

MANAGING OSH RISKS PAYS OFF!



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OSH Management



- ✔ Accidents are easier to prevent when management and workers work together.
- ✔ Employers must develop OSH Management elements in the factory such as a risk assessment and a prevention plan with clear goals for the level of safety. Ensure that all workers know the plan and the goals and regularly follow up on these in daily work.
- ✔ Employers must ensure that the factory has a Safety Officer, an OSH Committee, and trained supervisors that can identify, evaluate, and control each of the individual tasks to avoid safety and health hazards.
- ✔ Ensure that workers actively participate in OSH committees and that the communication between workers, management, and supervisors are helping workers speak about safety and health issues when needed.
- ✔ Ensure that information on occupational health is visible at the factory clinic and that health personnel are trained to provide prevention services and spot warning signs of potential illnesses caused by work.
- ✔ Ensure that every worker in the factory learns how to perform their work safely, verify that the instructions are understood and ensure that appropriate risk control measures are in place to reduce the possibility of accidents.
- ✔ Ensure that work is performed safely as a routine and not only when inspectors or auditors come to the factory.
- ✔ Ensure that the workplace in all areas is regularly cleaned and tidied (e.g. it is estimated that about half of all accidents are due to slips, trips, and falls).
- ✔ Ensure that information about work accidents are collected and analyzed to learn and prevent the accident reoccurring.
- ✔ Consult the OSH Law to find out more about the responsibilities of Safety Officers or equivalent, OSH Committees and elements of an OSH Management system that should be present in the factory such as risk assessments, prevention plan, accident reporting and data collection.



Fire Safety

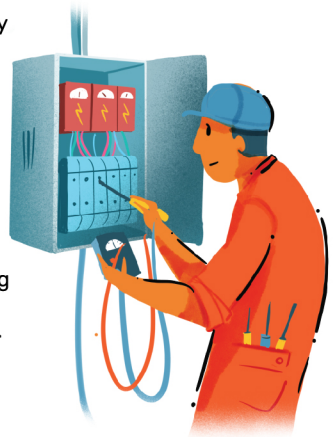


- ✓ Ensure that a team for emergencies, such as fire, explosion, natural disaster, accidents or others are organized and that all its members are trained on required actions.
- ✓ Ensure fire prevention groups are formed and fire drills are conducted once every six months.
- ✓ Ensure access to medical treatment and communication devices such as a mobile phone in case of an emergency.
- ✓ Ensure that adequate and functioning fire alarms and firefighting equipment are installed to reduce the risk of fire and emergency exits and routes are clear at all times and never locked.
- ✓ Ensure that the correct type of fire extinguisher is put up with clear signage indicating the type of fire it can be used on.
- ✓ Ensure that maps of emergency exit and emergency escape route are placed in visible and illuminated areas and in Myanmar language.
- ✓ Ensure that combustible and flammable materials are stored in a safe and systematic way.



Electrical Safety

- ✔ Ensure power tools, generators, and transformers are properly maintained.
- ✔ All electrical equipment must be inspected to ensure appropriate connections and all defective equipment like broken plugs, sockets, switches and frayed or defective leads must be repaired.
- ✔ All live electrical equipment must be insulated.
- ✔ Ensure that only trained authorized employees are conducting electrical work. Check with the DISI's electrical inspection department to know the trained professionals in each factory.
- ✔ Lock-out procedures or danger tags must be in place when conducting electrical maintenance.
- ✔ Ensure that electrical installations are following these requirements:
 - No strained leads.
 - Damaged equipment must be taken out of service until repaired.
 - Circuit breakers must be installed and switches or circuits must be identified.
 - Earth leakage or grounding systems must be used.
 - Start/Stop switches must be clearly identified and reachable.
 - Switchboards must be secured.
 - Appropriate firefighting equipment must be available (e.g. dry powder or CO₂ fire extinguisher).
 - Electrical wire installations must be buried or elevated to ensure they do not get driven, stepped on or get wet.
 - Ensure no water is near or in contact with electrical installations or electrical wires.





Machine Safety



- ✔ Ensure that operators are informed, instructed and trained on how to operate the machinery safely and correctly, including the checking of machinery prior to use.
- ✔ Plant and machinery must be kept maintained.
- ✔ Ensure that there is an adequate work space for the operators around the machinery.
- ✔ Supervisors should regularly check to ensure that all moving parts such as cutters, sewing machines, button machines, weaving machines, knitting machines, stamping machines, printing machines and lifts are adequately guarded at all time of use.
- ✔ Ensure that workers are informed, provided, regularly inspected and trained on the use of appropriate Personal Protective Equipment (PPE) depending on the machine or tool used.
- ✔ Supervisors should ensure that workers never avoid using machine guards or PPE in order to “work faster”. Working safely should always be the priority.
- ✔ Ensure that workers are empowered and are aware that they should inform supervisors if a machinery breaks down or guards become dislodged.
- ✔ Ensure the machine is off whenever the operator is not using it.
- ✔ Ensure that machinery, workbenches, and/or paths are kept clean, tidy and free from excess oil, grease and other spillage.
- ✔ Ensure that safety warnings and/or instructions are displayed near the machine.
- ✔ Ensure that emergency stops are easy to access and are visible in case of an emergency.





Chemical Safety

- ✓ Employers must find out and communicate to workers the hazardous substances and products they work with, how dangerous these substances and products are, and which substances may be formed during work processes (e.g. bleaching, dying, and spot cleaning).
- ✓ Ensure that information are obtained on how hazardous the substances are by checking the hazard symbol and reading the International Chemical Safety Cards (ICSC) and/or Material Safety Data Sheet (MSDS).
- ✓ Employers must find and communicate to workers how they may be exposed to chemical substances and dust for example through inhalation of vapors or skin contact and ensure that exposure is controlled.
- ✓ Employers must replace dangerous products with less dangerous ones.
- ✓ If it is necessary to use hazardous substances, employers must enclose (seal) the process (e.g. bleaching and dying processes), ensure there is adequate ventilation, and isolate the area to avoid unnecessary exposure.
- ✓ Ensure that workers are using personal protective equipment such as goggles, waterproof aprons, and gloves when working with hazardous chemicals.
- ✓ Employers must ensure that storage and disposal of chemicals are done in a safe and systematic way.
- ✓ Employers must also ensure that there is an eye wash fountain, hand wash facility and emergency shower present near work with hazardous chemicals.



- ✓ When workers are using gloves, it is important to remember the following:
 - Only use gloves that are whole (unbroken), suitable for the chemicals being used, waterproof, and without absorbent cuffs.
 - Be aware that solvents and other substances may pass through the gloves even though there are no holes in them.
 - Only use gloves which are clean and dry inside.
 - Do not use gloves for longer than is absolutely necessary as sweat or any filtered chemical can irritate the skin.

- When using latex gloves, ensure that it is free of powder as it increases the risk of developing latex allergies. In many cases, synthetic rubber gloves can be used.
- If work requires frequent handwashing, wash with cold water and use towel to dry well as hot water can increase the likelihood of skin irritation.
- Avoid wearing wrist watches or rings at work when working with chemical substances and materials as it can destroy the gloves and moisture can collect under them.



Working Environment



A. Temperature

- ✓ Ensure that there are effective ventilation systems in the factory. International experience shows that this increases productivity.
- ✓ Ensure that workers have constant, unrestricted access to clean drinking water.





B. Ergonomics and Work at Heights



- ✓ Ensure that passage routes are clearly marked and free of obstructions to reduce the risk of tripping among workers carrying materials.
 - ✓ Ensure that workers lift heavy loads with mechanical help.
 - ✓ If workers need to manually lift loads, ensure they do so close to the body as possible, bending the knees to lift it. Ensure that workers never lift heavy loads above shoulder height or below knee level to prevent possible injuries to the back, neck and shoulders.
 - ✓ Ensure that workers avoid bending or rotating their back when lifting to prevent possible back injury.
 - ✓ Ensure that workers avoid multi-person lifting as much as possible and instead use a suitable mechanical device.
 - ✓ Ensure that working stations are adjustable. Regular inspection must be carried out by Supervisors to ensure that working stations are adjusted according to the height of the worker either standing or sitting.
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- ✓ Ensure that no worker is allowed to carry out activities sitting on the floor and that workers in standing positions are given access to anti-fatigue mats.
 - ✓ Ensure that workers can operate machineries without restricted work postures and movements.
 - ✓ Ensure that there is adequate space for workers to perform their work.
 - ✓ Ensure that all workers are instructed and trained with the use of right mechanical aids and working methods.
 - ✓ Ensure that workers are provided with rest hour and small breaks to reduce fatigue and are allowed for exercise to prevent musculoskeletal disorder due to repetitive work and/ or prolonged work.
 - ✓ Ensure that job rotation is used where possible to offer physical breaks among workers.
 - ✓ Ensure that workers are provided with moveable ladders and platforms with guardrails.
 - ✓ Ensure that shelves are secured against toppling and ensure that ladders are fixed.





c. Noise



- ✓ Ensure the levels of noise in the factory are measured and workers are informed of its potential health risks and instructed with measures for protection against noise.
- ✓ Ensure that workers avoid brief, powerful noise pollution (impulse noise).
- ✓ Ensure that unwanted (disruptive) noise is dampened (reduced) as much as possible.
- ✓ Ensure that measures are taken to reduce the length of exposure to noise.
- ✓ Ensure that the source of the disruptive noise is inspected to reduce noise from loose covers of machinery or untied screws, for instance.
- ✓ Ensure that the work is organized so that as few workers as possible are exposed to the noise.
- ✓ Ensure that individual workers are exposed to the noise for as short a time as possible and are provided with the appropriate PPE to reduce the risk of noise induced hearing loss.
- ✓ Ensure that noise shields are placed around noisy machinery, such as generators, boilers, washing machines and noisy work is separated from non-noisy work by dividing rooms.



- ✔ Ensure that the quietest machines available on the market are used.
- ✔ Ensure that noise reduction casing (acoustic enclosure) for noisy machines are applied.
- ✔ Ensure that the feet of machines are set on vibration isolating material so that the noise will not travel to buildings and structures.
- ✔ Ensure that the machines are maintained correctly to reduce noise such as through lubrication, adjustment and cleaning of individual machine parts.
- ✔ Ensure that the areas on shuttle looms where the shuttle hits the ends of the loom are enclosed to minimize noise.
- ✔ Ensure that noise from weaving machines are dampened with noise damping shields mounted on the machine itself.
- ✔ Ensure that sound-absorbing material is installed on ceilings and on walls with hard surfaces.
- ✔ Ensure that covers, screens and plates are checked to make sure noise is not amplified.
- ✔ Ensure that loud machines are soundproofed with materials such as rubber.
- ✔ Ensure that compressor noise is eliminated by placing them in separate rooms or outdoors.
- ✔ Where noise cannot be reduced by other means, employers must provide and maintain suitable ear protective equipment.
- ✔ Employers must ensure that all workers who are exposed to hazardous noise undergo a pre-assignment medical examination and periodical examinations free of cost.





D. Health and Welfare Facilities



- ✔ Ensure that workers are provided with adequate medical care (e.g. medical examination, clinic, first aid kit).
- ✔ Ensure that the contents of the first aid kits are under the supervision of a trained first aider.
- ✔ Ensure that workers are encouraged to attend first aid courses occasionally.
- ✔ In case of accidents, managers must report the accident to the Factories and General Labour Laws Inspection Department and contact the Social Security Board for workers to seek medical attention at the SSB clinic and compensation.
- ✔ Ensure that adequate clean drinking and washing water are provided.
- ✔ Ensure that a dining room and a place to take rest is provided.
- ✔ Ensure that an adequate number of male and female toilets are provided and kept in clean and working order.





E. Pregnant and Breastfeeding Employees

- ✓ Ensure that pregnant or breastfeeding workers are not exposed to any hazards that can entail risk for the pregnancy or breastfeeding. For example, pregnant workers should not lift heavy loads at work.
- ✓ Ensure that pregnant or breastfeeding workers have comfortable chairs and working tables and a suitable place to take a rest.
- ✓ Ensure that neither pregnant nor breastfeeding workers work at night time.



Young and Newly Hired Employees



- ✓ Supervisors must ensure that young people or newly hired employees are informed and instructed on how the work can be carried out in a safe and healthy manner.
- ✓ Ensure that educational and OSH trainings are provided to workers in roles of responsibility.
- ✓ Ensure that pre-employment trainings are provided for newly recruited workers while refresher courses are provided to regular workers.



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