



**Development Foundation**

# Employee Health & Safety Handbook

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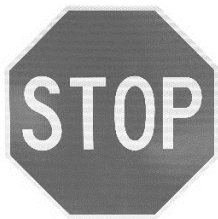
## Overview

This Occupational Health & Safety Employee Handbook provides an overview of health and safety legislation in United Republic of Tanzania and outlines the responsibilities of the employer, supervisor and worker as defined in the Occupational Health Safety & Health Act, 2003. It also provides an overview of our health and safety policies, programs and safe work expectations.

This Handbook is not intended to be a comprehensive health and safety program. Copies of complete policies and procedures can be viewed on the health and safety bulletin board and/or the health and safety program binder.

Health and safety information and training is one part of a health and safety program. In this workplace we strive to promote a culture of safety: if you are not trained how to use the equipment or do the task, or if you're unsure of the work assigned to you, then always ask supervisor for assistance.

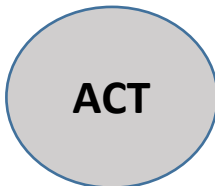
Safety is everyone's responsibility- from the employer to the newest employee. We all have legal obligations under the Occupational Health Safety & Health Act, 2003 to keep ourselves and the workplace safe. And it's the right thing to do.



**Stop and take the time to think about what you're going to do. What is the worst thing that could happen?**



**Think about how you're going to do it. Is it the safest way? If not, how can you do it better? Do I have the right tools, training and equipment?**



**Act in the safest way possible. Follow proper procedures, don't rush and STOP if it can't be done safely.**

# Our Commitment to Health, Safety and the Prevention of Mental Harm

## Health & Safety

The employer of **MIKOKO DEVELOPMENT FOUNDATION** is vitally interested in the health and safety of our workers. The employer, supervisor and workers all share a responsibility, and will work together, to reduce the risk of injury and occupational disease.

**MIKOKO DEVELOPMENT FOUNDATION** is ultimately responsible for workplace health and safety and will comply with applicable requirements under the Occupational Health and Safety Act, 2003 and Regulations of United Republic of Tanzania.

Supervisors are held accountable to apply the Mikoko Development Foundation policies and procedures and every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

## Violence & Harassment

**MIKOKO DEVELOPMENT FOUNDATION** is committed to providing a safe work environment, free of workplace violence and harassment, where all workers are treated with respect and dignity. Workplace violence or harassment of any kind will not be tolerated and we will be proactive in its prevention.

We will investigate all reported incidents of violence and harassment in an objective and timely manner, take necessary action, and provide appropriate support for victims. It is important that all incidents of workplace violence or harassment are reported to your manager/supervisor or the employer.

## Impairment

All individuals working at **MIKOKO DEVELOPMENT FOUNDATION** (including employees, volunteers and contractors) are expected to report to work at their scheduled date and time fit for duty. Fit for duty means you are not under the influence of any alcohol, prescription medication, legal or illegal drugs that may cause impairment inhibiting your ability to safely perform the duties or your job or perform to expectations.

**MIKOKO DEVELOPMENT FOUNDATION** has taken the position that the presence of illicit drugs, recreational drugs and alcohol on the worksite is not permitted.

Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

\*A full version of these policies will be posted on the Health & Safety Bulletin Board

# Duties and Responsibilities

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Overview	The <i>Occupational Safety &amp; Health Act</i> identifies three primary workplace parties and the duties and responsibilities of each. This set of interlocking duties is referred to as the Internal Responsibility System (IRS) and is the foundation of a sound safety program. For the IRS to be effective all workplace parties must work together to control hazards and prevent injuries and illnesses – everyone has a role to play.	
<b>Employer</b> (members, executive director, commonly recognized ‘leader’)	<ul style="list-style-type: none"><li>• Comply with the laws</li><li>• Develop safety rules</li><li>• Train workers</li><li>• Manage hazards</li><li>• Provide safe equipment</li><li>• Take every precaution reasonable</li></ul>	
<b>Supervisor</b> (team leader, temporary supervisor)	<ul style="list-style-type: none"><li>• Train workers</li><li>• Manage hazards</li><li>• Ensure equipment is used safely</li><li>• Enforce safety rules</li><li>• Take every precaution reasonable</li></ul>	
<b>Worker</b> (Person paid to perform work or supply a service, including the supervisor, volunteers. Also unpaid students, learners or trainees)	<ul style="list-style-type: none"><li>• Report hazards, incidents and injuries to the supervisor</li><li>• Follow safe work procedures and rules</li><li>• Apply safety training</li><li>• Use the safety equipment provided properly</li><li>• Do not engage in horseplay</li><li>• Do not disable any safety devices</li></ul>	

## Worker Rights

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Overview	<ol style="list-style-type: none"><li>1. <b>KNOW</b> about hazards in the workplace<ul style="list-style-type: none"><li>○ Job related hazards</li><li>○ How these hazards can harm them</li><li>○ How to control these hazards</li></ul></li><li>2. <b>PARTICIPATE</b> in their health &amp; safety<ul style="list-style-type: none"><li>○ Be part of the process of recognizing, assessing and controlling hazards</li><li>○ Be a Health and Safety Representative or a member of OSHA</li></ul></li></ol>
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### 3. REFUSE unsafe work

Every employee has the right to refuse unsafe work in order to protect themselves from hazards that may be present in the workplace. To initiate a work refusal, the employee must only have an honest belief that a hazard exists. The employee must report the hazard immediately to their supervisor. They are not required to prove that a situation or piece of equipment is hazardous.

Work refusals are a serious matter and should not be initiated for unnecessary reasons. An employee can refuse to work when they believe that:

- Any equipment, machine or device to be used or operated is likely to endanger him/herself or another employee;
- The physical condition of the work area is likely to endanger him/herself; or
- Any equipment, machine, device or work area is in contravention of the relevant provincial Occupational Health and Safety legislation.

#### Reprisals Prohibited

Employees who refuse to work due to a hazardous situation must not be subject to discriminatory actions as a result of their refusal. An employee may be temporarily assigned to complete other work while the work refusal is being investigated.

Under *Article 99.1 (b) of the Occupational Health and Safety Act 2003*, As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

## Worker Accountabilities

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### Overview

Everyone must understand and abide by their health and safety roles and responsibilities as outlined in this health and safety handbook. Employees who flagrantly or willingly disregard the established policies, procedures or standards will be subject to the appropriate disciplinary measures.

### Discipline Policy

It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace. Disciplinary measures with an employee may be pursued for several reasons including, but not limited to:

- illegal activities
- excessive absence from work or any absence without notice
- substandard work
- theft
- dishonesty
- Impairment? Use of alcohol or drugs at work
- harassment
- endangering safety of self or others
- unauthorized or misuse of employer owned equipment, including computers, emails, printers, photocopy machines, etc

- violation of Human Resource policies
- serious damage or risk to the institution or partners

Although **MIKOKO DEVELOPMENT FOUNDATION** believes in disciplinary measures that are progressive in nature, in some cases discipline can begin with a written warning or suspension, and in more serious cases, an employee can be terminated without prior warning.

Progressive discipline steps are:

1. Verbal Warning – ensure expectations are being communicated and retraining
2. Employee Write Up – form is completed and employee is provided with further training
3. Written Warning – employee receives written warning and retraining. Specific expectations and consequences are provided in writing
4. Suspension – suspension can vary from one day to one week. Written warning is provided outlining expectations and consequences. Employee will meet with a senior manager.
5. Termination – This may result after a series of acts of misconduct, when a “culminating incident” has occurred, or for a single act of serious misconduct.

## Health & Safety Representative

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### Overview

A Health and Safety Representative is required for Mikoko Development Foundation regularly employing more than 4 but fewer than 20 workers. The worker Health and Safety Representative supports the Internal Responsibility System by helping to identify hazards and making recommendations to the employer.

### Health and Safety Representative Selection Process

Director of Public Health and Environment (DoPHE) is eligible to become a Health and Safety Representative for the entire Mikoko Development Foundation.

However Mikoko Development Foundation may require having Health and Safety Representative at regional level so any one is comply to become the representative with compliance to MDF requirements, certain procedures must be followed when electing a representative.

The worker who is elected by their peers must not exercise managerial/supervisory functions at regional level.

### Duties and functions of the Worker Health and Safety Representative include:

- Inspect the workplace monthly and assist with identifying workplace hazards
- Make recommendations for health and safety improvements
- Attend work refusals
- Choose to inspect the scene of a critical injury

### Employee Responsibilities

- Aid the Health and Safety Representative in their duties by answering questions and volunteering information about hazards, processes or the environment.
- Participate in nomination and election of the Health and Safety Representative.

# General Emergency Information

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<b>Overview</b>	<p><b>MIKOKO DEVELOPMENT FOUNDATION</b> has developed an Emergency Preparedness program so that we are ready for an unexpected disaster, whether it's a natural or man-made one.</p> <p>Our first priority will always be life safety which includes plans for evacuation, sheltering from severe weather, shelter-in-place from an exterior airborne hazard, and lockdown when faced with an act of violence.</p>
<b>Preparation</b>	<p>Employees must attend training, become familiar with the Emergency Plan, and actively participate in emergency drills, treating them as if they are real.</p>
<b>Evacuation Emergencies</b>	<p><b>POLICE – AMBULANCE – FIRE (Call 112 – 114 – 115)</b></p> <p>(In case of emergency call Police – 999, Ambulance – 997, Fire – 998, Traffic Police 993, Mobile phones – 112 or 911; Non-emergency ambulance – 1777; Police hotlines – 1800 255 0000;; Traffic police – 65470000)</p> <p>If you hear the alarm or discover an emergency such as a fire, explosion, gas leak, chemical spill, or a violent situation:</p> <ul style="list-style-type: none"><li>• Remain calm</li><li>• Leave the area immediately and notify everyone in the area of the emergency</li><li>• If it is safe to do so, make sure the area is clear of people</li><li>• Close the doors</li><li>• Pull the alarm (if available)</li><li>• Leave the building via the nearest exit, do not use an elevator</li><li>• Assist anyone who requires assistance, if possible</li><li>• Go to the designated assembly area located at the office building</li><li>• If you discovered the emergency, call Emergency Services (112, 114, 115) from a safe location</li></ul> <p>Fire extinguishers are located throughout the facility and are available to help you evacuate should it be necessary. You are not responsible for extinguishing the fire – focus on your safety!</p>

## First Aid

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<b>Overview</b>	<p>All employees should know the location of the first aid kits and who the first aid responders are. Their names and work locations are posted on the Health and Safety Bulletin Board. There will be at least one trained first aid responder per shift.</p>
<b>Employee Responsibilities</b>	<ul style="list-style-type: none"><li>• If you are injured, seek a first aid responder</li><li>• Inform the employer or supervisor of any injury or the onset of a work-related condition</li><li>• Cooperate in health care treatment</li><li>• Cooperate in the early and safe return to work program</li></ul>

<b>First Aid Kits</b>	A First Aid Kit is located at reception office and corridor of the Mikoko Development Foundation office.
<b>First Aid Log</b>	The First Aid Log is used to record all first aid incidents where an employee obtains first aid treatment. The supervisor or First Aid Attendant will complete the First Aid Log. If the injury occurred off property but is considered work-related, the employee must notify their supervisor/employer promptly.
<b>Transportation of Injured Employee</b>	<p>If you become injured or ill, and it is serious enough that you should be transported to a hospital or medical centre, an ambulance will be summoned.</p> <p>If you are injured or become ill, but do not require immediate medical attention, you will be offered transportation via taxi to your desired destination (home or family doctor's office).</p> <p>If you refuse assistance or transportation, you must make this clear, both to the manager present, and on the Injury/Illness Incident Form.</p>

## Injury & Illness Reporting

<b>Responding to an Injury or Illness</b>	<p>All incidents of workplace injury, illness, disease, violence or harassment are to be reported to a supervisor. Follow these steps if you suffer a work-related injury or illness:</p> <ul style="list-style-type: none"> <li>• Obtain first aid promptly and have the details recorded in the First Aid Log</li> <li>• Notify your supervisor.</li> <li>• If more than simple first aid is required, an Incident Report must be completed.</li> <li>• Notify your supervisor/employer of the possible onset of a work-related disease or condition.</li> <li>• Participate in the investigation and the completion of the Illness Incident Forms, as required.</li> </ul> <p>In the event of a fatal or critical injury, the Occupational Safety and Health Act 2003, states that the accident site cannot be disturbed until permission have been granted by Occupational Safety and Health Authority inspector. The only exceptions are to save life, relieve human suffering, maintain public utility/transportation or prevent damage to equipment or property.</p>
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## Return to Work (Work Reintegration)

<b>Overview</b>	<p>We believe all of our employees are valuable, skilled, and productive contributors to our community success. We are committed to developing and maintaining a healthy and safe work environment through an active health and safety program. We encourage our employees to apply this philosophy at home as well.</p> <p>If you experience a work-related injury or illness, every effort will be made to keep you on the job or to return you to your employment as soon as possible. This will be done through the use of a fair and consistent approach to an early and safe return to work.</p> <p>Accommodations may be required to assist in the reintegration to the workplace and your functional capabilities will be the primary consideration in determining the suitability of the</p>
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work provided. Whether you need a period of time to ease back into a full work schedule at your regular job, a modified job, or alternative duties, the goal is to place you in a suitable position.

Our Return to Work Program requires a spirit of cooperation and respect for the abilities of the injured or ill employee rather than a preoccupation with their disabilities. We ask that all of our employees help make our program one that will be a benefit to everyone.

#### **Employee Responsibilities**

- Get medical treatment immediately after a work-related injury or illness and follow the recommendations of your health-care professional.
- Report your injury or illness to your supervisor/employer as soon as possible.
- Get in touch with your supervisor/employer immediately after your first health-care treatment to begin talking about your return to work.
- Stay in regular contact with your supervisor/employer throughout your recovery and provide information on your progress.
- Work with your supervisor/employer (and possibly WSIB) to identify suitable work opportunities.

## **Reporting Hazards**

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#### **Reporting Hazards**

It is the duty of all employees to report hazards to their Supervisor immediately.

Upon discovery of a hazard, the following steps should be followed:

1. Report safety hazard/concern immediately to your supervisor, such as:
  - Missing or defective equipment or protective device that might be dangerous
  - Improper use or operation of any equipment or removal of any protective device
  - Known violations that might endanger the worker or another employee
  - Slippery floors due to spills, leaks and/or poor housekeeping
  - Excessive exposure to High noise levels, toxic dusts, vapours, fumes or gases
  - Working in an awkward posture with high forces for long durations
  - Bullying, threats of violence or harassment

2. Complete the Hazard Reporting Form

All reported hazards will be reviewed in a timely, efficient and effective manner. The employer will ultimately determine what the appropriate action and controls should be.

## **Workplace Inspections**

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#### **Overview**

Workplace inspections are the primary mechanism for recognition, assessment, and control of hazards in the workplace. Supervisors have a responsibility to identify and control hazards, as part of their regular duties. Workers also have a duty to report hazards to their supervisor.

By working together, we can manage workplace hazards and support a healthy and safe work environment.

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<b>Inspections</b>	Mikoko Development Foundation will conduct a monthly workplace inspection and submits their findings to the employer.
<b>Employee Responsibilities</b>	Mikoko Development Foundation with any inspections and let the inspector/supervisor know of any hazards you are aware.

## Workplace Hazards

### Musculoskeletal Disorders

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<b>Overview</b>	<p>Musculoskeletal Disorders (MSDs) are injuries of the muscles, nerves, tendons, ligaments, joints, cartilage, spinal discs, blood vessels or related soft tissue including a sprain, strain and inflammation. Examples of MSDs include:</p> <ul style="list-style-type: none"><li>• Carpal tunnel syndrome</li><li>• Tendinitis</li><li>• Herniated spinal disc</li><li>• Low back pain</li></ul> <p>The most commonly injured body part is the low back. It is also one of the most painful and costly injuries. MSD hazards occur when the job, or the way it is done, does not fit the worker's physical capabilities, and the worker uses their body to adjust to difficult or awkward situations. Work which requires high forces, awkward posture and high repetition are high risk. Psychosocial workplace stressors have also been found to be associated with MSDs in the workplace. These include high job demands, low social support, and overall job strain.</p>
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<b>Employee Responsibilities</b>	<ul style="list-style-type: none"><li>• Use the equipment provided in the correct manner</li><li>• Follow proper safe operating procedures, work practices and lifting techniques</li><li>• Try to eliminate the need for lifting and carrying by using, carts, conveyors and pallet jacks</li><li>• Lifting from the floor has been shown to be high risk for back injuries- “store-it-off-the-floor” and above knee height if possible</li><li>• Adjust your work station to your body proportions</li><li>• Report hazards, defective equipment, stressors and/or MSD symptoms to your manager/supervisor</li></ul>
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## Contact with Hot Objects or Substances

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### Overview

Burns and scalds are extremely painful, can be disfiguring and even result in death.

A burn is damage to the skin and underlying tissue caused by direct contact with heat or electricity. Scalds result from the destruction of one or more layers of the skin due to contact with hot liquids or steam. A burn may result from contacting the heat source such as a hot stove directly or indirectly such as grabbing a hot pan. Scalds from skin contact with steam or hot oils can be extremely painful and disfiguring. A slip or trip can lead to a burn or scald.

Deep fryers in kitchens are common sources of fires and severe scalds.

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### Employee Responsibilities

- Use the equipment provided in the correct manner
- Follow proper safe operating procedures and work practices
- Keep kitchen floors clean of liquids and other debris.
- Keep the area above and around deep fryers clear to ensure nothing can fall in
- Wait for fats and other hot liquids to cool before carrying them
- Move hot liquids using a rolling cart
- Use the appropriate personal protective equipment (oven mitts, aprons, non-slip footwear)

## Noise

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### Overview

Noise-induced hearing loss is very common. It is permanent and irreversible. Usually, it is caused by long-term exposure to excessive noise from machines and equipment such as compressed air, drills, and tractors. Hearing loss can also be caused by a single exposure to impulse noise such as an explosion.

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### Employee Responsibilities

Follow the instructions on any posted signs, wear and use the personal protective equipment provided and let your supervisor know of any concerns.

## Contact with Machinery

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### Overview

Machines often are running at high speed and can exert substantial forces. Hazards such as sprockets, pulleys, gears or belts can instantaneously entangle or draw in body parts or clothing causing severe injuries or even death.

If the answer to any of the following questions below is “Yes” the machine may be a hazard to you.

When looking at a machine ask the following questions:

1. Can it move?
2. Can I touch it?
3. Can it hurt me?

<b>Employee Responsibilities</b>	Do not bypass or remove any safeguarding from machines or equipment without authorization. Report hazards, defective equipment and missing or damaged safeguarding to your manager/supervisor
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## Energy (Lock Out & Tag Out)

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<b>Overview</b>	<p>Lockout/Tagout (LOTO) are the practices and procedures necessary to de-energize, control and secure all hazardous forms of energy for machinery or equipment. The purpose of LOTO is to prevent the release of hazardous energy while employees perform any tasks where there is a risk of exposure to hazardous energy, such as servicing and maintenance activities.</p> <p>A “lockout program” provides a comprehensive process to control “hazardous energy”. We have put a program in place to ensure hazards are regularly identified and controlled to avoid exposure to the worker.</p> <p>Everyone who provides service to equipment must follow this process to ensure energy is controlled and does not place anyone at risk. Employees performing LOTO procedures on equipment must be ‘authorized’ to do so and as such must receive appropriate training. We will also provide training regarding the LOTO program to those employees ‘affected’ by LOTO, but not authorized to do so. The LOTO policies and procedures will be enforced with staff and any contractors on our premises.</p>
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<b>Employee Responsibilities</b>	Be aware of the fact that there is a Lock-Out Tag-Out Program and that to perform certain work on machinery you must be trained and follow the LOTO procedures.
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## Motor Vehicle Collisions

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<b>Overview</b>	<p>Motor vehicle incidents can cause serious injuries to both drivers and pedestrians, on the road, on the farm, during programs and activities.</p> <p>Due to the nature of our services, employees may be required to drive on highways/secondary roads in varying weather conditions. For certain positions driving on company business are a condition of employment.</p>
<b>Employee Responsibilities</b>	<p>While operating vehicles on business all drivers must:</p> <ul style="list-style-type: none"> <li>• Be properly licensed and insured</li> <li>• Practice defensive driving techniques</li> <li>• Follow the highway traffic regulations</li> <li>• Never use hand-held devices while driving</li> <li>• Maintain their vehicle in good working order</li> <li>• Drive in a responsible manner at all times</li> <li>• Never drive while impaired</li> <li>• Never drive while drunk</li> </ul>

## Slips, Trips and Falls

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<b>Overview</b>	Every year thousands of Tanzanian workers are injured each year by falls. The majority of the falls are on the same level, namely, slips and trips. But if a fall from a height does occur it is
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## Employee Responsibilities

usually severe.

Every employee must be proactive in maintaining a clean workplace to help prevent slips, trips and falls. Common causes of slips and falls include: debris, spills, loose tiles, wet or unclean floors, obstructions that interfere with the traffic flow, people running or engaging in horseplay.

- Keep work areas clean at all times.
- Keep the floor free of garbage, scrap, debris and other trash
- Clean up spills immediately or prevent access to the area to ensure no one encounters the spill accidentally.
- Use warning cones or signs if the floor is wet.
- Keep walkways and floors free of boxes, extension cords and litter.
- Keep exits free from obstruction.
- Do not use improvised devices to work at heights - use the right equipment for the work
- If you must use a ladder:
  - Get the appropriate training
  - Inspect before use
  - Place on firm footing, at correct angle
  - Use 3 point contact
  - Do not reach too far, keep your belt buckle between the ladder rails
  - Follow manufacturer's instructions

## Chemical Hazards

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### Overview

A chemical becomes a hazard if a worker is exposed and if it produces acute, chronic or latent health effects in exposed individuals. Chemicals can also be hazardous if they possess flammable, combustible, explosive, oxidizing or reactive properties, or if it is a compressed gas. Two or more chemicals may also combine to have an unexpected effect or an effect much greater than each individually. Chemicals may have immediate effects (acute), chronic effects after years of exposure or a delayed or latent effect such as an occupational illness that only becomes apparent many years after exposure. For example one of the most common and most tragic is asbestos exposure that may have deadly effects many decades after exposure.

If you are exposed or likely to be exposed to a hazardous product you must be trained in the Workplace Hazardous Materials Information System (WHMIS).

You will receive training on WHMIS labels, Safety Data Sheets (SDS) and the safe use of the products at your workplace.

WHMIS labels have pictograms so that the hazards can be easily identified.



We keep a record of all current Safety Data Sheets **at the Office of Executive Director.**

<b>Employee Responsibilities</b>	Ensure that you attend the training. Let your supervisor know if you discover hazardous products in your workplace and if the labels on the products you work with are damaged or missing.
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## **Psychosocial Hazards**

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<b>Overview</b>	<p>Psychosocial Hazards include elements of the work environment, management practices and workplace culture that increase the risk of mental health problems.</p> <p>Mental harm can be caused by traumatic incidents; harassment, bullying and violence incidents and/or negligent and reckless management practices connected to how work is organized and people are managed.</p>
<b>Employee Responsibilities</b>	<p>We promote a respectful workplace and strive to reduce the risk of psychosocial hazards and mental harms. It is our mutual responsibility to ensure we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources.</p> <ul style="list-style-type: none"><li>• Foster a work environment that is based on respect and free of harassment</li><li>• Report to your supervisor and Human Resources the existence of any workplace violence, harassment, or threat of workplace violence</li></ul>

## **Knife Hazards**

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<b>Overview</b>	<p>Cuts and lacerations from knife use are common. They usually involve cuts to the non-knife hand and fingers but can lead to injuries on the upper arm and torso.</p> <p>Those who are required to use knives shall be provided with the correct knife for the job.</p>
<b>Employee Responsibilities</b>	<p>Attend the training, inspect daily, sharpen on a regular basis, follow all the safety instructions, wear appropriate personal protective equipment (PPE) and report any problems to your supervisor. Knives shall only be used for their intended purpose and are not to be used as a substitute for can openers or screw drivers.</p>

## **Hoist Hazards**

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<b>Overview</b>	<p>An injury from a hoist could be catastrophic to you and your family and could result in extensive losses for the foundation. Inadequate maintenance and improper positioning of the vehicle on the supports are common causes of injury. All employees who use hoists must be trained in their safe use and maintenance.</p>
<b>Employee Responsibilities</b>	<p>Attend the training, read the instruction manual for the hoist you are using, inspect daily, follow all the safety instructions and report any problems with your supervisor.</p>

## **Confined Spaces**

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**Overview** Confined spaces are extremely dangerous and entering without the proper training and equipment can result in death in seconds. Examples include storage tanks, tank cars, process vessels, pipes, sewers and ducts.

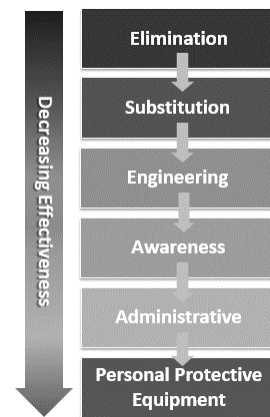
**Employee Responsibilities** Do not enter a confined space even for an instant without the proper training and equipment. Do not attempt to rescue a colleague who has fallen in a confined space. You will be the next victim. Contact your supervisor if you have any questions or concerns.

## Controlling Hazards

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**Overview** A control is a method used to mitigate (or manage) the risk(s) associated with a hazard or potential hazard. There are several methods to control hazards and they differ in their effectiveness. The best control is one that eliminates the hazard completely. It is best to start at the top of the list and only move down the list when the current method is not feasible.

Since this is not always possible, we may need to look for ways to reduce the risk to an acceptable level.



**Employee Responsibilities** It is the responsibility of workers to report any hazards they are aware of to their supervisor. When appropriate employees will work with the supervisor to identify controls that would reduce the risk of the hazard.

## Personal Protective Equipment

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**Overview** Personal protective equipment (PPE) is the last line of defense to protect workers. The best way to manage hazards in the workplace is to find ways to eliminate them. Sometimes the use of personal protective equipment becomes the only option to protect workers from those hazards and to prevent injury or illness.

**Employee Responsibilities** It is the responsibility of employees to use the PPE as prescribed by the health and safety program. The program considers legislation, best practices, safe operating procedures, and the Safe Data Sheets (SDS) for all hazardous materials.

Please speak to your supervisor about the specific PPE requirements of your position.

**Safety Footwear** All employees are required to wear slip-resistant safety shoes that are in good condition. These shoes may be purchased at approved suppliers. See your supervisor.

All staff must wear Tanzania Bureau of Standard (TBS) approved, steel-toed safety boots or shoes in all areas of the workplace where foot injury from falling objects or stepping on sharp objects can occur.

All customers or visitors entering areas where foot protection is required must wear TBS approved footwear (as above) or slip-on steel toes.

At the marine conservation all workers and volunteers must wear safety marine boots during working hours. The boots has to be approved by TBS



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## Gloves

Employees exposed to chemicals or engaged in a work activity that has the potential to damage the hands, fingers or wrists must wear the proper gloves to prevent this type of injury. The types of gloves available include, but are not limited to:

- Cut resistant gloves.
- Contamination protective gloves
- Chemical resistant gloves.

**Do not wear gloves around machinery which has rotating sprockets, belts or shafts.**

Gloves will increase the chance of being pulled into the machine, resulting in limb amputation or death.



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## Safety Eyewear

Employees engaged in a work activity that has the potential to damage the eyes must wear TBS approved safety glasses, goggles, and/or face shield to prevent injury.



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## Hearing Protection

All employees that work in a noisy environment with sound levels at or above 85 decibels are required to wear hearing protection. Hearing protection is optional unless posted otherwise. As a general rule, if you cannot carry on a normal level conversation with the person standing beside you, hearing protection should be worn.



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## Head Protection

Hard hats must be worn where there is a risk of head injury. Hard hats need to be fitted – they should not be too loose or too tight as that can hinder their effectiveness. Inspect your hard hat daily for cracks, dents, cuts, gouges, and signs of wear.



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## Respirators

Anyone working in the breathing space of an airborne toxic dust, gas, vapour, smoke or fume must wear a NIOSH approved respirator. The type of respirator will depend on the type of toxic chemical. Make sure to check that it's the correct one for your situation and that it fits properly. If your respirator uses cartridges, make sure to check that it's the correct type one for your situation. Generally respirators must be worn when handling or using any chemical where the SDS states that a respirator is required, or where the airborne concentrations are above the exposure limit. As is the case with all PPE,





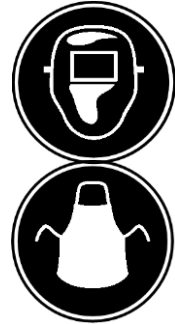
employees required to use respirators will be fully trained on how to use them, including maintenance and proper FIT testing.

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### **Welding and Hot Work**

Employees performing welding or hot work must wear the required PPE appropriate for the task.

- Welding helmet, hand shield, goggles
- Respirator (protection from fumes and gases)
- Fire or flame-resistant clothing, aprons
- Insulated gloves
- Rubber-soled, TBS approved safety boots



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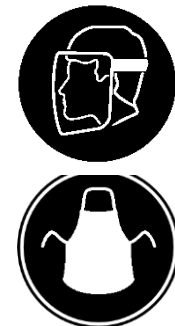
### **Recharging Large Batteries**

Do not smoke or have a source of ignition in the charging area.

Top up batteries with water only after charging.

Employees who are adding water to the lift truck battery must wear the following PPE:

- Face Shield
- Chemical resistant apron
- Chemical resistant gloves



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### **Industrial Hygiene**

- Always wash your hands and any exposed skin that might have come in contact with chemicals or biological hazards. See the SDS for specific instructions.
- Protective clothing or other safety devices that have been worn next to the skin will be cleaned and disinfected prior to being worn by another worker.
- PPE should be stored in a manner to maintain cleanliness and good condition.



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### **PPE Replacement**

- Maintain your PPE: Clean it and store it properly
- Inform your manager/supervisor when PPE supplies are low.
- If PPE becomes damaged or ineffective, bring it to the manager/supervisor's attention and immediately remove it from use.

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## **Workplace Harassment & Violence Defined**

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## **Workplace Harassment**

Workplace harassment can include:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Displaying or circulating offensive pictures or materials in print or electronic form
- Bullying or aggressive behavior
- Repeated offensive or intimidating phone calls or emails
- Inappropriate staring, sexual touching, advances, suggestions or requests
- Isolating or making fun of a worker because of gender identity
- A person in authority making unwanted sexual advances to a subordinate

Workplace harassment is not:

- Reasonable action that is part of the normal work function, even if the consequences are unpleasant for the worker. Examples include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.
- Differences of opinion or minor disagreements between coworkers.
- Any behavior that meets the definition of workplace violence.

If you are a victim of workplace harassment, report it immediately to your supervisor or the employer. If your supervisor is involved in the incident, report it to the employer.

## **Workplace Violence**

Workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

- Attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker
- Statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

This definition is broad enough to include acts that would constitute offences under Tanzania Penal Code. Examples of workplace violence include:

- Verbally threatening to attack a worker or shaking a fist in a worker's face
- Damaging personal items or possessions
- Wielding a weapon at work
- Hitting or trying to hit, or throwing an object at a worker
- Sexual violence against a worker
- Leaving threatening notes at, or sending threatening emails to, a workplace
- Kicking an object the worker is standing on, such as a ladder
- Trying to run down a worker using a vehicle or equipment

Accidental situations – such as a worker tripping over an object and pushing a coworker as a result – are not meant to be included.

If you are a victim of workplace violence, immediately go to a safe location and report it to your manager/supervisor. If you witness workplace violence, ensure your own safety and then report it to your supervisor or employer.

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## **Domestic Violence**

Domestic violence is considered to be any form of abuse, mistreatment or neglect that a person experiences from a family member or from someone with whom they have an intimate relationship.

Domestic violence is considered workplace violence when the abuse happens in the workplace.

Any employee who is, or has knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their supervisor or employer so that necessary preventative precautions may be taken to protect all employees.

## **General Information**

Incidents of harassment or violence can be reported verbally or in writing. Once aware of the incident, management is required to conduct an investigation that is appropriate in the circumstances.

You can initiate a work refusal if you believe you are endangered by workplace violence. However work cannot be refused on the grounds of workplace harassment.

\*A full version of these procedures is posted on the Health & Safety Bulletin Board.

## Health and Safety Resources

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### Overview

Tanzania has a strong health and safety system to help workplaces.

#### **Ministry of Work, Youth, Employment, and Disabled**

The MoWYED is responsible to enforce the Occupational health and Safety Act, Employment Standards Act and accompanying Regulations.

Contact: ps@kazi.go.tz, 026-2963450

#### **Occupational Safety & Health Authority (OSHA)**

OSHA is a government agency under the Prime Minister's Office (Labor, Youth, Employment and Disability). The institute is responsible for protecting workers against potential hazards in the workplace that can cause illness and accidents. This duty is exercised through the administration of Act No. 5 Occupational Health and Safety 2003

OSHA's history goes back to 2001 when it was introduced under Act No. 30 of the 1997 Government Agency as part of the Improvement Program in the provision of government services to the public. The purpose of OSHA's establishment is to secure a government agency for the management of occupational safety and health.

OSHA has a responsibility to ensure that employees work in environments that are safe and safe for their health in accordance with the procedures that are put in place to prevent accidents and occupational diseases.

#### **The Institute has four main responsibilities;**

Managing Law Enforcement Number 5 of 2003 on Safety and Health and the Workplace.

To advise government on safety and health issues in the workplace, related to various policies, regulations and guidelines for safety and health management In the country including advising on how to ratify international agreements on Safety and Health issues.

To raise awareness of stakeholder concerns in relation to issues of Safety and Health by providing various training, including providing professional advice to stakeholders.

Conducting various researches related to safety and health issues in the workplace in order to advise government on how best to implement the mentioned legislation.

# Employee Handbook Sign-Off

I acknowledge receipt of the **MIKOKO DEVELOPMENT FOUNDATION** Occupational Health & Safety Employee Handbook on:

\_\_\_\_\_ (Day) \_\_\_\_\_ (Month), \_\_\_\_\_ (Year)

I have reviewed the Handbook in its entirety and understand my responsibilities as an employee for managing health and safety in the workplace. When necessary, I have asked my supervisor/manager for clarification of my roles and responsibilities.

I acknowledge that workplace health and safety is a shared responsibility between employers, supervisors and employees and agree to adhere to all **MIKOKO DEVELOPMENT FOUNDATION** policies, procedures and safe work practices.

Employee Name	Position
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Employee Signature

Date

Manager/Supervisor Name

Date

Manager/Supervisor Signature

**Signed copy to be kept in employee file.**