

**LECTURE ONE: OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

**PART 1:**

**SHORT PRESENTATION:**



A Safety Management System (SMS) is a business-like approach to safety. It is a systematic, explicit and comprehensive process for managing safety risks. As with all management systems, a safety management system provides for goal setting, planning, and measuring performance. A safety management system is woven into the fabric of an organization. It becomes part of the culture, the way people do their jobs.

**Planning** is the first step in setting up a health and safety program in any workplace environment. By anticipating and taking steps to prevent potential safety and health hazards, workplace can be managed with minimum risk to workers and the public. A safe and healthful workplace depends on effective management to ensure that hazards are identified and that effective physical and administrative protections are established and maintained.

Planning can be organized in three phases: *developing an organization structure of the workplace operation, establishing a work plan that considers each specific phase of the operation, and developing and implementing a health and safety plan.* The **organizational structure** should identify the personnel needed for the operation, establishing the chain of command, and specify the responsibilities of each employee. The **work plan** should establish the objectives of workplace operations and the logistics and resources needed to achieve the goals. The **health and safety plan** should determine the health and safety concerns for each phase of the operation and describe the procedures for workers and public protection.

Planning should be viewed as an ongoing process. The health and safety plans must be continuously revised to adapt to new workplace conditions and account for new information.

### **[A] ORGANIZATIONAL STRUCTURE**

An organization Structure and personnel requirements should be developed in the first phase of planning. This structure should do the followings:

- 1) Identify leader who has the authority to direct all health and safety activities.
- 2) Periodically inspect personal protective equipments (PPE).
- 3) Ensure that protective clothing and equipments are properly stored and maintained.
- 4) Coordinate health and safety program activities with advisors.
- 5) Monitor workplace hazards and conditions.
- 6) Conduct periodic inspections to determine whether the health and safety plan is being followed.
- 7) Know emergency procedures, evacuation routes, and emergency phone numbers of the ambulance, local hospital, fire department, and police station.
- 8) Execute work plan and schedule.
- 9) Assist the site safety officer in a rescue operation.

The organization structure and responsibilities may require adjustments as new information is gained and workplace conditions change. Any changes to the organizational structure should be recorded in the work or safety plans and communicated to all parties involved. The following list of responsibilities must be assigned to designated individuals:

- 1) Provide a necessary facilities, equipment, and money.
- 2) Provide adequate personnel and time resources to conduct activities safely.
- 3) Provide adequate disciplinary actions when unsafe acts or practices occur.
- 4) Provide advice on the design of the work plan and the health and safety plan.
- 5) Choose protective clothing and equipments.
- 6) Predict the exposure of people and the environment to the materials.
- 7) Conduct health and safety assessments.
- 8) Rescue any workers whose safety and health is in danger.

Once an organization system has been developed, all individuals should be identified and their respective authorities clearly explained to all members of the managing team. The site safety officer (SSO) and the supervisor or the team leader must have the clear support of senior management for establishing, implementing, and enforcing safety programs. The following organizational factors are indicators of successful worker safety programs:

- Strong management commitment to safety.
- Close contact and interaction among workers, supervisors, and management, enabling open communication on safety as well as other job-related matters.
- A high level of housekeeping, orderly workplace conditions, and effective environmental quality control.