

WORKBOOK
OF
Inclusive Training on
Health & Safety at Work
for Workers with disabilities

MATERIAL FOR TRAINEES



Safe4All

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Workbook of Inclusive Training on Health & Safety at Work

Safe4all



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1. Presentation of the workbook

The workbook aims to provide **workers with disabilities** with a tool for training on safety and health in the workplace. The contents are designed to be accessible, in simplified language, using examples and possible situations.

The Workbook can be used directly by the worker with a disability, or with the support of the trainer.

The purpose of this tool is to:

- Provide the general information on a training course on health and safety in the workplace;
- Be used for/with workers with disabilities (the trainees);
- Provide support and help with how to use the contents of the course, which will then be developed by the trainer.

The guidance in this workbook provides a general understanding which **must then be adapted** to the specific workplace, and the abilities of each worker, considering:

- The laws of your country;
- The risk assessment procedures in your company;
- The job and activities you will carry out in the company;
- The rules that the company has given itself;



1.1 The Contents of Safety and Health training

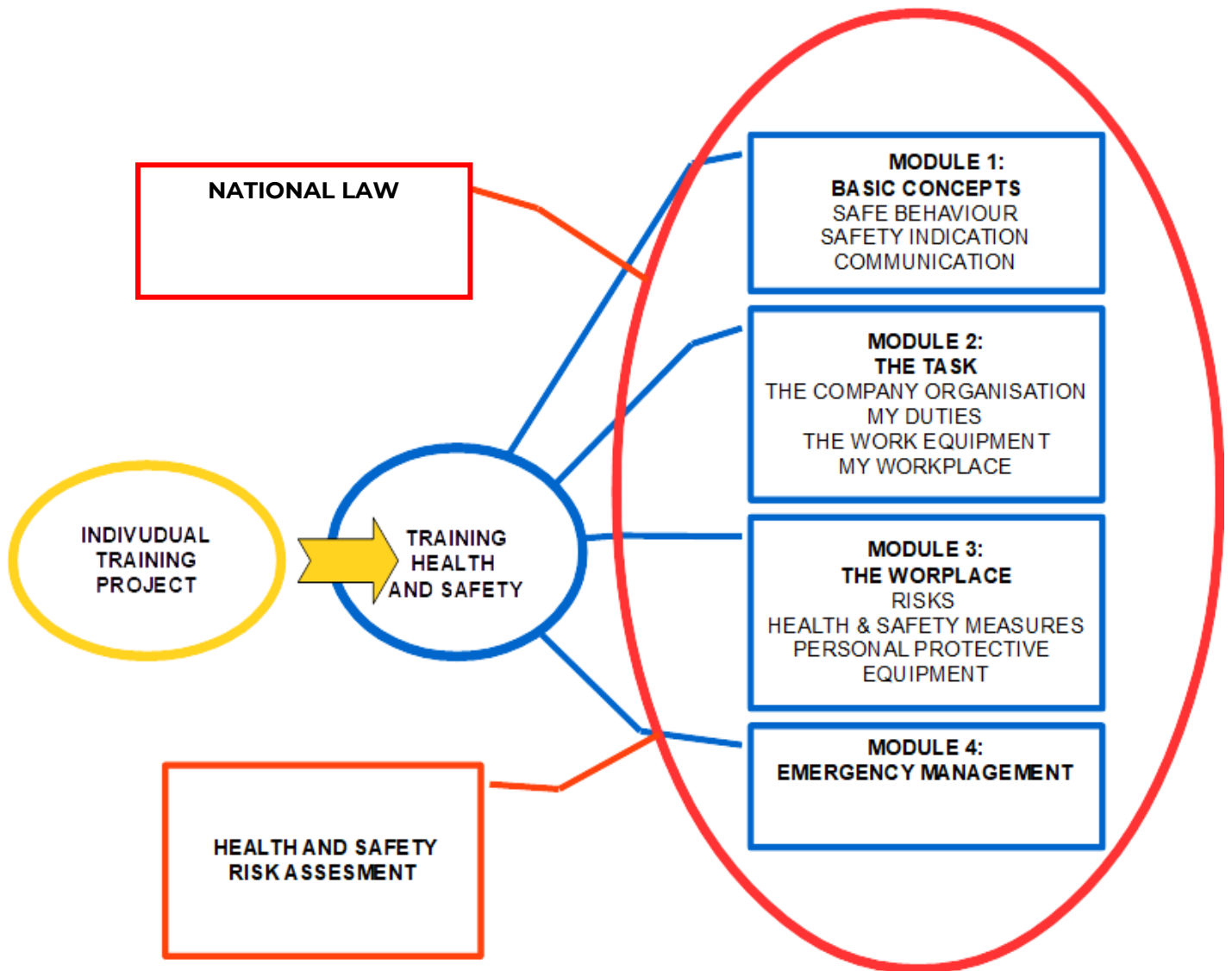
The contents of this training activity include information on how to support workers with disabilities to perform their tasks and risk assessment of health and safety in the workplace. National trainers need to adapt the contents based on the country's health and safety regulations. To ensure an inclusive work environment, training programs should be tailored to accommodate the unique needs of each individual worker. Consideration must be given to the specific strengths and challenges determined by the worker's impairment (physical, intellectual, sensory, etc.).

The Safe4All training course includes core information which applies to all workers. This information can be used as a basis for the OSH course; national trainers can then add specific information on the national risk assessments to complement it.

The training contents have been collected and included below. The contents have been ordered, in a module path and proposed training path. This training path has been suggested by the Safe4All partners based on their experiences.



In the chart below, the modules are illustrated:





2. Module 1: Basic Concept

The first module aims to provide the trainees with basic health and safety concepts. Below are some of them:

- existing rules and regulations on OSH;
- the concept of danger and harm;
- risk assessments;
- prevention and protection measures;
- health and safety responsibilities: rights and duties;
- safe behaviour and forbidden actions;
- communication and reporting;

2.1 The regulatory framework

Every country has legislation that protects health and safety in the workplace.





Do you know the legislation in your country?

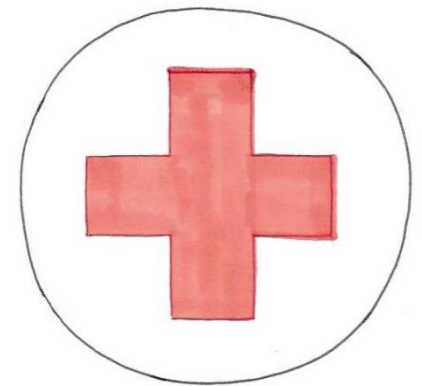
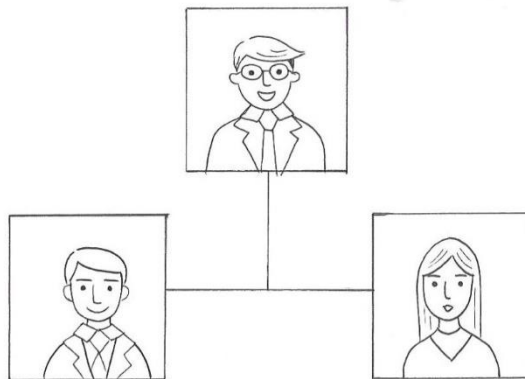
Talk to your supervisor.

The law establishes the following **principles**:

✓ The health and safety of the worker must be protected in the workplace, this means that one must not get **hurt** or **ill** due to work;

Health and safety in the company must be organised. There must be an organisation, made up of;

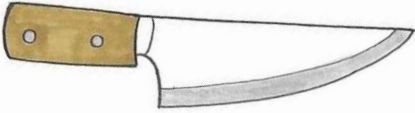
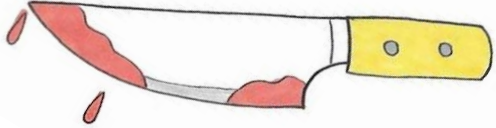
- ✓ Employer,
- ✓ Function managers,
- ✓ Assignments for emergency management,
- ✓ Safety and health manager.

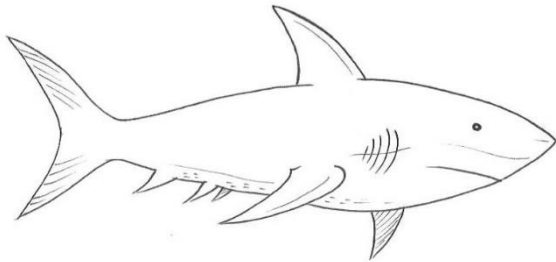




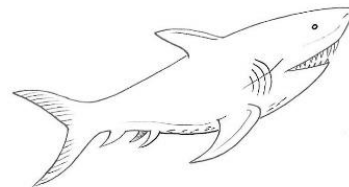
2.2 Hazard and Risk

All the places and activities that surround us are a **source of hazard**. The workplaces and activities you carry out have them too. **But what is a hazard? What is risk?**

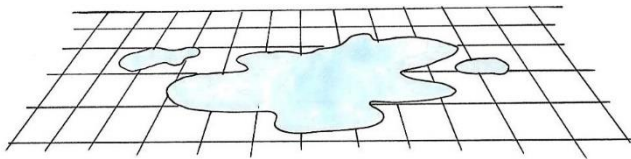
HAZARD IS... <i>something that has the potential to harm YOU</i>	RISK IS... <i>the likelihood of a hazard causing harm</i>
	
The knife is a dangerous object. (HAZARD)	Using the knife carelessly. The risk is to cut myself. (RISK)



Shark in the sea (**HAZARD**)



Swimming with sharks.
Getting bitten. (**RISK**)



Wet floor (**HAZARD**)



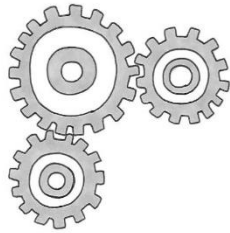
Walking on wet floor. Falling
and slipping. (**RISK**)



Fire and Heating (**HAZARD**)



Burning yourself. Setting something on fire. (**RISK**)

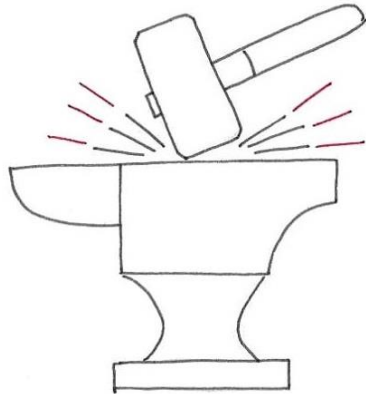


Gears in motion (**HAZARD**)



Getting stuck in machinery. Hurting body parts. (**RISK**)

There are hazards that may be present in the workplace which are not so visible. These depend on how work, tasks and duties are managed and organised. Unfavourable situations can cause pressure to build up and affect how you feel; they are called **psychosocial risks**.



High level of Noise (**HAZARD**)



Damaged hearing (**RISK**)



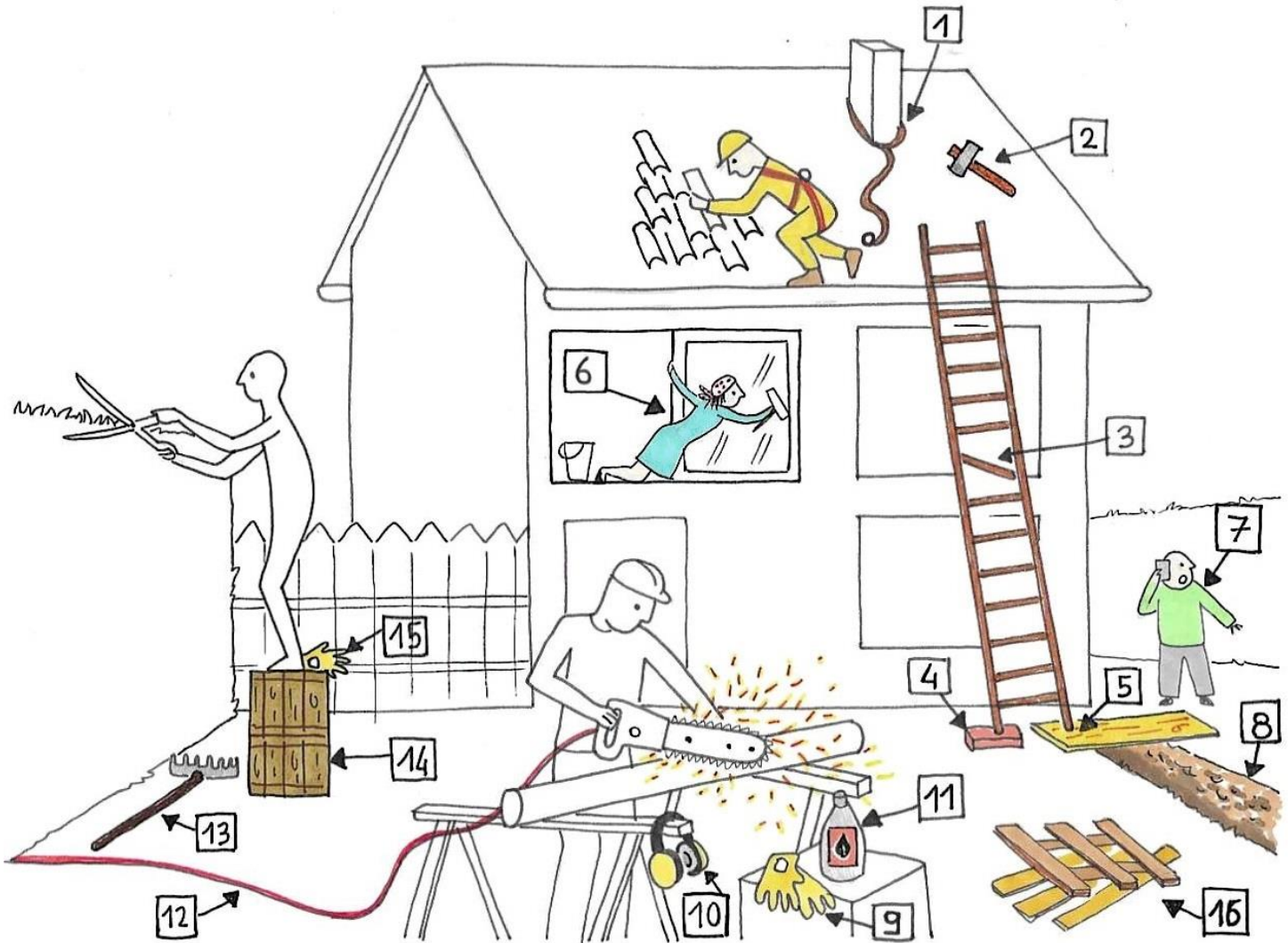
Overworking and multitasking (**HAZARD**)



Stress or burnout. (**RISK**)



Look at the following image and find the **HAZARDS**:





Answers

1. Worker on roof (not harnessed), harness tied to the chimney which is not a proper anchor point.
2. Tools balancing on roof – likely to fall.
3. Rung broken on ladder – risk of falling.
4. Ladder balanced on an uneven surface – risk of falling.
5. Ladder propped across another uneven surface – risk of falling.
6. Woman (not harnessed) leaning out of window to clean it – risk of falling.
7. Boss on phone on construction site. His attention is diverted and he will not identify hazards as easily.
8. Ditch (trip hazard) not marked.
9. Man not wearing the available protective gloves.
10. Man not using the protective hearing equipment available.
11. Sparks near to flammable liquid – risk of fire;
12. Cable is a trip hazard (repaired with adhesive tape)
13. Trip hazard with the tool (rake) left on floor;
14. Balancing on a wooden box instead of using a proper ladder – risk of falling.
15. Not wearing the available protective gloves.
- 16.** Trip hazard left in the middle of a lawn.

What are the risks in my workplace?

Think based on your experience

Remember!

**Physical risks to your health and safety are not the only ones.
There are also psychosocial risks of work-related stress.**



2.3 Risk Assessment

In all workplaces, a health and safety risk assessment must be carried out.

✓ the **hazards** present in the workplace must be identified and the risks to which workers are exposed assessed, and measures defined to reduce the risk;

Risks must be **reduced** to a minimum, and to do this, the company has identified measures and actions.

Many risks may be present in workplaces. depending on the work you will have to do, you may be exposed to them. Some examples of risks are:

- Chemical risk;
- Noise/Sound risk;
- Vibration risk;
- Biological risk;
- Work-related stress risk;
- Risk from the use of video terminals;
- Electrical risk;
- Mechanical risk;
- Ergonomic risk;



Depending on the activities you will be doing, there is a specific risk assessment, which will indicate the measures to be taken:

- ✓ *Knowledge,*
- ✓ *Your skills,*
- ✓ *Training,*
- ✓ *Work procedures,*
- ✓ *Safety and Health Organisation,*
- ✓ *PPE- Personal Protection Equipment,*
- ✓ *Conduct and things that you are not allowed to do (prohibitions).*

The risk assessment must also take into account the worker's particular health conditions. A worker's disability is an element that must be considered.

The role of the medical or support service is also very important. They must be involved and collaborate with the employers to

identify the worker's potential role, tasks and responsibilities within the company.



2.4 Prevention and Protection measures

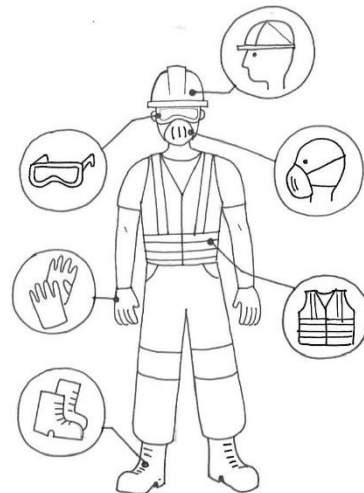
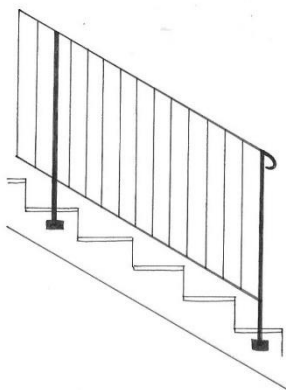
The measures and actions that can be taken to address risks are of two types:

Prevention - Doing things before they happen, and making sure they don't happen, for example:

- Training;
- Medical examination;
- Health and safety organisation;
- Construction choices of workplaces and installations present;
- Mental approach to risk and risk perception;

Protection - protecting workers from risks, either individually, or all workers, for example:

- ✓ Personal protective equipment (gloves, shoes, masks, etc.);
- ✓ Parapets;
- ✓ protection along pathways;





2.5 Health and Safety responsibilities: Rights and Duties

Every company has its own health and safety organisation. The team members within this organisation each have duties, which will be explained to you.

Do you know what the employer's health and safety **obligations** are?

The worker also has duties to protect health and safety, not only his own, but also that of others.

Do you know what your health and safety **duties** are?

Do you know what your health and safety **rights** are?

Remember, the **first one** to take care of
your health and safety **is you**



2.6 Safe Behaviours

Your health and safety depend heavily on what behaviour you have in the workplace. All these things will be explained to you during health and safety training, but some things can be done yourself. Your behaviour will be safe if you respect:

- ✓ The signs present in the company;
- ✓ You will use personal protective equipment if it is provided;
- ✓ You will use equipment correctly;
- ✓ You will respect the company's risk management measures;
- ✓ Not smoking in the workplace;
- ✓ Don't take drugs or drink alcohol;





2.7 Communication and Reporting

If you see any risk situation, alert your supervisor. Here is a list of examples for when you should speak to your supervisor or colleague:

- ✓ If you don't know how to use an equipment;
- ✓ If you don't know what kind of substance or chemical you are going to use;
- ✓ If you don't know how to do something;
- ✓ If you have an idea on how to do something better and safer;
- ✓ If you see a dangerous situation;
- ✓ If you do not feel well;
- ✓ If you have been the victim of verbal abuse;
- ✓ If you have experienced harassment or discrimination;

Your contribution is important in the company. There are two situations you need to know:



**ACCIDENT
OR
INJURY**

A harmful event caused by a violent and rapid cause, occurring in the course of work

NEAR MISS

An event that could have caused damage but which, only by pure chance, had no consequences

If you see a dangerous situation, or an event that could have resulted in harm to people, ***report it.***

Inform your supervisor!



TIPS FOR TRAINEES

Stay alert and focused;

If you do not understand ask;

The safety information you are learning now is also important to remember at home.

ANSWER - TEST FOR TRAINEES

Do I need to know the people in the company who deal with health and safety?	<i>Yes</i>	<i>No</i>
Do I need to be aware of the hazards and risks in the workplace?	<i>Yes</i>	<i>No</i>
If I see a dangerous behaviour, or a dangerous situation, I don't have to say anything to my superior, it is not important to me.	<i>Yes</i>	<i>No</i>

Solution: Yes-Yes-No



3. Module 2: The task

This Module will provide you with health and safety information related to the task and duties you will have.

The basic contents of this module are:

- ✓ The company organisation, the health and safety contact persons, your manager, your colleagues, and the persons in charge of emergency management;
- ✓ Your job description, what you have to do and how;
- ✓ Your workstation, order and cleanliness and management of space and materials;
- ✓ Your work equipment, what it is, how to use it (switching on, switching off, operation, any emergency stop, signals and alarms), what health and safety measures to take, what to do if it does not work;

3.1 The company organisation

The company has set up a health and safety organisation.

Do you know who are the people occupying the roles listed below in your company?



- Employer
- Your manager and supervisor
- The health and safety manager
- The labour doctor
- The emergency management officer
- Your colleagues

Remember: if you have not been trained in health and safety you are not allowed to work

3.2 Your Task

Within the organisation, you have a job description, and you have tasks to perform. You will do your work alone, or together with colleagues. You may also have to use equipment and do some actions.

- What is your job description?
- What are your tasks?
- Where will your work take place?
- What equipment will you have to use?
- Are personal protective equipment provided?
- Do you have to use chemicals?



All these questions must be answered, together with those who will accompany you on your first days of work.

If in doubt, ASK your supervisor!

3.3 Your Workplace

You do your work at a workstation. This workstation is a space that you have to take care of. It is very important that your workstation is always:

- Tidy and Clean;
- That there are no materials on the floor that could cause people to trip;

When you have finished working, switch off all the lights, turn off electrical equipment, and put tools back in place.



3.4 The work equipment

You could use electrical or manual equipment to do your work. All equipment has a manual, which provides instructions on use and maintenance.

- ✓ Have you read the user and maintenance manual?
- ✓ Do you know how the equipment works?
- ✓ Do you know how to turn it on?
- ✓ Do you know how to turn it off?
- ✓ Do you know how to use the emergency and stop devices?



The equipment must have two important characteristics:

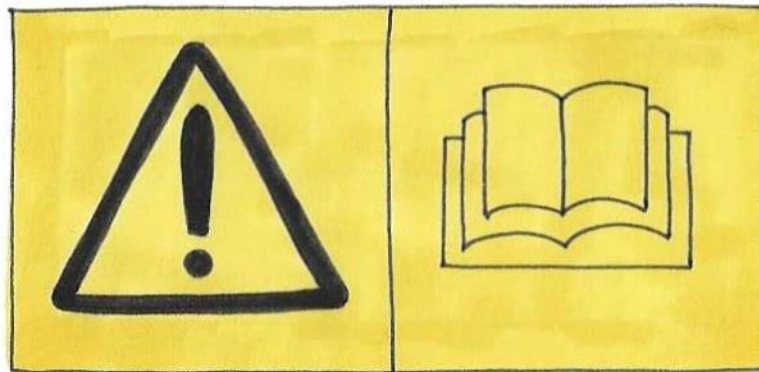
- ✓ It must comply (CE marking, ask your supervisor);
- ✓ It must have hazard signs, which you must know, because they identify the risks;



Look at the examples:



Before using any equipment, please read the instructions about the **user manual**



When using the equipment pay close attention, also to the people around you, and:

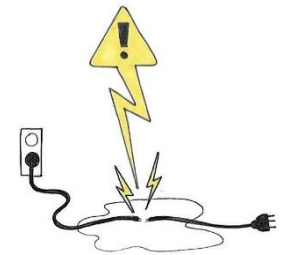
- ✓ Check the lights on the equipment often;
- ✓ Stop if you feel that the equipment is overheating;
- ✓ Watch out for electrical connections and cable.



- ✓ Always remove dust from the vents;
- ✓ If it is not well maintained, do not use it;
- ✓ If it lacks guards and protection, do not use it;

When you have finished your work shift, remember to switch off the equipment, and leave the workstation in order.

- ✓ If it does not work properly, if it makes a different noise,
- ✓ If lights or beeps come on;
- ✓ If you do not know how to use it well;
- ✓ If it stopped suddenly.



TIPS FOR TRAINEES

Stay alert and focused;

If you do not understand, ask;

What you have learned is also important at home;

Test the equipment;

Turn them on and off;

Test the equipment with the help of the supervisor;

Read the use and maintenance manual carefully.



CHECK YOUR KNOWLEDGE: TEST FOR TRAINEES					
When you are done using electrical equipment, do you have to turn it off and unplug the cable?		Yes		No	
If the equipment lacks guards and protection, Can I use it?		Yes		No	
I read and understood the user manual of the equipment, and an operator showed me how it works, and what the safety devices are. Can I use it under your supervision?		Yes		No	
Is the situation in the picture safe?					
Yes	No	Yes	No	Yes	No

Answers: yes-yes-yes-no-no-no



4. Module 3: The workplace and the Risk

The purpose of this module is to familiarise you with your **workplace**, the premises and their use, the areas, the road network. In addition to this, you will be shown some of the health and safety **risks and hazards** present in the workplace, and the prevention and protection measures taken.

Workplace conditions, spaces, furniture and bathrooms must take into account the needs of workers with disabilities. An important tool to protect against risks is PPE (personal protective equipment).

Risks and hazards in the workplace are closely linked to the job and to the company risk assessment. It is proposed to address the following aspects:

- ✓ Postural and ergonomic risks;
- ✓ Electrical risks;
- ✓ Chemical risks and use of chemicals;
- ✓ Work-related stress;



It is useful in this module to also provide some indications on lifestyles, and in particular on these aspects:

- ✓ Correct diet;
- ✓ Sedentary lifestyle;
- ✓ Smoking and alcohol;
- ✓ Use of illegal drugs;

Another very important aspect to consider is the aspect of relations with colleagues, and the management of workloads.

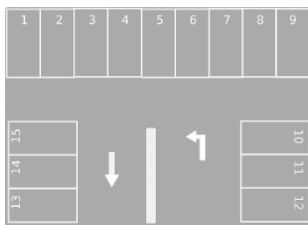


4.1 Know your workplace

You will spend your working time inside a facility, which has premises, where the company's activities take place.

It is important that you know where the various premises are, and how you can access them. There may be areas where you cannot enter.

- When you arrive at work, do you know where you have to park if you use your own vehicle?



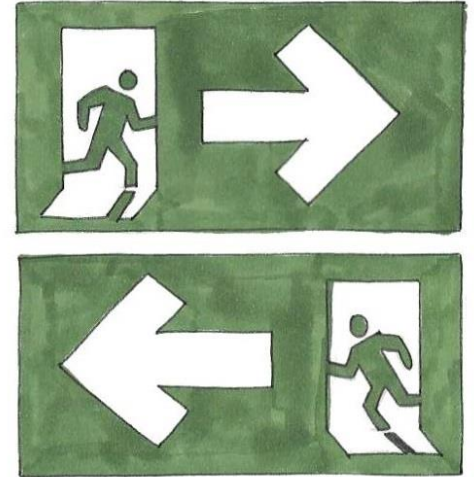
- Do you know which route to take to get to the entrance of the company?
- Do you know where the changing rooms are?
- If you need to, do you know how to use lifts or stair lifts?
- Do you know where the toilets are?
- If you need to use the bathroom for people with disabilities, do you know where it is?

In the event of an emergency, you must be able to leave your workplace, following the instructions given to you by the



emergency managers. With your supervisor, look at the emergency plan, and analyse the route you have to take to get out, to the assembly point.

Watch where the emergency exits are..



4.2 The Risk for Safety and Health

The risks present in the workplace and the preventive and protective measures adopted by the organisation are defined in the risk assessment carried out by the company.

We will give you some simple indications on the main risks, which will then be further investigated in the company, in relation to the work you will carry out.



4.2.1 Postural and ergonomic risk

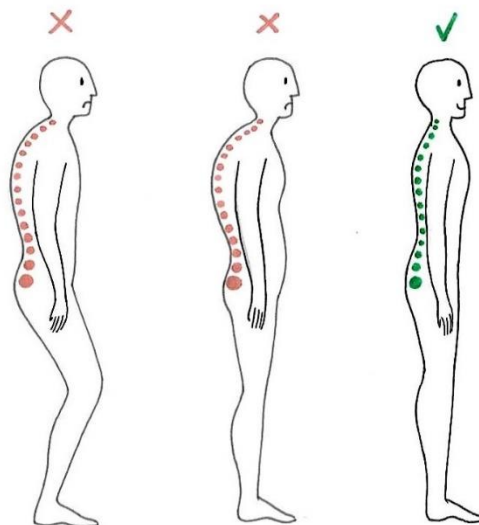
Posture is the position the body takes in space and the relationship between the various parts of the body, such as the neck, head and back, to ensure standing and movement.

Poor posture leads to **health risks** and consequences. The most common are:

- ✓ Muscular pains;
- ✓ Tendon inflammations;
- ✓ Circulatory problems.

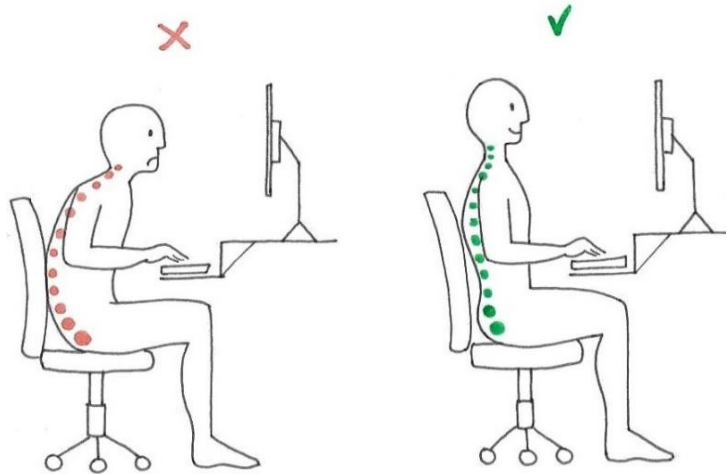
Follow the directions in the pictures:

When working standing, assume correct posture:



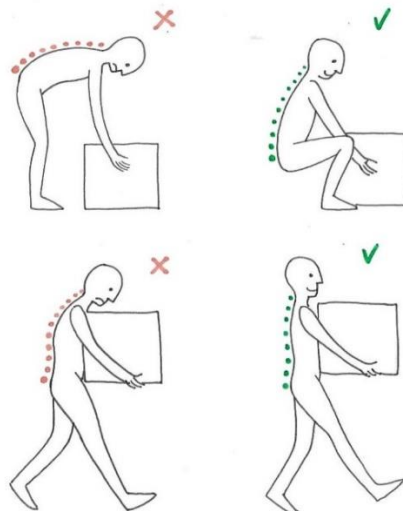


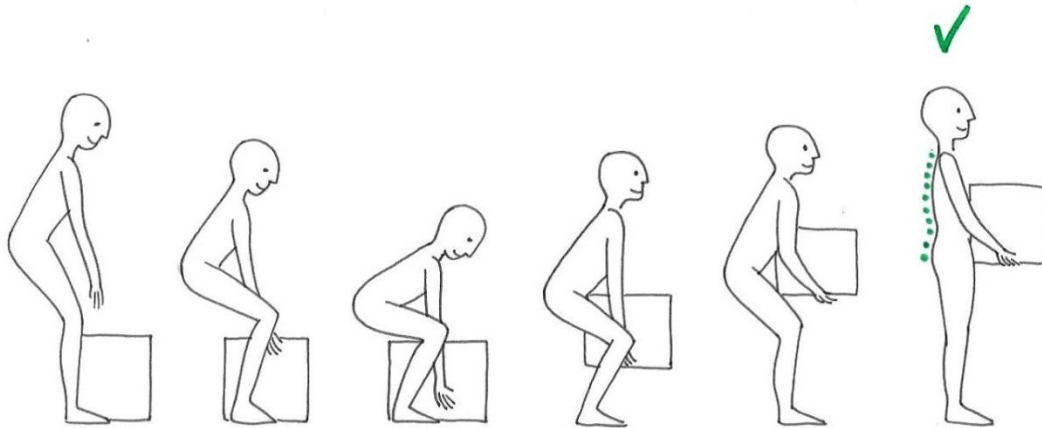
When working in a seated position, assume the correct posture:



If you have to move a lot, pay attention to the movements you have to make, follow the instructions given to you by your supervisor.

Look at and analyse the following pictures:



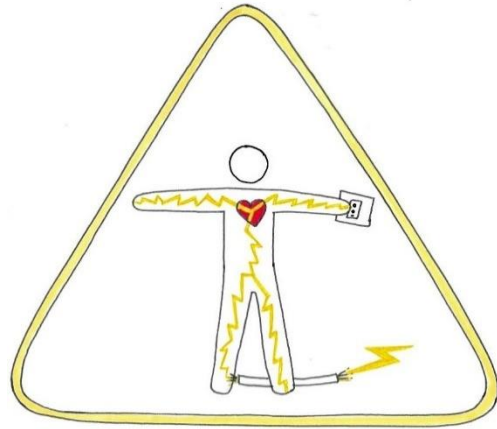


4.2.2 Electrical Risk

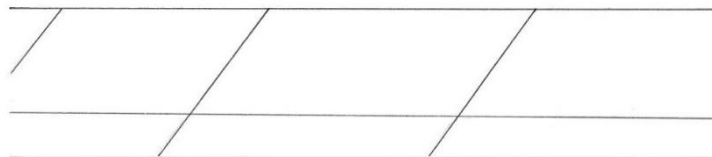
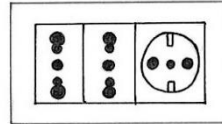
We are in contact with electricity all day long, and equipment that is powered by this energy source is part of our lives.



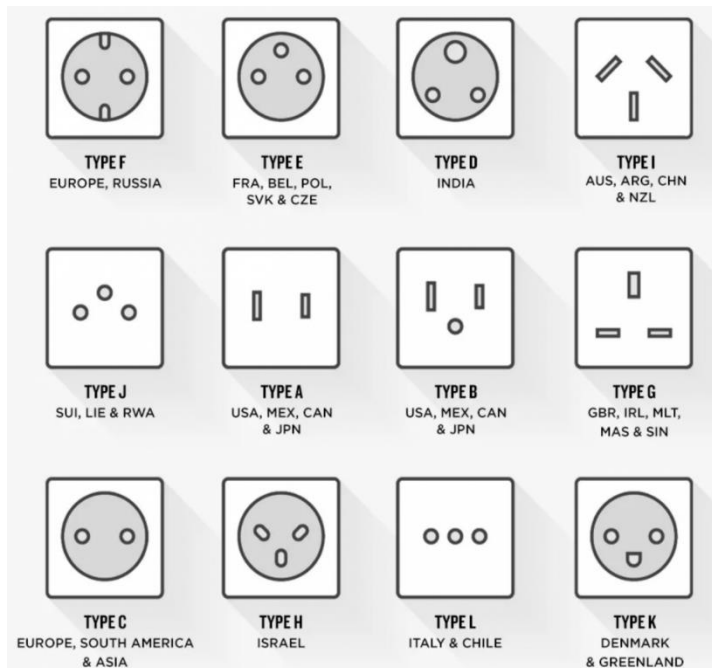
However, electricity is also a danger, and the risk that concerns us is that of **electrocution**. This risk is also present at home, in everyday life.



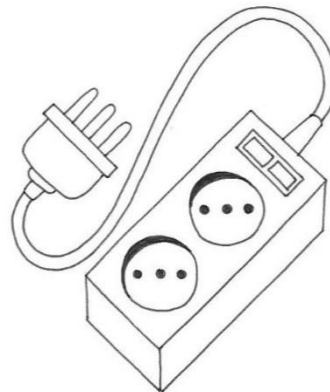
The **first** source of risk is electrical installations.



In the world there are various types of electrical installations, and sockets.

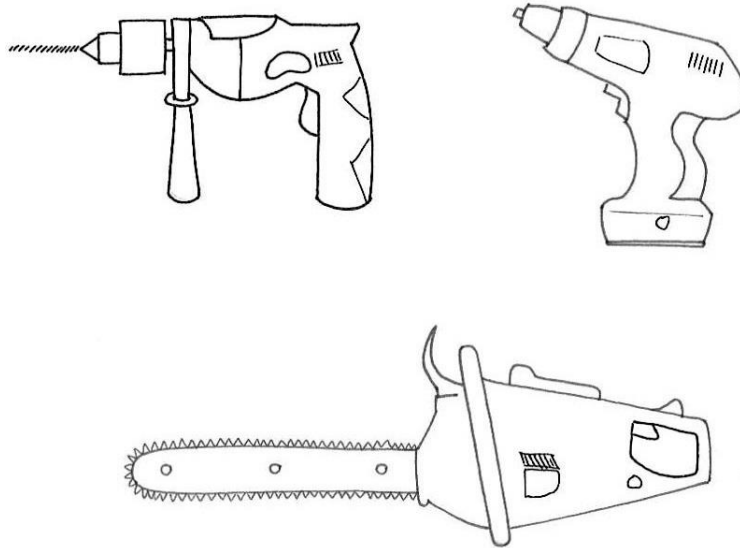


The **second** source of risk is electrical connections. In detail, everything I plug into sockets, to bring the power supply to another place;

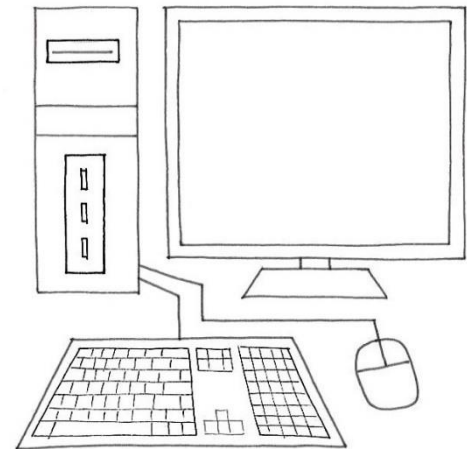
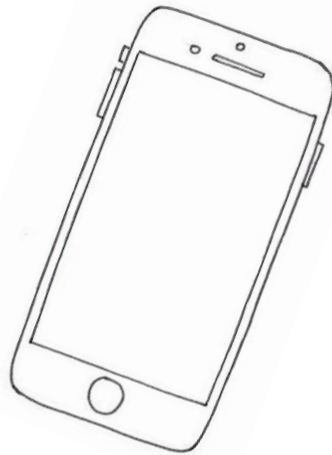




The **third** source of risk, is the electrical equipment I use;

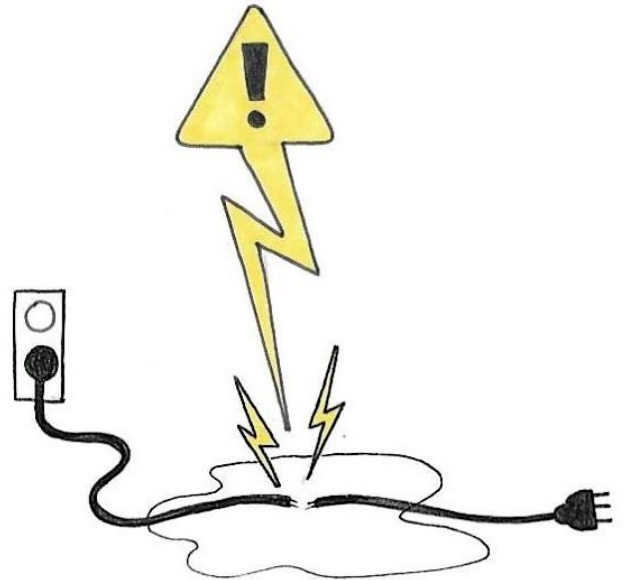
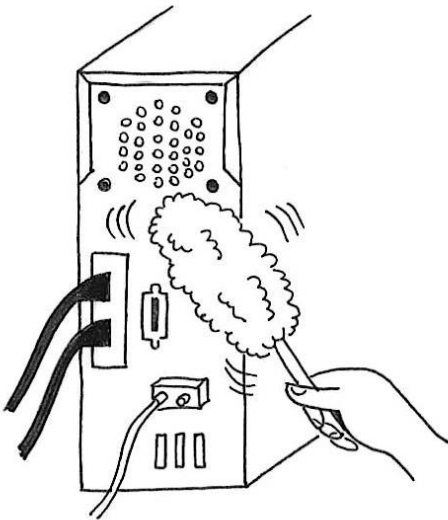


All electrical equipment, including PC and smartphones, have risks, which you need to be aware of. There are aspects that apply to everyone:





- ✓ Beware of water and contact with electrical equipment;
- ✓ Batteries are a source of risk;
- ✓ Never leave equipment switched on if you don't need it, switch it off at the end of the job;
- ✓ All electrical equipment can overheat, beware;
- ✓ Pay attention to connection;
- ✓ keep air vents clean of dust;





4.2.3 The chemical Risk

Chemicals are present in all aspects of our lives. We use them from the moment we stand up (toothpaste, body cleaning products) until we go to bed.

You may have to use chemicals or substances, even at work.

It is important that you know about these substances and the risks they entail. Every chemical you will use has a **safety data sheet**, which explains what the risks are and what measures to take.

Remember!

Read the SAFETY DATA SHEET with your supervisor

There are pictograms on the container of the chemical, which are shown on the safety data sheet.



Do you know these pictograms?

GHS Pictograms





With chemicals you have to have safe behaviours. There are some things you should not do:

- ✓ Mix chemicals, without being informed and authorised;
- ✓ Change the container of chemicals without being authorised;
- ✓ Use chemicals other than those intended;
- ✓ Smoking, using chemicals;
- ✓ Pour them on the ground;
- ✓ Use a chemical product for which the risk is unknown;
- ✓ Do not use the planned individual protection devices;



4.2.4 The personal protective equipment

The individual protective equipment are the protection tools that we have available, to defend our health and safety.

The type of device and the characteristics it must have, are defined in the risk assessment. Protective equipment is provided by the company. In relation to the worker's disability condition, some PPE can be customised to allow use (e.g. footwear).

PPE=personal protective equipment

The most common personal protective equipment are:

✓ **Gloves;**

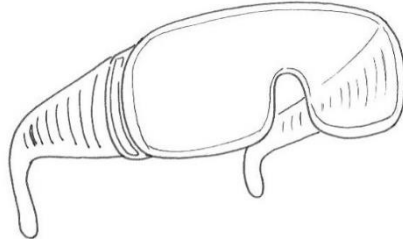


✓ **The safety shoes;**

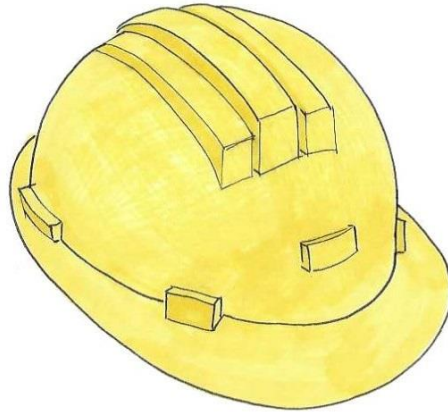




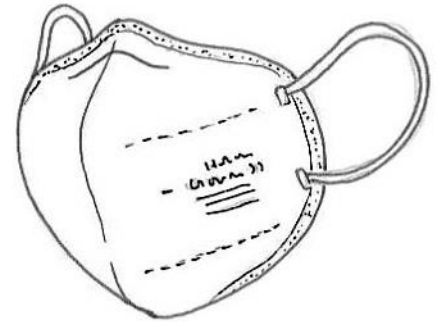
✓ **The safety glasses;**



✓ **Helmet;**



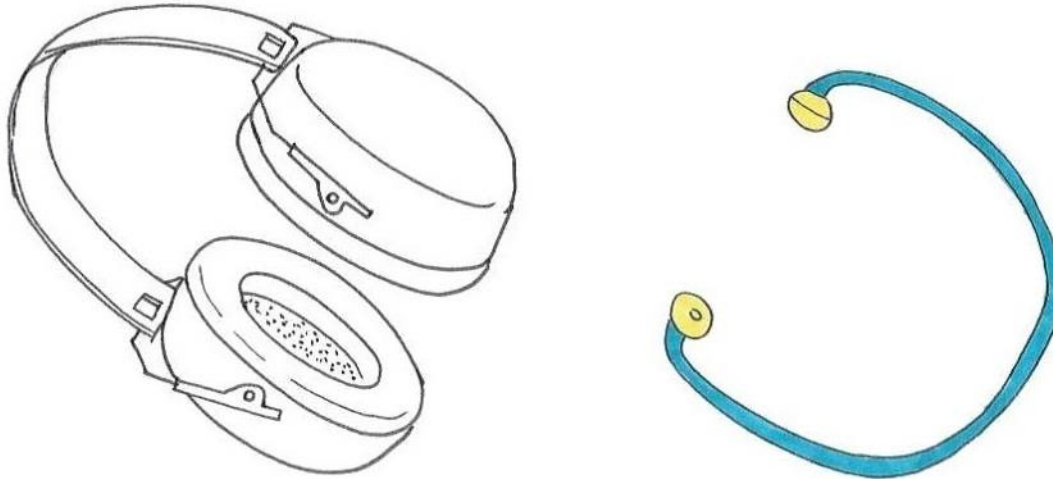
✓ **The masks;**





✓ The headphones and everything is used to protect the hearing;

✓



For your job, are there PPE?

Can you use them?

Each PPE has a use and maintenance education booklet, read it, it will tell you how to use them, and what the cleaning and maintenance operations are.

With your supervisor, try to wear your PPE, and understand how to keep them processing.



4.2.5 Work-related stress

Work can be a source of stress, and if not managed properly, it can be a source of discomfort and then cause illness for the worker. For this reason, companies must carry out an **assessment of psychosocial risks**, and define prevention and protection measures.

If necessary, in relation to the condition of the workers with disability, work-related stress must be carefully assessed with the support of the medical service.

The sources of work-related stress are usually:

- ✓ Workload;
- ✓ Relational conflicts with colleagues;
- ✓ Discriminatory behaviours;
- ✓ Verbal and physical abuse or aggression;
- ✓ Sexual abuse;



The workplace can also be a source of stress. A noisy environment, unclear tasks, disorganisation, and other factors can increase the state of stress.



Do you know the company rules in case of conflict with colleagues?

Do you know what to do in case of discrimination?

Do you know who you can talk to about verbal or physical abuse, including sexual abuse?

If in doubt, ASK your supervisor!

TIPS FOR TRAINEES

Stay alert and focused;

If you do not understand ask;

What you have listened is also important at home;

Read the SAFETY DATA SHEET with your supervisor;

Read the PPE use and maintenance booklet with your supervisor;

Try the PPE.



CHECK YOUR KNOWLEDGE: TEST FOR TRAINEES

What kind of danger does this pictogram indicate?

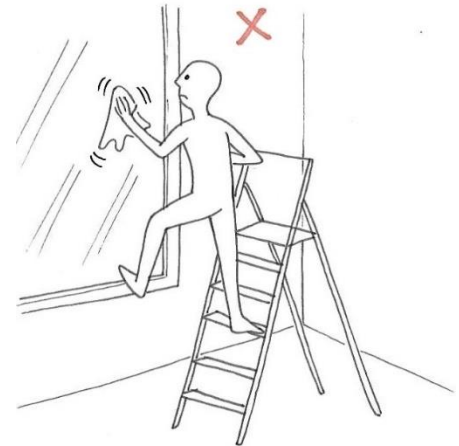


explosive

corrosive

flammable

Is the situation in the picture safe?



Yes

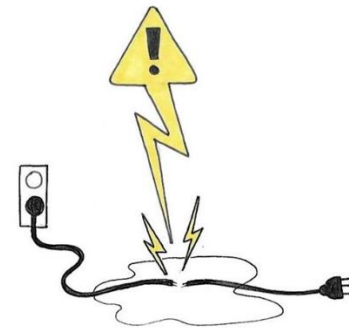
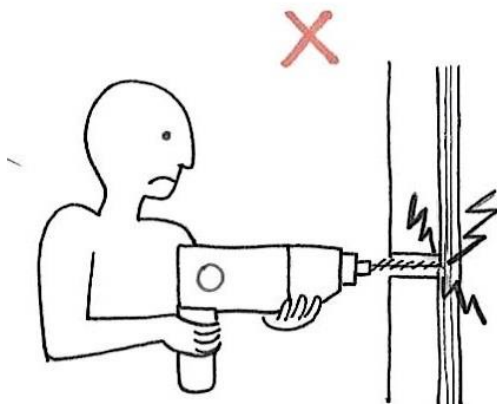
No

Yes

No

Yes

No



Yes

No

Yes

No

Solution: Flammable-Yes-No-No-No



5. Module 4: Emergency management

Knowing how to behave in case of emergency, is the goal of this module. The company organised the response to emergencies, and in the risk assessment defined **a plan** in which it defined what it should be done.

Generally, the following scenarios are always considered in the risk assessment:

- Fire emergencies;
- Health emergencies;
- Power blackouts;

Other scenarios could be entered and analysed:

- Earthquake;
- Catastrophic weather events (tornado, waterflood, storms);
- Chemical contamination;
- External aggression;
- Accidents with the means of transport;

The company has also defined **planimetries** for emergency management, where the exodus routes, the safety exits and the meeting points are indicated.



Emergency management must be planned and regular drills must be carried out. In the management of emergencies, situations relating to workers with disabilities must also be considered, as well as to all other persons with special conditions (pregnant women, the elderly, visitors, etc.).

Ask your supervisor how your situation will be handled, and what steps you need to take.

With the supervisor, look at the plan of your workplace, and study the paths.



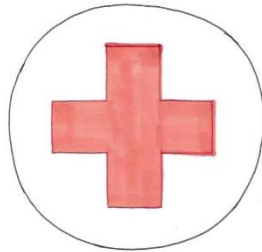


In emergency management it is important to know:

- ✓ What to do in an emergency;
- ✓ What not to do and what is forbidden;
- ✓ The call for help;
- ✓ The safety of the rescuer;

For your safety, it is important that you know:

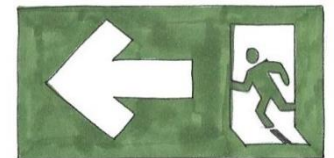
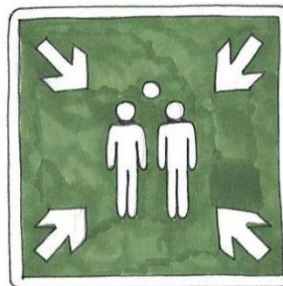
- ✓ the person responsible for emergency management in the company



- ✓ the emergency telephone number



- ✓ The safe escape routes





TIPS FOR TRAINEES

Stay alert and focused;

If you do not understand ask;

What you have listened is also important at home;

Save the emergency number;

Test the emergency call with the trainer.

CHECK YOU -- TEST FOR TRAINEES

It is important to know the exit routes of the workplace and the emergency number.	Yes	No
When I hear the alarm, I hide or go to the bathroom.	Yes	No
If I see the start of a fire, I run away and don't warn anyone.	Yes	No

Solution:Yes-No-No-No