

# **LEADER'S GUIDE**

OCCUPATIONAL HEALTH & SAFETY INDUCTION TRAINING COURSE

**Extract From Comprehensive Leader's  
Guide Comprising of 33 Pages**

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## INTRA-TRAIN

### OCCUPATIONAL HEALTH & SAFETY TRAINING

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## INDUCTOR LEADER'S GUIDE - SAMPLE

### LEADERS NOTES AND TIPS

#### **Preamble**

New employees run the risk of being injured or contracting a disease at work. This is because they are not adequately prepared to cope with Health and Safety hazards. The main reason that diseases and injuries occur is because the individual does not accept responsibility for their personal Health and Safety. We need to ensure that every employee fully understands the hazards, and that they follow the correct procedures all at times. In this, the law provides the framework for high Health and Safety standards at work.

#### **Objective**

The objective of this programme is to introduce employees to the rights and responsibilities of both the individual and the organisation, and ultimately to avoid occupational diseases and injuries. This includes:

1. The concept of occupational Health and Safety and current legislation.
2. Some of the dangers and hazards they may encounter at work.
3. The basic methods of protecting themselves from these hazards.
4. The occupational injuries and diseases that could occur if precautions are not taken.

#### **Training method**

The programme can be run in two ways:

##### **1. Workshop format**

This format facilitates interaction between the workshop leader, the participants, the DVD and the workbooks. This approach is ideal for groups attending Health and Safety induction.

##### **2. Self study method**

In this format the individual participant works through a self-study workbook and the DVD, completing questions and exercises. This approach is ideal for individuals allowing them to move at their own pace.

# INDUCTOR LEADER'S GUIDE - SAMPLE

## INTRODUCTION



Project the OHPT or data-projector visual i.e. (Welcome to Inductor - Visual #1)

### **Course Leader**

Introduce yourself verbally and tell them something about yourself. Write your name on the flip chart or white board in large letters. Hand out the participant Health and Safety booklets.



Hello my name is: \_\_\_\_\_ I am the \_\_\_\_\_  
(Position in Organisation)

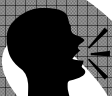
I will be presenting this HEALTH AND SAFETY INDUCTION TRAINING COURSE. The pocket booklet becomes your personal property. Please write your name in it now.

### **Name card and attendance list**

Hand out an attendance list and ask the participants to fill in their particulars.

### **Emergency procedures**

Find out your Organisation's evacuation procedures before the course. Explain these instructions and describe the routes from the training venue to the assembly point.



In the event of an evacuation, we will follow the organisation's instructions.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### THE REASONS WHY INCIDENTS OCCUR



DVD - play to pause.

#### *Two reasons why incidents occur*



What are the two reasons people get work-related illness or injuries?

Confirm that the two reasons are:

1. Unsafe behaviour or conduct - People do not perform their job to laid down specification.
2. Unsafe conditions or environment - The workplace, environment and equipment are in an unsafe condition.



Project the OHPT or data-projector visual entitled (Reasons Incidents Occur # 3)



Please give me some examples from the DVD of unsafe behaviour or conduct? Provide relevant examples of:

#### *Unsafe behaviour or conduct*

1. People who bypass safety devices or lift and move things incorrectly.
2. Incorrect use of equipment and taking shortcuts.
3. Not using personal protective equipment.
4. Working without permission.
5. Horseplay or fooling around.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### LEGAL REQUIREMENTS



DVD - play to pause.



Project the OHPT or data-projector visual entitled (Legal Requirements # 5)

#### **Introduction to the Law**

Laws are amended from time to time, check the information and update the course material if necessary. Determine which laws apply to your organisation. In South Africa the following apply:

1. Occupational Health and Safety Act and Regulations.
2. Merchant Shipping Act and Regulations.
3. Minerals Act and Regulations.

#### **The Act**



Project the OHPT or data-projector visuals entitled (Occupational Health & Safety Act # 6 & 7)

#### **Health and Safety Management System**

The Act says your employer must form a Health and Safety Committee, appoint responsible people and create a recording system. We call this the Health and Safety Management system.

#### **Health and Safety Representatives**



If there are more than 20 employees, a Health & Safety Representative must be appointed.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### ORGANISATION'S POLICY, RULES & PROCEDURES

#### **Organisation's Health and Safety policy**

Your organisation will have a unique mix of hazards and procedures. Address this problem by customising this segment.



Project the OHPT or data-projector visual entitled (Organisation's Rules and Procedures # 13).



Occupational Health and Safety is very important. It doesn't matter where you work or what job you do. You are always going to face the possibility of injuring yourself, or picking up a disease from the work you do. Most hazards can be identified and avoided. The law says that you must be protected from them. If you follow the rules you stand a better chance of reaching retirement without suffering work related illnesses or injuries. Our organisation has a policy relating to your Health & Safety.

Hold up, project or distribute the policy if your organisation has one. Read it out to the group and point out that it is signed by the Chief Executive Officer. (You will need to prepare this in advance of the training) You could have it printed and stuck into the Pocket Booklet.

#### **Organisational Structure**

Determine, create and display your organisational structure using the provided transparency or a similar one. Discuss it with the group and point out where they fit in.



Project the OHPT or data-projector visual entitled (Organisational Structure # 14).



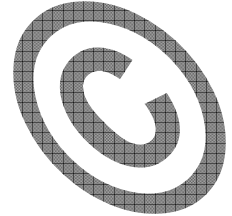
Our organisation is divided up into various Divisions, Departments and Sections. Each has a different set of hazards. If you are required to work in any of them, you will have to take the necessary precautions.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### OCCUPATIONAL HEALTH



DVD - play to pause.



#### **Occupational Health**

Your organisation will have a unique mix of hazards and procedures. Address this problem by customising this segment.



Project the OHPT or data-projector visual entitled (Occupational Health # 15).



Your health can be affected by your work. Occupational Health focuses on preventing sickness and diseases resulting from the handling of hazardous substances or exposure to physical hazards associated with your work.

#### **Exposure to hazardous substances and conditions**



Project the OHPT or data-projector visual entitled (Exposure to Hazardous Substances and Conditions # 16).



From the DVD do you recall how our health may be affected by hazardous substances and conditions?



We may be affected by hazardous substances or conditions in the following ways:

- 1. Inhalation:** Breathing in air borne substances such as, dust, fumes, gases, mist, smoke and vapour through our mouths and noses.
- 2. Swallowing:** You swallow dirt, chemicals, poisons, etc. through your mouth.
- 3. Absorption:** Hazardous substances are absorbed through your skin, bones or blood.
- 4. Physical exposure:** Temperature extremes, vibration, lighting, noise, radiation, stress and fatigue are absorbed or pass through our skin, bones, ears or blood.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### OCCUPATIONAL HYGIENE



DVD - play to pause.



Project the OHPT or data-projector visual entitled (Occupational Hygiene # 20).

#### **Specialist studies**

Ascertain what occupational hygiene studies have been carried out in the past.



Occupational hygiene focuses on the measurement of the environment to determine potential occupational health problems. To accurately establish whether health problems exist in your section of the workplace, an Occupational Hygienist may conduct a scientific survey. They can identify and evaluate hidden hazards such as poor lighting, radiation or substances you cannot see or smell.

#### **Survey reports**

Get copies of existing occupational hygiene studies and show them to the participants.



Health & Safety Representatives have the right to look at reports submitted by Occupational Hygienist.

#### **Second opinions**



If not satisfied with the results, ask your Health and Safety Rep. to request a second opinion.

# INDUCTOR LEADER'S GUIDE - SAMPLE

## PERSONAL HYGIENE

### *Personal hygiene and cleanliness*



Project the OHPT or data-projector visual entitled (Personal Hygiene # 21).



Let us take a brief look at personal hygiene. Regular washing of your body, clothing (including protective clothing) and eating utensils, forms an integral part of personal hygiene. Of particular importance, is washing your hands before and after using the toilet, or when working with food or toxic substances.

### *Eating, drinking, smoking in the workplace*

Your organisation may also have a smoking policy. You must introduce the participants to it.



You may not eat, drink or smoke, if you are near dirt, dust or hazardous substances.

### *Looking after your clothing and locker*

Your organisation may also have a clothes washing policy. Introduce the participants to it.



If you work with hazardous substances, special steps must be taken to ensure that your protective clothing is correctly cleaned. It must also not contaminate the rest of your washing. This also applies to your locker, where you keep your private clothing and food.

### *Sickness*



If you happen to contract any disease or sickness that can be transferred to other employees, you must tell your supervisor or employer immediately.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### OCCUPATIONAL SAFETY



DVD - play to pause.

#### *Occupational safety*



Project the OHPT or data-projector visual entitled (Occupational Safety # 22).



Occupational safety focuses on identifying and putting in place, mechanisms and procedures to control exposure to hazards that could injure or kill you while at work.

#### *The cause of injuries and fatalities*



Do you recall from the DVD the main reasons for injuries and fatalities?



Project the OHPT or data-projector visual entitled (Main Causes of Injuries and Fatalities # 23).

The three main causes of injuries and fatalities include:

- 1. Contact with moving or stationary objects.** Machinery, vehicles, falling objects or sharp points or hard surfaces.
- 2. Contact with hazardous substances.** Corrosive or harmful chemicals.
- 3. Extreme temperatures.** Furnaces or Cold stores.
- 4. Physical exertion while carrying out duties.** Lifting and moving heavy objects.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### FIRST AID AND MEDICAL FACILITIES



DVD - play to pause.

#### **First Aid**

Determine the names of the First Aiders.



Let us take a brief look at First Aid. It is the administering of medical assistance to employees involved in incidents. In our organisation, First Aiders have been trained and appointed to administer such assistance. Certain tasks such as working in confined spaces, welding in metal containers and diving may only be performed if a First Aider is present.

#### **First Aid Boxes**



The law requires that all workplaces are equipped with First Aid boxes, for the treatment of employees.

#### **AIDS and the First Aider**

Your organisation may also have an AIDS policy. You must introduce it to them.



With the spread of AIDS you must be aware of the need to protect yourself from the HIV virus if and when rendering First Aid.

#### **Costs and the Compensation Commissioner**



The costs of medical treatment for workplace diseases and injuries may be covered by either the Compensation Commissioner or your organisation's insurance fund. Your employer will submit the accounts for payment. You cannot be charged for first aid treatment or the cost of training.

#### **Medical and health care**

This would be the opportunity to provide the detail of your own organisation's arrangements.



Some organisations have an Occupational Health Centre or clinic where you can get medical treatment. In other instances, should you require specialised medical assistance you may have to go to an outside Doctor.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### REPORTING SYSTEMS



DVD - play to pause.

#### ***What does the law say?***



We said previously that if any unsafe or unhealthy situation comes to your attention, or if you are involved in an incident, which could have or did affect your health or injure you, you must report it to your employer or Health and Safety Representative immediately. This must be done no later than the end of the shift. If this is impossible, the report must be made as soon as possible thereafter. If you get no response from your Health and Safety Rep, employer or authorised person, you may approach the relevant Government Department directly.

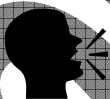
#### ***Let's look at our reporting system***

Determine and include your own internal reporting and documentation system in the discussion. Discuss the various examples of the forms and documents.



Project the OHPT or data-projector visual entitled (Reporting Systems # 27).

#### ***What to do in the event of an injury***



If you have an open wound or have been injured, you must report to your First Aider or nurse immediately. If they are unable to treat you, they will send you to a Doctor or hospital.

# INDUCTOR LEADER'S GUIDE - SAMPLE

## EMERGENCY PLANNING

### **Emergencies**

Determine the emergencies and procedures to be followed should they occur at your workplace.



Project the OHPT or data-projector visual entitled (Emergency Plans # 28).



An emergency is an unexpected incident that requires urgent and immediate action. The possibility exists in every workplace that emergencies may occur. You also need to know what to do. Most emergencies will fall into these categories:

### **Fires**

Determine what extinguishing equipment is available at your organisation.



Follow the Health and Safety rules and you will eliminate many of the dangers. If a fire should occur, you must raise the alarm. There are people trained to use the fire fighting appliances. Ask your supervisor to explain the different extinguishers available in your section.

### **Chemical emissions**

Determine whether any emissions or hazards exist at your organisation. (You may work for an organisation or be located near a producer or user of gases. If so then there may be the possibility of an emission of hazardous substances into the air).



If so, discuss the arrangements in detail.

### **Explosions**

Determine whether any explosion hazards exist at your organisation.



Certain substances, plant and equipment could explode if not used or maintained properly. These include boilers, compressors, silos and gas cylinders.

## INDUCTOR LEADER'S GUIDE - SAMPLE

### CONCLUSION

#### ***Health and Safety goals and achievements***

Find out and describe the Health and Safety objectives and achievements at your organisation.



Our organisation has specific objectives. We are proud of the following achievements in the area of Occupational Health and Safety. Discuss them briefly.

#### ***Health and Safety awareness programme***

Research and discuss the Health and Safety awareness strategy that your organisation uses to create and maintain. This would include competitions, posters and banners, DVDs, talks and formal training.

#### ***You have only just begun***



You have only just been introduced to some of the dangers and hazards that you may encounter in the workplace. There will be further opportunities for training. Make the most of every opportunity to gather more information.

#### ***Remember your rights***



We have discussed your rights. Exercise those rights where necessary.

#### ***Remember your duties***



We have also discussed your duties. You are responsible for your own Health and Safety and for those around you. Ensure that your attitude and behaviour is correct at all times. Also use your common sense and do everything possible to work safely and to protect yourself from dangers and hazards.