SAFE-D KA210-ADU - Small-scale partnerships in adult education

SAFE D: STRENGTHENING WORKPLACE SAFETY
THROUGH APPLIED ERGONOMICS IN THE DIGITAL AGE

Activity 1
NEED ANALYSIS and DEVELOPMENT of TAILORED ERGONOMICS CURRICULUM for SMALL ENTERPRISES

SAFE-D Company Visit Guide

Country: [ ] Bulgaria [ ] Hungary [ ] Turkey [ ] Other: ……..

Activity Time Interval: 01/02/2024 31/07/2025
Leading partner of AI: Cappadocia Innovation Institute Technology Ltd. Co., Türkiye[1]
Partner: Bulgarian Association of Ergonomics, Bulgaria[2]
Partner: DSGI Ergonómiai Mérnökiroda kft, Hungary[3]
Version: 0.1
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[1] Cappinno.com
[2] Baehfofficial.wixsite.com7baehf
[3] dsgi.hu

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Safe D: Strengthening Workplace Safety Through Applied Ergonomics in the Digital Age 2023-2-HU01-KA210-ADU-000171333

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Introduction

The purpose of this workbook is to guide participants through a site visit as part of the SAFE-D ongoing project aimed at enhancing ergonomics and workplace safety in small and medium-sized enterprises (SMEs) across the EU. This project involves multiple objectives, including conducting needs analysis, developing tailored ergonomic curricula, and organizing workshops and mentoring activities. Participation in this site visit offers significant advantages, such as contributing to the understanding of current workplace conditions and needs, and ultimately aiding in the improvement of workplace safety and ergonomics in SMEs.

Please note that the data collected during this visit will be protected in accordance with data protection regulations, and all information provided will be used solely for scientific and educational purposes in line with the project's objectives. Participants are required to follow the instructions below when filling out this workbook.

See data policy here: https://www.dsgi.hu/main/felmeresek-es-vizsgalatok-kiegeszito-adatkezelesi-elvei/

Instructions to Fill the Workbook

1. Follow the step-by-step guide provided in the main section of this workbook to conduct your site visit.
2. Pay attention to documenting key aspects, including company data, site observations, and relevant interviews.
3. Use the space provided for each question to record answers, and attach supporting materials such as photographs, measurements, and documents where necessary.
4. Ensure that all the required information is filled in completely before submitting this workbook.
5. This visit is exploratory in nature, so focus on gaining a general understanding of the company's workplace conditions without making in-depth assessments.

Step-by-Step Guide for Site Visit

Methodology

During the site visit, the following methodologies should be applied to gather information:
• Document Analysis: Review any relevant documents provided by the company, such as safety policies, training manuals, or reports.
• Interviews: Conduct interviews with key personnel, including the host, managers, and workers, to get insights on workplace safety practices.
• Measurements: If applicable, take measurements of workspaces, equipment, or other relevant aspects to assess compliance with ergonomic standards.
• Photographs: Document the work environment through photos, ensuring privacy is maintained.

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Company Data Table

Company Name:	
Time and Place of the Visit:	
Consent to use data for project objectives:	Yes / No
Host Person (Name and Position):	
Expert Conducting the Visit:	
Number of Employees:	
Approximate Yearly Income:	
Year of Foundation/Business Activity Start:	
Main Products, Brands, Technologies:	

1. General Working Environment Assessment

A clean, well-maintained workplace promotes safety and worker health. Observe and record cleanliness, lighting, ventilation, noise levels, temperature, and air quality. These factors play a vital role in creating a safe and efficient workspace, impacting employee productivity and well-being. Special attention should be paid to workspace layout, ensuring efficient and safe movement within the company premises.

Observe and document the general condition of the working environment, including key safety and comfort factors.

- Cleanliness: [ ] Excellent [ ] Satisfactory [ ] Needs Improvement
- Lighting: [ ] Adequate [ ] Inadequate
- Ventilation: [ ] Functioning [ ] Malfunctioning
- Noise Level (dB): [ ] < 50 dB [ ] 50-70 dB [ ] > 70 dB
- Temperature (°C): _____
- Air Quality (e.g., dust, fumes): [ ] Good [ ] Needs Improvement
- Workspace Layout: [ ] Efficient [ ] Congested

Comments:

Attach photos of workspace layout and environmental factors like lighting or air quality.

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2. Safety Measures Evaluation

Safety equipment and protocols are critical for emergency preparedness and preventing accidents. Proper maintenance of fire safety equipment, clear signage, and PPE usage ensure that employees can act quickly in emergencies. These measures help ensure that employees can respond effectively during critical situations.

Check the accessibility and functionality of safety measures, including emergency exits, fire safety equipment, and PPE usage.

- Emergency Exits: [ ] Accessible [ ] Blocked
- Fire Extinguishers: [ ] Available [ ] Missing [ ] Expired
- First Aid Kits: [ ] Stocked [ ] Needs Restocking [ ] Missing
- Safety Signage: [ ] Clear [ ] Missing
- PPE Compliance: [ ] Correct [ ] Incorrect
- Fire Alarms: [ ] Functional [ ] Malfunctioning

Comments:

Attach photos of safety equipment, emergency exits, and signage.

3. Ergonomic Computer Workstation Setup

Proper ergonomic setup reduces the risk of musculoskeletal issues and increases worker comfort and productivity. Adjustable desks, chairs, and monitor setups allow employees to maintain healthy postures. Ensuring that these elements are available and used correctly helps create a safer and more comfortable working environment.

Evaluate the ergonomic features of workstations, focusing on their adjustability and appropriateness for employees.

- Desk Height (cm): _____
- Chair Adjustability: [ ] Adjustable [ ] Fixed
- Monitor Position (Eye Level): [ ] Yes [ ] No
- Chair Lumbar Support: [ ] Adequate [ ] Inadequate
- Footrest Available: [ ] Yes [ ] No
- Keyboard and Mouse Placement: [ ] Ergonomic [ ] Not Ergonomic

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Comments:

Attach photos of ergonomic workstation setups and adjustments.

4. Posture and Repetitive Task Observation

Poor posture and repetitive tasks are among the leading causes of strain injuries. Identifying these problems early on can help reduce fatigue and injury. Regular task rotation and break schedules can mitigate risks associated with repetitive motions.

Observe employees' posture during work and evaluate the frequency and intensity of repetitive tasks.

- Employee Posture: [ ] Correct [ ] Needs Improvement
- Repetitive Task (Yes/No): _____
- Frequency of Repetitive Task (per hour): _____
- Break Frequency (per hour): _____
- Task Rotation in Place: [ ] Yes [ ] No
- Signs of Discomfort (e.g., back, wrists): [ ] Yes [ ] No

Comments:

Attach photos or video examples of employee postures and task repetitions.

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5. Personal Protective Equipment (PPE) Usage

PPE is essential for preventing injuries in hazardous environments. The availability and correct use of PPE, such as helmets, gloves, and protective eyewear, are crucial in ensuring workplace safety. Monitoring compliance and storage conditions is equally important.

Verify that PPE is available, used properly, and stored appropriately.

- PPE Provided: [ ] Yes [ ] No
- PPE Usage: [ ] Correct [ ] Incorrect
- PPE Condition: [ ] Good [ ] Needs Replacement
- Employee Compliance with PPE: [ ] Full [ ] Partial [ ] None
- PPE Storage: [ ] Proper [ ] Improper
- PPE Availability (easy access): [ ] Yes [ ] No

Comments:

Attach photos of PPE usage and storage areas.

6. Tool and Equipment Safety Check

Regular maintenance of tools and equipment is key to preventing accidents. Safety guards, proper grounding of electrical equipment, and adherence to lockout/tagout procedures are essential for ensuring equipment safety.

Inspect tools and equipment for safety, focusing on maintenance, safety guards, and tool usage by employees.

- Tool Condition: [ ] Good [ ] Needs Repair [ ] Hazardous
- Maintenance Records: [ ] Up-to-Date [ ] Missing
- Safety Guards Installed: [ ] Yes [ ] No
- Electrical Equipment Grounding: [ ] Proper [ ] Improper
- Tool Usage: [ ] Safe [ ] Unsafe
- Lockout/Tagout Procedures: [ ] Followed [ ] Not Followed

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Comments:

Attach photos of tools, equipment, and safety measures.

7. Chemical Safety and Handling

Proper chemical storage and handling prevent accidents and health risks in workplaces. Ensuring that chemicals are labeled, stored safely, and handled with appropriate protective gear is essential for compliance and safety.

Examine chemical storage areas and check for safety measures such as labeling, ventilation, and availability of safety data sheets.

- Chemical Storage: [ ] Proper [ ] Improper
- MSDS Availability: [ ] Yes [ ] No
- Chemical Labeling: [ ] Clear [ ] Missing
- Ventilation in Chemical Areas: [ ] Adequate [ ] Inadequate
- Protective Equipment for Handling: [ ] Used [ ] Not Used
- Spill Kits Availability: [ ] Yes [ ] No

Comments:

Attach photos of chemical storage and handling areas.

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8. Employee Feedback on Safety Practices

Feedback from employees is invaluable for improving safety measures. Gathering their thoughts on ergonomics, safety protocols, and their ability to report issues helps organizations implement effective improvements.

Collect feedback from employees on the current safety and ergonomics practices in the workplace.

- Employee Feedback on Ergonomics: [ ] Positive [ ] Negative
- Employee Feedback on Safety Practices: [ ] Positive [ ] Needs Improvement
- Ease of Reporting Issues: [ ] Easy [ ] Difficult
- Ergonomic Training Received: [ ] Yes [ ] No
- Awareness of Emergency Procedures: [ ] Yes [ ] No
- Willingness to Participate in Safety Improvements: [ ] Yes [ ] No

Comments:

9. Workplace Safety Documentation Review

Reviewing documentation is critical to ensuring consistent safety practices. Safety checklists, incident reports, and maintenance logs should be up to date and compliant with regulations.

Review safety documentation such as safety checklists, incident reports, and maintenance logs to ensure adherence to protocols.

- Safety Checklists: [ ] Complete [ ] Incomplete
- Maintenance Logs: [ ] Up-to-Date [ ] Outdated
- Incident Reports Reviewed: [ ] Yes [ ] No
- Incident Frequency (last year): _____
- Corrective Actions Taken: [ ] Yes [ ] No
- Compliance with Regulations: [ ] Yes [ ] No

Comments:

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Attach relevant safety documents or reports.

10. Inclusive Safety Practices

Inclusive safety measures are essential to ensuring that all employees, regardless of gender, age, or physical ability, can work in a safe and accommodating environment. Special attention should be given to employees with disabilities or other specific needs to ensure they have equal access to safety equipment, proper training, and ergonomic workstations. This approach not only enhances the overall safety culture but also fosters a more inclusive and diverse workplace. Companies should continuously evaluate their safety protocols to ensure they account for gender differences, the needs of an aging workforce, and individuals requiring specific accommodations.

Observe how safety practices consider gender differences, age, and disabilities.

- Gender-Inclusive Safety Measures: [ ] Yes [ ] No
- Accessibility for Disabled Workers: [ ] Yes [ ] No
- Accommodations for Older Workers: [ ] Yes [ ] No
- Inclusive Equipment (e.g., adjustable tools): [ ] Present [ ] Absent
- Training for Special Needs Employees: [ ] Provided [ ] Not Provided
- Complaints of Discrimination/Exclusion: [ ] Yes [ ] No

Comments:

Attach photos of specific accommodations such as adjustable workstations, specialized tools, or physical modifications to work areas (e.g., ramps, modified desks, or equipment for disabled employees). Include signage for gender and disability inclusion where applicable.

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Further Project Activities and Opportunities for Participation

As part of the ongoing project, we would like to invite the company to participate in various upcoming activities. These include:

• Questionnaire Surveys: We will be conducting surveys to gather more detailed insights into workplace ergonomics and safety practices.

• Information Sessions: We will organize events to share key findings and updates on workplace safety and ergonomics.

• Ergonomics Training Participation: A major opportunity is to participate in our ergonomics training program. This training will be available to employees from three selected companies.

The training will begin with an introductory session, followed by a practical project task where companies will work to solve an ergonomic problem relevant to their development. This task will be supported by two on-site consultations and additional online sessions as needed. The program will conclude with a presentation and evaluation of the completed projects. Participation in this training program, including the consultations and guidance, will be free of charge for the selected companies.

If your company is interested in taking part in any of these activities, please provide the necessary contact details below.

Contact Information

Contact Person Name:	
Position:	
Email Address:	
Phone Number:	

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Closing the visit

Use the following closing statement to wrap things up professionally and courteously.
Start by thanking the host for their time and cooperation, acknowledging their effort in facilitating the visit. Mention that all relevant documentation and additional information needed for analysis should be collected and securely filed.

Let them know they can reach out with any further questions or clarifications they might need. Emphasize that their input is valuable and that we look forward to sharing our findings and recommendations with them.
Close with a final thank you for their support and collaboration.

Sources for reporting

https://oshwiki.osha.europa.eu/en/themes/ergonomics

https://oshwiki.osha.europa.eu/en/themes/mainstreaming-osh-education#_edn28

International Labour Organisation (ILO)

International Social Security Association (ISSA)

US National Institute for Occupational Safety and Health (NIOSH)

ENETOSH Training Material Database https://www.enetosh.net/good-practice/database.html

EU-OSHA, Mainstreaming OSH into education, Bilbao, Luxemburg 2004, pp.118-120, 141. https://osha.europa.eu/en/publications/reports/313/view

EU-OSHA, OSH in the school curriculum, requirements and activities in the EU-Member States, Bilbao, Luxemburg 2009, pp.14-18, 23-25.

https://osha.europa.eu/en/publications/reports/TE3008521ENC

EU-OSHA, Mainstreaming OSH into university education, Bilbao, Luxemburg 2010, pp. 148 ff.: https://osha.europa.eu/en/publications/reports/mainstream_osh_university_education

EU-OSHA, Training teachers to deliver risk education, Bilbao, Luxemburg 2011, pp. 83 ff. https://osha.europa.eu/en/publications/reports/teachers-training-risk-education_TE3111358ENN/view

EU-OSHA, ''Involving young workers in OSH,'' E-Facts 73, Bilbao 2013. https://osha.europa.eu/en/publications/e-facts/e-fact-78-involving-young-workers-in-osh

IEA, The International Ergonomics Association, https://iea.cc/

https://www.eurofound.europa.eu/en/surveys/european-working-conditions-surveys-ewcs

https://visualisation.osha.europa.eu/osh-barometer/

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