**Regulation of the work ability in small and micro enterprises through multimedia tools**



Tool 16

Checklist and recommendations

for safety at work

**Description of the aim**

In the following tables, readers will able the opportunity to familiarise with a very comprehensive sample of [risks related to safety at work](https://www.ciip-consulta.it/index.php?option=com_phocadownload&view=file&id=3:software-esemplificativo-all-6&Itemid=609) developed by the CIIP (Italian inter-association consultation for prevention).

The tool is formally divided into 5 conceptual areas:

1. Prevention and work labour
2. Prevention and work environment
3. Prevention and organisational aspects
4. Prevention and workability
5. Mental health

Each area is declined in further focus dimensions so as to be as inclusive as possible of the many different variables and dynamics that intervene for each focus areas.

The tool is formally conceived to sustain management and/or owners in identifying the key areas of intervention to guarantee for their workers and employees a safe environment. As such it is to be intended as a referent and supporting tool.

**Target group**

Management, owners, external consultants specialised in health and safety at work, HR.

**Benefit of the tool**

This list of recommendations composing the hereby described tool can be applied to any organisational/geographical context and regardless of the industry, sector and dimension of the firm. The list of guidelines and their arrangement per category is very clear and user-friendly and it can be of great relevance for all the many different targets potentially invested in Quality Assurance processes

**Duration**

This is quite difficult to pre-assess, considering also that in this context ‘duration’ can have many different meanings and interpretations. For instance, in the case ‘duration’ refers to the time needed by management/owners to cross-check their compliance with the recommended guidelines, the process can be concluded in a matter of hours.

On the other hand, if with duration we refer to the time needed by the same people to align their organisation/functions to the recommended guidelines, this can take even week or months, depending on the planned changes and how time-consuming they are.

**How to use the tool**

Viewers are recommended to take vision of the tool for its revision starting from the first focus area and moving on with the followings, so as to avoid further layers of unnecessary complexity. Based on their own self-evaluation and estimates, management and owners (i.e. whoever is involved in the cross-checking process) can get a better sense on the most critical areas of intervention, where they feel that urgent actions are needed.

The implementation of this tools is very self-explanatory with high degrees of customisation based on the specific organisational context and operative setting. Below, we provide users a general framework for its actual deployment.

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| Checklist: Action plan |
| What is to be done? | How (procedure)? | Cost estimation | Priority | Until when? (date) | Who is responsible? |
| **Re-adaptation****Re-configuration****Re-engineering**  | The ownership of the microenterprise needs to step in so as to address and intervene on those dimensions of risks to which they are significantly exposed to – in consideration also of their production systems, processing of raw material potentially highly dangerous for workers’ health (i.e., chemicals), etc.The involved of professional personnel is highly recommended with trustworthy and reliable competences in the specific field of interest (i.e., prevention and safeguard from noise pollution) |  | [ ]  high[ ]  medium[ ]  low |  |  |

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| 1. **PREVENTION AND WORK LABOUR**
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| **RISKS FROM UNCOMFORTABLE POSTURES****These risks can put excessive strain on the muscles, tendons, joints or heart, accelerating normal aging over time** |
| Automation or auxiliaries (mechanizations, exoskeletons) |
| Avoiding extreme postures that reduce strength |
| Alternation between postures, especially if fixed where practicable (standing, sitting, semi-sitting) |
| Posture care; reduce the extent and duration of flexion of the lumbar and cervical spine |
| Non-sedentary lifestyle without overloads can delay the functional decline |
| **RISKS FROM INTENSE PHYSICAL EFFORTS****These risks can put excessive strain on the muscles, tendons, joints or heart, accelerating normal aging over time** |
| Reducing acute or cumulative overload from handling loads, efforts, postures, etc. |
| Eliminating maximal efforts and reduce prolonged efforts |
| Distinctions of maximum weights in ideal conditions for age groups in the manual handling of loads (e.g. ISO 11228-1 ISO TR 12295) |
| **RISKS FROM REPETITIVE MOVEMENTS****These risks can put excessive strain on the muscles, tendons, joints or heart, accelerating normal aging over time** |
| Reducing acute or cumulative overload from efforts, postures, repetitiveness at unsustainable rhythms |
| 1. **PREVENTION AND WORK ENVIRONMENT**
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| **RISKS RELATED TO WORK ENVIROMENTS****These risks can cause premature musculoskeletal disorders or diseases, deafness, vascular diseases, tumors. The likelihood of these events increases over time with age and length of service.** |
| Eliminating or reducing exposure to environments that are too hot, or too cold.  |
| Improving the environment lighting: apply colour contrasts and additional grazing and/or localized lighting, eliminating glare and reflections |
| Eliminating or reducing as much as possible the exposure to toxic substances |
| Eliminating or reducing as much as possible the exposure to noise pollution |
| Amplification of sound alarms and/or supplementary light signals |
| Equipping workers with hearing protectors that are not excessively attenuating in order not to completely isolate them from alarms and communications |
| Eliminating or reducing as mush as possible the exposure to vibrations |
| 1. **PREVENTION AND ORGANISATIONAL ASPECTS**
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| **RISKS RELATED TO ORGANISATIONAL ASPECTS****Working at atypical hours disturbs sleep, digestion, and the cardiovascular system. The effect increases over time with ageing.****Continuous interruptions do not allow the worker to use his experience to organize his work and manage recovery phases. A fragmented work, that is often interrupted by unexpected random events, does not allow the worker to manage its time and priorities** |
| Improving the shift regime for everyone (rapid succession) and reducing or eliminating night shifts for the elderly, especially when they are perceived as more tiring and energy-demanding |
| Favouring measures for flexibility, self-management, part time regimes, removal from night shifts on request |
| 1. **PREVENTION AND WORK ABILITY**
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| **RISKS REALTED TO COMPETENCES’ DEVELOPMENT****A monotonous job does not allow workers to learn new skills and can cause demotivation.** |
| Tailoring and fine-tuning of training programmes in relation to workers and their specific occupation (i.e. what they might actually need) |
| **RISKS RELATED TO COMPETENCES’ USE****Unexpected peaks in activity are harmful if not counterbalanced by recovery periods.** |
| Strict top-down working methods prevent workers and employees from experimenting with their own skills and critical thinking  |
| **RISKS RELATED TO COMPETENCES’ TRASMISSION****knowledge comes in 3 different shapes:**1. **theoretical knowledge, which can be transmitted by training,**
2. **know-how, which is the application of theoretical knowledge and can be mastered thanks to tutoring/mentoring programmes on site**
3. **aptitudes, which means being able to carry yourself in the many different relational contexts. This type of knowledge is usually acquired by following the example of senior workers which have much more experience in relation to their occupation and team’s dynamics.**
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| Cognitive functions decrease with aging, but at the same time they are usually compensated by greater know-how and experience |
| Sustaining bottom-up opportunities for training and education |
| Valorising commitment to training programmes and the acquisition of new skills from workers |
| 1. **MENTAL HEALTH**
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| **PSYCHOSOCIAL RISKS****In the absence of margins for autonomous decision-making, the worker has the perception of not being able to rely on his experience. In the event of a relationship with the public or difficult customers, the worker is exposed to higher risks of social conflict. Lack of recognition and support are well known sources of stress in experienced workers** |
| Favouring measures for flexibility, self-management, part time regimes, removal from night shifts on request |
| Avoiding open-space environments  |
| Valorising groups as well as individuals  |
| **RISKS RELATED OT CHANGE MANAGEMENT**  |
| Embracing complexity as a resource, rather than a threat |
| Planning time and resources in great advance to ease the transition  |
| Valorising the acquisition of new competences emerging throughout the process |