

# HOW TO PROMOTE SAFETY IN THE WORKPLACE

Regardless of the sector involved, an efficient safety management process implies:

## – Developing safety programmes and policies

A careful safety protocol has to be written, listing all potential hazards and **threats** and identifying the procedures to reduce or eliminate them. It must also include thorough reports and injury documentation, accurate records on safety inspections, employees' training courses and safety equipment.

## – Promoting safety awareness

Awareness of safety programmes and policies must be promoted through regular training activities such as workshops, seminars or group discussions. These safety meetings give workers the opportunity to ask questions about safety and allow employers to check employees' knowledge of safety protocols. Natural disasters such as **earthquakes** or **flooding** must also be dealt with in seminars as they could cause fires or serious injuries in the workplace. **Evacuation drills** and other simulations must be carried out regularly and employees must be shown how to use fire extinguishers and first aid kits. Finally, workers must be taught how to use industrial equipment safely and correctly.

## – Putting safety policies into practice

First aid **supplies** must be readily available and in great quantity, with **reference material** always located close to the kit. Electrical wiring must be in accordance to the standards; fire exits must be properly **labelled** and smoke alarms carefully **maintained**. It is also mandatory to service work equipment regularly and renew it frequently to prevent malfunction.

Educational signs showing hazards and correct safety procedures must be part of the work **facility**; industrial equipment must be labelled as dangerous with signs indicating where the specific dangers are. Finally, humorous posters and pictures regarding safety **tips** may be located in common areas to reinforce safety awareness.

## – Inspecting the workplace and updating safety procedures

Regular inspections must be carried out to detect **discrepancies** between routine procedures and safety protocols. If new safety problems are identified during such inspections, they must be quickly implemented in a new safety programme and immediately dealt with during safety meetings.



### – Involving employees in safety policies

The active participation of employees in safety policies is highly recommended to motivate them to observe safety measures: workers should be invited to join safety committees, necessary for **ensuring** and promoting safety in the workplace. Model **behaviour** in the field of security by workers could be rewarded.

awareness: *consapevolezza*

behaviour: *comportamento*

discrepancy: *divario, discrepanza*

earthquake: *terremoto*

to ensure: *garantire*

evacuation drill: *prova di evacuazione*

facility: *impianto, struttura*

flooding: *inondazione*

to label: *contrassegnare*

to maintain: *eseguire la manutenzione*

reference material: *materiale di consultazione*

supply: *fornitura*

threat: *minaccia*

tip: *consiglio*

### 1A Decide if the following statements are true (T) or false (F).

- |   | T                        | F                        |
|---|--------------------------|--------------------------|
| a. The company is responsible for managing workplace safety steps.  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Every incident has to be reported immediately, regardless of the seriousness of injury.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Medical attention must be provided regardless of the seriousness of the injury.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| d. While working with dangerous equipment, employees have to follow the safety guidelines set by the company. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. There is no need to place safety tips in the workplace.  | <input type="checkbox"/> | <input type="checkbox"/> |
| f. The first-aid kit is available for emergency purposes only with a previously written request.              | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Employees are not encouraged to attend safety meetings because they are a waste of time.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Fire-drills and evacuation procedures should be regularly carried out.                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| i. A careless employee is a danger to himself/herself only, not to all the others around him/her.             | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Employees need to know how to use fire extinguishers and handle emergencies caused by natural disasters.   | <input type="checkbox"/> | <input type="checkbox"/> |

### 1B Now correct the false statements.

### 2 Read the fire safety plan for Taber Associated Products Ltd. and answer the questions below.

A fire and sprinkler system have been installed in this building. When the fire alarm is sounded, the sprinkler system will automatically turn on. In the event of a large fire, the following steps must be taken:

1. Sound the alarm to notify others in the building.
2. As soon as the alarm has sounded, an immediate building evacuation should begin.
3. Move yourself and others to the nearest emergency exit.
4. All employees must assemble in the Emergency Assembly area outside the building until proper clearance has been given.
5. A role call will be taken to make sure that all employees have safely left the building.

If a small fire occurs, the following steps must be observed:

1. Tell all employees in the area to leave the scene of the fire immediately.
2. Call 999 to report the emergency.
3. Refer to the floor plan to locate the nearest fire extinguisher.
4. Use the fire extinguisher to put out the fire.
5. Make out a fire report and give it to a supervisor.



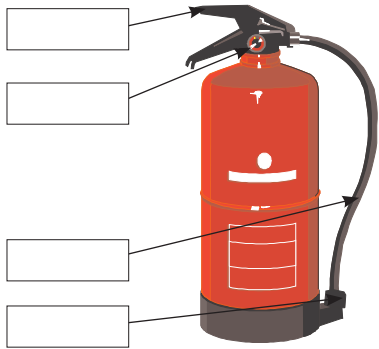
1. Where would this sign be located?
  - a.  on a machine
  - b.  on a wall in the workshop
  - c.  in the toilets
2. What should employees do if the fire alarm sounds?
  - a.  stay at their desks
  - b.  assemble in the canteen
  - c.  leave the building
3. When they are outside the building what should employees do?
  - a.  go home
  - b.  wait until a roll call has been taken
  - c.  go to the car park
4. What should employees use to put out a small fire?
  - a.  a fire extinguisher
  - b.  a bucket of water
  - c.  a bucket of sand
5. Who should write a fire report?
  - a.  the person who started the fire
  - b.  a supervisor
  - c.  the person who discovers the fire.



**3** **Read the guidelines for preventing fires and explosions and:**

- a. **complete them using the words in the box;**
- b. **label the picture using the words in italics;**
- c. **now listen to the CD and check your answers.**

instructions – smoking – printers – rules – defective – extinguisher  
checked – store – mount – avoid – stand



**PREVENTION OF FIRES AND EXPLOSION**

(a) ..... is not allowed in the work area.  
 (b) ..... overloaded circuits.  
 Computers and (c) ..... must be turned off at the end of each workday.  
 (d) ..... or inoperable computers must be turned off before they are repaired.  
 Fire extinguishers must be (e) ..... monthly.  
 In the event of a fire or explosion, keep calm.  
 All workers must become familiar with the correct method of using a fire (f) .....  
 Most extinguishers have (g) ..... printed on the canister.  
 The following are some basic (h) ..... for using a fire extinguisher:

- Do not (i) ..... fire extinguishers close to an area where a fire might occur.
- To ensure that the extinguisher will be accessible (j) ..... it near a door.
- For best results, (k) ..... as close to the fire as is safely possible to use the extinguisher.

The recommended method of using the extinguisher is the **P.A.S.S.** method:  
 Pull the *top ring or pin out*, while holding the canister vertically.  
 Aim the *extinguisher hose and nozzle* at the fire.  
 Squeeze the *extinguisher trigger*.  
 Sweep toward the base of the fire using fluid movements until the fire is put out.