

10 Steps

For a Safer & Healthier Workplace



International Labour Organization



1 Safety is everyone's business

If you see something wrong don't leave it for someone else. Regular discussions between colleagues, managers and workers are the key to good safety. Set up systems to exchange information, ideas and concerns and establish regular timetables for making checks.

2 Use your space well

Don't muddle up areas for working, resting or storage. Keep passageways and working spaces clear and well lit. Clean drinking water and rest room facilities should be easily available.

3 Check your work area

Schedule a few minutes regularly to check your work area. Ideally you should work at elbow height in a natural posture that minimises bending, twisting or arm-raising.

4 Install safety guards

Make sure any machines with dangerous moving parts have guards and that electric connections and wiring are safe. Service and maintain your equipment regularly and check at least once a month to ensure no broken or unstable parts.

5 Think about your environment

It's not just factory work that exposes you to hazards like dust, chemicals, noise and heat; offices and homes have them too. So maximise natural ventilation. Chemicals should be properly labelled and in a secure place. Keep the temperature comfortable.

6 Use protective equipment

Make sure adequate clothing and protective equipment are available - goggles, shoes, gloves, helmets, etc. First aid kits are important, as is training people in how to use them.

7 Use labour-saving equipment

Use (well-maintained) labour-saving equipment for lifting or moving heavy and awkward things, or performing regular tasks.

8 A change is as good as a rest

Add variety to what you or your employees do. Monotony and boredom are the enemies of quality and productivity as well as safety. Making work more interesting will also help to develop new skills.

9 Special care

Some of your colleagues may need special care to do their best; consider the needs of pregnant women, people with disabilities, migrant or foreign workers, the elderly.

10 Take a break

Don't forget to take a break. Regular short rests help to keep productivity and work quality high and accident levels low. Longer term, don't think of regular days off and vacations as a luxury, they help to avoid burn-out, fatigue and exhaustion.