

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Observation exercise

Objective:

This exercise is intended to familiarize yourself with workplace observation from an OSH perspective.

Instructions:

1. A number of pictures of workplaces will be presented, sometimes with explanations, sometimes without.
2. For each picture / explanation, score your observation **from a scale of 0 to 3** as per the table below.
3. Provide a justification for your choice.
4. The correct responses are available at the end.

<i>Scoring Principles:</i>	
Not applicable to the enterprise	N-A
Hazard or risk neither identified nor managed (severity and probability high)	0
Hazard or risk identified but inadequately managed (severity and probability high)	1
Hazard or risk identified and somewhat managed (severity and probability medium)	2
Hazard or risk identified and adequately controlled (severity and probability low)	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 1

Ergonomics - posture



Matters to take into consideration			
Consider the working positions of the workers, the length of time they will be in that position, are they free to adjust their position?			
Score			
0 (N/A)	1	2	3

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Issue/Topic 2

Ergonomics - posture



Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 3

Ergonomics - Manual Handling



Matters to take into consideration			
When looking at manual handling activities consider any transporting or supporting of loads including the lifting, putting down, pushing, pulling, carrying or moving of the load by hand or bodily force. When assessing the activity consider the weight of the load, the container being used, the frequency of the lifting operation, the distance of transportation and the terrain. Also consider the posture of the worker when undertaking the manual handling operation. Can the operation be mechanised or is it possible to utilise a form of manual handling aids to assist in the operation.			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 4

Ergonomics - Manual Handling



Matters to take into consideration			
When looking at this image one may think of the chemical storage facilities however these blue containers are able to hold 65 litres and thus weigh at least 65Kgs when full. What consideration has been given to lifting the containers onto the racks?			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 5

Manual handling

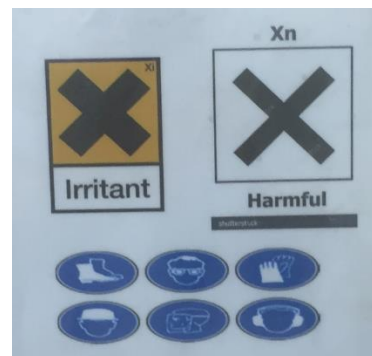


Matters to take into consideration			
When looking at manual handling activities consider any transporting or supporting of loads including the lifting, putting down, pushing, pulling, carrying or moving of the load by hand or bodily force. When assessing the activity consider the weight of the load, the container being used, the frequency of the lifting operation, the distance of transportation and the terrain. Also consider the posture of the worker when undertaking the manual handling operation. Can the operation be mechanised or is it possible to utilise a form of manual handling aids to assist in the operation.			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 6

Chemicals - Storage



Matters to take into consideration			
When looking at storage consider whether access to the chemicals is controlled, information provided to workers material safety data sheets (MSDS), the requirement for appropriate PPE when handling chemicals (one may wonder why in the above image there is a need for ear protection and a hard hat when handling the chemicals), the provision of an emergency shower, spill containment (to protect workers, the environment and prevent chemicals mixing).			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 7

Use of chemicals



Matters to take into consideration			
What chemical is being used, what control measures are in use, the maintenance of the control measures in use, information and training received by the workers with regards the safe systems of work to be used.			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 8

Use of chemicals



Left : © International Labour Organization/[Tea bushes are treated for a better harvest]

Right : © International Labour Organization/[Agricultural worker spraying crops to aid cultivation]

Matters to take into consideration			
What chemical is being used, what control measures are in use, the maintenance of the control measures in use, information and training received by the workers with regards the safe systems of work to be used.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 9

Dust



Matters to take into consideration			
Are there notable dust levels in the factory? For example, on flat surfaces or on grills, using a high power light or looking in the sunrays to see if dust is present. Have any measurements of dust level been taken? Are there any extraction systems, e.g. local exhaust ventilation, hovers, etc. If no extraction and high level of dust present, is PPE being worn?			
Score			
0 (N/A)	1	2	3

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Issue/Topic 10

Dust



Matters to take into consideration			
Are there notable dust levels in the factory? For example, on flat surfaces or on grills, using a high power light or looking in the sunrays to see if dust is present. Have any measurements of dust level been taken? Are there any extraction systems, e.g. local exhaust ventilation, hovers, etc. If no extraction and high level of dust present, is PPE being worn?			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 11

Movement of vehicles



Matters to take into consideration			
Transport vehicular activities separation of pedestrians and vehicles, training of drivers and maintenance of equipment Safe site Well defined traffic routes free from obstruction, firm and even surfaces. Every effort made to separate pedestrians from vehicles. Pedestrian crossing points. Effective one way system for HGVs Safe vehicle Effective maintenance of steering, brakes and lights. ROPs and seat belts fitted when appropriate. Reversing aids fitted when appropriate Safe driver Fork lift truck drivers trained and competent, similar for other types of vehicle. Active supervision of driver behaviour.			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 12

Movement of vehicles



Matters to take into consideration			
Transport vehicular activities separation of pedestrians and vehicles, training of drivers and maintenance of equipment Safe site Well defined traffic routes free from obstruction, firm and even surfaces. Every effort made to separate pedestrians from vehicles. Pedestrian crossing points. Effective one way system for HGVs Safe vehicle Effective maintenance of steering, brakes and lights. ROPs and seat belts fitted when appropriate. Reversing aids fitted when appropriate Safe driver Fork lift truck drivers trained and competent, similar for other types of vehicle. Active supervision of driver behaviour.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 13

Slips and trips



Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 14

Slips and trips



Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 15

Slips and trips



Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 16

Working at height



Matters to take into consideration			
Identification of activities and precautions involving falls from height (work above 2m?), including maintenance, cleaning and repair, has been identified and workers instructed in precautions.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 17

Working at height



Matters to take into consideration			
Identification of activities and precautions involving falls from height (work above 2m?), including maintenance, cleaning and repair, has been identified and workers instructed in precautions.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 18

Access to water



Matters to take into consideration			
Workers should have unrestricted access to a supply of clean drinking water. In hot climates workers should have regular breaks to enable them to prevent dehydration. The area of the water supply should be clean and well drained so as to prevent the build-up of infectious organisms / material.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 19

Access to water



Matters to take into consideration			
Workers should have unrestricted access to a supply of clean drinking water. In hot climates workers should have regular breaks to enable them to prevent dehydration. The area of the water supply should be clean and well drained so as to prevent the build-up of infectious organisms / material.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 20

Access to toilets and rest/welfare facilities



Matters to take into consideration			
Are clean facilities provided where workers can eat and rest, the facilities should be large enough to accommodate the workforce (this may be achieved through rotation of rest breaks)? Are secure facilities provided for workers to safely store personal items? Are secure breast feeding facilities provided?			
Score			
0 (N/A)	1	2	3

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Issue/Topic 21

Welfare facilities



Matters to take into consideration			
Suitable and sufficient toilet and washing facilities, including showers if necessary, should be provided at readily accessible places for workers. Separate facilities should be provided women and men. These facilities should have doors on them which are lockable from the inside thereby ensuring security and privacy. The washing facilities should be provided in the same vicinity as the toilet facilities so as to ensure appropriate hygiene.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 22

Access to toilets and rest/welfare facilities

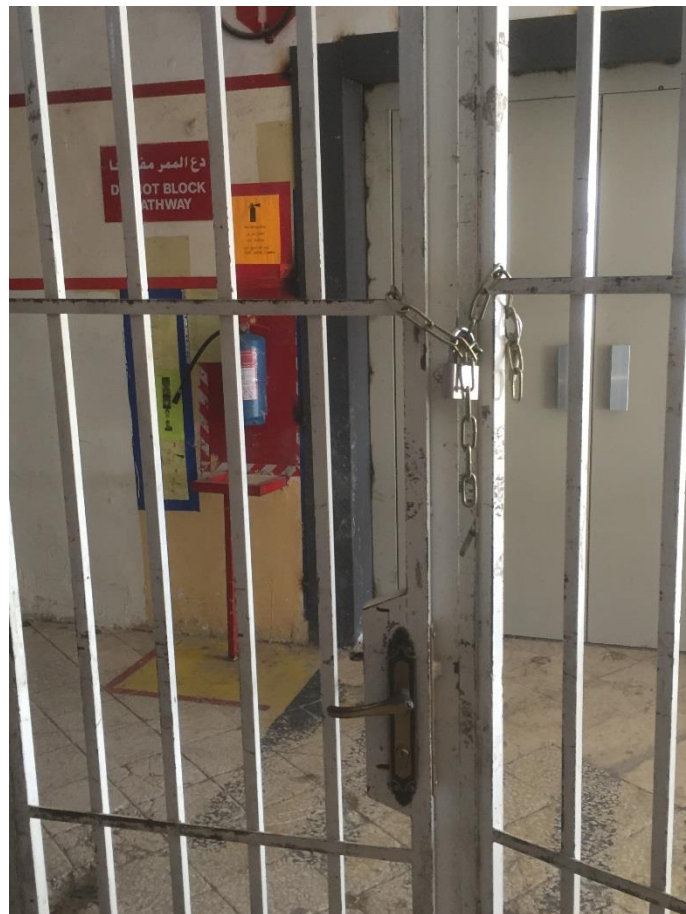


Matters to take into consideration			
Suitable and sufficient toilet and washing facilities, including showers if necessary, should be provided at readily accessible places for workers. Separate facilities should be provided women and men. These facilities should have doors on them which are lockable from the inside thereby ensuring security and privacy. The washing facilities should be provided in the same vicinity as the toilet facilities so as to ensure appropriate hygiene.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 23

Fire safety



Matters to take into consideration			
Should a fire occur all workers/visitors when at the workplace work must have unobstructed access to all fire exists. Fire exists that have to be locked due to security issues must be able to be opened easily in an emergency.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 24

Fire safety



Matters to take into consideration			
Management of hazard presented by fire. The presence of a fire evacuation plan and firefighting equipment and the need to ensure that workers have been trained in the evacuation plan/procedures as well as the identification of persons who have been trained in the use of firefighting equipment and the maintenance of the firefighting equipment.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 25

Electricity



Matters to take into consideration			
Maintenance of electrical systems, many fires are started due to electrical faults. Fixed circuits should be tested to ensure they are safe and not overloaded by competent electricians. However the majority of electrical faults on portable electrical equipment can be detected visually, damaged cables, sockets, plugs, inappropriate electrical connections, cables not clamped in plugs (this prevents the electrical connections from pulling free and possible shorting / sparking and starting fires.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 26

Electricity



Matters to take into consideration			
Maintenance of electrical systems, many fires are started due to electrical faults. Fixed circuits should be tested to ensure they are safe and not overloaded by competent electricians as well as operated by competent electricians. Access to the main circuits should be restricted to competent electricians. Work on the circuits should only be carried out when the circuits are disconnected from the grid.			
Score			
0 (N/A)	1	2	3

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Issue/Topic 27

Noise



Matters to take into consideration			
When possible measure the level of noise and identify if this is constant during the working day as it is not only the level of noise that presents a hazard but also the length of exposure. If it is not possible to measure the noise a rule of thumb is if you cannot hear someone speak at a normal level who is 2 metres from you then it is likely the level of noise is sufficient to damage hearing. Can workers be separated from the source of the noise or can the source of noise be relocated away from the workers. If not what level of PPE is provided and is it worn correctly?			
Score			
0 (N/A)	1	2	3

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Issue/Topic 28

Noise



Score			
0 (N/A)	1	2	3

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Issue/Topic 29

Noise



Score			
0 (N/A)	1	2	3

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Issue/Topic 30

Guarding of machinery

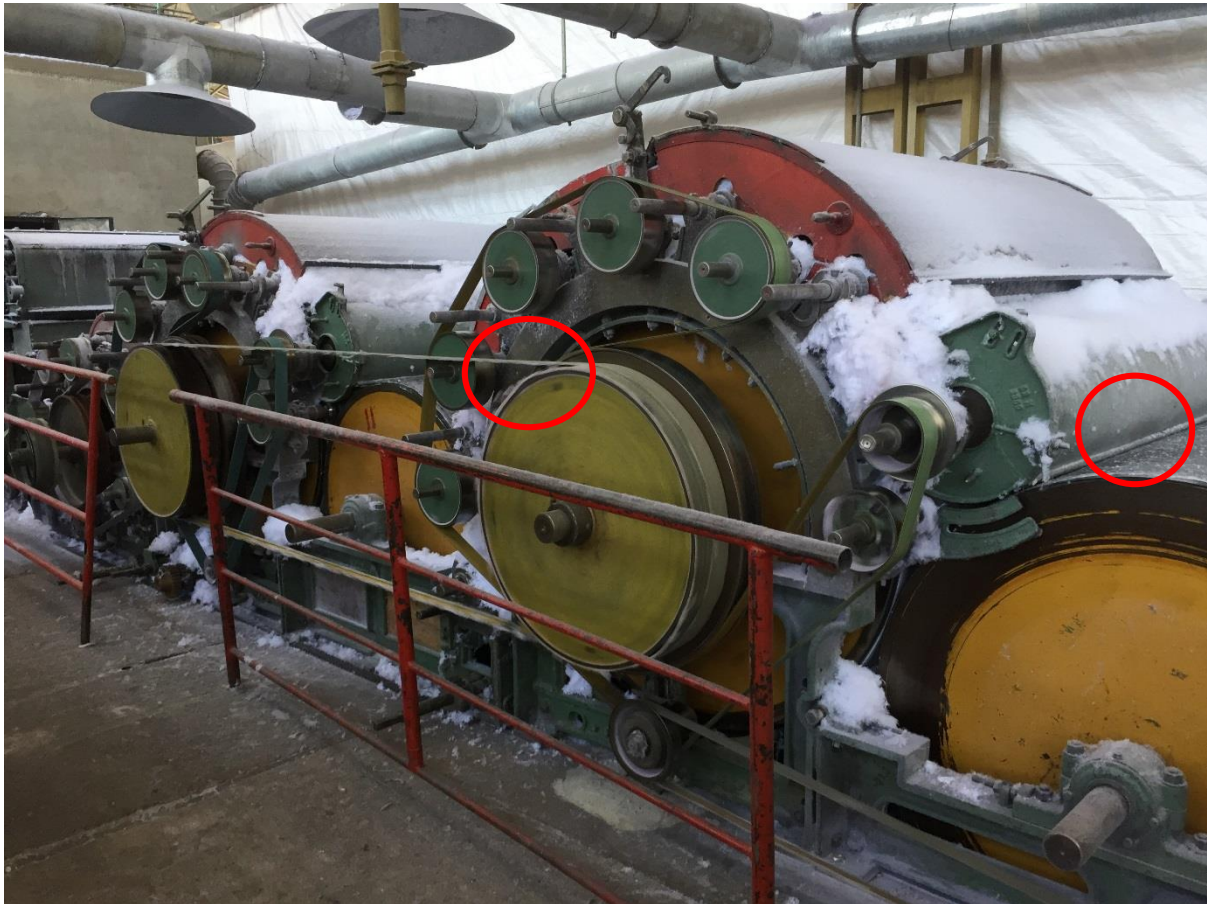


Matters to take into consideration			
Has access to all dangerous part of the machine been prevented by following the hierarchy of control measures – engineering controls (guards), administrative controls – supervision of safe systems of work, PPE – and in all cases has the operator been trained in the safe systems of work to be followed			
Score			
0 (N/A)	1	2	3

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Issue/Topic 31

Guarding of machinery



Matters to take into consideration			
Has access to all dangerous part of the machine been prevented by following the hierarchy of control measures – engineering controls (guards), administrative controls – supervision of safe systems of work, PPE – and in all cases has the operator been trained in the safe systems of work to be followed			
Score			
0 (N/A)	1	2	3

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Issue/Topic 32

Personnel Protective Equipment (PPE)

Matters to take into consideration

PPE is necessary to protect workers from health and safety hazards when residual risks cannot be controlled by collective measures. All too often we see PPE being used when collective control measures have not been considered or there has been no real identification measurement of the hazard that is assumed to be present. Also one often sees PPE being worn that would provide no protection against the hazard that is assumed to be present. Often wearing PPE for the working day is uncomfortable and may in itself generate other issues e.g. a cloth mask being worn over a mouth will become wet and this in itself may lead to dermatological conditions.

It is extremely important that employers identify the residual risk ensuring the level of the hazard (measuring the concentration of dust / the level of noise) has been identified and then identify appropriate PPE in consultation with workers. The worker must be informed of the hazard and level or risk and trained in how to wear the PPE.



Score			
0 (N/A)	1	2	3

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Issue/Topic 33

Personnel Protective Equipment (PPE)



Score			
0 (N/A)	1	2	3

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Issue/Topic 34

Personnel Protective Equipment (PPE)



Score			
0 (N/A)	1	2	3

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Correction

Issue/Topic 1

Ergonomics- posture



Matters to take into consideration

Consider the working positions of the workers, the length of time they will be in that position, are they free to adjust their position?

Score

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0 (N/A)	1	2	3
Justification			
These workers are tasked with making the boxes for the fruit to be transported in. Whilst the work at this stage does not involved handling a load the working positions adopted by these workers may result in musculoskeletal disorders. No work stations have been provided if work stations were provided these workers would be able to move about more freely and adjust their working positions. One may also ask why they have nuisance dust masks on their foreheads- Unlikely there is a need for any dust mask for this operation.			

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Issue/Topic 2

Ergonomics- posture



Score			
0 (N/A)	1	2	3
Justification			
These machinists are working at sewing machine workstations that are adjustable in height (they are not perhaps individually adjusted) the chairs are also adjustable and have back supports.			

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Issue/Topic 3

Ergonomics - Manual Handling



Matters to take into consideration			
When looking at manual handling activities consider any transporting or supporting of loads including the lifting, putting down, pushing, pulling, carrying or moving of the load by hand or bodily force. When assessing the activity consider the weight of the load, the container being used, the frequency of the lifting operation, the distance of transportation and the terrain. Also consider the posture of the worker when undertaking the manual handling operation. Can the operation be mechanised or is it possible to utilise a form of manual handling aids to assist in the operation.			
Score			
0 (N/A)	1	2	3
Justification			
The worker here is transporting a box of lychee (weight approximately 20 Kgs), from various parts of the field to the truck, the carrying distance varies with a maximum of between 75-100 metres. The container is solid and has good lifting handles but it is not possible to carry it alone over long distances by these handles due to the required carrying posture. The terrain is flat and firm. No consideration has been given to using manual handling aids (sac trollies/wheel barrows) which would reduce the effort required to transport the load.			

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Issue/Topic 4

Ergonomics - Manual Handling



Matters to take into consideration			
When looking at this image one may think of the chemical storage facilities however these blue containers are able to hold 65 litres and thus weigh at least 65Kgs when full. What consideration has been given to lifting the containers onto the racks?			
Score			
0 (N/A)	1	2	3
Justification			
There does not seem to be a reason as to why the metal trays cannot be a floor level and this would lower the level of risk as workers would not need to lift the containers to the higher level. If the metal trays need to be at a higher level then perhaps they could be stores on a pallet and then when filled a fork lift truck could be used to lower them to an easier level. Closed transfer systems could also be sued when emptying the containers – this would reduce the need to manually handle the containers when decanting as well as reducing the risk of chemical contact.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 5

Manual handling



Matters to take into consideration			
When looking at manual handling activities consider any transporting or supporting of loads including the lifting, putting down, pushing, pulling, carrying or moving of the load by hand of bodily force. When assessing the activity consider the weight of the load, the container being used, the frequency of the lifting operation, the distance of transportation and the terrain. Also consider the posture of the worker when undertaking the manual handling operation. Can the operation be mechanised or is it possible to utilise a form of manual handling aids to assist in the operation.			
Score			
0 (N/A)	1	2	3
Justification			
These workers are involved in unloading produce from the truck. The containers weigh approx. 25 Kgs. There are two workers in the truck to bring the products to the tailgate and we see 3 slides that are present to enable the workers on the factory floor to push/pull the containers to the next working position. Whilst manual handling is still taking place less force is required to push/pull as compared to lifting and thus there is less risk to the workers. If the slides had rollers the containers would roll more freely. However some thought has gone into reducing the amount of manual handling.			

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Issue/Topic 6

Chemicals - Storage



Matters to take into consideration			
When looking at storage consider whether access to the chemicals is controlled, information provided to workers material safety data sheets (MSDS), the requirement for appropriate PPE when handling chemicals (one may wonder why in the above image there is a need for ear protection and a hard hat when handling the chemicals), the provision of an emergency shower, spill containment (to protect workers, the environment and prevent chemicals mixing).			
Score			
0 (N/A)	1	2	3
Justification			
The images above show a clean organised store with an emergency shower present, the chemicals are labelled, information is provided to workers and measures to contain spillage were present. One might question the signage of PPE, the signage should only identify what is needed rather than have a blanket signage. When unnecessary signs are present workers are more likely to ignore all warning signs.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 7

Use of chemicals



Matters to take into consideration			
What chemical is being used, what control measures are in use, the maintenance of the control measures in use, information and training received by the workers with regards the safe systems of work to be used.			
Score			
0 (N/A)	1	2	3
Justification			
Looking at the image we see engineering controls present, the water backed extraction booth and the worker involved in the spraying is spraying towards the rear of the extraction booth. Management have advised that the air flow into the booth is regularly tested to ensure it is correct and thus the capture rate of the overspray is correct. Maintenance of the booth is conducted on monthly and there is an automated sludge removal mechanism to reduce the risk of exposure to chemicals when cleaning. However we note workers wearing PPE. The workers in the foreground are wearing a mask and other material under the mask. One wonders why a mask is being worn as the engineering controls should be sufficient. If they are insufficient the PPE is being worn inappropriately another mask and cloth should not be worn under the PPE. One may question the information and training supplied to the workers on the hazards they are exposed to. This may result in a score of 2-3.			

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Issue/Topic 8

Use of chemicals



Left : © International Labour Organization/[Tea bushes are treated for a better harvest]

Right : © International Labour Organization/[Agricultural worker spraying crops to aid cultivation]

Matters to take into consideration			
What chemical is being used, what control measures are in use, the maintenance of the control measures in use, information and training received by the workers with regards the safe systems of work to be used.			
Score			
0 (N/A)	1	2	3
Justification			
In the images above workers are involved in applying pesticides to various crops. The workers on the left are working in crops that are tall and once the pesticide is applied the workers will walk through a wet crop and their clothes will become wet and this may result in chemicals being absorbed through the skin. The worker on the right may not be walking through tall crops but without any footwear chemical will be directly in contact with his lower legs and feet. One would question the OSH management and understanding of risks presented by these operations from management and the workers themselves. No PPE is being worn.			

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Issue/Topic 9

Dust



Matters to take into consideration			
Are there notable dust levels in the factory? For example, on flat surfaces or on grills, using a high power light or looking in the sunrays to see if dust is present. Have any measurements of dust level been taken? Are there any extraction systems, e.g. local exhaust ventilation, hovers, etc. If no extraction and high level of dust present, is PPE being worn?			
Score			
0 (N/A)	1	2	3
Justification			
In this image we can see dust/dirt collecting on the grill for this fan. Management advised this was cleaned every two weeks thus there must be high level of dust in this premises. The fan will also redistribute the dust into the breathing zones of workers, as there is no filtering mechanism.			

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Issue/Topic 10

Dust



Matters to take into consideration			
Are there notable dust levels in the factory? For example, on flat surfaces or on grills, using a high power light or looking in the sunrays to see if dust is present. Have any measurements of dust level been taken? Are there any extraction systems, e.g. local exhaust ventilation, hovers, etc. If no extraction and high level of dust present, is PPE being worn?			
Score			
0 (N/A)	1	2	3
Justification			
Management advised that the workstations were cleaned every week and using the hover means that the removed dust is captured and not redistributed into the breathing zones.			

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Issue/Topic 11

Movement of vehicles



Matters to take into consideration			
Transport vehicular activities separation of pedestrians and vehicles, training of drivers and maintenance of equipment Safe site Well defined traffic routes free from obstruction, firm and even surfaces. Every effort made to separate pedestrians from vehicles. Pedestrian crossing points. Effective one way system for HGVs Safe vehicle Effective maintenance of steering, brakes and lights. ROPs and seat belts fitted when appropriate. Reversing aids fitted when appropriate Safe driver Fork lift truck drivers trained and competent, similar for other types of vehicle. Active supervision of driver behaviour.			
Score			
0 (N/A)	1	2	3
Justification			
At these premises the traffic routes are free from obstruction and the drives are trained. When vehicles are reversing banksmen (guides) wearing high visibility clothes are used to guide driver and ensure no obstruction/pedestrians are behind the vehicle. All pedestrians in the image above are wearing high visibility clothing but perhaps more effort could be done to segregate their rest area from a traffic route, a rail /barrier may suffice. With regards the score it's a high 2 but not 3 as workers rest in area where vehicles present.			

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Issue/Topic 12

Movement of vehicles



Matters to take into consideration			
Transport vehicular activities separation of pedestrians and vehicles, training of drivers and maintenance of equipment Safe site Well defined traffic routes free from obstruction, firm and even surfaces. Every effort made to separate pedestrians from vehicles. Pedestrian crossing points. Effective one way system for HGVs Safe vehicle Effective maintenance of steering, brakes and lights. ROPs and seat belts fitted when appropriate. Reversing aids fitted when appropriate Safe driver Fork lift truck drivers trained and competent, similar for other types of vehicle. Active supervision of driver behaviour.			
Score			
0 (N/A)	1	2	3
Justification			
We must question the training and competence of the driver if they are prepared to operate this vehicle in this manner. No active supervision of driver or worker. The bucket of the vehicle is not a safe working platform.			

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Issue/Topic 13

Slips and trips



Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3
Justification			
The machine operator spends many hours at this machine and at his working position there is a damaged board over damaged flooring both of which present a tripping hazard for the worker, behind the worker we also see tripping hazards. Repairing the flooring and a rail behind the worker would remove these hazards. As the risk here is to one operator we could possible justify a score of 2			

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Issue/Topic 14

Slips and trips



Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3
Justification			
This employer is making alterations to their factory and many workers are involved. There is a great deal of debris and other material on the floor which is presenting a tripping hazard to many workers. The workers in the blue overalls is also wearing tongs, no protection to his feet and this type of footwear is wholly inappropriate in this situation.			

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Issue/Topic 15

Slips and trips

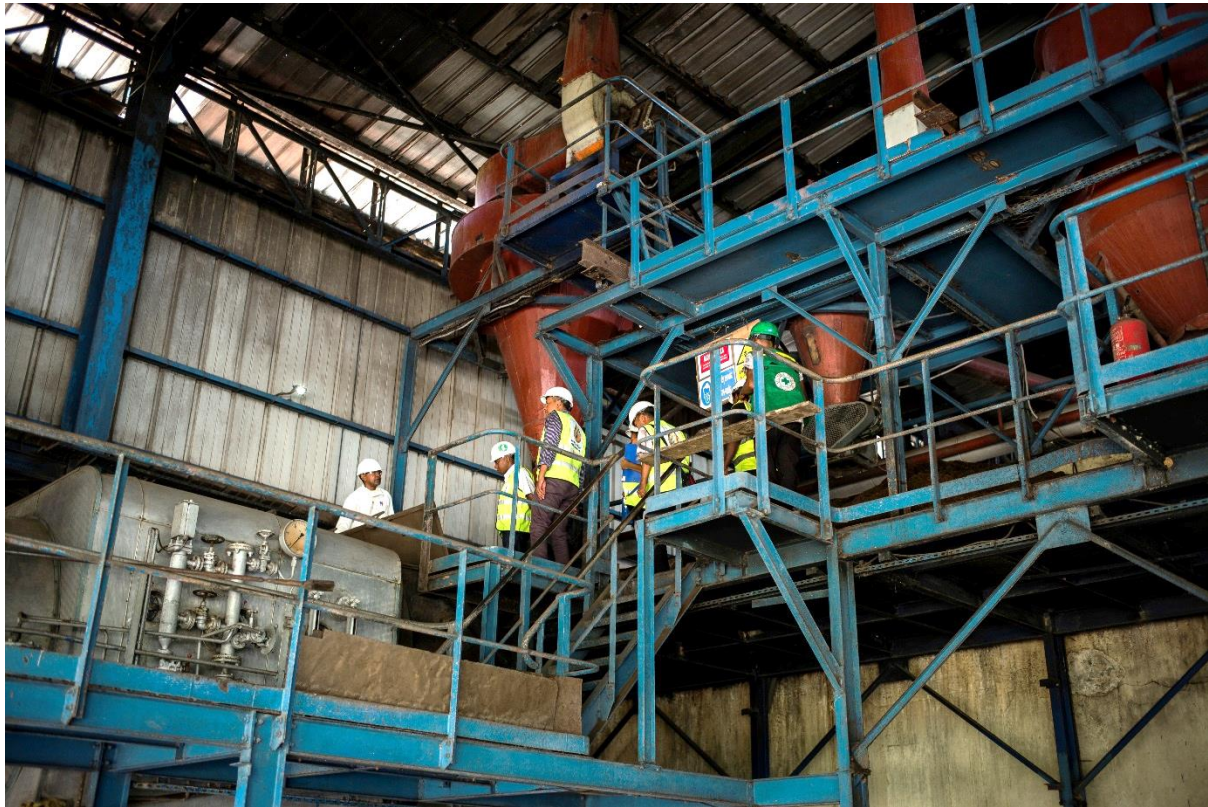


Matters to take into consideration			
Conditions of floors, stairways, presence of objects on floor presenting tripping hazards, type of footwear being worn.			
Score			
0 (N/A)	1	2	3
Justification			
The employer at these premises had delineated walkways from working areas. The working areas are generally clear of tripping hazards as are the walkways.			

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Issue/Topic 16

Working at height



Matters to take into consideration			
Identification of activities and precautions involving falls from height (work above 2m?), including maintenance, cleaning and repair, has been identified and workers instructed in precautions.			
Score			
0 (N/A)	1	2	3
Justification			
This inspection / maintenance team have to work at height when inspecting and maintaining this plant. Edge protection is present consisting of two guard rails of sufficient strength and at a correct height (approx. 0.5 and 1 metre above the working platform) to prevent a person falling from height if they fell against them. A toe board is also present to prevent objects on the platforms falling on to persons below.			

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Issue/Topic 17

Working at height



Matters to take into consideration			
Identification of activities and precautions involving falls from height (work above 2m?), including maintenance, cleaning and repair, has been identified and workers instructed in precautions.			
Score			
0 (N/A)	1	2	3
Justification			

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These workers are not only currently working at height and there is no edge protection, they are also involved in manual handling activities whilst at height. One is barefooted and the other is wearing tongs (flip flops). One also wonders how the platform they are working on was accessed.

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 18

Access to water



Matters to take into consideration			
Workers should have unrestricted access to a supply of clean drinking water. In hot climates workers should have regular breaks to enable them to prevent dehydration. The area of the water supply should be clean and well drained so as to prevent the build-up of infectious organisms / material.			
Score			
0 (N/A)	1	2	3
Justification			
The image above shows a water supply, whilst the water supplied is clean and access is unrestricted the surrounding area is not clean and this leads to an increased risk of disease.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 19

Access to water



Matters to take into consideration			
Workers should have unrestricted access to a supply of clean drinking water. In hot climates workers should have regular breaks to enable them to prevent dehydration. The area of the water supply should be clean and well drained so as to prevent the build-up of infectious organisms / material.			
Score			
0 (N/A)	1	2	3
Justification			
The image above shows a water supply, the water supplied is clean and access is unrestricted and the surrounding area is also clean and waste water is transported away from the area preventing stagnant water from being present. This water supply also enables workers to be able to wash their hands and rinse their eating utensils.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 20

Access to toilets and rest/welfare facilities



Matters to take into consideration			
Are clean facilities provided where workers can eat and rest, the facilities should be large enough to accommodate the workforce (this may be achieved through rotation of rest breaks)? Are secure facilities provided for workers to safely store personal items? Are secure breast feeding facilities provided?			
Score			
0 (N/A)	1	2	3
Justification			
The image shows clean facilities that were large enough for the workforce (upon rotation). The lime coloured room at the rear was a secure private breast feeding room.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 21

Welfare facilities



Matters to take into consideration			
Suitable and sufficient toilet and washing facilities, including showers if necessary, should be provided at readily accessible places for workers. Separate facilities should be provided women and men. These facilities should have doors on them which are lockable from the inside thereby ensuring security and privacy. The washing facilities should be provided in the same vicinity as the toilet facilities so as to ensure appropriate hygiene.			
Score			
0 (N/A)	1	2	3
Justification			
The facilities provided in this image were clean, hot and cold running water was available and separate facilities were provided for women and men. The toilet and shower facilities were also lockable from inside each individual facility.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 22

Access to toilets and rest/welfare facilities

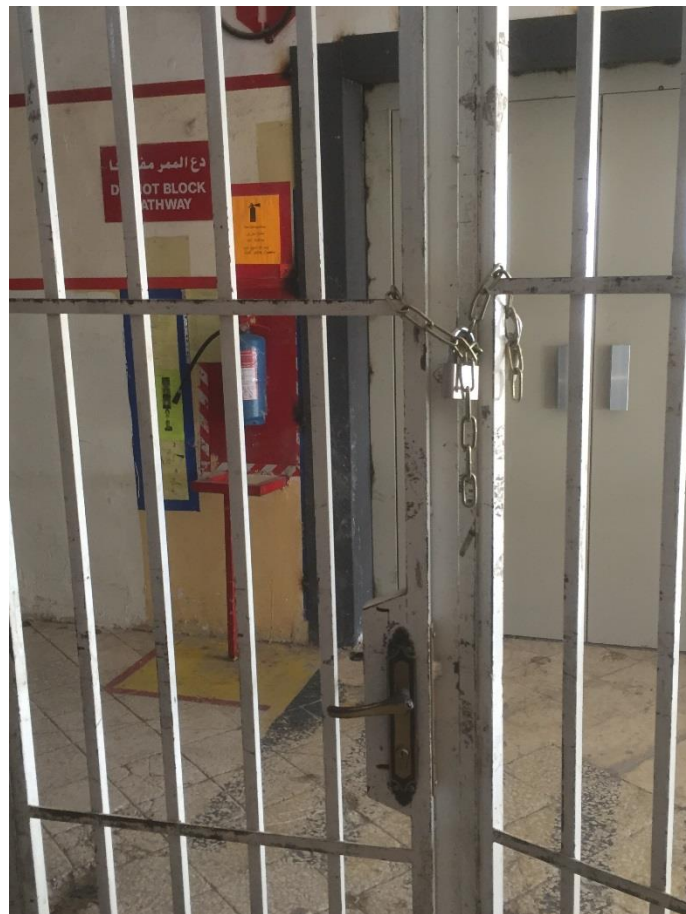


Matters to take into consideration			
Suitable and sufficient toilet and washing facilities, including showers if necessary, should be provided at readily accessible places for workers. Separate facilities should be provided women and men. These facilities should have doors on them which are lockable from the inside thereby ensuring security and privacy. The washing facilities should be provided in the same vicinity as the toilet facilities so as to ensure appropriate hygiene.			
Score			
0 (N/A)	1	2	3
Justification			
The facilities provided in this image were dirty and not secure, there are no doors and security and privacy are not assured. There were also no washing facilities.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 23

Fire safety

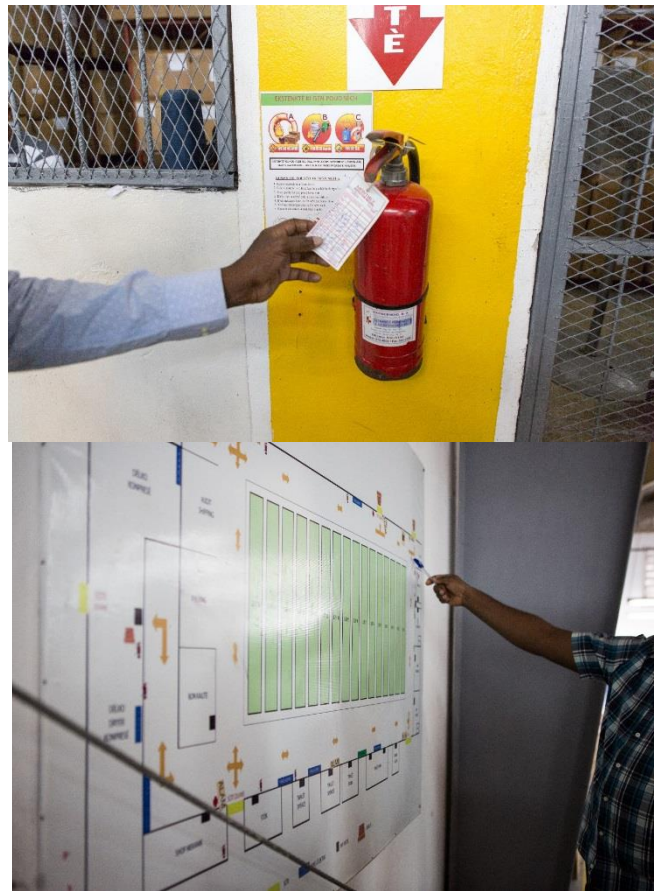


Matters to take into consideration			
Should a fire occur all workers/visitors when at the workplace work must have unobstructed access to all fire exists. Fire exists that have to be locked due to security issues must be able to be opened easily in an emergency.			
Score			
0 (N/A)	1	2	3
Justification			
The access to this fire exit was locked and thus in an emergency workers would not be able to use this exist. Whilst the photo shows a fire extinguisher (which is a good point) the fact that the gate is locked overrides this as this creates a far greater risk to the workers.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 24

Fire Safety



Matters to take into consideration			
Management of hazard presented by fire. The presence of a fire evacuation plan and firefighting equipment and the need to ensure that workers have been trained in the evacuation plan/procedures as well as the identification of persons who have been trained in the use of firefighting equipment and the maintenance of the firefighting equipment.			
Score			
0 (N/A)	1	2	3
Justification			
The premises has taken all the above matters into consideration. The evacuation procedure is well known documented and fire drills are completed every 6 months. Specific workers have been trained in the use of the firefighting equipment and the equipment is well maintained.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 25

Electricity



Matters to take into consideration			
Maintenance of electrical systems, many fires are started due to electrical faults. Fixed circuits should be tested to ensure they are safe and not overloaded by competent electricians. However the majority of electrical faults on portable electrical equipment can be detected visually, damaged cables, sockets, plugs, inappropriate electrical connections, cables not clamped in plugs (this prevents the electrical connections from pulling free and possible shorting / sparking and starting fires.			
Score			
0 (N/A)	1	2	3
Justification			
The sockets on the left are obviously damaged and the cable in the right does not have a plug, thus there is an inappropriate connection and there would be no earthing/grounding for the appliance.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 26

Electricity



Matters to take into consideration			
Maintenance of electrical systems, many fires are started due to electrical faults. Fixed circuits should be tested to ensure they are safe and not overloaded by competent electricians as well as operated by competent electricians. Access to the main circuits should be restricted to competent electricians. Work on the circuits should only be carried out when the circuits are disconnected from the grid.			
Score			
0 (N/A)	1	2	3
Justification			
The worker in the image is a trained competent qualified electrician. Management have advised the circuits have been examined and have provided evidence to that fact. Access to the electrical boards is controlled and the circuits are locked.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 27

Noise



Matters to take into consideration			
When possible measure the level of noise and identify if this is constant during the working day as it is not only the level of noise that presents a hazard but also the length of exposure. If it is not possible to measure the noise a rule of thumb is if you cannot hear someone speak at a normal level who is 2 metres from you then it is likely the level of noise is sufficient to damage hearing. Can workers be separated from the source of the noise or can the source of noise be relocated away from the workers. If not what level of PPE is provided and is it worn correctly?			
Score			
0 (N/A)	1	2	3
Justification			
The worker in the above image was working in a noisy environment (level 84.3 dB(A)) for 10 hours / day. Appropriate ear protection was provided and being worn. (There may be issues to raise regarding the necessity and fit of the filtering facepiece (mask)). Clean individual storage facilities were provided for the workers to store their PPE.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 28

Noise



Score			
0 (N/A)	1	2	3
Justification			
The worker in the above image was working in a noisy environment for 8 hours / day; it was impossible to have a normal conversation with workers who were only 1 metre away. The PPE provided was appropriate. However the worker was not wearing it correctly and did not understand the necessity to wear it correctly. The supervisor in the area was not wearing any PPE and was not ensuring workers wore the PPE correctly. Thus one can question the information and training provided to the worker and supervisor and the safety culture.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 29

Noise



Score			
0 (N/A)	1	2	3
Justification			
The above image shows a compressor that is situated next to a workstation (the orange coat is on a chair) whilst this compressor does not run constantly when it does run the noise level at 2 metres from the compressor is 93dB(A). The compressor could have been positioned the other side of the blue wall thus separating the workers from the noise.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 30

Guarding of machinery

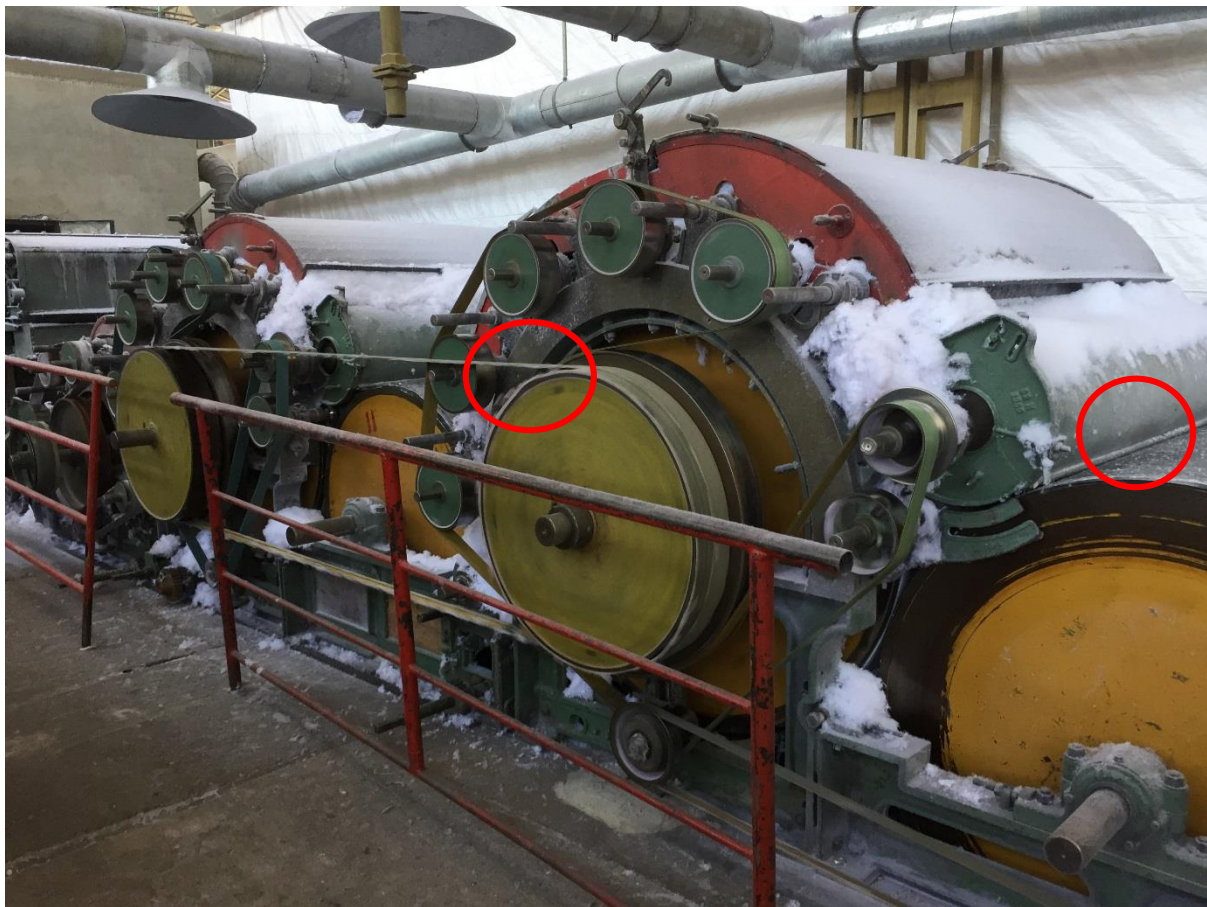


Matters to take into consideration			
Has access to all dangerous part of the machine been prevented by following the hierarchy of control measures – engineering controls (guards), administrative controls – supervision of safe systems of work, PPE – and in all cases has the operator been trained in the safe systems of work to be followed			
Score			
0 (N/A)	1	2	3
Justification			
Whilst the operator is wearing chain mail gloves (the required PPE) the engineering controls on the machine- the guard is not correctly adjusted, it should be lowered so as to be as close as possible to the material being cut, thus one questions the training and competence of the worker. The workers supervisor should also be ensuring that the workers follows the safe system of work.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 31

Guarding of machinery



Matters to take into consideration			
Has access to all dangerous part of the machine been prevented by following the hierarchy of control measures – engineering controls (guards), administrative controls – supervision of safe systems of work, PPE – and in all cases has the operator been trained in the safe systems of work to be followed			
Score			
0 (N/A)	1	2	3
Justification			
The employer has made an effort to install some sort of guarding (the red barriers) but these are incomplete and do not prevent access to the dangerous parts of this machine (in running nips on the belt and pulley drives), in running rollers. Access to all dangerous parts must be prevented and should be sufficiently far away from the dangerous parts to prevent any part of the body that can pass the guard from reaching the danger. Also the guards should be of a design that renders it difficult to climb over them.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 32

Personnel Protective Equipment (PPE)

Matters to take into consideration
PPE is necessary to protect workers from health and safety hazards when residual risks cannot be controlled by collective measures. All too often we see PPE being used when collective control measures have not been considered or there has been no real identification measurement of the hazard that is assumed to be present. Also one often sees PPE being worn that would provide no protection against the hazard that is assumed to be present. Often wearing PPE for the working day is uncomfortable and may in itself generate other issues e.g. a cloth mask being worn over a mouth will become wet and this in itself may lead to dermatological conditions. It is extremely important that employers identify the residual risk ensuring the level of the hazard (measuring the concentration of dust / the level of noise) has been identified and then identify appropriate PPE in consultation with workers. The worker must be informed of the hazard and level or risk and trained in how to wear the PPE.



Score			
0 (N/A)	1	2	3
Justification			
The workers in this image are involved in screen printing. The workers in the foreground are spreading an ink paste. There is no possibility of dust and the material safety data sheet stated that no precautions were required. Thus why is PPE being worn? Management stated it was in case a hazard was present, this signifies that no suitable assessment had been carried out on the work activity to identify if hazards were present. If there was a risk of exposure to dust or chemical vapour the masks being worn are totally inappropriate.			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 33

Personnel Protective Equipment (PPE)



Score			
0 (N/A)	1	2	3
Justification			
The workers in this image are involved in removing some colouring from the jeans. The worker in the foreground was stated to be wearing a mask to protect him from inhaling the chemical residue (dye) in the jeans and yet the mask is not over his nose! What levels of chemical are airborne? No measurements had been taken! The mask is also wholly inappropriate for providing protection against chemicals or dust.			
The worker in the foreground may need some form of protection for his hands as they seem to be coloured, the hand of the worker behind him (top right) seems to have fabricated some form of protection for his fingers			

STEP 3 - TRAINING MATERIAL NO. 9 - Observation exercise

Issue/Topic 34

Personnel Protective Equipment (PPE)



Score			
0 (N/A)	1	2	3
Justification			
The 3 workers circled in this image are working in the same area and are involved in operating sewing machines. Two of the workers are wearing a cloth mask and one, like many others in the image, is not. Apparently the masks are being worn to protect against the inhalation of dust particles, if this protection is required what aren't all workers wearing appropriate protection?. Management have not measure any dust levels so there is no knowledge of exposure levels or whether PPE is required. The current masks being worn are not appropriate and would not provide any protection against the inhalation of dust particles.			

So HOW do I fit my mask correctly?

