

SAFETY MATTERS

A pocket book for
Construction Site Workers
for personal health &
safety at workplace





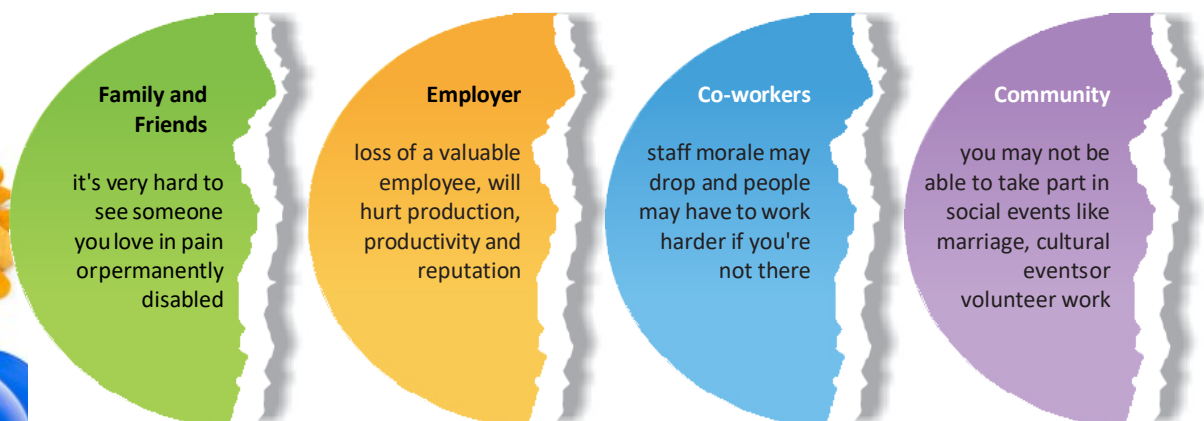
Safety Matters

It is great to have a job and exciting to start a new one, but the construction workplaces are **dirty, difficult** and **dangerous** places. Injuries happen in all kinds of workplaces, but they don't have to. There's no single reason why so many workers are getting hurt every day. There could be a number of contributing factors. Here are a few to watch out for:

1	Not enough EXPERIENCE	Every site is a new site and workers are new to each site, regardless of age, experience, familiar with the hazards, unskilled and young workers have more injuries and accidents than experienced workers.
2	Not Enough TRAININGS	On majority construction site, workers are employed on temporary basis, seasonal workers or posted on a very busy workplace, new and young workers are not provided proper training due to short duration of their assignments or otherwise.
3	Lack of COMPLIANCE	Workers are neither aware or not informed about their legal rights that protect their health and safety. They are also not informed about their rights to know, participate and refuse to unsafe work and hesitate trying to exercise these rights result in accidents.
4	Freedom of QUESTIONS	Employers have to provide environment where workers may ask questions about the work and complicated task. Usually, they are not encouraged to ask questions for their own safety. Freedom of association and collective bargaining, provision of forums to ask questions, safety committees, representation in safety forums, and management, etc., will help in reduction of workplace accidents.
5	Mental Peace at WORKPLACE	Workers may have to juggle their job with number of psychological issues, including, managing wages, overtime worries, domestic issues and other social activities which may distract their attention. Provision and practicing good HR policy at workplace may provide mental peace to workers.

The Costs of Injuries & Accident

The costs of injury or illness can be high. If worker is injured, they may miss special activities, family events, social activities, etc. and there is a risk of permanent injury or death. Employers should understand that getting hurt not only affects the workers and their family but friends, co-workers, employer and community.





Legislation in Pakistan

According to a recent research study (of two mega construction sites in Pakistan in 2021). There are numerous gaps in OSH laws, policies, regulations, guidelines and on-site practices, as well as the Government's COVID-19 Guidelines (2020). Much of the OSH legislation (National and Provincial Labor Laws, Labor Policies etc.) does not include construction sites specifically, even though construction is a massive contributor to the economy. Even when it does address construction there are gaps in implementation.

Almost 2 million people die from work-related causes each year. Occupational accidents occur annually and hundreds of millions of workers suffer from workplace accidents and occupational exposure to hazardous substances worldwide.

(Source: According to the WHO / ILO estimates (2021))

The role of Labor Inspectors is not clear, and in fact no Government Inspectors had visited the study sites. Workers in safety committee is hardly present, etc. These gaps in laws, Conventions and inspection mean that safety processes are often not followed and that workers in Pakistan do not have the same rights as in

some other countries. Without data collection and analysis there is no way to monitor safety violations or to determine who is at fault when workers are injured or killed. Strict COVID-19 measures were taken at research study sites but some workers were treated unfairly, losing their jobs if they went on leave to see their families.

With the arrival of new Labour Policy 2002 (first after 1972), it is hoped that Pakistan will focus on dignity of labour, strengthening bilateralism, elimination of animosity and antagonism by fostering a trust relationship between employer-employee and promoting social dialogue. The change in existing labour legislation (as proposed in Labour Policy 2002) will help to solve the long-awaited questions such as coverage of workers in agriculture and informal sector and home-based workers and establishment of National Tripartite Occupational Safety and Health Council.

There is a great need for the construction industry to improve the status of Occupational Safety and Health in Pakistan in order to meet the emerging challenges of globalization and to compete in the international market.

Status of OSH Laws in Pakistan

- There is an independent federally governed legislation "Pakistan Occupational Health and Safety (2018)". The law was adopted by the provinces but the rules are yet to be developed which delayed the enforcement process.
- The main law to address the OSH in industrial and construction sector is Factories Act, 1934 (Chapter 3). Due to the nature of work in this act. construction sector employers has many ways to escape from compliance.
- The Hazardous Occupations Rules, 1963 under the authority of Factories Act is another relevant legislation. These rules specify some hazardous occupations.

The report recommends that labor legislation be revised to include construction sites and workers, and that a number of Councils and Directorates written into the legal framework be established and made to function well to improve occupational safety and health. The report recommends that COVID-19 be considered an occupational disease, so that workers are better protected and can receive compensation if required.





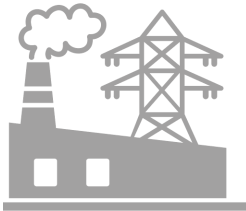
SAFETY - Whose Responsibility is This

Employers, contractors and supervisors all have responsibilities when it comes to keeping your healthy and safety.

Government Responsibilities

The employer is responsible for employees/workers health and safety at work, camps, as well as everyone else's around the site. This responsibility involves several specific duties under the Occupational Health and Safety Act of Pakistan including, provision of information about the law, support in compliance of law in respective sectors, ensure enforcement of law under inspection system, provision of grievance and effective complaints system for workers complaints, etc.

Employer's Responsibilities



According to the Occupational Health and Safety legislations¹ of Pakistan, every employer is responsible to provide safe working conditions to their workers at worksites, ensure safe living conditions at camps, as well as ensure the safety of all other individuals around the site. Employers' also responsible to ensure the following:

Compliance of Law

- Employers should examine the workplace conditions to make sure they conform to applicable with OSH and related laws.
- Establish or update operating procedures and communicate them so that workers follow safety and health requirements.

Risk Assessment

- Employer has a 'duty of care' to make sure, as far as possible, health, safety and welfare of workers at worksites.
- Risk assessments and spotting possible health and safety hazards should be carried out that address all risks that might cause harm at workplace.
- Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union
- A 'competent person' should be appointed at site with health and safety responsibilities.

Safe Working Environment

- It is an employer's duty to protect the health, safety and welfare of their workers and other people who might be affected by their work. Employers must do whatever is reasonably practicable to achieve this.
- Employer should ensure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace
- Employer should also ensure properly ventilated, with clean and fresh air, light premises so that employees can work and move about safely, safe and clean equipments, areas are big enough to allow easy movement (at least 11 cubic metres per person), provide workstations to suit the employees and the work, equipment in good working order
- Ensure safe floors, walkways, stairs, roadways, protect people from falling from height or into dangerous substances
- Proper working environment including temperature and security

¹ Factories Act. 1934 and Occupational Safety and Health Law. OSHA Guidelines may also be followed for better working standards.





- Provide suitable washing facilities and clean drinking water
- Allow workers take appropriate rest breaks and the right holiday entitlement
- make sure that employees who work alone, or off-site, can do so safely and healthily

Information and Awareness

- Employers must provide necessary information about potential risks at workplace and train the workers how to deal with the risks.
- Employers must provide safety training in a language and vocabulary workers can understand.
- Contact numbers should be displayed and provided to each workers in case of any emergency.

Display of Signs and Signals

- Employers have a legal duty under the law to display the approved poster in a prominent position (in local language) in each workplace.
- Use color codes, posters, labels or signs to warn workers of potential hazards.
- Employer may also provide a copy of leaflet or signals, as per health and safety law, to each worker.

Discrimination Free Workplace

- A discrimination free workplace should be provide by the employer, not discriminate against workers who exercise their rights, religious and ethnic activities.
- Whistle protection policy should be in place to avoid any unpleasant incident at worksite.

Data Management

- Workplace injuries, accident record should be maintained and shared with concerned union leaders, enforcement agencies, etc. on demand.

Worker's Rights & Responsibilities

The law also provide three important rights to employees/workers:



1 Know

Your rights

2

Participate

3 Refuse

To unsafe work

The employer and supervisor aren't the only ones with legal responsibilities. Workers have to do their part too. Here's what the law says worker must do:

- Obey the law
- Use machines and equipment safely
- Wear required personal protective equipment (PPE) Report hazards to immediate supervisor.
- Work safely and don't fool around

Trade Unions Responsibilities

Usually, the supervisor works closely with the workers on a day-to-day basis. So, s/he plays an important role in keeping the workers safe on their job. The supervisor has legal responsibilities too.



A good supervisor should look after his team / workers.

- Make sure that workers follow the law and the company's safety rules
- Inform the workers about any job hazards or dangers
- Workers use the PPE most suited to their work.



Trainings

Both the employer and supervisor are responsible for making sure that employees/workers have attended the required training. There are two types of training should be provided including **General and Specific**.



General training: these training applies to everyone in the workplace might include:



Health and Safety Policies



Company Safety Rules



Emergency Procedures



How to get and provide First Aid

Specific trainings are specific to a particularly job safely, this might include:



How to do the job safely



How to deal with hazardous materials



How to use PPE



How to operate machinery



How to use equipment

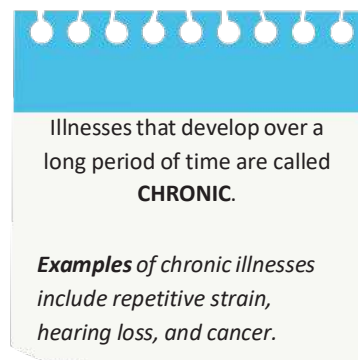
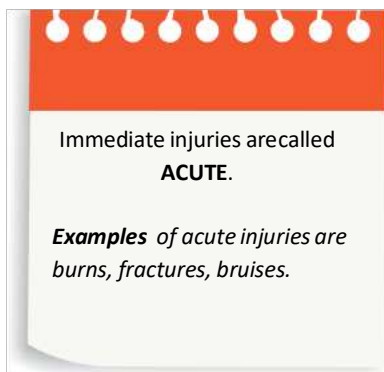
For their own safety, the employees/workers can start by getting answers to questions like these.



- What are the hazards of this job?
- Is there any special training for the job?
- Do I have the right safety gear or PPEs?
- Where are the fire extinguishers and emergency exits?
- What do I do if I get hurt?
- If I have health and safety questions, who do I ask?

Types of Injuries and Illness

Some hazards – like slippery floors or boiling water – cause injuries right away. But other hazards take longer. these injuries and hazards are decided in two main categories.





Work Hazards

A hazard is anything that can hurt or make workers ill. We face hazards every day – driving, playing sports, or just walking across the street. To protect ourselves against workplace hazards, we first need to know how to recognize them.



A workplace hazard is any condition, practice or behaviour that could cause injury or illness to a person or cause damage to a property.

Types of Hazards



include unsafe machines and environmental conditions.

Examples are unguarded machine parts like saw blades, constant noise, or prolonged exposure to sun or cold.

- Equipment & Machinery
- Noise
- Electricity
- Temperature
- Vibration
- Radiation



are produced by living things. They often come from working with animals and people.

Examples include blood, viruses and animal and bird droppings.

- Bacteria
- Animal and insect bites
- Infectious diseases



include materials that are flammable, explosive or poisonous.

Examples are cleaning products, pesticides and gasoline.

- Dusts
- Solvents
- Fumes
- Gases
- Allergic reactions



are caused by poorly designed workplaces or processes.

Examples are poor lighting, workstations that are too high or low or a job that requires to repeat the same movement over and over.

- Work related musculoskeletal disorders
- Physical environment
- Manual material handling



In addition to the 4 main hazard, psychological or social factors can also cause problems.

For example are stress and violence can lead to headaches or trouble sleeping.

- Stress Factors**
 - Conflict
 - Poor working conditions
 - Heavy workloads
- Violence**
 - Threats
 - Harassment
 - Assault





Dealing with Hazards

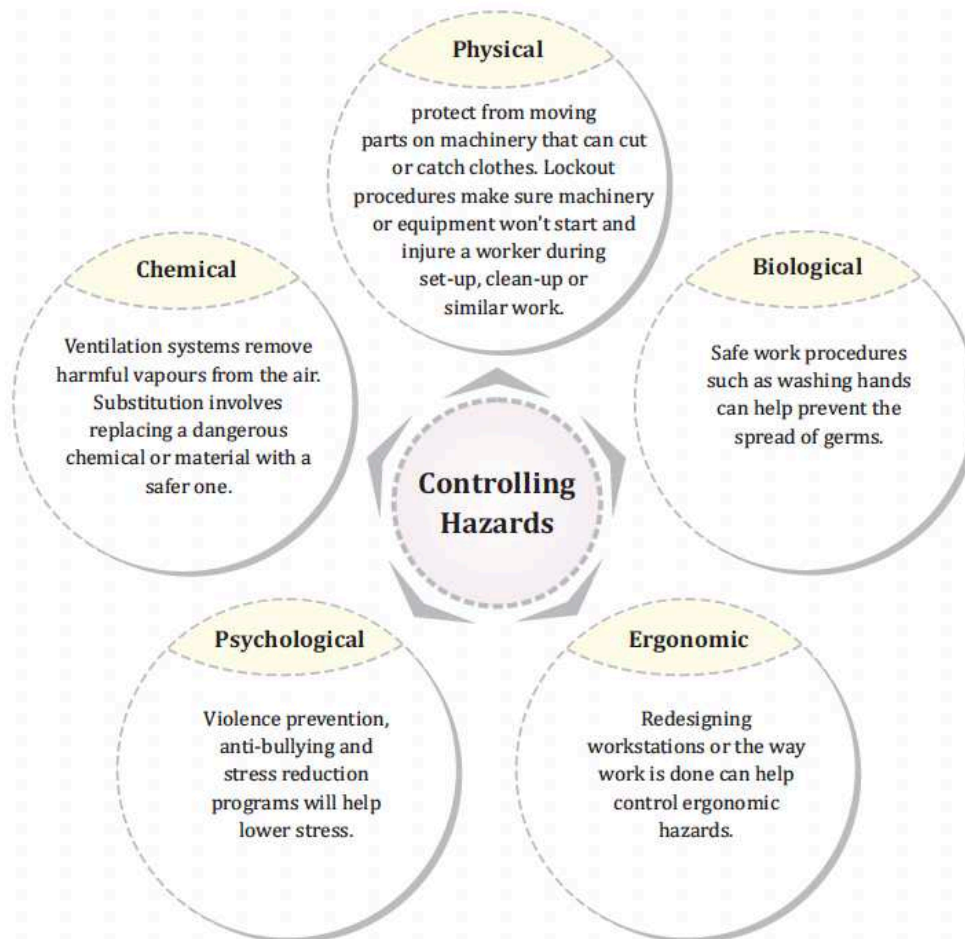
Protect yourself and your co-workers by looking out for hazards. It is employers' legal responsibility to conduct risk assessment of potential hazards at workplace and workers are responsible to report hazards when and where they identify one. Reporting hazards will help employer to meet their responsibility for workers health and safety. So, before worker start a new job, stop and think about it. Try to recognize situations that might be dangerous. If the worker is not sure, ask someone and pay attention to health and safety information.



Ask yourself to control hazards:

- Is any of the machinery broken?
- Are there any warning labels or signs?
- Is there any moving equipment I could get caught in?
- Is there a guard missing?
- Is there something I could trip on?
- Do I need protective equipment?
- Do I know how to do this job safely?

Controlling Hazards



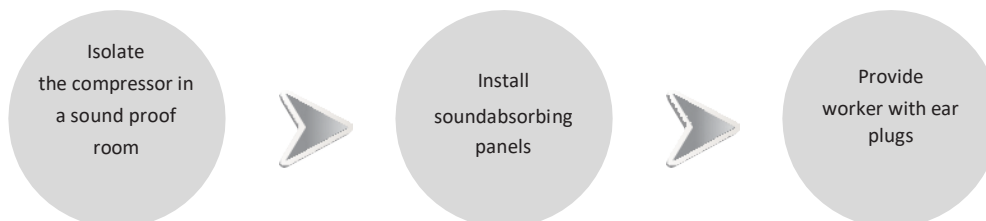


How to Prevent Injuries

The best way to prevent injury is to use controls right at the source of the hazard. If that's not possible, hazards can be controlled "along the path" before they reach the worker. The last choice is to use hazard controls at the work. Here are examples of all three.

At the Source	Along the Path	At the Worker
<ul style="list-style-type: none"> • Redesigning work processes • Installing guards and enclosures around moving parts • Isolating dangerous processes • Replacing hazardous substances with less hazardous ones 	<ul style="list-style-type: none"> • Using local ventilation systems to remove fumes • Putting up welding screens to protect co-workers from welding flash 	<ul style="list-style-type: none"> • Creating rules and procedures for how people work around hazards • Limiting how long workers are around dangerous materials • Providing personal protective equipment like safety glasses, gloves and boots

Example: How can a workplace control a noisy air compressor?



Whatever method the workplace uses to control a hazard, it must do three things:



1 Control the hazard

2 Not create any new hazards

3 Allow you to do your job comfortably





PPE

(Personal Protective Equipment's)

When other methods of keeping a worker safe aren't available, worker may need to wear personal protective equipment (PPE). It is employers responsibility to provide right PPE to right worker for the right job. There are different types of PPEs. Each type is designed to protect against specific hazards.

- **Hard Hats provide protection from falling objects**
- **Goggles and face shields protect the eyes from splashing liquids and flying objects**
- **Safety glasses protect you from dust and debris**



Ear

Ear muffs and plugs protect workers hearing from loud noises



Lungs

Respirators prevent worker from inhaling tiny particles in the air that can damage the lungs.



Feet

Safety shoes and boots protect workers feet from sharp or heavy objects. Footwear should be non-slip and steel toes.



Skin

Shirts with long sleeves and coveralls can protect worker from being scratched, burned or splashed by chemicals



Body

Fall protection systems (harnesses that tie off) can prevent serious injury if worker fall from height.



Hands

Gloves protect hands from chemicals and sharp objects

PPE must:

- Be comfortable and fit properly
- Be maintained and kept in good condition
- Be appropriate for the hazard
- Not cause new hazards

PPEs and trained how to use it. Workers must wear it, and let their supervisors know, if there is any problem with it. The PPE would not eliminate the hazard but it will help and protect the user if used.





Hygiene and Emergency

Along with PPE and other controls, some jobs will also have hygiene facilities such as hand washing stations and showers. Proper and frequent washing will reduce the chance of skin absorption or swallowing a hazardous substance. Some jobs may also have facilities to deal with emergencies. They could include emergency eye wash stations or showers. It is employers responsibility to install the specific washing stations at specified worksites and make sure the worker is shown when and how to use them. Worker can stay safe at work by knowing what to do in an emergency. It's important that everyone knows what to do in these situations.

Types of Emergencies



Fire, Explosion



Injury



Spill



Violence



Severe Weather

Emergency Procedures: Make sure to know the emergency procedures at workplace. The procedure will include an emergency plan and emergency equipment.

A workplace emergency plan should include:

- Reporting Procedure
- Description of alarm system
- Duties and responsibilities
- Escape routes and safe meeting area
- Communication method
- Names and numbers of key people
- Regular drills
- Map of the building

Emergency Equipment: The employers should make sure to have the emergency equipment available at worksite, including:



Fire extinguishers



Fire blankets



Stretchers



Flashlights



Spill Kits



Eyewash Stations

Note: Before using a fire extinguisher or other emergency equipment, make sure to be trained on its proper use.



Be Prepared, ask yourself:

- Where is the emergency exits?
- When do I evacuate?
- Where are the fire alarms?
- Where are the fire extinguishers?
- Where can I get first aid?
- Who do I report an emergency to?



COVID19

According to NCOG COVID19 guidelines all construction site managers, workers and delivery drivers are responsible to:

- Provides clear requirements and responsibilities for managers, workers and delivery drivers concerning protective measures, social distancing and personal hygiene, at the construction site and travelling between home, residential facilities and the worksites.
- Requires construction projects to make the necessary arrangements for uninterrupted building services including, but not restricted to: electricity, fuel, water supply, water disposal and sanitation, communication links, washrooms with hand hygiene and shower facility and with proper and adequate supply of soaps and disinfectants.
- Requires managers to restrict shifts to 08 hours per day.
- Ensure social distance during work, travel and social gathering.
- Sanitize the public transport and make necessary arrangement for handwashing at worksites.
- The temperature check-ups should be done at each entrance gates
- Quarantine facilities should be maintained at each construction site.

How to Wash Hands

1. Wet



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Apply Soap



Apply soap and lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

3. Wash (20 Seconds)



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

4. Rinse



Rinse your hands well under clean, running water.

2. Dry



Dry your hands using a clean towel or air dry them.

2. Turn off Water



With paper towel to avoid germs contact.





خطرہ ابھی ٹلا نہیں

COVID19

1

WASH

Wash your hands oftene
Before after meal and work



AVOID

Handshake, hugs or being
close to your co-workers.

2

3

COVER

Cover your face with a mask
Cover you nose while sneezing.



CLEAN

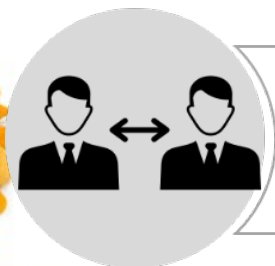
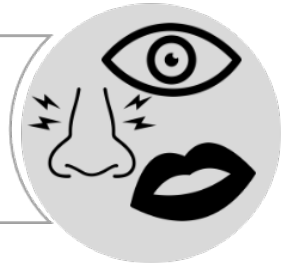
Clearn and Sanitize your tools
especially, with multiple users

4

5

DONT TOUCH

Don't touch your nose, eyes
and lips too often



SEPARATE

Practice distance working
As much as possible

6

