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FROM THE AMERICAN PEOPLE



USAID Opportunity 2.0 Program:
Second-Chance Opportunities for Out-of-school Youth
LIFE SKILLS FOR SELF-DIRECTED LEARNING



MODULE 5: SAFETY AND HEALTH AT WORK
LEARNER'S HANDBOOK

Acknowledgements

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As part of the Journey to Self-Reliance, the education system of DepED ALS will be strengthened to reach vulnerable out-of-school youth through providing them with second chance education so that learners are better equipped with the soft and leadership skills they need to excel in the labor market today and into the future.

The Life Skills Curriculum is an adaptation of EDC's globally recognized Work Ready Now.

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Module 5: Safety and Health at Work

“Ang kaligtasan ay dapat pinaghahandaan”

Safety doesn't happen by accident.

Safety and Health at Work Objectives

By the end of the module, you will:

- ✓ Describe the importance of good personal care and healthy habits at work
- ✓ Do proper hand-washing techniques
- ✓ Identify unsafe situations that could harm people while on the job
- ✓ Identify ways to prevent accidents and getting sick at work
- ✓ Respond appropriately if there is a safety hazard, an accident or an emergency at work

Module Overview

 Activity	 Time
 Session 1: Positive Health and Safety Practices	
1: Introductory Activity and Learner's Reflection	60-90 minutes
2: Healthy Hygiene & Sanitation Practices	30-50 minutes
3: Proper Hand-washing Techniques	30-50 minutes
4: Hazards in the Workplace and Application	30-60 minutes
5: Ways to Make Work Safer and Application	60-90 minutes
 Session 2: Emergencies at Work	
6: Introductory Activity	20-30 minutes
7: Responding to Emergencies	20-40 minutes
8: Module 5 Review and Assessment	20-30 minutes
	Total Time: 4 hrs 30 mins - 7 hrs 20 min

Written Assignments

This is a checklist of all the written documents for learners to accomplish. The facilitator will put a tick mark on the submitted outputs and follow-up on those that have not been submitted yet.

- 5.1: Good Health Habits
- 5.2: Healthy Hygiene and Sanitation Practices
- 5.3: Proper Way of Washing Hands
- 5.4: Hazards in the Workplace
- 5.5: Find the Hazard
- Session 1 Writing Space
- 5.6: Work Exposure - Observing Safety in the Workplace
- 5.7: Controlling Hazards
- 5.8 Finding Solutions to Hazards
- Session 2 Writing Space

SESSION 1: GOOD HEALTH AND SAFETY PRACTICES

Learning Strand 4: Life and Career Skills	
Content Standard: Productivity (Employment)	
Performance Standard: Enhance one's capacity to work with efficiency in utilizing resources to produce quality outputs as an employee	
Learning Competencies:	
9	Identifying, reporting and reducing risks and hazards – LS4LC-PE-PSC-AE/JHS-9
10	Keeping the workplace clean and tidy – LS4LC-PE-PSC-AE/JHS-10
11	Identifying, reporting and reducing risks and hazards – LS4LC-PE-PSC-AE/JHS-9

Activity 1: Introductory Activity¹

Objectives:

- ✓ Review the main concepts of the previous module (Module 4: Work Habits and Conduct)
- ✓ Identify the main concepts of Module 5
- ✓ Share prior experiences and knowledge regarding workplace safety
- ✓ Identify important health practices in the workplace
- ✓ Assess personal health

 **Recommended Time:** 60-90 minutes

Welcome to Module 5: Safety and Health at Work! In the previous module on Work Habits and Conduct, we learned about several new things: filling up a bio-data and writing an application letter, processes and tips during a job interview, workplace behaviors and attitudes, and time management.



What did you learn from the module on Work Habits and Conduct?



Read the proverb at the beginning of the module. What does it mean?

¹ Some of the materials in this Session are adapted from the EDC - developed workplace safety and health curriculum for young people in the United States, Youth@Work: Staying Safe



This module will focus on Health and Safety at Work. What is the connection between this topic and the proverb? How does this topic relate to real life?



This module will cover good practices to stay healthy and safe at work. The first session will cover healthy habits, hygiene and sanitation, hazards in the workplace, and ways to make work safer.

↔ Key Topics and Learning Points ↔

1. Healthy Habits
2. Hygiene and sanitation at work
3. Hazards in the workplace and ways to make work safer

★ Healthy habits will help you maintain good health and work-life: sufficient sleep, exercise, avoiding drinking and smoking, good nutrition, safe hygiene practices, being positive

★ When do you wash your hands?

- ✓ Before eating
- ✓ Before preparing food
- ✓ After using the bathroom
- ✓ Before and after treating wounds
- ✓ After touching a sick person
- ✓ After handling garbage
- ✓ After blowing your nose, coughing or sneezing
- ✓ Before breastfeeding

★ **Preventing germs:**

Sources of Germs	Prevention Techniques
Contaminated kitchen surfaces	Ensure surfaces are kept clean; keep refuse containers clean and away from food being prepared.
Dust	Keep surfaces clean.

Insects, rodents and pets	Keep them away from food - particularly for dry foods kept outside of refrigerators or freezers, store in tightly sealed containers.
Dirty hands and dish cloths	Wash regularly.
Raw foods	Keep foods separate to prevent cross-contamination; carefully wash preparation surfaces and utensils between uses for different foods. Take particular care with surfaces and utensils used to prepare meat and poultry to prevent potential spread of salmonella.

Learner's Reflection: Module 5 Safety and Health at Work

This is not a test but is a way for us to see what you already know or do not know about the topics. You will read a skill that is listed in the left column. Think about yourself and your experience. Then read the statements across the top. Check the column that best represents your situation. The results will help you and the instructor know which topics may require more time, effort and guidance.

Ang mga katanungan dito ay hindi test. Ito ay isang paraan upang malaman mo ang iyong kaalaman, kasanayan o kakayahan tungkol sa paksang ito. Basahin mo ang mga kaalaman, kasanayan o kakayahan na nakalista sa kaliwang kolum. Magbalik-tanaw sa iyong sarili at mga karanasan, basahin ang lahat ng mga pangungusap at lagyan ng tsek ang sagot na naaangkop sa iyong sitwasyon. Ang iyong kasagutan ay magiging gabay mo at ng iyong guro sa pagpapalawak ng iyong kaalaman tungkol sa paksang ito.

<p>My experience</p> <p>Knowledge, skills and abilities</p> <p><i>Kaalaman, kasanayan at kakayahan</i></p> <p><i>Wala akong karanasan sa</i></p>	<p>1</p> <p>I don't have any experience doing this</p> <p><i>Wala akong karanasan sa paggawa nito</i></p>	<p>2</p> <p>I have very little experience doing this</p> <p><i>May kaunti akong nalalaman sa paggawa nito</i></p>	<p>3</p> <p>I have some experience doing this.</p> <p><i>Mayroon akong karanasan sa paggawa nito</i></p>	<p>4</p> <p>I have a lot of experience doing this</p> <p><i>Marami akong karanasan sa paggawa nito</i></p>
Taking care of my health / <i>Pag-aalaga sa aking kalusugan</i>				
Preventing illness through proper sanitation and hygiene / <i>Pag-iwas sa sakit sa pamamagitan ng pagiging malinis at sanitasyon.</i>				
Identifying potential hazards (things that can cause harm) on the job / <i>Pagtukoy ng mga bagay na maaaring magdala ng kapahamakan sa lugar na pinagtrabahuhan</i>				
Preventing common workplace accidents / <i>Pag-iwas sa mga sakunang karaniwang nangyayari sa lugar na pinagtrabahuhan</i>				
Knowing what to do if you see a hazard that is not taken action / <i>Pagkakaroon ng kaalaman kung anong dapat gawin kapag may nakaambang panganib na hindi natutugunan</i>				
Knowing how to respond in emergencies / <i>Pagtugon sa panahon ng kagipitan</i>				



Most people have experienced or know someone who has experienced health or safety hazards at work. Put a check on the box to the left if you or anyone you know experience:

- Gotten sick from spoiled or unclean food, either at home or in a restaurant.
- Been injured while working.
- Been afraid about an assigned task.

If you put a check mark on at least one, tell the story of how the incident happened.



5.1: Good Health Habits

Let's look at some of the good habits that keep us healthy. Rate yourself on the following health habits: *(For each habit on the first column, place a check mark on the appropriate column – Always, Sometimes, or Never – based on your own daily routine)*

HABITS FOR GOOD HEALTH	Always	Sometimes	Never
1. I get enough rest.			
2. I try to eat nutritious foods.			
3. I avoid smoking and drinking.			
4. I get plenty of exercise.			
5. I strive to be clean and keep my surroundings clean.			
6. I take precautions against Malaria and Dengue.			
7. I avoid injuries when possible (e.g. wear helmet when riding motorcycle)			
8. I treat minor injuries and illnesses promptly.			

9. I strive to have happy relationships.			
10. I avoid gossiping about others.			
11. I like to see others do well.			
12. I avoid thinking about myself in a negative way.			
13. I strive to look my best.			
14. I am optimistic about the future.			



There are health habits that you already practice and there are those that you need to get better at. Healthy behavior is a broad topic, one that we could spend the whole course exploring. There may be additional opportunities to participate in more health-related learning activities in your community.



Create a song or a poem about 3 of the health habits mentioned in the table.



Which healthy habit surprised you?



Which healthy habit is missing in this list?



Sharing is caring

This section encourages you to share your **output** to family and friends. You worked hard on this so now it is time to tell others about the task you have just completed. Do it face to face, via text, chat, or whatever means available and comfortable to you. It's always great to share your thoughts and hear feedback from people who care 😊

Share your song or poem with a member of your family. Let them know this is part of your schoolwork, and then ask them about their thoughts on the song/poem, as well as on the topic of healthy habits.

Activity 2: Healthy Hygiene and Sanitation Practices

Objectives:

- ✓ Describe the importance of personal and public cleanliness
- ✓ Know how to prevent the spread of illness and contamination at work, home and community

 **Recommended Time:** 30-50 minutes



In the last activity, we identified one of the important health habits for workers as ‘striving to be clean and keep my surroundings clean.’ In many workplaces, this is called ‘hygiene and sanitation.’ ‘Hygiene’ is personal cleanliness and ‘sanitation’ is public cleanliness. What can happen if we do not keep ourselves clean? What can happen if we do not keep our communities or workplaces clean?



5.2: Healthy Hygiene and Sanitation Practices

Germ be gone! (Personal Hygiene Practices)



Many illnesses and diseases such as diarrhea and intestinal worms are preventable by safe hygiene practices. These practices get rid of the germs that cause the illnesses. What are germs? Germs are very small organisms that can grow in the body and cause infectious diseases. They can make you sick and are easily transferred. There are, however, things you can do to help prevent them from getting into your system and making you sick.

<p>HOW TO? How do you help prevent germs from getting you or others sick? One excellent way is by washing your hands very often.</p>	
<p>When do you wash your hands?</p> <ul style="list-style-type: none"> ✓ Before eating ✓ After using the bathroom ✓ After touching a sick person ✓ After blowing your nose, coughing or sneezing 	<ul style="list-style-type: none"> ✓ Before breastfeeding ✓ Before preparing food ✓ Before and after treating wounds ✓ After handling garbage
<p>What is the proper way to wash your hands?</p> <ol style="list-style-type: none"> 1. Wet your hands with running water if possible. 2. Apply liquid, bar or powder soap. 3. Lather well. 4. Rub your hands vigorously for at least 20 seconds. Remember to scrub all surfaces, including the backs of your hands, wrists, between your fingers & under your fingernails. 5. Rinse well. 6. Dry your hands with a clean or disposable towel or let them air dry. 	<p>Top 10 Personal Hygiene Practices for Everyone</p> <p>Source: http://www.chaimedia.com/list/499.html</p> <ol style="list-style-type: none"> 1. Daily showers or bath and washing hair 2. Frequently washing hands and face 3. Daily brushing and flossing teeth, regularly after every meal 4. Wearing clean clothes and keeping your surroundings clean 5. Hold a tissue or handkerchief over the mouth when coughing or sneezing, not a bare hand 6. Stopping bad habits such as nose-picking, touching the face etc. 7. Washing hands before eating 8. Not licking fingers before picking up sheets of paper 9. Not biting nails 10. Washing hands right after you touch your shoes



Let's Apply!

Make a checklist based on Top 10 Personal Hygiene Practices for Everyone and monitor yourself for one week.

Jot down your reflections: what makes a hygiene practice easy to do? What makes a hygiene practice difficult to do?



5.2: Healthy Hygiene and Sanitation Practices Continued

Let's Eat! (Food Sanitation Practices)

HOW TO? How do we keep food, dishes, and work area clean?

Washing and Cooking Food:

As important as it is to wash one's hands thoroughly, you also need to wash food off before eating it so that you do not ingest germs through food. You need to:

- ✓ Use a clean water source to wash off fruit and vegetables (as well as a type of sanitizer) before preparing to eat or serve.
- ✓ Cook the food thoroughly to get rid of germs that could be on the food. This can get rid of a lot of unseen germs.

Remember that some food grows in manure and you would rather have these germs removed by washing and cooking them out.

Washing Dishes and Storing Food:

Germs can also be on dirty dishes and cooking pots and pans. So, before and after using the cooking ware and kitchen utensils, you should:

- ✓ Wash dishes with soap and water (preferably hot water when possible).
- ✓ When storing food, try to make sure that it is sealed in a bag (to prevent rats and cockroaches from getting to it).
- ✓ If you see rat droppings in the food, you should throw it out. They carry many diseases that can make you sick.
- ✓ Never consume any bread or other food products with visible mold. The food has gone 'bad' at

this point and must be thrown out as it could make you sick.

Keeping Your Work Area Clean:

If you are planning to enter the workforce, especially in a restaurant, it is very important to:

- ✓ Keep your assigned workstation clean by washing it thoroughly with either a sanitizer or a soap often throughout your shift. Food in your workstation can be exposed and be contaminated by an unclean surface. So cleaning it often will help prevent germs from getting you or customers sick.

*Note: The Department of Health inspects restaurants for hygiene practices, so it is important that all areas remain clean so your employer will be happy with you and your work.



Let’s Apply!

Observe someone cooking at home. Is he/she following the practices stated above? How about your refrigerator or food storage bins? Jot down your observations.

In Summary:

Germs, or microbes, come from many different origins (including food itself) and can be kept out of food by following some prevention techniques:

Source: <http://www.eufic.org/article/en/page/TARCHIVE/expid/tips - good - hygiene - practices/>

Sources of Microbes	Prevention Techniques
Contaminated kitchen surfaces	Ensure containers and kitchen surfaces are kept clean; Keep garbage away from food being prepared.
Dust	Keep surfaces clean.
Insects, rodents and pets	Keep them away from food particularly for dry foods kept outside of refrigerators or freezers, store in tightly sealed containers.
Dirty hands and dish cloths	Wash regularly.

Raw foods	<p>Keep foods separate to prevent cross - contamination; carefully wash preparation surfaces and utensils between uses for different foods.</p> <p>Take particular care with surfaces and utensils used to prepare meat and poultry to prevent potential spread of salmonella.</p>
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5.2: Healthy Hygiene and Sanitation Practices Continued

Water and Waste! (Clean Water and Toilet Facilities)²



Poor water and sanitation can lead to intestinal worms and diarrheal diseases such as cholera, dysentery and typhoid. Here is a story to show how germs are spread from feces:

One day a man with diarrhea relieved himself in a field behind a house. Later a dog sniffed and tasted the ground around **the feces**. A small boy played with the dog. The boy fell into the ground and began to cry. His mother picked him up. He wiped his dirty hands on her dress. **The mother was cooking dinner**. She removed the pot using her dress. The **dirt/feces** got onto her hands. She served the food to her family. A few days later they all had diarrhea.

HOW TO? How do we prevent the spread of germs?

1. Wash hands before and after using the toilet.
2. Use a toilet: If there is no toilet, relieve yourself far from water sources and where it won't come into contact with animals or people. Cover it with dirt to avoid flies.
3. Wash hands before handling food.
4. Use clean and safe methods of preparing and storing food.
5. Keep animals away from food and water sources.
6. Protect water sources.
7. Use clean water for drinking and washing.
8. Cover food.

² Information adapted from Conant, Jeff. *Sanitation and Cleanliness for a Healthy Environment*. The Hesperian Foundation.

Hygiene and toilets:

- ✓ Keep wells and public water places clean. Do not let animals near drinking water, also keep animals out of toilets and homes (possible hygienic contamination, risk of spreading of disease)
- ✓ Toilets should be at least 20 meters or more away from the water source.
- ✓ Over time, one can throw lime, dirt or ashes in the hole to reduce the smell and keep flies away.
- ✓ Make sure your toilet is covered.

Disinfecting Water:

1. Boil water for at least one minute (3 minutes in mountainous regions) and store in clean containers.
2. Use chlorine to disinfect water. Follow the instructions on the bottle.

**Think about it!**

This section encourages you to express your **opinions** to family and friends about a topic. Start a discussion with them face to face, via text, chat, or whatever means available and comfortable to you. It's always great to share your ideas and hear more points of view 😊

Talk to your family members about the importance of healthy hygiene and sanitation practices. Discuss which areas of your daily routine may be changed in order to ensure that everyone's health is prioritized. Put the recommended changes in a list and post it where everyone can easily see it and review every day.

Activity 3: Proper Hand washing Techniques

Objectives:

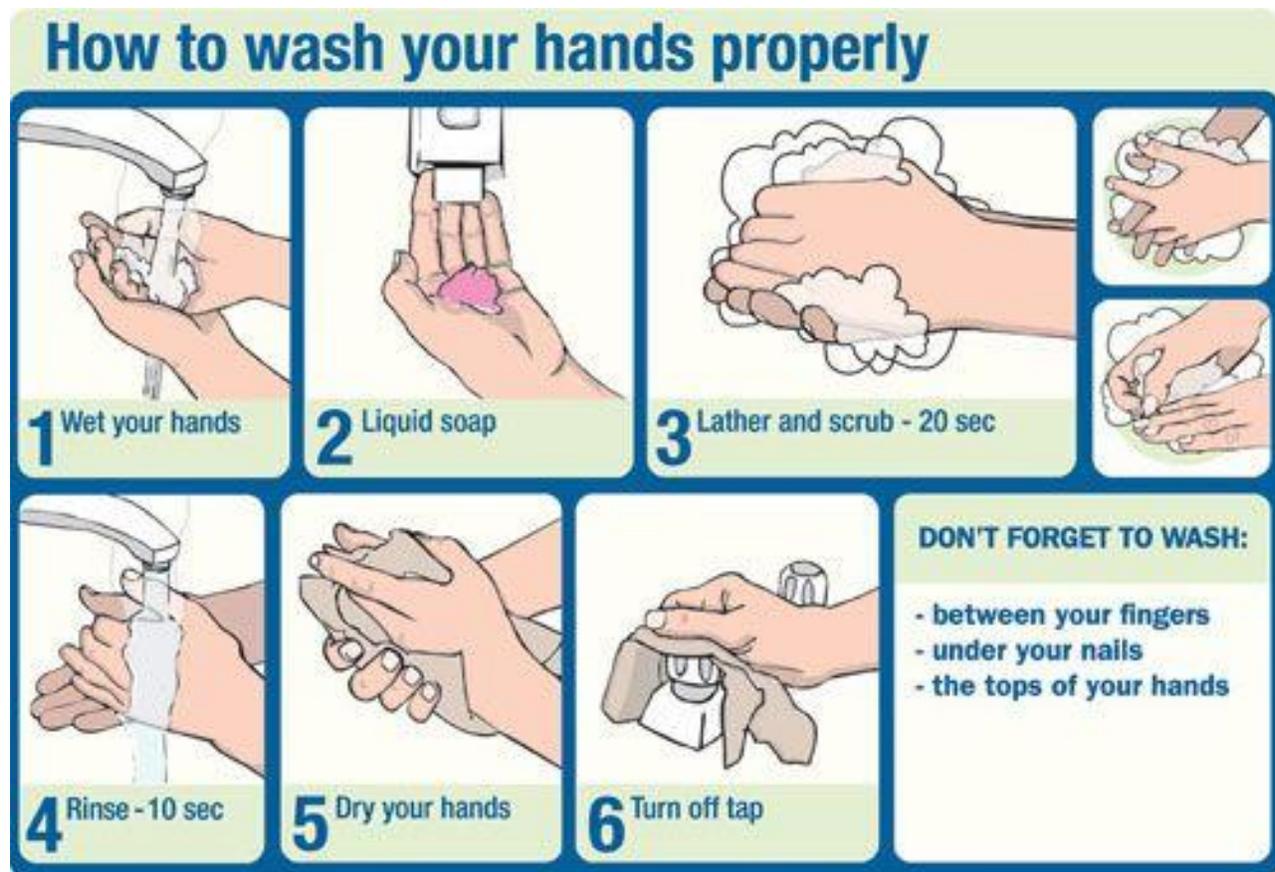
- ✓ Learn the proper way to wash one's hands
- ✓ Do actual proper hand washing.

🕒 **Recommended Time:** 30-50 minutes

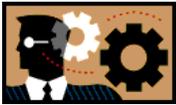
After this activity, you will know how to properly wash your hands by reading different material about it, as well as by actually practicing how to do it. Read the information below:



5.3: Proper Way of Washing Hands³



³ Schroeder, D. (February 28, 2020). When and How to Wash Your Hands. <https://extension.purdue.edu/White/article/36401>



Let's Apply!

Go to the sink in your kitchen or bathroom and physically go through the step-by-step handwashing procedure on the handout.

Gather at least two family members together and demonstrate the proper handwashing method to them. Ask them to do the same thing after your demonstration; make sure that they follow the steps indicated in the handout.

Remember that you should religiously follow the proper steps in washing your hands. Through constant practice, you will develop the habit of always washing your hands to prevent the spread of germs and diseases.

Activity 4: Hazards in the Workplace and Application

Objectives:

- ✓ Identify the main hazards found in workplaces
- ✓ Understand why the situation or substance is hazardous

 **Recommended Time:** 30-60 minutes

Now you will be thinking about the ways in which people may get hurt on the job. By the end of this activity, you will be able to identify some of the main hazards and know why they cause harm.



Have you ever gotten hurt on the job? Have you ever seen anyone get hurt at work? Think about different hazards you have encountered before. Some job hazards are very obvious, but others are not. Read the information below.



5.4: Hazards in the Workplace

In order to be better prepared to be safe on the job, it is necessary to be able to identify different types of hazards, which can be divided into four categories:

- **Safety hazards** can cause immediate accidents and injuries. Examples: hot surfaces, slippery floors.
- **Chemical hazards** are gases, vapors, liquids, or dusts that can harm your body. Examples: cleaning products or pesticides.
- **Biological hazards** are living things that can cause diseases such as flu, AIDS, Hepatitis, and TB. Examples: bacteria, viruses, or insects. In the workplace, you can be exposed to biological hazards through contact with used needles, sick children, animals, etc.
- **Other health hazards** are harmful things, not in the other categories, that can injure you or make you sick. These hazards are sometimes less obvious because they may not cause health problems right away. Examples: noise or repetitive movements.

Safety Hazards	Chemical Hazards	Biological Hazards	Other Health Hazards
Hot surfaces	Cleaning products	Viruses	Noise
Slippery floors	Pesticides	Bacteria	Vibration
Unsafe ladders	Solvents	Molds	Radiation
Machines without protection	Acids	Animals	Heat or cold
Sharp knives	Mill dust (cassava, millet...)	Birds	Repetitive movements
Hot grease	Lead	Insects	Awkward posture
Unsafe electric circuits	Ozone	Snakes	Heavy lifting
Lack of fire exits	Machines without protection	Poisonous plants	Fast pace of work
Motor vehicles	Wood dust	Used needles	Harassment
Cluttered work areas	Mercury		Stress
Falling objects	Poor air quality		Areas too dark or too bright
	Gasoline		Violence



5.5: Find the Hazard

Identify the hazards in the pictures and circle them.

Restaurant Kitchen Scene



Grocery Store Scene





Office Scene



Let's Apply!

Go around your home and **look** for potential hazards. List them down here, and identify possible solutions for these hazards.

Think about some workplaces that are close to your home that you can visit without making an appointment. Places you can walk into or walk by and observe. Identify different types of workplaces. For example:

- Restaurant
- Grocery Store
- Office
- Hotel Reception
- Small Manufacturing Site
- Construction Site
- Others

Be creative if you are not able to move much beyond your home and the grocery store or market. There could be informal businesses taking place on the street you can observe on the way to the store or from your home.

Read the instructions in  **5.6: Work Exposure - Observing Safety in the Workplace** and fill in the table after observing for 5 – 10 minutes. Compare your results with another Life Skills student via phone or text message.



5.6: Work Exposure - Observing Safety in the Workplace

Instructions: Visit your chosen workplaces (formal or informal – whatever you have access to in your daily routine). Make sure you watch the time. Observe without being in the way of any employee for 5 – 10 minute. Compare your results with a fellow Life Skills student; you can do this over the phone or via text message.

<p>Identify different types of workplaces:</p> <ul style="list-style-type: none"> ● Restaurant ● Grocery Store ● Office ● Hotel Reception ● Small Manufacturing Site ● Construction Site ● Others 	<p>Type of Hazard</p> <ul style="list-style-type: none"> ● Safety Hazards ● Chemical Hazards ● Biological Hazards ● Other Health Hazards
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Workplace One	Type of Workplace:	
Hazards Observed	Type of Hazard	How to avoid this hazard

Workplace Two	Type of Workplace:	
Hazards Observed	Type of Hazard	How to avoid this hazard



Sharing is caring

This section encourages you to share your **output** to family and friends. You worked hard on this so now it is time to tell others about the task you have just completed. Do it face to face, via text, chat, or whatever means available and comfortable to you. It’s always great to share your thoughts and hear feedback from people who care 😊

Share with your parents and other family members the hazards you found around your home and in any workplace you were able to visit or see, as well as your suggestions for removing these hazards. Ask them for their thoughts, and plan for changes that need to be made to make your home safer and to make workplaces safer. Remember to thank them for helping you with your schoolwork!

Activity 5: Ways to Make Work Safer and Application

Objectives:

- ✓ Tell three ways (methods) of controlling hazards and staying safe
- ✓ Identify the best ways to address specific problem situations

🕒 **Recommended Time:** 60-90 minutes

Hazards may be difficult to control, but it is not impossible. There are generally three different methods on controlling hazards. Let’s read about these methods and answer the questions that follow.



5.7: Controlling Hazards

Method 1: Remove the Hazard	Method 2: Improve Work Policies and Procedures	Method 3: Use Protective Clothing and Equipment
The best control measures remove the hazard from the workplace altogether, or keep it isolated (away from workers) so it can’t hurt anyone. This way,	If you can’t completely eliminate a hazard or keep it away from workers, good safety policies can reduce your	Personal protective equipment is the least effective way to control hazards. However, you

<p>the workplace itself is safer, and all the responsibility for safety doesn’t fall on individual workers. Here are some examples:</p> <ul style="list-style-type: none"> • Use safer chemicals, and get rid of hazardous ones • Store chemicals in locked cabinets away from work areas • Use machines instead of doing jobs by hand • Have guards around hot surfaces 	<p>exposure to hazards. Here are some examples:</p> <ul style="list-style-type: none"> • Safety training on how to work around hazards • Regular breaks to avoid fatigue • Assigning enough people to do the job safely (lifting, etc.) 	<p>should use it if it’s all you have. Here are some examples:</p> <ul style="list-style-type: none"> • Gloves, steel-toed shoes, hard hats • Respirators, safety glasses, hearing protectors • Lab coats or smocks
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Think about two hazards you identified in Activity 4, either at home or in the workplace. Use the three Methods in  **5.7: Controlling Hazards** to list answers to this question: How can this workplace hazard be reduced or eliminated?

Hazard #1:		
Solutions using Method 1: Remove the Hazard	Solutions using Method 2: Improve Work Policies and Procedures	Solutions using Method 3: Use Protective Clothing and Equipment
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

Hazard #2:		
Solutions using Method 1: Remove the Hazard	Solutions using Method 2: Improve Work Policies and Procedures	Solutions using Method 3: Use Protective Clothing and Equipment
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.



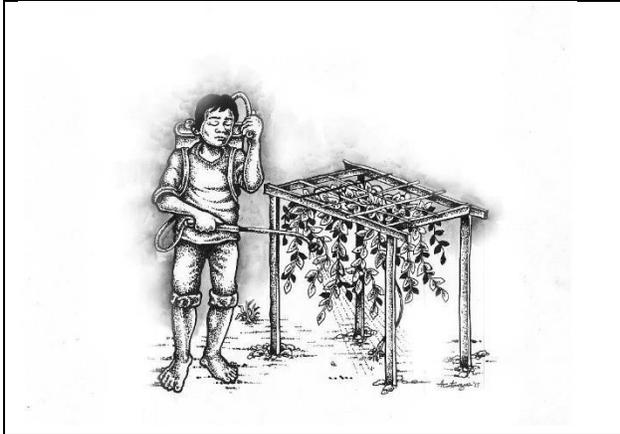
Let’s Apply!

Let’s read about situations that may happen in real life. What can we do to ensure that these incidents are prevented?



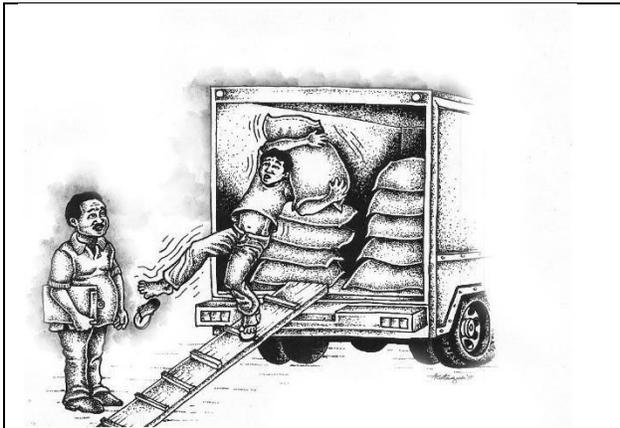
5.8 Finding Solutions to Hazards

	<p>Alice is a 17-year-old dishwasher at Font Restaurant. To clean the cooking pans, she soaks them in a powerful chemical solution. She uses gloves to protect her hands and arms. One day, as Alice was lifting three large pans out of the sink at once, they slipped out of her hands and back into the sink. The cleaning solution splashed all over the side of her face and got into her right eye. She was blinded in that eye for two weeks.</p>
<p>What solutions can you think of that might prevent this injury from happening again?</p> <hr/> <hr/> <hr/> <hr/>	



Ruben works in the fields spraying pesticides on crops. After a few days of spraying, Ruben became very ill. His eyes burned, his chest hurt, he had difficulties breathing, and he felt dizzy. His friends took him to the health clinic but a week later he was still having chest pains and difficulties breathing.

What solutions can you think of that might prevent this injury from happening again?



Abdul works for Robinson's Rice Mill and was helping unload a big truck that had just come in from Sangali, Zamboanga City. He was under a lot of pressure from the boss to get the truck unloaded quickly. When he picked up one large and heavy sack, he slipped and fell. He tried to keep his balance so that he wouldn't drop the sack. He felt a very sharp pain in his lower back. He kept working because he was embarrassed to let anyone know how much he was hurting. The next day he couldn't come to work, he was in so much pain. He lost 5 days of work and his back still hurts.

What solutions can you think of that might prevent this injury from happening again?



Patrick is 18 years old. He is very proud to have gotten a job working as a waiter in a hotel restaurant. One day he slipped on some stairs while carrying a bowl of soup. He tried to stop his fall but burned his arm and a customer's back in the process. He also injured his back when he hit the stairs.

What solutions can you think of that might prevent this injury from happening again?



Kasim works for a construction company that makes large office buildings in Lamitan City. One day he arrived late and realized that the other workers were already up on the roof. With some supplies in his backpack, he quickly climbed the ladder as he did not want to get in trouble for being late. While scurrying up the ladder, he slipped and fell. He survived, but broke several bones in his back and spent three months in a cast.

What solutions can you think of that might prevent this injury from happening again?



Session 1 – Writing Space

Use this space to complete any of the written assignments above or write any thoughts or ideas that have come to mind in good health and safety practices.

Congratulations! You have completed the session on good health and safety practices. You are now ready to move to the next session on emergencies at work.

SESSION 2: EMERGENCIES AT WORK

Learning Strand 4: Life and Career Skills

Content Standard: Productivity (Employment)

Performance Standard: Enhance one's capacity to work with efficiency in utilizing resources to produce quality outputs as an employee

Learning Competencies:

9	Identifying, reporting and reducing risks and hazards – LS4LC-PE-PSC-AE/JHS-9
10	Keeping the workplace clean and tidy – LS4LC-PE-PSC-AE/JHS-10
11	Practicing health and safety measures at work – LS4LC-PE-PSC-AE/JHS-11

Activity 6: Introductory Activity

Objectives:

- ✓ Review the key learning points from the previous session on staying healthy and preventing work hazards
- ✓ Develop a common understanding of emergencies at work

 **Recommended Time:** 20-30 minutes

↔ Key Topics and Learning Points ↔

1. Types of emergencies that can occur in a workplace
2. How to handle emergencies

- ★ There are different types of hazards: safety, chemical, biological.
- ★ Ways of controlling hazards:
 - ✓ Remove the hazard.
 - ✓ Improve work policies & procedures.
- ★ Use protective clothing and equipment.
- ★ An **emergency** is any unplanned event that threatens employees, customers, or the public; that shuts down business operations; or that causes physical or environmental damage.

- ★ There are different types of emergencies:
 - ✓ fire
 - ✓ natural disaster (earthquake, flooding...)
 - ✓ injury
 - ✓ explosion



The next activities will be on learning what emergencies are and how to handle them. Before we move on, though, let us review quickly what we learned about Positive Health and Safety Practices. What one hygiene practice did you start doing and how has it affected your daily routine?

Remember that it is important to always healthy and hygienic – for yourself, for your family, and in order to be consistently present at work.

Now we are ready to move on to the new topic: Emergencies



An emergency is any unplanned event that threatens employees, customers, or the public; that shuts down business operations; or that causes physical or environmental damage.



Have you ever experienced a personal emergency? What happened and what did you have to do? How was it resolved?



Let’s Apply!

Conduct an interview with an adult family member or a next-door neighbor and ask about home emergency situations and response mechanisms: Has there ever been an emergency at home or at work? What happened? How did they respond? What was the outcome? Answers might include: severe injury, fire, explosion, earthquake, severe storm, family feud, violence, etc.

Activity 7: Responding to Emergencies & Staying Healthy at Work

Objectives:

- ✓ Recognize the appropriate response to emergencies in the workplace
- ✓ Identify healthy hygiene practices in the workplace

🕒 **Recommended Time:** 20-40 minutes

Q&A on Emergencies and Disasters: Match the question with the appropriate answer/solution. Write the letter of your answer on the blank before the number. Work on this activity with a fellow Life Skills student; you can do this over the phone or via text message. Your Mobile Teacher will go over this activity with you and validate your answers.

_____ 1. If you are inside a building and begin to feel the shaking of an earthquake, what should you do?	a. Construction workers should wear shoes that are closed at the toes. Sandals should not be worn. Ideally, boots should be used.
_____ 2. If you smell smoke and suspect a fire burning somewhere in the building, what should you do?	b. True – avoid picking your nose as much as possible. It can spread disease, and increase likelihood of infection or cold. Wash hands after picking to avoid spreading germs to others. Avoid touching your face a lot too, to prevent germs from entering your

	mouth.
_____ 3. If an unknown chemical spills in your workplace, what should you do?	c. Poison.
_____ 4. If you are working outside when a storm with lightning starts, and you can't get inside the building, what should you do?	d. When working in a restaurant you should wash your hands frequently, use a hairnet, and keep your fingernails short.
_____ 5. A co-worker slips and hits his head on the floor, losing consciousness. What do you do?	e. A pan lid or baking soda, or sand. Never water or flour.
_____ 6. If a co-worker falls off a ladder and injures his back, what should you do?	f. Boiling for three minutes and letting cool or using Chlorine.
_____ 7. Which is more hazardous, a sharp knife or a dull knife?	g. Working alone; working at night; access to money.
_____ 8. True or False? If you are caught in a fire you should stay close to the ground.	h. Stop, drop and roll; or smother the flames with a blanket. Never run.
_____ 9. What are some security measures that can reduce the chance of workplace violence?	i. Flush it with water for at least 15 minutes.
_____ 10. Where do you report an emergency?	j. The name or the position of the person who should be in charge; escape routes; training; drills; alarm systems; meeting places.
_____ 11. What should you do for a severe cut?	k. Bottled water; flashlight and batteries; first aid supplies
_____ 12. What should you do for a very serious second or third degree heat burn?	l. Before eating; after going to the toilet; before breastfeeding; before preparing food; before & after changing a baby's soiled cloth / diaper; after coughing, sneezing or blowing your nose, etc.
_____ 13. You are working on a construction site and a co-worker faints and falls into a trench. What should you do?	m. Pull the pin; aim the nozzle; squeeze the trigger; sweep the extinguisher back and forth over the fire.
_____ 14. You are driving home from work. It is late and you are on a road in a remote rural area of Marawi City. Your motorcycle breaks down. What should you do?	n. Use your cell phone, if you have one, and call for help.

____ 15. What are the steps for using a fire extinguisher?	o. Tell a supervisor. Do not move the person until you can determine if he is injured. Bathe face gently with cool water. Turn on his side if he vomits and keep his airway clear.
____ 16. Name 3 situations when it is necessary to wash your hands.	p. Don't remove clothing. Inform supervisor and call for help.
____ 17. Give at least one item that should be included in an emergency kit.	q. Apply pressure to the wound and, if there are no broken bones, elevate the wound above the heart. Seek medical help.
____ 18. Name two things that should be in an Emergency Action Plan.	r. Police Station, hospital, barangay hall, Fire Station.
____ 19. If a chemical gets into your eye, what should you do?	s. Good lighting; a reliable communication devise; a security guard; a video camera; work in groups.
____ 20. If your clothes catch fire, what should you do?	t. True
____ 21. Give at least one factor that increases your risk of being robbed at work.	u. A dull knife, because you force harder to cut.
____ 22. What are two methods to clean water so it is safe for drinking?	v. Do not move him yourself (this can cause more damage), and call 112 for an ambulance.
____ 23. What should be used to put out a grease fire on a stove?	w. Don't move him because you may cause more damage. Call for help.
____ 24. Name 2 personal hygiene practices that can prevent spreading germs when working in a restaurant.	x. Crouch low to the ground, sit on the soles of your feet, stay away from trees and metal objects.
____ 25. What does the skull and crossbones symbol mean?	y. Leave it alone, and get a boss or go for help. Do not touch it or breathe in the fumes.
____ 26. Nose picking can lead to the spread of germs. True or False?	z. Shut the door, get out of the building, and call 112 or get the neighbors to help.
____ 27. What type of shoes should construction workers wear?	aa. Get outside if safely possible. If not, get under something heavy or sturdy like a desk or doorframe.

Activity 8: Module 5 Review and Assessment

Objectives:

- ✓ Recognize the appropriate response to emergencies in the workplace
- ✓ Identify healthy hygiene practices in the workplace

 **Recommended Time:** 20-30 minutes



Reflect on what you have learned in this module, and look at the statements below. Write whether each statement is TRUE or FALSE. If the statement is FALSE, write the correct statement.

Statement	TRUE or FALSE	If FALSE, what is the correct statement?
Germs are spread through animals but not people.		
Personal cleanliness is important at home and at work.		
Hazards at work can be prevented by: removing the hazard, improving work policies and procedures, and staying away from work because of the hazard.		
Improving work policies and procedures can help control hazards at work.		
If your clothes catch fire, run for help.		
Family members do not need to wash hands before eating a meal together because they all have the same germs.		



Session 2 – Writing Space

Use this space to complete any of the written assignments above or write any thoughts or ideas that have come to mind on emergencies at work.

Learners' Reflection: Module 5 Safety and Health at Work

Remember this? You answered this at the beginning of the module. Answer it again and compare your results with your previous reflection. Is there a difference?

This is not a test but is a way for us to see what you already know or do not know about the topics. You will read a skill that is listed in the left column. Think about yourself and your experience. Then read the statements across the top. Check the column that best represents your situation. The results will help you and the instructor know which topics may require more time, effort and guidance.

Ang mga katanungan dito ay hindi test. Ito ay isang paraan upang malaman mo ang iyong kaalaman, kasanayan o kakayahan tungkol sa paksang ito. Basahin mo ang mga kaalaman, kasanayan o kakayahan na nakalista sa kaliwang kolum. Magbalik-tanaw sa iyong sarili at mga karanasan, basahin ang lahat ng mga pangungusap at lagyan ng tsek ang sagot na naaangkop sa iyong sitwasyon. Ang iyong kasagutan ay magiging gabay mo at ng iyong guro sa pagpapalawak ng iyong kaalaman tungkol sa paksang ito.

<p>My experience</p> <p>Knowledge, skills and abilities</p> <p><i>Kaalaman, kasanayan at kakayahan</i></p> <p><i>Wala akong karanasan sa</i></p>	<p>1</p> <p>I don't have any experience doing this</p> <p><i>Wala akong karanasan sa paggawa nito</i></p>	<p>2</p> <p>I have very little experience doing this</p> <p><i>May kaunti akong nalalaman sa paggawa nito.</i></p>	<p>3</p> <p>I have some experience doing this.</p> <p><i>Mayroon akong karanasan sa paggawa nito</i></p>	<p>4</p> <p>I have a lot of experience doing this</p> <p><i>Marami akong karanasan sa paggawa nito</i></p>
<p>Taking care of my health / <i>Pag-aalaga sa aking kalusugan</i></p>				
<p>Preventing illness through proper sanitation and hygiene / <i>Pag-iwas sa sakit sa pamamagitan ng pagiging malinis at sanitasyon</i></p>				
<p>Identifying potential hazards (things that can cause harm) on the job / <i>Pagtukoy ng mga bagay na maaaring magdala ng kapahamakan sa lugar na pinagtrabahuhan</i></p>				
<p>Preventing common workplace accidents / <i>Pag-iwas sa mga sakunang karaniwang nangyayari sa lugar na pinagtrabahuhan</i></p>				
<p>Knowing what to do if you see a hazard that is not taken action/ <i>Pagkakaroon ng kaalaman kung anong dapat gawin kapag may nakaambang panganib na hindi natutugunan</i></p>				

My experience Knowledge, skills and abilities <i>Kaalaman, kasanayan at kakayahan</i> <i>Wala akong karanasan sa</i>	1 I don't have any experience doing this <i>Wala akong karanasan sa paggawa nito</i>	2 I have very little experience doing this <i>May kaunti akong nalalaman sa paggawa nito.</i>	3 I have some experience doing this. <i>Mayroon akong karanasan sa paggawa nito</i>	4 I have a lot of experience doing this <i>Marami akong karanasan sa paggawa nito</i>
Knowing how to respond in emergencies / <i>Pagtugon sa panahon ng kagipitan</i>				

End-of-Module Assessment

Congratulations for finishing Module 5: Safety and Health at Work! As you did in the previous modules, you will take a short assessment to see how much you have learned. It will help you and your instructor identify the knowledge and skills you know and what still needs reinforcing. The results will not affect your ability to continue in the program.

Structure of the Assessment: It has a total of 10 questions. Some questions are multiple choice and some questions are true or false. You should choose only ONE answer for each question.

Once you have finished answering the questions, note down any clarifications you want to ask your instructor.

Module 5: Safety and Health at Work

Circle an answer for each statement.

English	Tagalog
1. Habits for good health include: a. Regular bathing b. Eating nutritious foods c. Avoiding smoking and drinking alcohol d. Being positive e. All of the above	1. Kasama sa gawi para sa magandang kalusugan ang: a. Regular na paliligo b. Pagkain ng masustansiya c. Pag-iwas sa paninigarilyo at pag-inom ng alak d. Pagiging positibo e. Lahat ng nabanggit

<p>2. Josephine works in a restaurant. To prevent germs from spreading she should:</p> <ol style="list-style-type: none"> Wash the cooking surface once a week Always use the same cooking surface for raw meat and raw vegetables Wash her hands before and after preparing food All of the above None of the above 	<p>2. Nagtratrabaho si Josephine sa isang <i>restaurant</i>. Para maiwasang magkalat ng mikrobyo, dapat:</p> <ol style="list-style-type: none"> Hugasan niya ang lugar na pinaglulutuan isang beses bawat linggo Lagi niyang gamitin ang parehong lugar na pinaglulutuan para sa hilaw na karne at hilaw na gulay Maghugas siya ng kamay bago at pagkatapos maghanda ng pagkain Lahat ng nabanggit Wala sa nabanggit
<p>3. Examples of safety hazards include:</p> <ol style="list-style-type: none"> Contact information Hot grease Cluttered working areas Slippery floors Falling objects All of the above 	<p>3. Kasama sa mga halimbawa ng safety hazard ang:</p> <ol style="list-style-type: none"> Mainit na mantika Makalat na lugar sa pagtatrabaho Madulas na sahig Nalalaglag na mga bagay Lahat ng nabanggit
<p>4. Using protective clothing and equipment is a form of:</p> <ol style="list-style-type: none"> Showing who the supervisor is Fashion Controlling hazards clothing necessary only in urban areas None of the above 	<p>4. Ang paggamit ng damit at gamit na pamproteksiyon ay isang uri ng:</p> <ol style="list-style-type: none"> Pagpapakita kung sino ang supervisor fashion pag-iwas sa mga aksidente pangangailangan para lang sa mga siyudad Wala sa nabanggit
<p>5. Improving work policies and procedures can help control hazards at work.</p> <ol style="list-style-type: none"> True False 	<p>5. Makatutulong sa pag-iwas sa aksidente sa trabaho ang pagsasaayos ng mga tuntunin at pamamaraan sa pagtratrabaho.</p> <ol style="list-style-type: none"> Tama Mali

<p>6. Personal cleanliness is important at home and at work.</p> <p>a. True b. False</p>	<p>6. Mahalaga ang pansariling kalinisan sa tahanan at sa trabaho.</p> <p>a. Tama b. Mali</p>
<p>7. What should you do for a severe cut?</p> <p>a. Apply pressure to the wound, elevate wound above heart, and seek medical help b. Let the blood flow freely c. Clean it with any water available d. All of the above e. None of the above</p>	<p>7. Ano ang dapat mong gawin sa isang malalim na hiwa?</p> <p>a. Diinan ang sugat, iangat ang sugat nang mataas sa puso, at maghanap ng tulong medikal b. Hayaang umagos ang dugo c. Hugasan ng tubig kung mayroon d. Lahat ng nabanggit e. Wala sa nabanggit</p>
<p>8. If your clothes catch fire, run for help.</p> <p>a. True b. False</p>	<p>8. Kapag nag-apoy ang damit, tumakbo ka para humingi ng tulong.</p> <p>a. Tama b. Mali</p>
<p>9. Family members do not need to wash hands before eating a meal together because they all have the same germs.</p> <p>a. True b. False</p>	<p>9. Hindi kailangang maghugas ng kamay ang mga kasapi ng pamilya bago kumain dahil pare-pareho lang ang mikrobyong mayroon sila.</p> <p>a. Tama b. Mali</p>
<p>10. Germs are spread through animals but not people.</p> <p>a. True b. False</p>	<p>10. Naikakalat ang mikrobyo ng mga hayop, hindi ng mga tao.</p> <p>a. Tama b. Mali</p>

Congratulations! You have completed the module on Work Habits and Conduct! You are now ready to conquer the next module on Rights and Responsibilities of Workers and Employers.