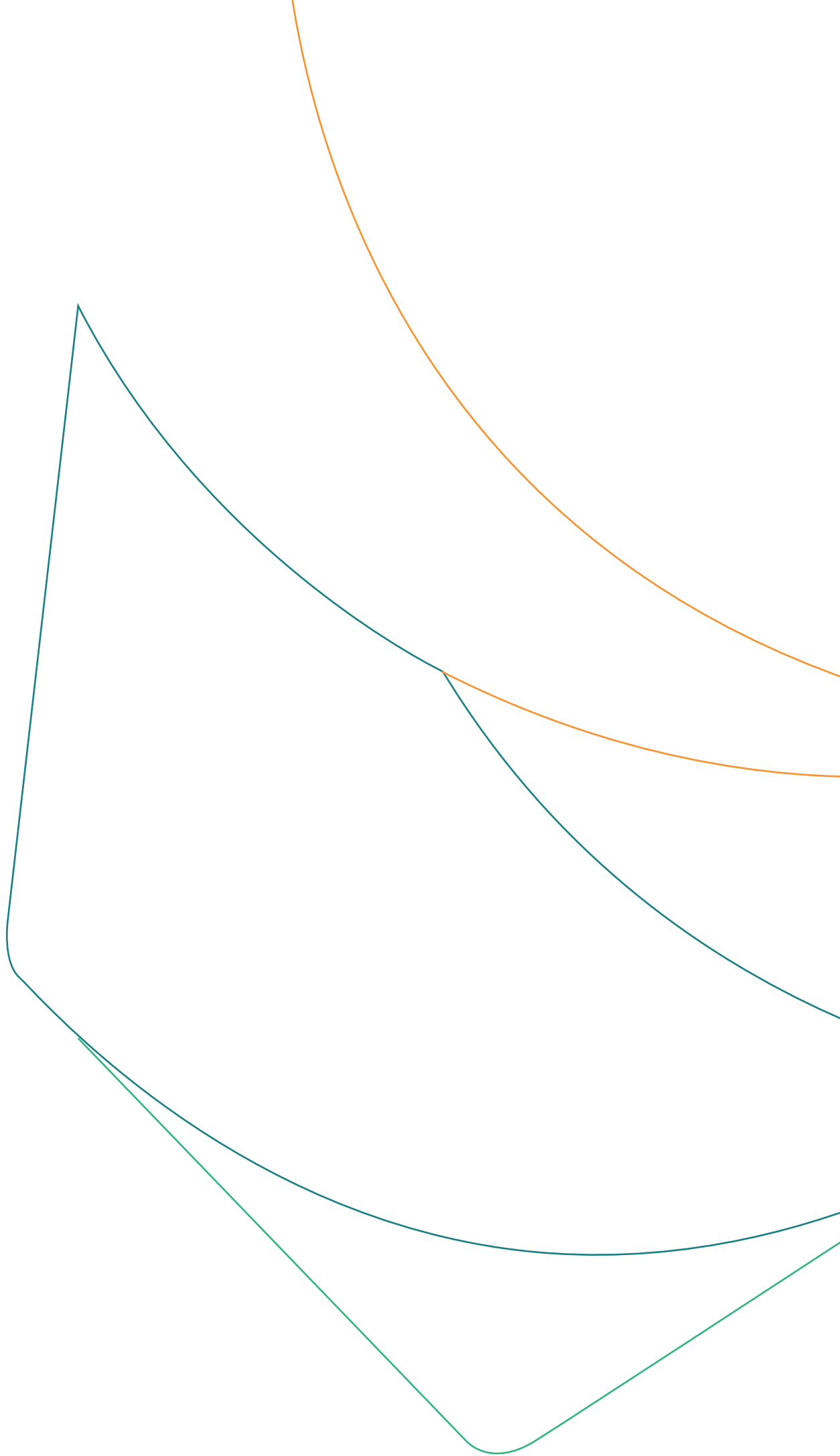




National Council for
Occupational Safety & Health

Awareness Guide on Occupational Safety and Health

November 2025



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Introduction

Occupational safety and health are the cornerstone of building a safe and productive work environment. They are not limited to establishing rules and regulations but also include raising workers' awareness, empowering them to identify hazards and ways to prevent them, and embedding a culture that makes safety a part of daily behavior at the workplace. From this perspective, this awareness guide on occupational safety and health serves as a simple and practical tool to help workers and supervisors understand the basic principles of safety, adhere to preventive measures, and act appropriately in emergency situations.



1. Overview of Occupational Safety and Health

Protecting workers and providing them with a safe and healthy work environment is every employer's responsibility. Workers, in turn, are responsible for caring for their own safety and health by following established safety procedures.

Objectives of Occupational Safety and Health:

1. Protecting human resources from workplace hazards by preventing as much as possible accidents, injuries, and occupational diseases.
2. Maintaining physical assets (facilities, equipment, tools, materials) from damage or destruction.
3. Avoiding disruptions to production or service delivery, instead helping increase productivity and efficiency.
4. Providing a safe and healthy work environment that prevents harm to human, natural, and material elements by implementing occupational safety and health systems and principles.
5. Reinforcing a sense of safety and reassurance among workers during their work and creating a productive work environment.

How to Achieve Occupational Safety and Health Objectives:

1. Proper technical planning for preventive measures in workplaces to protect against accidents, injuries, and occupational diseases.
2. Having the necessary legislation that reinforces the importance of implementing this technical planning.
3. Scientific implementation during operation processes.
4. Providing specialized technical equipment to ensure continuous implementation of occupational safety and health services.
5. Assessing potential risks that may lead to work injuries or occupational diseases and establishing appropriate preventive solutions.
6. Making occupational safety and health a strategic goal and part of the organization's policy.
7. Continuously raising employees' awareness of occupational safety and health and a culture of prevention.
8. Investing in training employees on occupational safety and health.
9. Ensuring a safe work environment by removing and controlling hazards and providing workers with personal protective equipment.

Definitions Related to Occupational Safety and Health:

1. Hazard: Any potential source of injury, illness, harm, property damage, or environmental harm, or possibly nothing under certain circumstances.
2. Risk: The probability that a hazard will cause injury, illness, harm, or damage to people, property or the environment.
3. Risk Management: The process of identifying and assessing risks to control and prevent them, to protect health, safety, and the environment.
4. Risk Assessment: Process through which the results of hazard analysis are compared with criteria, standards, or benchmarks that are developed as a basis for decision-making.
5. Control Measures: Methods used to minimize exposure to a specific hazard.
6. Occupational Incident: An unsafe work-related incident that does not result in a serious injury, or involves an injury requiring only first aid treatment.
7. Work Accident: A situation, hazard, or event that occurs suddenly and results in a serious injury or causes a severe illness.
8. OSH SPECIALIST: The occupational safety and health specialist who conducts workplace and equipment inspections and implements safety rules and programs.



Main Causes of Workplace Accidents, injuries, fatalities, and occupational diseases:

First: Non-personal Factors (Environmental and Organizational)

1. Poorly guarded machines.
2. Defective machinery.
3. Unsafe storage, such as overstocking or overloading.
4. Inadequate lighting.
5. High-temperature work environment.
6. Poor ventilation or noisy work environment.
7. The nature of the job itself.

Second: Personal Factors

1. Lack of worker experience.
2. Not wearing safety gear.
3. Not following safety instructions, such as:
 - a. Ignoring no-smoking policies during work.
 - b. Leaving tools and materials in walkways.
 - c. Operating or working at unsafe speeds.
 - d. Disabling or tampering with equipment.
 - e. Using unsafe procedures during loading or assembly, etc.
 - f. Carelessness, joking, fighting, or horseplay.

For more information on the major sources of hazards that cause workplace accidents, injuries, fatalities, and occupational diseases, please refer to the MEEPP LIST.

Main Costs of Workplace Accidents:

First: Direct Costs

1. Loss of life or disability, with severe social consequences for the worker's family.
2. Medical expenses for the injured.
3. Compensation and pension costs.
4. Repair costs for damaged equipment, machinery, and tools.
5. Cost of damaged materials, products, or machinery.

Second: Indirect Costs

1. Lost time due to the injury (assistance, investigation, downtime, etc.).
2. Overtime costs to make up for downtime caused by the injury.
3. Wasted administrative time due to the injury.
4. Training for another worker to replace the injured one.
5. Reduced productivity due to rescheduling work, learning time for new staff, or preparing the injured worker to return, or general worker anxiety.
6. Replacement, repair, and maintenance costs.
7. Property-related compensation payments.
8. Reputational damage costs.



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2. Look Around You

Have you ever heard of the painter who stepped back several times to admire his work, only to fall from a height of five stories? You're right to be proud of your work, but isn't it better to look around before you move in any direction?

Look around before you move, you might step into a stairwell opening, off the edge of a floor, or into a pile of timber, in construction projects, materials are constantly being moved according to work needs, so workers must be aware of these changing conditions. Look up, down, and around to avoid walking into the path of a moving truck, excavator, crane, or passing under a swinging load. Watch out for others' mistakes as well as your own.

3. Why Should We Prevent Accidents?

Have you ever thought about this question before?

What is the importance of having plans to prevent accidents at worksites?

Do you think safety programs are only designed to avoid injuries?

Do you follow safety procedures just because you're told to, or do you truly believe in their importance?

There are many reasons why organizations require employees to work safely. However, every person should have their own, more meaningful reasons for following safety procedures, beyond just company requirements. Each worker should have personal reasons for working safely—not just because it's required.

For example, one reason is your family. What do you think they'd do without you if you were injured? Isn't that a good enough reason to work safely and protect your family?

What about your hobbies and personal interests? Would you still be able to enjoy them if you were injured?

What about your ambitions and dreams for a better future?

Whatever your interests, hobbies, ambitions, or dreams, they are uniquely yours. They are tied to your approach to life and the path you choose. All these could be destroyed in an instant if you suffer a workplace accident or injury.

Safety programs are designed to help you achieve your goals and dreams. They aren't meant to make work harder, or to be just a set of rules and regulations. They were created for you—so you can keep pursuing your goals and dreams. For instance, if you are stopped for unsafe behavior, it's for your own good and your colleagues', to prevent you from getting hurt. Your company cares that you return home safely to your family.

Think of safety as something that concerns you personally. Look for hidden hazards in your work and eliminate them before they eliminate your dreams and aspirations. Make safety a personal matter. Think safety.

4. Your Personal Attitude Toward Safety

Safety programs are designed to protect you, and their success depends primarily on your commitment to following them. Even though you may have received safety instructions and advice for a long time, you might not have thought deeply about their application, or you might have imagined that accidents happen only to others, not to you. To realize the truth, imagine this story:

Suddenly, a close coworker suffers an accident at work (a back injury due to his own mistake and negligence in following safety procedures). You know he will suffer pain and face financial issues for himself and his family because of the injury and will have to restructure his life to adapt to his new circumstances.



After witnessing his accident, you recognize the seriousness of accidents, become more attentive to safety instructions, improve the cleanliness and orderliness of the workplace, carefully inspect equipment, read operation manuals, and pay more attention to safety procedures.

That's good, but don't wait for such an incident to happen to you or your coworkers before you learn about safety! Don't learn safety from accidents; learn it through proper application of safety procedures.

A proper attitude toward safety procedures should become a personal habit. Here are some tips:

Focus

Concentrate on your current task. Don't let yourself be distracted by conversations or events around you. If you are tired or unwell, you are more likely to have a workplace accident.

Organization:

Manage your time and tasks well. Do important work first to avoid rushing or acting impulsively.

Commitment:

Genuinely want to complete your work as safely as possible. Don't cut corners or take shortcuts that compromise safety procedures.

Participation and Cooperation:

See yourself as responsible not only for your work but for how your work integrates with others. Remember, for better results, we must collaborate and cooperate.

Alertness and Attention:

Be aware of hazards related to your work. Knowing the risks helps you seek ways to avoid them and protect your health and safety.

5. The New Worker

At some point, when beginning your career, you may have felt hopeful to find an opportunity, and at the same time, fearful of losing it! In your early days, you may have tried to impress your supervisor with your skills and show you can work hard and fast. In your first days on the job, it seems everyone knows what to do and moves with confidence, and you still don't know much about the job—work hours, departments, duties, and other matters.

The first weeks at work are usually challenging and full of new experiences. Most of us have gone through this and, thankfully, without major incidents. But many new workers are not so lucky.

We all hear about people injured in their first days at work, and some whose first days were their last.

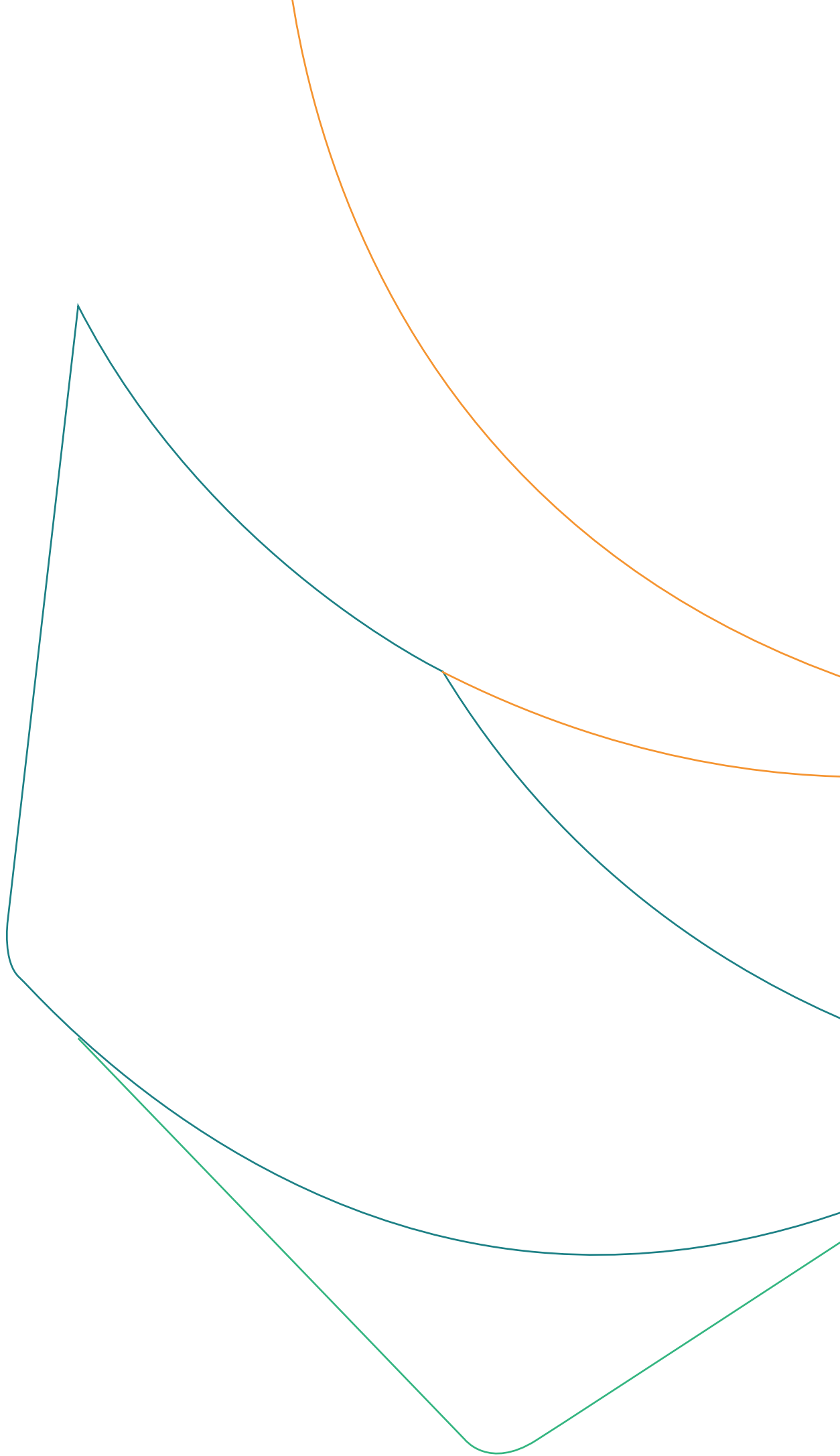
For example, a young man working at a print shop told us he lost three fingers after just three days on the job while trying to fix a machine incorrectly. This happened because he didn't receive sufficient training, only basic instructions on how to operate the machine.

Many of you have worked for years, are well-trained, and have plenty of experience and skill, whether as workers or supervisors. You know how the work is done, you know the weaknesses, problems, and hazards that can affect the job. But remember, when a new worker joins your team, they need your help:



- The new worker does not recognize most site hazards as you do.
- The new worker often tries to do something to attract attention and show competence, which may lead them to try things they don't know how to do safely.
- The new worker looks up to the supervisor's habits and attitude as a model to follow, so the supervisor must set the right example and work safely.
- The new worker may be influenced by another worker who performs tasks incorrectly or unsafely, so take the time to explain the correct and safe way to do the job.







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