



OIC/SMIIC 5: 2017

First Edition
07-04-2017

General Guidelines on Occupational Safety and Health (OSH)

The Standards and Metrology Institute for Islamic Countries
l'Institut de Normalisation et de Métrologie pour les Pays Islamiques
معهد المواصفات والمقاييس للدول الإسلامية

© 2017 SMIIC

FOREWORD

The Standards and Metrology Institute for the Islamic Countries (SMIIC) as an intergovernmental organization, aims to set common standards to be implemented across the OIC region where the Institute aims to ensure the protection of consumers and the interoperability of products, and also to strengthen marketplace position of the OIC Member States in the global economy while fostering innovation and free trade initiatives.

The OIC Occupational Safety and Health Network (OIC OSHNET) is a transnational network among peer local, national and regional institutions under the framework of the Vocational Education and Training Programme in OIC Member Countries (OIC-VET). It was kicked-off in May 2011 in Ankara, Turkey, in line with the recommendation of OSH institutions, and in continuation to the efforts already exerted in the area of occupational safety and health, with the aim of establishing closer cooperation for sharing knowledge and experience, conducting joint research and training, and organizing new initiatives, projects and programmes in the field of OSH.

These guidelines have been prepared by the OIC OSHNET Members in collaboration with the Directorate General of Occupational Health and Safety of the Ministry of Labor and Social Security of the Republic of Turkey (ISGGM), The Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC) and the General Secretariat of the Standards and Metrology Institute for Islamic Countries (SMIIC) in pursuance with the relevant action stipulated in the OIC Framework for Cooperation on Labour, Employment and Social Protection (Framework), adopted by the Resolution on The Cooperation on Labour, Employment and Social Protection Among the OIC Member States at the 2nd Session of the Islamic Conference of Labour Ministers (ICLM), held on 25-26 April 2013, in Baku, Republic of Azerbaijan.

The Guidelines have been endorsed by the Labor Ministers of OIC Member States at the 3rd Session of ICLM which was held in Jakarta on 28-30 October 2015 and SMIIC was requested to undertake relevant studies for the standardization of the "Guidelines on Occupational Safety and Health".

SMIIC Members adopted these guidelines as "OIC/SMIIC 5:2017 – General Guidelines on Occupational Safety and Health" in accordance with direct adoption procedure stated in SMIIC Statute and SMIIC Directives, Part 1.

3.5

workplace

all places where workers need to be or to go by reason of their work and which are under the control of an employer.

4. GENERAL OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

4.1. General

The general Occupational Safety and Health (OSH) requirements are as follows:

- a) There shall be a National OSH policy approved by the relevant authorities at work places.
- b) Occupational diseases, work accidents and near misses occurred at workplaces shall be recorded and reported to relevant authorities.
- c) Appropriate work equipment shall be provided for employees to conduct their work.
- d) Health surveillance of employees shall be done in certain periods according to the nature of the work.
- e) Floors where appropriate shall be made of flat even and non-slip material.
- f) Drinking water, complying with the drinking water standards and sufficient number of toilets and showers shall be provided to employees. The employees shall be provided with eating areas clean and free of harmful substances.
- g) Proper illumination suitable for the job shall be provided.
- h) Vehicle and pedestrian paths shall be clearly separated and marked inside and outside of the premises.
- i) Proper conditions shall be provided to the vulnerable employees (i.e. disabled, young employees, pregnant etc.) in workplaces.
- j) Workplace shall be designed to get natural light as much as possible. If the natural light is not sufficient it shall be reinforced with artificial light.
- k) Appropriate signs to remind and inform employees on hazards and steps to take shall be made available at workplaces.
- l) Necessary training shall be provided on the use of work equipment and personal protection equipment.
- m) A professional staff shall be designated to be responsible for health and safety at the workplace as well as their names should be displayed in accessible areas.

d) Compensatory mechanisms shall be in place at the national level for employees injured or suffering from occupational diseases.

5. RISK ASSESSMENT

5.1 Risk assessment is a process performed in order to identify the hazards which may exist in a workplace or may come from outside, to analyze and rate the factors which cause the hazards turn into risks and to determine the precautions to reduce the risk that shall be taken.

5.2 Risk assessment is carried out by the employers or he shall provide it to be done by an expert with cooperation of employees and other experts and shall be revised and updated on a regular basis. The risk assessment shall be qualitative and/or quantitative, with regards to the nature of work done.

5.3 The hierarchy that followed under the scope of risk assessment is:

- a) The risks at workplace shall be abstained first and shall be eliminated at its source.
- b) If elimination is not possible, hazardous ones shall be substituted with less hazardous ones.
- c) If substitution is not possible, engineering and administrative control measures shall be applied.
- d) Appropriate PPE shall be used, as last resort, in order to minimize adverse effects of the risks.

6. OCCUPATIONAL HEALTH AND SAFETY TRAINING

The employer shall provide to the employees both fundamental OSH training and vocational training appropriate to the nature of the work being carried out (free of charge to the employees). In these training:

- a) Training need analysis should be performed according to the need before performing the job. Result of risk assessment may be used in this analysis.
- b) Knowledge, skills, behaviors and attitudes of employees on occupational safety and health issues shall be borne in mind.
- c) The inadequacies of the trainees shall be taken into consideration while determining the subjects of the training program for an efficient training.
- d) The training shall be assessed and evaluated for its effectiveness and modification to the modules may be needed.
- e) Retraining shall be repeated if the process, substance or procedure used or location of the workplace changed.

- e) At last resort according to risk hierarchy, hearing protection equipment shall be used in order to minimize adverse effects of the noise.

7.2.2 Vibration

The employer shall fulfill the minimum requirements for the employees to get protected from safety and health risks that may be caused by exposure to mechanical vibration. In this context proper working schedule, using less vibration equipment and adequate rest shall be planned and applied.

7.2.3 Thermal Comfort

The employer shall fulfill the minimum requirements for the employees to provide workplace having proper thermal comfort conditions. In this context:

- a) Thermal comfort conditions in the workplace shall be in a way that would not disturb employees tasks performed and would not affect their physical and psychological state.
- b) Devices used for heating and cooling shall be placed in a way that would not disturb the employees and would not result in additional risk. They shall be maintained and checked regularly.
- c) Regarding the nature of the work, in case of working continuously in extremely hot or cold environments, windows and roof lights, so as to avoid the negative effects of sunlight should be provided.
- d) Adequate exchange of air and proper air flow rate appropriate to the task and environmental conditions shall be provided.

7.2.4 Illumination

The employer shall provide sufficient illumination for employees to perform the job safely. In this context, workplaces shall be illuminated by day light, as far as reasonably practicable. In cases which beneficitation from daylight is not possible or during night work, artificial light shall be provided.

7.2.5 Dust

The employer shall provide a dust-free environment, to extent which is practicably applicable, for the employees. In this context:

- a) Water shall be used at places where dust is released. (Aqueous working-wet method).
- b) Proper ventilation and control equipment shall be provided.
- c) Appropriate PPE shall be provided and employer shall ensure proper use of PPE.
- d) The exposure of employees shall be monitored and documented regularly.

7.2.8.1 The use of asbestos containing materials shall be avoided in construction of new buildings or in restoration or renovation activities as a new material.

7.2.8.2 In order to be protected from health effects of asbestos exposure during removal, destruction, repair and maintenance, all necessary and crucial precautions shall be taken.

8. CHEMICAL FACTORS

8.1 General

8.1.1 Working with chemical substances, the employer shall arrange a procedure or precaution that will minimize the exposure of chemical to the employees:

- a) Keeping the number of employees exposed, or likely to be exposed, to minimum number as possible.
- b) Labeling the chemicals according to national and international standards and/or Safety Data Sheets (SDS) and informing the employees on chemical hazards through marking the chemical substances.
- c) Training employees on the use of the available information on SDS, occupational safety practices, and appropriate use of PPE.
- d) Providing emergency apparatus in cases of accidental exposure.

8.1.2 The employer shall also ensure that employees who are exposed to chemical risk factors at work at or above the lower exposure action values receive information and training relating to risks resulting from the exposure. The training shall include in particular:

- a) Emergency arrangements,
- b) The results of the risk assessment,
- c) The hazardous chemical agents present at the workplace with access to SDSs,
- d) Training on the appropriate precautions and on the personal and collective protection measures that are to be taken.

8.1.3 The employer shall determine whether any hazardous chemical agents are present at the workplace. If so, the risks of affecting safety and health of the employees due to presence of those chemical agents shall be defined by taking into consideration the following:

- a) Hazardous properties of the chemicals,
- b) Information on safety and health that shall be provided by the supplier,

- c) Work organization shall be established in such a way to eliminate the need of manual handling of heavy materials, or to reduce it as much as possible.
- d) Proper tools and mechanical assists that reduce manual exertions and holding times and improve postures shall be employed.
- e) Rest breaks of sufficient length for employees shall be allowed during work hours.
- f) Job rotation shall be conducted especially for tasks that require repetitive movements with constant postures or manual handling of heavy weights.

11. MACHINERY AND HAND TOOLS

11.1 Machinery

The employer shall take the measures necessary to ensure that the work equipment, made available to employees or self-employed persons at the workplace is suitable for the work to be carried out or properly adapted for that purpose and may be used by employees or self-employed persons, without impairment to their safety or health.

Rules to be followed in the course of using machinery:

- a) Machinery shall be operated only for intended purpose as clarified by the producer
- b) The operator shall get training on the use of machinery and be informed of safety measures and safe work practices.
- c) Emergency stop button of machine which is easily accessible in a possible emergency shall be provided and operator shall be informed on how and when to use the button.
- d) Work equipment carrying the risk of flying or falling object shall be equipped with suitable safety devices to eliminate those risks.
- e) Maximum load of lifting equipment shall be marked visible.
- f) Appropriate work method shall be selected using suitable lifting devices pertinent to type, shape and other physical features of load that shall be lifted by lifting equipment.
- g) All reciprocating, rotating, and transverse moving parts shall be covered with appropriate machine guards.
- h) Electrically powered machines shall be grounded.
- i) Machines releasing dust, gas, vapor etc. shall be equipped with suitable ventilation systems.

- are not applicable
 - may cause greater hazards
 - or are needed to be removed temporarily.
- c) Measures shall be taken to prevent employees falling from openings on the floor and openings between vertical structural components.
- d) Guardrails to be used shall include a top rail, mid rail and other side protection elements to provide same protection and a toe board to prevent materials from falling. The platform decking should be covered completely.

13. EMERGENCY

Emergency is an event which may take place in whole workplace or part of a workplace requiring emergency response, intervention, first-aid or evacuation incidents such as fire, explosion, dangerous chemical spillage and natural disasters.

Provisions that shall be taken into account in case of an emergency are:

- a) Probable emergencies shall be identified by evaluating emergencies which may affect employees and work environment (natural disasters, fire, explosion, sabotage, food poisoning, other emergencies identified as a result of risk assessment etc.) in advance. In determining these emergencies; working environment, materials used, working equipment and environmental conditions shall be kept in mind.
- b) Measures preventing and restricting the negative effects of emergencies shall be taken.
- c) Emergency drills shall be conducted periodically for raising preparedness to emergencies.
- d) An emergency action plan that includes operations, processes, information and practice-oriented actions in emergencies shall be established. In this plan:
- 1) Probable emergencies,
 - 2) Preventive and restrictive measures shall be taken,
 - 3) Emergency response methods,
 - 4) Evacuation plans that are prepared to be hung on different locations in the workplace,
 - 5) Emergency teams and drill forms shall be involved.

SD/Res/020

12/04/2017

STANDARDIZATION DEPARTMENT RESOLUTIONS 2017

Resolution 03/2017

Adoption of OIC/SMIIC 5 on "General Guidelines on Occupational Safety and Health"

The Standardization Department,

Taking into account the voting results report (SD/VR/019) on "General Guidelines on Occupational Safety and Health"

In accordance with article 2.11 of SMIIC Directives, Part 1,

Announces that the new standard has been adopted as:

OIC/SMIIC 5:2017 - "General Guidelines on Occupational Safety and Health"

12/04/2017

Ihsan ÖVÜT

Secretary General, SMIIC

Voting Results Report of Adoption of New Standard

Standard Registration Number	5
Title	General Guidelines on Occupational Safety and Health
Scope	The scope of these guidelines is to standardize the Occupational Safety and Health (OSH) level in all OIC countries. These guidelines shall apply to all sectors of activity, both public and private (industrial, agricultural, commercial, administrative, service, educational, cultural, leisure, etc.). This standard is not intended for certification, regulatory or contractual use.
Result of the Voting	Total Votes Casted: 17 Approval Votes: 11 , Disapproval: 2, Abstain: 4

The new OIC/SMIIC standard "General Guidelines on Occupational Safety and Health" (OIC/SMIIC 5) has been adopted as per the fulfillment of the criteria in the Article 2.11 of the SMIIC Directives, Part 1.



12/04/2017
Ihsan Övit
Secretary General, SMIIC