

OCCUPATIONAL SAFETY & HEALTH

WORKPLACE PRODUCTIVITY
&
SAFETY AND HEALTH

Regional Management Services Inc.



Who Am I?

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OVERVIEW

- ❖ The Business environment and Productivity Management
- ❖ An Overview of Occupational Health & Safety
- ❖ Health & Safety regulations, practices and procedures
- ❖ Employer and Employees rights and responsibilities
- ❖ Provisions of the Safety and Health Act of Barbados (2005)
- ❖ Procedures for reporting issues
- ❖ Procedures for resolving issues

SAFETY AND HEALTH IS EVERYBODY'S BUSINESS

- “Effective prevention of occupational accidents and diseases begin at the enterprise level but involves broad participation from governments, workers and employers’ organizations. Worker participation, implementation of work organization procedures, the provision of training and information to workers and inspection activities are important tools to promote a safety and health culture.”

(ILO)

Fact about Productivity !

A nation's living standard is determined by the productivity of its economy, which is measured by the value of goods and services produced per unit of the nation's human and capital resources

The central challenge to a nation in economic and social development is how to create the *conditions* for rapid and sustained productivity growth

Prokopenko 2004

What Is Productivity?

- Productivity is concerned with how companies/organisations use resources (e.g. Labour, equipment, machinery, materials) needed to produce goods and services.



What Is Productivity?

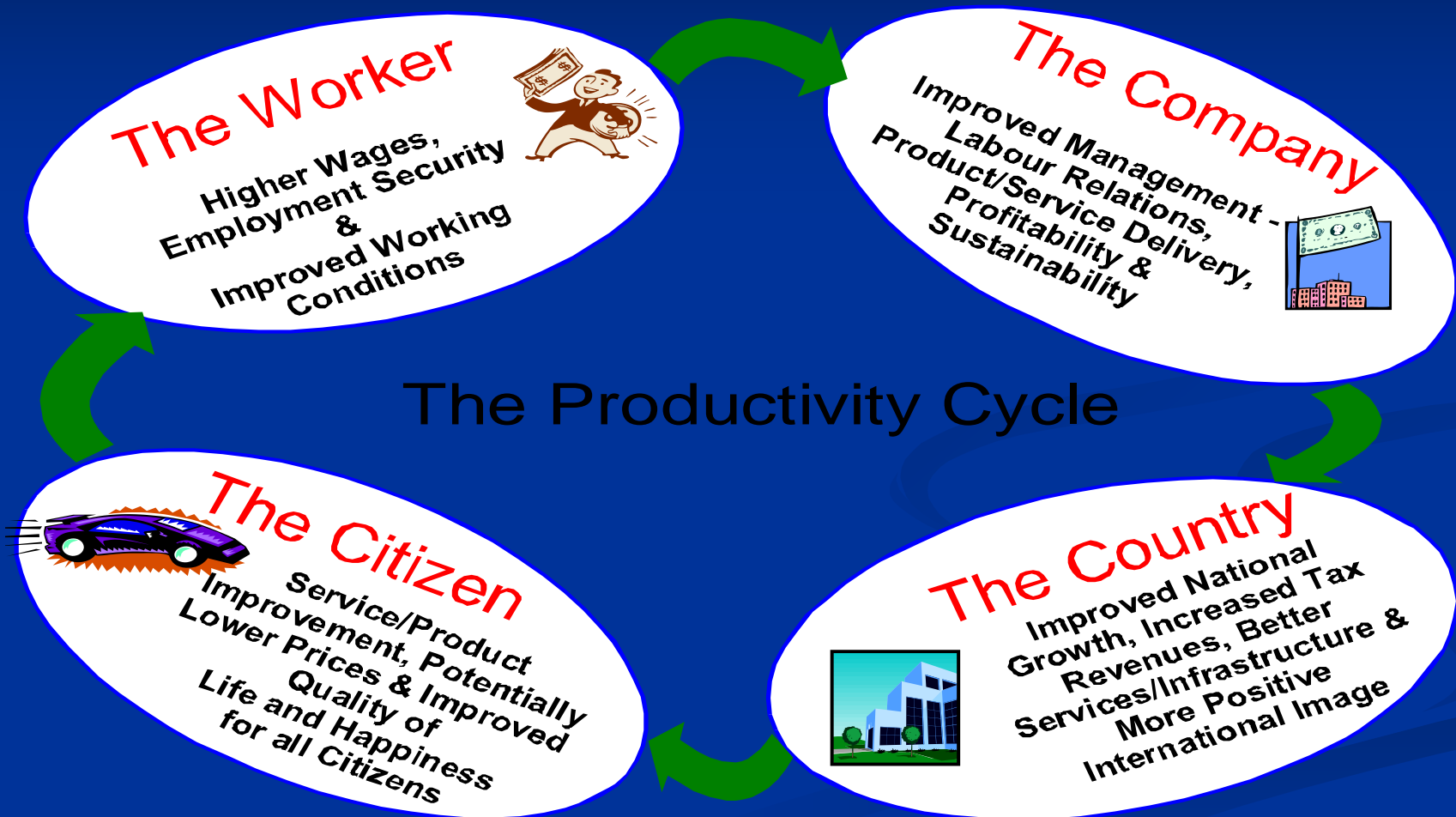
■ $\text{Productivity} = \frac{\text{Output produced of a given quality}}{\text{Input of resources consumed in the process}}$

Input of resources consumed in the process

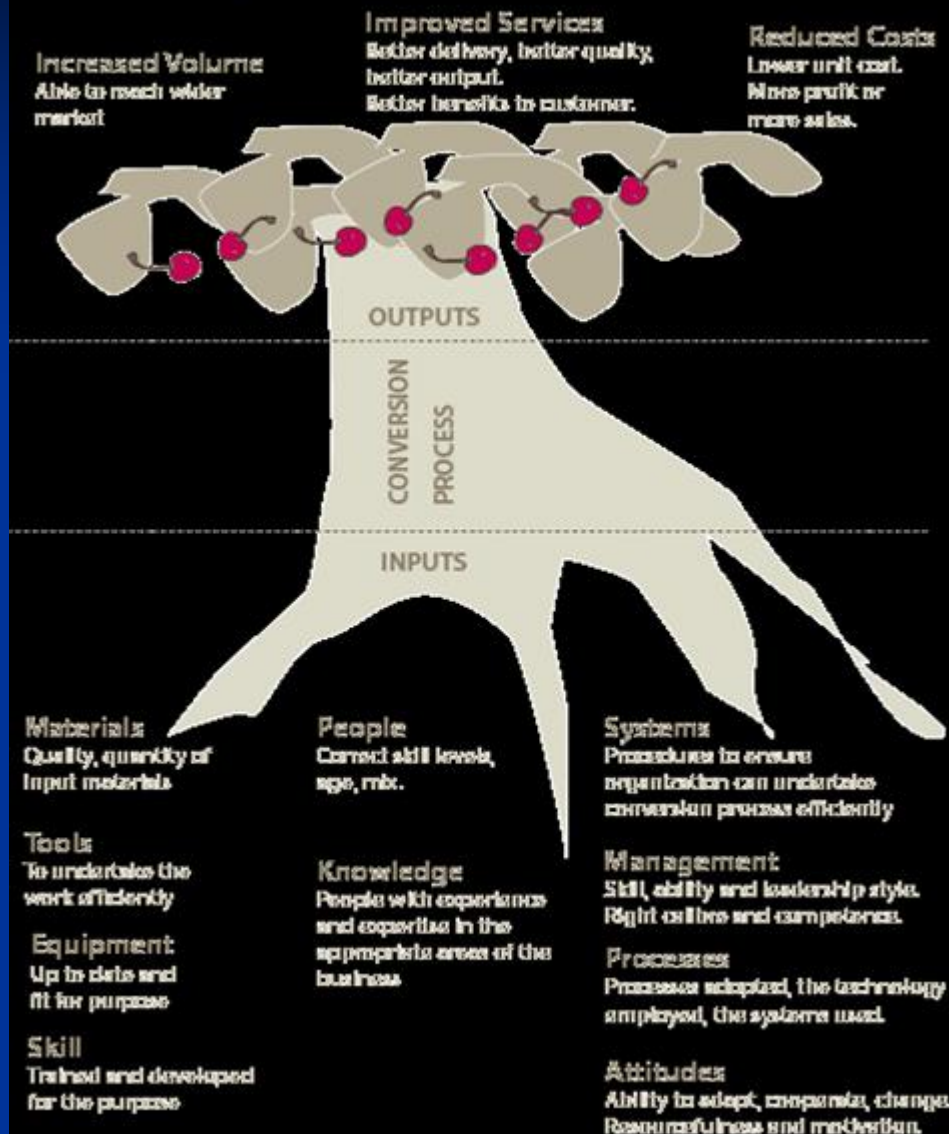
■ $\text{Productivity} = \frac{\text{Total Sales}}{\text{Total Costs}}$

Total Costs

What's In It For Me?



Productivity Conceptual Model



Major Factors Influencing Productivity

- Education and skills of personnel
- Motivation
- Technology
- Operational procedures
- Management/Labour collaboration
- Resources
- Team orientation (individual and departmental)

Major Factors Influencing Productivity (Cont'd)

- Health of personnel
- Rewards and compensation
- National work ethic



Current Approaches used to Promote Productivity

- the motivation of people to be productive
- job design and work organization
- people as managers and supervisors, especially the management of change, will be examined
- the importance of employee training and development
- the application of ergonomics, systems and policies for improved working environment can improve employee motivation and productivity
- the importance communications in the workplace

ABSENTEEISM

- The failure of an employee to report to work or to remain at work as scheduled.
- Excludes vacations, holidays, jury duty and the like.
- Includes certified and uncertified sick leave.

Attributes of absenteeism

- Medical – serious illness, family illness, doctor's appointment and minor illness (colds, headaches, upset stomachs)
- Psychological – stress, depression and job dissatisfaction
- Environmental – bad weather, poor transportation, national work ethic
- Interpersonal – problems with boss or co-workers
- Domestic – house maintenance, hobbies/recreation and personal business, waking-up late, children's needs

THE WORKPLACE / ORGANIZATION



A GROUP OF PEOPLE
WORKING ON
VARIOUS
ACTIVITIES IN
ORDER TO
ACHIEVE A
COMMON GOAL.

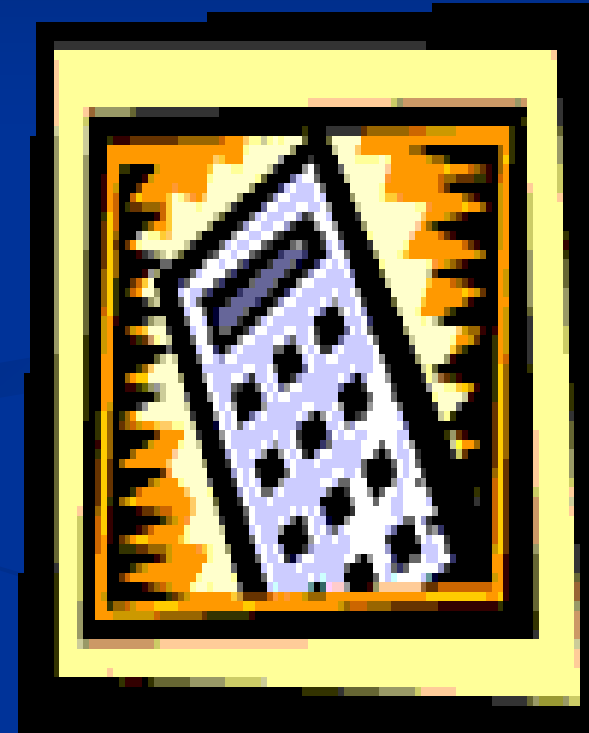
Key Causes of Absenteeism

- Poor ergonomic structures
- Fatigue in badly designed jobs
- Poor Indoor Air Quality (IAQ)
- Diseases
- Domestic Violence
- Accidents and injuries
- Failure to acknowledge staff complaints
- Low morale and conflict
- Service/product availability



Assessment of Impact

- Loss of output both directly and indirectly
- Employee recruitment and replacement costs
- Additional management and supervisory time
- Lower quality work due to the lower number of skills on the job
- Loss of goodwill and reputation



Effects of Absenteeism

- Scheduling/operational problems
- Lower quality goods and services
- Employee stress (mental & physical)
- More costly goods/services
- Reduced performance, profitability & impaired corporate image
- Lower national competitiveness & unemployment
- Higher social costs (NIS, crime)

ILO PERSPECTIVE

- Promotes the principle of 'Decent Work'.
- Decent work is defined as productive work in conditions of freedom, equity security and dignity.
- Decent work is safe work
- Safe work – fatalities, accidents and illness at work are highly preventable

WHAT IS DECENT WORK

- Decent work is defined by the ILO as productive work in conditions of freedom, equity security and dignity.
- Decent work is safe work
- This means that fatalities, accidents and illness at work are highly preventable
- The recognition of basic rights at work
- The right of participation and a voice at work

FACTS ON SAFE WORK

- Every year two million men and women die as a result of occupational accidents and work related diseases
- Each day an average of 5,000 people die as a result of work related accidents or diseases
- There are 355,000 on the job fatalities annually
- Hazardous substance kill 340,000 workers annually

FACTS ON SAFE WORK

- Four percent of the world's gross domestic product is lost as a consequence of the cost associated with death, injury and diseases, and through absence from work, sickness treatment and disability.
- Globally there are 270,000 million occupational accidents and 160 million occupational diseases recorded annually.

(ILO 2003)

EMPLOYEE SAFETY AND HEALTH CONCERNS

- **STRESS** – Studies suggest that between 50% of all lost working days in Europe are related to stress at work
- **ACCIDENTS AND VIOLENCE**- These contribute to as many work related deaths as communicable diseases

EMPLOYEE SAFETY AND HEALTH CONCERNS

- **CANCER** – This is the biggest cause for concern as it is responsible for 32% fatalities
- **HEART DISEASE / MUSCULO SKELETON DISEASE** – These account for more than half of the cost attributed to work related diseases

WHY PROMOTE SAFETY AND HEALTH AT WORK

- The safe work programme is aimed at creating nation wide awareness of the dimensions and consequences of work related accidents injuries and diseases. It promotes the goal of basic protection for all workers in conformity with international labour standards, and the design implementation of effective preventative policy programmes.

WHY PROMOTE SAFETY AND HEALTH AT WORK

- Adequate working conditions are central to the achievement of long term sustainable growth, good living standards and social harmony.

WHY PROMOTE SAFETY AND HEALTH AT WORK

- A work place culture comprises all values, attitudes, rules, managerial systems and practices, participatory principles and working behaviour conducive to creating a safe and healthy working environment – a place where people can produce a high degree of quality and productivity.

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CHECK LIST FOR EMPLOYERS

- Provide a workplace free from recognized hazards
- Provide and use means to make the the workplace safe
- Prohibit employees from entering, or being in , any workplace that is not safe
- Construct the workplace so that it is safe
- Prohibit alcohol and narcotic from your workplace
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety of his / her employees

CHECK LIST FOR EMPLOYERS

- Prohibit employees from using tools and equipment that are not safe
- Establish, supervise and enforce rules that lead to a safe and healthy work environment that are effective in the workplace
- Control chemical agents and protect employees from biological agents
- Consult with employees on any changes in the workplace that may effect their safety and health
- Allow employees time off with pay to perform functions and training courses

Rights and Responsibilities of Employees

Employees have the right to :

- Request an inspection of their work place;
- Have access to any report relating to work place conditions;
- Have access to Material Safety Data Sheets (MSDS), labels, equipment manuals, operations manuals or any materials relating to the safe use of a substance or equipment;
- Be represented on the occasion of any inspection visit by an inspector;

Rights and Responsibilities of Employees

- To communicate freely with the Inspector on any matter relating to Occupational Safety and Health conditions in the work place; and
- Not to be exposed to any condition considered immediately dangerous to safety or health.

EMPLOYEES' RESPONSIBILITY

- Report job related injury or illness to the employer and seek prompt treatment;
- Ensure reportable accidents and cases of occupational diseases are reported by the employer to the Chief Labour Officer;
- Be familiar with applicable work place rules, laws and regulations relating to Occupational Safety and Health;
- Stand for membership and participation in the safety committee;
- Cooperate fully with the employer in measures intended to promote occupational safety and health; and to

EMPLOYEES' RESPONSIBILITIES

- Use personal protective equipment (PPE) as prescribed.
- Report hazardous conditions to the employer.
- Take reasonable action within his capability to eliminate workplace hazards.
- Co-operate with the Factory Inspector on the occasions of visits to the workplace;

EMPLOYEES' RESPONSIBILITIES

- Comply with applicable rules, laws and regulations relating to occupational safety and health.
- Exercise all workplace rights in a reasonable manner and pursue responsibilities with diligence.

WHAT EMPLOYEES MUST DO

- Report promptly to their supervisor every industrial injury or occupational illness
- Not to remove, displace, damage, or destroy or carry off any safe guard, notice or warning provided to make the workplace safe
- Not to interfere with the use of any safe guard by any one in the work place
- Not to interfere with the use of any work practice designed to protect them from injury
- Do every thing reasonably necessary to protect the life and safety of employees.

PROVISIONS OF THE SAFETY AND HEALTH AT WORK ACT OF B'DOS

- **Section 102:** No employee shall be dismissed or discipline in any manner by reason only of his requesting an inspection of his workplace by an inspector.
- **Section 103:** (1) Every employer in a workplace shall:
 - (a) Consult with his employees on their representatives for the purpose of developing measures to promote safety and health at such workplace: and
 - (b) Make arrangements for the participation of the employees in the improvement and development of such measures.

PROVISIONS OF THE SAFETY AND HEALTH AT WORK ACT OF B'DOS

Section 103:

(5)(a): Provision is made for Health and Safety Committees to meet at least once a quarter

(5)(b): The committee shall comprise an equal number of employers' and employees' representatives

PROVISIONS OF THE SAFETY AND HEALTH AT WORK ACT OF B'DOS

Section 104:

Where, during the course of his employment, there is sufficient evidence to indicate that an employee's health and safety are in imminent danger that employee may refuse to carry out the task assigned to him pending consultation with his safety committee, trade union, staff association or the Chief Labour Officer. (see ILO CONVENTION C155- Article 19(f))

PROVISIONS OF THE SAFETY AND HEALTH AT WORK ACT OF B'DOS

■ Section 9 (1)

It shall be the responsibility of every employee

- (a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work
- (c) While at work to report to his employer, any contravention under this act, or any regulations made there under, the existence of which he knows

PROVISIONS OF THE SAFETY AND HEALTH AT WORK ACT OF B'DOS

Section 9 (1) (d)

It shall be the duty of every employee to use correctly the personal protective clothing or devices provided for that purpose.

Section 9 (2)

A person who contravenes subsection (1) is guilty of an offence and is liable on summary conviction to a fine of \$500.00 or to imprisonment for 1 month or both.

PROCEDURE FOR REPORTING ISSUES

(1) If an employee wishes to raise a **health and safety** issue in a **workplace** where there is a **health and safety** representative, that employee must report it to the representative.

(2) If an employee wishes to raise a **health and safety** issue in a **workplace** where there is no **health and safety** representative, that employee must report it to the employer or the management representative.

PROCEDURE FOR REPORTING ISSUES

- (3) An employee may take all steps that are necessary, including leaving the employee's part of the **workplace**, to report an issue.
- (4) An employer or management representative who identifies a **health** and **safety** issue may report it to the **health** and **safety** representative, or if there is no representative, to the employees who work in that part of the **workplace** concerned.

PROCEDURE FOR RESOLVING ISSUES

(1) As soon as possible after an issue has been reported, the employer or management representative and the **health**_{and} safety representative, or any employee nominated must meet and try to resolve the issue.

(2) The resolution of the relevant issue must take into account any of the following factors that may be relevant-

- (a) whether the hazard or risk can be isolated;
- (b) the number and location of employees affected by it:

PROCEDURES FOR RESOLVING ISSUES

- (2)** (c) whether appropriate temporary measures are possible or desirable;
 - (d) whether environmental monitoring is desirable;
 - (e) the time that may elapse before the hazard or risk is permanently corrected;
 - (f) who is responsible for performing and overseeing the removal of the hazard or risk.
- (3)** If any party involved in the resolution of the issue makes a request for the details of the issue and all matters relating to its resolution, then the information must be set out in writing by the employer to the satisfaction of all parties.

PROCEDURES FOR RESOLVING ISSUES

- (4) As soon as possible after the resolution of an issue, details of the agreement, in a form that is approved by all parties and in the manner and in the language that is agreed by the parties to be appropriate -
 - (a) must be brought to the attention of the employees; and
 - (b) must be forwarded to the **health** and **safety** committee; and
 - (c) may be forwarded by the parties to any relevant organization of employees or of employers.

GROUP ACTIVITY



Case study exercise:

- Identify strategies to deal with the problem in the case study you are addressing.