**Occupational Health & Safety (OHS)**

- The law in N.S.W. regarding safety for people in the workplace is called the **“Occupational Health and Safety Act 2000”** and is often called simply **“OHS”**.

- The **OH&S** law requires:
  (i) Employers to **provide a safe and healthy workplace** for all employees.
  (ii) All workers to **work together** to maintain a healthy and safe workplace.
  (iii) All workers to work together to **control risks** to health and safety if it is not possible to eliminate them.
  (iv) Employers to **identify hazards** that could harm their employees or any other person at their workplace.
  (v) Consultation by employers with employees to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work. Consultation can take place through an OHS Committee, an OHS representative or other methods agreed on by employers and employees.

- A N.S.W Government body called **“WorkCover”** manages the State’s workplace safety and has the power to give large penalties for unsafe work practices.

- **“The workplace in N.S.W. kills more people than road accidents”** - this is a statement used by WorkCover to show the seriousness of workplace safety.

**Hazard Identification**

- A **“hazard”** is something which could **harm** people.

- Examples of hazards include:
  - scrap materials left on the floor
  - machines which could throw particles into the eyes of the user
  - sharp tools such as scissors, needles, pins, chisels, saws, knives
  - hot materials, machines and tools such as cooking stoves & saucepans, hot metal, welding machines, poker burners and irons
  - chemicals such as paints, lacquers, glues and solvents
  - cutting machines such as saws, sanders and routers.
In industry, the OHS Regulation 2001 requires an employer to identify hazards that could harm their employees or any other person at their workplace. However in all workplaces **everybody is responsible for safety**.

**Risk Assessment**

- ‘Risk’ is the chance of **harm**, **loss** or **danger** to someone or something.

- An employer must eliminate risks, or if this is not practical, control the risk as much as possible. In the school workplace, the teacher has this immediate responsibility but **everybody is responsible for safety**.

- Risk assessment requires all workers to:
  1. Identify hazards.
  2. Assess the risks.
  3. Control the risks.

### Controlling Risks in the Workplace

**Emergency Procedures**

- Know the location and how to use the fire extinguisher, fire blanket, first aid box and emergency stop buttons for machinery.

- Learn evacuation procedures.

- Get help as soon as possible and report all accidents even if you think they are only minor.

### Personal Safety

- Always wear safe clothing such as an apron and solid shoes.

- Do not have loose clothing, jewellery or long hair which is not covered or tied back.

- Do not work in unventilated areas and make sure you wash your hands when finished.

- Do not allow any chemicals to touch your skin.

### Safe Practices

- Always listen to instructions.

- Do not play or fool around in the workshop and risk injury to yourself & others.

- Keep the work area clean and tidy.

- Always use tools for the correct purpose and only after you have been shown how to correctly use them by your teacher.
Machine safety

* Never use a machine if you have not been shown how to operate it by your teacher.
* Do not operate machines without a teacher present in the room.
* Make sure all machine guards are in place before switching on the machine.
* Only the operator is to be in the machine safety zone when operating the machine.
* Use workshop safety glasses when using tools and machines requiring eye protection.

Electrical safety

* Keep the power lead away from the work area.
* Check that the machine switch is off before switching on at the power point.
* Check that the machine switch is off before switching off at the power point.
* Do not use electrical tools or power leads which are damaged.
* All plug-in electrical tools and electrical leads must be inspected, tested and tagged every 12 months in schools and 3 months on a construction worksite. Do not use out-of-date electrical tools or power leads.
* Report all damaged electrical equipment immediately.

Common workshop safety signs to be aware of:

- Wear hearing protection
- Wear eye protection
- Hair protection required
- Wear a hard hat
- Wear protective footwear
- Fire extinguisher
Assignment Questions Related to Information Technology

1. Occupational Health & Safety in Information Technology

After safety instruction and referring to pages 28 - 30 in Section I, answer the following OHS questions using this sequence:

(i) Read the safety statement carefully.
(ii) For questions 1 to 11, place a tick in the box if the statement is correct. Or place a cross in the box if the statement is incorrect.
(iii) After completing all questions, neatly print your name, then sign and put today’s date in the spaces provided at the bottom of this page.

General Safety

1. Disruptive behaviour and being inattentive during instruction is unsafe and unwise in computing areas.
2. It is quite safe to leave materials on the floor.
3. Always wear ear protection in information areas requiring this protection.
4. More than one person can use an information device at a time.
5. Do not allow solvents or chemicals to touch your skin.
6. It is OK to throw materials around the information technology area.
7. Do not interfere with equipment which uses electricity.
8. It is OK to interfere with other people while they are working.
9. There is no need to listen to safety instructions which relate to your behaviour and safety in information technology areas.
10. Practical work and use of machines & implements in the information technology work area is forbidden unless the teacher is present.
11. All workers must know the location of the fire extinguisher, fire blankets and first aid kit.

Answer the following OHS questions in the spaces provided:

12. If another worker near you has difficulty breathing, write down two things you must do during this emergency.
1. 
2. 

13. Explain the meaning of the first aid acronym CPR.

14. Give 3 examples of possible hazards involved with information technologies.
1. 
2. 
3. 

15. Outline the meaning of Repetitive Strain Injury (RSI).

Print your name here: ........................................ Signature: ........................................ Date: ........................................

<table>
<thead>
<tr>
<th>Outcome/s assessed</th>
<th>Levels of achievement</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.2 Workplace safety</td>
<td>Outcome not yet achieved</td>
<td>Satisfactory achievement</td>
</tr>
</tbody>
</table>

Additional comment: