

## 2 – 8 8 ABOUT SAFETY AND HEALTH EDUCATION

The health and safety education will be discussed to each of you who have decided to work as a dispatch employee in order to ensure the safety and health of everyone in the workplace and prevent occupational accidents.

It is necessary for the Company (dispatching company) to ensure the safety and health of everyone in the workplace by providing a comfortable work environment and improving working conditions in cooperation with the dispatch receiving company, etc. The Act on Occupational Safety and Health provides for the obligations of business operators regarding health and safety. It is also a measure based on the Industrial Safety and Health Act (Article 59 of the Act) to provide health and safety education to everyone who has decided to work.

The details of your work will vary depending on the workplace where you are working, but I hope that this health and safety education will help you ensure safety and health at your workplace. The contents of safety and health education are as follows (1) to (8). (1) to (4) are mainly for work in industrial fields such as factory production sites and construction, and for those who work in non-industrial fields such as clerical work, sales positions, medical care, and customer service, which are often employed at our company, please check the contents of (1) and (5) to (8).

(This may not apply depending on the job content you are working on.)

### **(1) Hazards or hazards of machinery, raw materials, etc., and related to their handling methods**

Check what machines, hazards and hazardous substances are in the workplace. (explosives, ignitable, oxides, flammable materials), disaster cases due to machinery and harmful substances used, work standards, etc. should be checked by materials, etc.

In offices, etc., there are equipment and equipment that require attention to handling for safety and health.

#### **<Examples of equipment and equipment that require attention to handling at offices, etc.>**

Shredder Equipment	<input type="radio"/> Be careful not to get your fingers, clothes, etc. caught in the shredder's teeth <input type="radio"/> Clean paper clogging, etc., after turning off the power
Cutter Blade	<input type="radio"/> Return the blade when not in use, make sure there are no people around when using
Paper Cutting Machine	<input type="radio"/> Do not use in unstable installation situations, do not cut the unreasonable number of sheets <input type="radio"/> Store in a safe place when not in use, and store the blade closed
Needles, Safety Pins, etc.	<input type="radio"/> Do not leave unused needles, safety pins, needles, etc. unattended
Trolley	<input type="radio"/> Do not handle excessively, such as excessive loading <input type="radio"/> Be careful not to come into contact with people or objects

### **(2) Performance of safety devices, hazardous substance control devices, or protective equipment and their handling methods**

In the workplace, check the performance and handling method of what safety devices and hazardous substance control devices must be used.

※Safety devices (covers, interlock functions, press machine safety devices with many various machines)

※Check the type of protective equipment loaned at work (e.g., local exhaust devices), explain its characteristics and handling methods, and repeat the practice of actually using the protective equipment.

In addition, even in the work of the office, please check the case of an old building containing asbestos (asbestos) or if the power supply equipment contains PCB (polychlorinated biphenyls), there is a risk of health damage.

### **(3) Work procedures**

Basically, check the common work procedures. If you work according to the procedure, you can proceed efficiently, eliminate unreasonableness and waste in the implementation of the work, and consequently ensure the health and safety of the workplace.

### **(4) Inspection at the start of work**

Please check daily inspection matters and machines that need pre-work inspections. At the start of work, checking the procedures and roles of the work and checking the necessary materials will lead to ensuring the health and safety of the workplace as a result.

### **(5) Causes of diseases that may occur in the work of work and related to prevention**

Please check carefully what harmful work is in the workplace, such as dust work, organic solvent work (organic solvent poisoning), chainsaw (vibration disease), heavy goods transportation work and nursing care (low back pain), and what kind of diseases should be careful about occurring. The three basics of occupational health management are said to be (A.) work environment management, (B.) work management, and (C.) health management. Poor work environment can affect the body, such as illness.

<b>A. Work environment management</b>	
Air and temperature	<input type="radio"/> Appropriate temperature control and appropriate humidity control (about 40% to 70% is desirable)
Brightness and lighting	<input type="radio"/> Adjusting and cleaning of the illuminance, light and dark symmetry, glare, etc. of the work surface such as fluorescent lamps <input type="radio"/> Sometimes take a break, such as not working on the computer screen continuously for a long time
Cleanliness	<input type="radio"/> Extermination and prevention of harmful animals and pests (rats, cockroaches, ticks, spiders, etc.) <input type="radio"/> Maintaining a sanitary environment in the workplace, such as desks and personal surroundings
Emergency equipment	<input type="radio"/> Check, maintain and manage the location of stretcher and first aid kit
Waste	<input type="radio"/> Installation, clarification, arrangement and cleaning of garbage, tea husks, butts, etc.
Chapters, representations, etc.	<input type="radio"/> Check for necessary notifications such as notices and signs, and remove unnecessary notifications
Fire prevention and disaster prevention	<input type="radio"/> Location and operation confirmation of fire extinguishers and fire alarms <input type="radio"/> Display confirmation of evacuation routes and improvement of routes
<b>B. Job management</b>	
Job management	<input type="radio"/> Clarification of work procedures and implementation of measures to ensure safety and health in work
<b>C. Health management</b>	
Measures against low back pain, etc.	<input type="radio"/> Work dealing with heavy objects (burdens, nursing care jobs, childcare jobs, etc.) maintains a safe posture

	<input type="radio"/> Ensuring the height of the desk and chair suitable for the content of the work and the person
Health checkups, etc.	<input type="radio"/> Understanding the significance and importance of health checkups and stress checks and ensuring

**(6) Things related to the organization, order, and cleanliness**

Ensuring 4 (sorting, orderliness, cleaning, and sanitation) is fundamental to safety and health in the workplace. Even in the office, you may stumble on something placed on the floor and fall over and get injured unexpectedly. Not only will it prevent workers' accidents, but it will also lead to efficient use of workplace spaces.

**<Implementation of 4 (sorting, orderliness, cleaning, sanitation)>**

Work place and office	<input type="radio"/> Practice cleaning the floor and keeping the top and bottom of the desk and the surrounding area organized. <input type="radio"/> Please practice cleaning/wiping the top desk <input type="radio"/> Please check that there is no damage to the desk, chair, or equipment used every day
Rest areas and Locker rooms, etc.	<input type="radio"/> Check the room for tidying, cleaning, or damage. <input type="radio"/> Practice organizing ashtray water, butts, and utensils

[What is workers' compensation?] Workers' accidents are short for "industrial accidents", and are disasters that cause injury, illness, or illness due to work. In the event of a worker's accident, a certain number of benefits will be provided to the person or bereaved family under workers' compensation insurance based on the Worker Accident Compensation Insurance Act.

**(7) First-party measures and withdrawals in the event of an accident, etc.**

Please check how to use the emergency stop device, how to take emergency measures, and how to get out and where to leave.

Even during work such as sales sites, medical sites, and customer service, there is a possibility of being affected by earthquakes, fires, and other disasters.

Be sure to check to be calm.

Precautions for injury and illness	<input type="radio"/> Please contact "119" immediately. <input type="radio"/> Be careful not to move the patient in any position <input type="radio"/> Understand what to do when one is bleeding or stop breathing <input type="radio"/> AED(Automatic external defibrillator) installation location
In the event of a disaster such as an earthquake correspondence	<input type="radio"/> Be calm and do not to panic <input type="radio"/> Protect yourself quickly from falling and falling objects. <input type="radio"/> Have a good fire plan escape. <input type="radio"/> Follow evacuation orders

**(8) Incidents concerning first-party measures and withdrawal in the event of an accident, etc.**

Check disaster cases that occurred at work, places that are prone to falling during winter, and fall prevention measures.

In addition, please check the smoking area, smoking cessation, etc., in consideration of allergies such as hay fever.

## Understanding of Safety and Health Education

Please read the contents of the health and safety education, conduct the following comedy confirmation test, and submit it.

Sigma Staff Co. Ltd.

<Student information>

Date of attendance          Year          Month          Day

Full Name \_\_\_\_\_

1. Which is correct about the name of the law that establishes obligations to business operators for the purpose of ensuring the safety and health of workers in the workplace?
  - (1) Labor Standards Act
  - (2) Industrial Safety and Health Act
  - (3) Labor Contract Act
  
2. Which are the three basics of occupational health management?
  - (1) Progress management, quality control, cost management
  - (2) Human resource development, work management, and health management
  - (3) Work environment management, work management, health management
  
3. It is said that workplace 4 is also important for workplace health and safety. Which is right as a workplace 4?
  - (1) Sorting, Orderliness, Cleaning, and Sanitation
  - (2) Sorting, Orderliness, Cleaning and Character
  - (3) Sorting, Orderliness, Accuracy, and Discipline
  
4. What is the right humidity at work in general?
  - (1) 50% ~ 80%
  - (2) 40% ~ 70%
  - (3) 30% ~ 60%
  
5. Which of the industrial accident statements is correct?
  - (1) Workers' compensation is based on whether the injury or illness is caused by work.
  - (2) Since it is not on the way to work, if you are injured, it will not be recognized as a work accident.
  - (3) Workers' accidents are not covered if they occur in a place other than the place of employment.

解答 問1 解答(2)、問2 解答(3)、問3 解答(1)、問4 解答(2)、問5 (1)