



UNIT 3

Data Security Policy & Personal Data

Learning Objectives:

By the end of this unit the learner will be able to:

- Realize the role of the Health and Safety Committee in organizational health and safety

Unit 3

Safety and Health Inspections

Safety and Health Inspections are an excellent way to identify hazards in the workplace.

Safety and Health Inspections are physical inspections of the workplace conducted by Managers, Supervisors, and OH&S Representatives in cooperation with employees. They look for unsafe conditions and provide corrective action to eliminate the condition before it can become serious.

These inspections provide valuable information including:

- Compliance to safety legislation, regulations, and practices
- Effectiveness of company Safety and Health processes
- Level of employee adherence to safe work practices
- Effect that changes in work procedures are having on safety
- Identification of hazards and potential accidents/incidents
- Identification of equipment safety deficiencies

Frequency of Inspections

All processes, procedures, certifications, and equipment inspections should, at a minimum, be conducted annually. Formal annual inspections are usually performed for building systems and certifications. Quarterly and monthly formal inspections of building processes and systems should be conducted. Formal Workplace Health and Safety inspections and their control should be performed on a weekly/daily basis by supervisors or management.

6S

5S is one of the most widely used Lean tools. When combined with Safety (6S) it has gained popularity in a wide variety of industries and is fast becoming standard practice for Safety and Health Inspection programs.

The Beginnings: 5S

The 5S Process is a way of organizing and managing the workspace and work flow with the intent to improve efficiency by eliminating waste. It incorporates a system of regular visual inspections and self-audits to identify opportunities for continuous improvements. The 5S Process includes documenting the monthly (minimum) inspections and developing daily safe work practices.

The “S” stands for:

- **Sort** – removing unnecessary tools, equipment, and other items from the work area.
- **Straighten** – effective and efficient storage of tools, equipment, and other items.
- **Shine** – cleanliness involves housekeeping and helps in problem prevention.
- **Standardize** – develop best practice routines, adapt tools, and improve access to simplify organizing.
- **Sustain** – maintenance and continual improvement through spot checks and audits.

Adding Safety: 6S

Safety was always inherent in the 5S process but by formally adding it, that helps to emphasize the safety aspects of the process. The safety component of 6S ensures that potentially hazardous situations are identified at the earliest possible moment.

6S has at its heart improving efficiency, quality, and safety but the hidden benefit is employee involvement. By having employees involved in the improvement of their work areas they can take ownership and pride in their environment and jobs. Each avoided hazard is a direct reward.

In order to fully understand the process a practical exercise is in order.

Using the SeaStar 6S Inspection Checksheet develop a checksheet that can be used for a workplace area. Choose one of the following workplace areas:

- Shop spaces
- Laboratories
- Shipping and Receiving
- Administrative offices
- Warehouses

SAFETY AUDIT

Auditing is an important function for any organization whether it is someone from outside your organization or someone internally. Audits allow companies to assess if they are 'walking the talk'. Internal audits, completed inside the organization, are extremely important because it allows the organization to make minor changes to stay on course before things spin out of control. Safety audits do not take the place of regular facility safety inspections.

Compliance Nature of Safety Audits

Safety Audits are used to measure safety compliance in the workplace. Some of the areas covered are:

- Detection of unsafe hazards
- Compliance to applicable building and fire codes
- Compliance to OH&S legislation, regulations and standards - e.g. ergonomics, Personal Protective Equipment, hearing conservation
- Compliance to company OH&S policies and procedures
- Existence of company processes to achieve safety compliance.