Occupational Safety and Health Management

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Abstract:
This book delves into the world of Occupational Safety and Health Management (OSH), empowering you to create that very environment. Whether you're a seasoned professional or just starting your career, understanding OSH is crucial. This book breaks down complex concepts into easy-to-understand language, focusing on the essential aspects of keeping everyone safe on the job. We'll explore the legal framework that governs workplace safety, ensuring you understand your rights and responsibilities. But OSH goes beyond following rules – it's about identifying and managing risks. This book equips you with the skills to recognize hazards, assess their potential dangers, and implement strategies to minimize them. Learning from the past is key to preventing future accidents. We'll analyze real-world scenarios, dissecting accidents to understand their causes and develop effective preventative measures. You'll also gain the knowledge to handle emergencies with confidence, ensuring your preparedness in unexpected situations. The true power of OSH lies in fostering a culture of safety. This book provides practical strategies to build a work environment where safety is a shared value, not just a set of regulations. From management to frontline workers, everyone plays a crucial role in maintaining a safe workplace. Structured for efficient learning, this book starts with the foundational concepts of OSH and gradually progresses towards practical applications. Each chapter builds upon the previous one, providing a comprehensive understanding of the field.

Keywords: Occupational Safety and Health Management (OSH), understanding OSH, governs workplace safety, key to preventing future accidents

OCCUPATIONAL SAFETY and Health Management

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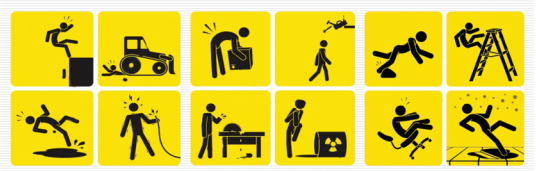

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CONTENTS

PREFACE ix

CHAPTER 1 SAFETY AND HEALTH

1.1 Introduction 1
1.2 Introduction to Occupational Safety and Health (OSH) 1
1.3 General Framework for Occupational Safety and Health 3
1.4 Safety Development 5
1.5 Government Agency 11
1.6 Occupational Safety and Health Management System 12
1.7 Conclusion 20

CHAPTER 2 LAW AND REGULATION

2.1 Introduction 21
2.2 The History of Occupational Safety and Health in Malaysia 21
2.3 Factories and Machinery Act 1967 22
2.4 Occupational Safety and Health 1994 23
2.5 General Duties Under OSHA 1994 25
2.6 Safety and Health Officers 27
2.7 Conclusion 29

CHAPTER 3 HAZARD & HEALTH RISK

3.1 Introduction 31
3.2 Definition of Hazard, Risk, and Danger 31
3.3 Hazard Category 32
3.4 Sources of Hazard 38
3.5 Methods of Identifying Hazards 39
3.6 Conclusion 41

CHAPTER 4 RISK ASSESSMENT

4.1	Introduction	43
4.2	Basic Principle of Risk Management	43
4.3	Steps in Risk Assessment	47
4.4	Types of Risk Assessment	50
4.5	Risk Prevention Program	53
4.6	Risk Control	54
4.7	Conclusion	57

CHAPTER 5 ACCIDENT AT THE WORKPLACE

5.1	Introduction	59
5.2	Definition of Term	59
5.3	The Accident Pyramid	60
5.4	Type of Accidents	61
5.5	Couse of Accidents	62
5.6	Accident Causation and Prevention Theories	63
5.7	Supervisor Role in Workplace Safety & Health	67
5.8	Conclusion	68

CHAPTER 6 ACCIDENT INVESTIGATION

6.1	Introduction	69
6.2	What is Accident Investigation	69
6.3	Why Investigate Accident	70
6.4	When to Investigate	71
6.5	Who should Investigation	71
6.6	Principles of Investigation	72
6.7	Types of Accident Investigations	75
6.8	Conducting The Investigation	76
6.9	Implementing Corrective and Preventive Action	78
6.10	Reporting the Incident	79
6.11	Conclusion	81

CHAPTER 7 EMERGENCY RESPONSE PLAN (ERP) AND PREPAREDNESS

7.1	Introduction	83
7.2	Definition of Term	83
7.3	Why prepare for Emergency	84
7.4	Levels of Emergencies	85
7.5	Goals of Emergency Response	86
7.6	Objectives of Emergency Response	86
7.7	Basic Elements of Emergency Preparedness and Response Management	87
7.8	Emergency Management Organization (EMO)	89
7.9	Emergency Planning	90
7.10	Identify for Each Threat or Hazard	93
7.11	Emergency Plan Strategy	94
7.12	Recovery Strategy	95
7.13	Mitigation Measures	95
7.14	Resource Planning	96
7.15	Immediate Strategic Plans	96
7.16	Training	97
7.17	Conclusion	98

CHAPTER 8 SAFETY AND HEALTH CULTURE

8.1	Introduction	99
8.2	The Concept of Safety and Health Culture	99
8.3	Safety Culture and Safety Performance	100
8.4	Indicators and Factor Affecting Safety Culture	101
8.5	Development of Safety and Health Culture	103
8.6	Safety and Health of People at Work	105
8.7	Conclusion	105

Bibliography	107
Biography	119
Index	121

PREFACE

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CHAPTER 1

SAFETY AND HEALTH

1.1 Introduction

The current chapter attempts to give an overview of various Occupational Safety and Health (OSH) systems, which are crucial for ensuring safety and health management in the workplace. The chapter commences with a concise introduction, then delves into the historical backdrop of OSH, the concept of OSH administration, and the OSH management system. OSH primarily aims to protect the safety, health, and well-being of employees in the context of their work or employment. Both workers and employers are responsible for fostering a safety culture in the workplace. Workers should prioritise their safety and health to avoid accidents and hazards, while employers need to perform a comprehensive risk assessment of potential risks and establish effective risk controls.

Upon completion of this lesson, students will be able to:

i. Define and describe the historical background of occupational safety and health, and its significance in the workplace.
ii. Explain the concept of occupational safety and health management, and its importance in improving safety and health management at the workplace.
iii. Analyze the role and development of the Occupational Safety and Health Administration (OSHA) in ensuring safe and healthy working conditions for employees.
iv. Demonstrate an understanding of the occupational safety and health management system, including the risk assessment process and practical risk controls that can be implemented to prevent hazards and accidents in the workplace.

1.2 Introduction to Occupational Safety and Health (OSH)

Employees often encounter injuries or illnesses related to their job tasks, as workplace accidents and hazards are commonplace. The risk of such incidents increases with the level of danger associated with a given job. According to Hughes and Ferrett (2012), **accidents are caused by three factors: lack of attention to safety and health practices, poor management systems, and governmental neglect of industries**

CHAPTER 2

LAW AND REGULATION

2.1 Introduction

This chapter is dedicated to exploring the legal perspective of Occupational Safety and Health. We delve into the primary provisions of the Occupational Safety and Health Act 1994 (Act 514), the Factory and Machinery Act 1967, and other related Acts, as well as relevant codes of practice and regulations. By examining these laws, we gain insight into how the legal framework shapes workplace safety and health in Malaysia. Furthermore, this chapter briefly discuss the Social Security Organization (SOCSO) and the Fire Services Act 1988. These topics are critical for understanding the social and regulatory context within which OSH laws operate. Upon completion of this lesson, students will be able to:

i. Analyze and interpret the primary provisions of the Occupational Safety and Health Act 1994 (Act 514), gaining an in-depth understanding of its legal framework and the practical implications for workplace safety and health.
ii. Evaluate the primary provisions of the Factory and Machinery Act 1967, and understand how this Act regulates machinery and workplace safety in Malaysia.

2.2 The History of Occupational Safety and Health in Malaysia

Occupational safety and health in Malaysia has a long history, starting in 1878 with the appointment of the first Machinery. This was a time when the economy was heavily dependent on mining activities, which introduced various hazards to workers. To address safety issues related to steam boilers, the Selangor Boiler Enactment was introduced in 1892, followed by the Machinery Ordinance in 1913. The Machinery Ordinance was updated in 1932 with additional provisions on registration and inspection of machinery installation. The Machinery Ordinance of 1953 replaced all previous legislation related to industrial safety, and was enforced in all 11 states of Malaya under the Machinery Department of the Ministry of Labour.

In the 1960s, the government implemented policies to move towards industrialization, resulting in an increasing number of workers in manufacturing sectors such as microelectronics, chemical and mineral-based industries, and later, textile and

CHAPTER 3

HAZARD AND HEALTH RISK

3.1 Introduction

Chapter 3 provides an in-depth explanation of hazard, risk, and danger, and introduces eight different categories of hazard, including chemical, physical, biological, ergonomic, electrical, psychological, mechanical, and radiation hazards. This chapter also covers the methods of identifying hazards and the process of risk assessment, which involves four steps and the use of a risk assessment matrix. In addition, the hierarchy of risk control will be explained in detail to help readers understand how to effectively control and manage risks in their workplaces. The learning objectives of this chapter are:

i. To define hazard, risk and danger
ii. To identify the hazard categories
iii. To describe the methods of identifying hazards

3.2 Definition of Hazard, Risk, and Danger

In this section, the chapter provides definitions for hazard, risk, and danger to help readers better understand these concepts in the context of workplace safety.

Hazard

Hazard is a state, circumstances, or action that has the possibility to cause distress, including pain, illness, fatal, and destruction to environment, assets and equipment. Hazard also can cause health condition to deteriorate due to certain unfavorable condition at work place (WHS Unit, 2012).

Risk

Risk is the likelihood that an individual will be injured or suffers a poor health condition if vulnerable to a hazard (WHS Unit, 2012).

Danger

A danger is a situation at workplace where it leads towards high risk of injury or even fatal. It also can cause health hazard for instance, poisonous chemical materials can shorten the life span of an individual and reduce the production of the work (U.S. Department of Labor Occupational Safety and Health Administration, 2002).

CHAPTER 4

RISK ASSESSMENT

4.1 Introduction

Risk assessment is an essential step in managing and controlling risks to safety and health in the workplace. It involves identifying potential hazards, evaluating the likelihood and severity of harm that could result from those hazards, and taking appropriate steps to eliminate or minimize those risks. The results of risk assessment should be documented and used as a reference for future review and improvement of Occupational Safety and Health Management. The ultimate goal of risk assessment is to create a safer and healthier work environment for employees and to prevent accidents and injuries from occurring. By conducting regular risk assessments, organizations can stay proactive in identifying and addressing potential risks before they result in harm or damage.

Upon completion of this lesson, students will be able to:

i. Define the concept of risk management in Occupational Safety and Health
ii. Identify and describe different types of hazards that can pose risks in the workplace
iii. Explain the importance of risk assessment in Occupational Safety and Health Management
iv. Outline the steps involved in conducting risk assessment, including hazard identification, risk analysis and evaluation, and risk control
v. Understand the roles and responsibilities of employers and employees in managing risks in the workplace
vi. Apply risk management principles and techniques to real-life workplace scenarios
vii. Evaluate the effectiveness of risk management strategies in reducing or eliminating workplace hazards
viii. Develop a risk management plan for a specific workplace scenario, incorporating hazard identification, risk assessment, and control measures.

4.2 Basic Principle of Risk Management

Risk management involves the systematic identification, evaluation, and prioritization of potential risks in order to minimize any potential hazards. This process is an integral part of planning for businesses at all levels and encompasses all types of risks. By utilizing

CHAPTER 5

ACCIDENT AT THE WORKPLACE

5.1 Introduction

This chapter covers the types of accidents that can occur in the workplace, the process of conducting accident investigations, and the causes of accidents. Employees should be aware of the types of accidents that can occur due to hazards in the workplace. Accident investigation plans should be put in place to determine the facts of the accidents and report them through an accident form. Understanding the causes of accidents can help increase awareness and prevent them from happening in the future. After Completing this chapter, the students will be able to:

i. Identify different types of workplace accidents
ii. Develop an understanding of accident investigation plans
iii. Analyze the causes of accidents in the workplace
iv. Evaluate strategies for accident prevention in the workplace.

5.2 Definition of Term

An **accident** is an unexpected event that results in casualties or property loss. It is important to note that only events that occur unintentionally are classified as accidents or incidents. While the two terms are often used interchangeably, there is a significant difference between them. According to Goetsch (2010), accidents refer to events that lead to injuries, deaths, or property damage, while incidents are unexpected events that have the potential to cause harm or damage but do not result in any immediate loss. Incidents are often described as "near misses."

An **incident** refers to an unplanned event or situation that has the potential to cause harm, injury, or damage to people, property, or the environment. It is an event that has the potential to escalate into an accident if no preventive measures are taken. According to the Occupational Safety and Health Administration (OSHA), an incident can be defined as "an unplanned, undesired event that adversely affects completion of a task". (OSHA, n.d.).

CHAPTER 6

ACCIDENT INVESTIGATION

6.1 Introduction

The objective of this chapter is to emphasize the significance of accident investigation in workplaces. Accident investigation aims to identify the underlying causes of accidents or injuries and to develop corrective action plans to prevent them from happening again. Safety and health professionals play a crucial role in accident investigation by asking key questions related to the why, what, where, and when of the incident. By collecting essential evidence from the accident scene and conducting interviews with important witnesses, accident investigation can effectively solve problems. It is essential to report the findings of accident investigations to the Department of Occupational Safety and Health (DOSH) as soon as possible, particularly in cases of fatalities.

At the end of the chapter, student should be able to:

i. Explain the purpose of investigating accident/ incident
ii. Explain the principles and types of investigation
iii. Explain the steps in conducting an accident/ incident investigation – when, what, who, where and how
iv. Describe on further actions after investigation –corrective and preventive action, reporting accidents

6.2 What is Accident Investigation

Accident investigation is a crucial component of any safety management system, aimed at preventing the recurrence of incidents (Goetsch, D.L., 2002). Every day, numerous accidents occur unexpectedly, often due to failures of people, equipment, supplies, or surroundings to behave as expected. Therefore, it is important to investigate accidents that occur in our vicinity. Accident investigations help determine how and why such failures occur. A thorough accident report can help safety and health professionals identify the root cause of the accident and prevent similar and serious incidents from happening in the future. Accident investigations should be conducted with a focus on accident prevention and should identify the main reasons that led to the incident. It is important to note that investigations should not be conducted to place blame, but rather as a means of problem-solving.

CHAPTER 7

EMERGENCY RESPONSE PLAN (ERP) AND PREPAREDNESS

7.1 Introduction

Effective planning is crucial for a prompt and efficient emergency response. The government's goal is to ensure that all organizations are well-equipped to handle different types of emergencies through comprehensive emergency planning and response training for staff. Disaster plans, also known as disaster preparedness and emergency response plans, are written policies and regulations that aim to mitigate the damages caused by both natural and man-made disasters and aid in a museum's recovery. Each museum is expected to have a plan tailored to its specific circumstances and infrastructure that covers all potential threats to the museum, its collection, and its people. This plan should include instructions for staff and visitors and provide guidance on how to protect or recover collections in the event of a disaster, as well as define the responsibilities of each party involved.

This chapter covers the topics of emergency preparedness and response management, specifically focusing on the emergency response plan (ERP). The report provides insights into the fundamental components of emergency preparedness and response management and outlines the necessary steps for developing an effective ERP. Learning Objectives:

i. To define what is an emergency
ii. To describe why prepare for an emergency
iii. To determine the stages of an emergency
iv. To identify the elements of emergency program for preparedness, response and recovery

7.2 Definition of Term

Emergency is a condition or situation that will bring an immediate risk to health, life, property or environment. In order to prevent this condition or situation become worse, most of the emergencies require urgent intervention but urgent intervention may not abate the condition of emergencies in some situation. Therefore, agencies only can offer alleviative care for the consequence. (Shaluf & Ahamadun, 2008)

CHAPTER 8

SAFETY AND HEALTH CULTURE

8.1 Introduction

A strong safety and health culture is not just beneficial for employees, but also for employers. It can reduce the number of accidents and injuries, which can in turn lead to reduced costs for the company. A good safety and health culture can also improve employee morale and job satisfaction, as employees feel valued and protected in their workplace. This can lead to increased productivity and efficiency. To promote a strong safety and health culture, it is important for employers to prioritize safety and health in all aspects of their business. This can include providing proper training and equipment for employees, regularly reviewing and updating safety policies and procedures, and encouraging open communication about safety concerns. Employees also have a role to play in promoting a safety and health culture. They should take responsibility for their own safety by following safety guidelines, reporting hazards and unsafe conditions, and participating in safety training and drills.

Lesson Objective:

i. The concept of safety and health culture
ii. Safety culture and safety performance
iii. Indicators and factor affecting safety culture
iv. Development of safety and health culture

8.2 The Concept of Safety and Health Culture

The concept of a safety and health culture focuses on promoting safe and healthy behaviors, emphasizing responsibility and competence, and discouraging irresponsible behavior. It is reflected in the attitudes, values, skills, and actions of a company's workforce and demonstrates the company's commitment to employee health and safety, as well as the effectiveness of its safety management system. A health culture aims to create healthy and equitable communities where residents are empowered to make decisions and contribute to healthy lifestyles. This concept encompasses various geographic, demographic, and social factors.

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BIOGRAPHY

Abd. Rahman Ahmad

Abd Rahman Ahmad is an accomplished academic with over 20 years of experience in the field of lecturing at Universiti Tun Hussein Onn Malaysia. His educational qualifications include a Bachelor of Human Resource Management (BHRM) from Universiti Utara Malaysia (UUM), a Master of Business Administration (MBA) in Strategic Management from the International Business School (IBS), Universiti Teknologi Malaysia (UTM), and a Doctor of Philosophy (PhD) from Victoria University, Melbourne, Australia.

As a lecturer, he has demonstrated his proficiency in a diverse range of topics, including strategic planning, management, entrepreneurship, and human resource management. He has shared his knowledge with students from various backgrounds, including undergraduate and postgraduate students. Abd Rahman Ahmad has an excellent track record of teaching and has been recognized for his efforts in the field of education. In addition to his teaching, Abd Rahman Ahmad is actively involved in research in various fields of study. His current research interests include higher education strategic planning, education funding systems, business, and management, among others. He has published a number of research papers in reputable academic journals, and his contributions to the field of research have been recognized by his peers. Overall, Abd Rahman Ahmad is an accomplished academic with a wealth of experience and expertise in both teaching and research. His dedication and contributions to the field of education make him a valuable asset to the academic community.

Mohd Nazir Mohd Adi

Mohd Nazir bin Mohd Adi is a dedicated professional with a strong background in law and occupational safety and health (OSH). After graduating with a degree in Law in 2001, Nazir embarked on a fulfilling career journey. In 2005, he became a lecturer where he transitioned into the realm of occupational safety and health. His teaching experience in OSH has spanned over a decade, during which he has mentored and educated numerous degree students on the importance of workplace safety protocols and regulations.

Nazir's dedication to excellence in OSH is reflected in his achievements and qualifications. He holds a certificate in Occupational Safety and Health (OSH) from the National Institute of Occupational Safety and Health (NIOSH), demonstrating his commitment to staying abreast of industry standards and best practices.

He has authored several insightful articles on occupational safety and health, shedding light on key issues, strategies for risk management, and regulatory compliance. His contributions have not only enriched the knowledge base within the industry but also earned him recognition for his expertise and thought leadership.

Nazir has also demonstrated his proactive approach by securing several grants in the field of occupational safety and health. These grants have supported research initiatives, training programs, and projects aimed at improving workplace safety standards and promoting a culture of safety across industries.

Nazir exemplifies a committed professional who combines legal expertise with a passion for ensuring a safe and healthy work environment for individuals across various industries.

INDEX

A
accident, 1, 2, 3, 5, 11, 12, 14, 15, 18, 19, 21, 24, 25
accident investigation, 75, 76, 87, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 102, 103, 104, 105, 106

C
corrective and preventive action, 89
Couse of Accidents, 78

E
emergency, 36, 37, 47, 53, 76, 86, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 123, 124, 125, 126, 127, 128, 129
Emergency Management Organization, 115
Emergency Planning, 117, 129
emergency preparedness and response management, 107, 113, 115

F
Factories and Machinery Act 1967, 13, 28

G
General Duties Under OSHA, 32

H
hazard, 39, 40, 42, 45, 46, 47, 48
Hazard Category, 40
health management, 1, 2, 19, 95, 132, 136

I
identifying hazards, 39, 61

M
mitigation measures, 50
Mitigation measures, 121
Mitigation Measures, 126

O
Occupational Safety and Health, 6, 40, 41, 42, 43, 45, 48, 53, 55, 58, 64, 65, 68, 69, 70, 76, 89, 91, 93, 94, 95, 96, 98
Occupational Safety and Health 1994, 30

OCCUPATIONAL SAFETY

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This book delves into the world of Occupational Safety and Health Management (OSH), empowering you to create safer workplaces. Whether you're a seasoned professional or just starting your career, understanding OSH is crucial. This book breaks down complex concepts into easy-to-understand language, focusing on the essential aspects of keeping everyone safe on the job. We'll explore the legal framework that governs workplace safety, ensuring you understand your rights and responsibilities. But OSH goes beyond following rules – it's about identifying and managing risks. This book equips you with the skills to recognize hazards, assess their potential dangers, and implement strategies to minimize them. Learning from the past is key to preventing future accidents. We'll analyze real-world scenarios, dissecting incidents to understand their causes and develop effective preventative measures. You'll also gain the knowledge to handle emergencies with confidence, ensuring your preparedness in unexpected situations. The true power of OSH lies in fostering a culture of safety. This book provides practical strategies to build a workplace environment where safety is a shared value, not just a set of regulations. From management to frontline workers, everyone plays a crucial role in maintaining a safe workplace. Structured for efficient learning, the book starts with the foundational concepts of OSH and gradually progresses towards practical applications. Each chapter builds upon the previous one, providing a comprehensive understanding of the field.

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