

What is the cost of an accident?

The price of an accident is always high and an accident cost control system is necessary in any workplace since such a system will indicate the costs of workplace accidents.

How do we prevent Workplace accidents?

1. At the level of the worker

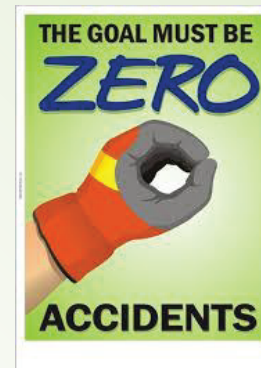
- **Always be alert**, respect safety and health guidelines, rules, signs and signals
- **Follow instructions to a tee and don't take shortcuts.** Accidents happen when workers skip steps to complete a job ahead of schedule or fall into the trap of assuming that they are experts at their job,
- **Keep the workplace tidy.** Poor housekeeping can cause serious safety and health hazards.
- **Always Wear the required Personal Protective Equipment** (goggles, face protection, gloves, hard hats, safety shoes, and earplugs or ear muffs) properly and as instructed.
- **Pay attention to and follow emergency drills.** Workers also tend to take safety drills for granted and often go through the motions carelessly.

2. At the level of the Employer

Simply telling workers to work safely is not enough.

- **Educate employees** Train employees about the importance of following safety measures as often as possible. It's important to provide new workers with proper training when it comes to safety and health practices.

- **Don't just talk about safety, reinforce it**, put workable systems in place. Develop a workplace policy, a program to implement the policy, establish the Joint Workplace Safety and Health Committee and promote the joint responsibility system for Workplace Safety and Health.
- **Provide protection equipment.** Where the use of Personal Protective Equipment (PPE) is required employees should be taught how to properly use and care them.
- **Focus on your workplace injuries** and make every effort to reduce or eliminate them
- **Review your work practices, identify hazards** and take measures to prevent, eliminate or control those hazards to make the workplace safer and healthier.



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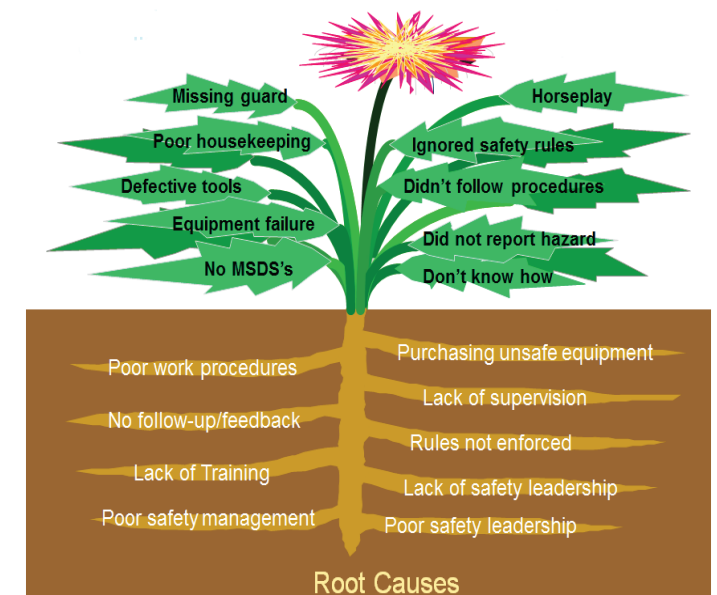
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PREVENT WORKPLACE ACCIDENTS NOW

THE ACCIDENT WEED



Workplace Accident Prevention

Workplace accidents don't just happen. They are caused by unsafe acts of persons and/or unsafe conditions in the workplace. They can occur in the field, office and factory in all spheres of economic activities including the public, private and informal sectors.

What is a workplace accident?

A workplace accident has been defined as an unexpected, unplanned occurrence that interferes with or interrupts the orderly progress of work. It may involve:-

- Manpower
- Materials
- Machinery
- Equipment
- Time

What is likely to happen when there is a workplace accident?

Accidents at work may result in damage to anyone or any combination of the following:

- Injury, disablement or even death of the worker.
- Damage to materials
- Damage to Machinery or Tools-
- Damage to Equipment: Ladder, tables, chairs and other physical equipment other than machinery or tools.
- Loss of time for production from damage to machinery, equipment and materials. As well as loss of time/ wages by the injured worker.

What causes a workplace accident?

Workplace accidents are caused by:

- An unsafe condition
- An unsafe act or
- A combination of both

What are Unsafe Conditions?

Examples of unsafe conditions include:

- Unguarded machinery
- Defective tools or equipment
- Slippery or uneven working surfaces
- Inadequate lighting

What are Unsafe Acts?

Examples of Unsafe acts include:

- Working on moving equipment without adequate safeguards.
- Failure to use personal protective equipment.
- Operating machines at unsafe speeds
- Horseplay

What is to be done when there is a workplace accident?

- Report the accident immediately to your supervisor
 - Render or provide First Aid
 - Report the accident to the Occupational Safety and Health Department of the Ministry of Labour
- This is a legal requirement whereby section 69 (1) of the Occupational Safety and Health Act, No. 32 OF 1997 or CAP 99:06 of the Laws of**

Guyana requires that any workplace accident that:

- (a) Causes loss of life to a worker must be reported forthwith and
- (b) Disables a worker, for more than one day, written notice of the accident must be sent by the employer to the OSH Department of the Ministry of Labour, the Joint workplace safety and health committee or the trade union within four days.

Why investigate workplace accidents and which accidents should be investigated?

The purpose of investigating workplace accidents is to find out the causes and make recommendations to prevent the recurrence of similar accidents. All accidents should be investigated since there is the potential of an accident being serious. Accidents should be investigated as soon as possible after the accident since delays can result in key evidence being removed or even destroyed.

Who should investigate workplace accidents?

One or more of the following should do so.

- The immediate supervisor
- The Joint Workplace Safety and Health Committee in workplaces that employ over twenty workers
- The Safety and Health Representative in Workplaces that employ less than twenty workers.
- A Safety and Health Officer from the Ministry of Labour.