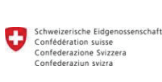




Federal Ministry of Labour
and Employment

Action Checklist on Occupational Safety and Health in Micro, Small, and Medium Enterprises in Nigeria



Norwegian Ministry
of Foreign Affairs

**Aliko Dangote
Foundation**



MAERSK



**BILL & MELINDA
GATES foundation**





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How to use

Action checklist is a workplace assessment tool for identifying and prioritizing areas of action for improvement. Using this action checklist first will give participants an overview of areas where they can propose to take action and help them determine what to prioritise. These priorities guide participants in planning for improvements.

Organize a work process review with the participation of workers, supervisors and managers. This exercise helps participants take a fresh look at the different risk exposure points and find practical improvement actions.

Step 1

Individually, read the action checklist carefully and define the workplace area to be assessed. Then, carry out a walk-through of the workplaces by looking at the different points in the action checklist. In doing so, focus on opportunities for improvement rather than dwelling on negative points or weaknesses in the work process. This will help promote positive and constructive dialogue, which can lead to a shared commitment to real improvements. Take photographs and note the main concerns or good examples.

Step 2

For each action, mark **No** or **Yes**

- ▶ If the action has been applied or it is not needed, mark **No**. ('No' means that existing condition is satisfactory or good)
- ▶ If you propose an action, mark **Yes**. ('Yes' means that it represents the risks that need to be addressed)
- ▶ Choose a few urgent actions, and mark **Priority** for these actions.
- ▶ Use the space under "Remarks" to add suggestions on how to implement the actions. Use this also to highlight existing good practices.

Step 3

Schedule a follow-up meeting to evaluate jointly the implementation of the priority actions and assess the results after a period of one to three months.

I. Materials storage and handling

1- Define passageways by painting visible lines on the floor.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

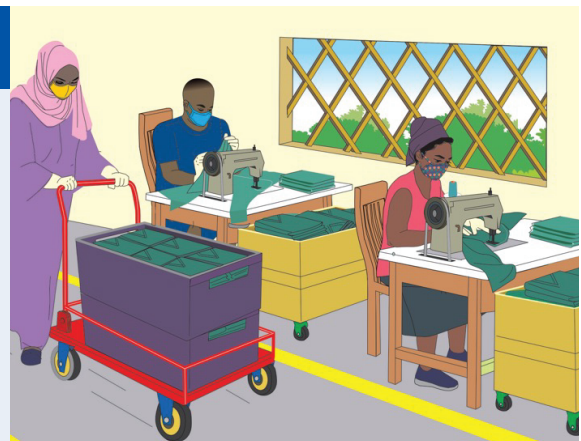


2- Make the surface of passageways clear, even, not slippery and without obstacles.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



3- Provide ramps with small inclination instead of stairways.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



4- Avoid placing materials on the floor but in a special storage.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



5- Save space by introducing multi-level shelves or racks near the work area.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



6- Use mobile storage racks.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



7- Use push carts, hand trucks or other wheeled devices when moving materials.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



8- Provide good handholds, grips or holding points for all packages and containers.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



9- Distribute the load between several people when the object is too heavy or too large to be handled by one person.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



10- Move materials horizontally at the same working height.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



11- Use conveyers, hoists and other mechanical means to reduce manual handling of materials.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



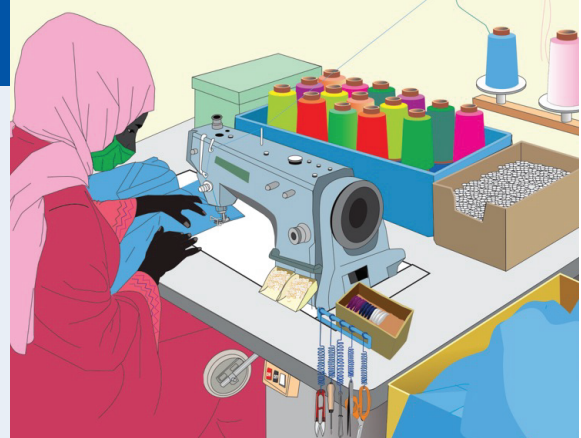
II- Work station design

12- Place frequently used materials, tools and controls within easy reach.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

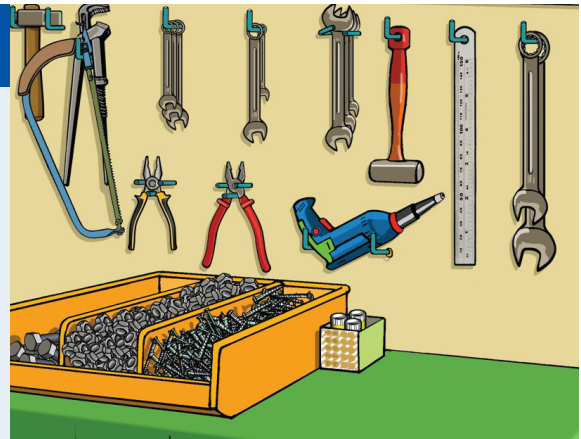


13- Provide a "home" for each tool.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



14- Adjust the working height for each worker at elbow level or slightly below it.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



15- Provide sitting workers with good chairs and a backrest.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

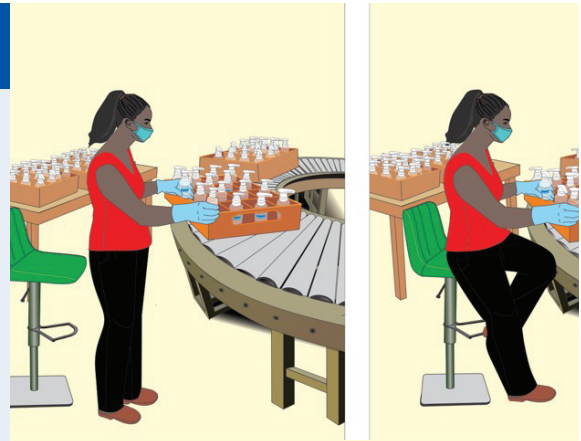


16- Allow workers to alternate standing and sitting at work as much as possible.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



17- Use jigs, vices and clamps to hold materials.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

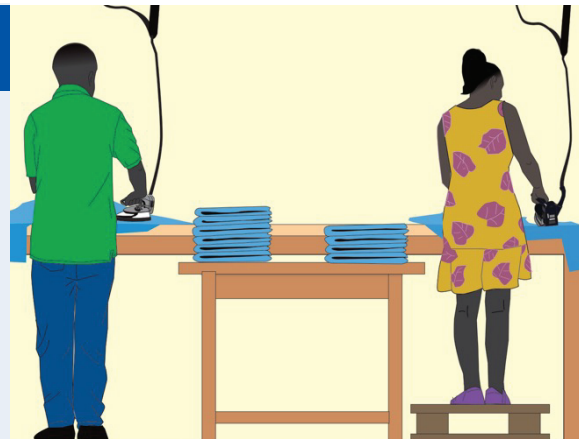


18- Use suspended tools which are easily moved.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

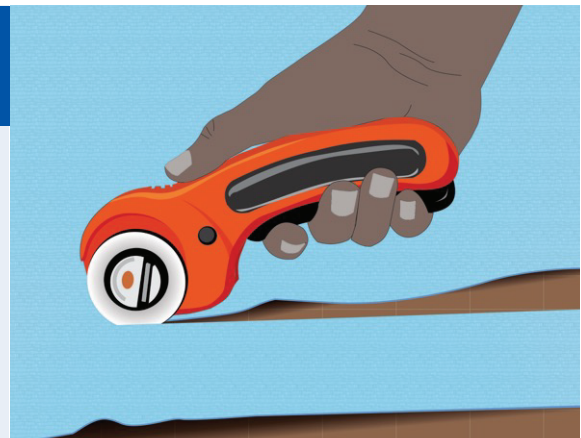


19- Provide hand tools with a grip of proper thickness, length and shape for easy handling.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

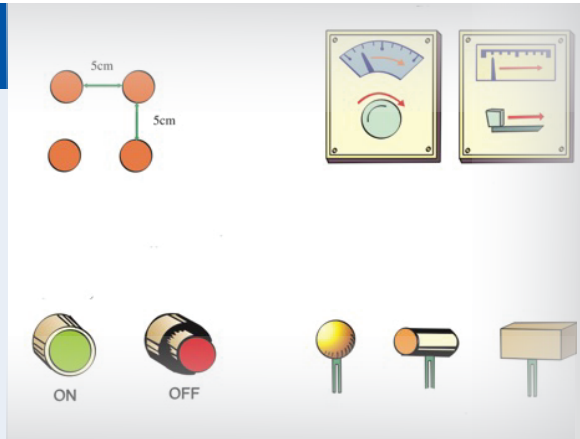


20- Make displays and switches easily distinguishable.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



21- Make the emergency switch clearly visible and easily accessible.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

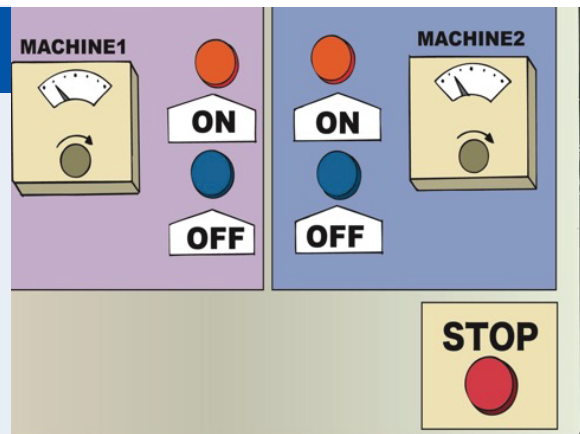


22- Attach simple local language to the controls or switches.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

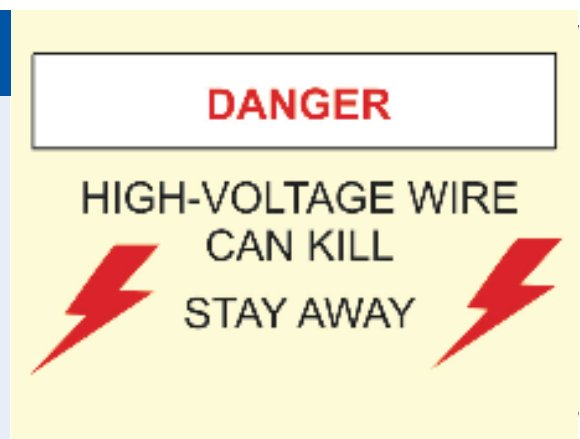


22a- Use warning signs that workers understand easily and correctly.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



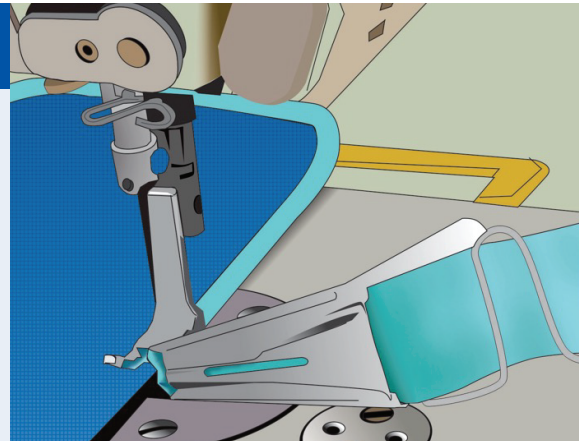
III- Machine safety

23- Use safe feeding and ejection devices to avoid danger and increase production.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

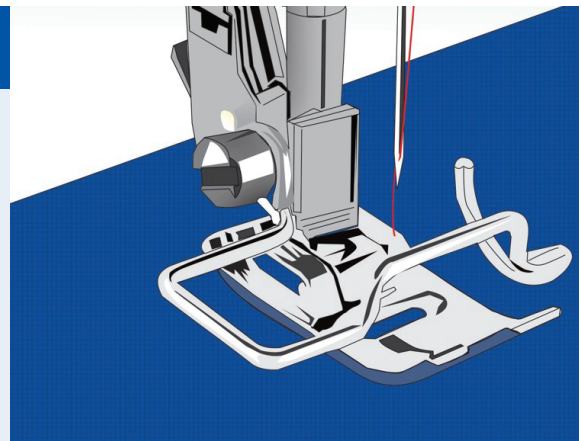


24- Attach proper guards to dangerous moving parts of machines.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

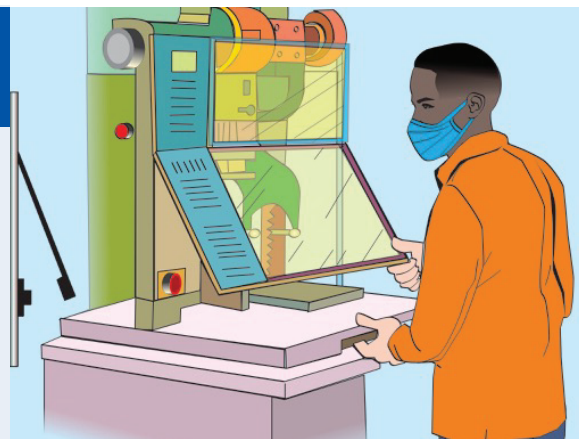


25- Use interlock barriers to make it impossible for workers to reach dangerous points when the machine is in operation.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

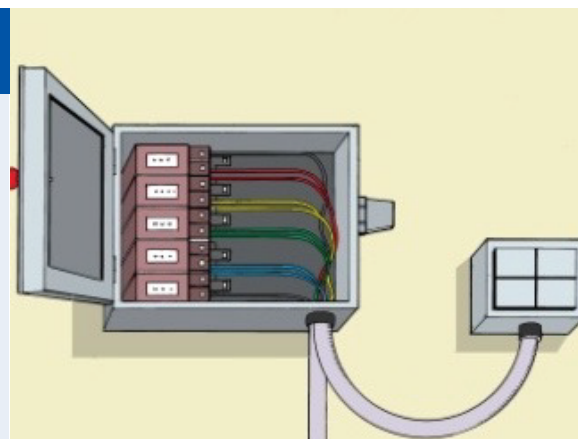


26- Ensure safe wiring connections for equipment and lights.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



IV- Work environment and control of hazardous chemicals

27- Make full use of daylight and provide light colours for walls and ceilings.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



28- Relocate light sources and provide local lights for precision or inspection work.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

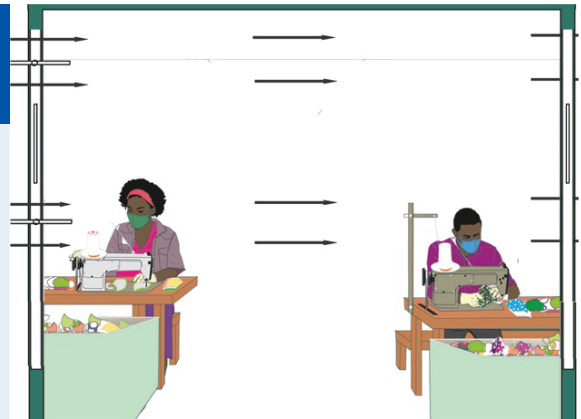


29- Make better use of horizontal air-flow to improve thermal comfort and control humidity.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



30- Protect the workplace from excessive outside heat.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



31- Improve ventilation systems to increase air flow.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



32- Place particularly noisy machines in a separate room, or outside the workplace.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

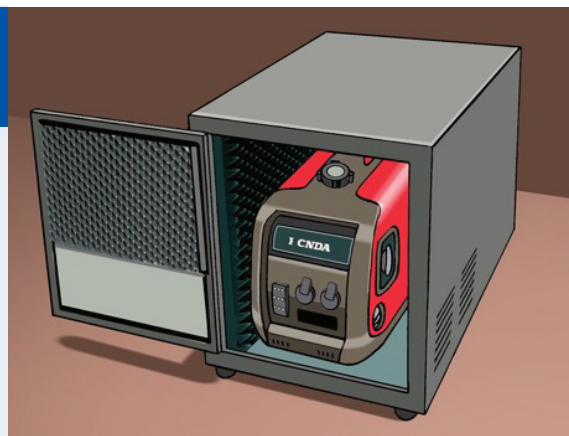


33- Use screens, barriers, enclosures and absorbent materials to reduce noise.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



34- Use effective local exhaust ventilation systems against heat, dust and chemicals.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



35- Substitute hazardous chemicals with less hazardous substances.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



36- Make sure that all chemicals are in covered containers, clearly labeled, and stored properly.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



37- Locate safety data sheets (SDS) in an easily accessible and clearly labeled in a written language understandable to workers.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



38- Provide enough fire extinguishers near the work area and be sure that workers know how to use them.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



39- Mark escape routes and keep them clear of obstacles.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



V- Control of COVID-19 and other infectious diseases

40- Provide adequate hand washing stations or hand sanitizers in convenient places.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

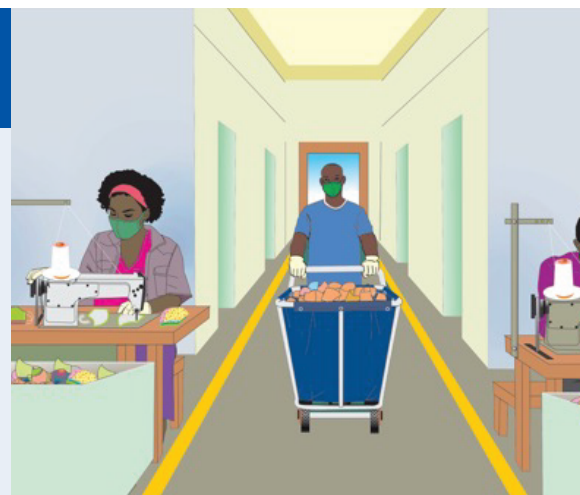


41- Encourage workers to wear masks properly and maintain physical distancing while at work.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



42- Promote one-way use of paths and use floor markings to reduce gatherings in the shared spaces.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



43- Increase the cleaning frequency of commonly touched surfaces, tools or equipment.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



44- Increase fresh air circulation by opening doors and windows where possible.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



45- Isolate the workers with COVID- 19 symptoms and arrange for safe transfer to health facilities.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



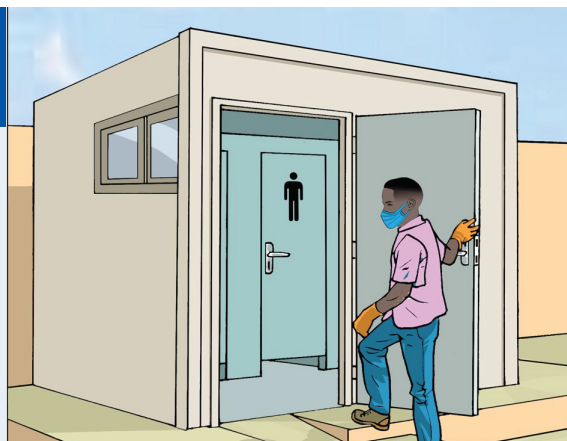
VI- Welfare facilities

46- Provide and maintain good and tidy sanitary facilities for men and women separately.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



47- Provide personal protective equipment that gives adequate protection.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



48- Provide appropriate personal protective equipment that gives adequate protection.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



49- Use important facilities such as canteens, lockers, health services, recreational facilities to attract and retain the best workers.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



50- Provide first aid equipment and train a qualified first-aider.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



51- Assist persons with disabilities, young workers and migrant workers in performing their job safely and efficiently.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



52- Give due attention to the safety and health of pregnant and nursing women.

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....

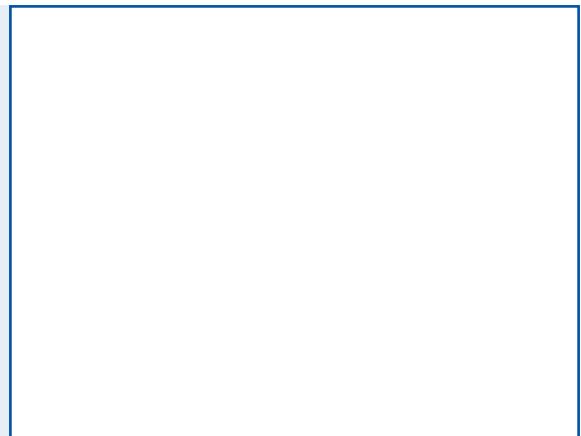


52a-

Do you propose action?

- ☐ No
☐ Yes
☐ Priority

Remarks:.....



Other Actions

53-

Do you propose action?
☐ No
☐ Yes
☐ Priority
Remarks:

54-

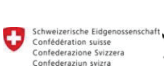
Do you propose action?
☐ No
☐ Yes
☐ Priority
Remarks:

55-

Do you propose action?
☐ No
☐ Yes
☐ Priority
Remarks:

56-

Do you propose action?
☐ No
☐ Yes
☐ Priority
Remarks:



This manual was developed under the joint project:
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