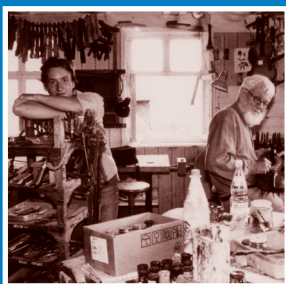




Safety and Health at Work

THE FAMILY ENTERPRISE



The most important facts for safety and health in
small enterprises

English

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Foreword

Health and safety are most important in family enterprises. If family members fall ill or if they have an accident, in addition to the affliction, the very existence of the enterprise could be threatened. Naturally, this also goes for the employees and their families.

Hazards can emerge everywhere – in the workshop, at the construction site, in the house or in the yard. Particularly those persons who are not able to know or assess the hazards are affected by shortfalls in health and safety protection.

These are, for instance, own children or trainees.

As an adult you must be a role model for your children. Only in such way will your children consider health and safety conscious conduct as something normal and practice it themselves.

If you lead a family enterprise in such way that the family's weakest links can grow up safely and healthy, you can be sure that the conditions under which you live and work are right.

Ladies and Gentlemen,

in this brochure you will find a few examples of facts which came to our attention during our many visits to and discussions at family enterprises.

This brochure represents a procedural documentation compiled on an international level. It was jointly compiled by members from the Vereinigung der Metall-Berufsgenossenschaften, the Asociación para la Prevención de Accidentes and the Allgemeine Unfallversicherungsanstalt. The work was supported by members of the ISSA sections

- iron and metal industry,
- electricity, gas, long-distance heating, water, and
- machine and system safety.

I would like to extend my sincere thanks to all those who contributed towards compiling this brochure.

I wish all readers every success.



Director General Mag. Helmut Pichler
Chairman of the Section Iron and Metal Industry



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1. An Interview ...

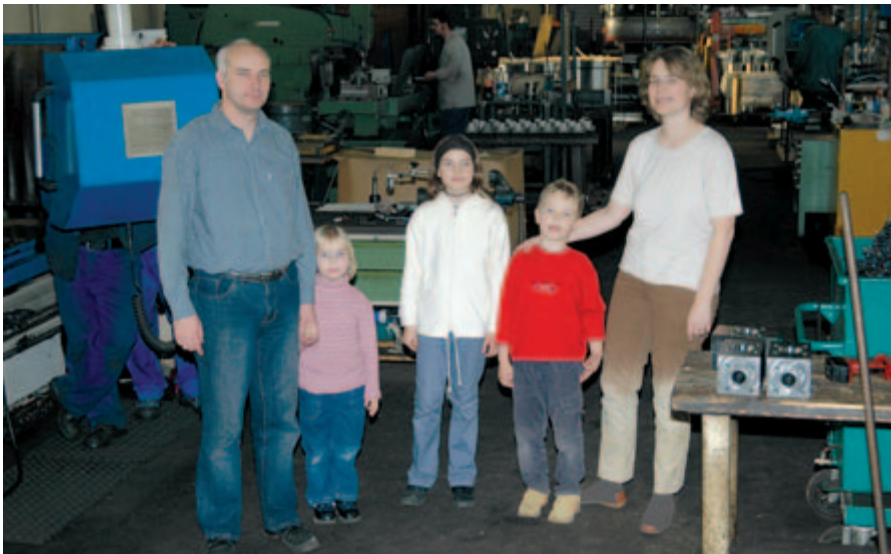
The Stück Family from Radevormwald runs a 3rd generation family enterprise in the metal working and mould making sector.

Company owner Detlef Stück knows the plant in each detail ever since his childhood. "For us, working and living has always been hand in hand. Hence it was not surprising that already at age 5 I spent much time with my parents in the workshop. Today, when I am programming our CNC machines, my daughter Juliane often stands at my side and watches my activities with keen interest".

As the house and the workshop are next door to each other, it is inevitable that the children (5, 7 and 10 years old) can also enter the workshop. Mrs. Anuschka Stück is actively involved in the wellbeing of the enterprise. She takes care of the commercial tasks. Should there, however, be need for additional manpower she also operates the machines.

"It is, therefore, all the more important that health and safety of the family members in the plant is guaranteed. Our employees, too, should not suffer any accidents or contract any work-related illness. In the end, we carry part of the responsibility for their families, too".

Detlef, Thea, Juliane, Paul and Anuschka Stück



Do you lead a small family enterprise?

If you agree to at least 4 statements, you should have a closer look at this brochure!

	agree!	do not agree!
1. My family's health and safety are important to me.	<input type="checkbox"/>	<input type="checkbox"/>
2. My health is important to me.	<input type="checkbox"/>	<input type="checkbox"/>
3. There are family members working in my enterprise.	<input type="checkbox"/>	<input type="checkbox"/>
4. My children should see how we earn our money.	<input type="checkbox"/>	<input type="checkbox"/>
5. I bear responsibility for my employees' family members.	<input type="checkbox"/>	<input type="checkbox"/>
6. My customers should be able to see the quality of my work on-site.	<input type="checkbox"/>	<input type="checkbox"/>
7. My areas of working and living are closely connected.	<input type="checkbox"/>	<input type="checkbox"/>
8. I am mentally prepared, but I could imagine that I could still do with information regarding health and safety at work, in the family and in my free time.	<input type="checkbox"/>	<input type="checkbox"/>

2. Nothing is going to happen to me ...



Hazards can emerge everywhere – in the workshop, at the construction site, in the house or in the yard.

If they are not recognised or wrongly assessed an accident or material damage could be the immediate consequence.

Children, in particular, fail to see or recognise dangers in due time. This is a challenge for adults.

Many adults, too, misjudge the risks for their health – think, for example, of the many leisure time accidents.

Carelessness, overestimation of one's own capabilities and ignorance are often the reasons for accidents.

Many different hazards emerge in the work environment. To this stress and monotony are sometimes added. If hazards are not assessed and evaluated (as required by the law) health and safety of all persons involved are at risk.

○ Gehen Sie systematisch vor:

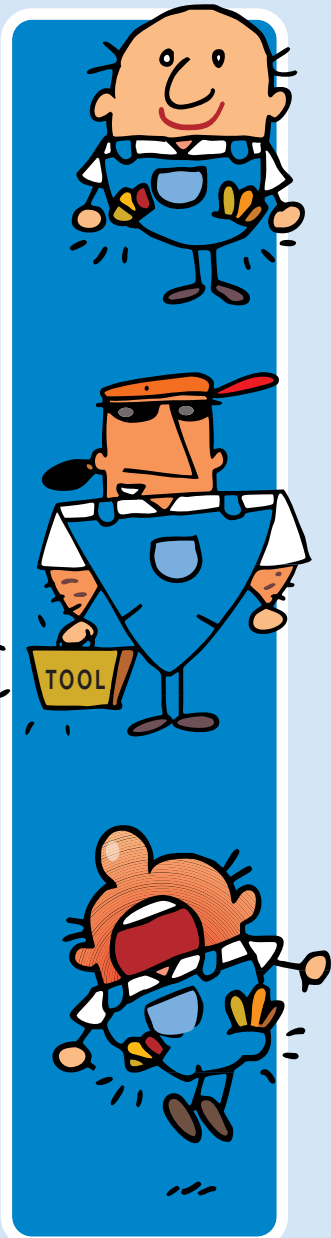
1. Carefully analyse your work and leisure environment. Undertake measures to prevent hazards for you, your family members and your employees, which means that the remaining risks are acceptable.
2. At each workplace:
 - Assess and evaluate hazards.
 - Undertake the necessary preventive measures.
 - Record assessed hazards and protective measures.
3. Keep the documentation on record, e. g.
 - Hazard assessments,
 - Inspection of work tools,
 - Registration of hazardous substances,
 - Preventive health checks,
 - Accident notifications,
 - Briefing of your employees.



- ⊗ Think of children and adolescents who do not have a highly developed danger cognizance yet.
- ⊗ Create an environment suitable for children.
- ⊗ Separate play and work areas.



3. Everything under control ...



Faulty tools, inappropriate use, carelessness and lack of practice are the reasons for many accidents.

Tools are man's oldest means for work.

In spite of design, technical and material improvements each user, when working with tools, should be aware of the possible risk of injuries.

Often inferior merchandise is preferable to quality tools. Articles purchased at a low price are often of inferior quality and have not been manufactured in line with applicable standards.

If a tool is not correctly maintained, stored and used according to its purpose of application, not only is its use limited, but it also constitutes a **hazard**.

- ⊗ It pays to purchase quality. Look for the certification mark "GS – Geprüfte Sicherheit" (tested safety).
- ⊗ Check the state of your tools regularly (sharpness of the cutting instruments, state of shafts, handles, etc.).
- ⊗ Always use the adequate tool:
 - Spanners are not hammers.
 - Screwdrivers are not chisels.
- ⊗ Keep your tools in an orderly manner:
 - They will be less damaged.
 - One is less likely to be hurt.
 - Orderliness allows one to keep track of things, even make them easy to reach, which makes work easier.
 - Missing tools are immediately identified.
- ⊗ Pointed and sharp tools must be protected when carried.



- ⊗ Tools must be kept out of reach from children.
- ⊗ Make children aware of the dangers of tools.

4. Don't lose your head ...

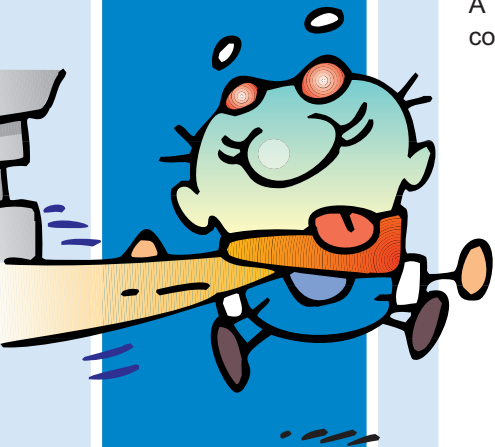
Machines can make work easier, but can also lead to a downfall.

Accidents can occur when

- ⊗ work pieces are not properly clamped,
- ⊗ eyes are not protected against flying particles,
- ⊗ gloves are used on rotating parts,
- ⊗ loose clothing and scarves are worn,
- ⊗ protective devices are not properly attached to machines or are manipulated and
- ⊗ safety switches are bypassed.

Children often do not understand how machines function and can, therefore, not properly assess the danger they pose.

A machine, once started, can lead to nasty consequences.



- ⊗ Are all machines regularly checked, are all protective devices in place and are positioning switches functional?
- ⊗ Do your employees wear protective gear?
- ⊗ When purchasing new machines use sample forms which commit the supplier to observe the relevant rules and regulations.
- ⊗ Check a new machine for obvious defects.
- ⊗ Make sure you do not get caught. In particular at machines with rotating parts wear
 - narrow sleeves,
 - long hair tied up,
 - no wide jumpers, loose overalls or scarves,
 - no jewellery, and
 - no gloves near milling cutters, rotating drills or rolls.



- ⊗ Never leave machines unattended, even for a short while, if they are freely accessible to children.
- ⊗ Store and/or lock machines not needed away from children.
- ⊗ Explain to children how machines function and the dangers emanating from them.

5. Be vigilant all around ...

... everything properly secured?

Again and again children and workers are hit and crushed by reversing vehicles.

Vehicles where the hand brake has not been pulled, wheel wedges forgotten or car keys left in the ignition pose a permanent danger.

... and the load?

Insufficient or a lack of load securing is the cause of many avoidable accidents.

At all changes of speed or direction, forces are generated which cause the load to slip, roll, fall or drop.

Responsibility for loading and transportation security lies with the **driver** and the **loader**.

- ⊗ Make sure that when the vehicle moves there is no one directly next to or behind.
- ⊗ Keep eye contact with the person directing you, who should stand in a safe position on one side of the vehicle.
- ⊗ Use access and parking markings for correct positioning, e.g. when loading or unloading the vehicle.
- ⊗ Secure the vehicle from rolling away.
- ⊗ Make sure the load is properly secured.

Ensure that

- suitable vehicle is used,
- the balance point of the load is in the longitudinal centre line of the vehicle (heavy goods below, lighter weights on top),
- the maximum permitted weight or the axle load is not exceeded,
- weight is properly distributed in case of partial loading (load evenly shared by the axles),
- load is properly stowed or adequately secured by aids (for tying down of the load adequate tie-down equipment to be used), and the driving speed is adapted to the load.



- ⊗ Before starting ensure that no children are near the vehicle.
- ⊗ Start vehicle only after establishing eye contact with children.



6. Learning to fly...



Falls, even from low heights, can often lead to the most serious injuries.

Insufficient or improper antifall guards (e.g. barrier tapes), unsuitable accesses to elevated positions (among others to workplaces) and an improper use of climbing aids are often the cause of falls.

“Let me just do one more task quickly” without much thought on how to get to a workplace which is higher and how to work there often leads to a situation that later leaves plenty of time for thought.

Unsecured openings (e.g. work pits), missing guards for stairway entrances or improper guards for swimming pools or ponds can have disastrous results.

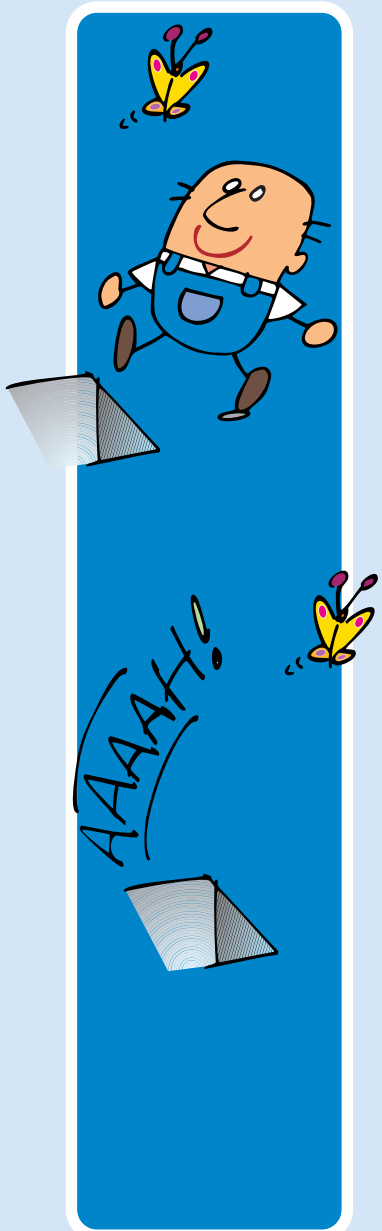
Did you know that falls on the floor are the most common accidents and lead to serious injuries?

- ⊗ Use effective guards against falls as from a height of 1 metre (hand rail).
- ⊗ Create secure access to elevated positions (workplaces).
- ⊗ Prevent falls into pits through firm guardrails.
- ⊗ Do not use damaged ladders.
- ⊗ Ensure that work and traffic routes are firm and skid free.
- ⊗ Do not permit obstacles (hoses, cables), slippery uneven surfaces, and unsuitable shoes to be worn.

- ⊗ To sufficiently protect children from falls, guardrails with vertical bars placed at a maximum distance of 12 cm from each other are necessary, to prevent a child's head from passing through.
- ⊗ Strings or ribbons are unsuitable protective measures, because they invite children to climb through.



7. Brick upon brick ...



Construction sites in the factory or on the premises can be especially dangerous:

- Excavation pits are traps for falls.
- Scaffoldings block traffic routes.
- Dust and other forms of soiling increase.
- Tools and construction material can fall from elevated workplaces.
- **Construction sites and the equipment are a special attraction to a child's playing instinct!**

If the construction site is run by an outside contractor, his employees are often not aware of the goings-on in your enterprise. Most often there isn't even a responsible person from the contractor's side.

- ⊗ You always share responsibility for the safety on the construction site.
- ⊗ Only award a contract to a reliable firm that is familiar with the meaning of "safety".

Observe in particular that

- someone on the outside contractor's side is responsible,
- the outside contractor's employees are aware of how and where they are permitted to move around in the plant,
- the employees wear the required protective gear (safety shoes, hard-hats),
- the construction site is adequately cordoned off,
- excavation pits are secured against falls by way of a balustrade,
- construction equipment is secured against unauthorised use,
- scaffoldings are stable and
- safety devices against falling (hand rail, knee rail, security board, lateral protection, suitable stairways) are installed.



- ⊗ Construction sites are no place for children.
- ⊗ Separate play and work areas.
- ⊗ Instruct children as to the dangers of construction sites.

8. To be under high tension ...



Electric current is silent.

The dangers connected therewith cannot be recognised by children.

In addition:

If children come across an accident caused by electricity the danger of them suffering life-long consequences – e.g. myocardial disorder – is, due to their physical development, by far greater than that of an adult.

For this reason everyone who gets an electric shock should see a doctor.

It is particularly dangerous if electrical appliances are used near a water source (danger of a fatal electrical shock).

Think of the bathrooms!

Increasing amperage and duration of exposure lead to cardiac arrest, apnoea and heavy burns.

- ⊗ Never tinker with electrical appliances which have not been switched off. Working on live devices or in their vicinity is strictly forbidden! Only a qualified electrician may, in individual cases, divert from this rule, on condition, however, that all safety rules are observed.
- ⊗ Use RCD switches, in particular in rooms where dampness can occur, on construction sites, in the open.
- ⊗ Plugs, cables and electrical tools must be checked for possible faults before use.
- ⊗ Faulty appliances must be repaired by experts only.
- ⊗ Have electrical installations and electrical appliances checked regularly by an electrician.



- ⊗ Do not forget to install safety plugs where children are around.
- ⊗ After use of an electrical appliance always pull out the plug and stow away.

9. Know what's in it ...

Do you know what hazardous substances are and how to handle them?

Hazardous substances can be found everywhere: in the household, in the workshop, in the storeroom.

Just because they are present everywhere the awareness of their danger tends to fade away.

Hazardous substances can also result from a work process, e.g. in welding or painting. It is often too late when contact has already been made with the hazardous substance.

Do you know the symbols for hazardous substances?



Highly flammable/
F+ Extremely flammable



Harmful/
Xi Irritant



Corrosive



Dangerous for environment



Toxic/
T+ Very toxic



Explosive



Oxidising

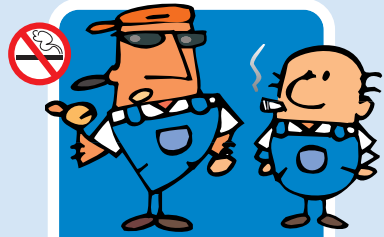
- ⊗ Determine the hazardous substances and record them in a register.
- ⊗ Look for substitute substances with less health risk.
- ⊗ Instruct your employees on handling hazardous substances!
 - Pay attention to markings, information on the labels and safety data sheets.
 - Compile instructions for use.
 - Store chemicals in their original packaging - never refill into beverage bottles.
 - Ventilate work areas sufficiently.
 - Wear personal protective gear (protective goggles, gloves, inhalation protection).



- ⊗ Explain the hazardous substances symbols to the children!
- ⊗ Lock all hazardous substances away safely immediately, when they are no more required.
- ⊗ The location under the sink is not suited for cleaning agents and detergents.



10. Being on fire for ...



In most cases it is already too late when you hear the cry "fire".

Wherever combustibles, oxygen and a source of ignition are present, a fire can easily start.

Especially when welding, flying sparks can often cause serious fires.

Flammable gases or vapours can explode, when coming together with air in the right proportion. Solvents such as acetone, petrol and thinner, together with air, form an explosive mix.

Even organic or metal dust raised is explosive.

Fires and explosions do not predominantly occur on their own; they are caused by human action or failure. They can be avoided by exercising care.

Please also consider fire-related material damages which cause annual losses running into millions!



To avoid a fire ...

- ⊗ Introduce measures that prevent the incidence of highly flammable substances in dangerous amounts or, as the case may be, avoid sources of ignition.

... and explosions?

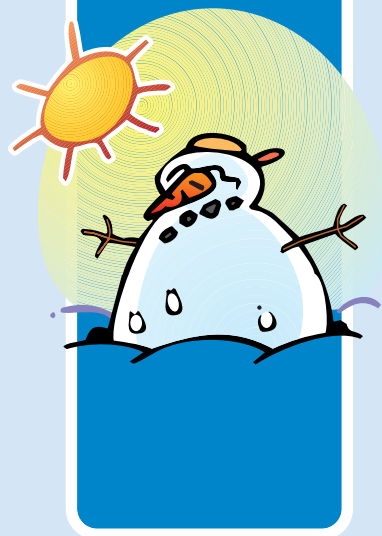
- ⊗ Ventilate work environment artificially (e.g. exhaust at the source).
- ⊗ Avoid points of ignition, e.g. no unshielded flames.
- ⊗ Use explosion-protected electrical appliances.
- ⊗ When refilling highly flammable liquids connect all conductive parts and earth them.
- ⊗ Take measures in case of fire:
 - Hang out an alarm plan.
 - Conduct the correct alarm.
 - Mark escape routes.
 - Place fire extinguishers (easily visible and accessible).
 - Install smoke detectors wherever possible.



- ⊗ Matches and lighters should be kept out of reach from children.
- ⊗ Do not leave candles and open fires unsupervised.
- ⊗ Practice proper handling of flammable substances and the correct behaviour in case of fire with your children.



11. Stay cool ...



Feeling physically good is important for the quality of work.

Here, the influence of the “feel good” temperature should not be underestimated.

Those who perspire or feel cold can concentrate less, make more mistakes and are more easily prone to accidents.

The “feel good” temperature depends on the degree of physical work. In addition to temperature, speed of air movement and humidity play an important role.

Are the following minimum values kept?

Predominantly sedentary work

Medium work	19 °C
Light work (e.g. in the office)	20 °C

Work predominantly standing and/or moving about

Heavy work	12 °C
Medium work	17 °C
Light work (e.g. in sales)	19 °C

At temperatures over 26 °C a burden exists even in the case of predominantly sedentary work.

Special problems arise when work is in the open or when handling hot surfaces. The latter may often not be recognisable as such.

- ⊗ For work in cold atmosphere (e.g. in the open):
 - Use protective clothing against cold and bad weather.
 - Provide a heated room for staff use during breaks.
- ⊗ For work in which the recommended temperatures cannot be kept even in case of air conditioning or ventilation measures:
 - Pay attention to sufficient liquid intake (provide non-alcoholic and sugar-free beverages).
 - Allow for short breaks.
- ⊗ For handling hot surfaces:
 - Mark and fence off if temperature is not “recognisable” (e.g. aluminium).

- ⊗ Inform children about hot surfaces. Secure your hearth by way of a protective guard.
- ⊗ Avoid using frying pans and cooking vessels with long handles within the reach of children.



12. He who will not hear must feel ...



Damages due to noise exposure are incurable.

The term “noise” is understood to be sounds which are disturbing, annoying and which can be damaging to our health.

Even under 85 dB(A) hearing can be damaged.

Noise not only damages hearing, it also causes stress reactions.

Your nerves are burdened by the noise.

Noise in the ears (tinnitus), a feeling of deafness or frequently asking for something spoken to be repeated are alarm signals, which should be a reason to consult a doctor.

Please also be aware of leisure time noise, such as sound reproduction via earphones or when lawn mowers are used.

Always protect your hearing!

Not only at the workplace, but also in your leisure time!

- ⊗ How can one find out whether a noise is harmful to hearing?

If when talking one must shout to make oneself understood, then the ambient noise level is above the permitted quantum.

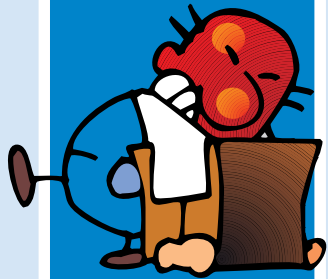
- ⊗ Noise reduction by technical means is the most important measure of noise abatement.
- ⊗ Using low noise tools and work processes prevents ambient noise.
- ⊗ If you have exhausted all possibilities and noise still prevails, you should use a suitable hearing protection.



- ⊗ Keep your children away from sources of noise or provide them with adequate hearing protection.
- ⊗ Please pay attention when buying toys that they are not unpleasantly noisy or shrill.



13. Have a real good pick-up ...



Muscular and skeletal diseases are to a large extent caused by heavy unergonomic physical work.

The human being is by all means in a position to lift and to carry weights.

The “bear”able limit is, however, sometimes exceeded, at work or at home. It is mostly the spinal column and the intervertebral disks that suffer.

Frequent lifting and carrying of weights exceeding the following values leads to bodily harm:

Age in years	Load in kg	
	Women	Men
15–17	10	15
18–39	15	25
40 and over	10	20

Lifting and carrying of weights is particularly harmful for expectant mothers and children. For nursing mothers loads from 10 kg (infrequent carrying) or 5 kg (repeated carrying) can be harmful.

In case of permitted work for children above 13 years the maximum load limits (infrequently 10.0 kg, regularly 7.5 kg) should be observed.



The following applies always:

- ⊗ Whenever possible use suitable aids for lifting and carrying of loads.
- ⊗ Ask a colleague to help. In most cases the task is easier when shared.
- ⊗ Observe the permitted maximum loads.
- ⊗ Lifting
 - stand firmly,
 - grip the load firmly, if possible with both hands,
 - from a crouching position (but only go as low as needed),
 - load close to body,
 - never jerk and
 - never turn the upper part of the body.



... and the children's school bag?

- ⊗ The maximum weight of the school bag (including the weight of the bag itself) should never exceed 10–12 % of the child's body weight.
- ⊗ The school bag should generally be carried on the back.
- ⊗ Items not needed for classes should be left out of the school bag.



14. Get things moving ...

Many accidents happen when transporting something internally at the workplace.

When muscle power is not enough, aids will be employed for the transportation of loads.

Transportation processes must be planned and executed safely.

Planning means that, for instance, a suitable pick-up and lifting device is selected, a suitable crane operator is chosen and that the transportation routes are kept free.

Each accident with a forklift is a major accident. Under consideration of the cause of the accident (tilting of the forklift, faulty load pick-up, mistakes in driving and operation, faulty loading and unloading of vehicles, etc.) it becomes clear that the training of the forklift operator is particularly important.



- ⊗ Keep transportation routes free.
- ⊗ Never stand or walk beneath a suspended load!
This goes for crane operators and slingers, as well as for any other person.
- ⊗ Always keep sufficient lateral distance!
This reduces the risk of being squeezed in or hit by an oscillating suspended load.
- ⊗ Employees who operate cranes or forklifts or who sling loads are to be specially instructed in the safe handling of these devices before taking up the activity.

Important:

Do not use any faulty lifting tackle!



- ⊗ Separate play and work areas.
- ⊗ In most cases children cannot correctly assess the hazards inherent in transportation.

15. Flickering moments ...

Do your employees complain about eye and back problems?

Computers are found in almost every household or office.

Looking closer a PC workplace is a very complex work system:

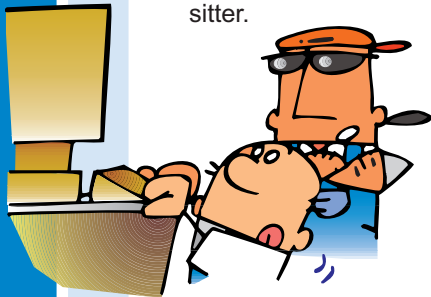
Desk, chair, keyboard, writing surface; all need to be adjusted to each other – taking each employees' individual body size into consideration.

Does the computer stand at the right place or is it there merely because that was the only space available?

How many hours are your children permitted to spend at the computer?

Are your children nervous and has their performance at school deteriorated recently?

- Working with the computer is more strenuous than watching TV, as the children have to interact.
- Often watching TV follows time spent at the computer.
- Computers often take the place of a baby-sitter.



- ⊗ A few tips on how to set up a work-place:
 - Arrange elongated lights parallel to the window and the main line of vision.
 - Position PC screen in such way that the shoulder points towards the window while working; no window should be behind the screen in the user's line of vision.
 - There should be visual contact to the outside at eye level.
 - Room lighting should not cause any direct glare.
 - The worktop should be at least be 160 by 80 cm.
 - The work chair should be adjustable in height.
 - There should be sufficient space for flat palm support in front of the keyboard.
- ⊗ Breaks:
 - Take a break at least every 2 hours.



- How long may your child spend at the computer?

There are no scientific specifications per day, just recommendations:

Pre-school children:	approx. 30 min.
Primary school children:	approx. 45–60 min.
From 5th grade:	60 min. and over
- ⊗ Agree on set times.
- ⊗ Those who play outside for three hours or more may also spend the odd extra hour at the computer.



16. Do you feel good?



Skin ailments such as eczema-type allergies are extremely unpleasant for those affected. Often even a change in profession is necessary.

Both in the job and in daily life the skin protects one against chemical and physical influences as well as against pathogens, such as bacteria, fungi and viruses.

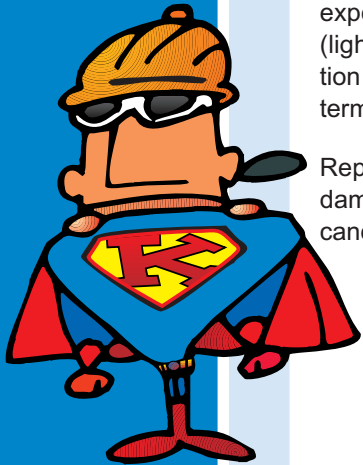
When their protective function fails the threat of acute or chronic diseases arises.

The threat is particularly dangerous in skin areas such as the nail folds, space between fingers, back of the hand and wrists.

Do you often expose your skin to the sun?

The sun is important for the organism. Excessive exposure to the sun without skin protection (light protecting textiles, effective sun protection products) lead to sunburn with short or long-term effects.

Repeated sunburn constitutes considerable damage with serious consequences, e.g. skin cancer.



⊗ 3 important points:

1. Protection

Avoid direct skin contact with hazardous substances. Use suitable gloves, clothing and skin protection cream.

2. Cleansing

Do not use solvents or abrasive products for cleansing. If possible use lukewarm water.

Proper washing:

1. Use cleansing agents sparingly.
2. Distribute cleansing agents evenly.
3. Wash off dirt.
4. Rinse with plenty of water.
5. Dry hands thoroughly.

3. Care

Cream hands after working.

⊗ Sun protection:

Protect your skin from the sun – for the skin does not forget!

Remember that the sunburn threshold depends on the skin type.

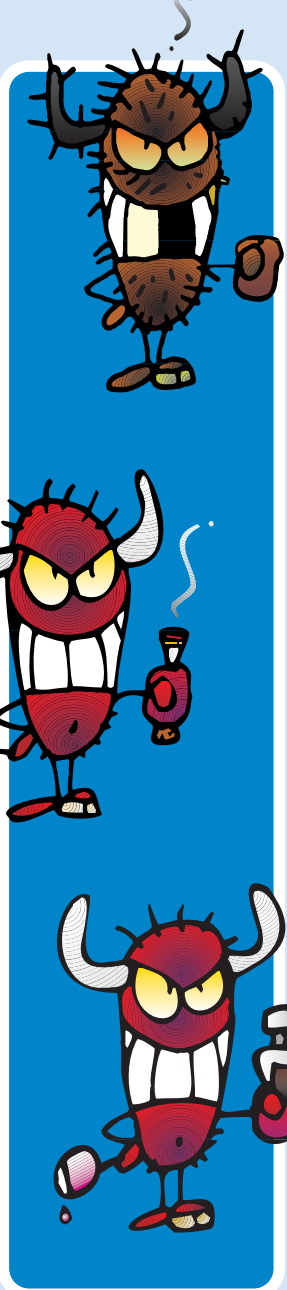


○ A child's skin is far more sensitive and needs intensive protection.

- ⊗ Protect your child's skin with suitable clothing.
- ⊗ Cream uncovered areas of the body with sun protection agent (note sun protection factor).



17. Stay clean ...



Hygiene is the basis for health.
And health without hygiene is not possible in the long run.

Cleanliness is an important factor for preventing illnesses from developing:

Everyone knows them or has them:
The “personal nooks” at the workplace.

Besides personal and private things for one’s wellbeing there are also food and other titbits, to snack in between or in a “familiar” atmosphere. So sometimes traces of the workplace are suddenly found in the sandwich.

This has nothing to do with hygiene at the workplace.

... and what about nicotine and alcohol?

Alcohol can become a workplace problem, when colleagues put themselves and others at risk.

Nicotine is a poison that, besides harming the smoker, also harms others. Children in particular suffer due to this.

- ⊗ At the workplaces create preconditions for the personal hygiene of your employees
 - changing rooms,
 - wash rooms (separate washing facilities) and
 - lavatories fitted with wash basins.

Do not store food and snacks at the workplace.

Only take your meals in the designated rooms or places.

Do without alcohol and other addictive agents before and during work.

Try to create “smoke-free” work areas.

In any case there should be no smoking at all in recreation rooms and rest areas.



- ⊗ Do not leave any medicine, cigarettes or alcohol accessible where children are around.
- ⊗ Set an example to your children.

18. Are you stressed out?

In the long run stress is a burden on the cardiovascular system and triggers off ulcers and high blood pressure.

Stress is a natural reaction of the organism to external burdens of all kinds, which means that it is a part of everyday life.

At work the deadline pressure becomes overbearing, too much needs to be completed too quickly. When, added to this, there is a double burden of job and household, stress has a negative effect.

Hectiness, increased accident risk, open and hidden aggressions are the consequences. In the enterprise overall performance decreases and the work atmosphere suffers.



⊗ Stress is not an individual private problem, but has objective external factors that trigger it off, which you are able to influence.

1. Organise, plan and prepare

Do not start your work without preliminary considerations.

2. Communicate

Talking to each other in time can help avoid a lot of stress.

3. Relax and be balanced

As our working world in many cases subjects us to one-sided challenges, it is important to find a balance.



⊗ Stress even affects children.

19. ... and in case something does happen?

Accidents can happen.

But what about if nobody knows what to do and where the first aid equipment is?

Many are of the opinion that the first aid training in connection with obtaining a driving licence is sufficient. This, however, is not the case. Training to be a first aid provider goes far beyond that. It also covers dealing with electricity-related accidents.

Perhaps not even the emergency telephone numbers are on hand.

Even the slightest injuries can lead to grave consequences, if they are not treated immediately and correctly.

Do I actually have to report each accident?



- ⊗ Everyone is obligated to render first aid!
As from two employees onwards one first aid provider must be available.

- ⊗ Ensure that
 - first aid posters are on hand and that they always contain the current emergency telephone numbers,
 - a completely filled first aid box is within easy reach, and
 - occurrences of providing first aid are recorded (e.g. in a first aid log).

- ⊗ If an accident happens at work or on the way to or from work always file an accident report with your accident insurance, if the disability to work exceeds three calendar days.
For this purpose forms are available.



- ⊗ Place first aid boxes or first aid cabinets so that a child cannot reach them.
- ⊗ In case of accidents with children, in particular, a trained first aid provider is very important.

20. The work environment of adults

The playground should not turn into an accident spot.

The main reason for many accidents with playing children is the insufficient spatial separation between the play area of the children and the work area of adults.

Playing children don't see the goings-on around them and where hidden dangers loom.

This is a challenge for adults!

Children need an own play area in which they can move around freely and undisturbed.

A safe playground must naturally meet certain criteria with regard to positioning of equipment, surface design and location.

By the way:

Storerooms and stockyards are not play areas, although they may appear ideally suited for this purpose in the eyes of children.



– a playground for children?

⊗ Separation of play and work areas

⊗ Playground

- Plan playgrounds to be spatially separated from work areas, roads, traffic routes and waters.
- Position equipment so that a safety distance is kept which allows all equipment to be used at the same time without endangering each other. The following rule of the thumb applies: Safety distance equals the height of fall, at least, however, 1.5 metres.
- In the areas of swings, slides, platforms and climbers an intact and complete fall protection must be guaranteed. Sand is well suited as cushioning surface.
- Dangerous concrete edges, sharp fencing, use of wood treated with hazardous substances or metal pieces which stick out must definitely be avoided!
- The equipment must comply with the respective rules and regulations (e.g. fall protection) and must be regularly subjected to technical checks. At the time of purchase attention must be paid to the certification mark “GS – Geprüfte Sicherheit” (tested safety). Whosoever erects playground equipment must also inspect it.
- The playground must be regularly maintained and cleaned.



21. Children in the car



In case of a car accident unsecured children run a seven times higher risk of serious or even fatal injuries.

Despite this many parents ignore the rules and risk the health of their children.

In particular the so-called exceptions, such as dropping children off at school by delivery van (without a child seat) or allowing them to sit unsecured on the co-driver's seat lead to serious injuries when accidents occur.

A hot summer day, too, can have serious consequences for children.

On a hot summer day, whoever leaves a small child in the car parked in the sun, extremely endangers the health and life of the child. The temperature in the interior of the car rises by one degree Celsius every minute and can reach values of 50 °C and more.

- ⊗ Children under 12 years or below 150 cm in height must be secured on all seats in the vehicle by an appropriate child restraint system (child seat).
- ⊗ The driver is responsible for properly securing each child. This also applies to children who are merely being given a lift.
- ⊗ Take care that there are no unsecured objects in the car, as these can hit the occupants in case of sudden braking or change of direction.
- ⊗ Only permit children to leave the car onto the sidewalk.
- ⊗ Even when leaving the car in the sun for a short duration children should not be left in the car.



By the way:

Children need role models!

Your behaviour in traffic should set an example!

The International Social Security Association (ISSA) was founded in 1927. Its aim is the promotion and development of social security world wide, in order to improve the social and economic condition of people on the base of social justice.

Within the Special Commission on Prevention of the ISSA, 11 International Sections implement international and regional tasks in the field of the prevention of occupational risks. They exchange information and experiences, organise conferences, round table discussions and symposia, chair working groups, implement international studies and surveys and publish their findings.

You will find more information on the activities of the Special Commission on Prevention and the ISSA Sections under:

<http://prevention.issa.int>

The following partners were involved in the brochure. They are also available for further information:



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