



Health and Safety Training

Health and Safety - TEAM

TERMS TO BE STORED IN PLANT
WORK TO EMPLOYEES COULD

PERFORM THEIR TASKS SAFELY
AND WITHOUT DAMAGE TO
HEALTH

Safe working conditions in offices are provided when:

Aisles are kept clear of objects that impede movement.

It is sufficiently large area of the job (at least 2m² of free floor space and 13m³ of the room for every employee employed in this room).

It is proper lighting (depending on the nature of the work at least 300lx, at the workstation display screen minimum 500lx).

The value of the noise does not exceed 85dB (and in the rooms for individual theoretical work, data handling and other similar purpose 55dB).

There is sufficient room ventilation (natural or mechanical), and relative humidity of not less than 40% (preferably 50-65%).

It is sufficient heating in the autumn-winter period, a minimum of + 18°C.

The floor is flat and anti-slip.

The organization of work allows the employee to use the cabinets and shelves from floor level, otherwise it is necessary to use ladders or platforms

Risk assessment is a careful examination of what could cause harm to people in the workplace.

Risk assessment is a five stage process and involves:

- looking for the risks (hazards) ;
- deciding who might be harmed and how;
- evaluating the risks and deciding whether the existing precautions are adequate or whether more should be done;
- recording your findings and telling your employees about them; and
- reviewing your assessment and revising it if necessary, for example:
 - if the work changes significantly;
 - if there is an accident; or
 - when someone returns to work after sickness or injury, or suffers a change in their health, that could affect or be affected by their work.

Labour Code - a set of rights and obligations of employers and employees

Department X KP - Health and Safety defines the legal responsibility for a safe and healthy working conditions

Art. 207 § 1 of the EMPLOYER is responsible for the condition of health and safety in the workplace

(Section IV - OBLIGATIONS OF THE EMPLOYER AND EMPLOYEE)

RULES OF WORK - Determines the rights and obligations of employers and employees related to the ordering in the workplace and in particular:

- Organization of work
 - Housing conditions in the workplace
 - Ways of confirming the presence
 - Provide employees with the tools and materials, as well as footwear and personal protective equipment

 - Systems and work schedule
 - Work at night
 - Date, place and time of payment of wages
 - A list of work prohibited the employment of minors and women,
 - Obligations relating to health and safety and fire protection,
 - Way of informing employees of the occupational risks
 - Information on applicable penalties order
- Every employee is obliged to read the Terms and Conditions of work and confirm this signature

The fundamental rights of the employee:

- The right to safe operation (safety principles and the right to refrain from work)
- Right to compensation
- Right to leave (vacation after each working month)
- Right to medical care (Research)
- Protect work of young people
- Protect women's work

Article 153 § 1 of the Labour Code *worker is entitled to annual leave in the first calendar year in which he worked.*

Then obtains the right to leave at the end of each month, the 1/12 leave entitled after working for a year.

Article 210 of the Labour Code

when the operating conditions are in conflict with the provisions of safety and pose a direct threat to the health or life of the employee or the work performed by him such a danger threatens other people - worker has the right to refrain from doing this work and immediately notify the above fact superior.

Medical examination:

- **Preliminary** - subject to each newly employed worker
- **Control** - the inability to work lasts longer than 30 days
- **Periodically** - the scope and frequency are defined in Reg. MINISTER OF HEALTH and WELFARE

Medical examinations are carried out at the expense of the employer and take place during working hours

The employer is obliged to inform employees of the occupational risk associated with their work!

Occupational risk assessment is carried out:

- The creation of new jobs,
- The introduction of changes in the workplace,
- The changes to the applicable requirements,
- The introduction of changes in the use of protective measures.

Protection of women's work

You can not terminate or terminate agreement work during pregnancy and also during leave maternity

- Employees are pregnant may not be employed overtime or at night, as well as the delegate outside the permanent place of work
- worker caring for a child to complete 4 years old are not allowed without its consent employ in overtime and in the pores of the night, as well as the delegate outside the permanent place of work

WORKS prohibited to pregnant women

- Exercise and truck transport
- Work on the monitor screens (> 4 hours).
- Working in a standing position (> 3 hours. Total)
- Working in a cold microclimate, hot and variable ($\sim 15^{\circ}\text{C}$)
- Work in forced positions
- Work in noise and vibration (> 65 dB)

OBLIGATIONS OF THE EMPLOYER

The employer is obliged to protect the health and lives of workers by ensuring safe and healthy working conditions with the proper use of science and technology

Familiarize recruits with the scope of their duties and fundamental rights

Counteract discrimination in employment

Timely and properly pay wages

Facilitate the employee raise his qualifications

OBLIGATIONS OF THE EMPLOYER

The employer is obliged to carry out an explanation
Salvage ...

TEAM damaged posted worker + employee health and safety
services

DOCUMENTATION Protocol accident
explanation of the victim and witness

APPLICATION FOR Department of Social Security or the
prosecutor's office and the labor inspectorate)

... And take measures to prevent future
similar accidents!

OBLIGATIONS OF THE EMPLOYER

Basic obligations of the employer in the field of occupational diseases

Duty to promptly report to the competent authority PIS and competent labor inspector in each case recognized occupational disease or suspicion of such disease.

In the event of diagnosis of a worker's occupational disease:

Determining the cause of occupational disease and the characteristics and severity of the hazard this disease

To commence without delay the removal of factors, giving rise to an occupational disease

Ensure implementation of medical recommendations

The initial training

An employer can not prevent the worker, who did not take place safety training (and initial medical examination)

The initial training takes place before release to work

The initial training consists of:

- general health and safety training
- instruction Officer

PERIODIC TRAINING

The aim of the training is to update and supplement knowledge and skills:

health and safety regulations related to their Job

risks attendant performed work and methods of protection against these threats

procedure in case of accident and in emergency situations

new technical and organizational solutions

PERIODIC TRAINING

For employees working in positions
The administration office:

not less frequently than once every six years

For employers and persons managing employees,
staff engineering and technical services and health and safety:

not less frequently than once every 5 years

For employees working at other positions
workers:

not less frequently than once every 3 years

For employees working in positions of workers,
which are particularly high health risk and the risk of accidents:

not less than 1 time per year

RESPONSIBILITIES of a team leader

Organize the workplace in accordance with the provisions and principles of safety

Take care of the efficiency of personal protective equipment and their use according to their purpose

Organize, prepare and carry out the work, taking into account the protection of workers against accidents at work (occupational diseases)

RESPONSIBILITIES of a team leader

Take care of safe and hygienic condition of the work premises and technical equipment, as well as the efficiency of collective protection measures and their use as intended

Enforce compliance by the staff regulations and rules of safety

Ensure the execution of the recommendations of a doctor holding health care workers

The employee's duties

Perform the work safely and follow the instructions of superiors

Observe the working time

Observe work regulations and established in the workplace right

Take care of the order in the workplace and the entrusted property

Follow the rules of social coexistence

The employee's duties

Take part in the training and instruction in the field of health and safety

Apply collective protection measures and to use the assigned personal protective equipment

Undergo initial, periodic and control and other prescribed medical examination

Immediately notify the supervisor noticed a workplace accident or a threat to life or health, and warn colleagues about impending Danger!

For failure by an employee determined organization and order in the process of work, health and safety regulations and fire regulations

Employee may be punished by ordinal referred to in Article. 108 of the Labour Code

Penalty of admonition

a financial penalty (1 daily wage, salary 1/10)

Penalty can be imposed after 2 weeks. Of information, and 3 months after the event

Since penalties can be appealed within 7 days

The penalty is removed from the personal file after one year of impeccable work

OCCUPATIONAL RISK

Risk is the probability injury or ill health and Heaviness injury or ill health

HEALTH HAZARDS OCCURRING IN THE COMPANY

MOŻNA ZAPOBIEC



TYPES OF RISKS

Factors of the work processes can be divided into:

Dangerous factors whose impact on the worker in the work process leads or may lead to injury

Harmful factors whose impact on the operating results or can lead to a condition

Depending on the nature of the activity factors dangerous and harmful occur in the work process can be divided into:

physical, chemical, biological, psycho physical

RISKS AT WORK OFFICE

Tight transition between desks

Wires on the floor, other obstacles, inequality

Sharp and protruding edges (edge of a desk)

Slippery surfaces (water on the floor, spilled
Coffee)

Stairs
carrying loads

insufficient lighting

Improper placement of equipment and devices

Haste

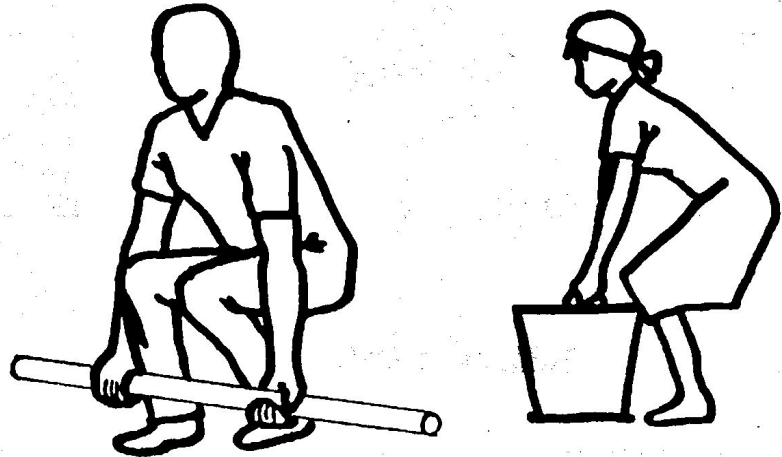
Fire

Electric current

STANDARD LOAD

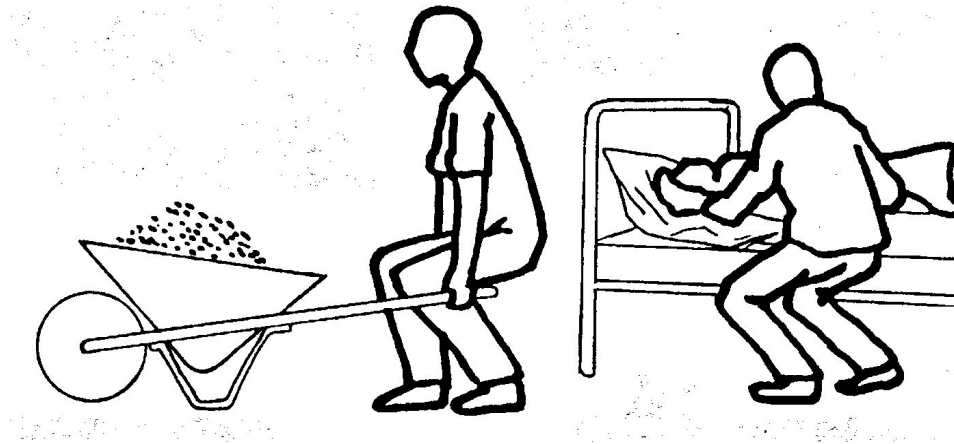
WEIGHT LIFTING REMEMBER

straighten your back
knees bent



Keep the weight close to
your body

Grasp the weight firmly



Accident at work

Any employee who suffers an accident or witnessed the accident is obliged to immediately inform the employer about the incident.

Top notify the immediate superior article 211 of the Labour Code

Accident at work

An accident at work is a sudden event caused by external cause injury or death, which occurred in connection with work:

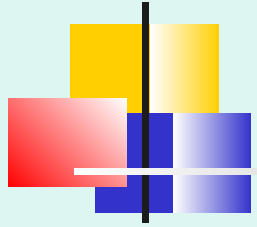
- During or in connection with the performance of ordinary activities or instructions of superiors;
- During or in connection with performance of activities for the employer, even without instructions;
- When the employee remains at the disposal of employers on the way between the employer's office and the place of performance of the obligation arising from the employment relationship.

ACCIDENT ON THE WAY TO WORK AND WORK WITH

Pursuant to the Act accident on the way to or from work

It is "a sudden event caused by external,
which took place on the way to or from the place
performing work or other activities
which is the title of disability insurance,
if this road was the shortest and has not been
interrupted. "

FIRST AID





FIRST AID

Article 162 of the Criminal Code provides:

"Who the man is in a situation threatening an immediate danger of loss of life, serious injury or serious health disorder does not help, he so without endangering themselves or another person in danger of loss of life or serious bodily injury shall be punished by imprisonment of up to 3 years "

Check RESPONSE



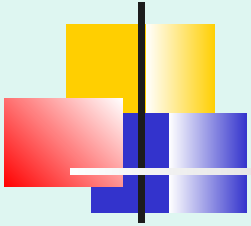
Try to make contact with a person unconscious.
start with loud questions:

"Hello sir if you hear me!"

If the victim does not respond
gently shake his shoulders
and repeat out loud:

"Hello sir if you hear me!"

CALL FOR HELP



If the victim is unresponsive get help.

If someone is nearby, ask him to wait because it may be needed.

If you are alone loudly requesting help to get attention.

OPEN AIRWAY



In an unconscious person lying on his back, collapsing the language can be blocked airways.

Be sure OPEN AIRWAY, including to:

Put one hand on his forehead
injured

index and middle finger of your
other hand rest the chin

tilt the head back

CHECKING THE BREATH



While holding the victim's head tilted back Check breath using:

- sight - do you see the movements of the chest,
- hearing - if you can hear the murmur accompanying inhalation and exhalation and,
- touch - if you feel air movement on your cheek,

Check your breath for about 10 seconds loudly counting to ten.

CALL EMERGENCY



Call 112 or 999 stating:

the exact place of the
incident,
if the victim is breathing,
how many victims
your phone number,
first name and last name.

CALL EMERGENCY



If someone is next, ask him to call an ambulance.

If not breathing start CPR!

If the victim is breathing it in place the safe side position and observe.

HEART MASSAGE



Weave hands together, put in the middle of the chest (on the line between the nipples).

Keeping the arms straight at the elbows do 30 chest compressions at a depth of about 4-5 cm.

Compression frequency of about 100 times per minute.

BREATHS EMERGENCY

If you have a mask for artificial respiration - get it.

Tilt your head back and plug your nose victim.

Embrace lips mouth the victim and injecting air into the victim's mouth.

If everything is done correctly - the chest should be lifted.



BREATHS EMERGENCY



After the inhalation slide his mouth to mouth the victim and let the air left his lungs.

Get into the air again and complete the second breath.

After 2 inhale again, do 30 compressions.

Lead cardiopulmonary resuscitation breathing until the arrival of ambulances.



REMEMBER:

30 chest compressions

and 2 breaths.