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DELIVERABLE No 1: e-Learning Courses Customization for TURKEY

TARGET GROUP: Worker For Agriculture Cooperatives and Stakeholders



JOB SECURITY

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ANTALYA

To train health and safety experts who assume responsibility for all information related to occupational health and safety that is needed for SMEs.

OBJECTIVE

To train health and safety experts who can interpret and Health at Work legislation on safety and regulations, knowing the measures to be taken to ensure the safety and can ensure compliance with the regulations of these measures, risk analysis, capable and suitable measurement methods capable necessary risk measurements performed within business use or if the built external source control.

GAINS

- 1) Interpret labor laws and regulations regarding health and safety.
- 2) Know the measures to be taken to ensure the occupational safety.
- 3) Chec the compliance with regulations which measures should be taken to ensure the job security
- 4) Evaluate risks and make risk analysis
- 5) Make the necessary risk assessment carried out in business.

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1. OVERVIEW OF OCCUPATIONAL HEALTH AND SAFETY CONCEPT

1.1 Occupational Health and Safety Concepts

The execution of the business establishment with the dangers incurred on, to be protected from conditions harmful to health and a better business environment, the method for creating scientific work is given to the Occupational Health and Safety name.

Health; In addition to the physical and psychological health of employees as well as represents the health of the social life. Healthy working concept is a concept that the economic benefits in terms of disruption of production not only in terms of human values.

1.2 Job security

Business security concept, in order to convert it to a better and healthier workplace environment in a systematic and programmatic way of the dangers that can occur in the production process can be defined as free from conditions that could be harmful to health. Job security research fields of law, economics, social policy, behavioral science, ergonomics, medicine, various engineering sciences, statistics, is closely related disciplines such as mathematics (both, 2006; s17).

- ✓ Job security, to ensure that employees are following some rights in working life. These rights standards to ensure employees can work in appropriate conditions and community work to improve the health status of rights:
- ✓ Work-related safety, health and environmental improvement and protection from injury and disease,
- ✓ the injury may occur with work or other reasons, sex, protection against discrimination because of religious and ethnic groups,
- ✓ Harassment, violence, unsuitable working hours, protection against stress, working hours of night work, limitation of working age,
- ✓ wage and rights related to employment, pension security, pay, maternity protection, long-term care, holiday, business planning and sensible business arrangement,
- ✓ Legislation, enforcement and protection through government inspections,
- ✓ The right to organize,
- ✓ The right to collective bargaining,
- ✓ access to health care, education, social supports such as child care,
- ✓ The right to refuse unsafe work,
- ✓ Joint labor-management health and safety committees and represent the right to participate through other mechanisms,
- ✓ The right to inform about the operation and potential hazards

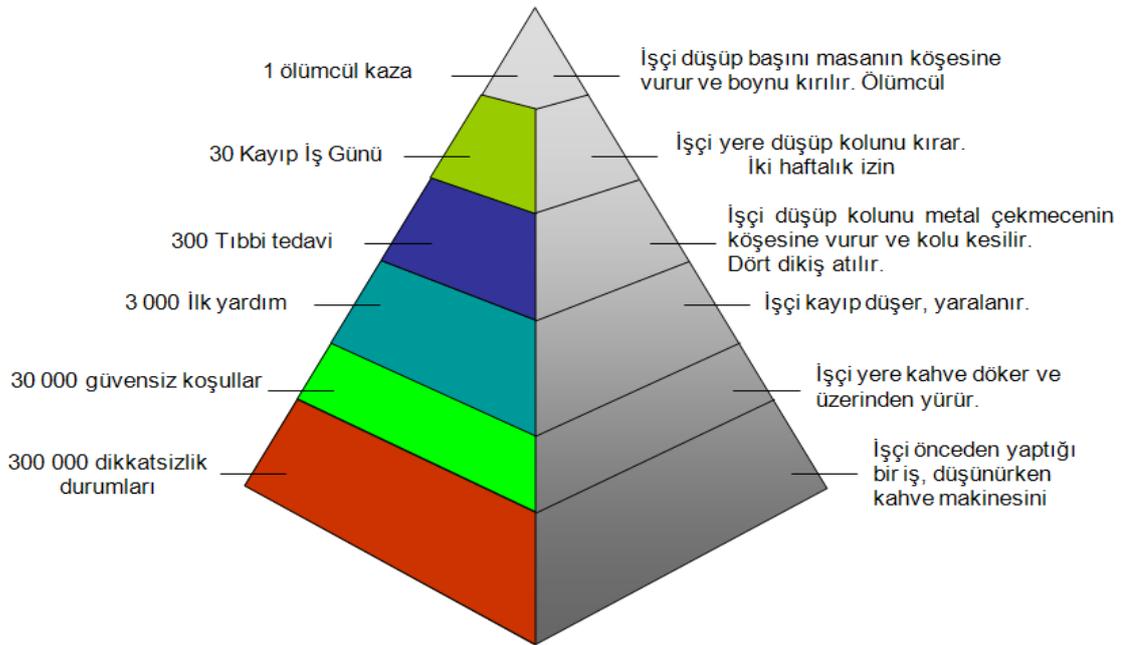
✓ "The work done incorrectly stating that people in the workplace 'right to protection.

Ensure job security, working conditions to protect workers from the adverse effects, hazards in the workplace, there are some basic principles in order to minimize safety (Altinel 2011; s74-75):

- To enter dangerous situations and behavior
- the work done using appropriate tools and materials,
- Automation and go
- The use of personal protection.

2.THE IMPORTANCE OF OCCUPATIONAL HEALTH AND SAFETY

Occupational health and safety practices intend protection of the environment and workplace health and



safety.

Figure 1. Work-related accidents and diseases pyramid

Pyramids above it can be seen for example in the case of small carelessness in businesses that are experiencing trauma often step in and go right to the fatal accident.

2.1 Importance of Occupational Health and Safety for Costs

Occupational health and safety of workers are directly affected by the practice, as are workers who are victims both materially and spiritually. However, employers also affected negatively.

When examining the cost of occupational accidents and occupational diseases are often discussed issue from three angles (Andreoni, 1986):

- Costs for workers and theirs families
- Costs for Business -employers

- The cost in terms of the country's economy

They faced problems of workers: the possibility of losing their lives and physical challenges to live the rest of his life, encountering financial problems and the loss of jobs, which will occur if treatment costs for uninsured work ect.; the cost faced by employers: financial problems associated with the deterioration of equipment, labor loss, falling productivity, costs and benefits are tangible and intangible costs like that.

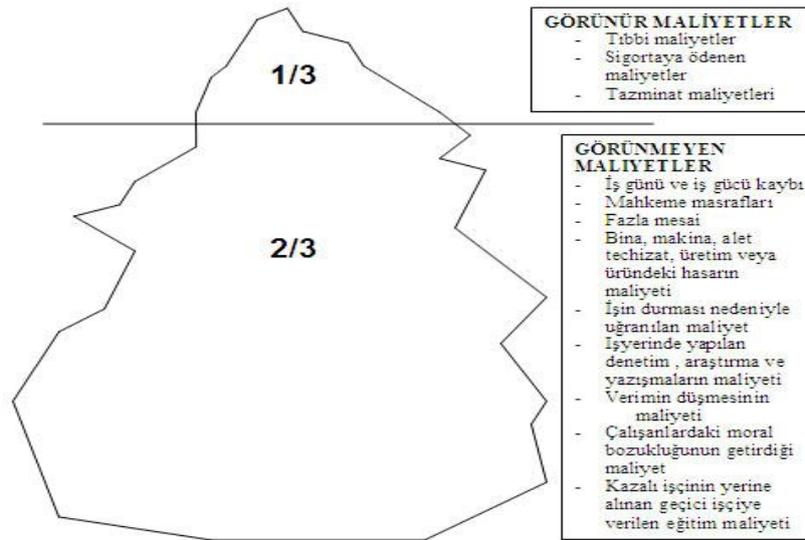


Figure 2. Work-related accidents and occupational diseases occur as a result of visible and invisible costs (Özkılıç, 2007)

2.2.Responsibilities in Occupational Health and Safety

2.2.1.Employer Responsibilities

Health of workers at work and take every precaution for the safety, develop, supervise and work-related accidents that may occur, to create a safe working environment for the prevention of occupational diseases is the responsibility of the employer.

Employer required to receive counseling from experts and occupational physicians in proportion to the number of employees. Employers are also responsible for the conduct at the highest possible level of health and safety standards in the workplace. If necessary, employers should create occupational health and safety board, the board must ensure smooth operation. Employers should take measures to pre-production and post-production for their employees. These measures include:

- The equipment measures at the workplace establishment stage (electricity, etc.) should be taken,
- A safe and healthy working environment should be prepared,
- Suitable equipment should be kept healthy and safe working environment,

- where necessary waste must be found in advance
- The machines are used, tools and equipment must conform to standards,
- Attention should be paid to the Occupational Health and Safety Legislation properly and fully implemented,
- investigate the reasons of accident prevention measures must be taken,
- Employees must undergo medical examinations during recruitment and jobs should be given to them appropriate,
- Employees must be worked in accordance with the legislation of working time.
- Employees required training related to occupational health and safety information and must be made
- Personal protective equipment should be distributed to the employees they need

2.2.2.Responsibilities of Employees

The employer is obliged to comply with all measures related to the implementation of workplace safety and to comply with the instructions in this regard.

Workers who works according 6331 Occupational Health and security law and duties relating to occupational health and safety is stated as follows:

Employees, in accordance with the instructions in this regard training and the employer received regarding occupational health and safety of other workers themselves and the affected their work or their movement is liable to endanger their health and safety.

Employees obligations in the training and instructions given by the employer are:

- a. Machine at work, equipment, tools, dangerous substances, transport equipment and other means of production in accordance with the rules of use, use their safety equipment as the right to arbitrarily remove and replace.
- b. Use and maintain proper personal protective equipment provided to them.
- c. Machine at work, equipment, vehicles, equipment, facilities and buildings in the direction they see a lack of health and safety when faced with a serious and imminent danger and protection measures, promptly notify the employer or employee representatives.
- d. Inspectors in terms of the elimination of the deficiencies and noncompliance with the legislation identified in the workplace by the competent authorities, to cooperate with the employer and employee representatives.
- e. In their areas of competence, to ensure the health and safety to cooperate with employers and representative of employees.

2.2.3.Responsibilities of the State

- If Occupational Health and Safety area of the state's responsibility to sort out the main lines:
- Laws, statutes and regulations prohibiting the challenging, preventive measures should be taken
- Healthy market control and supervision for the implementation of legislation related to occupational safety must be done
- Health checks of workers exposed to hazardous work, periodic inspection should be made in their respective health facilities
- The mutilated regain their former health of the workers of the work should be done by calling the accident and again in order to learn a profession and motivation-building support should be given, factors that cause occupational accidents are investigated continuously measures should be taken,
- Courses on occupational health and safety field, especially in the relevant sections of the technical schools and universities should be given.

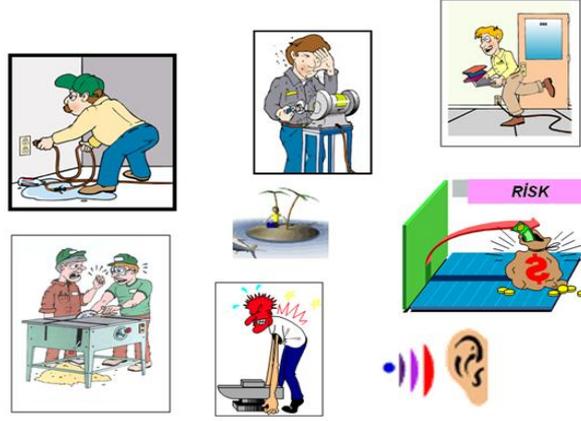
2.2.4.Responsibilities of Trade Unions

- Worker health and safety made in the field of education should be increased,
- conferences to be educated on the health and safety of employees must be organized seminars, posters, books and pamphlets should be distributed,
- compliance with the legislation of the business of health and safety standards should be inspected.

3.RISK ASSESSMENT AND MANAGEMENT

TS 18001 Occupational Health and Safety Management System, occupational health and safety activities taken up in accordance with the overall strategy of the organization in a systematic manner within the framework of the analysis is a tool for continuous improvement approach. With this system, employees, the identification of risks to occupational health and safety and precautions which minimized, law-abiding, destination management programs and the implementation of appropriate occupational health and safety were given to suitable persons for training, ready for an emergency, performance monitors, the results of monitoring to initiate improvement actions users, who supervises the activities, the importance of reviewing what they do and who need to work in an organization that documented health and safety activities that will be part of a system.

Occupational Health and Safety Management System is a process of living. Continuous improvement is aimed at the full participation of employees at all levels. Therefore, the applications must affecting health and work of all managers and employees analyze security risks; to take control of systemic risks, ensure continuity of a "Management Program" to create. (Alataş, 2007).



3.1.Purpose of Risk Assessment

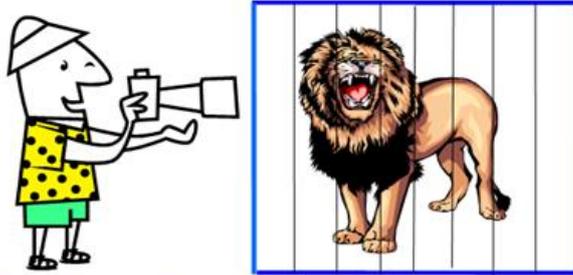
Operating environment of the eye is filled with visible or invisible dangers. Input to be useful to a question on the subject at this point;

Risk;

Is it to be taken under the emergency control at high risk?



Or it may simply be a low risk Is the review of control measures?



RİSK DEĞERLENDİRME ÇALIŞMALARI PROAKTİF UYGULAMALARDIR

When the risk assessment realise all risks should be taken into account while large small. However, the measures to be taken against the risk of higher than the measures to be taken against the risk of miscarriage should be noted that it is always a priority.

3.2.Risk Assessment on the Safety Legislation

No. 6331 Occupational Health and Safety Act and one of the largest and most important of all

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regulations related features have been removed; employers in the workplace risk assessment is to be made and the necessary health and safety precautions must be determined according to the results obtained. Occupational Health and Safety Act related to the assessment of risks in Article 5 makes the following obligations of the employer;

“ARTICLE 5– The fulfillment of the obligations of employers are taken into consideration the following principles:

- a. To avoid risks.
- b. Analyze the risks that can not be avoided
- c. Combating the risks at source.
- d. Business people to work equipment and the design of workplaces to be brought into line, operation and care in the selection of manufacturing methods, in particular to avoid monotonous work and the negative effects of the production tempo of health and safety, not while you minimize unavoidable.
- e. Adapting to technical progress.
- f. The dangerous, hazardous or change what is less dangerous.
- g. Technology, work organization, working conditions, including the effects of factors related to social relationships and work environment and develop coherent overall prevention policy.
- h. Collective protection measures, giving priority over personal protection measures.
- i. Give appropriate instructions to employees. ”

Again depending on the law No. 6331 on December 29, 2012 Job Health and Safety Risk Assessment Regulation was issued. This directive regulates public and private enterprises, which must be made in the procedures and principles of risk assessment.

Employer obligations regarding risk assessment are set out in Article 5 of the Regulation as follows:

“ARTICLE 5 –

1. Employers; work environment and ensuring the health and safety of employees, with the aim of maintaining and developing the risk assessment is made in terms of occupational health and safety or make.
2. Having carried out the risk assessment; employers, provision of occupational health and safety in the workplace does not eliminate the liability.
3. The employer, they need all kinds related to the designated person or persons in risk assessment and risk assessment information assure document.”

The risk assessment carried out in workplaces to be understood from the above article of the law.

Again, the relevant regulations and how it should be carried out by a team composed of business within the risk assessment in Article 6;

Article 6 -The risk assessment carried out by a team formed by the employer. The risk assessment team consists of the following.

- a) The employer or employer's representative.
- b) carrying out health and safety services in the workplace by occupational physicians and occupational safety specialists
- c) representatives of workers in the workplace
- d) elements of support in the workplace.
- e) determined to represent the entire unit in the workplace and the work carried out in the workplace, knowledge of employees about existing or potential sources of danger and risk. "

3.3.The concepts used in Risk Assessment

Danger: There may come within the workplace or outside, employees or potential harm or damage that may affect the workplace. Basically, a hazard (health effects in individuals, organizations as property or equipment losses) can cause harm or side effects.

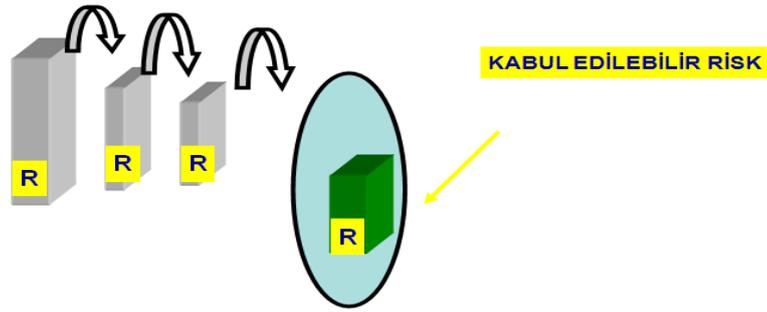
Risk: Losses arising danger is likelihood of injury or other harmful consequences. In other words, it determined likely to occur and the result is a combination of a hazardous event. The future is certain to emerge as expected but used to come to the occurrence of unknown events. Risk is a concept for the future, because the future uncertainty refers to these events will occur and are expressing certainty.

Acceptable risk level: Legal obligations and compliance with workplace prevention policy is to create a level of risk of loss or injury.

Prevention: It is all planned for the work carried out and measures taken to eliminate the risks associated with workplace health and safety in all phases or down.

Near misses event: occurring in the workplace; employees, the workplace or work equipment is not harmed even though the event was the potential to cause damage

Risk assessment: either the existing workplace to identify hazards that may come from outside, grading by analyzing the risks arising from the dangers and factors that lead to transformation risk of these dangers and made for the purpose of deciding on control measures are necessary work. All kinds of substances with potential hazards related to risk assessment and regulation of information and scientific knowledge is a systematic approach for analyzing. More simple words, defining the problem, threat assessment, risk analysis and risk analysis of fundamental concepts such as the definition of the effects of exposure to hazardous substances. For example; While an employee wearing a danger of personal protective equipment in business together, running a risk of any accidents that may result from



not wearing the equipment.

Never work in a business with zero risk. If there is a place in the production of goods or services, there is more or less there is a risk of occupational health and safety. At this point, there is the risk of not being important, it is that the risks are kept under control. Hazards should be identified and the risks posed primarily in the business of these hazards should be measured. Measures to be taken based on the test results should be identified and implemented. The results of the risk level should be adjusted to a level of apps acceptable.

3.4.Risk Assessment Process;

Employees in the enterprise can have many different levels of risk perception. Some employees "will not do anything to me. I know everything "while reckless act with the idea of being able to carry out some jobs very carefully and anticipating all possible accidents.



The photo of risk among people doing the same job as what can be perceived differently is a good example; The most dangerous issue for a company, is not generally accepted by the employee is to continue to work under high risk and high risk.



The photo at high risk of falls, we see a group of workers have accepted the psychological support they receive from each other that they acted recklessly. The high risk of severe injury in cases where the acceptance and spread throughout the company, mortal, even the public is becoming inevitable experienced fatal occupational accidents. Risk Results of

evaluation studies to raise awareness about the risks of working age accident can be provided.

A risk assessment, not taken enough measures to determine the importance of process operations and thus enables the precautions taken to protect employees and the environment. To assess the risks set out below are followed five steps in the workplace.

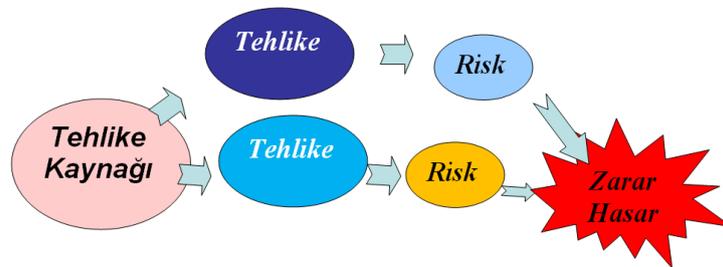


1. Determination of the sources of danger: the identification of danger, the danger exists that should be investigated using a list of questions prepared in the following areas.

- Physical Hazards
- Chemical Hazards
- Working with electricity Occurring Hazards
- Mechanical Hazards
- Dangerous Methods and Processes
- Hazards Caused by Work Environment
- Hazards Caused by Heavy Equipment

At this stage;

- all hazards in the workplace should be listed.
- Accident and everything should be investigated potential damage
- how to investigate what has to be decided.
- A team should be established for the review work



While hazard identification should be determined primarily source of danger. Hazard resources are the main factors causing hazards. For example, when the source of danger to a machine, electrical

leakage in Pneumodrill is a danger. This machine features a working electrical shock hazard. If people will be damaged if this risk occurs. Hazards should be benefiting from the following sources are specified;

- A. Examination of historical records
- B. • Analysis of media measurement report
- C. • Work accidents and incidents (events) to examine the report,
- D. • Evaluation of Occupational Health and Safety Board annual report,
- E. • Examination of technical periodical inspection report,
- F. • Evaluation of data obtained from other similar businesses
- G. Examination of the current situation (Hazard visual resources)
 - Chemical, physical and biological agents list
 - Examination of work equipment,
 - Investigation of working environment,
 - Examination of the ergonomic conditions
 - A review of business activities
 - The evaluation of data Manufacturer
 - Examination of the organization
 - Examination i Legislation and literature
 - Examination of OSH legislation,
 - Examination of other relevant legislation,
 - Analysis of Standards,
 - literature,
 - Benefiting from Expert reviews
 - Analysis of the EU Directive
 - Examination of ILO norms

1.Risk assessment: the threat detected in the specified topic, using a suitable matrix must decide who and in what way might be affected. So how to decide who and what might be harmed. In other words, the risks described in step 1 can lead to accidents (risks) defining measured. The following table gives examples of hazard and risk identification;

DANGER	RISK
Stuffy atmosphere of suffocation	Electricity shock
Electricity shock	lung disease
Stuffy atmosphere of suffocation	Hearing loss
Noise	Excessive dust

After selecting an appropriate risk identification made to calculate risk using a method of measurement is performed. Market applications when it is observed that the risk measurement in the forefront of my 5x5 matrix method. Likely to occur and affect the severity of the case of the realization of risks identified by this method is estimated by giving a number of 1-5. The following table can be used to determine the likelihood of the risk;

<u>POSSİBİLİTY</u>	<u>SCALİNG</u>
(1) Very unlikely	Once a year
(2) small probability	Once in a month
(3) Intermediate probability	Once a week
(4) High probability	Everyday
(5) Very high probability	As long as work done

The following table can be used to determine the degree of impact in case of realization of the risk;

RESULT	RATINGS
(1) VERY LIGHT	No loss of work hours, requiring first aid
(2) LIGHT	No loss of working days, requiring first aid
(3) CENTRAL	Minor injuries will need treatment
(4) SERIOUS	Death, serious injury, occupational disease
(5) VERY SERIOUS	Multiple death, permanent incapacity

5x5matrix risk calculation by the method performed according to the following formula;
 $RISK=POSSİBİLİTY \times VIOLENCE$

The resulting risk is low, it can be classified as medium or high. Classification of the degree of risk may vary from business to business. An example babe in the following table may be used for classification;

RISK LEVEL OR RISK SCORE					
R=OxŞ	RESULT				
POSSİBİLTY	VERY SERİOUS	SERİOUS	MEDIUM	LIGHT	VERY LIGHT
	5	4	3	2	1
VERY HİGHT 5	HİGHT 25	YÜKSEK	HİGHT	MEDIUM	LOW
HİGHT 4	HİGHT 20	YÜKSEK	MEDIUM	MEDIUM	LOW
MEDIUM 3	HİGHT 15	ORTA 12	MEDIUM	LOW	LOW 3
LOW 2	MEDIUM 10	ORTA 8	LOW	LOW	LOW 2
VERY LOW	LOW	DÜŞÜK	LOW	LOW	LOW

1	5	4	3	2	1
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According to the results of the risk multiplied as shown in our example it can be categorized in three different levels. Measures that can be taken may vary according to their risk level.

	KABUL EDİLEMEZ RİSK
	DİKKATE DEĞER RİSK
	KABUL EDİLEBİLİR RİSK
SONUÇ	EYLEM
20, 25 15, 16	KABUL EDİLEMEZ RİSK Bu risklerle ilgili hemen çalışma yapılmalı
10, 12 8, 9	DİKKATE DEĞER RİSK Bu risklere mümkün olduğu kadar çabuk müdahale edilmeli
4, 5, 6 1, 2, 3	KABUL EDİLEBİLİR RİSK Acil tedbir gerektirmeyebilir

Regardless of the cost against the risk of having high when they should be immediate action can be taken measures against the low risk considering the cost-benefit balance.

1. Decide on control measures: this step is deciding on the necessary control measures to reduce risks to an acceptable level. Control measures must be taken to decide on movement given according to the following order of priority;

1. The elimination of hazards (risk of attempting to destroy the source)
 2. The dangerous it is less dangerous change (substitution)
 3. implement technical measures; Otomasyon,
- ✓ isolation (separation)
 - ✓ Out,
 - ✓ Ventilation,
 - ✓ benefit from ergonomic approach
 - ✓ 1. Administrative measures apply;
 - ✓ Setting the study period,
 - ✓ improving workplace layout,
 - ✓ Informing and training of employees □
 - ✓ establish planned maintenance claims
 - ✓ Warning signs and warning signs hanging
 - ✓ establish effective mechanisms within business communication
 - ✓ Business enrichment or job rotation away from the monotony of work
 - ✓ establish internal audit and control systems business
 - ✓ When necessary disciplinary practices

1. Employee personal protective equipment (helmet, gloves, safety shoes, goggles, mask, etc.)
Procuring and others to use

2. **The implementation of control measures:** control measures agreed at stage 3. This stage is put into practice. The most important point to be considered here, a supply time of each control measure is the identification and appointment of the person to do the job. Completion time to implement measures determined not to people or the absence of control measures employed are often forgotten or can not be applied or are applied too late.

3. **Monitoring and repeating:** In this step the effectiveness of the application of control measures taken after the risk assessment carried out in the workplace is monitored and revised. The following questions should be answered in the review.

- Is the control measures carried out as planned?
- Is the control measures applied and whether measures are in place?
- Is the chosen method works?
- Is the assessed risk exposure disappeared?
- Risks "to an acceptable level of risk" Did downloaded?

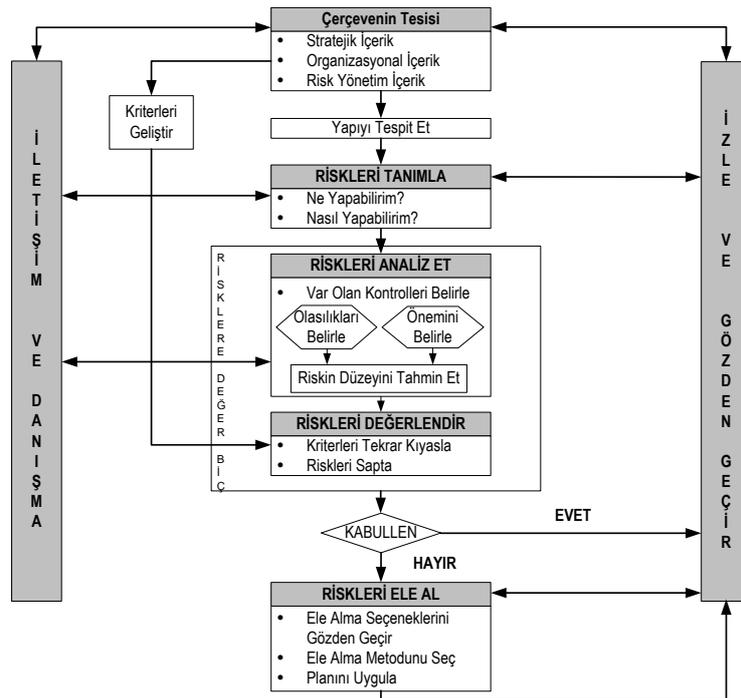


Figure 3. Risk Analysis Stages (Özkılıç, 2008)

4.URGENT ACTION PLANNING

June 28, 2013 dated published in the Official Newspaper "Regulation on Emergency Situations in Workplaces" provisions must workplaces for emergencies that may occur (fire, earthquake, natural

disasters, accidents at work, etc.) for plans to be prepared. In case of emergency prevention, protection, evacuation, fire fighting, first aid and other issues that need to be made should be clearly identified across the enterprise. Each business must be capable of emergencies that may arise as a secure and manage these issues will be appointed employees receive the necessary training should be determined.

Expressions later in this chapter was prepared by excerpts from the provisions of the Regulations mentioned above. An emergency action plan prepared for greenhouse farm is given in Annex-1.

4.1. Definitions

Emergency Situation: The fire can occur in all or part of the workplace, explosion, spill caused by hazardous chemicals, such as emergency response to natural disasters, combat, requiring first aid or evacuation events,

Emergency plan: business to do in emergency situations that may occur in the business and operations, including information and involving action to implement the plan,

Safe place: Emergency workers will not be affected from the adverse consequences or designated shelter in place means.

4.2. Employer Responsibilities for Emergencies

Obligations of the employer Article 5 of the Regulation on Emergency Situations in the workplace are as follows;

a. Work environment, substances used, taking into account the environmental conditions that may occur with the work equipment and working with evaluating emergency will affect the operation of pre-determine potential environmental emergencies.

b. The negative effects of emergency preventive and restrictive measures taken.

c. Make the necessary measurement and evaluation are to be protected from the negative effects of an emergency.

d. Prepare emergency plans and ensures that drill.

e. The size of the workplace hazards and special moves to deal with emergencies, the nature of the work, with others, taking into account the number of employees in the workplace; prevention, protection, evacuation, fire fighting, first aid and other similar matters properly equipped and trained in these matters shall appoint a sufficient number of employees and enables them to always be present.

f. In particular, first aid, emergency medical care, rescue and fire-fighting issues, to make all necessary arrangements to ensure liaison with organizations outside the workplace.

g. In case of emergency the system will create negative situations that may cause danger and will not affect the energy supply and protection systems make the necessary arrangements regarding the disabled in such a way.

h. If other people in the workplace, such as subcontractors and established temporary employment relationship with the employee's employer customers and visitors with information about emergencies.

4.3. Obligations and Responsibilities of Staff for Emergencies

Obligations of employees in Article 6 of the Regulation on Emergency Situations in the workplace are as follows;

a. Anti-received within the particulars specified in emergency plans and to comply with restrictive measures.

b. Machine at work, equipment, vehicles, equipment, facilities and buildings themselves and others to endanger the health and safety when faced with emergency situations; immediately to the nearest supervisor, to inform the employees responsible or appointed representatives regarding the emergency situation.

c. To eliminate the emergency, to obey the instructions of the team that gets to the scene of the relevant organizations outside the workplace by employers.

d. Behave in a way that endangers the lives of himself and his colleagues during emergencies.

Regulations also state employees and unable to give immediate notice to the serious and supervisors faced with imminent danger; information and have allowed them to be able to intervene in the existing technical equipment. In such a case, the employees can not be held responsible for the intervention unless their negligence or reckless behavior.

4.4.Preparation of Emergency Plans

The emergency plan, starting from the design stage for all businesses or organizations; Acil durumların belirlenmesi,

I. These are the adverse effects of taking preventive and restrictive measures,

II. The identification of the person to be appointed,

III. The creation of emergency response and evacuation method,

IV. Documentation,

V. Exercise

VI. It is prepared following the renewal phase of emergency plans.

4.4.1. Identifying Emergency

İşyerinde meydana gelebilecek acil durumlar aşağıdaki hususlar dikkate alınarak belirlenmelidir:

a. Risk değerlendirmesi sonuçları

b. Yangın, tehlikeli kimyasal maddelerden kaynaklanan yayılım ve patlama ihtimali.

c. İlk yardım ve tahliye gerektirecek olaylar.

- d. Doğal afetlerin meydana gelme ihtimali.
- e. Sabotaj ihtimali.

İşletme genelinde 4. bölümde belirtilen esaslara göre yapılan risk değerlendirmesi sonuçlarına göre hangi acil durumlara göre eylem planlaması yapılması gerektiğine karar verilmelidir. Bu noktada her olası acil duruma karşı eylem planı yapmanın gerekli olmadığı unutulmamalıdır.

4.4.2. Determination of preventive and restrictive measures

Employers should prepare for an emergency action plan should take preventive measures, taking into account the following matters:

1. İşveren, belirlediği mümkün ve muhtemel acil durumların oluşturabileceği zararları önlemek ve daha büyük etkilerini sınırlandırmak üzere gerekli tedbirleri alır.
2. Acil durumların olumsuz etkilerinden korunmak üzere tedbirler belirlenirken gerekli olduğu durumda ölçüm ve değerlendirmeler yapılır.
3. Alınacak tedbirler, risklerden korunma ilkelerine uygun olur ve toplu korumayı esas alır.

4.4.3. Identification of emergency response and evacuation method

Urgent action plan should include the following;

1. İşverence acil durumların meydana gelmesi halinde uyarı verme, arama, kurtarma, tahliye, haberleşme, ilk yardım ve yangınla mücadele gibi uygulanması gereken acil durum müdahale yöntemleri belirlenir ve yazılı hale getirilir.
2. Tahliye sonrası, işyeri dâhilinde kalmış olabilecek çalışanların belirlenmesi için sayım da dâhil olmak üzere gerekli kontroller yapılır.
3. İşveren, işyerinde acil durumların meydana gelmesi halinde çalışanların bu durumun olumsuz etkilerinden korunması için buldukları yerden güvenli bir yere gidebilmeleri amacıyla izlenebilecek uygun tahliye düzenlemelerini acil durum planında belirtir ve çalışanlara önceden gerekli talimatları verir.
4. İşyerlerinde yaşlı, engelli, gebe veya kreş var ise çocuklara tahliye esnasında refakat edilmesi için tedbirler alınır.
5. Acil durum müdahale ve tahliye yöntemleri oluşturulurken çalışanlar dışında müşteri, ziyaretçi gibi işyerinde bulunması muhtemel diğer kişiler de göz önünde bulundurulur.

4.4.4. Determination of the employees will be assigned

By the number of employees in the company on the following issues employers should ensure that at least one person taking appoint the required training.

- a. Search, rescue and evacuation,
- b. Fire-fighting,

These issues are referred to as specialized support personnel taking the necessary staff training. The support members are directly involved in providing and coordinating the necessary intervention in emergencies.

Employers also first aid on 22.5 / 2002 and First Aid Regulation published in Official Gazette No. 24 762 should appoint another individual basis according to the support element.

The establishment of emergency response teams; Employers create emergency response teams to respond to emergencies. Certain teams can be created, but not limited to the following may be as follows:

- ✓ Fire-fighting team
- ✓ Search and Rescue Team
- ✓ First Aid Team
- ✓ Evacuation team

The team should work in coordination with each and every team must have a team leader. It should appoint a responsible employee to ensure the necessary coordination among international teams in an emergency by the employer. It can create a crisis desk to help the next person in charge will be based on company size.

4.4.5 Documentation of Emergency Action Plan

The emergency plan should be documented so as to cover a minimum the following:

- a. Commercial name, address and employer's name,
- b. Prepared by name, surname and title,
- c. Creation date and expiry date,
- D. Designated emergency,
- to. And limiting the received preventive measures,
- f. Emergency response and evacuation procedures,
- g. Workplace or sketch showing parts of the business that includes the following elements:
 - 1 and the locations of emergency equipment, including fire fighting will be used for.
 2. The location of first aid supplies.
 3. escape routes, meeting places and evacuation plan which included the warning system if there is.
 4. The name of the assigned employees and replacement if any, surname, title, responsibilities, and contact information.
 5. First aid, emergency medical care, rescue and contact numbers of organizations fighting outside the workplace issues.

Numbered pages of emergency plans; Each page initialed by the person who prepared the last page is signed and the plan is stored in easy reach of the business team will fight with the emergency.

Sketch of the building is considered as prepared under an emergency plan in place can be easily seen hanging.

4.4.6. Emergency exercises done

Prepared contingency plans, including the implementation steps of the exercise is done at least once a year to ensure their businesses can be monitored on a regular basis and applicability, supervised and reviewed by passing the necessary corrective and preventive action will be taken. Carried out the exercise date and the exercise observed shortcomings report is prepared containing the arrangements to be made in this direction shortcomings.

If the result of failing conducted exercises direction and revising emergency plans based on experience gained s necessary adjustments are made.

Business center where more than one workplace to be carried out with coordination drills in workplaces in office buildings management.

4.4.7. Renewal of the emergency plan

Workplace, emergency plans determined by emergencies that may affect or lead to the emergence of new emergency changes to occur if the magnitude is totally or partially renewed.

Emergency plans; According to the hazard class very dangerous, at least two dangerous and less dangerous workplaces, respectively, renewed a four and six years.

4.5. Employees Occupational Health and Safety Related Requirements for Training

Employees are to be implemented within the framework of occupational health and safety training programs, participate in training, it applies in his work and process the information gained in the training and comply with the instructions in this regard.

4.6. Preparation of Training Program

Employers, educational activities will be held in the year showing the preparation of an annual training program and provide approvals. Employee or representative of the views taken in the preparation of training programs. According to new purchases or changing conditions in addition to the annual training done in case of the emergence of new risks. Depending on the change in working conditions or receive appropriate training of employees regardless of the annual training program in the emergence of new risks associated regulations is provided. The annual training program, the training will be given subject, which will be held at the date, duration of training, training to join who is given to the objectives and purpose of education issues.

4.7 Training Time and Subjects,

Training will be given to employees, during the continuation of recruitment and employment of workers within the prescribed periods;

1. at least eight hours for less dangerous workplaces,
2. Hazardous workplaces for at least twelve hours,
3. Very dangerous workplaces are organized for at least six hours on each employee.

Daily training time should not be less than 4 hours.

Educational issues; Occupational Health and Safety Training should include at least the following issues;

1. General issues

- a. About labor legislation,
- b. Legal rights and responsibilities of employees,
- c. Commercial cleanliness and order,
- d. The legal consequences arising from accidents at work and occupational diseases

2. Health issues

- a. The causes of occupational diseases,
- b. The implementation of the principles of disease prevention and protection techniques,
- c. Biological and psychosocial risk factors,

d. First aid

3. Technical topics

- a. Chemical, physical and ergonomic risk factors,
- b. Manual lifting and carrying,
- c. Flash, explosion, fire and fire protection,
- d. Safe use of work equipment,
- e. Work with display screen equipment,
- f. Electrical hazards, risks and precautions,
- g. Implementation of the technical principles of the causes and prevention of occupational accidents,

h. Safety and health signs,

- I. Use of personal protective equipment,
- j. Occupational health and safety rules and common safety culture,
- k. Evacuation and rescue

QUESTIONS

S1) What is the definition of workers' health? A

- A. Both the absence of disease or infirmity there is a complete state of well-being as well as social and spiritual.
- B. workplace job is to avoid the dangers incurred in connection with the execution.
- C. The law is protection through government enforcement and inspection.
- D. the right of access to health care workers.
- E. situation is provided by the employee to wear protective clothing.

S2) Which is not the rights provided to employees of job security? E

- A. Refuse unsafe work
- B. Inform the potential hazards associated operation
- C. Work-related safety, health and disease, environmental improvement and protection of disability
- D. operation or injury that may occur to other causes, sex, protection against discrimination because of religious and ethnic groups
- E. Continuing to employ workers

S3) Which is a workplace must fulfill their obligations relating to the employer's safety and health of workers is not the policy that should be considered?D

- A. To avoid risk.
- B. analyze the risks that can not be avoided.
- C. To combat the risks at source
- D. The employer or the employer's representative to appoint
- E. dangerous one, it is not dangerous or less dangerous change

S4) Which it is not included in the risk assessment team? B

- A. The employer or his agent.
- B. a doctor from the state hospital.
- C. carrying out health and safety services in the workplace by occupational physicians and occupational safety specialists
- D. The employee representatives in the workplace
- E. support elements in the workplace.

S5) What are the risks of occupational safety and health of workers?

- A. The danger of the loss to be incurred, injury or other harmful consequences are likely to occur
- B. Legal regulatory compliance level
- C. Workers' health is not harmed events
- D. Hazard is the attitude of resigned workers
- E. The amount of lost property.

S6) Methods to control risks in the workplace can not be which of the following? E

- A. Work to eliminate risks at their source
- B. dangerous one, it is less dangerous to change

- C. Collective protection measures, preferring personal protection
- D. implement technical measures
- E. To benefit from legal approach

S7) Which of the following concepts that occur in the workplace; employee, office or business equipment defines the event without detriment, although it is the potential to cause damage? C

- A. Case
- B. Event
- C. Misses event
- D. Hazard
- E. Risk

S8) Which is wrong as hazard and risk mapping below? A

- A. Electric shock-electric work
- B. High work-fall
- C. chemical-poisoning
- D. Noise-hearing loss
- E. Add lighting-vision impairment

S9) Which of the following is not one of the emergency planning stage? C

- A. Implementation of Plan
- B. Establishment of the planning team
- C. Customer satisfaction ransacked
- D. Determination of the current situation
- E. The risk assessment carried

S10) Which of the following is not one of those physical factors? B

- A. Vibration
- B. Gases
- C. Noise
- D. Hot
- E. Pressure

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