

- Click Tools Menu, click Options.
- Click Security Tab. The following window will be displayed:

Session 9 : Maintain Workplace Safety

Maintain Workplace Safety

A uniform set of safety guidelines and practises must be followed by every organisation. These guidelines must be expressed and prominently displayed in key locations. To follow safety regulations, all staff must get training and demonstrations.

Workplace safety basics to follow: fire safety, slip-and-fall prevention, electrical safety, and first aid.

Basic Fire safety rules in an organization are

- Fire escape plans must be installed at proper levels
- Conduct regular drills
- Smoke alarms must be placed at proper intervals
- Keep workplace a no-smoking zone
- Maintenance of safety equipment must be taken care of regularly

Falls and Slips Safety rules

- Keep the moving area clean and clutter free.
- Workplace must be proper ventilated receive light.
- Wear non slippery footwear.
- Floors must be clean and dry
- Oil spills, dust must be immediately cleaned.

Electrical Safety Rules

- Electrical equipment used should be approved by a recognised organization.
- Workers should be trained to handle the electric equipment safely
- Damaged and hazardous electrical equipment should be immediately replaced. All old and workout and frayed switches and wires should be changed.
- Heat emanating equipment should be kept away from the electrical equipment.
- Take care that the outlets/ circuits should not be overloaded .
- Switch off and unplug the electrical appliances before cleaning or relocating them.

Some rules of First Aid are

- Assure the injured to remain calm and not to panic
- Keep them warm if they are under shock
- Do not move the victim in case of back/neck injury

Session 10 : Prevent Accidents and Emergencies

Types of Accidents:

Accidents may be of following types :

- Accidents at workplace : Slips and fall accidents, fire
- Industrial disease/illness
- Road traffic accidents
- Clinical Accidents
- Sports related accidents

Handling Accidents

- Every organization must follow SOP for accident handling
- Safety measures must be placed to prevent workplace accidents
- Immediately call the medical team for any injury
- Stay alert
- Pay attention to and follow emergency drills

Emergency

To stop more losses and to reduce the loss, an emergency needs to be treated right away. To spot any form of disaster, one must be vigilant. There are numerous crises that could happen at home. in job or in school.

Types of Emergency

There are many different kinds of emergencies, thus it is important to have an emergency management plan in place. The following are some examples of emergencies:

- Chemical spills
- Extreme heat waves
- Droughts
- Pandemics
- Terrorist attack
- Fire
- Floods

- Thunderstorms
- Leakage of some hazardous gas/ chemical

Some of the types of emergencies that require evacuation are:

- Fire
- Explosion
- Floods
- Earthquake
- Hurricane
- Tornado
- Toxic material release
- Civil disturbance
- Workplace violence

Session 11 : Protect Health and Safety at Work

A company may face health risks that risk the lives of its employees. A hazard is something that could potentially cause harm, damage, or any type of loss of life or health.

Hazards can be of different types depending on the industry and the environment in which the employees work. The different types of hazards include:

- Physical
- Chemical
- Biological
- Mechanical

Sources of Hazards

Checklist for Workstations : The workstation should:

- provide sufficient space for the user to alter position comfortably
- provide adequate lighting
- have windows fitted with adjustable coverings to alter the sunlight level
- be spacious enough when a workstation is shared by more than one person

The display screen should:

- display well-defined characters of adequate size and spacing
- have a stable image
- have easily adjustable brightness and contrast

- tilt and swivel easily to suit the user
- be free from glare and reflection.
- Use a separate base for the screen or an adjustable table

The keyboard should:

- be able to tilt easily and should be able to separate from the screen to allow the user to adopt a comfortable working position
- have space in front to provide support for the hands or arms of the user
- have a matt surface
- have clearly legible symbols on the keys

The work surface should:

- provide adequate space for the user
- have a low reflective surface
- be of an adequate size to allow the screen, keyboard and other peripherals to be flexibly arranged
- have a stable and adjustable document holder, which should be at the same level as the screen and at the same viewing distance

Workplace Evacuation

There should be a plan in place for evacuation in an emergency. In the event of an emergency or disaster, evacuation is the process of vacating a location.

Every business must take the following precautions to ensure a safe evacuation in an emergency:

- Every organization must have an evacuation policy
- Organization must have a designated assembly point for emergencies.
- A 'buddy system' for individuals with special needs or disabilities must be designated.
- Floor plans with evacuation routes in work areas.
- Assembly areas, where you are required to assemble after evacuation, must be properly taken care of.
- Periodic evacuation drills should be conducted. Ensure that you pay attention during these drills

Healthy Living

A healthy lifestyle helps to keep and improve people's health and well being.

A healthy lifestyle includes :