



Good Practice Guide



Factory Improvement Programme

ENSURING LABOUR SAFETY IN FACTORIES

Labour safety is a very important matter in manufacturing but often ignored in factories in developing countries. Workplace accidents causing death or disability cost both individuals and factories dearly. This Guide focuses on how to ensure safety in production for workers in the steel industry, but is also relevant to other kinds of factories.

PROSPECTIVE USERS:

All members of the factory must be involved in ensuring safety in the workplace. It is management's responsibility to ensure a healthy and safe environment, but workers must also take responsibility for their own safety and follow factory policies and procedures to ensure their safety.

This practice can be applied to all kinds of factories.

PROBLEMS ADDRESSED

- Workplace accidents
- High costs of compensation, sick or accident leave
- Workers taking a lot of sick leave

PROCESS

To improve labour safety in the factory requires a comprehensive approach involving all members of the factory. Labour safety is about reducing risk in the workplace, and educating all employees about safety.

Firstly, management should create a policy on labour safety. The policy should include a number of issues such as ensuring workers are wearing appropriate protective equipment, educating workers about labour safety and continuously monitoring safety in the workplace.

Steps in implementation

1. Develop and distribute labour safety policies and regulations; these policies and regulations must conform to the relevant national Labour Code.
2. Place a safety reminder board with large symbols and letters at the entrance gate and inside the factory where it is easy for workers to see it.
3. Post messages about labour safety around the factory to continually remind workers to be aware of safety issues. These messages should include user-friendly visual aids.
4. Use safety slogans which are easy to see, understand and remember.
5. Use pictures and diagrams to illustrate to workers both the correct and unsafe ways of using equipment, machinery or fire rescue devices, or doing activities such as lifting.
6. Brainstorm creative ideas to encourage workers to ensure safety in production and wear personal protective equipment.
7. Ensure every worker has sufficient personal protective equipment. Provide workers with personal storage to keep their personal protective equipment such as hats, gloves or shoes. (See Good Practice Guide: *How to get workers to wear PPE*)
8. Supervisors should ensure all workers are wearing all their standard protective equipment before starting every shift (e.g. hard hat, shoes, protective clothes).
9. Set up a fire rescue system and train workers on how to use the fire rescue devices or evacuate from the factory premises in the case of fire. Regularly organise fire rescue practice for workers. (See Good Practice Guide: *Fire Safety*)
10. Train workers on how to use lifting machines such as forklifts as well as to conduct manual lifting correctly. (See Good Practice Guide: *Safe Lifting*)
11. Train workers on how to use the electric system and devices safely. Ensure that all electrical devices are in safe and secure.
12. Train workers on how to enhance their productivity in a safe way and how to ensure that their health is protected. Ensure that they have comfortable seats or working positions during the work time.
13. Set up emergency systems including alarms for fire or emergencies, emergency exits, and emergency exit maps and procedures.
14. Ensure that the ventilation and lighting systems provide sufficient air and light for workers.
15. Set up a system to help isolate chemical factors such as dust or fumes in the factory. Use dust-cleaning machines to clean the factory. Ensure that chemical storage areas are well ventilated and located away from potential sources of ignition and labelled in the local language.
16. Offer timely encouragement and/or rewards for individuals or groups who conform to the safety regulations.
17. Regularly conduct safety audits to ensure that all the divisions in the factory properly implement regulations on fire safety, chemical safety, electrical safety etc. Ensure that all the rescue devices and equipment are in proper working condition. Ensure that emergency exits are clear of obstacles.
18. Safety audits should also look at any source of risk within the factory and identify ways to remove such risks. If the removal of risk is not possible, a signboard must be posted to notify workers of the risk.
19. Safety audits should also continuously look for ways to create a safer workplace by identifying new measures or additional supporting devices to help workers do their jobs more safely.





RESOURCES REQUIRED

- Efforts of personnel in charge of labour safety.
- Regulations on labour safety.
- Guides on safety in production.
- Personal protective equipment and personal storage.
- Encouragement policy for workers who conform with the regulations.
- Supervision of line managers.

CHALLENGES AND PITFALLS

- Difficulty in changing workers' attitudes to pay attention to labour safety issues.
- Difficulty in ensuring that workers use personal protective equipment properly.

POSITIVE IMPACT

- Safety for workers and for the factories.
- Good and stable labour force.
- Cost saving by avoiding accidents resulting in deaths, disability or damaged property.

INDICATORS FOR MONITORING

- Safety regulation established and communicated to all workers.
- Safety regulation and safety manual posted on public information board.
- All workers know how to use their working tools, machinery and equipment correctly and safely.
- All workers understand and remember key safety regulations which relate to them.
- Personal protective equipment and personal storage available to all workers.
- All workers use personal protective equipment correctly.

Further Information Available:

FIP References:

Module 6 - Health and Safety

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