

D. Short answer questions

1. Briefly explain the concept of health, safety and security at workplace.

Health

Health of an employee is the state of the physical, mental and social well being. Every organisation must provide healthy and safety working environment for their employees at the workplace. Health of an employee must be in a good condition so that the employees of the organisation will not suffer from any diseases.

- Cleanliness at the workplace is mandatory
- A proper air conditioning is mandatory to provide clean and cool air at workplace
- A properly filtered water facility must be available for the employees of the company.
- A fresh food cafeteria must provide the good quality food for the employees.
- The organisation should maintain a clean washroom facility in good condition to be used by the employees.

Safety

The work environment of the organisation must be safe. It must be free from hazards and risk.

A proper safety guidelines must be prepared by the company and it should be strictly followed.

At regular intervals of time, the safety procedures must be practised by employees.

Security

Every employee working in an organisation must feel that they are secured in the company campus.

Security ensures the safety of the people working in the organisation.

Every organisation must have separate security department. This department should be responsible for various security such as personal safety, computer system safety, electrical safety, transport safety and other equipment safety.

2. State the most important reasons for health, safety and security programs in workplace.

Reasons for Health, Safety and Security Programs in workplace

- It clearly indicates the company's commitment for their employee's health and safety;
- It shows the performance of the business and the safety performance are compatible with each other;
- It clearly state that the company is not only doing the business for profits but it is taking care of all its stake holders.

- The accountability of every one working for the company is outlined for the workplace health, safety and security;
- Injuries and illness of the employees is prevented through such policy.

3. List out the various workplace safety hazards.

Various Workplace Safety Hazards

1. Chemical Hazards
2. Fire Hazards
3. Physical Hazards
4. Electrical Hazards
5. Health Hazards

4. List out the potential sources of hazards in an organisation.

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- Hazards using Computers
- Handling Office Equipment
- Handling Objects
- Stress at Work

6. What are the examples of potential hazards?

- Bright light sources behind the display screen can create contrast problems, making it difficult to clearly see your work.

- Hazards while using computers include poor sitting postures or excessive duration of sitting in one position.
- Improper handling of office equipment can result in injuries.
- Lifting or moving heavy items without proper procedure or techniques can be a source of potential hazard.
- Potential hazards may include poor ventilation, chairs and tables of inappropriate height, hard furniture, poor lighting, staff unaware of emergency procedures, or poor housekeeping

9. List out different safety guidelines?

1. Store all cleaning chemicals in tightly closed containers in separate cupboards.
2. Throw garbage daily.
3. Make sure all areas have proper lighting.
4. Do not wear loose clothing or jewellery when working with machines.
5. Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
6. Where required, wear protective items, such as goggles, safety glasses, masks, gloves, and hair nets.
7. Shut down all machines before leaving for the workplace.
8. Do not play with electrical controls or switches.

10. Describe type of emergency with example.

some of the type of emergencies are as follows:-

- chemical spills
- Extreme heat waves
- Draught
- fire
- flood
- terrorist attack
- leakage of Some hazardous gas chemical
- Pendemics
- thunderstorm