Item could fall onto floor and become a tripping hazard. Recommendation – Get filing cabinet, cupboard to store loose items and documents in. d. Rugs not Flat Risk – Rugs have lumps in them which can cause a potential tripping hazard. Recommendation – Buy new Matts e.

Heavy items are not stored at waist height, e. g. omputer on floor This can cause back, leg and arm injuries. Risk – You could do serious damage to your muscles causing injury. Recommendation – Buy a bigger desk to store the computer on. f.

Ergonomics Proper ergonomic design is necessary to prevent repetitive strain injuries, which can develop over time and can lead to long-term disability. Risk – Puts stress on certain body muscles, mainly eyes and neck. Recommendation – Print out proper ergonomics diagram and stick on wall next to computer screen to look at and follow whenever sitting at a computer screen. 7.

Timeframe Because this inspection was conducted at my house there is no real time frame in which to get the items fixed, i. e.

It is up to me. However if i was a safety inspector inspecting someone's workplace I would issue the employer with a prohibition or an improvement notice for every piece of machinery which is a possible hazard. The employer must also provide an MSDS (material Safety Data Sheet) for every piece of machinery or substance in the workplace. a. Improvement Notices An

improvement notice means that something is wrong with the machinery, equipment etc.

But not quite urgent. Therefore the OCC health and safety officer will give the employer a bit of time in order to get the item fixed. b. Prohibition Notice On the other hand if a prohibition notice is issued that means the piece of machinery has to remain unused until entirely fixed. This may cause delays in the production of the business and is therefore a huge disadvantage to any business.

c. Material Safety Data Sheet In the workplace an MSDS gives information about the product such as; •The name of the product •The name, address and telephone number of the supplier The chemical ingredients •Health effects (short and long term) •Fire and explosion information •Requirements for safe handling and ways of controlling exposure to the substance •First aid information •Storage and transport requirements •Spills and disposal information •Emergency information for fire-fighters •Contact information for further details An MSDS must be kept right next to the item it belongs to, and one must be issued to each item separately. 8. Records Because this inspection was conducted at my house I have no records on any hazards.

However if I was an employer I must have a record of every item in my workplace and the hazards it has previously caused.

Health and Safety Officers may come in and ask for records of certain items.

9. Monitoring and Measuring Monitoring and measuring is continuously checking hazards to make sure they don't occur again. •Hazard – Electrical items not tested and tagged to date. Monitoring and Measuring – Organise

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for an electrician to come out and service the cords each time a service is due. •Hazard – Cords not kept neatly under desk.

Monitoring and Measuring – Check every couple of weeks to make sure the cords haven't come loose again. 10. Training •Hazard – Heavy items are not stored at waist height, e. g. computer on floor.

Training – Learn proper lifting technique. •Hazard – Ergonomics. •Monitoring and Measuring – Looking at diagram and putting into practice. Employer's must train every new employee, and give them an induction on the workplace. Some of the topics that should be included in the induction/training program are as follows; •Exits Supervision Hierarchy •Fire Procedures •First Aid •ESL (English as Second Language) •Equipment training/procedures OHS ; W policies, procedures, training and programs must be constantly reviewed in the workplace because of constant changes to work practices, staff, substances, law etc. If the employer hasn't gone through the OHS training properly through the induction the responsibility is on him, however if he has and you the employee has used the equipment incorrectly the responsibility is on you.

This is why having a very thorough induction session for every employee is critical. 11. Reporting incidents All incidents must be reported and recorded. The manager is responsible for reporting all incidents however he might choose to delegate it to someone else. In an injury report you must include the name of the employer, details of the injured person, including phone number and address, name of the hospital and details of the injury and how it occurred.