



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI



**SIRI  
25**

# **ALUMNI#P.K.P**

PRIHATIN . KOLABORATIF . PROAKTIF

**LIVE**  
STREAMING



*Tajuk*  
“**KESELAMATAN UMUM  
DI TEMPAT KERJA**”

**5 NOVEMBER 2020 (KHAMIS)  
3.00 PETANG**

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**PUAN ARBA'AH MD. SALLEH**  
PEGAWAI SAINS  
INSTITUT BIOSAINS  
UNIVERSITI PUTRA MALAYSIA  
ALUMNI KELAS 2001

## **KESELAMATAN DI TEMPAT KERJA**

**Keselamatan dan kesihatan di tempat kerja adalah satu perkara/peraturan bagi memastikan setiap pekerja bekerja di dalam keadaan selamat dan sihat bagi jangka masa pendek ataupun panjang.**

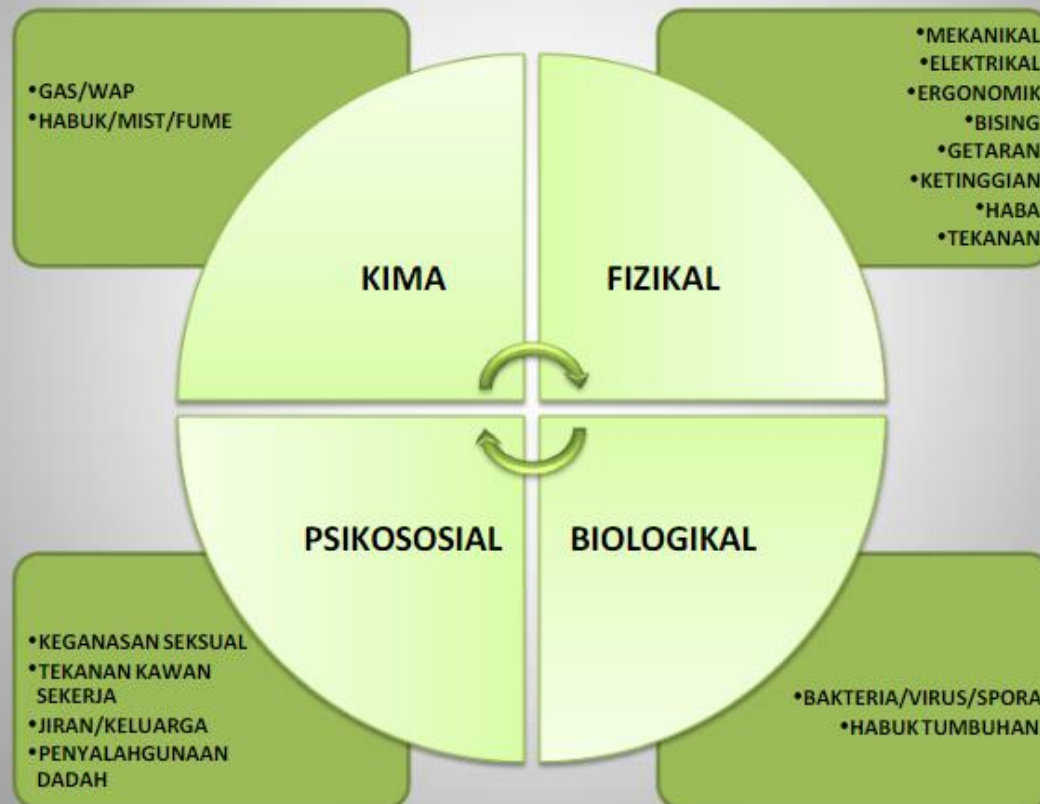


## AKTA KESELAMATAN DAN KESIHATAN PEKERJAAN 1994 -AKTA 514- OSHA 1994

### TUJUAN AKTA

- Memastikan keselamatan, kesihatan dan kebajikan orang yang sedang bekerja;
- Melindungi orang selain daripada orang yang sedang bekerja di tempat kerja;
- Mengalakkan suatu persekitaran pekerjaan yang bersesuaian dengan fisiologi dan psikologi orang yang sedang berkerja;
- Mewujudkan satu kaedah ke arah sistem perundangan berdasarkan peraturan dan tataamalan industri.

# BAHAYA-BAHAYA DITEMPAT KERJA





# TOPICS

- Accidents
- Slips, Trips & Falls
- Office Ergonomics
- Chemical Safety
- Back Injuries and Prevention
- Review
- What Should You Remember
- Q &A



# What is an Accident”?

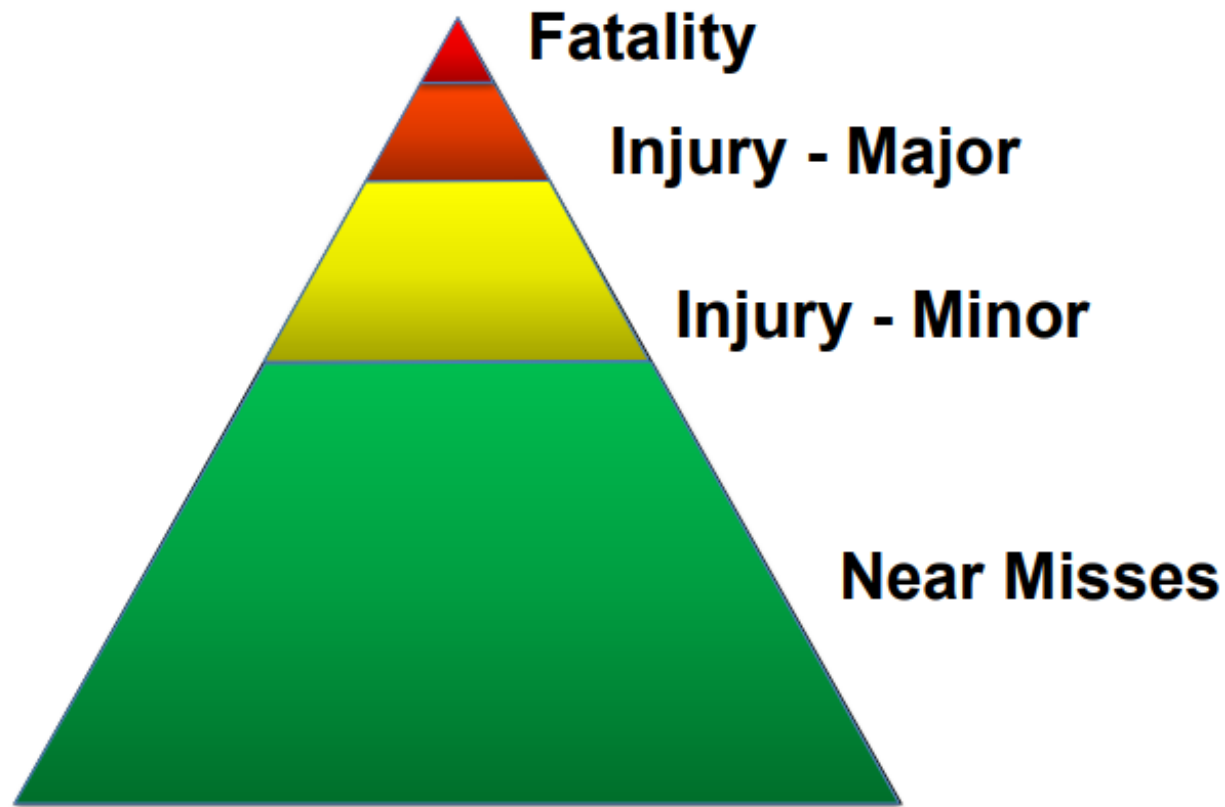
**An unplanned and undesired event that results in personal injury or property damage.**



Incidents - are unplanned and undesired events that adversely affect the completion of a task.

Near misses - are incidents where no injury or property damage has occurred but where a slight difference in position or timing would have meant that damage or injury could have occurred.

# Accident – The Pyramid



# Accident - Everything Should Be Reported

- Nothing is learned from unreported incidents.
- Near-misses are often predictors of future serious accidents.
- Potential hazards can be corrected and employees can be offered training.



# Slips / Trips and Falls



# Slips / Trips and Falls

- Aisles and passageways should be sufficiently wide for easy movement and should be kept clear at all times.
- Temporary electrical cords that cross aisles should be taped or anchored to the floor.
- Keep exits free from obstruction.
- Access to exits must remain clear of obstructions at all times.
- Ensure spills are reported and cleaned up immediately.
- Use Non skid shoes to decrease slip/fall hazards.
- Use only properly maintained ladders to reach items. Do not use stools, chairs, or boxes as substitutes for ladders.

# Slips / Trips and Falls

- Eliminate cluttered or obstructed work areas.



- Use prudent housekeeping procedures. Provide good lighting for all halls and stairwells to help reduce accidents.

# Slips / Trips and Falls

- Avoid awkward positions and use equipment that makes lifts less awkward.



# Slips / Trips and Falls

## Good Practices:

- Training for all employees in Slip/Trip/Fall hazards and their prevention
- Routine inspections of ladders, stairs, walking and working surfaces
- Immediate cleanup of material spills
- Re-inspection of walking and working surfaces following clean-up of spills



# Safety Photos: Danger Approaching?





# Office Ergonomics



## Office Ergonomics -Working Positions

- **Make small adjustments to your chair or backrest.**



- **Stand up and walk around for a few minutes periodically.**
- **Stretch your fingers, hands, arms, and torso.**

## Office Ergonomics - Monitors

- **Put monitor directly in front of you and at least 20 inches away.**
- **Place monitor so top line of screen is at or below eye level.**
- **Place monitor perpendicular to window.**



# Office Ergonomics - Keyboards

- Put the keyboard directly in front of you.
- Your shoulders should be relaxed and your elbows close to your body.
- Your wrists should be straight and in-line with your forearms.





## Office Ergonomics - Pointer/Mouse



- **Keep the pointer/mouse close to the keyboard.**
- **Alternate hands with which you operate the pointer/mouse.**
- **Use keyboard short cuts to reduce extended use.**

## Office Ergonomics - Wrist / Palm Rests

**Use a wrist support rest to maintain straight wrist postures and to minimize contact stress during typing and mousing tasks.**





# Office Ergonomics - Document Holders

**Documents should be at the same height and distance as the monitor.**



## Office Ergonomics - Desk

- **Avoid storing items, such as a CPU, under desks.**
- **Desks should be able to accommodate a variety of working postures.**
- **Desk surface should allow you to place the monitor directly in front of you, at least 20 inches away.**



# Office Ergonomics – Chairs



- The **backrest should conform** to the natural curvature of your spine, and provide adequate lumbar support.
- The **seat should be comfortable** and allow your feet to rest flat on the floor or footrest.
- **Armrests**, if provided, **should be soft**, allowing your shoulders to relax and your elbows to stay close to your body.
- The **chair should have a five-leg base with casters** that allow easy movement along the floor.

## Office Ergonomics –Telephones

- **Use a speaker phone or head set for long conversations.**
- **Keep it close enough to avoid repeated reaching.**





## Office Ergonomics - Work Process & Repetition

Even when the design of the workstations is correct and environmental factors are at their best, users can face risks from task organization which can intensify the impact of other risk factors, such as repetition.

Additionally, failing to recognize early warning signs could allow small problems to develop into serious injuries.



# Safety Photos: Danger Approaching?





## Chemical Safety

- Hazardous chemicals you may work with
- Their dangers and risks
- How to protect yourself from them



## Chemical Safety – Chemicals Are Everywhere

### Examples:

- Cleaning solvents
- Lubricants
- Fuels
- Pressurized containers



## Chemical Safety – Ways Chemicals Enter the Body

- **Inhalation:** Breathed through mouth or nose
- **Absorption:** Touches skin or is injected
- **Ingestion:** Swallowed
- **Ocular Entry:** Through the eyes



## Chemical Safety – If Exposure Occurs

### If you are exposed:

- Inhalation - move to fresh air
- Eyes - flush with water for 15 min.
- Skin - wash with soap & water
- Swallowing - seek immediate medical help



### If a co-worker is exposed:

- Identify hazardous chemicals in use
- Refer to labels and MSDS for specifics



# Safety Photos: Danger Approaching?





## Back Safety





## Back Safety – Injuries

- They are exceedingly painful, difficult to heal, and have an effect on everything you do.
- After suffering one back injury, you are much more likely to experience another one later on.
- It is important to learn how to avoid injuring or re-injuring your back.
- Do yourself a big favor by learning proper lifting techniques and the basics of back safety.
- You might be able to save yourself a lot of pain...
- ...and a lifetime of back problems.



# Back Safety - Preventing Back Injuries

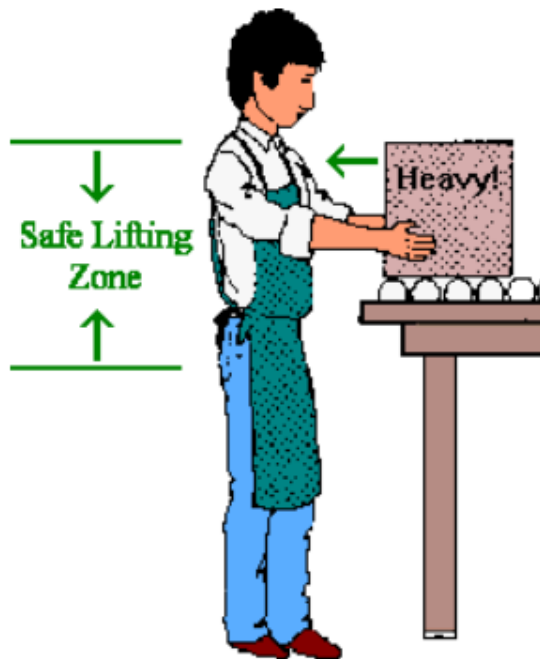
## Good Habits



- The best way to prevent back injuries is to develop habits that reduce the strain placed on the back.
- There are some basic things you can do to help:

# Back Safety – Preventing Back Injuries

## Avoid lifting and bending whenever you can

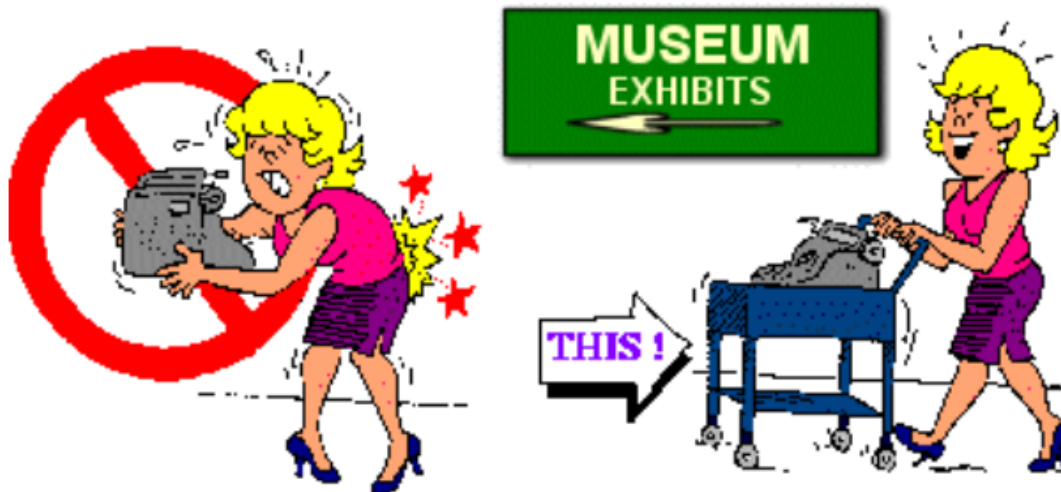


- Place objects up off the floor to avoid having to reach down to pick them up again.
- Raise / lower shelves to comfortable heights.
- The best zone for lifting is between your shoulders and your waist.
- Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.

## Back Safety – Preventing Back Injuries

**Avoid lifting and bending whenever you can**

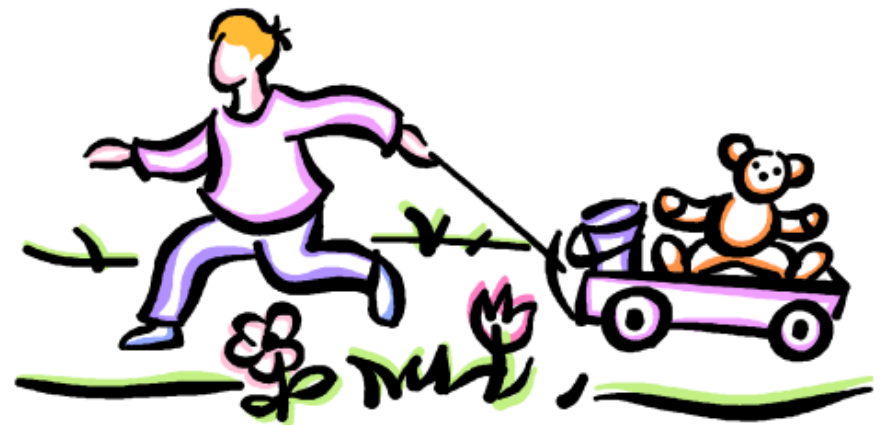
- Use carts and dollies to move objects, instead of carrying them yourself





## Back Safety – Preventing Back Injuries

**Which is better for your back –  
pushing a cart or pulling a cart?**



# Back Safety - Preventing Back Injuries

It is better to **PUSH**  than to **PULL** 



- If you do have to pull, tighten your stomach muscles and maintain good body posture.



- Use cranes, hoists, lift tables, and other lift-assist devices whenever you can.

# Back Safety - Preventing Back Injuries

## Use proper lifting procedures



- Bending your knees keeps your spine in a better alignment.
- Instead of using your back like a crane, let your legs do the work.

## Back Safety – Preventing Injuries

### Use proper lifting procedures

Follow these steps when lifting:

**BEND YOUR KNEES**



1. Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
2. Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.



## Back Safety – Preventing Back Injuries

**HUG THE LOAD**



3. Use your palms (not just your fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
4. Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck line.

## Back Safety - Preventing Back Injuries



5. Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
6. When you put a load down, use these same guidelines in reverse.

## Back Safety – Preventing Injuries



### Also follow these lifting tips:

- **Reduce the amount of weight lifted.**  
If you're moving a bunch of books, better to load several small boxes than one extremely heavy load.
- **Use handles and lifting straps.**
- **Get help** if the shape is too awkward or the object is too heavy for you to lift and move by yourself!



# Safety Photos: Danger Approaching?





## TINDAKAN INSIDEN KEBAKARAN



### INSIDEN TAHAP 1



Bertenang dan kenalpasti insiden dan cuba padamkan kebakaran menggunakan alat pemadam api atau gelung hos.



ERT - PTJ

Kebakaran dipadamkan

Lapor JKKP - PTJ



Kebakaran tidak dapat dikawal



### INSIDEN TAHAP 2



## Pengungsian Bangunan

Pasukan **ERT - PTJ** bersiap sedia untuk diaktifkan



Kebakaran dipadamkan

Lapor JKKP - PTJ

Kebakaran tidak dapat dikawal

Pasukan **ERT - UPM** bersiap sedia untuk diaktifkan



Laporan dan  
Siasatan

Hubungi Bilik Gerakan BKU  
**03-97697990**



Bilik Gerakan BKU hubungi



Unit Bantu Mula



Pusat Kesihatan Universiti

**INSIDEN TAHAP 3**

Bilik Gerakan BKU hubungi Balai Bomba dan Penyelamat Malaysia



**PANDUAN MENYIANGI RASIA COVID-19**

**PENYAKIT**

**PENYARUT**

**PENCEGAHAN**

**PANDUAN**

**GARISPANDUAN MENGHADAPI RISIKO PENULARAN NOVEL CORONAVIRUS (nCoV)**

**PERINGKAT**

**UNIVERSITI PUTRA MALAYSIA**

**A. TINDAKAN SEWAKTU PENDAFTARAN PELAJAR BAHARU PADA 28 JANUARI 2020 HINGGA 6 FEBRUARI 2020**

1.	Semua pelajar baharu daripada China, perlu menjalani saringan kesihatan sebelum mendaftar. Saringan kesihatan perlu dilakukan di Pusat Kesihatan Universiti (PKU). Entiti yang terlibat telah mengambil tindakan berhubung perkara ini.
2.	Semua petugas hadapan dari setiap entiti yang akan bertugas perlu memastikan semua pelajar yang mendaftar telah menjalani saringan kesihatan.

PKU salurkan maklumat tindakan kepada COSCOMM bagi komunikasi kepada warga kampus



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## **NOMBOR PANGGILAN KECEMASAN (HOTLINES)**

### **PUSAT KESIHATAN UNIVERSITI**



**TEL: 03-8946 7332 / 03-9769 7332**

**03-9769 7334**

**(KECEMASAN)**

### **BAHAGIAN KESELAMATAN UNIVERSITI**



**TEL: 03-9769 7470 / 03-9769 7990**

**03-9769 1999**

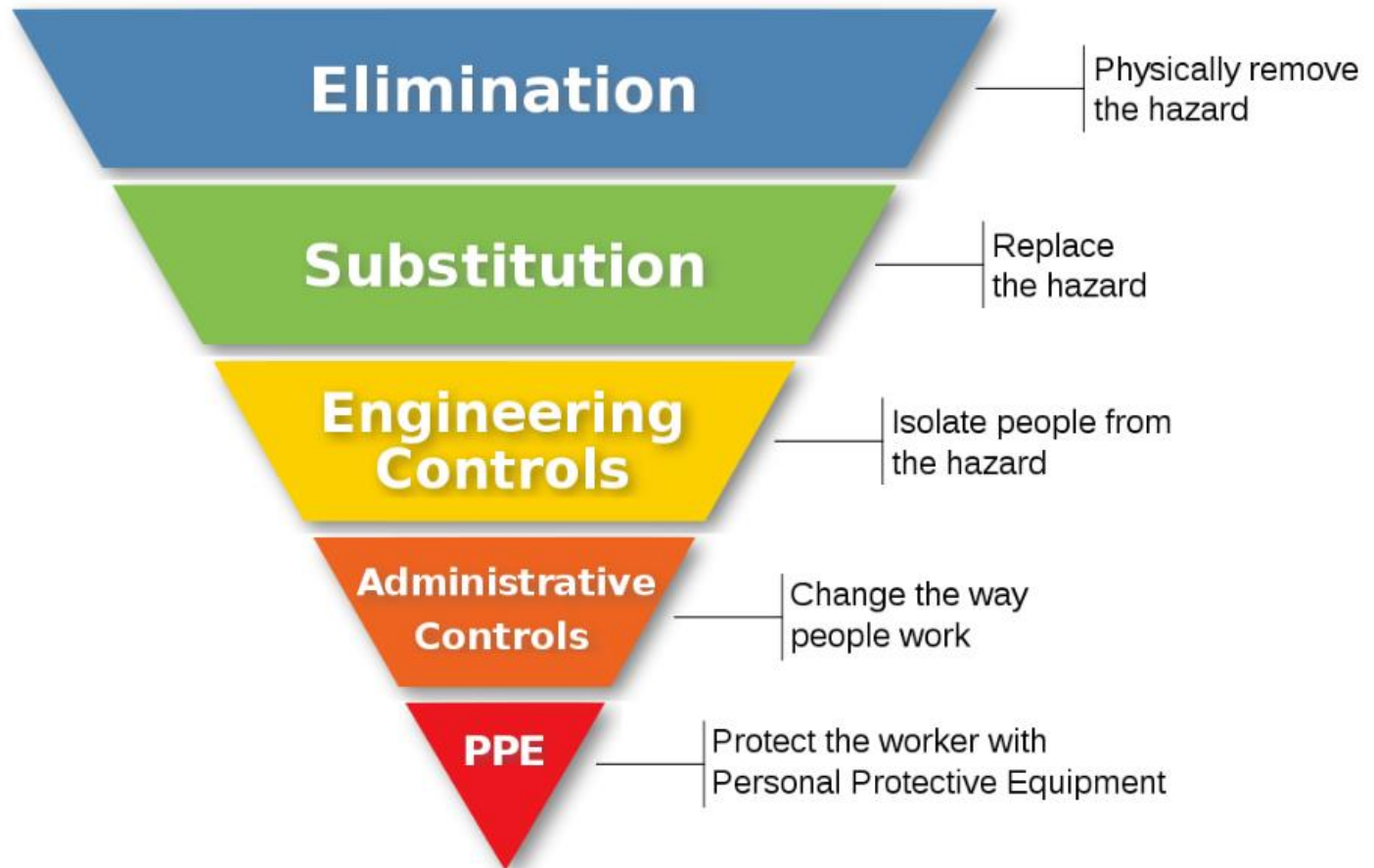
**(PUSAT KAWALAN 24 JAM)**

# Hierarchy of Controls

Most  
effective



Least  
effective





## Review

- We talked about what is an accident
- We talked about slips, trips and falls
- We talked about office ergonomics
- We talked about chemical safety
- We talked about back injuries and safety



## What Should You Remember

- The most important concern for most employees should be for **your own health and safety**.
- Take **personal responsibility** for keeping yourself, teammates, vehicles, and equipment from mishap to the best of your ability.
- Be constantly **alert** for any hazardous condition or practice.
- **Report** all potentially unsafe conditions or practices to your supervisor immediately.
- Practical jokes and horseplay are not permitted on the job.

## What Should You Remember

- Follow prescribed **procedures** to the best of your abilities in any emergency.
- Promptly **report** to the supervisor or medical office any injury, regardless of the severity.
- Ensure that, after receiving instructions, you **understand** them completely before starting to work.
- Know how and where medical and other **emergency help** can be obtained.

## What Should You Remember

- If unsure about your job, task, duty, or responsibility, **stop and seek guidance** from your supervisor, prior to continuing or starting work.
- Every time you think about lifting, **think defensively** about your back and the possibility of a back sprain.
- Follow good lifting **techniques**, not only at work, but also at home It's your back and your lift.
- With proper exercise, a good diet and the proper lifting techniques, your chances of being out of work with chronic or severe back pain are greatly reduced.

## What Should You Remember

- Use personal **protective** equipment when necessary.
- Always use the **correct** tool or piece of equipment for the job.
- Keep your work area **tidy**.
- Practice proper **housekeeping**.
- **Return** equipment, equipment, tools, and utensils to their proper place.
- Be **alert** to ways in which the workplace can be safer

## Conclusion

**Questions?**



**Thoughts?**



**Napping?**





# **Thank you for your participation!**

