



E-LEARNING

Level 5



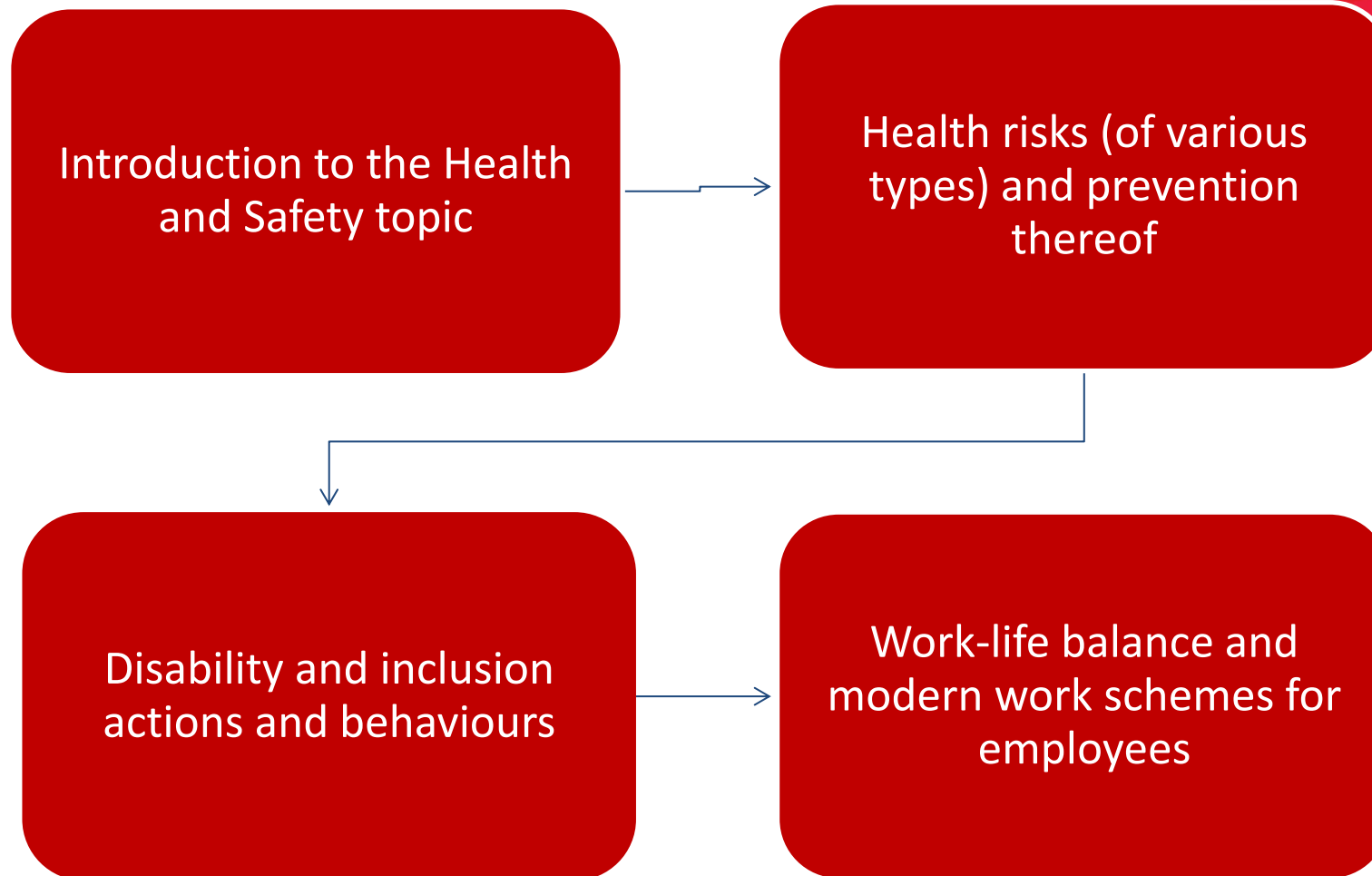
WA13: General Legislation

5.6 Health and Safety

LO5.29 Demonstrate comprehensive knowledge of Health & Safety and Law in a broad context to assist the company or organisation, to predict situations and to develop solutions to more abstract problems



Route map



Occupational Safety and Health

What does OSH mean?

Watch a short introductory video on
[Occupational Safety and Health!](#)

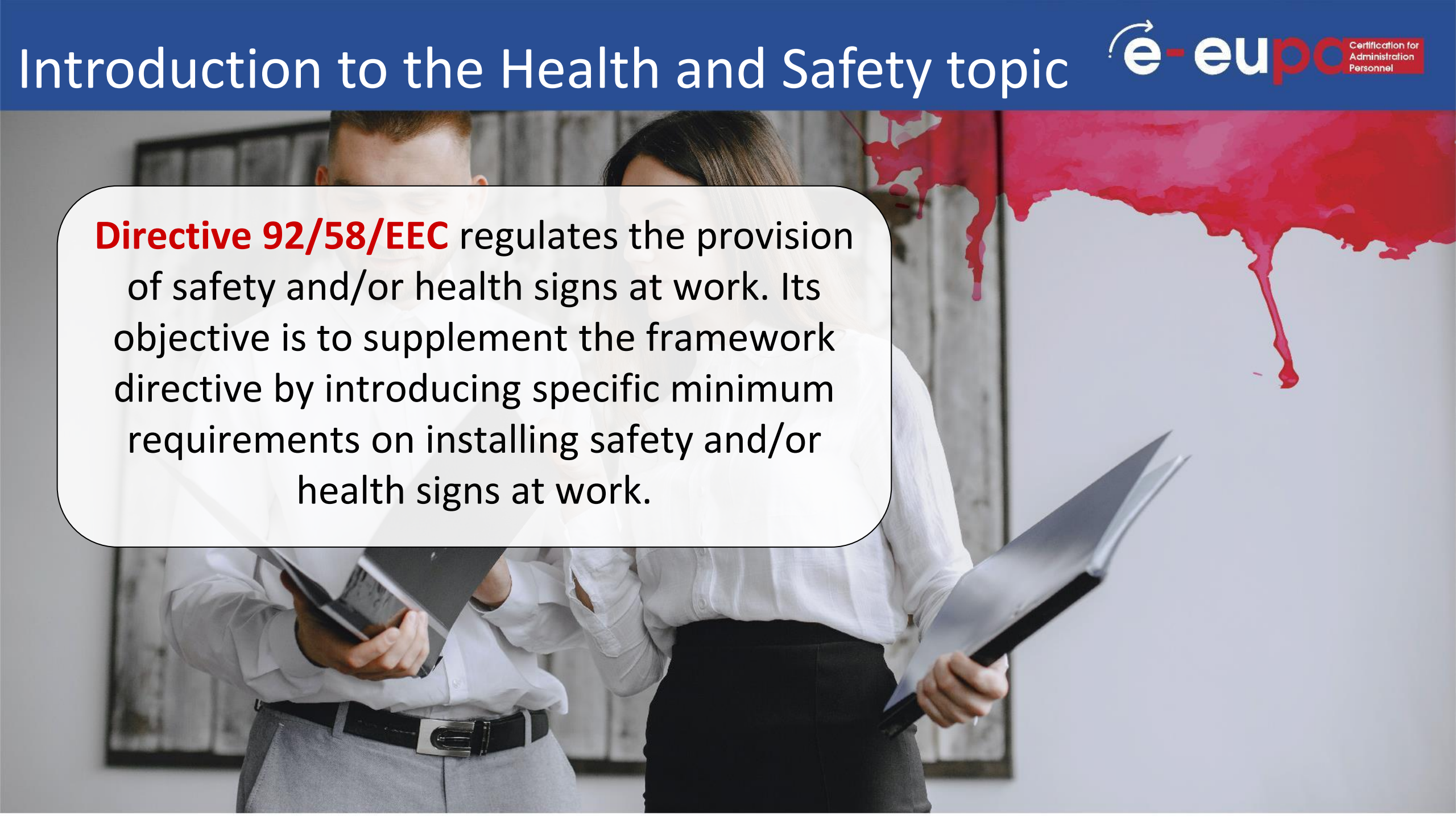


Healthy and Safety – legislation

- **Article 153** of the Treaty on the Functioning of the European Union
- **EU Directives**
- **EU Guidelines**
- **EU Standards**
- **National Legislation**
- **OSH Strategies**

Council Directive 89/391/EEC (dated 12 June 1989) on the introduction of measures to encourage improvements in the safety and health of workers lays down:

- The general principles concerning the prevention of risks, the protection of safety and health of workers at the workplace
- General guidelines for the implementation of these principles



Directive 92/58/EEC regulates the provision of safety and/or health signs at work. Its objective is to supplement the framework directive by introducing specific minimum requirements on installing safety and/or health signs at work.

Health and Safety signs

Can you identify these Health and Safety signs?



Signs and labels

**BEST
SIGNS
STORY...**



Healthy and Safety strategy – benefits

- Improved productivity through less sickness absence
- Cutting healthcare costs
- Keeping older workers in employment
- Stimulating more efficient working methods and technologies
- Reducing the number of people who have to cut their hours to care for a family member

(European Agency for Safety and Health at Work)

Safety and Health at work shall

- Be systematically managed
- Define suitable arrangements that shall be put in place
- Define roles and responsibilities of all those involved
- Be based on risk assessment process

A risk/hazard

anything that has the potential to cause harm and affect people, property, processes; cause accidents and ill-health, loss of output, damage to machinery, etc.

“Occupational risk refers to the likelihood and the severity of an injury or an illness occurring as a result of exposure to a hazard”.

(European Agency for Safety and Health at Work)

Risk assessment process – aims

- Protect workers' health and safety
- Minimise the possibility of the workers or the environment being harmed due to work-related activities
- Keep the business competitive and effective



Five steps to risk assessment (HSE, 2011)



(Bladen *et al.*, 2012)

Identification of hazards and selection of preventive measures – checklist

Workplace environment:

- ✓ Is there floor covering suitable (without holes or obstacles)?
- ✓ Is microclimate appropriate (temperature, sun radiation, humidity, and airflow, (e. g., according to national regulations, experts, or staff consultation)?
- ✓ Is the size of the room appropriate for the number of employees working in it (e. g., according to national legal regulations)?
- ✓ Does the room have natural lighting?
- ✓ Do light sources, windows and doors, varnished furniture, or walls cause reflections on computer screens?
- ✓ Does noise disturb attention and verbal communication?
- ✓ Do wires and cables hinder employees in their free movements or pose a danger of tripping?
- ✓ Do employees have sufficient space to alter their posture?
- ✓ Is the building properly cleaned and maintained?
- ✓ Is first aid equipment available and is personnel trained in using it?
- ✓ Are escape routes and emergency exits properly signed and kept clear?

Identification of hazards and selection of preventive measures – checklist

Electronic equipment:

- ✓ Are the images on VDUs well-defined, clearly formed and of suitable size with suitable line spacing?
- ✓ Are the images on VDUs free from vibration (no blurring or trembling)?
- ✓ Can the user easily adjust the brightness and contrast between the characters and the background?
- ✓ Can the VDUs be moved according to the requirements of the user (turned, tilted, etc.) and fixed in the required positions?
- ✓ Is the distance between the eyes and the screen 50 - 80 cm?
- ✓ Is the screen free from reflections that may disturb vision?
- ✓ Is the keyboard separate from the monitor? Is comfortable posture of the trunk, arms, and hands possible?
- ✓ Is the space in front of the keyboard and the mouse sufficient for supporting the user's wrists?

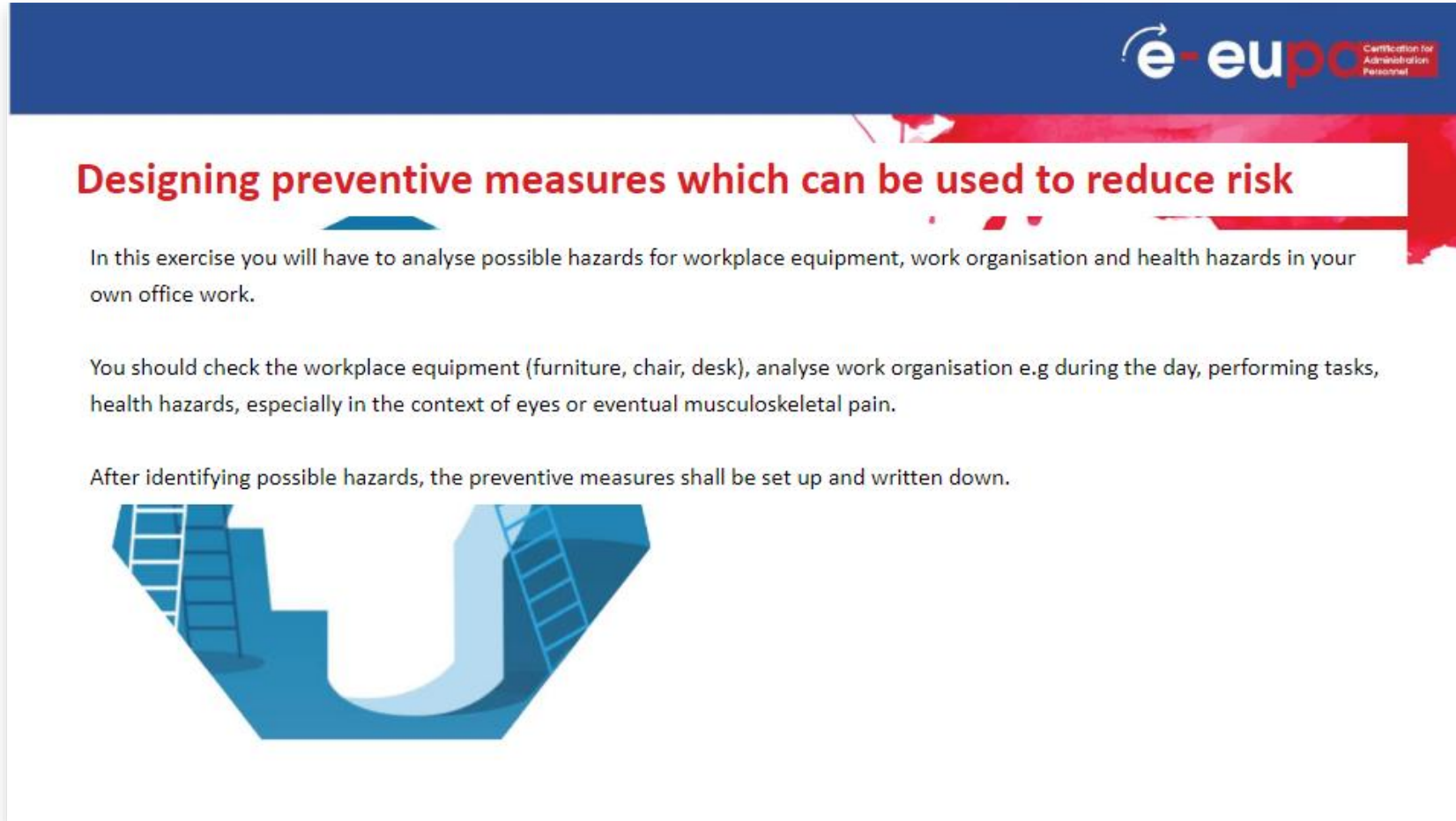
Identification of hazards and selection of preventive measures – checklist

Software:

- ✓ Does the software meet the requirements of the task?
- ✓ Can the software be adjusted to a beginner's level?
- ✓ Is the software provided with mother-tongue help?
- ✓ Does the software present information in a form adapted to the user?
- ✓ Does the employee have support in the case of problems with the software?

Quiz

Den Quiz-Button betätigen, um das Quiz zu bearbeiten.



The screenshot shows a quiz interface with a dark blue header containing the 'e-eupo' logo and 'Certification for Administration Personnel'. The main content area has a red decorative bar at the top. The title 'Designing preventive measures which can be used to reduce risk' is in red. Below it, three paragraphs of text provide instructions for the exercise. At the bottom, there is a blue 3D illustration of a hand holding a ladder.


e-eupo Certification for Administration Personnel

Designing preventive measures which can be used to reduce risk

In this exercise you will have to analyse possible hazards for workplace equipment, work organisation and health hazards in your own office work.

You should check the workplace equipment (furniture, chair, desk), analyse work organisation e.g during the day, performing tasks, health hazards, especially in the context of eyes or eventual musculoskeletal pain.

After identifying possible hazards, the preventive measures shall be set up and written down.



Definition

“Disability” – a physical or mental condition that limits a person's movements, senses, or activities; (as a mass noun) the fact or state of having such a condition.

Disability – an evolving concept that results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others.

Discrimination – any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.”

Diversity – a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that embraces and celebrates individual and collective achievement.

- The employment rate of persons with disabilities (aged 20-64) stands at 50.6%, compared to 74.8% for people without disabilities (2017).
- Women with disabilities, young disabled persons and persons with high support needs are more likely to be discriminated against and excluded from the labour market.
- The number of young people entering the workforce declines, disability prevalence increases with age[6][9]; therefore, it is likely that more people with disabilities will need to be recruited and retained in the workforce to reduce labour shortages.

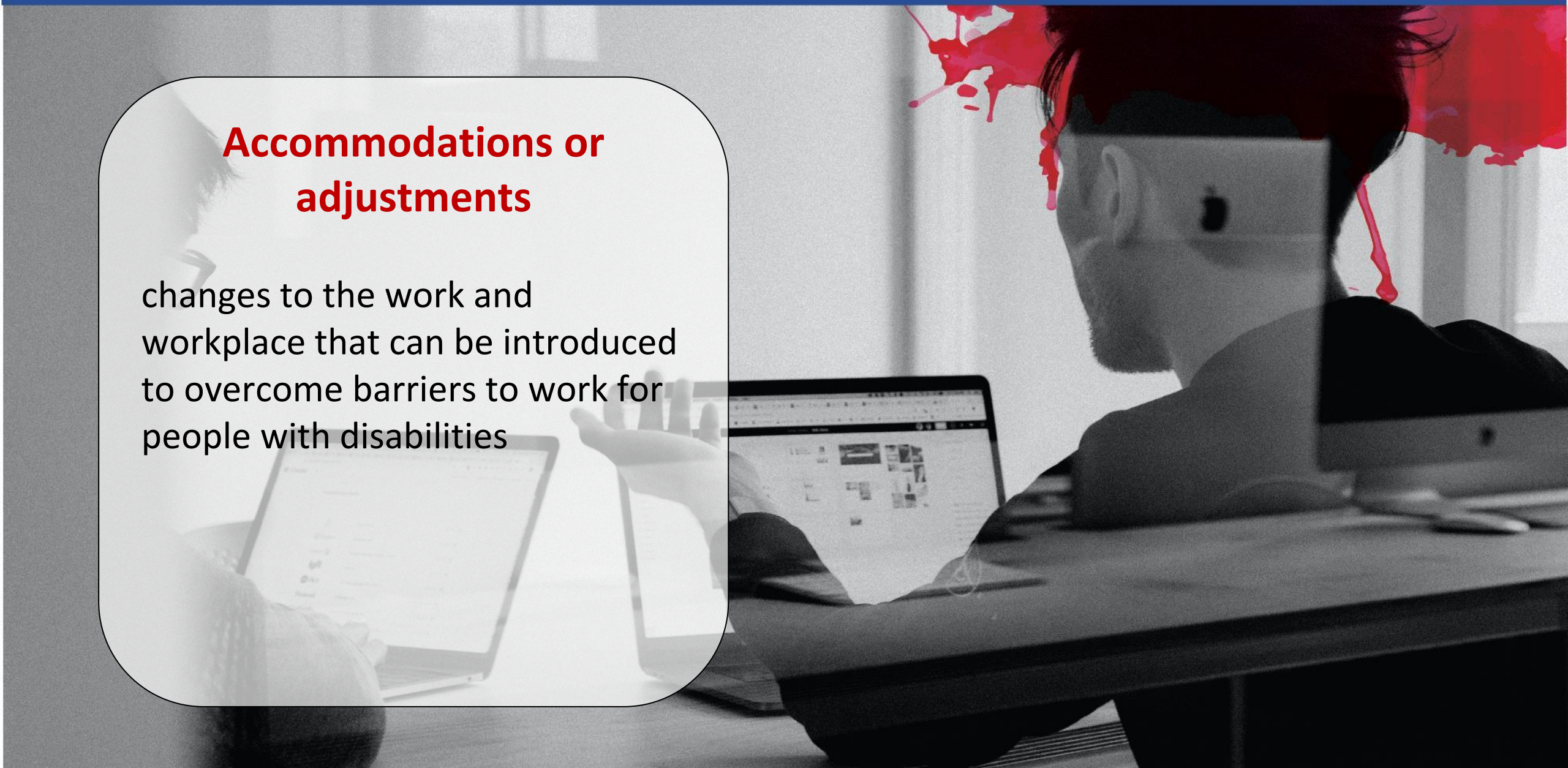
(European Parliament, Employment and disability in Europe. Briefing document, May 2020)

Measures to protect workers with disabilities are based on

- A prior risk assessment
- The nature and extend of the disability reorganizing jobs
- Specific requirements of the job
- Adaption of the workplace, including emergency planning
- Provision of appropriate equipment and/or assistive technologies

Accommodations or adjustments

changes to the work and workplace that can be introduced to overcome barriers to work for people with disabilities



Types of accommodations

- Adjustments to work organisation, duties and working hours
- Adjustments to physical features of the workplace
- Assistive technologies and adjustments to work equipment
- Signs, signposting and emergency procedures
- Communications and work assistance
- Training and supervision

Barriers to providing accommodations or adjustments

- Lack of knowledge among employers on how to support persons with disabilities
- Lack of communication, and consultation with disabled employees when planning adjustments
- Financial difficulties

Examples

Workers with disabilities

A person living with generalized anxiety disorder may find it difficult to perform his or her job due to persistent worries about managing the workload. A reasonable accommodation could be to provide the worker with some additional support from the line manager. This could take the form of regular meetings with the worker to review commitments and schedule.



Workers living with or affected by HIV or AIDS

An HIV-positive individual may be generally fit for work but experience episodic ill health. A reasonable accommodation may need to be flexible. A worker living with HIV might normally perform all their tasks from the office, but might seek flexibility to work part of the week from home during periods when they may be affected by an HIV-related illness or during a period of adaptation to anti-retroviral or other medication related to their health status.

A worker may not be living with HIV but may have caregiving responsibilities to a family member with HIV or AIDS. In these circumstances, the worker may have a need for a reasonable accommodation, such as a temporary reduction in working time.

Examples

Workers with a particular religion or belief

Workers of any religion or belief, including those who do not have a particular religion or belief, may seek reasonable accommodation. Some accommodations may be temporary in nature, responding to a specific point in the calendar. For example, a Muslim worker who is fasting during Ramadan might request a rest break at sunset in order to be able to eat.

✔ Quiz

Den Quiz-Button betätigen, um das Quiz zu bearbeiten.



Designing effective measures that remove or mitigate barriers encountered by the worker

You will receive four case studies. Please analyse each situation and reflect on the possible adjustment to overcome the barrier.



Work-life balance

“the extent to which an individual is equally engaged in and equally satisfied with his or her work role and family role. Work life balance includes satisfaction and good functionality at work, as well as at home with a minimum of role conflicts” (Greenhaus, H.J. & Collins, M.K. & Shaw, D.J, 2003)

Work-life balance

„a satisfactory state of equilibrium between an individual’s work and private life. Enabling a better work–life balance for workers across the life course has been an EU policy goal for many years as it is central to ensuring that work is sustainable for all. It is also an important factor in determining the participation of women and older workers in the labour market.” (Source: <https://www.eurofound.europa.eu/topic/work-life-balance>)

Time balance – equal time for work roles and other activities that are not related to professional life

Involvement balance – equal psychological involvement in work and family roles

Satisfaction balance – equal level of satisfaction in work and family roles

Imbalance can cause **conflict**.

How can employers improve work-life balance?

- Flexibility around work
- Supportive work environment
- Family-friendly measures

How can employers improve work-life balance?

- Emphasis on both spheres of life (work and private life)
- Time management and organisational skills
- Stress management strategies

Benefits of balanced work schemes

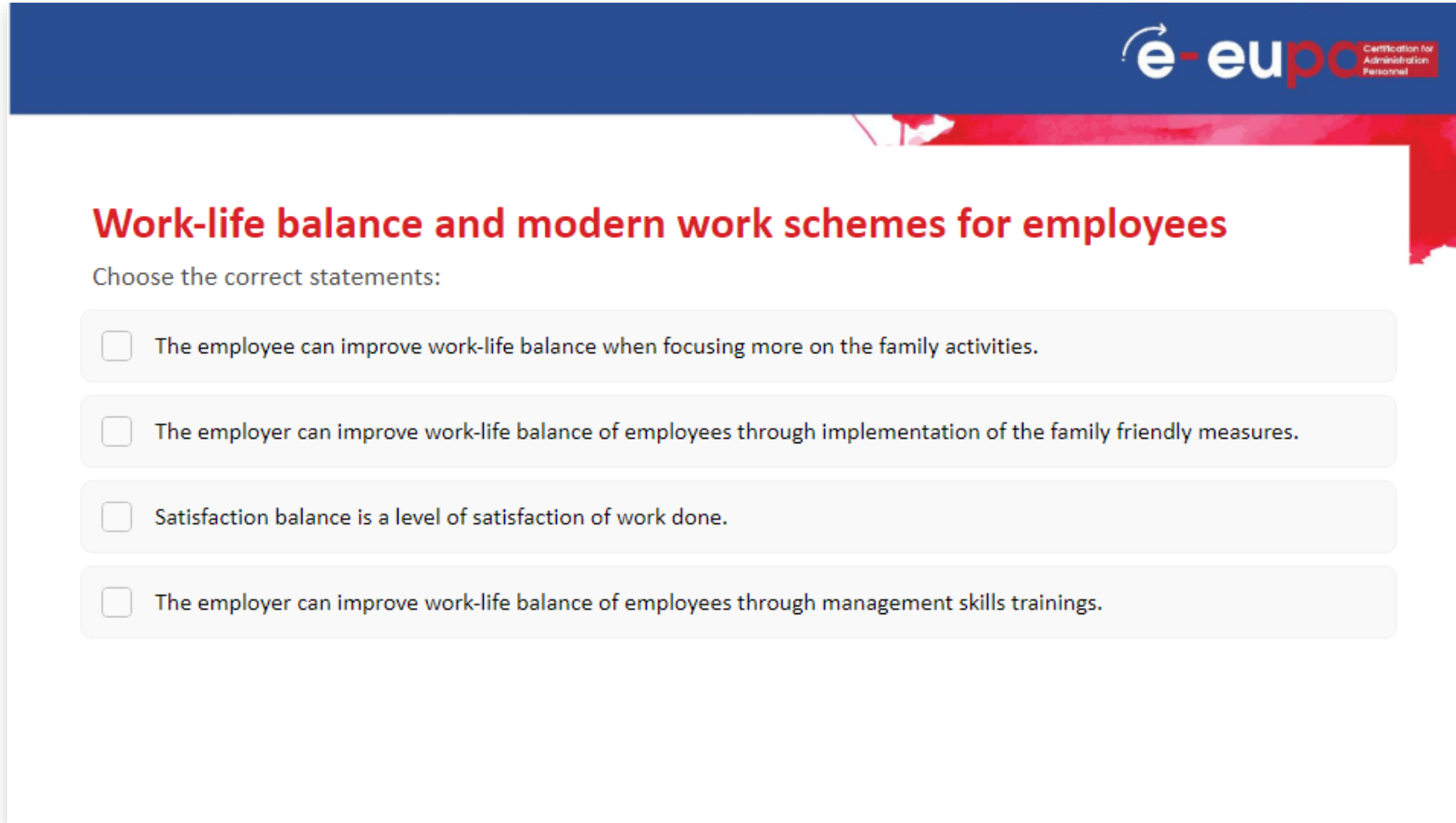
- Increased productivity
- Reduced rates of absenteeism and staff turnover
- Improved employee attitudes and morale; and
- More sustainable enterprises

Modern work schemes for employees

- Overtime work
- Shift work, including night work and weekend work
- Part-time work arrangements, including job sharing
- Staggered hours
- Compressed working weeks
- Flexi-time arrangements and time-saving accounts
- Work sharing
- Teleworking, flexible working place

Quiz

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Work-life balance and modern work schemes for employees

Choose the correct statements:

- The employee can improve work-life balance when focusing more on the family activities.
- The employer can improve work-life balance of employees through implementation of the family friendly measures.
- Satisfaction balance is a level of satisfaction of work done.
- The employer can improve work-life balance of employees through management skills trainings.

Revision questions

Revision question 1:

Can you explain who needs to carry out regular risk assessment?

Revision question 2:

Can name different examples for accommodations or adjustments for workers with disabilities?

Module key points

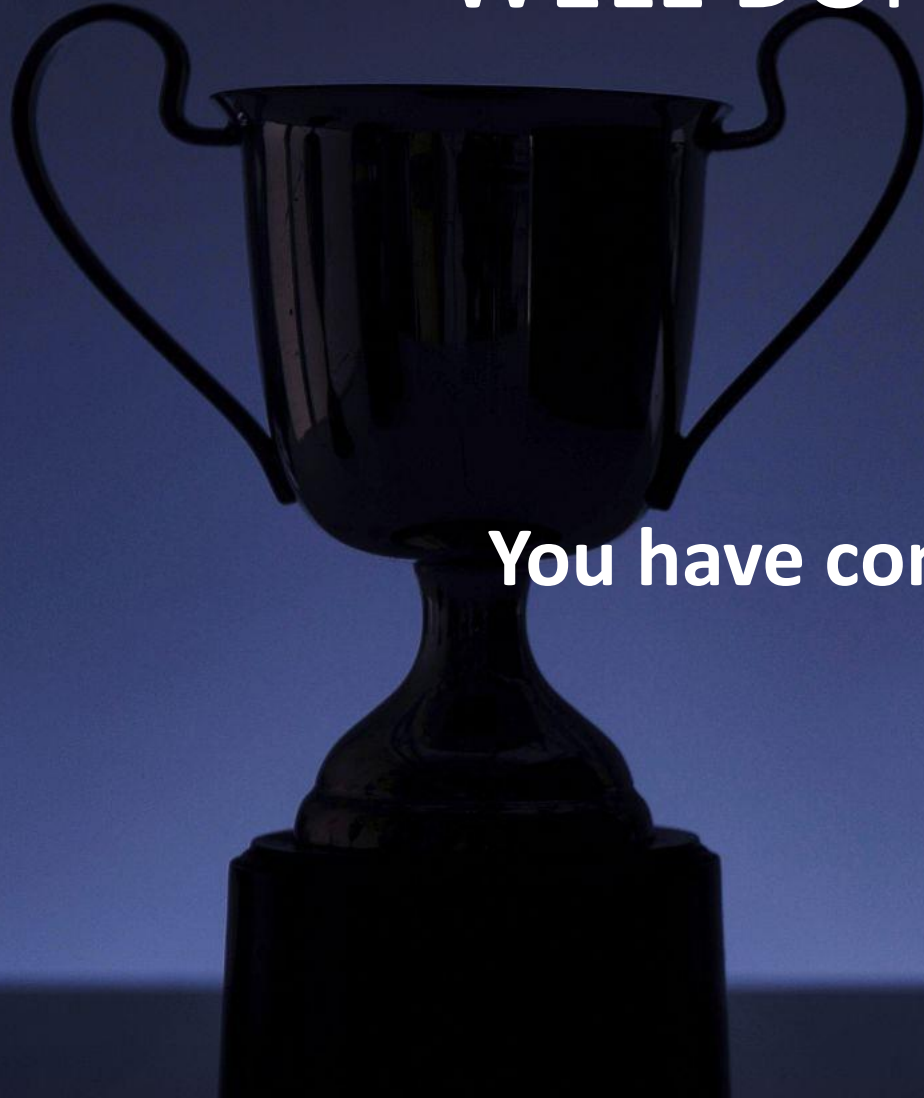
Safety and Health at work shall be systematically managed and be based on the risk assessment processes

Risk assessment process helps to protect workers' health and safety, minimise the possibility of the workers or the environment being harmed due to work-related activities, keep business competitive and effective. Under health and safety laws, all employers must carry out regular risk assessment.

Reasonable accommodations include adapting premises and equipment, working hours, tasks and training, to enable a person with disabilities to access, participate in or advance in employment.

Modern work schemes that help attain balance between workers' needs and business requirements can be particularly successful. Modern work schemes are related to the working time, (e.g. staggered hours, work sharing) and place of work, (e.g. teleworking).

WELL DONE!



You have completed the unit 5.6!



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