



## CHECKLIST

### Improving your Business by Improving OSH performance

#### ***Maintain healthy and productive workforce and minimize risks to business***

Potential quick wins you may wish to consider while getting your workplaces ready to restart your business taking care of necessary occupational health and safety aspects in perspective. Additional suggestions can also be found under **additional resources**.

COVID-19 Prevention and Preparedness	
<b>Health Monitoring</b> <i>Screen health of all staff, contractors and visitors before entering your company's premises</i>	<ul style="list-style-type: none"> <li>• Ensure that all staff, contractors and visitors fill out self-declaration before entering premises stating absence of any symptoms and risk factors and zero contact with COVID-19 infected or suspected people</li> <li>• Use a contactless thermo scanner to measure and record body temperature on entering and exiting premises</li> <li>• Establish procedure and assign roles, responsibility and room to care for people feeling or turning unwell</li> <li>• Prevent nonessential visits and disallow entrance of people who are at risk due to pre-existing conditions and/or age</li> </ul>
<b>Maintain Safe Distance</b> <i>Decongest your business to enable 5-6 feet interpersonal distance for everyone at any time</i>	<ul style="list-style-type: none"> <li>• Stagger start and break times to avoid unnecessary gatherings (e.g. 5-10 minutes between every subgroup)</li> <li>• To the maximum extent stop physical workflows, particularly paper-based approvals, planning etc.</li> <li>• Avoid opposite seating/standing at workbenches, conveyor belts, equipment, office desks, etc</li> <li>• Implement one-way movement of goods and people to avoid facing people</li> <li>• Make sure all workstations are sufficiently spread out (~1.5 mtr) or if impossible create additional shielding or physical separation between work stations (with screens, curtains or alike)</li> <li>• Make virtual/digital meetings the standard, even those internal to the business</li> <li>• Minimize physical (face to face) meetings and where unavoidable keep these short and punctual, and make sure there is sufficient social distance between participants</li> <li>• Reduce use of elevators – when in use only with reduced numbers and all stand facing elevator walls.</li> <li>• Physically demarcate with floor markings all work stations, standing locations and walkways</li> <li>• Observe distance whenever lining up (entry, lunch, ware house)</li> <li>• Disable half of toilets, showers, taps etc.</li> <li>• Disallow travel, including commuting, with more than one person per two-wheeler or more than one passenger in four-wheeler</li> </ul>
<b>Avoid Contact Transfers</b> <i>Minimize risk of contact transfers by reducing and eliminating points touched by multiple people</i>	<ul style="list-style-type: none"> <li>• Implement one person per workstation per shift</li> <li>• Strictly no sharing of tools, utensils, equipment or other items without sanitization</li> </ul>

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	<ul style="list-style-type: none"> <li>• Change to handsfree operation of equipment, machinery, doors, taps, lights etc, through sensors and/or foot, elbow or knee operated switches</li> <li>• Discontinue biometric (finger) scanners</li> <li>• Discontinue use of reusable bottles, cups, cutlery – provide personal drink bottles and disposable alternatives</li> <li>• Discontinue shared towels in bathrooms</li> <li>• Discourage unnecessary holding of guard rails etc.</li> <li>• Go paperless</li> <li>• Go cashless</li> </ul>
<b>Improve &amp; Practice Hygiene</b> <i>Protect yourself and others by improving and practicing hygiene in everything you do</i>	<ul style="list-style-type: none"> <li>• Promote healthy habits – no touching of mouth, nose or eyes by hand at any time!</li> <li>• Impose coughing etiquette – sneeze or cough only in elbow, on shoulder or in disposable tissue which is disposed off immediately</li> <li>• Strictly no spitting anywhere anytime</li> <li>• Provide for hand washing and alcohol-based sanitiser at least at entrance, in lunch area and near workstations</li> <li>• Wipe all working surfaces (desks, work benches, touch screens, etc.) and working objects (tools, devices, etc.) with sanitizer at start and end of each shift</li> <li>• Clean and sanitize all frequently touched objects regularly and repeatedly during and between shifts (e.g. doorknobs)</li> <li>• Consider fumigation of equipment, incoming vehicles</li> <li>• Sanitize floors with 1% hypochlorite solution</li> <li>• Hold incoming goods in separate quarantine area for at least 24 hrs (preferably 48+ hrs)</li> <li>• Increase mechanical ventilation in workplaces</li> <li>• Minimize air conditioning and make sure aircon filters are functional and cleaned</li> <li>• Eat at workstation where feasible</li> <li>• Allow only cooked and packaged food items</li> </ul>
<b>Supplementary Use of PPEs</b> <i>Use Personal Protective Equipment as a supplement to social distancing, contact avoidance and improved hygiene</i>	<ul style="list-style-type: none"> <li>• Provide and promote for use face cover/masks for everyone at all times onsite and gloves when routinely operating multiple touchpoints</li> <li>• Ensure hand washing and sanitization before putting on and removing PPEs</li> <li>• Collect used PPEs separately and treat as COVID-19 suspected waste</li> </ul>
<b>Operational Preparedness</b>	
<b>Maintenance and Repairs</b> <i>Check and maintain machinery, utilities and buildings</i>	<b>Machines and equipment</b> <ul style="list-style-type: none"> <li>• Clean comprehensively, record any signs of spills, overflows or leaks (product, water, oil, etc.) and identify and repair or fix their sources</li> <li>• Check all drives and moving parts on proper and stable movement</li> </ul>

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	<ul style="list-style-type: none"> <li>• Thoroughly check for any signs of damage and identify cause and repair</li> <li>• Clean out all filters and replace where needed</li> <li>• Check all electric connections including their insulation, switches, controls etc.</li> <li>• Check all steam, water, cooling and compressed air connections for signs of tear and wear and leakages</li> <li>• Check whether all tools, moulds and other accessories are in proper working order</li> </ul> <p><b>Utilities</b></p> <ul style="list-style-type: none"> <li>• Check boiler and its controls on any signs of malfunction or leaks</li> <li>• Check compressor and its controls on any signs of malfunction or leaks</li> <li>• Check steam pipes, valves, condensate recovery on leaks and proper insulation</li> <li>• Check compressed air system, including valves, connectors, etc. for any signs of leakage</li> <li>• Check water distribution and effluent collection systems on any signs of leakage or overflow</li> </ul> <p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>• Check structural status of all buildings, including roofs and floors</li> <li>• Check electrical and communication systems</li> <li>• Check lighting, ventilation and air condition systems for proper functioning</li> <li>• Check fire and evacuation systems and procedures</li> </ul>
<p><b>Sort &amp; Order Workplace</b> <i>Tidy up factory and storage areas</i></p>	<p><b>Workstation productivity</b></p> <ul style="list-style-type: none"> <li>• Clean out all accumulated, unnecessary items from all workstations, storage areas, corridors etc.</li> <li>• Create visual signage (including floor markings) for workstations, walk ways and material flows</li> </ul> <p><b>Safety and health</b></p> <ul style="list-style-type: none"> <li>• Identify and minimize trip hazards – loose cables/wires, open drains, uneven floors, slippery floors</li> <li>• Identify and rectify potential contact with rotating parts, hot surfaces, etc, with guard rails, shields etc.</li> <li>• Ensure adequate light and ventilation at all workstations</li> <li>• Create hand wash and sanitization stations</li> </ul>
<b>Hazard and Risk</b>	
<p><b>Fire Safety</b></p>	<ul style="list-style-type: none"> <li>• Ensure that a team for emergencies, such as fire, explosion, natural disaster, accident or others are organized and that all its members are trained on required actions.</li> <li>• Ensure fire prevention groups are formed and fire drills are conducted once every six months.</li> <li>• Ensure access to medical treatment and communication devices such as mobile phone in case of an emergency.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure that adequate and functioning fire alarms and firefighting equipment are installed to reduce the risk of fire and emergency exits and routes are clear at all times locked.</li> <li>• Ensure that the correct type of fire extinguisher is put with clear signage indicating the type of fire it can be used on.</li> <li>• Ensure that maps of emergency exit and emergency escape route are placed in visible and illuminated areas and in Myanmar language.</li> <li>• Ensure that combustible and flammable materials are stored in a safe and systematic way.</li> </ul>
<b>Electrical Safety</b>	<ul style="list-style-type: none"> <li>• Ensure power tools, generators, and transformers are properly maintained.</li> <li>• All electrical equipment must be inspected to ensure appropriate connections and all defective equipment like broken plugs, sockets, switches and frayed or defective leads must be repaired.</li> <li>• All live electrical equipment must be insulated.</li> <li>• Ensure that only trained authorized employees are conducting electrical work. Check with the DISI's electrical inspection department to know the trained professional in each factory.</li> <li>• Lock-out procedures or danger tags must be in place when conducting electrical maintenance.</li> <li>•</li> </ul>
<b>Machine Safety</b>	<ul style="list-style-type: none"> <li>• Ensure that operators are informed, instructed and trained on how to operate the machinery safely and correctly, including the checking of machinery prior to use.</li> <li>• Plant and machinery must be kept maintained.</li> <li>• Ensure that there is an adequate work space for the operators around the machinery.</li> <li>• Supervisors should regularly check to ensure that all moving parts such as cutters, sewing machines, button machines, weaving machines, knitting machines, stamping machines, printing machines and lifts are adequately guarded at all time of use.</li> <li>• Ensure that workers are informed, provided, regularly inspected and trained on the use of appropriate Personal Protective Equipment (PPE) depending on the machine or tool used.</li> <li>• Supervisors should ensure that workers never avoid using machine guards or PPE in order to "work faster". Working safely should always be the priority.</li> <li>• Ensure that workers are empowered and are aware that they should inform supervisors if a machinery breaks down or guards become dislodged.</li> <li>• Ensure the machinery, workbenches, and / or paths are kept clean, tidy and free from excess oil, grease and other spillage.</li> <li>• Ensure that safety warnings and/or instructions are displayed near the machine.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure that emergency stops are easy to access and are visible in case of an emergency.</li> </ul>
<b>Chemical Safety</b>	<ul style="list-style-type: none"> <li>Employers must find out and communicate to workers the hazardous substances and products they work with, how dangerous these substances and products are and which substances may be formed during work processes (e.g. bleaching, dying, and spot cleaning).</li> <li>Ensure that information are obtained on how hazardous the substances are by checking the hazard symbol and reading the International Chemical Safety Cards (ICSC) and/or Material Safety Data Sheet (MSDS).</li> <li>Employers must find and communicate to workers how they may be exposed to chemical substances and dust for example through inhalation of vapors or skin contact and ensure that exposure is controlled.</li> <li>Ensure that workers are using personal protective equipment such as goggles, waterproof aprons, and gloves when working with hazardous chemicals.</li> <li>Employers must ensure that storage and disposal of chemicals are done in a safe and systematic way.</li> </ul>
<b>Working Condition</b>	
<b>Temperature</b>	<ul style="list-style-type: none"> <li>Ensure that there are effective ventilation systems in the factory. International experience shows that this increase productivity.</li> <li>Ensure that workers have constant, unrestricted access to clean drinking water.</li> </ul>
<b>Ergonomics</b>	<ul style="list-style-type: none"> <li>Ensure that passage routes are clearly marked and free of obstructions to reduce the risk of tripping among workers carrying materials.</li> <li>Ensure that workers lift heavy loads with mechanical help.</li> <li>Ensure that workers can operate machineries without restricted work postures and movements.</li> <li>Ensure that there is adequate space for workers to perform their work.</li> <li>Ensure that all workers are instructed and trained with the use of right mechanical aids and working methods.</li> <li>Ensure that workers are provided with rest hour and small breaks to reduce fatigue and are allowed for exercise to prevent musculoskeletal disorder due to repetitive work and/or prolonged work.</li> <li>Ensure that job rotation is used where possible to offer physical breaks among workers.</li> <li>Ensure that workers are provided with moveable ladders and platforms with guardrails.</li> <li>Ensure that shelves are secured against toppling and ensure that ladders are fixed.</li> </ul>



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<b>Noise</b>	<ul style="list-style-type: none"> <li>• Ensure the levels of noise in the factory are measured and workers are informed of its potential health risks and instructed with measures for protection against noise.</li> <li>• Ensure that workers avoid brief, powerful noise pollution (impulse noise)</li> <li>• Ensure that unwanted (disruptive) noise is dampened (reduced) as much as possible.</li> <li>• Ensure that measures are taken to reduce the length of exposure to noise.</li> <li>• Ensure that the source of the disruptive noise is inspected to reduce noise from loose covers of machinery or untied screws, for instance.</li> <li>• Ensure that the work is organised so that as few workers as possible are exposed to the noise.</li> <li>• Ensure that individual workers are exposed to the noise for as short a time as possible and are provided with the appropriate PPE to reduce the risk of noise induced hearing loss.</li> <li>• Ensure that noise shields are placed around noisy machinery, such as generators, boilers, washing machines and noisy work is separated from non-noisy work by dividing rooms.</li> </ul>
<b>Health and Welfare Facilities</b>	<ul style="list-style-type: none"> <li>• Ensure that workers are provided with adequate medical care (e.g. medical examination, clinic, first aid kit).</li> <li>• Ensure that the contents of the first aid kits are under the supervision of a trained first aider.</li> <li>• Ensure that workers are encouraged to attend first aid courses occasionally.</li> <li>• In case of accidents, managers must report the accident to the Factories and General Labour Laws Inspection Department and contract the Social Security Board for workers to seek medical attention at the SSB clinic and compensation.</li> <li>• Ensure that adequate clean drinking and washing water are provided.</li> <li>• Ensure that a dining room and a place to take rest is provided.</li> <li>• Ensure that an adequate number of male and female toilets are provided and kept in clean and working order</li> </ul>
<b>Pillar of OSH</b>	
<b>OSH Strategy</b>	<ul style="list-style-type: none"> <li>• hazard identification/risk assessment: Identify hazards and risk factors that have the potential to cause harm</li> <li>• prevention strategy: Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated</li> <li>• monitoring &amp; management: Regularly check that the implemented control measures are effective</li> <li>• OSH standards ISO: 45000: specifies requirements for an occupational health and safety (OH&amp;S) management system, to enable organizations to provide safe and healthy workplaces by proactively improving its OH&amp;S performance.</li> </ul>

## CHECKLIST

### Disease Prevention & Control

- To prevent transmission of communicable diseases among the employees and workers of small business while ensuring continuity of business
  - Communicable disease control :
    - Early diagnosis/Rx Cases isolated from working environment
    - Protective measures
    - Regular Medical check-up & Immunisation
    - TB, Typhoid, hepatitis, malaria, venereal diseases
  - Cleaning and Contamination : All areas in the premises and transport facilities shall be disinfected completely
  - Workplace Measures: Hand wash & sanitizer, thermal scanning and social distancing, reduced no of workforce
  - Protection of Workers: PPEs and regular monitoring
  - Insurance and local clinics