![Jersey Safety Council logo]

Pause for Safety

*Supporting
World Day for
Safety and Health at Work*

A SAFE AND HEALTHY
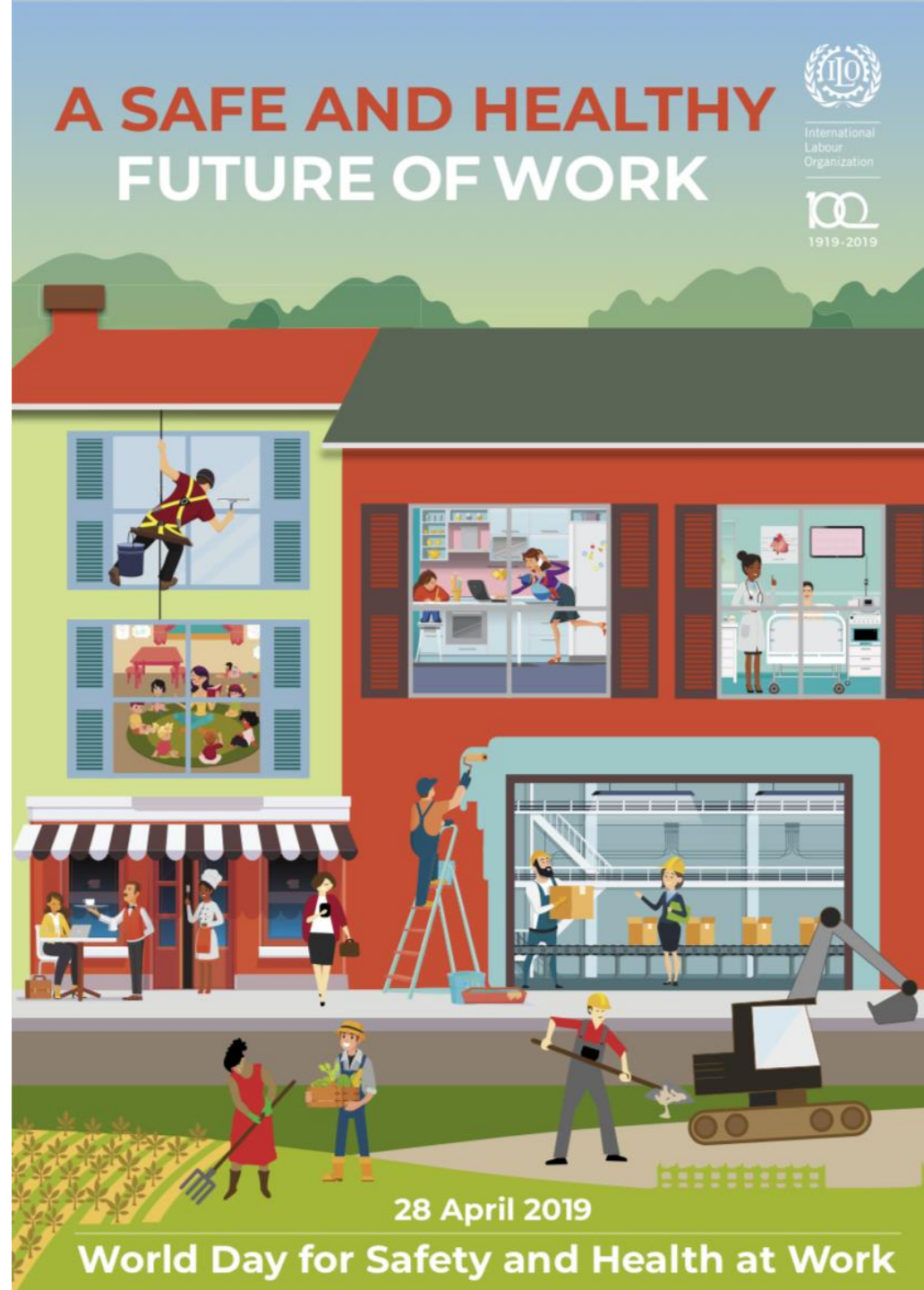FUTURE OF WORK

International Labour Organization
1919-2019

28 April 2019
World Day for Safety and Health at Work

Pause for Safety

- **_Why Engage Employees?_**
  - Workplaces where employees are involved in taking decisions about health and safety are safer and healthier.
  - Collaboration with your employees helps you to manage health and safety in a practical way by:
    - helping to spot workplace risks;
    - making sure health and safety controls are practical;
    - increasing the level of commitment to working in a safe and healthy way.

- For more information see

HSE — Health and Safety Executive

Ergonomics and human factors at work

A brief guide

http://www.hse.gov.uk/pubns/indg90.htm

Health & Safety in the Office Potential Discussion Areas

Area	Risks & Consequences
Slips & Trips	Staff and visitors may be injured if they trip over objects or slip on spillages.
Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.
Working at Height	Falls from any height can cause bruising and fractures.
Health of Workers	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc
Computer Usage	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.
Work Equipment	Staff get electrical shocks or burns from using faulty electrical equipment. Staff suffer injury from moving parts of equipment or unbalanced equipment.

Suggested Structure for Event

- **Introduction** - *5 mins*
  - why is the event being held
  - what do you want to get out of it
  - how can the employees help
  - area chosen from *Health & Safety in the Office* for discussion

  Best practise is to record the names of attendees together with the discussion topic

- **Structured Discussion** - *15 mins*
  - If it's a large team (say more than 10), break them into groups of 5/6 for group discussions
  - Ask each group for their views on the topic
  - The employees should not only identify issues but also propose what they can do to help change the situation

- **Report back** – *10 mins (dependent on number of groups)*
  - Each group captures it's views & shares key points with all attendees

- **Closure** – *5 mins*
  - Choose one or two key findings & make a commitment what you will do about it, with a timeframe!
  - Thank employees for their time & contributions
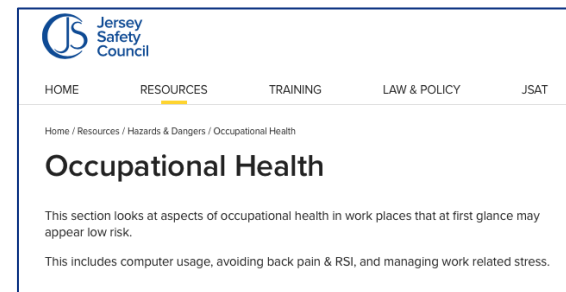
Additional Resources

- Health in the Workplace – UK HSE website

  http://www.hse.gov.uk/toolbox/organisation/index.htm

- Occupational Health – Jersey Safety Council Website

  https://www.jsc.je/resources/hazards-dangers/occupational-health

- Display screen equipment checklist

  http://www.hse.gov.uk/pubns/ck1.htm