



AWARENESS ON SAFETY & SAFETY RULE for Office

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Bangkok – Thailand

SAFETY RULE FOR OFFICE



STAY STEADY, STAY SAFE

- Always use handrails on stairs
- Keep walking pathways clear
- Avoid using mobile phones while walking
- Walk, don't run, in corridors and walkways



POWER UP RESPONSIBILITY!

- Always use a lid for liquid drinks to avoid spillage
- Only use approved appliances and avoid substandard cords or chargers
- Never overload sockets
- Switch off computers and unplug equipment before leaving



WORK SMART, STAY COMFORTABLE

- Adjust your chair so your feet rest comfortably on the floor
- Avoid bending at the waist to lift heavy items
- Take a 5-minute ergonomic break every 2 hours



KEEP IT NEAT AND PROFESSIONAL

- Maintain clean pantries and dispose of food waste in pantry bins only
- Practice "clean as you go"
- Follow the clean desk policy daily
- Ensure no clutter under tables to allow proper legroom



BE PREPARED, STAY PROTECTED

- Participate in annual emergency evacuation drills.
- Keep emergency exits, fire extinguishers, and alarms clear of obstructions.
- Avoid blocking sprinkler systems—keep materials at least 1 meter below the ceiling.



HANDLE TOOLS WITH CARE

- Use rounded scissors to avoid accidents.
- Seek help for printer jams; don't force it!
- Do not open printers if untrained.

BEHAVIOR

AWARENESS ON SAFETY

WHY SAFETY IS IMPORTANT & THE IMPACT



It is often said that the most important asset of any organization is its people. This was not always so widely accepted and in many industries workers health and safety was largely ignored.

Today, most countries have put some worker protection **legislation** in place and those that haven't are becoming increasingly **isolated**.





“Good safety is Good business!”

A Good safety culture is believed to positively impact upon an organization’s **quality reliability competitiveness** and **profitability**

Dr. Dominic Cooper C.Psychol AFBPsS FIOSH

A good safety culture can also contribute to competitiveness in many ways



Used as marketing devices
(Safety features for some products)



- Positive impacts on employees commitment
- Loyalty to the organization
 - Job satisfaction
 - Productivity
 - Reduced absenteeism

Contribute to profit by minimizing loss Adding to the capital value

Indeed, the **typical costs associated with accident** include:



- ✓ Lost production
- ✓ Time and costs due to product, plant & equipment
- ✓ Increased insurance premiums
- ✓ Legal cost
- ✓ Medical expenses
- ✓ Compensation costs to injured employees
- ✓ Absenteeism
- ✓ Lower morale of employee leading to poor performance and productivity
- ✓ Unsatisfactory employee relations
- ✓ Low level of motivation

SAFETY is for everyone/ everything we Do

Everyone: Our own

Our customers, clients, co-workers, suppliers, other
contractors and visitors

And communality

Everything: Environment – surrounding & general

Properties – tangible & intangible

At anytime, anywhere we touch

MOTUL Safety policy : SAFETY MESSAGE FROM CEO



Hello to all of you

Much beyond the monthly business results, **Our top priority** at Motul is our people—their integrity and **safety**.

We believe in **Zero accidents**, and we trust that each and everyone one of us plays a key role in **ensuring** a healthy and **safe environment for our team members**.

We all must be aware and committed to this goal.

Managers must of course be exemplar , setting clear expectations, listen actively and take action to adapt our environment to the best possible conditions and **supporting all employees in developing the right safety habits**.

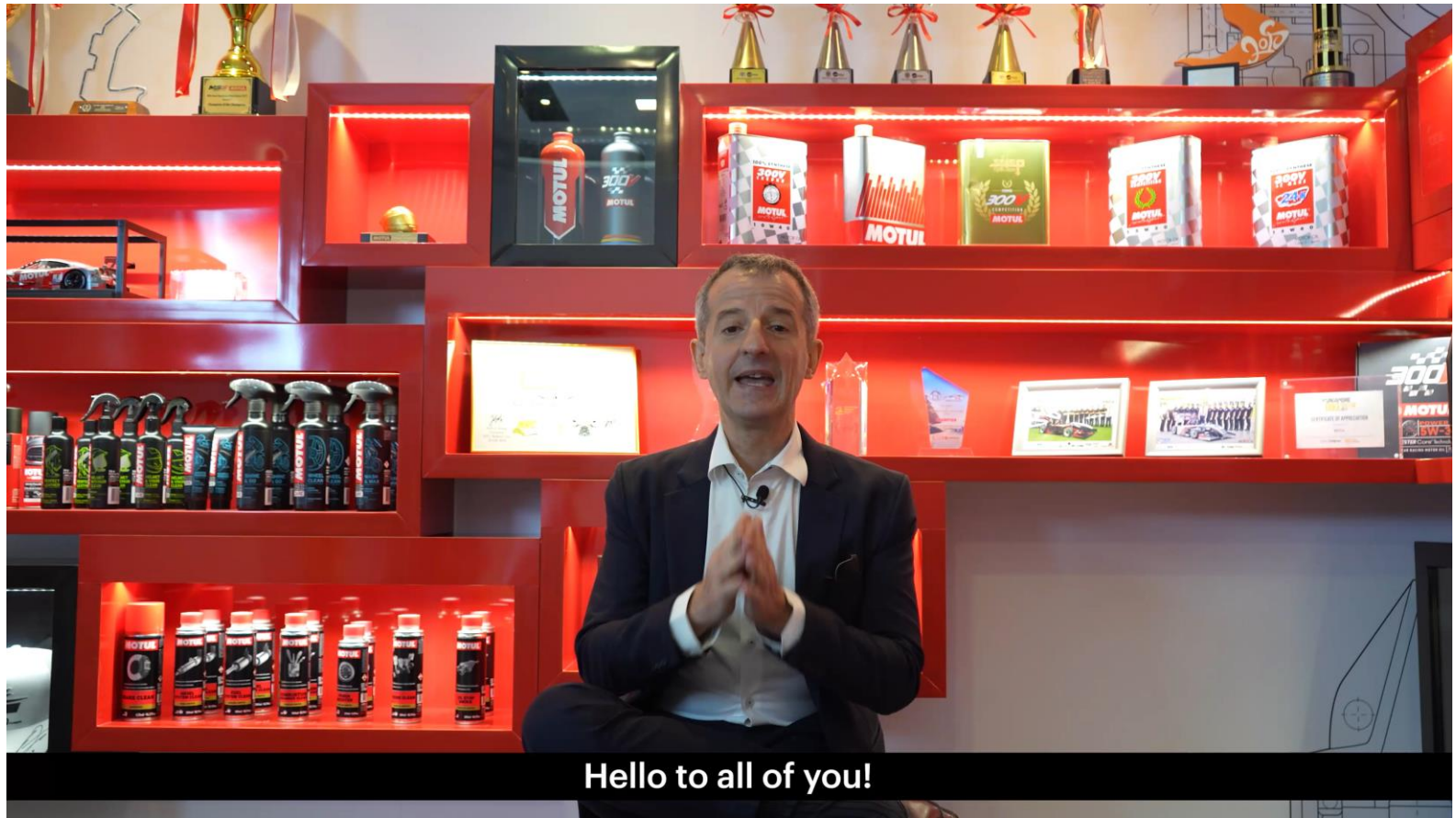
Each employee as well as contractors and visitors of our premises must take accountability for safety, following all the rules, reporting unsafe situations or behaviors and collaborating with their colleagues to create the best working environment.

Thank you all for your cooperation.

Let's make Motul a Great, Responsible and Safe place to work !

LIONEL

MOTUL Safety policy : SAFETY MESSAGE FROM CEO



Hello to all of you!

HAZARD

VS

RISK

Source with a potential to cause injury and ill health



RISK is the likelihood of a hazard causing harm



Note: Risk / Impact (R) = Frequency (F) x Probability (P) x Severity (S)

IDENTIFY HAZARD



Common types of hazards

Safety hazards



Slip trip and Fall

Machine parts

Electrical

Work Posture Hazards



Incorrect posture

Heavy load

Inappropriate workplace design

Biological Hazard



Bacterial /viruses



Infectious waste



Animal sources of infection

Physical Hazards



Radiation



Extreme weather condition



Noise

Chemical Hazard



Unidentified hazardous chemicals



Chemicals causing explosions or fire



Gases harmful to health

Workload Hazard



Work pressure



Conflict



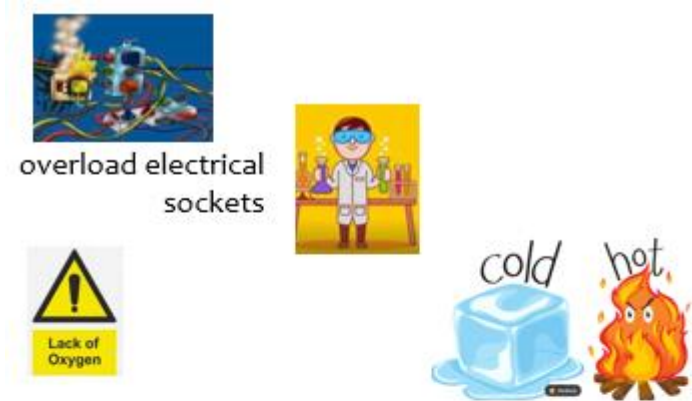
Work is not flexible

HOW DO YOU KNOW WHAT IS A HAZARD ?

Ask yourself the following questions ?

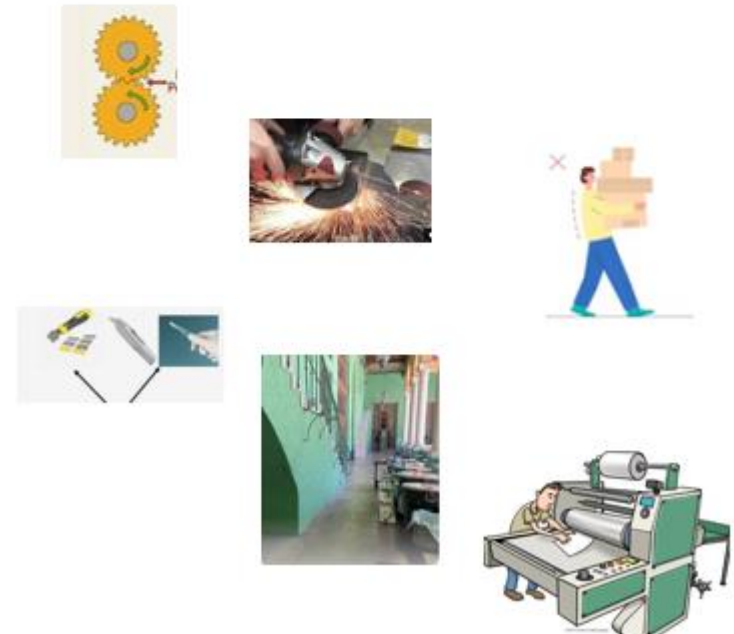
I have been exposed /touch to materials or situations that could harm my body such as:

- ✓ Electricity
- ✓ Chemicals (solid, liquid, gas or mist...)
- ✓ Excess heat or cold
- ✓ Lack of oxygen



What equipment could I come into contact with that could cause jamming

- ✓ Moving parts of machinery (**rollers, conveyors, cranes**)
- ✓ **Splashed** materials (during **welding, cutting, grinding**)
- ✓ **Falling** materials (during **hoisting, lifting**)
- ✓ **Sharp** or jagged points
- ✓ **Protruding** objects
- ✓ **Pinch points** on machines



HOW DO YOU KNOW WHAT IS A HAZARD ?

Ask yourself the following questions ?

Where can I trip, fall, or fall?

- ✓ Working platforms, tanks.
- ✓ Ladders, overhead walkways, roofs
- ✓ Wet surfaces
- ✓ Footwear in poor condition
- ✓ Obstacles, mounds, or mounds that can cause a trip.

Am I working too hard ?

- ✓ Lifting/Pulling/Pushing
- ✓ Repetitive motions

Other situations I might encounter?

- ✓ Unauthorized people in my work area
- ✓ Working alone, confined spaces
- ✓ Missing/damaged materials
- ✓ Unexpected incidents:
Fire/Chemical spills...



WHEN TO PERFORM HAZARD IDENTIFICATION ?



Hazard identification must be completed when:

1) Designing and changing:

- ✓ Designing a new process or procedure
- ✓ Purchase or install new equipment

2) Before starting work

- ✓ Inspecting equipment or procedures
- ✓ Assessing surroundings before each shift

3) During work

- ✓ Paying attention to changes, irregularities or sudden releases

4) After an accident or incident

- ✓ Causes of near misses, minor incidents or accidents

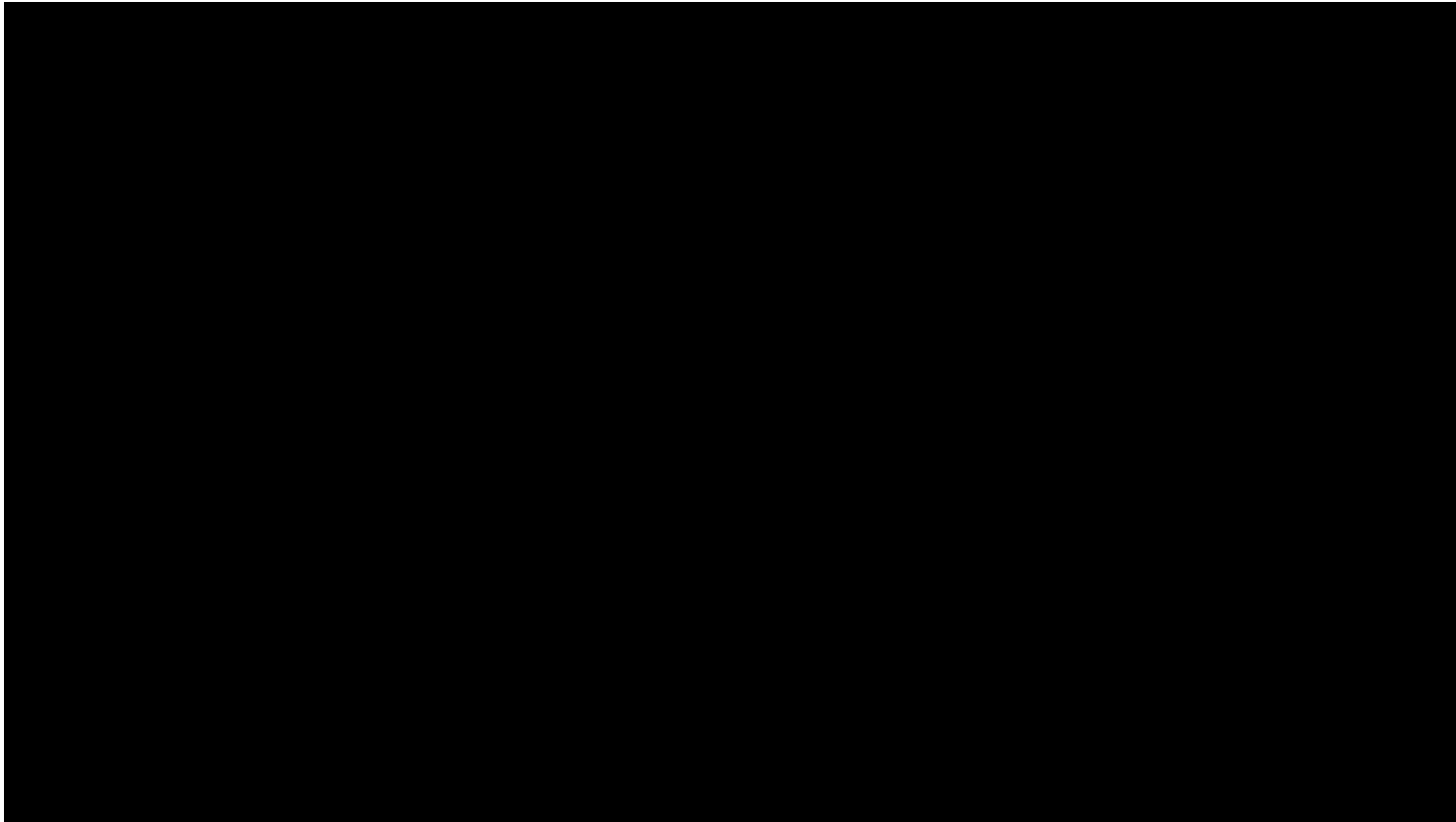
HOW MANY HAZARD CAN YOU FIND ?



WHY DO WE NEED SAFETY RISK ASSESSMENT?



Watch the following video and give your feedback?



WHAT IS OHS/HSE MANAGEMENT SYSTEM



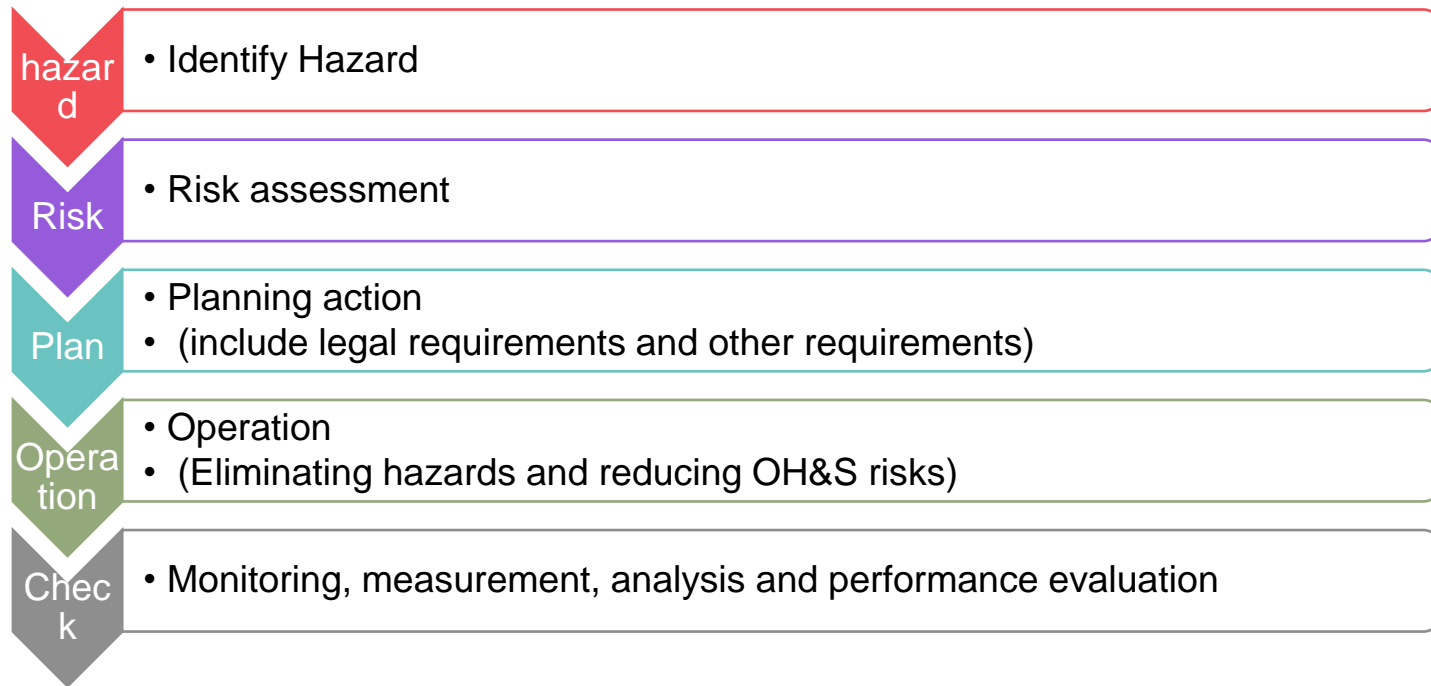
Purpose of safety system :

The intended outcomes will include:

- ✓ Prevent work related injury and ill health to employee
- ✓ To provide safe and healthy workplaces

What is safety management?

HAZARD



How to manage safety?

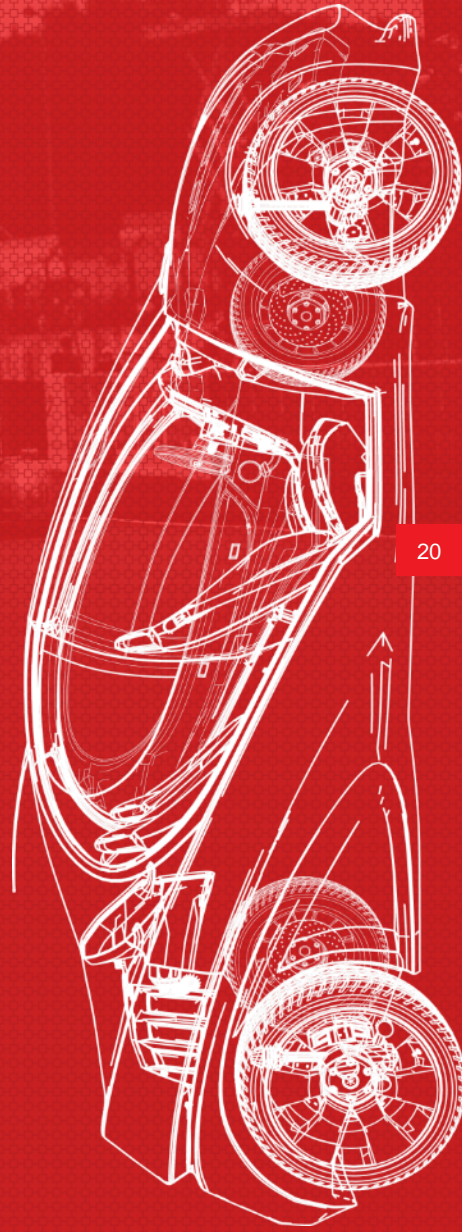
HOW TO MANAGE SAFETY-OHS MANAGEMENT SYSTEM



A Systematic Approach to Occupational Health and Safety Management- ISO 45001



SAFETY RULE FOR OFFICE



1. STAY STEADY, STAY SAFE



1.1 Slip, Trip and Fall



STAY STEADY, STAY SAFE

- Always use handrails on stairs
- Keep walking pathways clear
- Avoid using mobile phones while walking
- Walk, don't run, in corridors and walkways

- Hold the handrail when using the stairs



- Do not run

- Clean up all spillage immediately.



- If the floor is wet, barricade the area or use wet floor signage to indicate that extra care is required and use other route

- Remove uneven floor surfaces, unsuitable floor coverings (including loose or torn carpet), wet floor, trailing cables



1. STAY STEADY, STAY SAFE



1.1 Slip, Trip and Fall

Some daily essentials to avoid slipping and falling at the office



I walk **carefully**, **observe** my surroundings, **anticipate** situations, and use **pedestrian lanes**.



I **do not obstruct the hallway** (storage bins, cabling, etc.).



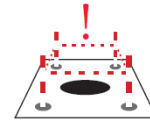
I wear **appropriate shoes**.



I don't use my **phone** while walking.



I **wipe my shoes** on the doormat.



I report **damaged floors** or **any liquid spills**.



I **hold the handrail** when walking up the stairs.



I **left** my wet umbrella outside the office.



In the office, I can also have an accident!

1. STAY STEADY, STAY SAFE



1.1 Slip, Trip and Fall

- **Regular inspect, repair** and replace **damage** carpets and mats. **Table and chairs** should be properly designed and **regularly inspected for missing casters**, shaky legs or **loose parts**.
- **Open only one file drawer** at a time; **Always close** all file **drawers and cabinets**
- **Materials must** be stored safely to prevent them from falling on employees or visitors or causing product damage.
- **Do not leave items** on the floor or overhang from **shelves** into walkways; always remove obstructions from walkways or passageways;
- **Never stand on a chair** or make shift ladder to reach an overhead object; Use appropriate step ladder.
- If to work at a height of 2m and above:
 - ✓ Work at heights must only be carried out when there is a **barrier below**
 - ✓ must only be carried out when a **working platform with a full guardrail is installed**
 - ✓ You must be aware that you will be **saved** from falling from heights if you use the **safety harness correctly**.

1. STAY STEADY, STAY SAFE



1.1 Slip, Trip and Fall Ladders

10 Ladder Safety Rules



1 Choose the right ladder



2 Check for damages or issues before each use



3 Ensure physical capability of using a ladder



4 Set up the ladder on a flat and stable surface



5 Set up in a safe place



6 Never lean or reach away from the ladder



7 Always maintain a three point of contact



8 Only take small items up or down a ladder



9 Apply the 1:4 rule



10 Climb down cautiously

1. STAY STEADY, STAY SAFE

1.2 Traffic:

MAIN RISKS RELATED TO TRAFFIC



Rollover



Collisions between vehicles and the environment



Collision between vehicles



Collisions between pedestrians and vehicles



Slips, trips and falls



Falls from a bike

1. STAY STEADY, STAY SAFE



1.2 Traffic:

I comply with safety rule when I drive, ride a bike or walk

My commitment to SAFETY

- ✓ I check the condition of vehicle before use
 - ✓ I always wear a seat belt when in the vehicle
 - ✓ I do not exceed the speed limit and adapt my driving to the road conditions
 - ✓ I do not use any communication system while driving, such as telephones, walkie-talkies and radios, even with hands-free devices
 - ✓ I respect the authorized driving times and the journey management plans
 - ✓ I use the lanes dedicated to pedestrians and cyclist accordingly
 - ✓ I hold handrails when taking the stairs
- It is forbidden to use all communication systems while driving: phones, walkie-talkies, radios.
 - Add road conditions: adjust your driving style to the road conditions (traffic, weather conditions, road quality, etc.).
 - Add bike paths: just as pedestrians must use designated lanes, cyclists must use bike paths where available.
 - Add a journey management plan: journeys (involving freight and collective transport, longer than 150 km or more than 3 hours, in countries with high road risks) are managed by the management team transport management.

2. POWER UP RESPONSIBILITY!



ELECTRICAL SAFETY :



POWER UP RESPONSIBILITY!

- Always use a lid for liquid drinks to avoid spillage
- Only use approved appliances and avoid substandard cords or chargers
- Never overload sockets
- Switch off computers and unplug equipment before leaving

- Do not overload power sockets
- Do not use faulty and substandard cords and chargers.
- Only approved appliances should be used
- Do not store drinks or liquids near electrical sockets as it may spillover
- Always use a cover lid on the cups of coffee or liquid.
- Always turn off computers and unplug equipment before leaving the office
- All electrical panels must be locked
- Annual electrical inspection should be done by Admin/ Facilities
- Avoid using extension cords. If to use extension cord the following are recommended:

- Because death from electric shock is the 4th highest killer in industrial accidents worldwide and we don't want you to be a victim.



3. WORK SMART, STAY COMFORTABLE

Ergonomics :



**WORK SMART,
STAY
COMFORTABLE**

- Adjust your chair so your feet rest comfortably on the floor
- Avoid bending at the waist to lift heavy items
- Take a 5-minute ergonomic break every 2 hours

Key Aspects of Office Ergonomics:

1. Workstation Setup
2. Proper Posture
3. Static Postures-Movement & Breaks
4. Work design & Physical Environment
5. Eyestrain safety
6. Identify if your body is **dehydrated**

3. WORK SMART, STAY COMFORTABLE



Ergonomics :

4.1 Manual Lifting

Manual Lifting Technique:

- Use your **knee** when lifting an object
- Protect your back, use **your leg**
- **Position your foot** to gain stability
- Grab the object with **both hands** with
- Carry the load in **upright position**
- Unload in the same manner, **using leg**



COMON HAZARDS:

- Musculoskeletal deterioration (eg . back pain)
- **Trauma or fractures** due to accidents



3. WORK SMART, STAY COMFORTABLE



Ergonomics :

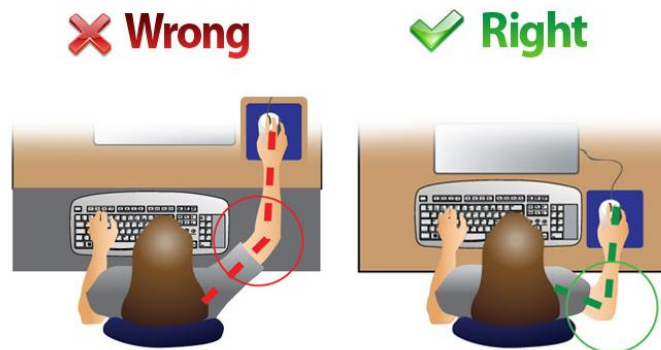
4.2. Proper postures

- Use a chair which is **stable and adjustable**, with **armrests and backrest**.
- Adjust chair to a **height** which allow the **feet to rest comfortably** on the floor or footrest;

Below is the recommended chair:



- Ensure that wrists are kept straight while using the keyboard and mouse, with some space provided between the table edge and keyboard for wrist support

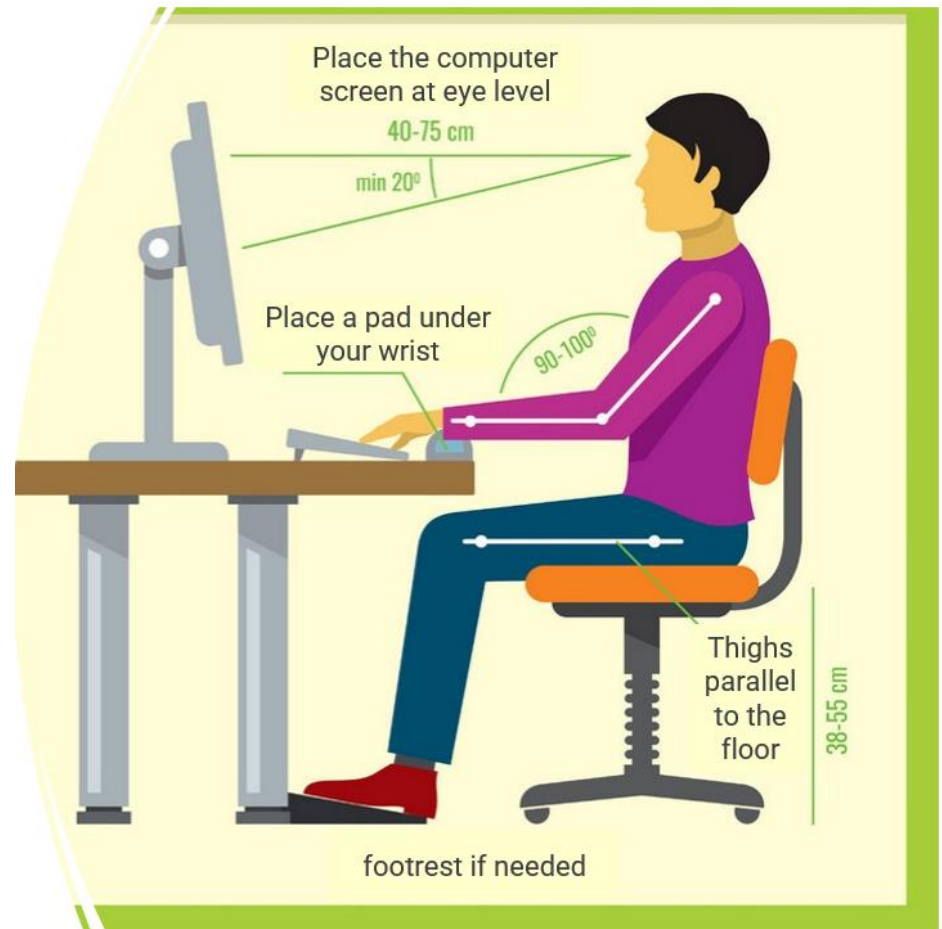


3. WORK SMART, STAY COMFORTABLE

Ergonomics :

4.3 Static Postures

- Right posture when sitting at the computer for office employees
- Sit and rest at regular intervals.
- Change position, stand up, stretch or walk around **whenever they feel tired.**
- Do at least 5minutes ergo break every 2 hours.
- There should be a sufficient legroom to allow stretching of legs to reduce fatigue



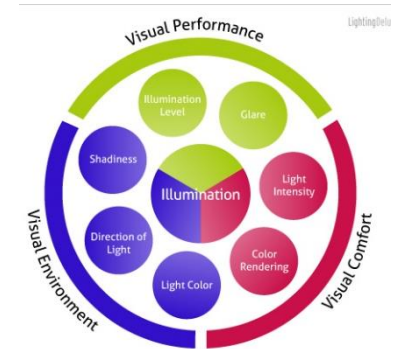
- <https://nogifu.com/tu-the-ngo-i-dung-cho-dan-van-phong-tt14944.html>

4. Ergonomics

4.4 Work design & Physical Environment

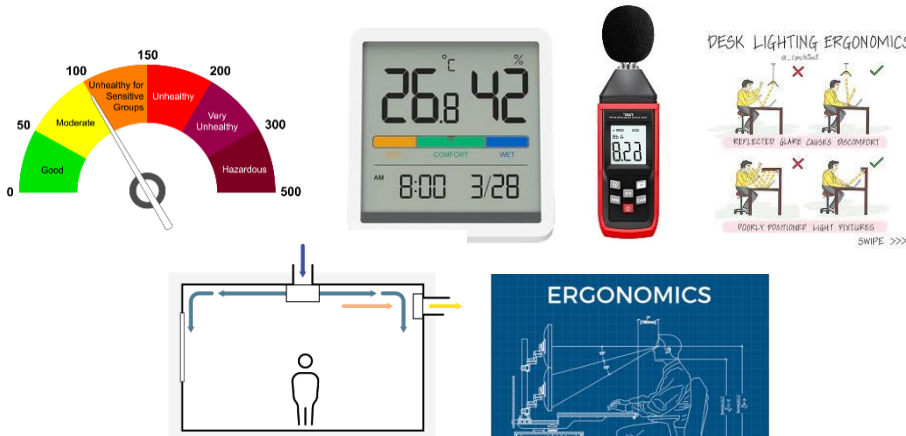
Illumination

- ✓ Ensure to follow standard illumination requirements for offices (such as 300lux for Philippines)
- ✓ There should be adjustable shades on windows to prevent glare



Work Environment Measurement (WEM)

Inspection and checking should be regularly done to ensure a safe, healthy, and compliant work environment.



Temperature

Indoor temperatures should be kept within a comfortable range 24–25°C



3. WORK SMART, STAY COMFORTABLE



Ergonomics :

4.5 Eyestrain safety

1) Adjust **brightness and contrast** of screen

3) **Position of screen:** Light from windows & overhead lights does not cause **glare**

5) Take regular **breaks**

7) regular **eye check** by doctor

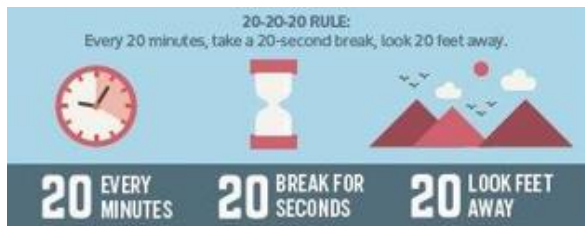


2) keep comfortable **distance** : eyes -screen

4) Adjust **font size** & contrast to make text easier to read

6) Ensure work area is **well-lit**

8) Use **ergonomic chairs** and desks



3. WORK SMART, STAY COMFORTABLE



Ergonomics :

4.6. Identify if your body is **dehydrated** by the color of **your urine**

Clear:

- You drink too much water
- You should drink a moderate amount of water and drink slowly

Lemon yellow

- Your body contains an ideal amount of water
- Maintain a daily water drinking habit

Beer yellow

- Your body is still hydrated

Amber

- Your body is in a state of mild dehydration, need to replenish water

Brown or dark orange

- You are severely dehydrated
- Replenish water and electrolytes.

Source : <https://suckhoecong.vn/mau-sac-nuoc-tieu-ca-bao-dau-hieu-co-the-thieu-nuoc-mua-hanh-kho-d72236.html>

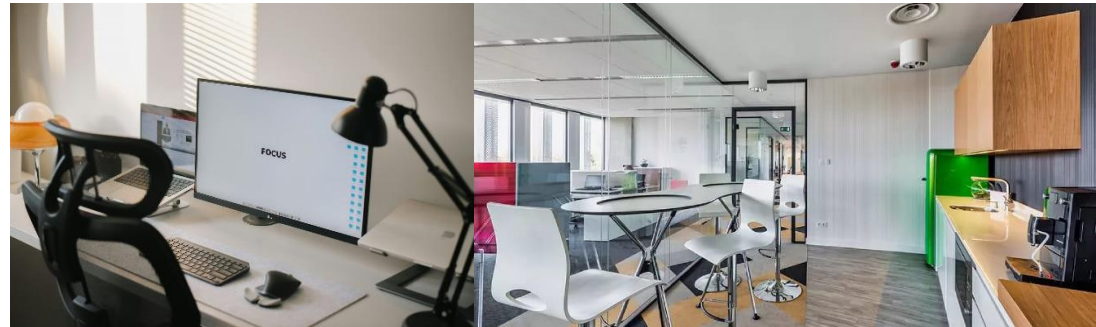
4. CLEAN OFFICE & HYGIENE



**KEEP IT NEAT
AND
PROFESSIONAL**

- Maintain clean pantries and dispose of food waste in pantry bins only
- Practice “clean as you go”
- Follow the clean desk policy daily
- Ensure no clutter under tables to allow proper legroom


- Keep desks clear of all items after working hours, except for IT equipment.
- Maintain cleanliness in the pantries, including the refrigerator, and practice a "clean as you go" policy.
- Observe proper waste segregation at all times.
- Ensure no documents are stored under desks to provide adequate legroom.



5. BE PREPARED, STAY PROTECTED



Emergency Preparedness



**BE PREPARED,
STAY
PROTECTED**

- Participate in annual emergency evacuation drills.
- Keep emergency exits, fire extinguishers, and alarms clear of obstructions.
- Avoid blocking sprinkler systems—keep materials at least 1 meter below the ceiling.

- **Participate** on annual emergency evacuation drill.
- **Do not** block or obstruct access to emergency exits, fire Extinguishers, fire alarm and pull station.
- **Do not remove** fire protection equipment
- **Identify** and properly store all **flammable** & combustible **materials** in dedicated key locked and **well-ventilated** storage cabinets or dedicated rooms
- **Do not** obstruct **sprinkler**. **Remove** all boxes or any material from within **1meter** of ceiling
- **Smoking** is strictly **prohibited** at the office

FIRE DRILL

FIRE SAFETY RULES



1. LISTEN DIRECTIONS
Lorem ipsum dolor sit amet.

2. QUIETLY LINE UP
Lorem ipsum dolor sit amet.

3. WALK CAREFULLY
Lorem ipsum dolor sit amet.

4. GO TO YOUR ASSIGNED PLACE
Lorem ipsum dolor sit amet.

5. STAY WITH YOUR CLASS
Lorem ipsum dolor sit amet.

MORE INFO:
123 AVENUE ST
PH 5555-5555
www.webpage.com



5. BE PREPARED, STAY PROTECTED

First Aid

- Take charge when someone is **injured or falls ill**, and **call an ambulance if necessary**
- Ensure that first aid **equipment** is properly maintained, including keeping the **first aid box fully stocked** (contents should be regularly monitored).
- **Report** any **accident or incident** to management, following the established procedure.
- **Ensure** that first aid is **available** at **all times** when people are working on-site.
- Whenever possible, ensure that at least **one trained and certified first aider** is present throughout the working day



Employees **should not** attempt to give first aid unless they have been properly trained and certified.

6. HANDLE TOOLS WITH CARE

Tool & equipment



HANDLE
TOOLS WITH
CARE

- Use rounded scissors to avoid accidents.
- Seek help for printer jams; don't force it!
- Do not open printers if untrained.



- Use only **scissors** that are **rounded**, self retractable cutters and **paper cutters** with **guards** or **no exposed knife**
- When **using scissors**, cut in a **direction away from your body** and fingers, hands, arms, and legs.
- Always **pass** a pair of scissors or **tool handle first** to another person.

SAFETY BEHAVIOUR CHECKLIST



FOLLOW SAFETY RULES

I consistently follow all safety procedures and workplace guidelines.



PARTICIPATE ACTIVELY

I engage in safety programs and take part in training sessions.



ENSURE SAFETY FOR ALL

I never put myself or others at risk through unsafe actions.



UNDERSTAND RISKS AND PROCEDURES

I am aware of the hazards and risks in my work and always follow the appropriate safety protocols.



COLLABORATE FOR SAFETY

I work with my colleagues to create and maintain a safe working environment.



ADDRESS UNSAFE BEHAVIOURS

I confront unsafe actions and help others correct them when needed.



WELCOME FEEDBACK

I am open to constructive feedback on my safety practices and strive to improve.



REPORT HAZARDS

I report unsafe conditions, hazards, or near misses promptly to prevent incidents.



<<< THANK YOU >>>