

Guidelines For Organizational Health & Safety

Objective of the Guidelines:

The objective of these guidelines is to ensure a safe and healthy working environment for all individuals involved in organizational activities, including employees, contractors, and visitors. These guidelines aim to mitigate risks, prevent accidents, and promote well-being through proactive health and safety measures.

Scope and Coverage:

These guidelines apply to all organizational activities, including agricultural operations, construction activities, and processing facilities. They encompass the management of health and safety risks associated with work environments and operational processes.

Interface with the Following Components:

These guidelines interface with various components of the organization, including:

- Employee Training and Education
- Workplace Design and Ergonomics
- Hazard Identification and Risk Assessment
- Emergency Preparedness and Response
- Regulatory Compliance and Reporting
- Regulatory Applicability:

Applicable regulations include:

- Occupational Safety and Health Administration (OSHA) standards
- Local health and safety regulations
- Industry-specific guidelines for agricultural, construction, and processing sectors

Health & Safety Risks and Impact:

- Identify potential health and safety risks associated with organizational activities, such as:
- Machinery operation hazards
- Chemical exposure risks
- Slips, trips, and falls
- Ergonomic strain from repetitive tasks
- Electrical hazards
- Fire and explosion risks
- Heat stress or cold exposure
- Biological hazards (e.g., pathogens)

Protection Measures:

Employee Training:

- Provide training on machinery operation, chemical handling, and emergency procedures.
- Focus on practical safety measures for daily tasks on the farm.

Workplace Design:

- Arrange work areas to minimize hazards and optimize comfort.
- Ensure proper lighting, ventilation, and ergonomic setups.

Hazard Identification:

- Regularly assess and address farm-specific risks like machinery-related injuries and chemical exposures.
- Encourage reporting of safety concerns.

Emergency Readiness:

- Develop and practice emergency response plans, including fire drills and first aid training.
- Maintain contact lists and clear evacuation routes.

Personal Protective Equipment (PPE):

- Provide essential PPE tailored to farm activities (e.g., helmets, gloves, eye protection).
- Ensure all workers understand how to use and maintain their PPE.

Health Monitoring:

- Implement health checks for chemical exposures or noise impacts.
- Offer wellness resources to support physical and mental health.

Farmer's Health & Safety Equipment Guide

Activity	Potential Risks	Recommended PPE	Safety Measures
Machinery Operation	Injuries from equipment	<ul style="list-style-type: none"> - Safety helmet - Safety goggles - Ear protection - Gloves - Steel-toed boots 	Conduct regular equipment checks and maintenance. Provide training on safe operation and emergency procedures. Implement rollover protection structures (ROPS) on tractors.
Chemical Handling	Exposure to pesticides/fertilizers	<ul style="list-style-type: none"> - Chemical resistant gloves - Safety goggles - Respirator mask (if applicable) 	Follow label instructions for chemical use and storage. Store chemicals in locked, ventilated areas away from living spaces. Provide training on safe handling and disposal.

Slips, Trips, Falls	Injuries from uneven terrain, wet surfaces	-Non-slip boots/shoes - Reflective vest (if working near traffic)	Keep pathways clear of obstacles. Use signage for hazards (wet floors, uneven ground). Provide appropriate footwear and visibility gear.
Heat Stress/Cold Exposure	Heat exhaustion, dehydration, frostbite	- Wide-brimmed hat (for sun protection) - Light, breathable clothing -Hydration pack/bottle - Sunscreen -Insulated clothing (for cold weather)	Monitor weather conditions and provide shaded rest areas. Educate on heat stress signs and prevention. Ensure appropriate clothing for weather conditions.
First Aid & Emergency Response	Accidents, injuries, chemical spills	-First aid kit (bandages, antiseptic, CPR mask) -Emergency contact list - Fire extinguisher (if applicable)	Establish an emergency response plan. Train staff on first aid procedures. Keep emergency contact information accessible. Conduct regular drills.

First Aid & Emergency Procedures:

- First Aid Kit Maintenance:
- Check and replenish first aid kits regularly.
- Ensure kits are easily accessible and known to all workers.

Emergency Contact Information:

- Post emergency numbers in visible areas.
- Provide training on emergency response procedures.

Incident Reporting:

- Encourage reporting of all incidents, near-misses, and safety concerns.
- Conduct investigations to prevent future occurrences.

Medical Safety Training:

- Offer basic first aid training to all farm workers.
- Ensure designated individuals are trained in more advanced medical procedures.

Hygiene and Sanitation:

Adequate attention has to be given for workplace and Labour camp Hygiene. Provision shall be made under OHSMP for availability of clean and hygiene eating place with availability of safe drinking water at workplace and labour camp. Similarly, adequate provision shall be made for clean toilets with sewage treatment (provision of septic tanks), and segregated collection and safe disposal of domestic wastes.

Incident Management and preparedness:

OHSMP shall define procedure for incident management including investigation of any accident. Preferably provision shall be made for Safety and Environment Committee which can undertake investigation and incident analysis and suggest appropriate corrective action.

Adequate provision shall be made for the availability of First Aid, Ambulance, Doctors, Safety and Health representative

Occupational Health and Safety Monitoring:

OHSMP shall also defines frequency of periodic monitoring for assessing its implementation effectiveness. Monitoring analysis shall also include calculating accident and fatality rate as well. Parameters of monitoring including health surveillance shall form part of monitoring program.

Communication and Consultation (Workers & community):

Awareness, consultation and communication is very effective tool for incident prevention and panic avoidance in emergency situation. OHSMP shall define programme for community consultation and communication and worker's training/awareness programme. It shall also list safety and health communication with key stakeholders. OHSMP shall also define extent of safety signage that shall be displayed at work place and project areas.

Training and Records:

Training is integrated and essential component of effective OHSMP implementation. OHSMP shall define the programme of overall OHS and safety induction including site specific induction, driving safety and refreshing training.

All training records shall also be maintained. Records shall also be maintained for incident analysis, OHS monitoring, emergency preparedness plan with emergency contact numbers, Mock drill/emergency preparedness exercise and Corrective preventive actions undertaken

Emergency Management

OHSMP shall have provision for preparation of emergency preparedness plan as well. It should have two major component "on site Emergency plan" and "emergency Control Centre". The generic coverage under these two components are as follows:

Coverage 'On-Site Emergency Plan': The On-site emergency plan shall include the following:

- Name, Designation & Contact Numbers of the organization, nearby hospitals, fire agencies etc. and key personnel including their assigned responsibilities in case of an emergency.

- The roles and responsibilities of executing personnel
- Listing of Potential Emergencies Situations/ preventive measures / control & response measures
- Location of Emergency Control Centre (or designated area for emergency control / coordination) with requisite facilities.
- Medical services / first aid
- List of emergency equipment including fire extinguishers, fire suits etc.

Emergency Control Centre: The emergency control centre shall be equipped with following facilities

- Copy of current on-site emergency plan
- Display of the name of site emergency controller
- Two numbers of Stretchers
- Vehicle for 24 hours (for large construction sites)
- Inter personnel/section telephone (2 numbers)
- Directory of internal / external emergency phone Numbers
- A set of fire extinguishers (DCP type / Foam Type / CO2)
- List of fire extinguishers installed in the construction site including maintenance record
- A set of personal protective equipment (PPE)
- Two numbers of first-aid boxes with prescribed first-aid medicines
- List of competent first-aiders
- List of fire trained personnel
- Two numbers of blankets
- Drinking water
- Two numbers of rescue ropes

Safety Manual & Procedures:

- Distribute a comprehensive safety manual outlining equipment use, emergency response, and reporting procedures.
- Conduct regular safety meetings and trainings to reinforce protocols.
- Review and update safety measures based on feedback and evolving risks.
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Reporting and Record Keeping:

Use the following table format to record safety checks and incidents:

Date	Activity/Task	Hazards Identified	Action Taken	Comments
YYYY-MM-DD	Machinery Operation	Overturning risk	Implemented ROPS on tractors	Regular inspection
YYYY-MM-DD	Chemical Handling	Spill risk	Spill kit used	Proper disposal
YYYY-MM-DD	Weather Conditions	Heat stress	Scheduled breaks	Monitoring workers
YYYY-MM-DD	Emergency Procedures	First aid training	Emergency contacts posted	Incident reported

Safety Manual Review and Updates:

- Conduct regular reviews of safety procedures.
- Update the safety manual based on feedback and incident reports.
- Communicate changes to all workers and provide necessary training.