

# Factory introduction

In this introduction, we will be giving you basic information about working in a factory.

Working in a factory is never without risk. Everyone who works in a factory must know and comply with procedures, work instruction, rules, and regulations. Being aware of your responsibilities means always being one step ahead as soon as anything goes wrong. This means you should always be aware of the dangers and risks of working in a factory. And that you should remain alert. For your own safety and that of your colleagues.

## General safety at the workplace

When it comes to safety, the person who is at risk for injury must be aware of the hazards and what can be done to control them and to prevent injury.

In order to control workplace hazards and eliminate or reduce the risk, you should take the following steps:

- look at all aspects of the work and include non-routine activities such as maintenance, repair, or cleaning
- look at the physical work environment, equipment, materials, products and how the tasks are done
- look at injury and incident records
- identify hazards
- determine how employees might be at risk
- evaluate the risks
- record and review hazards

## General hazards

General hazards at the workplace are:

- slips, trips and falls
- falling objects
- electrical hazards; lockout / tagout
- fire
- working in confined spaces
- working at heights
- hoisting and lifting

Other important hazards that need to be considered are:

- moving machinery
- heavy machinery
- caustic soda
- chemical hazards
- noise

Make sure that you are familiar with the right procedure in case incidents happen. If not, ask your manager.

## **First aid**

Despite the many safety precautions, accidents still occur and workers get injured. That is why it is imperative that designated team members in the workplace know essential first aid. Combined with awareness and quick thinking, these simple actions can help prevent accidents and injuries:

- keep calm, don't panic
- know the Person-in-Charge
- maintain a fully-stocked first-aid kit
- ensure safety at the workplace

## **Toolbox meeting**

Toolbox meetings are generally conducted at the job site prior to the commencement of a job or work shift. They are an informal safety meeting that is part of an organization's overall safety program.

## **Ergonomics**

Consider ergonomics: the job should fit your capabilities not the other way around. You shouldn't be physically forced to fit the job. If necessary, ask your company to consult a specialist.

## **Safety Equipment**

The workforce should wear the required Personal Protection Equipment. The equipment must be kept clean and maintained. People with long hair must keep it tied back when working with moving machinery.

## **Safety Training**

Safety training is essential when working in a factory. Ask your company about the frequency and the training requirements?

## **Emergency evacuation drills**

Fire and other evacuation drills are an excellent way to help everyone understand the best conduct in case of an emergency. Employees should be familiar with all emergency exits and rules. It's also important to determine which machines must be shut down and which can be left running while evacuating.

## **Working with tools**

All tools should be kept clean and in perfect working condition. Any defects should be immediately reported.

## **Hygiene**

Keeping your work area clean does wonders when it comes to preventing accidents. A clean and organized area helps to create a better, less stressful work atmosphere.

## **Keeping a clear head**

Keeping a clear head is mandatory. People who must take certain medications that have side effects should notify their manager.