

Occupational Health and Safety Basic Training

Proff. Food Engineer

B Grade Occupational Safety Specialist

NURETTİN UZUN

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Common borders. Common solutions.

Let's Meet;

- **Nurettin UZUN**
- **Food Engineer**
- **Master of Business Administration**
- **OEF Sociology Department**
- **Management Consultancy and Trainership in Public and Private Sector for 18 years**
- **IRCA (9001,22000,18001,14001) Chief Auditor**
- **B Grade Occupational Safety Specialist**

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Content of Training

1. General occupational health and safety rules
2. Responsibilities of the employer
3. Responsibility of the employees
4. Establishing the occupational health and safety boards and working types
5. Training of the employees
6. Risk assessment
7. Definition of work accident – Unsafe acts and unsafe conditions
8. Work accident statistics
9. Reasonf of occurrence of the accident
10. Vocational diseases
11. Personal protectors
12. Warnings and signs
13. Risks and measures in the workplace

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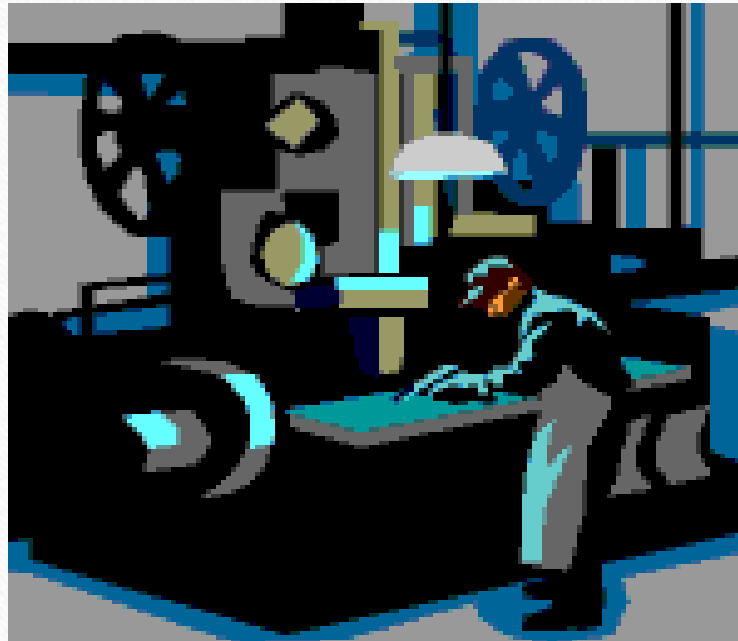
1. General Occupational Health and Safety Rules

- What is Occupational Safety?
 - They are the **systematic and scientific** studies conducted in order to be protected from the risks and conditions that may harm health in relation with the performance of the work at the workplace, and establish a better working environment.

**THEY ARE THE SERIES OF
MEASURES TO BE TAKEN IN ORDER
TO ENSURE THAT THE EMPLOYERS
WORK HEALTHY AND SAFE**

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Final Purpose in OHS Services: To increase the life quality of human.



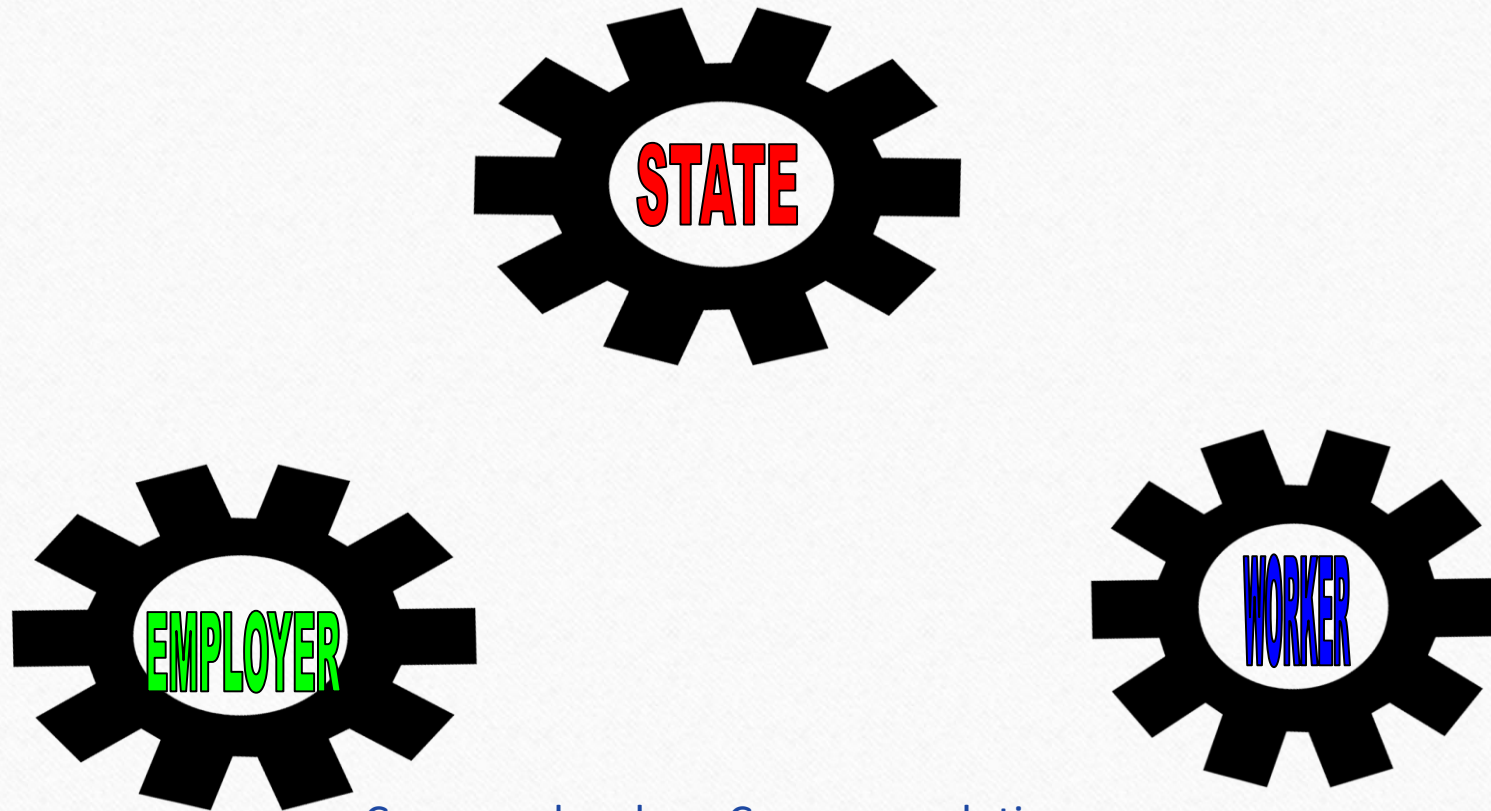
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1. General Occupational Health and Safety Rules

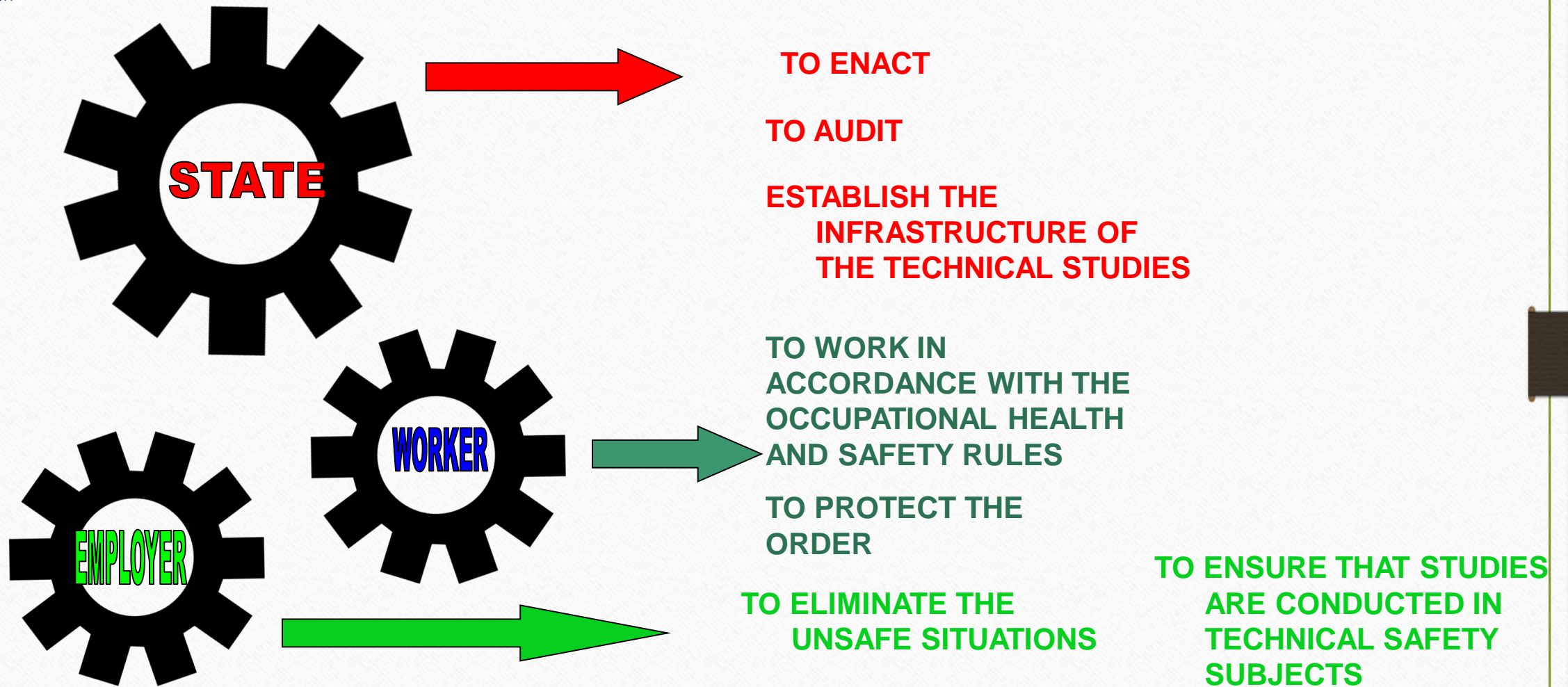
- **PURPOSE;**
- **1- TO PROTECT THE EMPLOYEES**
- **2- ENSURE THE PRODUCTION SAFETY**
- **3-TO ENSURE THE COMPANY SAFETY**

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RESPONSIBLE PERSONS



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TR CONSTITUTION

Article 49

Working is the right and task of everyone.

Occupational Safety Law Nr. 6331 Article 17:

Each employer,

provides that its employees receive occupational health and safety trainings. This training is provided particularly before starting to working, in the change of workplace or job, in case the work equipment is changed, or new technologies are applied. Trainings are renewed in accordance with the changing and emerging new risks, and repeated in regular intervals, when needed.

Employees;

Have to comply with the principles and procedures on occupational health and safety.

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LABOUR LAW Article 1;

LABOUR LAW ARTICLE 1 LAST CLAUSE

‘It is responsible for another employer’ s acts related with this law and arising from this law against its own employees e employer’ s acts, which undertakes work from an employer in a certain part of the work and undertakes works from the attachments and employs its employees exclusively in that workplace and its attachments **TOGETHER WITH THE PRIMARY EMPLOYER**

2. Responsibilities of the Employer

Occupational Safety Law Nr 6331 Article 4:

The employers are responsible for ensuring the health and safety of the employees at the workplace in relation with the work and have to;

- To conduct studies to take all kinds of measures, including to prevent vocational risks, provide training and information, provide tools and equipment, make the health and safety conditions favourable, improve the current situation,
- Conduct risk assessment,
- **Audit** whether the occupational health and safety measures taken at the workplace are followed or not,
- Consider the conformity of the employee in terms of the safety and health of the employee, when assigning a task to an employee,
- Take measures to prevent the entrance of the employees, except those sufficient information and instruction are provided, to the places having vital and special risks.

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3. Responsibilities of the Employees

Occupational Safety Law Nr 6331 Article 4:

- The employees are **obliged to comply with all kinds of measures** taken on occupational health and safety.
- To use the machinesi devices, tools, instruments, hazardous substances, carrying equipment, and other production tools in accordance with the rules, to use their safety equipment correctly, not to remove discretionary.
- To follow the rules
- To use and protect the PPE provided to them correctly.

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LABOUR LAW ARTICLE 25

H- If the employee insists on non-performance, although the tasks, which he/she has to carry out, are reminded to him/her.

I- If the employee cause a risk in terms of the safety of the work due to own will or omit, cause a damage and loss on the machines, equipment or the other properties and substances, which belong to the workplace or which do not belong to it but under its possession, so as not to be able to pay with the amount of thirty-day wage;

THE EMPLOYER OR ITS REPRESENTATIVES
MAY TERMINATE THE CONTRACT OF SERVICE
WITHOUT INDEMNITY.



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4. Establishing the Occupational Health and Safety Boards and Working Types

- **REGULATION ON**

OCCUPATIONAL HEALTH AND SAFETY BOARDS

(18.01.2013)

- **ARTICLE 2 – (1)** This Regulation includes the workplaces that fall under the **scope of** Occupational Health and Safety Law dated 20/6/2012 and numbered 6331, having **fifty or more employees** and **continuous works lasting more than six months are carried out.**

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- **SECOND PART**
- **General Provisions**
- **Obligation of the Employer**
- **ARTICLE 4 – (1)** The employer establishes a board in order to conduct studies related with the occupational health and safety at the workplaces, having fifty or more employees and continuous works lasting more than six months are carried out.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- (2) In cases primary employer – sub-employer relation continues more than six months;
- a) If the number of the employees is fifty or more separately of the primary employer and sub-employer, then the primary employer and sub-employer establish separate boards. Collaboration and coordination is ensured by the primary employer regarding the execution of occupational health and safety activities and implementation of the resolutions taken by the board.
- b) At a workplace, if the number of employees of only principal employer is fifty or more, then in such case the board is established by the principal employer. The sub-employer, which does not have the obligation of establishing board, appoints an authorized representative by proxy in order to ensure the coordination in relation with the implementation of the resolutions taken by the board.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- c) If the number of the employees of sub-employer is fifty or more and the number of employees of primary employer is below fifty, then the board is established by the sub-employer. The primary employer appoints an authorized representative by proxy in order to ensure the collaboration and coordination to the board established by the sub-employer.
- c) In cases the number of the employees of the primary employer and sub-employer is below fifty separately and the total number of employees is above fifty, the primary employer and the sub-employer establish a board together, provided that the coordination is carried out by the primary employer. The members are appointed with the common decision of both employers according to Article 6, in the establishment of the board.
- (3) In case there is not primary employer – sub-employer relation and there are more than one employers within the same working place and more than boards are established by these employers, the employers informs the other employers regarding the board resolutions, which shall affect their works.
- (4) The employers apply the board resolutions in conformity with the occupational health and safety legislation.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- **Other workplaces, at which the board shall be established**
- **ARTICLE – (1)** In cases **there are more than one workplaces** such as factory, enterprise, company or group of companies **affiliated to the employer, a separate board is established at each workplace** that have fifty or more employees.
- (2) In cases specified in the first paragraph, **coordination and information sharing is provided by the employer between the boards, if needed.** Employer ensures that the reports related with the occupational health and safety belonging to these workplaces are examined by the relevant technical staff and specialists in every three months in order to regulate the working procedures of the boards to be established in each workplace and to ensure the unanimity. Besides, considering these reports, determines the measures that have to be taken and ensure that they are applied.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- **Formation of the Board**
- **ARTICLE 6 – (1)** The Board is consisted of the persons below:
 - a) Employer or its representative,
 - b) Occupational safety specialist,
 - c) Workplace doctor,
 - ç) One person assigned to carry out human resources, personnel, social affairs, or administrative and financial affairs,
 - d) In case of absence, civil defense expert,
 - e) In case of absence, foreman, workmaster, or master,
 - f) Representative of employees, in case there are more than one representatives, then the head representative.
- (2) The chairman of the board is the employer or its representative, and the secretary of the board is the occupational safety specialist. **The secretariat of the board is carried out by one person assigned to carry out human resources, personnel, social affairs, or administrative and financial affairs, in case of the workplaces, which the occupational safety specialist does not have to work full-time.**

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- (3) **The members** shown in this article, in the first clause, in paragraphs (b), (c), (ç) ve (d) **are assigned** by the employer or its representative.
- (4) At the workplaces, **which there are more than one occupational safety specialists and workplace doctors assignment is made** by the employer. In the assignment of the occupational safety specialist, **one of the specialists among those in conformity with the risk class of the workplace, is assigned.**
- (5) The member specified in this Article, in the first clause, and in paragraph (e) is elected by open voting in the meeting which the more than half of the foremen, workmaster or masters shall attend. **In case it is not determined by election, then assigned by the employer.**
- (6) The substitutes of the board members mentioned in this Article, in the first clause, and in paragraphs (e) and (f) are elected with the same procedures.
- (7) In the boards to be established according to hte third article, second clause, paragraph (ç) **the members and board secretary are appointed by the primary employer and sub-employer with common decision.**

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- **Training**
- **ARTICLE 7 –** (1) It is ensured that occupational health and safety training is provided by the Employer to the board members and their substitutes. **Trainings of the board members** and their substitutes **include the following subjects;**
- a) **Duty and Powers of the Board,**
- b) **National legislations and standards** on occupational health and safety matters,
- c) Frequently occurred **work accidents and causes of risky cases,**
- ç) Basic principles of **work hygiene,**
- d) **Communication** techniques,
- e) **Emergency** precautions,
- f) **Vocational diseases,**
- g) **Special risks of the workplaces,**
- ğ) **Risk assessment.**

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- (2) Both employers are responsible for the training in primary employer – sub-employer relations, in the formation of the common board.
- **Duties and powers**
- **ARTICLE 8 – (1) Duties and Powers of the Board are;**
- a) **To prepare an occupational health and safety internal directive draft** in compliance with the nature of the workplace, **to submit to the approval of the employer or its representative, and pursue the application of the directive, preparing a report from the results of pursuing, and to determine the measures required to be taken, and bring into the agenda of the board,**
- b) **To guide the employees** on the occupational health and safety matters at that workplace,
- c) **To assess the risks and measures** regarding occupational health and safety at the workplace,, **to determine the measures, and notify to the employer or its representative,**
- c) **To carry out the research and examination** required in case of each work accidents **at the workplace,** and the **incidents** that are occurred in the workplace but not deemed as the work accident, having the potential to cause damage on the workplace or work equipment or vocational disease, or a risk related with occupational health and safety, **to determine the measures required to be taken, and deliver to the employer or its representative,**

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- d) To plan the occupational health and safety education and training at the workplace, to prepare programmes related with this subject and rules, to submit to the approval of the employer or its representative, and monitor the implementation of these programmes, and providing feedback in case its found deficient,
- e) To plan the safety measures required in maintenance and repair works to be carried out at the workplace, and control the application of these measures,
- f) To monitor the sufficiency of the measures taken for fire, natural disaster, sabotage, and similar risks at the workplace, and the works of the teams,
- g) To prepare an annual report in relation with the occupational health and safety status of the workplace, to assess the studies of that year, to assess and determine the matters to be placed in the following year's working programme according to the achieved experience, and making proposals to the employer,
- ğ) To decide on the avoiding to work requests specified in Article 13 of Occupational Health and Safety Law Nr. 6331 by holding a meeting immediately,
- h) To conduct studies intended to develop a consistent and general preventing policy including the effects of the factors related with the technology, job organization, working conditions, social relations, and working environment at the workplace.
- (2) The rights of the members of the board cannot be restricted due to performing the duties assigned to them in this Regulation, may not be subject to misbehaviour and abuse.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- **Working procedures**
- **ARTICLE 9 –** (1) The Board work within an order foreseeing examination, monitoring, and warning, and considering the following procedures.
- a) The Boards **meet at least once in a month**. However, the board **may decide on this period to be two months in the risky workplaces, and three months in the less risky workplaces**, considering the risk class of the workplace.
- b) **The agenda, place, date and time of the meeting are notified to the board members at least eight hours before the meeting**. The agenda is determined according to the importance order of the problems and projects regarding the occupational health and safety, if any. Board members may request change in the agenda. The agenda is changed accordingly, when this request is found appropriate by the board.
- c) **In cases of important situations** with death, loss of organ, or heavy work accidents or requiring a special measure, **any of the board members may call the board for the meeting. The proposals on this matters must be directed to the chairman of the board or secretary**. The time of the meeting is determined according to the urgency and importance of the matter.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- c) It is essential to hold the board **meetings within the daily working hours**. The periods which shall be spent at the board meeting **are deemed as the daily working periods**.
- d) **The Board convenes under the chairmanship of the employer or its representative with the absolute majority of the whole member number and decisions are taken with the absolute majority of the participants**. Abstaining vote may not be used. **In case of the equality of the votes, the vote of the chairman determined the decision**. In cases which the majority is not achieved or the meeting is not held for another reason, a minute is issued specifying the status.
- e) **At every meeting, a minute is issued** containing the decisions taken in relation with the discussed matters. **The minute is signed** by the participating chairman and members. The signed decisions are deemed as notified to the employer without the necessity of any procedure. **The signed minutes and the decisions are kept in their files respectively**.
- f) **The decisions taken at the meeting are announced to the relevant persons for necessary action**. Besides, the matters that are deemed useful for announcing, **are announced at the workplace**.

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REGULATION ON OCCUPATIONAL HEALTH AND SAFETY BOARDS (18.01.2013)

- g) At each meeting, **necessary information about the decisions of previous meeting and the applications related with them**, is given to the board by the chairman or secretary of the board **and the agenda is commenced**.
- (2) Decisions made by Board binds employees and employers.
- (3) **Board** convenes urgently according to paragraph (a) of first sub-clause relating to right for evading work specified in article 13 of 6331 numbered Occupational Health and Safety Law. Decision adopted at meeting is notified to employee and employee representatives in written form.

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HSE BOARD QUESTIONS

1. Which of the following is true regarding the establishment of the Occupational Health and Safety Board in cases where there are more than one workplace affiliated to the employer, such as a factory, enterprise, enterprise or group of businesses?
- A) The number of workers is not considered in the establishment of the Occupational Health and Safety Board.
 - B) Occupational Health and Safety Board is established with the participation of a representative from each workplace.
 - C) Occupational Health and Safety Board is established based on the total number of workers in affiliated workplaces.
 - D) A separate Occupational Health and Safety Board is established at each workplace employing more than fifty workers.

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2. Which of the following may not be performed by the employer regarding the decisions adopted by the Occupational Health and Safety Boards in accordance with the Occupational Health and Safety Legislation?

- A) Employer is obliged to implement decisions adopted by the board.
- B) Implementation of board decisions is subject to approval of Employer
- C) Employer utilizes current resources in order to implement the board decisions.
- D) Employer is obliged to implemented decisions adopted by the Board.

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3. According to the 6331 numbered HSE Law, in order for the employer to establish an "Occupational Health and Safety Board", in addition to the condition that there is a workplace where permanent works are done for more than six months, at least how many workers should be continuously working??

- A) 50
- B) 60
- C) 100
- D) 300

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4. In which of the following is the meeting time of the Occupational Health and Safety Board in Very Dangerous workplaces is presented correctly?

- A) It convenes minimum once in three months.
- B) It convenes minimum once in a month.
- C) It convenes minimum once in a week.
- D) It convenes minimum once in six months.

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5. Which of the following is not included to occupational health and safety board?

- A) Workplace physician
- B) Employer or representative of employer
- C) Ministry representative (once in 3 months)
- D) Foremen, supervisor or master employed at workplace

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6. “Occupational health and safety board chairman....., its secretary is.....” In accordance with the Regulation on Occupational Health and Safety Boards, which of the following should be in the above gaps respectively?

- A) employer or employer representative - occupational safety specialist
- B) employee representative - employer or employer representative
- C) workplace physician- occupational safety specialist
- D) foremen- occupational safety specialist

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7. In the ordinary meetings of the HSE Board, how many hours ago should the agenda, place, date and time of the meeting be notified to the board members at least before the meeting?

- A) 48
- B) 36
- C) 24
- D) 12

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5. Training of Employees

REGULATION REGARDING THE AMENDMENTS OF THE REGULATION ON THE PROCEDURES AND PRINCIPLES
OF EMPLOYEES' OCCUPATIONAL HEALTH AND SAFETY TRAINING
24 May 2018

- Employer allows provision of basic trainings including issues specified in Annex-1 as minimum in brief period after starting to work. (1) **(Amended:RG-24/5/2018-30430)**
- (2) **(Amended:RG-24/5/2018-30430)** Employer ensures that the employee receives work starting training before they actually start working. These trainings may be provided by knowledgeable and experienced employees appointed by the employer or by the employer itself. Work starting trainings should be in a quality that will ensure the protection of the employee against dangers and risks until the basic training is carried out and should be implemented in practice. Work starting training is organized for at least two hours for each employee. Time spent in these trainings is not counted among the basic training periods.
- (3) Trainings on risks arising from situations such as workplace or job change, work equipment change, new technology application, etc are provided in separate manner.
- (4) Trainings given in accordance with the first paragraph are repeated at regular intervals as specified below by considering the changing and emerging new risks:
 - a) Minimum once in a year for workplaces included to very hazardous class.
 - b) Minimum once in two years for workplaces included to hazardous class.
 - c) Minimum once in three years for workplaces included to low hazardous class.

Common borders. Common solutions.

5. Training of Employees

REGULATION REGARDING THE AMENDMENTS OF THE REGULATION ON THE PROCEDURES AND PRINCIPLES
OF EMPLOYEES' OCCUPATIONAL HEALTH AND SAFETY TRAINING
24 May 2018

- (5) Additional training relating to prevention methods and safe working methods is provided to the employee who has an occupational accident or occupational disease due to an accident or occupational disease before returning to work.
- (6) Persons who have been out of work for more than six months for any reason are given a renewal training before starting work again..
- (7) **(Annex:RG-24/5/2018-30430)** An employee starting to work in a new workplace after completing his basic training in a workplace is trained in accordance with the provisions of the third paragraph without repeating the entire training program in Annex-1 relating to issues that include the protection measures and risks specific to the workplace employee has just started. The employer is responsible for checking the documents showing that the employee has completed the basic training in the previous workplace. The basic training of these employees is valid from the date the employee completes the training, during the regular intervals specified in the fourth paragraph, depending on the hazard class of the workplace he started. The employer also provides training to such employees in accordance with the provisions of the second paragraph.

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5. Training of Employees

REGULATION REGARDING THE AMENDMENTS OF THE REGULATION ON THE PROCEDURES AND PRINCIPLES
OF EMPLOYEES' OCCUPATIONAL HEALTH AND SAFETY TRAINING
24 May 2018

ARTICLE 11 –

“(1) Basic trainings to be given to employees are organized for each employee for at regular intervals determined during the continuity of the work.;

- a) Minimum eight hours at low hazardous workplaces,
- b) Minimum twelve hours at hazardous workplaces,
- c) Minimum sixteen hours at very hazardous workplaces

“(3) Although it is essential to evaluate the duration of the training as a whole, it can be evaluated in different time periods by taking into account the shifts and similar work programs in the workplace, provided that it is not less than an hour.”

Occupational health and safety trainings of employees may be provided by;

- a) Occupational safety experts and workplace physicians who carry out health and safety services in the workplace,
- b) Labor and Social Security Training and Research Center,
- c) Education units of universities and public institutions and organizations.

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5. Training of Employees

REGULATION REGARDING THE AMENDMENTS OF THE REGULATION ON THE PROCEDURES AND PRINCIPLES
OF EMPLOYEES' OCCUPATIONAL HEALTH AND SAFETY TRAINING
24 May 2018

All trainings such as work starting training, basic training, renewal training, additional training and similar training are documented and stored in the employee's personal file. Documents related to basic training are arranged in accordance with the example in [Annex-2](#). If the employee requests the file while leaving the job, a second copy is issued and delivered to the employee. The employer is responsible for issuing the document as soon as possible and for the accuracy of the information contained in the document. In the second copy, the signature of the employer is sufficient and the signature of the trainer or trainers is not required.

(2) If the trainings are provided by an institution or organization other than the workplace, the title of this institution or organization is also included in the issued document.

(3) In accordance with item (c) of the first paragraph of Article 5, the place and date of the training, the name, surname and signature of the participants, the name, surname and signature of the trainer, and the subject and duration of the training are included to the training participation minutes prepared.”

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6. 6.Accidents- Work Accidents ACCIDENT

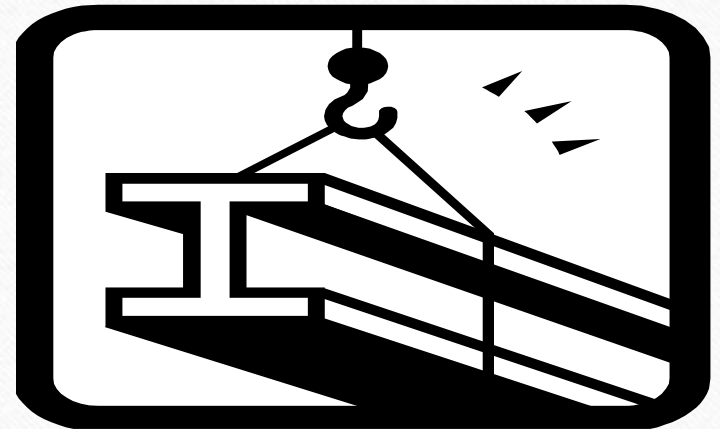
Undesired incident, which causes death, injury and other losses.



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6. Accidents- Work Accidents

- **CASE):**
- Event/s causing or have potential of causing accidents.



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What is Work Accident?

World Health Organization (WHO) defines the occupational accident as "An unplanned event that often leads to injuries, damage to machinery and equipment or stopping production for a period of time."

The International Labor Organization (ILO) defines the occupational accident as "An unplanned unexpected event that causes certain damage or injury."

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What is Work Accident?

It is an event that occurs in one of the following situations and situations and causes physical and mental damage to the insured immediately or later..

- A. While the insured is available at the workplace.
 - B. Due to the work carried out by the employer
 - C. During time spent without doing the main work because of being sent to another place by the employer
 - D. During the lactating woman left to give milk to the child
 - E. During the collective transport of the insured to the place of work with a vehicle provided by the employer.
- 506 SSI Law Article 11/A

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Accident Theory

T.D = HAZARDOUS SITUATION

T.H = HAZARDOUS ACTION

$$\text{ACCIDENT} = \text{T.D} * \text{T.H}$$



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Accident Theory

- **REASONS OF OCCUPATIONAL ACCIDENTS:**

- **% 78** HAZARDOUS ACTIONS
- **% 20** HAZARDOUS SITUATIONS
- **% 2** ACCIDENTS WITHOUT ANY PROFOUND REASON (*Natural Disasters, etc*)
- EFFECTIVE REASON AT WORK ACCIDENT IS SITUATION OR ACTION BEFORE THE ACCIDENT.

1 HAZARDOUS ACTIONS

2 HAZARDOUS SITUATIONS

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Accident Theory

SOME HAZARDOUS SITUATIONS

MACHINE AND BENCH HAS NO PROTECTIVE

NOT MADE SUITABLE PROTECTION

USE OF DEFECTIVE TOOLS

UNSAFE MADE MACHINES, TOOLS, FACILITIES AND ETC ..

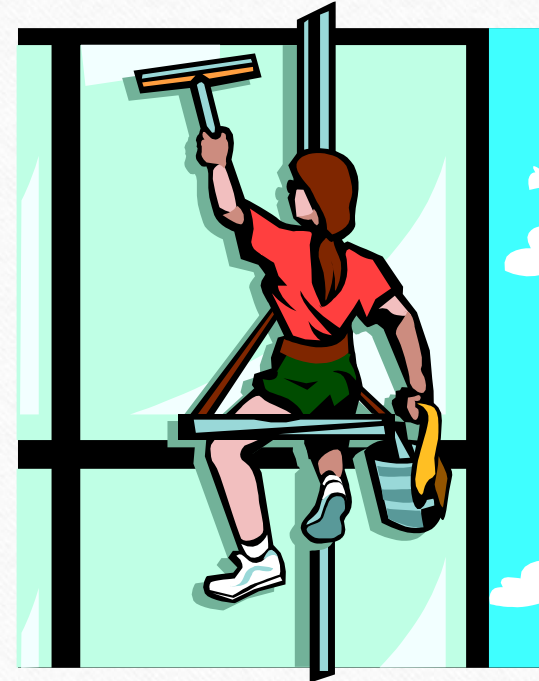
INSECURE LAYOUT, INSUFFICIENT MAINTENANCE, OBSTACLES, CLOSED CROSSINGS

INSUFFICIENT OR EXCESSIVE THERMAL AND COMFORT CONDITIONS (HEAT, LIGHT, SOUND, DUST, ODOR)

INSECURE, DEFECTIVE, IMPROPER PERSONAL PROTECTORS AND WORK CLOTHING

UNSAFE AND IMPROPER METHODS(MECHANICAL, CHEMICAL, ELECTRICAL ETC ..)

TEHLİKELİ DURUMLAR



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Accident Theory

SOME HAZARDOUS ACTIONS

- WORKING WITHOUT RESPONSIBILITY AND WITHOUT DUTY
- WORKING AT DANGEROUS SPEED OR USING TOOLS
- PUTTING THE SAFETY EQUIPMENT UNUSABLE
- USING DANGEROUS EQUIPMENT OR MANAGING THE HARDWARE UNSECURELY
- IMPROPER AND INSECURE LOADING MIXING, STACKING, PLACING AND SIMILAR BEHAVIOR INSECURE SITUATION AND POSITION
- WORKING IMMEDIATELY IN MOVING AND DANGEROUS LOCATIONS
- BEHAVIOR LIKE SURPRISING, ANGRY, ABUSE, SCARING
- DO NOT CARE FOR SAFETY OR NOT USE PERSONAL PROTECTIVE EQUIPMENT
- NOT TO SHOW REQUIRED CONFORMITY TO WARNING SIGNS

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Accident Theory

- Words said after accident;
 - I was distracted.
 - Nothing happens to me.
 - We always did it like this.
 - I did not know this would happen.
 - It looked safe.
 - I was in a hurry.

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Accident Theory

ACCIDENT SAYS I AM COMING!

**EVERY SERIOUS ACCIDENT
HAS UNDERLYING
UNWARENESS.**



Common borders. Common solutions.



Common borders. Common solutions.



Common borders. Common solutions.

Cost of Occupational Accidents

Direct (Visible) Costs;

- First aid, ambulance and treatment costs,
- Temporary or permanent incapacity and death payments,
- Financial and non-pecuniary compensation paid to the worker or her relatives,
- Compensations paid to insurance.

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Cost of the Work Accidents

Indirect (Unvisible) Costs (continuing);

- If recruitment of new worker is necessary, inefficiency cost of the training given to the worker and the time passed while the worker learns the work,
- Time and financial loss spent on bureaucratic procedures,
- Losses to be incurred due to the failure to deliver the order on time,
- When there is an accident in the workplace, employees will talk about the accident for a long time among themselves for a significant period of time (periods such as 1 hour-1 month will not be able to get rid of the impact of the accident). Also, employees will be anxious and slow things down due to the unsafe work environment. This means serious Efficiency Loss.

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7. Kazaların Temel Nedenleri

A) Originating from Human

1- Psychological Reasons:

- Forgetfulness, distress – sadness-grief, effects of the surrounding, Involuntary acts, negligent behaviour, faulty behaviour, etc.

2- Physical Reasons:

- Fatigue, restlessness, alcohol, disease, etc.

3- Workplace Reasons:

- Human relations, team work, communications, etc.

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7. Basic Reasons of the Accidents

B) Originating From Machine

- 1- Faulty machine and equipment layout,
- 2- Deficient or defective guards,
- 3- Insufficient standardization,
- 4- Insufficient check and maintenance,
- 5- Insufficient engineering services, etc.

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7. Basic Reasons of the Accidents

C) Originating From Ambient / Environment

- 1- Insufficient working information,
- 2- Improper working method,
- 3- Improper working place and ambient, etc.

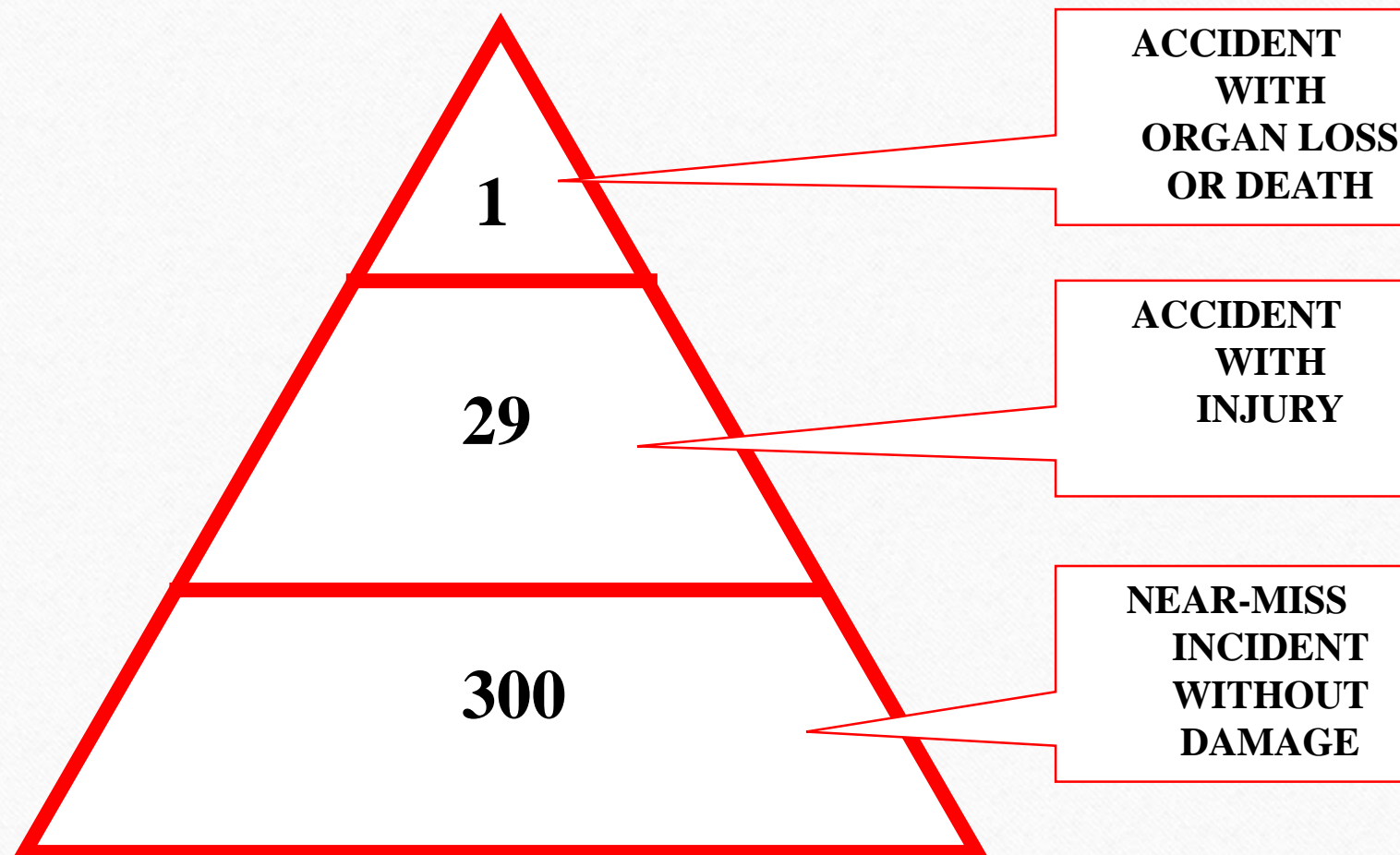
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7. Basic Reasonf of the Accidents

D) Originating From Management

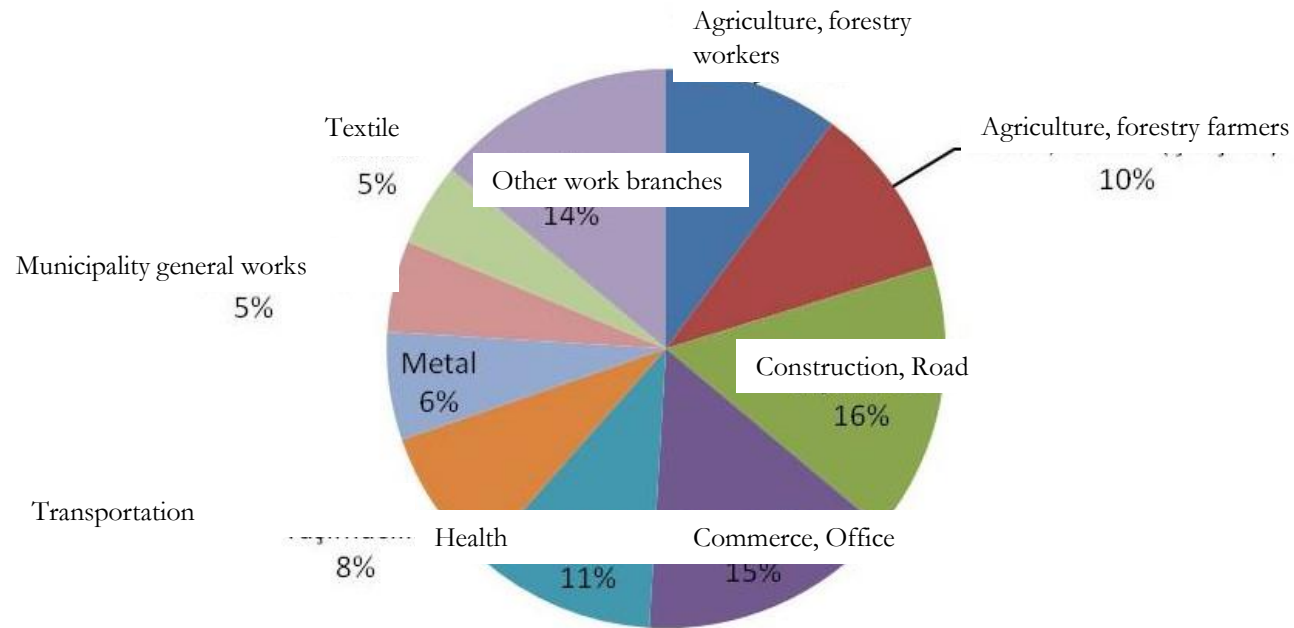
- 1- Insufficient management organization,
- 2- Uncompleted rules and instructions,
- 3- Insufficient safety management plan,
- 4- Insufficieny of education and training,
- 5- Improper supervision, managementi and guidance
- 6-Improper personnel employment,
- 7- Insufficient health checks, etc.

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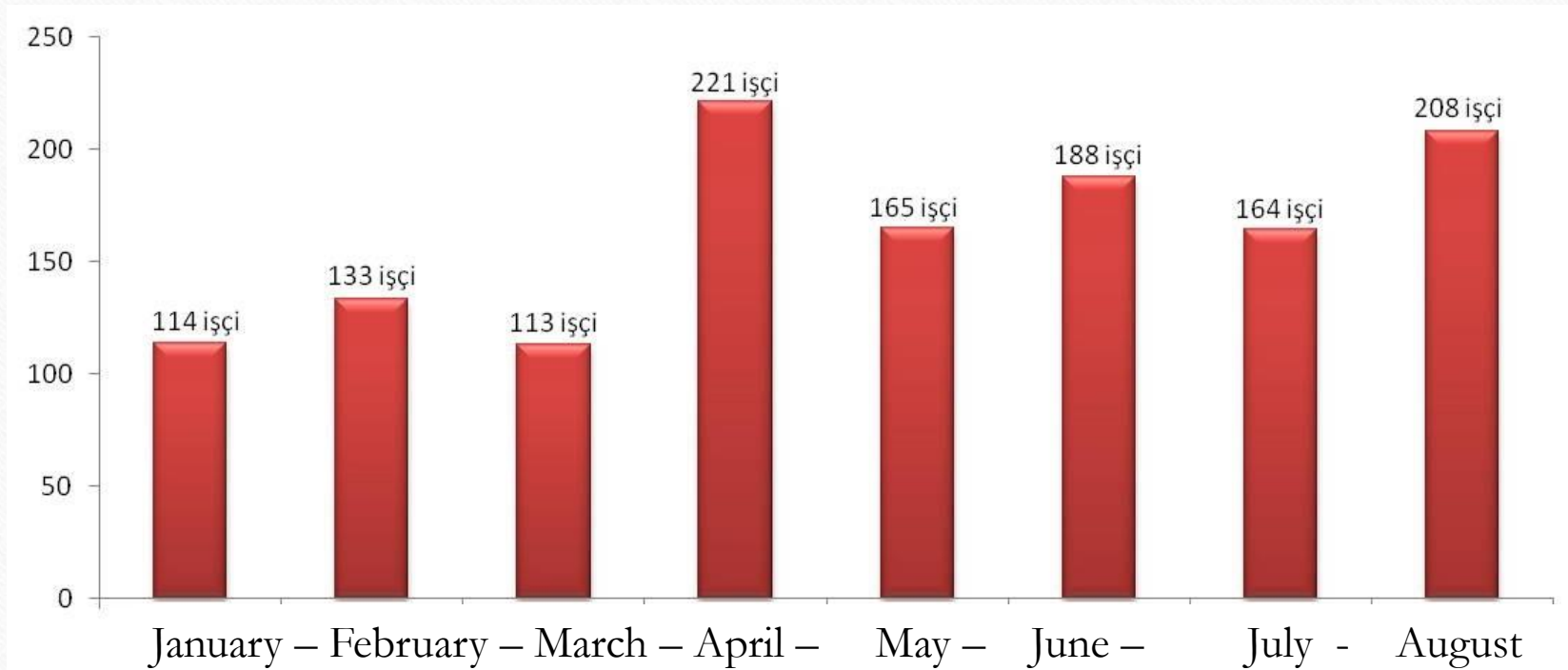
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Distribution of the Work Accidents with Death Occured Until August 2020 By Profession Code



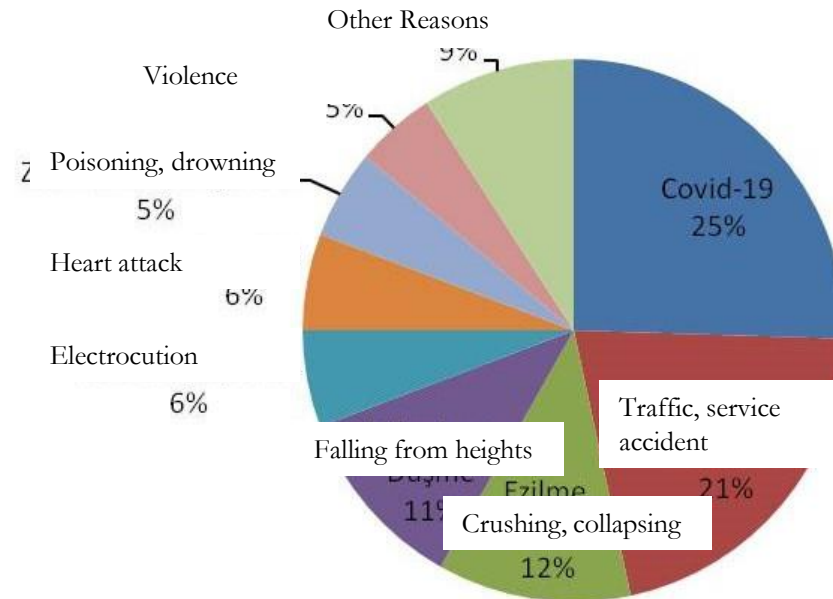
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Distribution of the Work Accidents with Death Occured Until August 2020 By Months



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Distribution of the Work Accidents with Death Occured Until August 2020 By Reasons



Kaynak: <http://isigmeclisi.org/>

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9. Risk Assessment

Risk Determining

These three questions may help us to define the risks:

1. Is there any damaging source? (SOURCE)
2. How did the damage occur? (WAY)
3. Who or what is damaged? (EFFECT)



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Types of Risks

<p>Hazards caused by gravity Falling from height (scaffold, ladder, platform Falling into pit Part fall Sliding, tackling, stumbling</p>	<p>...</p>	<p>Hazards caused by environment and nature Earthquake Flood Hurricane, lightning Snow Excessive heat / cold</p>
<p>Burning scolding Burning by fire Hot surfaces, hot liquids, steam, etc</p>		<p>Pressurized systems Pressurized gases, pressurized air Vacuum</p>
<p>Fire, explosion Flammable gas, steam, natural gas, LPG Flammable liquid (diesel, fuel oil, oils) Flammable solids (paper, cardboard, nylon, straphore...) Flammable dusts Flammable chemicals Hot works, flame, sparkle (welding, cutting) Cigarette</p>		<p>Machinery / equipment hazards Moving parts (jamming, crushing, rupturing) Catching on moving parts Sharp edges Throwing, broken, scattered parts</p>

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Types of Risks

<p>Electricity Hazard</p> <p>High voltage</p> <p>Damage cables and sockets</p> <p>Overloaded circuits</p> <p>Improper panels</p>		<p>Chemical Hazards</p> <p>Cancerogen</p> <p>Corrosive, abbrasive</p> <p>Irritating</p> <p>Toxic</p>	
<p>Transportation-Lifting equipment hazards</p> <p>Overloading of cranes</p> <p>Forklift and transpallets</p> <p>Vehicle traffic</p> <p>Elevators</p>		<p>Ergonomical hazards</p> <p>Forcing positions (load lifting etc.)</p> <p>Repeated actions</p> <p>Long term static position</p>	b)
<p>Biological hazards</p> <p>Laboratory works</p> <p>Food borne diseases</p> <p>Blood borne diseases</p>		<p>Transportation hazards</p> <p>Radiation hazar</p>	

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How Are the Risks Determined?

- Examining the legal conditions.
- With the examination of the accident reports, inventories, books, sectorial statistics.
- Examining the structure and layout of the facility.
- Form of carrying out the activities, work flow charts
- Examining the standards.
- Examining the measures taken previously, and measures that may be taken.
- Materials used.
- Policy, results of examination, etc.
- List of chemical, physical and biological agents
- Examining the ambient measurement report
- Assessing the data of the manufacturer
- Utilizing the comments of the specialist
- Examining the technical periodical control reports
- Assessing the annual activity reports of OHOS Board,
- Data obtained from the other similar workplaces.

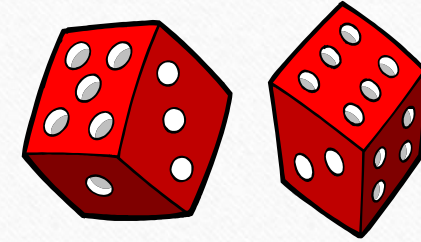
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5 Steps in Risk Assessment

- 1- Determine the Risks
- 2- Decide on Who and How May Be Damaged.
- 3- Assess the Sufficiency of the Current Measures and Risks, Determine Those have to be carried out more
- 4- Record Your Findings
- 5- Review the Assessments and Revise them If Necessary.

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Risk Determining



- Severence of the Damage ($\$$): Size of the damage's effect
- Possibility of Occurrence of the Damage (O): How frequently may the damage occur.
- $RISK = \$ * O$

POSSIBILITY

1 2 3 4 5



RISK

SEVERENCE

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- **POSSIBILITY;**

- (1) Almost never, only in case of emergencies and accidents,
- (2) Ver few (once in a year), only in abnormal case,
- (3) Few (a few times in a year)
- (4) Frequently (once in a month)
- (5) Very frequently (once in a week, every day), under normal woking conditions,

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- **SEVERENESS;**
- (1) May be eliminated immediately, harmless,
- (2) Do not have a permanent impact, outpatient
- (3) Medium level effect, inpatient treatment/injury
- (4) High level effect, long term treatment/vocational disease
- (5) Very high level effect, death / disability

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RISK TABLE

	ŞİDDET				
POSSIBILITY	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>1</u>	UNIMPORTANT RISK 1	TOLERABLE RISK 2	TOLERABLE RISK 3	TOLERABLE RISK 4	TOLERABLE RISK 5
<u>2</u>	TOLERABLE RISK 2	TOLERABLE RISK 4	TOLERABLE RISK 6	MEDIUM LEVEL RISK 8	MEDIUM LEVEL RISK 10
<u>3</u>	TOLERABLE RISK 3	TOLERABLE RISK 6	MEDIUM LEVEL RISK 9	MEDIUM LEVEL RISK 12	MEDIUM LEVEL RISK 15
<u>4</u>	TOLERABLE RISK 4	MEDIUM LEVEL RISK 8	MEDIUM LEVEL RISK 12	IMPORTANT RISK 16	IMPORTANT RISK 20
<u>5</u>	TOLERABLE RISK 5	MEDIUM LEVEL RISK 10	MEDIUM LEVEL RISK 15	IMPORTANT RISK 20	UNTOLERABLE RISK 25

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Risk Grading

- The next stage is to grading the risks from intolerable to unimportant;
- **Untolerable risks;** The work must not be commenced and if there is a continuing activity, it must be stopped immediately until the determined risk is decreased to a tolerable level. If it is impossible to decrease the risk level, despite the activities carried out, then performance of the work must be prevented.
- **Important Risks;** The work must not be commenced and if there is a continuing activity, it must be stopped immediately until the determined risk is decreased. If the risk is related with the continuance of the work then immediate measure must be taken, and decision must be made on the resume of the activity as a result of these measures.

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Risk Grading

- **Medium level Risks;** Activities must be initiated in order to decrease the determined risks. Risk reducing measures may take time.
- **Tolerable Risks;** Additional control processes may not be needed in order to eliminate the determined risks. However, current controls must be maintained and audit must be carried out whether these checks are maintained or not.
- **Unimportant Risks;** Planning control processes in order to eliminate the determined risks and keeping the records of the activities may not be needed.

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Risk Explanation

INTOLERABLE(25)	The work must not be commenced or must be stopped until the risk is decreased. If, although unlimited sources, it is impossible to decrease the risk level, then performance of the work must be prohibited
IMPORTANT (16-20)	OHS programme must be established immediately, provisional measures must be taken until the OHOS programme is established and the risk is decreased
MEDIUM DEGREE (8-15)	Attempts must be made for decreasing the risk, but attention must be paid that the prevention cost is reasonable and limited. Measures of risk minimizing must be spread in certain times, possibility determination methods must be improved more in order to improve controlling measures
TOLERABLE (2-6)	Additional controls are not needed. There may be a better effect – cost solution or developments, which do not require additional cost burden. Auditing is needed in order to maintain the controls.
UNIMPORTANT (1)	It is not necessary to keep any activities, records .



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10. Controlling Measures

- 1- It is the essential principle to remove the risk.
- 2- If the risk cannot be removed, then minimizing must be tried.
- 3- Personal protective equipment must be used at the next stage.

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10. Controlling Methods

ENGINEERING CONTROL

(Design of equipment and facility, establishing process eliminating the risks, confining / isolating the risks, etc.)

MANAGERIAL CONTROL

(Generating documents such as Procedure / instruction, etc., granting working permit, restricting working time, warning plate, training, etc.)

PERSONAL PROTECTIVE EQUIPMENT

(Gloves, headpiece, earpiece, working clothes, etc.)

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11. Vocational Disease

SOCIAL INSURANCES AND GENERAL HEALTH INSURANCE LAW Nr. 5510 (Article 14)

- **Vocational disease** is the cases of temporary or permanent disease, physical or mental disabilities, to which the insured person is exposed with a repeating reason due to the nature of the work he/she is employed or because of the fulfilment conditions of the work.

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How Is the Occupational Disease Determined?

- It is necessary to determine that the insured person caught occupational disease due to her/his work;
 - a) With a medical report issued by the health service providers authorized by SSI,
 - b) And **by the SSI Medical Board** in cases deemed necessary by SSI.

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How is the notification of occupational disease made to SSI?

- **According to Article 14 of Social Insurances and General Health Insurance Law Nr. 5510:**

It is necessary to notify it to SSI within three working days from the date of learning with work accident and occupational diseasedeclaration

- a) By the employer, who learns that the insured person has caught occupational disease or which this is notified to him/her,
- b) By himsel/herself, regarding the insured person,

In case the employer or the insured person failed to fulfil this obligation or notified the matters notified in writing intentionally deficiently or wrongly, then SSI recourses the expenses incurred for this and the temporary incapacity allowances, if paid, to the employer or the insured person.

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What are the rights granted in case of occupational diseases?

- **According to Article 16 of Social Insurances and General Health Insurance Law Nr. 5510:**
 - a) Giving daily benefit for temporary incapacity to the insured person during the temporary incapacity,
 - b) Endowing permanent incapacity income to the insured person
 - c) Endow the beneficiaries of the insured person died as a result of occupational disease
 - d) Giving marriage allowance to the girls which are endowed
 - e) Giving funeral allowance for the insured person died as a result of occupational disease

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12. Personal protective Equipment (PPE)

PERSONAL PROTECTIVE EQUIPMENT REGULATION

1 May 2019

It refers to all tools, instruments, and devices designed in accordance with this purpose, protecting the employees against one or more risks, which arise from the work carried out, and affects health and safety, worn, attached, or held by the employee.

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Personal protective Equipment (PPE)
PERSONAL PROTECTIVE EQUIPMENT REGULATION
1 May 2019

- Use of the personal protective equipment,
- Constitutes the final stage of the health and safety applications.
- Personal protective equipment must be used in cases which the risks cannot be prevented with the technical measures or work organization or working methods that shall ensure the collective protection or cannot be restricted completely.

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Personal protective Equipment (PPE)
PERSONAL PROTECTIVE EQUIPMENT REGULATION
1 May 2019

- Equipment consisting of a device, tool or material integrated by the manufacturer in order to protect the person against one or more risks at the same time,
- Detachable or non-separable protective device, tool or material used with equipment carried or worn for the performance of a particular activity without the purpose of protection,

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Personal protective Equipment (PPE)
PERSONAL PROTECTIVE EQUIPMENT REGULATION
1 May 2019

- The replaceable parts that are required for the personal protective equipment to operate in a comfortable and functional manner and used only with this type of equipment are also deemed as personal protective equipment.

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- **CE Conformity Sign:** (Conformite' Europe'ene)
- It refers to the sign showing that the producer,
- has fulfilled all obligations arising from **PERSONAL PROTECTIVE EQUIPMENT REGULATION** and subjected to all conformity assessment procedures of PPE,

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Personal protective Equipment (PPE)
PERSONAL PROTECTIVE EQUIPMENT REGULATION
1 May 2019

- Personal protective equipment must be used only intended for its purpose, except the exceptional and special conditions.



Personal protective Equipment (PPE)
PERSONAL PROTECTIVE EQUIPMENT REGULATION
1 May 2019

- ✧ **Head Protectors**
- ✧ **Ear Protectors**
- ✧ **Eye and Face Protectors**
- ✧ **Respiratory System Protectors**
- ✧ **Hand and Arm Protectors**
- ✧ **Foot and Leg Protectors**
- ✧ **Skin Protectors**
- ✧ **Body and Abdomen Area Protectors**
- ✧ **Body Protectors**

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13.Safety Warnings and Signs

HEALTH AND SAFETY SIGNS REGULATION

11 September 2013

- a) **Safety and health signs** : refers to the signs providing information about occupational health and safety, warning against the risks or giving instruction through the plates, colours, voice and/or flashing signal, verbal communication or hand / arm signs, indicating a special purpose, activity or situation,
- b) **Prohibited sign**: refers to the sign prohibiting a behaviour that shall cause a risk or expose to a risk,
- c) **Warning sign**: refers to a sign warnign about a situation that may cause a risk or damage,
- d) **Commanding sign**: refers to a sign determining a behaviour that have to be obeyed,
- e) **Emergency exit and first aid signs** : refer to the signs providing information related with the emergency exit ways, first aid or rescuing,
- f) **Information sign**: refers to the other signs except those specified in (b) to (e) above,

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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

- g) **Sign plate:** refers to the plate formed by geometric shapes, pictures, symbols, pictograms, and colours, transmitting a special information, and made visible with sufficient illumination, when necessary,
- h) **Additional information plate:** refers to the plate used with a signal plate and providing additional information,
- i) **Safety colour:** refers to the colour providing a special safety meaning,

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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

- j) **Symbol or pictogram** : refers to a shape used on a signal plate or the illuminated surface and defining a special situation or special behaviour,
- k) **Flashing indicator**: refers to the signal mechanism made from a transparent or semi-transparent material, an appearance of flashing surface is provided from inside or back by being illuminated,
- l) **Voice signal**: refers to the encoded voice having a certain meaning, caused and disseminated by a mechanism made for a special purpose, without using human voice or artificial human voice,

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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

- **m) Verbal communication:** Refers to the verbal message transmitted via human voice or artificial human voice, and of which the meaning is pre-determined,
- **n) Hand signal :** refers to the moves and positions of the hands and/or arms, of which the meaning is pre-determined, in order to direct the operator making maneuver that may be risky for the employees,
- **o) Operator :** refers to the person using the tools and instruments following the signs,
- **p) Signalman :** refers to the person giving signal.

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Safety Warnings and Signs HEALTH AND SAFETY SIGNS REGULATION

11 September 2013

- **RED COLOUR:** Prohibited, risky situation, fire.
- The meaning provided is stop, shutt off the system, evacuate the environment.



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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

- **YELLOW COLOUR:** It is warnign sign. The meaning provided is Pay attention take measure



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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

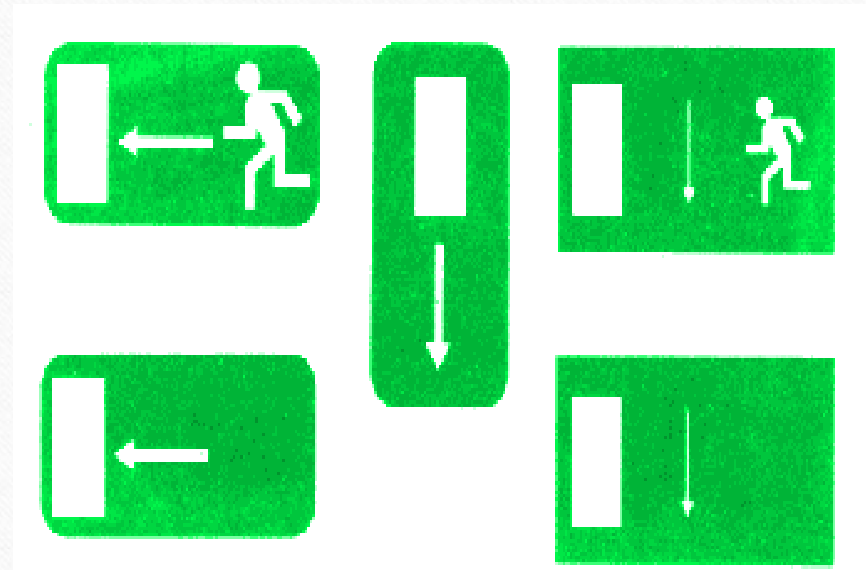
- **BLUE COLOUR:** It means necessity. Use PPE



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Safety Warnings and Signs
HEALTH AND SAFETY SIGNS REGULATION
11 September 2013

- **GREEN COLOUR:** it is the colour of emergency exit, first aid.



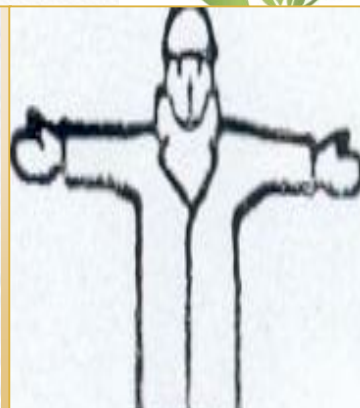
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COME
FORWARD



START



STOP



OKEY



LOWER



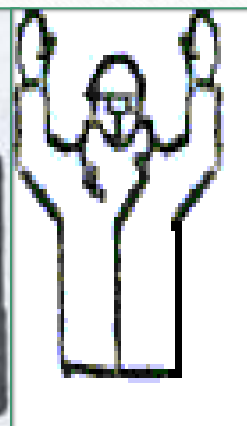
LIFT
HIGHER



LOW
LEVEL



BACK
OFF



HAZARD

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THANKS FOR YOUR PATIENCE AND INTEREST...

I WISH YOU BEST IN BUSINESS LIFE...

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