



Risk Management & Safety and Health

The SHAW Act as a Risk Management Guide

Benefits of Risk Management

- Risk management helps decision makers to make informed choices, prioritize actions and make the best selection from alternative courses of action.
- A structured approach to risk management contributes to consistent results.
- The contributions and involvement of stakeholders ensures that risk management is always informed and up to date.
- Risk management facilitates response to new and changing risks in an appropriate and timely manner.
- Risk management takes into consideration the human and cultural aspects of the organization.
- Risk management facilitates the continual improvement of the organization through encouraged learning and experiences.

Activities for Safety Risk Management

- Research
 - Learn Risks
 - Learn Risk Management Strategies
 - Keep up to date with international and regulatory changes
- Document
 - Write it down!!!!
 - Seek Approval
 - Update document periodically
- Train
 - Conduct Drills
 - Training Workshops
 - Email tips
 - Newsletter

Resources for Safety Risk Management

- Seminars
- Google
- International Organization of Standardization (ISO)
- SHAW Act

19. Training and Supervision of Person

No person shall be employed at a machine unless he

(a) has been fully instructed in respect of

(i) the working of the machine;

(ii) the dangers arising in connection with the machine;

(iii) the precautions to be observed while working in connection with the operation of the machine; and

(b) he has received sufficient training in the working of the machine or is adequately supervised during the course of his work in connection therewith.

32. Provision and Maintenance of Fire Escape

Every occupier of a workplace shall provide and maintain such means of escape in case of fire for the persons employed therein as may be reasonably required in the circumstances.

38. Provision and Maintenance of Means of Fire Warning

(1) There shall be provided

(a) in every building that forms part of or comprises a workplace to which section 33 applies; or

(b) in any workplace where the Chief Labour Officer so directs by requisition to the occupier, a device which any person can use for giving a warning in the case of a fire.

(2) The means provided for giving warning in case of fire shall be clearly audible and visible throughout the building or where the workplace is only part of a building, in every part of the building that is used for the purposes of the workplace.

39. Safety Provisions in case of Fire

- (1) While a person is in a workplace for the purpose of employment or taking meals
 - (a) the door of the workplace and of any room therein in which he is; and
 - (b) any door that, for persons working in the workplace, provides means of exit from any building or from any enclosure in which the workplace is situate, shall not be locked or fastened in such a manner that that door cannot be easily and immediately opened from the inside.
- (2) Any door opening on to a staircase or corridor from any room in which more than 10 persons are employed and all other doors affording a means of exit from a workplace in which more than 10 persons are employed shall, except in the case of sliding doors, be constructed, to open outwards.
- (3) In any workplace in which more than 10 persons are employed in the same building above the ground floor, any door at the foot of a staircase affording a means of exit from the building that is not kept continuously open shall except in the case of sliding doors, be constructed to open outwards.
- (4) Every hoistway or liftway inside a building constructed after the commencement of this Act shall be completely enclosed with fire resistant materials, and all means of access to the hoist or lift shall be fitted with doors of fire resistant materials; except that any such hoistway or liftway that is not provided with a vent at the top, shall at the top be enclosed only by some material easily broken by fire.
- (5) The Chief Fire Officer may by certificate, grant, subject to any conditions specified in the certificate, exemption from compliance with any of the requirements of subsections (2) to (4) in a case where he is satisfied that compliance with those requirements is inappropriate or undesirable.
- (6) Every window, door or other exit affording means of escape in case of fire or giving access thereto, other than the means of exit in ordinary use, shall be distinctively and conspicuously marked by a notice printed in letters of adequate size having regard to the position and size of the exit, so as to be clearly visible at all times.
- (7) The appropriate and adequate equipment for fighting fire shall be provided and maintained at the workplace and shall be so placed as to be readily available for use.
- (8) Every occupier shall ensure that at least one person trained in the use of the fire fighting equipment shall be available on the premises at all times when persons are employed in the workplace.
- (9) The contents of any room in which persons are employed shall be so arranged or disposed that there is a free passage way for all persons employed in the room to a means of escape in case of fire.

40. Testing or Examination of Fire Warnings

There shall be examined and tested at least once during every period of 3 months, or more frequently, if an inspector so requires, every means of giving warning in case of fire required to be provided under this Act; and the date of every such examination and test together with particulars of any defect found and the date and particulars of any action taken to remedy the defect shall be entered in or attached to the general register.

41. Instructions as to Use of Means of Escape in Case of Fire

(1) Where, in any workplace,

(a) more than 10 persons are employed in the same building above the first floor or more than 6 meters above ground level; or

(b) explosive or inflammable materials are stored or used in any building where persons are employed, effective steps shall be taken to ensure that all the persons employed are familiar with the means of escape in case of fire, with their use, and with the routine to be followed in case of fire.

(2) For the purposes of paragraph (b) of subsection (1), storage shall be such as would prevent or minimise the spread of fire or be of such construction as would restrict the impact of an explosion.

43. Floors and Passages

- (1) All floors, steps, passages and gangways shall be of sound construction and shall be properly maintained and in so far as is reasonably practicable, shall be kept free from obstruction or from any substance that is likely to cause a person to slip.
- (2) Where any process is carried on that renders a floor liable to be wet to such an extent that the liquid causing the wet condition is capable of being removed by drainage, effective means shall be provided and maintained for the draining off of such liquid.
- (3) Where any process or activity is undertaken in a building which causes the floor of the building to be slippery
 - (a) the floor shall be covered in a slip resistant material or so constructed to minimize the slippery conditions;
 - (b) the floor shall be cleaned as often as required to minimize the conditions; and
 - (c) such other steps as are reasonable shall be taken to minimize the slippery conditions.
- (4) All openings in floors shall be securely fenced, except in so far as the nature of the work renders such fencing impracticable.

44. Stairs and Ladders

- (1) For every staircase that is in a building or affords a means of exit from a building, a substantial hand-rail shall be provided and maintained, and
 - (a) in the case of a staircase that has one open side, the hand-rail shall be on the open side; and
 - (b) in the case of a staircase that has 2 open sides or is likely to be a source of accidents, owing to the nature of its construction, or to the condition of the surface of the steps or other special circumstances, there shall be a hand-rail on both sides.
- (2) Any open side of a staircase shall be guarded by a lower rail or other effective means which shall be properly maintained.
- (3) Where a person has to work at a place from which there is a possibility that he might fall from a height of more than 2 meters then, so far as is reasonably practicable, means shall be provided either by fencing or otherwise, to ensure that person's safety.
- (4) All ladders shall be of sound construction and shall be properly maintained.

46. Storage of Gas or Dangerous Liquid

Subject to regulations made under section 106(1)(d) no gas or dangerous substance of an explosive or volatile nature shall be stored in a workplace.

47. Removal of Gas, Dust or Fumes

- (1) Where, in connection with any process carried on in a workplace, there is given off any substantial quantity of gas, dust of any kind, fume, vapour or other impurity of such a character and to such an extent as to be likely to be injurious or offensive to the persons employed therein, all practicable steps shall be taken to protect those persons against inhalation of the gas, dust, fume, vapour or other impurity and to prevent it accumulating in any workroom, and in particular, where the nature of the process makes it practicable, exhaust and extraction appliances shall be provided and maintained as near as possible to the point of origin of the gas, dust, fume, vapour or other impurity so as to prevent it entering the air of any workroom.
- (2) No gas, dust, fume, vapour or other impurity referred to in subsection (1) or given off pursuant to that subsection shall be conducted into the open air if they are of such a nature as to be likely to cause injury or to be offensive to the public.

58. Washing Facilities

- (1) There shall be provided and maintained for the use of employed persons adequate and suitable facilities for washing which shall include a supply of clean running water and, in addition, soap and clean towels or other suitable means of cleaning or drying and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.
- (2) The Chief Labour Officer may, by certificate in writing, modify any of the requirements of subsection (1) in any case where there is difficulty in obtaining an adequate supply of water or in other special circumstances.
- (3) A certificate referred to in subsection (2) shall be subject to such conditions and be for such period as may be specified therein and such certificate may be modified, varied or revoked.

59. Lunch Rooms

- (1) Where 10 or more persons are at any one time employed in a workplace there shall be provided and maintained in such workplace for the use of all the persons employed therein a suitable and adequate room furnished with an adequate number of tables and seats for the taking of meals.
- (2) Where less than 10 persons are employed in a workplace and no lunch room is provided the occupier shall make such other provisions as may be appropriate in the circumstances for the taking of meals by employees.
- (3) The Chief Labour Officer shall determine the adequacy or otherwise of facilities provided under subsections (1) and (2), and he may give directions to the occupier respecting the facilities, and the occupier shall comply with the directions.
- (4) Notwithstanding subsections (1) and (2) the Chief Labour Officer may in writing permit the operation of a workplace with such modifications to the requirements of this section as he deems proper.

62. Sitting Facilities

- (1) Where employed persons have in the course of their employment, reasonable opportunities for sitting without any adverse effect on their work, there shall be provided and maintained for their use suitable facilities for sitting sufficient to enable them to take advantage of those opportunities.
- (2) When a substantial proportion of any work can be properly done sitting, there shall be provided and maintained for an employed person doing that work a seat of a design and construction and of a dimension suitable for him and the work, together with a foot-rest on which he can readily and comfortably support his feet, if he cannot do so without a foot-rest, and the arrangements shall be such that the seat is adequately and properly supported while in use for the purpose for which it is provided.
- (3) For the purposes of subsection (2), the dimensions of a seat that is adjustable shall be taken to be its dimension as for the time being adjusted.

63. First-Aid

- (1) There shall be provided and maintained so as to be readily accessible a first-aid box or first-aid cupboard of a standard approved by the Chief Labour Officer in consultation with the Chief Medical Officer and where more than 150 persons are employed, there shall be an additional box or cupboard for each additional 150 persons.
- (2) For the purposes of subsection (1), the number of persons employed in a workplace shall be taken to be the largest number of persons employed therein at any time, and any fraction of 150 shall be treated as 150.
- (3) Nothing, except appliances or requisites for first-aid, shall be kept in a first-aid box or first-aid cupboard, and the Chief Labour Officer may give directions, either generally or in relation to a particular workplace as to the minimum appliances and requisites to be kept for the purposes of firstaid.
- (4) Each first-aid box or first-aid cupboard shall be placed under the charge of a responsible person who shall, in the case of a workplace where more than 25 persons or more than such smaller number as the Chief Labour Officer by order prescribes are employed, be trained in first-aid treatment, and the person in charge shall always be available during working hours.
- (5) In every workroom there shall be affixed a notice on which is stated the name of the person in charge of the first-aid box or cupboard provided in respect of that workroom.
- (6) For the purposes of subsection (4), a person shall not be deemed to be trained in first-aid treatment unless he satisfies such conditions as the Chief Labour Officer or the Chief Medical Officer prescribes.
- (7) Failure to comply with subsection (4), in so far as it is required by that subsection that the person in charge of a firstaid box or first-aid cupboard shall be trained in first-aid treatment constitutes an offence; but it is a defence in any proceedings if the court is satisfied that the accused made all reasonable efforts to secure compliance but was unable to do so.
- (8) Where a nurse is employed in a workplace for the purpose of rendering first-aid treatment to persons employed in that workplace, the Chief Labour Officer may by certificate exempt that workplace from the requirements of this section to such extent and subject to such conditions as he specifies in the certificate.
- (9) Where hazardous or toxic substances are in use in a workplace, hazard data sheets as required under section 85 shall be kept so as to be readily available at or near the first-aid box or cupboard.

65. Sanitary Conveniences

- (1) There shall be provided in every workplace sufficient, suitable and readily accessible sanitary conveniences for the use of persons employed therein.
- (2) The conveniences referred to in subsection (1) shall be kept clean and effective provision shall be made (a) for the lighting thereof; (b) for their proper ventilation; and (c) for the impossibility of any form of communication with any workroom except through the open air or an intervening ventilated space.
- (3) Where persons of both sexes are employed or proposed to be employed in a workplace, conveniences provided pursuant to subsections (1) and (2) shall be adequate to afford proper and separate accommodation for persons of either sex and shall be so placed or screened that the interior is not visible, even when the door thereof is open, from another place where persons of the other sex, work or pass.
- (4) The occupier of a workplace shall provide and maintain suitable receptacles or disposal units for use by women in the sanitary conveniences provided for women.
- (5) Conveniences provided for persons of one sex that adjoin conveniences provided for persons of another sex
 - (a) shall be provided with separate approaches; and
 - (b) shall be indicated by suitable notices showing the sex to which each convenience is allocated.
- (6) Subsections (3) and (4) do not apply in respect of a workplace where less than 10 persons or such other number as the Chief Labour Officer determines are employed or the only persons employed are members of the same family.
- (7) In this section "sanitary convenience" includes urinals, water-closets, latrines and other lavatories and such other conveniences necessary for the personal hygiene of an employee.

66. Lifting Excessive Weight

Subject to the regulations, no person shall be employed to lift, carry or move any load so heavy or so distributed as to be likely to cause injury to him.

103. Safety Consultations

- (1) Every employer in a workplace shall
 - (a) consult with his employees or their representatives for the purpose of developing measures to promote safety and health at such workplace; and
 - (b) make arrangements for the participation of the employees in the improvement and development of such measures.
- (2) Consultation for the purpose of subsection (1) shall be effected as follows (a) in workplaces where there are 25 or more persons employed through the meeting of a Health and Safety Committee consisting of representatives appointed by the employer and representatives appointed by the employees; and (b) in workplaces where there are less than 25 persons employed and it is not practical to have a Health and Safety Committee, through one or more safety delegates appointed by the employees.
- (3) The Health and Safety Committee referred to in subsection (2) shall meet no less than once a quarter and its records kept available for inspection.
- (4) Copies of all reports relating to the workplace safety and health conditions and the environment must be forwarded to at least one member of the Health and Safety Committee appointed by the employees.
- (5) Where there is a Health and Safety Committee
 - (a) the Committee shall comprise an equal number of employers' and employees' representatives;
 - (b) the employees' representatives shall be appointed through their trade union or recognized staff association, where the employees are represented by such trade union or staff associations;
 - (c) the employees' representatives shall be granted access to information relating to all workplace hazards and to all reports relating to the workplace environment;
 - (d) the employees' representatives may conduct tests and take samples of hazardous materials;
 - (e) the recommendations of the Health and Safety Committee shall, if practicable, be implemented;
 - (f) it shall be the duty of the Chief Labour Officer to resolve any issues relating to the practicability of any recommendations made pursuant to sub-paragraph (e) and any declaration by the Chief Labour Officer in that regard shall be conclusive.

104. Right to Refuse Dangerous Tasks

Where, during the course of his employment, there is sufficient evidence to indicate that an employee's health and safety are in imminent danger that employee may refuse to carry out the tasks assigned to him pending consultation with his safety committee, trade union, staff association or the Chief Labour Officer.

Other Risk Sections

- Section 6 details the duty of an employer to conduct the necessary research and provide a safe working environment for all employees. This section includes the employer's responsibility to female employees who become pregnant to adapt her working conditions if they could be deemed unsafe to the unborn and recently born child.
- Section 7 sets out the employer's duty to employees with special needs.
- Section 7 (5) indicates that for employers of 10 or more persons there should be a documented safety, health and welfare policy.
- Section 7 (6) states that any area in the plant that houses dangerous activity should be enclosed or restricted for general safety purposes.
- Section 9 states that the employee has a duty to not endanger himself or his employees through his acts
- Section 23 details the requirements of elevators including frequency of services, maximum load, alarm for emergencies and installed telephone.
- Section 49 details how and when a workspace should be maintained for cleanliness against the risk of rats and other vermin.
- Section 50 speaks to proper disposal of wastes and effluents as well as the maintenance of receptacles.
- Section 51 speaks to the maintenance of reasonable temperatures in workrooms.
- Section 52 speaks to having adequate ventilation where work is being carried out, including dealing with fumes, dust and other impurities
- Section 54 details the requirements for employers to provide adequate work space to ensure that employees can work comfortably without overcrowding.
- Section 55 speaks to having adequate lighting in the workplace and includes the prevention of glare and shadows that may affect the eye sight of employees.

Risk Management is not just a
process,
it's a lifestyle.





Thanks for Your
Attention!!!!