

Facilitator Guide Book

Basics of Occupational Hazards & Risk Management

Sector: - All Sectors

Sub-Sector: - All Sectors

**Occupation: - Occupational Safety Health &
Environment (OSHE) Engineering & Management**

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The Facilitator Guidebook for **Basics of Occupational Hazards and Risk Management , SSD/M0101**, developed by the **Safety Skill Development Foundation (SSDF)**, reflects our commitment to industry requirement for the job role, best practices in the profession, quality training requirement, regulatory compliances, workplace safety, health and sustainable practices. This guide is enriched with insights from **Subject Matter Experts (SMEs), trainers, and industry professionals**, ensuring its relevance to real-world applications.

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The qualification is aligned with **NSQF** and this guide supports the **Skill India** initiative and is dedicated to trainers committed to excellence in skill development. SSDF welcomes feedback for continuous improvement.

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About this Guide Book

This guidebook is designed to support facilitators in delivering effective training on occupational hazards and risk management. It covers five key areas: Hazard Identification & Workplace Assessment, focusing on identifying and mitigating workplace risks; Incident Investigation & Risk Evaluation, which involves analysing incidents and assessing risks; Risk Control & Preventive Measures, emphasizing proactive safety strategies; Ergonomics & Workplace Safety Enhancements, ensuring a healthier work environment; and Emergency Preparedness & Response Planning, equipping workers with response strategies. Facilitators can use this guide to engage learners, provide practical insights, and enhance workplace safety awareness through structured learning and interactive discussions.

Knowledge and Understanding: Operational learning and safety measures related to occupational hazards and risk management.

Performance Criteria: Acquiring the necessary skills through hands-on training and performing required tasks within specified standards.

Professional Skills: Developing the ability to make operational decisions related to occupational hazards and risk management.

The role of the trainer also includes assessing comprehension and facilitating hands-on learning to ensure that trainees follow the knowledge imparted and adhere to the time allocated for each unit. Regardless of the region, it is expected that trainees will receive knowledge on all essential aspects of occupational hazards and risk management.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification Framework (NSQF) and comprises the following topics:

Occupational hazards and risk management, which contains following subtopics-

Hazard Identification & Workplace Assessment

Incident Investigation & Risk Evaluation

Risk Control & Preventive Measures

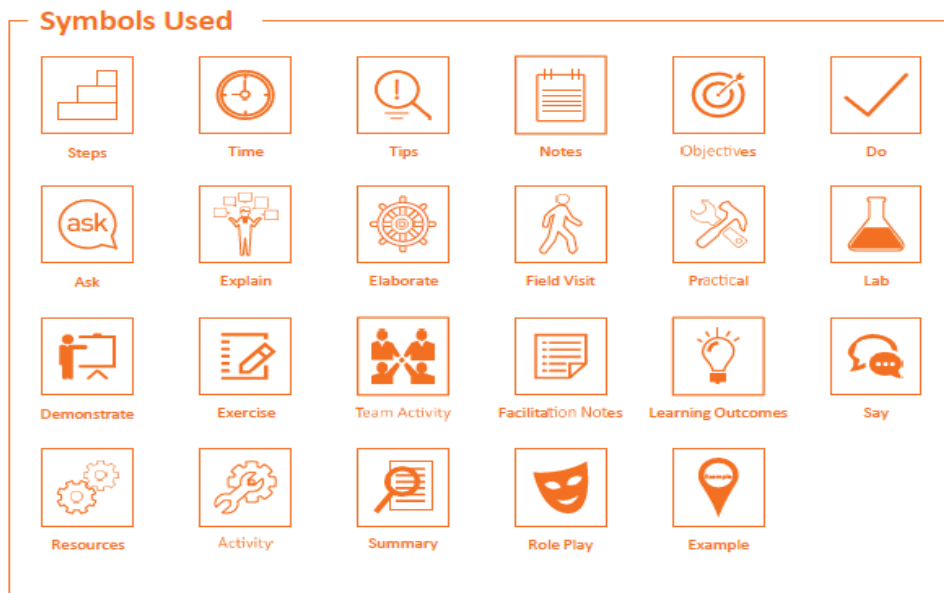
Ergonomics & Workplace Safety Enhancements

Emergency Preparedness & Response Planning

This micro-credential focuses on essential competencies related to workplace safety, including hazard identification, risk assessment, regulatory compliance, and preventive measures to reduce occupational risks across various industries. Trainers will be equipped to enhance the knowledge and skills of trainees in identifying workplace hazards, implementing safety protocols, and fostering a proactive safety culture.

By mastering the core principles of occupational hazard management, trainers can effectively educate trainees on minimizing risks, adhering to safety regulations, and implementing proper workplace procedures to ensure a safe and healthy work environment for all workers

Symbols Used



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1. Unit 1 Introduction

1.1. Key Learning Outcomes

At the end of this module, the trainees will be able to:

- Describe about All sector (Manufacturing , Chemical Construction)

1.2. Unit 1.1: Overview of the Industry

1.2.1. Unit Objectives

At the end of this unit, students will be able to:

1. Describe about the All sector (Manufacturing , Chemical Construction)

1.2.2. Resources to be used

- Available objects such as Projection screen, whiteboard, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Attendance sheet
- Activities (role plays and games)

1.2.3. Ask

- Ask the participants to share their expectations from the program
- What do you understand about the (Manufacturing , Chemical Construction)?
- What is the 'Make-in-India' initiative?

1.2.4. Do

- Introduce yourself to the participants.
- Give an overview of the program to the participants - duration of the program, objective etc.
- Give an overview of the (Manufacturing , Chemical Construction) Sector in India.

1.2.5. Explain

- Describe about (Manufacturing , Chemical Construction) sector

1.2.6. Tips

- Go slow with information flow with participants.
- Observe each participant's body language.
- Keep a positive and supportive approach towards the candidates

1.2.7. Activity: Team Spot

- Separate the class in 2 different teams.
- Each team will be assigned with (Manufacturing , Chemical Construction) sector topics
- Ask them to present the given topics team after team, and state examples individually to explain

1.2.8. Notes for Facilitation

- Revise the important points discussed in this unit.
- Clear the doubts of the students, if any. Encourage them to ask questions.
- Discuss the question with the class and answer their queries satisfactorily.
- Help participants identify how to apply the skills taught in the course to their work
- Praise participants and the group on improving their performance and developing new skills.
- Encourage participants to move through the initial difficulties of learning new skills, by focusing on steps in their progress and the importance of what they are learning to do.

1.2.9. Summary

Industry-Specific Summaries

Chemical Industry : Workers in the chemical industry face hazards from toxic substances, chemical reactions, and exposure risks. This guide emphasizes hazard identification, risk assessment, and emergency response planning to minimize incidents. Trainers will educate workers on safety protocols, spill management, and proper handling of hazardous materials, ensuring compliance with industry regulations to maintain a safe working environment.

Manufacturing Industry :Manufacturing environments involve mechanical hazards, heavy machinery, and repetitive tasks. This guide covers risk identification, incident investigation, and preventive measures to reduce workplace injuries. Trainers will enhance workers' awareness of ergonomics, machine safety, and emergency preparedness, helping them develop proactive safety strategies to prevent accidents and ensure smooth operations in industrial settings.

Mechanical Industry: Mechanical workplaces involve risks related to moving machinery, equipment failures, and ergonomic strain. This guide provides insights into risk evaluation, hazard prevention, and safety enhancements. Trainers will educate workers on conducting regular inspections, implementing preventive maintenance, and adopting ergonomic practices to minimize risks and ensure a secure and efficient mechanical work environment.

Construction Industry: Construction sites pose significant hazards such as falls, structural collapses, and equipment-related injuries. This guide focuses on hazard identification, risk control, and emergency preparedness. Trainers will help workers understand safety regulations, proper use of protective equipment, and emergency rescue planning, ensuring compliance with construction safety standards and reducing the likelihood of workplace accidents.

Oil & Gas Industry :Oil and gas operations involve high-risk environments, including fire hazards, gas leaks, and confined space entry. This guide emphasizes risk assessment, incident investigation, and emergency response planning. Trainers will educate workers on hazard control measures, safety protocols, and preventive strategies to mitigate potential risks, ensuring a safer working environment in exploration, refining, and production activities..

1.2.10. Exercise

1.What is the primary risk in the chemical industry?

- a) Electrical hazards
- b) Toxic substance exposure
- c) Slips and trips
- d) Noise pollution

2.Which of the following is an effective way to reduce ergonomic risks in manufacturing?

- a) Ignoring posture while working
- b) Implementing job rotation and ergonomic workstations
- c) Encouraging workers to lift heavy items without assistance
- d) Increasing working hours

3.How can workers ensure safety on construction sites?

- a) Ignoring safety guidelines
- b) Wearing PPE and following safety protocols
- c) Running on scaffolding
- d) Using equipment without proper training

4.How can workers prevent accidents in oil and gas environments?

- a) Ignoring safety training
- b) Conducting risk assessments and following safety protocols
- c) Using open flames near gas leaks
- d) Disregarding emergency plans

2. Unit 2 Basics of Occupational Hazards & Risk Management

2.1. Key Learning Outcomes

At the end of this module, the trainees will be able to:

- Identify and assess workplace hazards to ensure a safer environment.
- Conduct risk assessments to evaluate potential threats to workers.
- Perform initial and periodic workplace inspections to detect new or recurring hazards.
- Investigate workplace incidents, near misses, and injuries to determine root causes.
- Assess the consequences and likelihood of risks occurring or reoccurring.
- Identify gaps in workplace safety programs and implement corrective measures.

- Develop and implement risk response strategies based on severity and impact.
- Engage workers in safety measures and encourage proactive problem-solving.
- Plan and enforce preventive measures to reduce risks and ensure incident reporting.
- Analyse workplace ergonomics to minimize risks and enhance worker well-being.
- Consult employees on ergonomic improvements for safer working conditions.
- Implement workplace design solutions to reduce injuries and promote long-term health.
- Develop contingency plans for different workplace emergency scenarios.
- Apply industry best practices for emergency preparedness and response.
- Establish and communicate rescue plans to ensure quick and effective action in emergencies

2.2. Unit 2.1: Hazard Identification and workplace assessment

2.2.1. Unit Objectives

At the end of this unit, students will be able to:

- **Identify and document potential hazards present or likely to occur in the workplace.**
- **Assess risks associated with identified hazards to ensure worker safety.**
- **Conduct initial and periodic workplace inspections to detect new or recurring hazards.**
- **Implement strategies to mitigate risks and maintain a safe working environment**

2.2.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

2.2.3. Say

- **Describe about how to identify potential hazards in different industrial and constructional activities**
- **Describe about how to identify risks associated with height, confined space , hot work, oil and gas etc.**
- **Describe about warning signs, barriers, and safety indicators to alert workers of potential dangers**

2.2.4. Explain

- **Describe about how to identify potential hazards in different industrial and constructional activities**
- **Describe about how to identify risks associated with height, confined space , hot work, oil and gas etc.**
- **Describe about warning signs, barriers, and safety indicators to alert workers of potential dangers**

2.2.5. Activity

Divide the class into small groups (3-5 students per group).

Show images of real-life industrial work/ repairing / maintenance situations (some safe, some unsafe).

Each group will identify potential hazards and list them on sticky notes or a flip chart.

After 10 minutes, each group presents their findings to the class.

2.2.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.

- Ensure that every participant answers all the questions.

2.2.7. Summary

Key Topics Covered:

Hazard Identification: Recognizing Dangers

Hazard identification is the process of recognizing and documenting potential dangers in a workplace. This step is crucial for any safety plan, as it helps workers and employers understand what can go wrong and how to prevent it. Some common hazards in industrial and construction settings include:

Working at Heights:

Construction workers often perform tasks at elevated positions, such as scaffolding, rooftops, or elevated platforms. The primary dangers in such environments are falls, falling objects, and scaffolding collapses. Workers must be properly trained on fall protection systems like harnesses, guardrails, and safety nets to prevent injuries.

Confined Spaces:

Confined spaces such as tanks, silos, sewers, and underground tunnels present unique hazards like limited ventilation, exposure to toxic gases, or the risk of entrapment. Identifying confined spaces in a work area is crucial, and workers must be trained on safe entry and exit procedures, air monitoring, and emergency rescue plans.

Hot Work (Welding, Cutting, etc.):

Activities like welding, cutting, or grinding involve high temperatures that can lead to burns, fires, or explosions. Proper hazard identification involves ensuring that hot work is done in safe areas with fire-resistant materials, fire extinguishers nearby, and workers wearing appropriate PPE such as fire-resistant clothing, gloves, and eye protection.

Oil and Gas Operations:

Working in the oil and gas industry comes with numerous hazards, including explosions, leaks, toxic fumes, and the risk of equipment malfunction. Identifying hazards like gas leaks, equipment failures, or inadequate safety protocols is vital for ensuring the safety of workers in these environments.

Key Steps in Hazard Identification:

Conducting regular safety inspections and hazard assessments.

Engaging workers in identifying hazards through observations and reporting systems.

Analysing past accidents to identify recurring risks.

2. Risk Assessment: Understanding the Risks and Preventive Measures

Once hazards have been identified, risk assessment is the next step. This involves evaluating the likelihood of an incident occurring and the potential severity of its impact. A thorough risk assessment allows for the implementation of effective preventive and control measures to mitigate the risks.

Risk assessment involves the following steps:

Hazard Identification: Identify all possible hazards in the workplace, such as those mentioned earlier (working at heights, confined spaces, hot work, etc.).

Risk Evaluation: Evaluate the potential severity of each identified hazard and the likelihood of it occurring. Risks are often rated using a scoring system (e.g., low, medium, high) to prioritize the most critical risks that need immediate attention.

Control Measures: Implement preventive measures to reduce or eliminate the identified risks. This can include:

Using proper PPE such as helmets, gloves, or fall arrest systems.

Installing safety barriers, guardrails, or warning signs.

Implementing safe work procedures like lockout/tagout systems, confined space entry protocols, and fire watches during hot work.

Regularly maintaining and inspecting equipment to ensure it's safe to use.

Providing training to workers on recognizing hazards and safe work practices.

Monitoring and Review: Continuously monitor the effectiveness of the risk control measures and review them regularly. Risk assessments should be updated as work conditions, equipment, or regulations change.

3. Safety Indicators: Warning Signs, Barriers, and Safety Signals

Safety indicators are visual or auditory signals used to alert workers to potential dangers and guide them in maintaining a safe working environment. These indicators help prevent accidents and reinforce safety practices on the job site.

Warning Signs and Labels:

Standardized warning signs help convey the presence of hazards without requiring verbal communication. Some common safety signs include:

Caution (Yellow): Alerts workers to potential hazards that require attention but are not immediately life-threatening, such as slippery surfaces.

Danger (Red): Indicates immediate danger, such as high voltage, a fire hazard, or chemicals that could cause harm.

Mandatory Signs (Blue): Inform workers about required safety measures, like wearing PPE or using a specific tool.

Prohibition Signs (Black and White): Indicate actions that must not be performed, such as smoking in a hazardous area.

Warning Labels on chemicals or equipment indicate specific hazards like toxicity, flammability, or corrosiveness.

Barriers:

Physical barriers can help prevent workers from entering dangerous areas. These barriers include:

Guardrails on scaffolding or near edges to prevent falls.

Barricades around hot work areas or machinery in operation to keep unauthorized personnel away.

Temporary fencing around excavation sites to prevent accidental entry.

Safety Signals:

Safety signals like alarms, flashing lights, or sirens can alert workers to an immediate hazard, such as the presence of toxic gas or a fire. These signals are particularly useful in emergency situations where quick action is needed.

Colour Codes and Markings:

Colour codes, such as red for fire equipment, yellow for caution, and green for safety, are used to quickly communicate hazard levels and necessary actions. These visual cues help workers identify safe and dangerous areas efficiently.

2.2.8. Exercise

1. What is the primary purpose of workplace hazard identification?

- a) To create more paperwork
- b) To assess and minimize risks for worker safety
- c) To increase company expenses
- d) To eliminate all hazards permanently

2. Which of the following is an example of a safety indicator in the workplace?

- a) A coffee machine in the breakroom
- b) A fire extinguisher sign
- c) An open door
- d) A toolbox in a storage room

3. Regular _____ help in detecting new or recurring hazards in the workplace.

4. Risk assessment is only required when a workplace accident occurs. (True/False)

2.3. Unit 2.2 Incident investigation and Risk Evaluations

2.3.1. Unit Objectives

At the end of this unit, students will be able to:

- Understand the importance of investigating incidents, near misses, and injuries to uncover their root causes. Identify contributing factors to accidents and hazardous situations.
- Evaluate the risks associated with identified hazards and incidents. Recognize the severity and likelihood of risks based on evidence gathered during investigations.
- Apply risk assessment techniques to estimate the likelihood of incidents reoccurring and their potential consequences. Use data to evaluate how such risks could affect workers, productivity, and organizational outcomes.
- Propose appropriate safety measures, corrective actions, and preventive strategies based on investigation findings. Recommend improvements in safety protocols to prevent future incidents and near misses.

2.3.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

2.3.3. Say

- Describe about how to follow safety protocols for Manufacturing units, construction, oil & gas.
- Describe about how to ensure safe access and egress points in work areas to prevent accidents
- Describe about how to maintain communication with team members to enhance coordination and safety during high-risk tasks

2.3.4. Explain

- Describe about how to follow safety protocols for Manufacturing units, construction, oil & gas.
- Describe about how to ensure safe access and egress points in work areas to prevent accidents
- Describe about how to maintain communication with team members to enhance coordination and safety during high-risk tasks

2.3.5. Role Play

Divide the class into **5 groups of 5 students** each. Each group will investigate a specific work activity scenario and complete an incident investigation and risk evaluation. Here's how the groups will approach the task:

Scenario: An employee was shocked while repairing an electrical panel, resulting in a serious injury.

Tasks:

- Investigate the cause of the electrical shock (e.g., inadequate safety procedures, lack of personal protective equipment, improper maintenance).
- Assess the risk of electrical hazards in the workplace.
- Evaluate the potential consequences of similar incidents in the future.
- Suggest preventive measures to mitigate electrical risks (e.g., better insulation, safety audits, safety training).

Group Presentations:

- After completing the investigations, each group will present their findings to the class, including:
 - Identified causes and contributing factors.
 - Risk assessment (severity and likelihood).
 - Corrective actions and preventive measures to ensure safety.

This group activity will provide students with hands-on experience in incident investigation, risk evaluation, and developing strategies to enhance safety in different workplace settings.

2.3.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

2.3.7. Summary

This unit focuses on the importance of investigating incidents, near misses, and injuries to uncover their root causes, as well as evaluating associated risks. Students will learn to identify contributing factors to accidents and hazardous situations, enabling them to assess risks effectively.

Key objectives of the unit include:

1. **Incident Investigation:** Understanding how to identify the root causes of incidents and contributing factors, helping to improve safety practices and protocols.
2. **Risk Evaluation:** Assessing the risks related to identified hazards and incidents, evaluating their severity and likelihood using evidence from investigations.
3. **Risk Assessment Techniques:** Using various techniques to estimate the likelihood of incidents reoccurring and their potential consequences, considering how such risks affect workers, productivity, and organizational outcomes.
4. **Safety Measures & Corrective Actions:** Proposing strategies to prevent future incidents, including safety improvements, corrective actions, and preventive strategies.

Through group activities, students will practice investigating workplace incidents, assessing risks, and developing strategies for mitigating hazards. They will work on a scenario where an employee was injured due to an electrical shock while repairing an electrical panel. The tasks will include identifying the causes of the shock, assessing electrical risks, and suggesting preventive measures, such as better insulation and safety training.

The unit also involves hands-on activities where students will apply these skills and share their findings with the class. By the end of the unit, students will have practical experience in conducting incident investigations and evaluating risks to create safer work environments

2.3.8. Exercise

1. Which of the following is the primary objective of conducting incident investigations in the workplace?

- a) To punish the individual responsible for the incident
- b) To uncover the root causes and prevent similar incidents in the future
- c) To determine the financial cost of the incident
- d) To meet legal compliance only

2. Effective risk evaluation involves assessing the _____ and _____ of a hazard to determine its potential impact on the workplace.

3. Incident investigations aim to identify the root causes of accidents, but do not focus on risk evaluation.

4. Proposing corrective actions based on incident investigation findings helps prevent future incidents and improve workplace safety.

5. Wearing a _____ helps prevent inhalation of Gas & Fumes and reduces respiratory hazards.

6. To avoid electrocution risks, electrical tools should be kept away from _____ areas

2.4. Unit 2.3: Risk control and preventive Measures

2.4.1. Unit Objectives

At the end of this unit, students will be able to:

- **Develop Risk Response Strategies:** Learn to create effective strategies to respond to identified risks, focusing on reducing or eliminating potential hazards.
- **Involve Workers in Hazard Control:** Understand the importance of engaging workers in the process of identifying and controlling hazards to enhance safety and encourage collective responsibility.
- **Implement Preventive Measures:** Apply preventive measures to minimize risks and prevent incidents before they occur by improving existing safety protocols and procedures.
- **Foster a Proactive Safety Culture:** Cultivate a culture of safety where all individuals are actively involved in risk management, creating an environment where safety is prioritized at every level

2.4.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

2.4.3. Say

- Describe about Risk Response Strategies
- Describe about importance of engaging workers in the process of identifying and controlling hazards
- Describe about Preventive Measures
- Describe about how to foster a Proactive Safety Culture

2.4.4. Explain

- Describe about Risk Response Strategies
- Describe about importance of engaging workers in the process of identifying and controlling hazards

- Describe about Preventive Measures
- Describe about how to foster a Proactive Safety Culture

2.4.5. Activity

Instructions:

1. Group Formation: Divide participants into small groups (4-5 members per group).

2. Scenario Assignment: Each group receives a workplace scenario (e.g., electrical hazard, machine safety, working at heights).

3. Hazard Identification: Groups analyse the scenario, identifying potential hazards and associated risks.

4. Risk Control Measures: Participants develop strategies to control risks, involving worker participation in safety solutions.

5. Presentation: Each group presents their findings, explaining their risk response strategies and preventive measures.

6. Discussion & Feedback: Facilitator provides feedback and discusses best practices for fostering a proactive safety culture.

This activity enhances practical skills in risk management, teamwork, and workplace safety improvement

2.4.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

2.4.7. Summary

This unit focuses on developing effective **risk response strategies**, involving workers in **hazard identification and control**, and implementing **preventive measures** to minimize workplace risks. It emphasizes fostering a **proactive safety culture**, where safety is a shared responsibility among all employees, ensuring continuous improvement in workplace safety.

Key learning points include:

- **Developing Risk Response Strategies:** Understanding how to create effective strategies to eliminate or reduce hazards.
- **Worker Involvement in Hazard Control:** Encouraging employee participation in identifying and addressing workplace risks.
- **Implementing Preventive Measures:** Applying safety measures to minimize risks and prevent incidents.
- **Fostering a Proactive Safety Culture:** Creating an environment where safety is prioritized at all levels of an organization.

Through hands-on **group activities**, students will analyze workplace scenarios, identify hazards, and propose risk control strategies. The unit also emphasizes interactive learning, discussion, and continuous assessment to reinforce safety practices and encourage active participation in workplace safety improvement.

2.4.8. Exercise

1. What is the primary goal of developing risk response strategies?

- To ignore hazards that have low impact
- To eliminate or reduce potential hazards
- To transfer all risk responsibility to workers
- To delay action until an accident occurs

2. What is the primary goal of developing risk response strategies?

- To ignore hazards that have low impact
- To eliminate or reduce potential hazards
- To transfer all risk responsibility to workers
- To delay action until an accident occurs

3.A _____ safety culture ensures that all employees actively participate in workplace risk management.

4.One of the key preventive measures to minimize workplace risks is to improve _____ protocols and procedures.

5.Preventive measures should only be implemented after an accident occurs. (False)

6.Risk control strategies should include the participation of workers to enhance workplace safety.

2.5. Unit 2.4: Ergonomics and workplace safety enhancement

2.5.1. Unit Objectives

At the end of this unit, students will be able to:

- **Assess Workplace Ergonomics** – Evaluate current ergonomic conditions to identify potential risks and areas for improvement.
- **Employee Consultation** – Engage with employees to gather feedback on ergonomic challenges and design enhancements.
- **Implement Ergonomic Solutions** – Apply workplace modifications and best practices to minimize injuries and discomfort.
- **Promote Employee Health & Well-being** – Foster a safer and healthier work environment to support long-term employee wellness.
- **Enhance Workplace Safety** – Develop and enforce ergonomic policies that improve overall workplace safety and productivity

2.5.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

2.5.3. Say

- Describe about how to Evaluate current ergonomic conditions to identify potential risks and areas for improvement.
- Describe about Employee Consultation
- Describe about how to implement Ergonomic Solutions
- Describe about how to promote Employee Health & Well-being

2.5.4. Explain

- Describe about how to Evaluate current ergonomic conditions to identify potential risks and areas for improvement.
- Describe about Employee Consultation
- Describe about how to implement Ergonomic Solutions
- Describe about how to promote Employee Health & Well-being

2.5.5. Activity

An office employee (A) has been experiencing back pain and wrist strain while working at their desk. They approach their manager (B) to discuss ergonomic improvements.

1. Roles:

- **A (Employee):** Describes their discomfort and challenges related to their workstation.
- **B (Manager):** Listens to A's concerns, assesses the workstation, and suggests ergonomic improvements.
- **Observer (Optional):** Provides feedback on the conversation and ensures key ergonomic principles are addressed.

2. Instructions:

- **A:** Explains their daily discomfort, including issues like an uncomfortable chair, improper desk height, or screen positioning.
- **B:** Asks questions to understand the problem better and observes A's workstation setup.
- **B:** Suggests solutions such as an adjustable chair, ergonomic keyboard, monitor riser, or regular stretch breaks.
- **A:** Responds to the suggestions and discusses how they can be implemented.
- **Observer (if applicable):** Provides feedback on how effectively the ergonomic concerns were addressed.

3. Discussion Questions:

- What changes can be made to improve A's workstation?
- How can proper ergonomics help prevent long-term health issues?
- What steps can managers take to ensure all employees have ergonomic workstations?

This exercise encourages employees and managers to collaborate on ergonomic improvements and workplace safety

2.5.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

2.5.7. Summary

Key Topics Covered:

1. **Workplace Ergonomics Assessment:** Identifying risks like poor posture, repetitive strain, and workstation issues that may lead to discomfort or injury.
2. **Employee Consultation:** Engaging employees to understand their challenges and gather suggestions for improvements.
3. **Ergonomic Solutions Implementation:** Applying modifications like adjustable workstations, ergonomic furniture, and proper lighting to improve comfort and reduce strain.
4. **Promoting Health & Well-being:** Creating a safer environment through ergonomics to support long-term health and job satisfaction.
5. **Workplace Safety Enhancement:** Enforcing policies and practices that boost productivity and safety, ensuring employee protection from injury.
6. **Training & Awareness:** Educating employees on proper ergonomic practices and continuous improvement for long-term benefits.

2.5.8. Exercise

1. **What is one key benefit of proper workplace ergonomics?**
 - a) Increased employee discomfort
 - b) Prevention of injuries and improvement of comfort
 - c) Increased risk of repetitive strain injuries
 - d) Reduction in employee productivity
2. **Which of the following is an ergonomic solution for reducing strain at a workstation?**
 - a) Using a non-adjustable chair
 - b) Working for long periods without breaks
 - c) Installing adjustable desks and ergonomic chairs
 - d) Keeping the monitor at a fixed height without adjustments
3. Workplace ergonomics helps to prevent injuries by adjusting the _____ and _____ to suit the employee's comfort and needs.
4. To promote long-term employee well-being, it is important to introduce _____ breaks, encourage stretching exercises, and use ergonomic furniture and equipment.
5. **True or False:** Engaging employees in discussions about ergonomic concerns is an essential part of assessing and improving workplace ergonomics.

6.True or False: Regularly assessing workplace ergonomics is unnecessary once ergonomic solutions have been implemented.

2.6. Unit 2.5: Emergency Preparedness and resource planning

2.6.1. Unit Objectives

At the end of this unit, students will be able to:

- **Develop and implement multiple contingency plans** tailored to the workplace environment, addressing potential risks and emergency scenarios.
- **Adopt industry best practices** in emergency preparedness, ensuring that plans are effective, sustainable, and compliant with legal and safety standards.
- **Establish comprehensive emergency response and rescue plans** for various types of emergencies, ensuring that all employees are equipped with clear protocols and guidelines to follow during a crisis

2.6.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

2.6.3. Say

- Describe about how to Develop and implement multiple contingency plans
- Describe about emergency preparedness
- Describe about emergency response and rescue plans for various types of emergencies

2.6.4. Explain

- Describe about how to Develop and implement multiple contingency plans
- Describe about emergency preparedness
- Describe about emergency response and rescue plans for various types of emergencies

2.6.5. Activity

Instructions:

1. **Divide participants into small groups** (3-4 members per group).
2. **Assign each group a different emergency scenario** (e.g., fire, earthquake, chemical spill, medical emergency).
3. Each group will:
 - Develop a **contingency plan** for their assigned scenario.
 - Identify **emergency response steps** and **rescue procedures**, including key roles and responsibilities.
 - Present their plan to the larger group.
4. **Facilitator's Role:**
 - Observe and provide feedback on the clarity, feasibility, and completeness of each group's plan.
 - Ask follow-up questions to challenge groups to refine their strategies.

Debrief:

After presentations, facilitate a discussion on best practices, challenges faced, and how to improve their plans for real-life implementation

2.6.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

2.6.7. Summary

Emergency Preparedness and Resource Planning

This unit focuses on preparing participants to develop and implement effective contingency plans, adopt best practices in emergency management, and establish comprehensive emergency response and rescue strategies in the workplace.

Learning Objectives:

- **Contingency Planning:** Participants will create plans for various emergency scenarios (such as fire, medical emergencies, or natural disasters) and prioritize risks based on their likelihood and severity.
- **Industry Best Practices:** The unit emphasizes incorporating standards like ISO and OSHA regulations into emergency plans to ensure compliance and effectiveness.
- **Emergency Response & Rescue Plans:** Participants will design plans with clear roles, responsibilities, and communication protocols, ensuring safety and efficiency during a crisis.

Key Areas Covered:

1. **Contingency Planning:** Developing specific plans for different emergencies, addressing risk management, communication, and resource allocation.
2. **Industry Best Practices:** Reviewing recognized safety standards to enhance preparedness and alignment with national/international regulations.
3. **Emergency Response & Rescue:** Designing response protocols that incorporate evacuation procedures, first aid, and rescue operations.

2.6.8. Exercise

1. **Which of the following is NOT a key area covered in the emergency preparedness unit?**
 - A) Contingency Planning
 - B) Emergency Response & Rescue
 - C) Marketing Strategies
 - D) Industry Best Practices
2. **What is the primary purpose of adopting industry best practices, such as ISO and OSHA guidelines, in emergency preparedness plans?**
 - A) To increase company profits
 - B) To ensure compliance and enhance effectiveness
 - C) To comply with advertising regulations
 - D) To reduce employee workload
3. Contingency plans should address potential risks by identifying key _____ (personnel, equipment, and facilities) that are critical for responding to emergencies.
4. Emergency response plans should include clear roles and responsibilities, communication methods, and _____ (steps, deadlines, goals) to ensure an efficient and organized response during a crisis.
5. True or False: Industry standards such as ISO and OSHA are not important to incorporate into emergency preparedness plans.
6. True or False: Emergency response plans should include evacuation procedures, first aid, and rescue operations to guarantee the safety of employees.