WSQ – Workplace Safety and Health

Practices Implementation

(EVS-WSH-1006-1.1)

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Document Title : Workplace Safety and Health Practices Implementation

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LESSON PLAN

DAY 1

1. Course Introduction & Administration (课程介绍和管理)

- Ice Breaker
- Logistic details
- Course objectives

2. Performance Statement 1 – Follow Workplace Practices and Risk Control Procedures

- Workplace Safety and Health Act (WSHA) Introduction
- Personal Hygiene
- Use and Maintain Personal Protective Equipment (PPE)
- Safety Signs
- Workplace Hazards & Risks
- Report unsafe acts/practices/behaviours/conditions

3. Performance Statement 2 – Participate in Workplace Safety and Health Management Activities

- Your role in Risk Assessment and Risk Control
- Identify and report potential hazards
- Identify correct PPE for work
- Participate in resolving hazards and risk within the work area

LESSON PLAN

4. Performance Statement 3 – Follow Workplace Emergency Response Procedures

- Dealing with emergencies and non-emergencies
- Your role in dealing with emergencies
- Emergency Equipment
- Safety Training
- Infectious Diseases

5. Course Administration (课程管理)

- Evaluation feedback

6. Assessment (测验/评估)

- Assessment brief
- Practical Performance – Role play (A 1-12)
- Oral Questions (K 1 – 13)
- Brief outcome of assessment

Learning Outcomes

At the end of the training programme, learners will able to perform and deliver the followings:

- Identify hazards at the workplace
- Learn how to deal with hazards
- Perform risk control procedures
- Understand and identify the different safety signs
- Adopt safe work procedures and codes of practice
- Follow and apply emergency procedures
- Identify and report unsafe working conditions
- Adopt the usage of personal protective equipment
- Apply reporting procedures on risks and hazards

Follow Workplace Practices and Risk Control Procedures

Workplace Safety and Health Act (WSHA) Introduction

The Workplace Safety and Health Act covers the safety, health and welfare of persons (workers) at work in a workplace. It is an essential part of a framework to cultivate good safety habits in all individuals, so as to create a strong safety culture in workplaces.

Responsibilities of **stakeholders**

They include **employers, principals, occupiers, manufacturers or suppliers** (including hazardous substances and machinery and equipment), **installers or erectors**, **employees and the self-employed.**

Follow Workplace Practices and Risk Control Procedures

The WSH Act has four key features:

- It places responsibilities on stakeholders who have it within their control to ensure safety at the workplace.
- It focuses on workplace safety and health systems and outcomes, rather than merely on compliance.
- It facilitates effective enforcement through the issuance of remedial orders.
- It imposes higher penalties for non-compliance and risky behaviour.

Follow Workplace Practices and Risk Control Procedures

Responsibilities of **Employee**

- Maintain Good Personal Hygiene at Workplace
- Use and maintain proper PPEs for the jobs
- Understand and follow safety signs
- Use and maintain machine safety devices
- Monitor and avoid unsafe working conditions or acts
- Aware and avoid workplace hazards
- Report unsafe work conditions & work practices
- Report work incidents and accidents
- Do not tamper with safety equipment/devices
- Co-operate with employer and others to comply with the Act
- Do not endanger the safety and health of others
- Stand at court for conviction if found guilty of any offence

Follow Workplace Practices and Risk Control Procedures

Effects of Accidents

Some of the consequences that employees may experience after accidents include



Personal hardships [pain and suffering]

- High levels of physical changes and pain;
- High emotional suffering and increased anxiety
- Depression



Loss of work

- Reduced capacity to perform daily life activities;
- Increased rates of work absence and unemployment

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Reduced productivity

The absence of the injured worker leads to a loss of productivity



Poor employee morale

The psychological toll of witnessing or being involved in an accident can lead to decreased morale and increased stress among employees.

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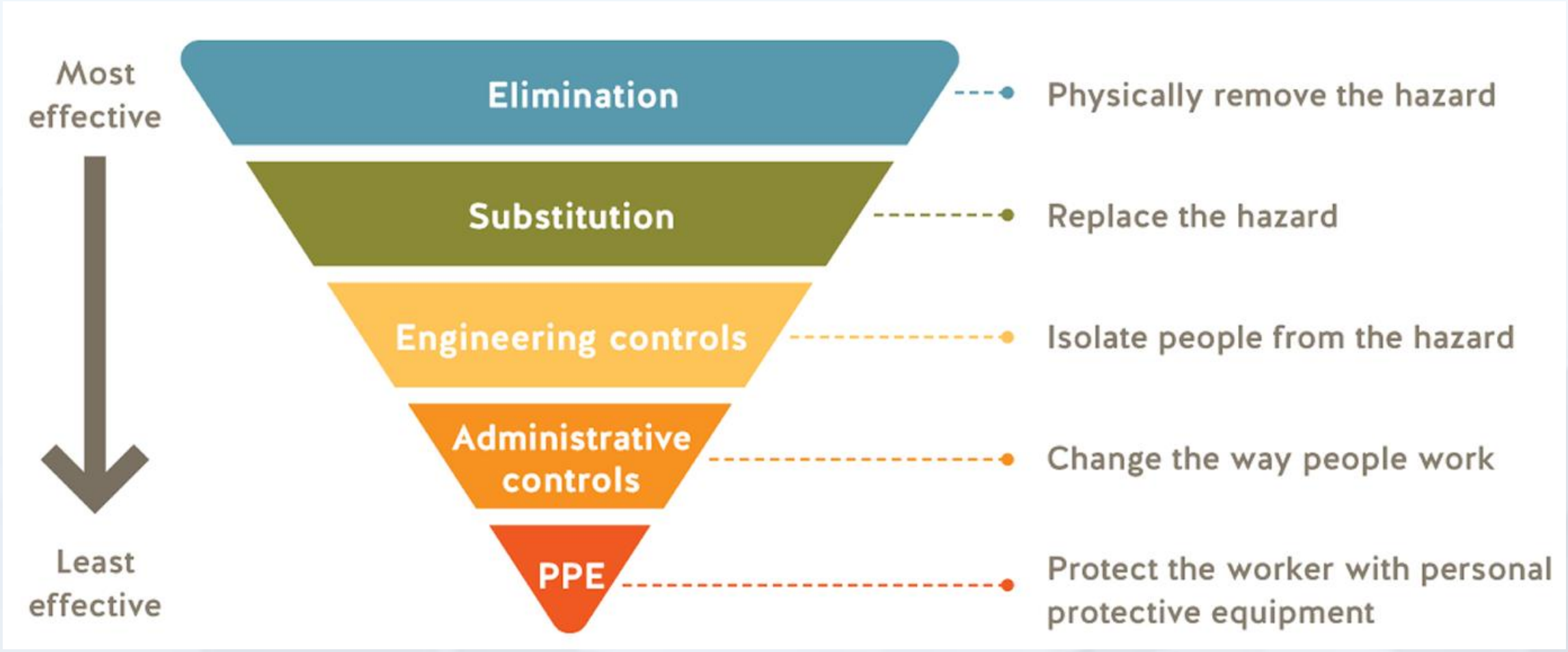


Increased unnecessary costs to the organization

- Medical expenses,
- Increased worker's compensations,
- Increased insurance premiums

Follow Workplace Practices and Risk Control Procedures

Risk Control Measures



Follow Workplace Practices and Risk Control Procedures

Personal Hygiene



Follow Workplace Practices and Risk Control Procedures

Personal Hygiene



Follow Workplace Practices and Risk Control Procedures

Personal Hygiene

- Wet hands with water, apply soap and lather well

  先用清水冲洗手，然后仔细涂上肥皂。

- Rub each area together for at least 15 seconds 仔细搓手至少15秒

  1. Palm to palm 手掌对手掌
  2. Back of hands 手背
  3. Between fingers 手指间
  4. Back of fingers 手指肚
  5. Base of thumbs 大拇指底部
  6. Fingernails 指甲
  7. Wrists 手腕



- Rinse hands and dry thoroughly with a clean towel/ paper towel

  最后用水将手冲洗干净，用干净的毛巾或纸巾彻底擦干。

Follow Workplace Practices and Risk Control Procedures

Use and Maintain Personal Protective Equipment (PPE)



Follow Workplace Practices and Risk Control Procedures

PPE provide a means to protect you against injuries. But you must know the limitations of the PPE

Ear Plugs		Rubber Boots	
Goggles		Safety Helmet	
Face Mask		Protective Gloves	

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Checking and maintaining of Gloves



Hold the gloves at point A as indicated in the picture on the left and rotate frontward to capture as much as to bloat the glove

After usage, wash gloves and hang to dry in the picture indicated on the right



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Learning Activity 1 – Identify the missing PPE





Follow Workplace Practices and Risk Control Procedures



Follow Workplace Practices and Risk Control Procedures

Safety Sign Logo

Shape	Meaning	Explanation
	Prohibition (禁止/Dilarang)	Must not do what as indicated by the symbol
	(Red Circle & Diagonal Line)	禁止做标志上所指的事情
	（红色圆圈及对角线） (Bulatan Merah)	Jangan melakukan perkara yang dipampangkan
	Mandatory (强制性的/Wajib)	Follow the instruction as indicated by the symbol
	(Blue Circle)	遵循标志上的指令
	（蓝色圆圈） (Bulatan Biru)	Ikuti arahan yang dipampangkan
	Warning (警告/Amaran)	Presence of certain hazard as indicated by the symbol
	(Yellow/ Black)	存在一定的风险
	（黄色/黑色）(Kuning/Hitam)	Kehadiran bahaya tertentu seperti yang ditunjukkan oleh simbol

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Shape	Meaning	Explanation
	Safe Condition (安全状况 / Keadaan yang selamat)	Existence of safe conditions
	安全标志	安全情况下
	(Green) (绿色） (Hijau)	Keadaan yg selamat
	Fire Safety (消防安全/Peralatan Pemadam Api)	Presence of fire fighting equipment and its location
	消防安全	表明消防设备及其位置
	(Red) (红色） (Merah)	Kehadiran Peralatan Pemadam Api

Follow Workplace Practices and Risk Control Procedures





Follow Workplace Practices and Risk Control Procedures



Mandatory Signs specify that an instruction must be carried out. Symbols (or "pictograms") are depicted in white on a blue circular background. Sign wording, if necessary, is in black lettering on a white background.

Highly visible safety signs can help prevent injuries and ensure that all staff and visitors are aware of any dangerous hazards.

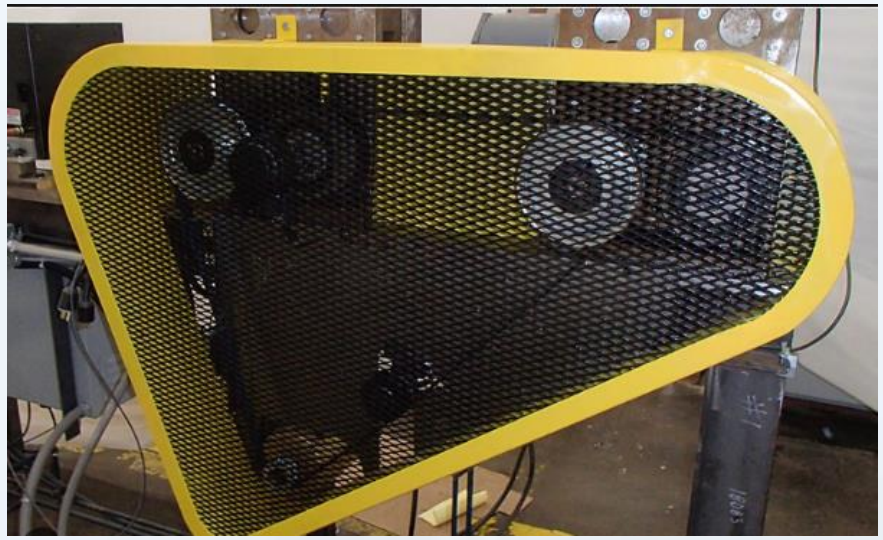


Follow Workplace Practices and Risk Control Procedures

Safety Devices



Earth-Leakage Circuit Breakers (ELCB)
The earth leakage circuit breaker (ELCB) is used to protect persons against electric shock hazards and to prevent a fire.



Machine guarding is a safety feature on or around engineering equipment consisting of a shield covering hazardous areas of a machine to prevent contact with body parts or to control hazards like chips or sparks from exiting the machine.

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Safety Sign Purpose

Safety signs and symbols are used as safety communication tools—they help send clear messages, instructions, and warnings without the use of too many words.

Designed to regulate and control safety related behaviour, to warn of hazards and to provide emergency information including fire protection information.

- Safety communication
- Accident prevention
- Fire protection
- Health hazard identification
- Emergency evacuation

Follow Workplace Practices and Risk Control Procedures

WSH Issues at Workplace

A. Unsafe conditions
B. Unsafe acts
C. Workplace Hazards



Follow Workplace Practices and Risk Control Procedures

WSH Issues at Workplace

A. Unsafe Condition

Unsafe conditions are hazards that have the potential to cause injury or death to an employee.

Condition can refer to

- Environment 所处的环境
- Tools 使用的工具
- Equipment 使用的设备





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B. Unsafe Act refers to:

Unsafe acts are actions or behaviors of an individual that can lead to accidents or injuries.

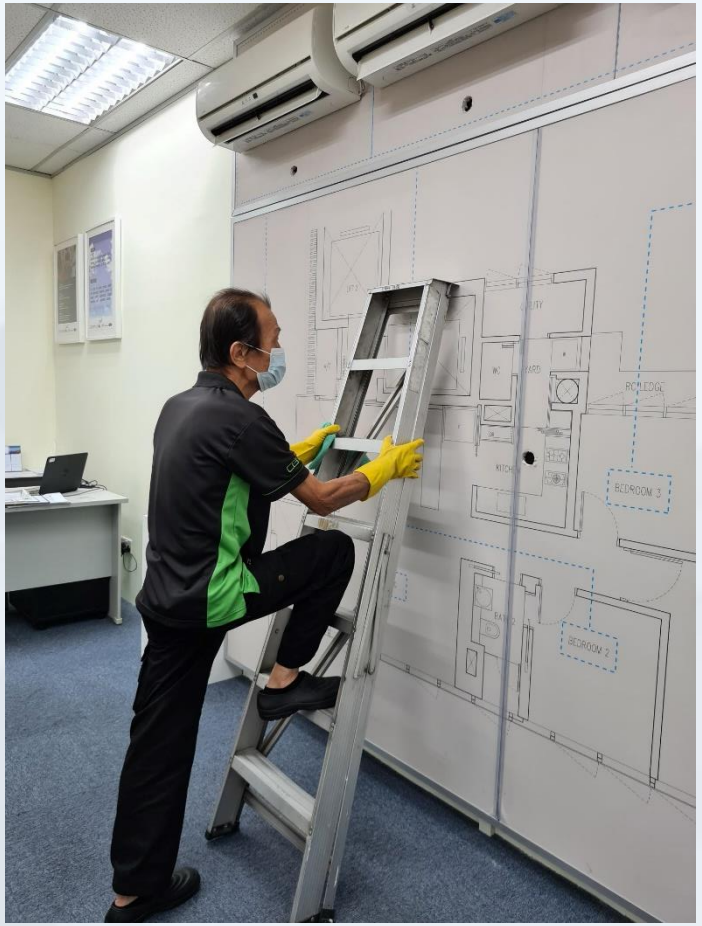


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B. Unsafe Act refers to

The actions that a person does







Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards













Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards



Hazards - Biological Hazard and Infectious Diseases

Causes:

- Human Contact (Bacteria & Viruses)
- Infectious diseases



Cough and Flu

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C. Workplace Hazards



Hazard: Falling hazard



Slip:
Fall to the Back



Trip:
Fall to the Front



Fall

Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards



Hazard: Falling hazard



Falling Object



Working at Height NOT more than 3 Metres

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C. Workplace Hazards



Hazard: Ergonomic Hazard

Includes

- Backache
- Shoulder aches
- Knee pains



Repetitive tasks



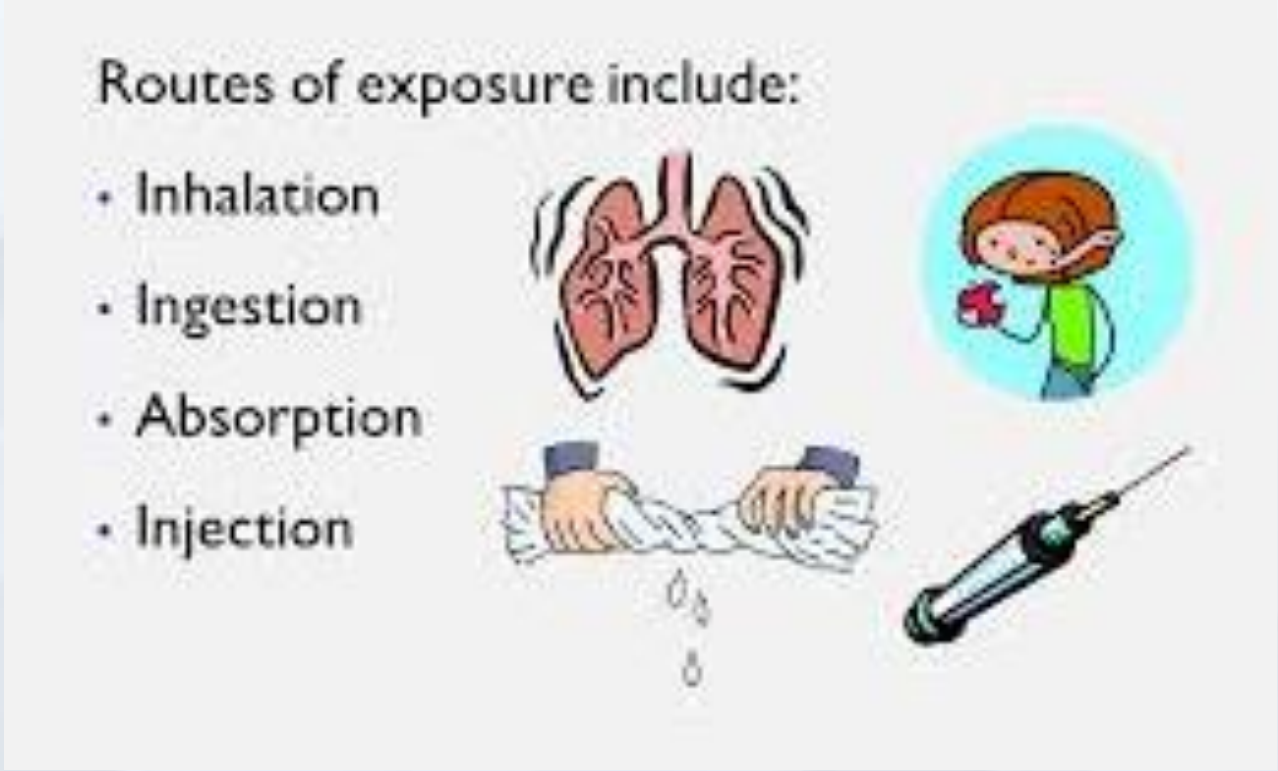
Wrong posture

Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards



Hazard: Chemical Hazard



Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards



Hazard: Electrical Hazard



Overloading of sockets



Messy extension wires under the table

Follow Workplace Practices and Risk Control Procedures

C. Workplace Hazards



Hazard: Fire & Explosion Hazard



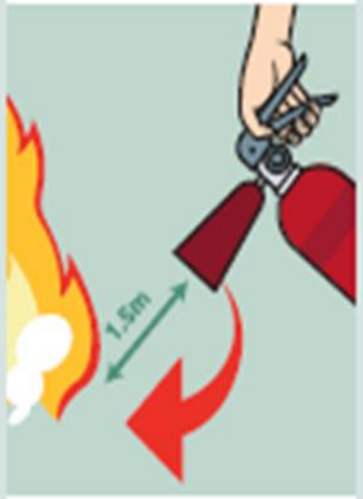
Follow Workplace Practices and Risk Control Procedures

P Pull out safety device of fire extinguisher



- Hold the extinguisher in an upright position.
- Pull out the safety device which is fitted to prevent accidental discharge.

A Aim nozzle at base of fire



- Aim the extinguisher nozzle at the base of the fire.
- Keep a safe distance of about 1 to 1.5 metres away from the fire.

S Squeeze top lever of fire extinguisher



- Press the top lever of the extinguisher.

S Direct discharge at fire using sweeping motion



- Use a sweeping motion to allow the discharge to be directed over the entire area of the fire.

Open all windows to allow sufficient ventilation



- When the fire is extinguished, open all doors and windows to ventilate the area.

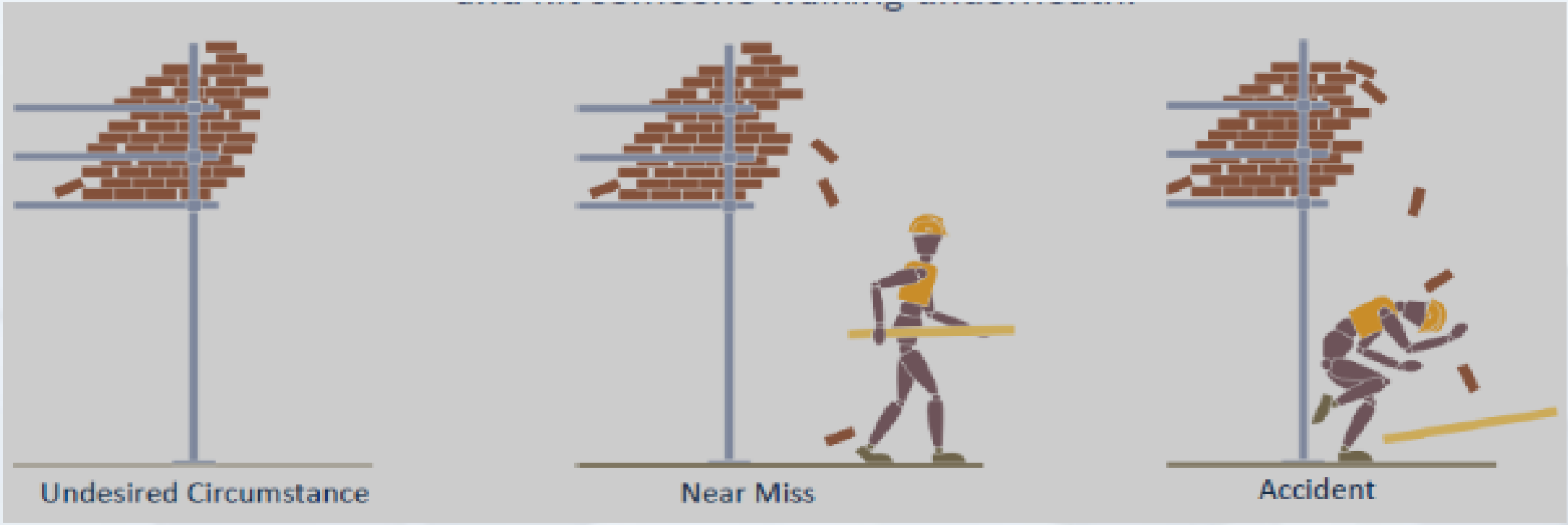
P - Pull
A - Aim
S - Squeeze
S - Sweep

Follow Workplace Practices and Risk Control Procedures

Reporting of Incidents

What to report? ⟷

- Potential incident (Undesired Circumstances)
- Near-missed incident
- Accident



Follow Workplace Practices and Risk Control Procedures

Reporting of Incidents

Incident Reporting What is an Incident? Should I report Incidents? An incident is an unplanned or undesired event that can cause injury, asset damage and or impact environment or reputation. Should I report Incidents? Report all incidents, whether they are Near Misses or Incidents with or without Injury, Asset Damage or Environmental Impact. Report to your Line Supervisor without fear of reprisal. Why should I report Incidents? Incident investigation always provides Learning which when applied prohibit reoccurence

A Near Miss is reported into PIM What is a Near Miss? An incident that could have caused illness, injury or damage to assets, the environment or company reputation, but did not. All near misses shall be treated as incidents and shall be investigated and reported according to their potential risk

Follow Workplace Practices and Risk Control Procedures

Reporting of Incidents

How to report? 

- Informal – Verbal (By Call / Face to Face)
  - Report to project leader/ supervisor/ WSHO/ WSHC/ facility manager
- Formal – Written report (Note / Message via HP / Writing a report)
  - Report to project leader/ WSHO/ WSHC/ MOM/ Police

Participate in Workplace Safety and Health Management Activities

Your role in Risk Assessment and Risk Control

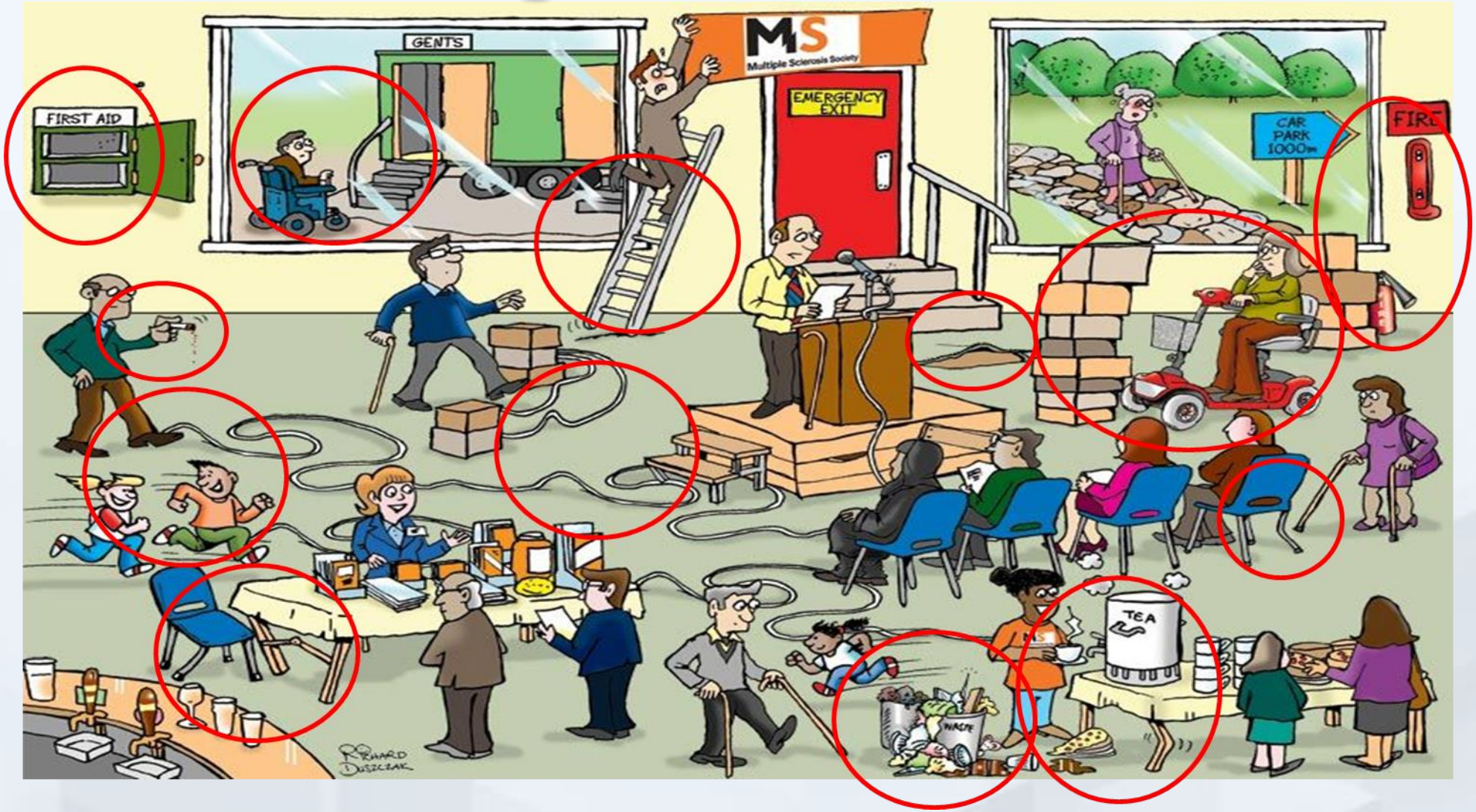
As an employee, you must:

- Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.
- Not engage in any unsafe or negligent act that may endanger yourself or others working around you.
- Use personal protective equipment provided to you to ensure your safety while working. You must not tamper with or misuse the equipment.

Participate in Workplace Safety and Health Management Activities

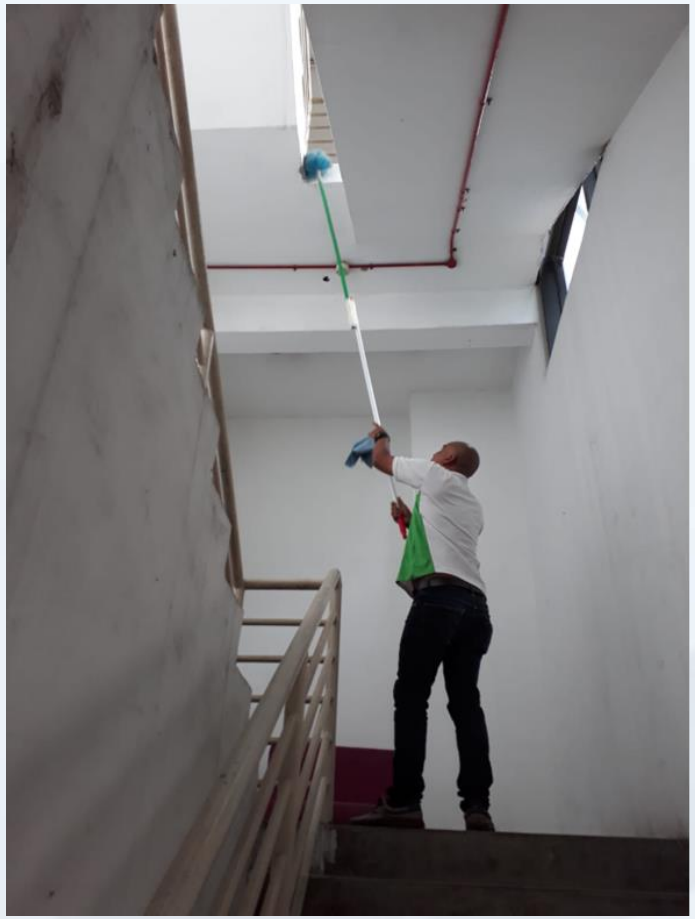


Participate in Workplace Safety and Health Management Activities



Participate in Workplace Safety and Health Management Activities

Identify correct PPE for work





Participate in Workplace Safety and Health Management Activities

Identify the hazards and risks



Type of Hazard present: **Falling Hazard**

Tripping on wire

Resolve by: Ensuring that the wire is hung over the shoulder

Type of Hazard present: **Ergonomic Hazard**

Repetitive motion, awkward movements, and poor posture.

Resolve by: Ensuring that worker allocates time for breaks and that the level of the lever is at the correct and comfortable position

Participate in Workplace Safety and Health Management Activities



Type of Hazard present: **Biological Hazard**

Torn Biohazard Bag containing used PPE after disinfecting works

Resolve by: Ensure that bags are not torn and discarded properly in a designated bin. Take necessary precautions to protect yourself and your employees by maintaining a safe work environment.

Follow Workplace Emergency Response Procedures

A. Be prepared for emergencies

- Know where is the First Aid Box located
- Know the location of fire extinguishers, fire exits and fire alarms in the building.
- Know the emergency services numbers
- Be familiar with your workplace
- Attend and participate safety training

B. Stay calm

- Wait for further announcement (if there are not visible dangers around you)

C. Follow the emergency response procedures

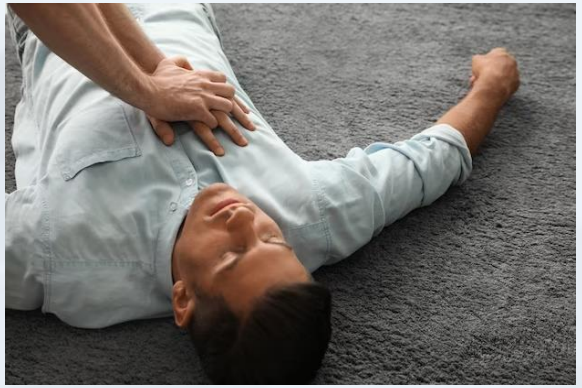
- Exit the building accordingly in a calm manner
- Avoid taking the lifts
- Report to the designated assembly area for head count to be taken

Follow Workplace Emergency Response Procedures

Emergency Vs Non - Emergency

An emergency is an urgent, sudden, and serious event that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property.







Follow Workplace Emergency Response Procedures

Non-Emergency

Injury sustained to a person is not serious or deadly that do not require immediate attention but will still need to do something

Worker to seek first-aid treatment and inform supervisors



Follow Workplace Emergency Response Procedures

Your role in dealing with emergencies

All employees have a duty to keep their workplace and colleagues safe.

As an employee, you should:

- Follow safety and health procedures at your workplace
- Not endanger yourself and your colleagues
- Not tamper with safety devices, or perform wilful or reckless acts
- Report unsafe work conditions, acts and workplace hazards
- Be familiar with the escape routes/evacuation plan in your workplace
- Participate in emergency response exercise/drills conducted
- Know the location of the emergency equipment in the building

Follow Workplace Emergency Response Procedures

Emergency Equipment



Fire Extinguisher

Fire Call Point





Fire Hose Reel

First Aid Box



Follow Workplace Emergency Response Procedures

Emergency / Non Emergency Numbers

SINGAPORE POLICE FORCE

999

995

Examples of emergencies: cardiac arrest, seizures, breathlessness, loss of consciousness , excessive bleeding, major traumas and stroke
An emergency is an illness or injury that could end in death or serious complication if it is not treated immediately. SCDF will dispatch an ambulance from the nearest fire station and strive to arrive at the incident location within 11 mins to render medical aid, 80% of the time.

Follow Workplace Emergency Response Procedures

Emergency / Non Emergency Numbers



1777

Examples of non-emergencies: toothaches, diarrhoea, coughs, headaches, slight burns or scalds, constipation, or medical check-ups.

ESTIMATED WAITING TIME FOR A PRIVATE AMBULANCE OPERATOR (PAO)
(Wait time may vary dependent on road/traffic conditions and weather)

30 mins to 45mins from confirmation of the Private Ambulance Operator services by the Patient or Family Member

Follow Workplace Emergency Response Procedures

- Emergency call 紧急电话

Your identity (Who are you) 你的个人身份（你是谁）
Location of emergency (Where) 紧急事件发生地点（地点）
Type of emergency (What happened)紧急事件类型（发生了什么）
Number of victims (1? 2?) 受害者人数（一个还是两个等等）
Treatment given to victim(s), (if any CPR given)
受害者的处理情况（有没有采用心肺复苏术）
Remain on the phone until information is confirmed
保持通话直到对方确认过相关信息
Remember to ask the name of the receiver
记得要问接电话人的名字



Follow Workplace Emergency Response Procedures

Safety Training

Safety training equips employees with the skills to identify potential hazards, use equipment correctly, and implement preventive measures. By promoting a safety-conscious culture, organizations can significantly reduce the risk of accidents and injuries.

The main goal of safety and health programs is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and employers.

Follow Workplace Emergency Response Procedures

Safety Training

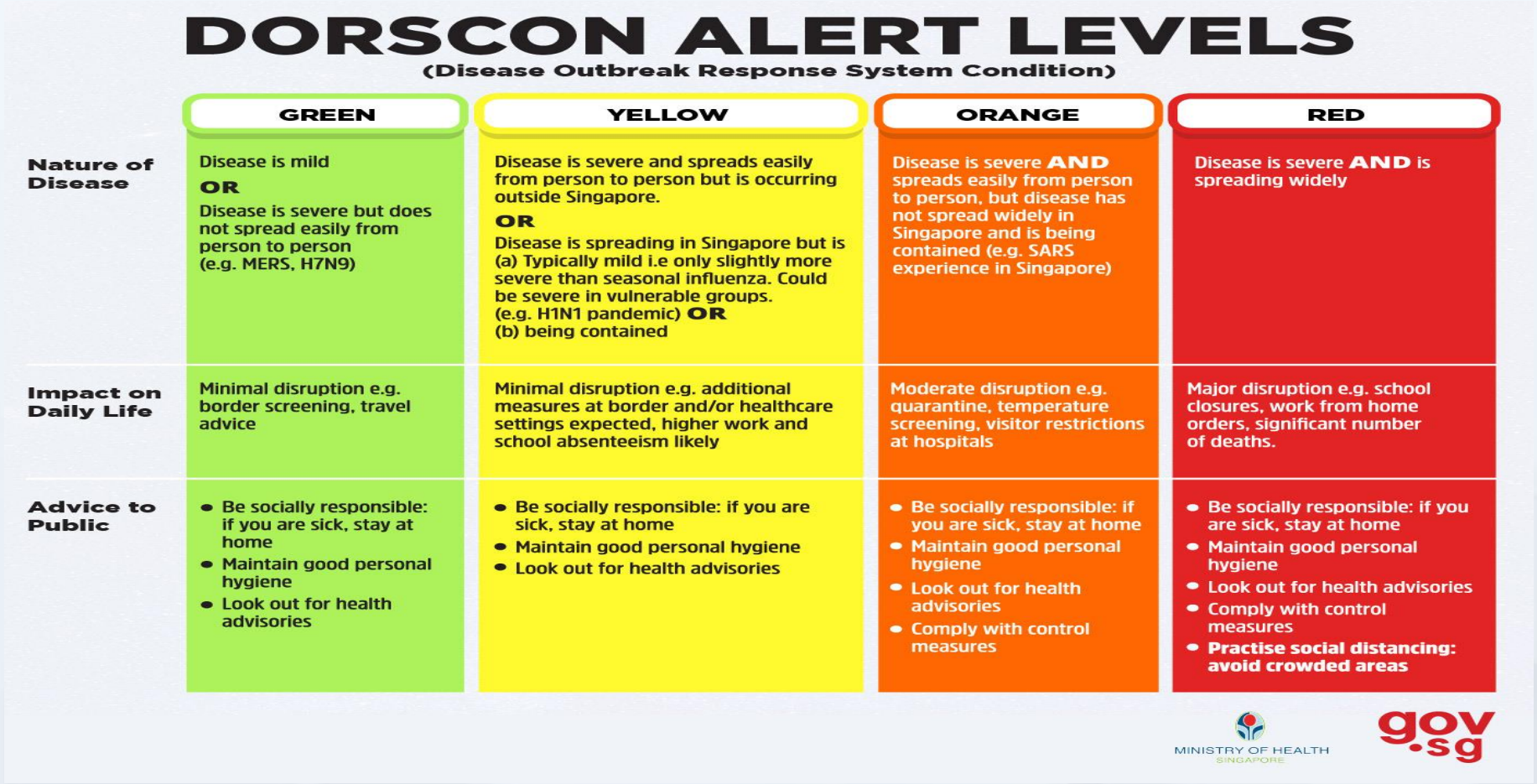
Safety training and awareness programs make employees better at identifying dangers, risks, and problems, creating a safer work environment.

Effective training programs bring down the number of accidents and injuries in workplaces.

- To be competent at the workplace
- Able to respond to emergencies at workplace quickly

Follow Workplace Emergency Response Procedures

Disease Outbreak Response System Condition (DORSCON) Framework



DORSCON ALERT LEVELS

(Disease Outbreak Response System Condition)

	GREEN	YELLOW	ORANGE	RED
Nature of Disease	Disease is mild **OR** Disease is severe but does not spread easily from person to person (e.g. MERS, H7N9)	Disease is severe and spreads easily from person to person but is occurring outside Singapore. **OR** Disease is spreading in Singapore but is (a) Typically mild i.e only slightly more severe than seasonal influenza. Could be severe in vulnerable groups. (e.g. H1N1 pandemic) **OR** (b) being contained	Disease is severe **AND** spreads easily from person to person, but disease has not spread widely in Singapore and is being contained (e.g. SARS experience in Singapore)	Disease is severe **AND** is spreading widely
Impact on Daily Life	Minimal disruption e.g. border screening, travel advice	Minimal disruption e.g. additional measures at border and/or healthcare settings expected, higher work and school absenteeism likely	Moderate disruption e.g. quarantine, temperature screening, visitor restrictions at hospitals	Major disruption e.g. school closures, work from home orders, significant number of deaths.
Advice to Public	• Be socially responsible: if you are sick, stay at home • Maintain good personal hygiene • Look out for health advisories	• Be socially responsible: if you are sick, stay at home • Maintain good personal hygiene • Look out for health advisories	• Be socially responsible: if you are sick, stay at home • Maintain good personal hygiene • Look out for health advisories • Comply with control measures	• Be socially responsible: if you are sick, stay at home • Maintain good personal hygiene • Look out for health advisories • Comply with control measures • **Practise social distancing: avoid crowded areas**

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