

NAPO

Safety with a smile !!

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[Home](#) » [Learning with Napo](#) » [Napo in the workplace](#)

Napo in the workplace



These resources are to enable organisations to use Napo films to raise awareness about health and safety topics within groups of their own staff and supply chains. The resources will enable organisations to deliver advice on health and safety topics, and will help generate discussion around the topics. They are also suitable for use on vocational training courses.

<https://www.napofilm.net/en/learning-with-napo/napo-in-the-workplace>

What typical hazards can you find in
the workplace ?

Typical hazards in workplaces (many of them are present at home too) include:

- Electricity
- Fire
- Tools, especially cutting tools such as blades or knives
- Machinery
- Slipping on the floor, falling from ladders or stairs, falling from height (e.g. from a scaffolding or from a roof)
- Transport (to vehicles, drivers or pedestrians)
- Musculoskeletal disorders (MSDs) due to handling heavy loads, twisting and turning, posture (e.g. work with VDU's), repetitive movements (e.g. on an assembly line)
- Chemicals – immediate damage due to inhalation, burns or irritated skin, and long-term effects such as cancer, respiratory diseases and allergies)
- Biological – bacteria, fungi or virus, e.g. hospital, laboratory of medical analysis, poor maintenance of the air conditioning plant
- Noise, vibrations, laser radiation, ionizing radiations, electromagnetic fields, UV rays, etc



RISKS (workers point of view)

- Risks concern you; they are aimed at you!
- Every danger is ready to hit you; the crocodile is always ready to bite
- Stop, think, act (stop – red, think – orange, act – green: signals from traffic lights)
- Why are you disregarding hazards?
- Why are you acting unsafely?
- Describe the 'domino effect' of unsafe situations, i.e. a chain of negative occurrences where a primary incident of limited relevance causes a series of other incidents that at the end lead to serious consequences (see episode 8 "Bad dream" in Napo Safe on site)

YOUR point of view as a maintenance technician

Risk assessment

Our aim is to make risk assessment and its importance in the prevention of accidents and ill health at work more clearly understood. Specifically we aim to:

- Explain the difference between hazard and risk
- Provide an introduction to risk assessment
- Illustrate, by example, what we mean
- Provide a bridge between the theory and the practice

Why carry out a risk assessment?

Risk assessment is the basis for successful safety and health management, and the key to reducing work-related accidents and occupational diseases. If it is implemented well, it can improve workplace safety and health – and business performance in general.

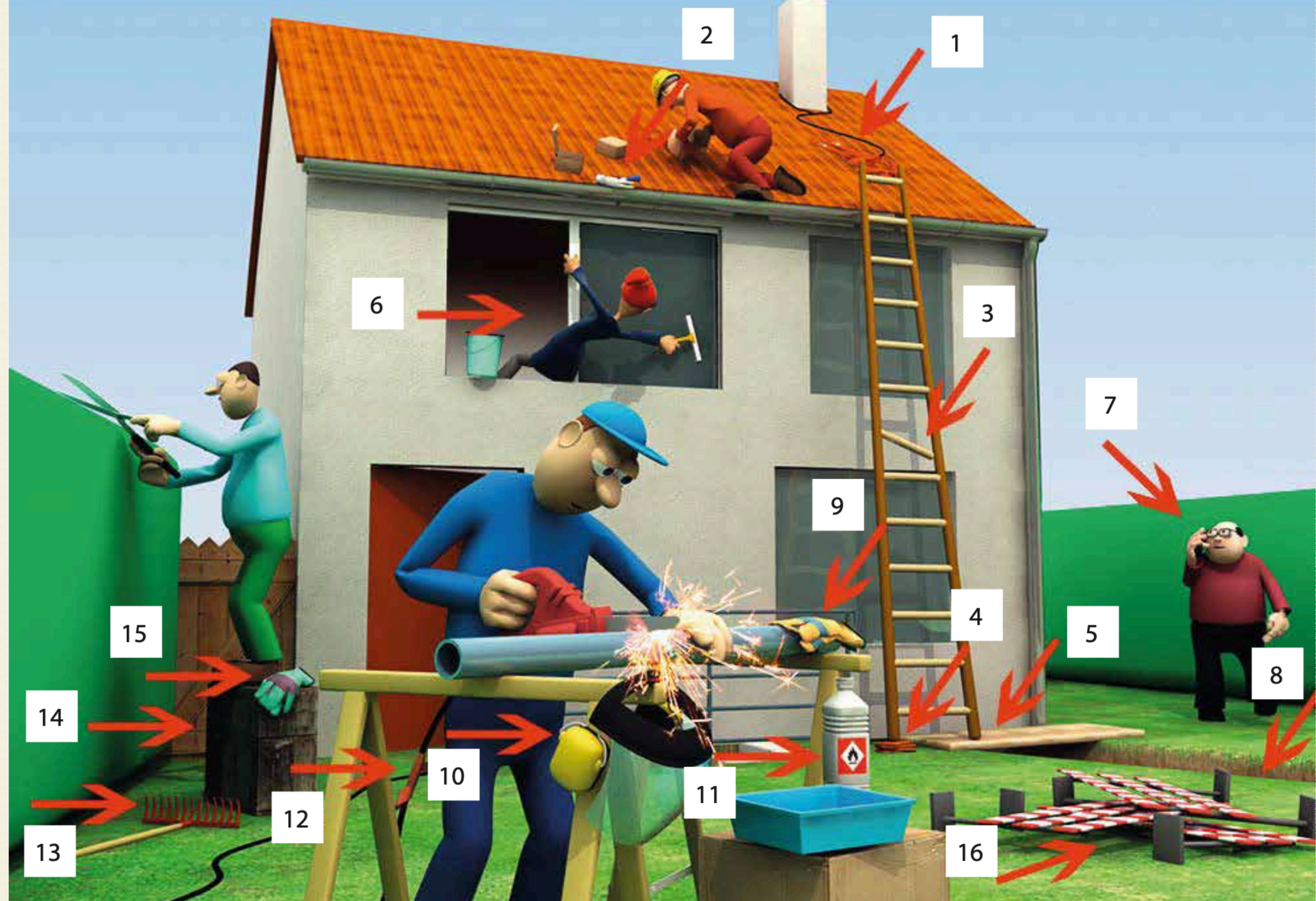
What is risk assessment?

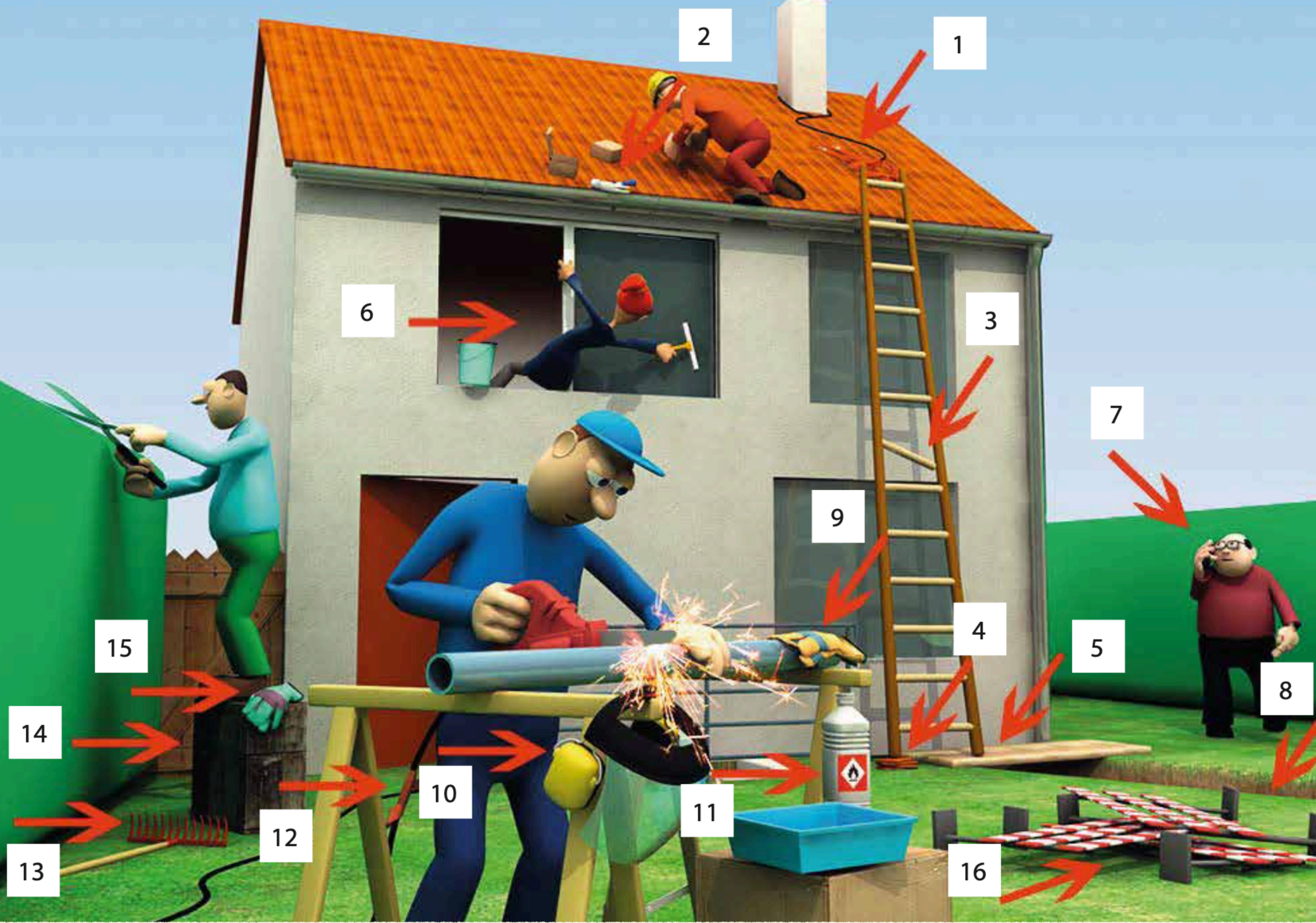
Risk assessment is the process of evaluating risks to workers' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers:

- What could cause injury or harm
- Whether the hazards could be eliminated and, if not,
- What preventive or protective measures are, or should be, in place to control the risks



What are the 16 different dangers you can find on this picture ?





- 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 uneven surface – risk of falling.
- 5) Ladder propped across another uneven surface – risk of falling.
- 6) Napette (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) Napo not wearing the available protective gloves.
- 10) Napo 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 wooden box instead of using a proper leader – risk of falling.
- 15) Not wearing the available protective gloves.
- 16) Trip hazard left in middle of lawn.

Recording an assessment

Recording the assessment

The risk assessment must be recorded. Such a record can be used as a basis for:

- Information
- Monitoring
- Evidence
- Revision if circumstances change

A record of at least the following details is recommended:

- Name and function of the person(s) carrying out the examination
- The hazards and risks identified
- Groups of workers facing particular risks
- The necessary protection measures
- Details of the introduction of measures, the name of the person responsible and date
- Subsequent monitoring and review, including dates and the people involved
- Details of the involvement of workers and their representatives in the risk assessment.



Tell us what you know about SIGNS

colour / shape ...

Danger – Warning signs

Warning sign – a sign giving warning of a hazard or danger (e.g. danger: electricity)

Intrinsic features:

- Triangular shape
- Black picture with at least 50 % yellow background



General danger



Drop



Low temperature



Overhead load



Industrial vehicles



Danger: Electricity

Prohibitory signs

Prohibition sign – a sign prohibiting behaviour likely to increase or cause danger (e.g. no smoking)

Intrinsic features:

- Round shape
- Black pictogram on white background, red edging and diagonal line
- Red part to take up at least 35 % of the area of the sign



No smoking



Naked flames forbidden



No access for pedestrians



Do not extinguish with water



No access for unauthorised persons



No access for industrial vehicles





To conclude :

Five steps to a perfect safety at work :

Step 1 – Identifying hazards and those at risk

Remember: a hazard can be anything – work materials, equipment, work methods or practices – that has the potential to cause harm.

Here are some tips to help identify the hazards that matter:

- Walk around and look at what could cause harm
- Ask those in the area about problems they have encountered
- Consider hazards such as noise or exposure to harmful substances, which have long-term effects, as well as the more obvious hazards like slips and trips

For each hazard it is important to be clear about who could be harmed. Identify groups of people, not individuals, such as 'stores', 'library' or 'passers-by'. Some groups might be at greater risk than others, for example people with a disability, young children or older people. (see episode 2 "Identify the unknown" in Napo in Risky business)

Step 2 – Evaluating and prioritising risks

Remember: a risk is the chance, high or low, that somebody may be harmed by the hazard.

The next step is evaluating the risk arising from each hazard. Consider:

- How likely it is that a hazard will cause harm
- How serious that harm is likely to be
- How often (and how many) workers are exposed

A straightforward process based on judgement and requiring no specialist skills or complicated techniques is sufficient for many workplace hazards or activities. These include activities with hazards of low concern, or workplaces where risks are well known or readily identified. Risks should then be prioritised and tackled in that order.

The top priority is risks that cause serious accidents (e.g. falls from height) and those that have a high probability to cause accidents (e.g. slippery or damaged floors). (see episode “Assess the risk” in Napo in Risky business)

Step 3 – Deciding on preventive action

The next step is to decide how to eliminate or control risks. First, consider if it is possible to eliminate the risk.

If not, how can risks be controlled so they do not compromise the safety and health of those exposed. When preventing and controlling risks, the following general principles should be taken into account:

- Avoiding risks by eliminating hazards (e.g. Napo eliminating the risk of tripping over a drawer in episode 1 “Caution, hazards!”)
- Substituting the dangerous by the non-dangerous or the less dangerous (e.g. the substitution of an irritant chemical substance with a non irritant one- see episode “Irritant” in ‘Napo in Danger chemicals!’)
- Combating risks at source (e.g. dust produced when cutting marble or hard stone: the problem is solved by wetting the blade with water while in movement which prevents the formation of powder)
- Applying collective rather than protective measures (this means that if there is production of fumes or vapours in a work activity such as welding or painting, it is necessary to install appropriate and effective aspiration systems rather than simply providing respiratory masks to the workers)
- Adapting to technical progress and changes in information (if a new machine allows to perform the same job without exposing the workers to a certain risk –e.g. noise – the previous technology should be abandoned)
- Seeking to improve the level of protection (this means that improving safety is a continuous process)



Step 4 – Taking action

The next step is to put in place preventive and protective measures. It is important to involve everyone concerned, and to develop a plan specifying:

- The measures to be implemented
- Who does what and when
- When it is to be completed

It is essential that any work to eliminate or prevent risks is prioritised.
(see episode 4 “Act on risks” in Napo in Risky business)



Step 5 – Monitoring and reviewing

Carrying out regular checks must be done to ensure that preventive and protective measures are working or being implemented and to identify new problems. The risk assessment has to be reviewed regularly depending on the nature of the risks, the degree of change likely in work activity or as a result of the findings of an accident or 'near miss' investigation. Risk assessment is not a once-and-for-all activity.



Final task : oral presentation / pair work

- With my teammate, I choose a video from the site (different from all of the groups').
- I prepare a written presentation of it to tell the class about all the dangers shown in the video (about 15 lines, a board). I respect the « recording the assessment » requirements !!
- I use a maximum of modals in my presentation : he/we/you should, may, might, must ...
- Oral : I will tell my presentation to the class and get a mark. I won't be allowed to read it. I will be able to video project images from the video to follow my oral presentation. I will give my written text to Ms Parmentier for her to be able to do its correction.
- I have two courses (a maximum of 3 hours) to do all that preparation. If we haven't finished in class, we will do it at home, as a homework. Next course is the oral (beginning of the hour).

Risk	Film	Scene
Road accidents		
Hit by a vehicle	Napo in... Safe on site	6. Keep them apart
Hurrying or a lack of concentration	Napo in... Clean sweep	1. Change of plan
Being tired and in a hurry	Napo in... Safe maintenance	5. In a rush
High speed and hidden risks	Napo in... Risky business	5. Risky combination

Fire		
Fire	Napo in Danger chemicals	3. Flammable
Fire	Best signs story	2. Prohibition sign – No smoking
Fire	Best signs story	4. Rescue sign – emergency exit
Fire	Best signs story	5. Fire protection sign – fire extinguisher

Electricity		
Electricity	Napo in: Safety in... and outside of work	Sequence of Napo preparing the party lights

Machinery		
Machinery	The adventures of Napo	5. The right protection at the right time
Machinery	Napo in... Risky business	1. Caution hazards

Noise		
Exposure to noise	Stop that noise	Full film

Chemicals		
Chemical risks	Napo in... Danger chemicals	Full film

Slips and falls		
Risk of slipping	The adventures of Napo	1. Why signposting is important
Falling down stairs	The adventures of Napo	2. Signposting is not sufficient
Falling down stairs	Napo in: Safety in... and outside of work	Sequence of Napo on the stairs full of objects
Fall from height	Napo in... Safe on site	2. Don't fall for it
Falling objects	Napo in... Safe on site	1. Building in safety

Manual handling		
Heavy loads	Napo in... Safe on site	5. Lightning strike
Heavy loads	Napo in... Lighten the load	3. Divide and rule
Heavy loads	Napo in... Lighten the load	10. Hold me tight
Heavy loads	Napo in... Lighten the load	6. The duel
Bad posture	Napo in... Lighten the load	5. Radical ergonomics
Bad posture	Napo in... Lighten the load	8. Think and move

Vibrations		
Vibrations	Napo in... Lighten the load	4. Bad vibrations

talk about a danger.

