



**THE DANISH
INSTITUTE FOR
HUMAN RIGHTS**

THE HUMAN RIGHTS
COMPLIANCE ASSESSMENT
TOOL

WORKPLACE HEALTH AND SAFETY

CONSULTATION DRAFT JUNE 2015

CONSULTATION DRAFT OF THE HUMAN RIGHTS COMPLIANCE ASSESSMENT TOOL
WORKPLACE HEALTH AND SAFETY
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INTRODUCTION

Welcome to the Workplace Health and Safety section of the Human Rights Compliance Assessment (HRCA) tool. This section concerns how human rights are respected when it comes to health and safety systems and procedures.



The sub-categories for this section are:

- Vulnerable Groups
- Facilities and Training
- Health and Safety Systems

This section has been through limited review in the latest update process. Most of the questions and indicators went through an external consultation process prior to the publication of this consultation draft.

DIHR would like to engage with stakeholders on the content and implementation of the HRCA. This includes providing case studies, sending submission on specific components and engaging with us on projects to improve and advance the content of the tool.

To submit your feedback, go to the platform [here: http://business-humanrights.org/en/platform-for-human-rights-indicators-for-business-hrib](http://business-humanrights.org/en/platform-for-human-rights-indicators-for-business-hrib)

You can also contact us directly: hrib@humanrights.dk

3.1 VULNERABLE GROUPS

No. 3.1.1	Area Workplace health and safety	Section Vulnerable groups	
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Question

Does the company provide the appropriate additional compensation, benefits, services and facilities to night workers?

Yes	No	F/A	N/A

Description

Night work includes all work that is performed for not less than seven consecutive hours, including the hours from midnight to 5am, as determined by the national government authority. Night workers are those who perform a substantial number of night work hours, as determined by the national government authority. To accommodate the requirements of inconvenient night work hours, night workers must make certain life style sacrifices that other workers do not make, which tend to make them more susceptible to health problems and work-related injuries. With this in mind, the company must afford the night worker extra safety precautions and additional remuneration to compensate them accordingly for their sacrifices and to protect them from injury.

Suggested Indicators

- 1 Night workers receive a higher wage than comparable day workers, or they work shorter hours while being remunerated as if they worked longer hours.

True	False	F/A	N/A

- 2 Management discusses work schedules, occupational health measures, and all other issues concerning night workers with them and their representatives.

True	False	F/A	N/A

- 3 Suitable first-aid and emergency facilities are available to night workers.

True	False	F/A	N/A

-
- 4 Night workers are provided with a health assessment at their request, and with advice about how to reduce or avoid health problems associated with night work.

True	False	F/A	N/A

-
- 5 Appropriate social services are available to night workers whenever necessary.

True	False	F/A	N/A

-
- 6 Night workers who are certified as unfit for night work for due to health concerns are transferred to similar day jobs for which they are fit whenever practicable.

True	False	F/A	N/A

- 7 Alternatives to night work are available to women during pregnancy, before and after childbirth, and whenever necessary for the health of the mother and child.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Articles 23 and 24; International Covenant on Economic, Social and Cultural Rights (1966), Article 7; ILO Night Work Convention (C171, 1990), Article 1

No. 3.1.2	Area Workplace health and safety	Section Vulnerable groups
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Question

Does the company provide night workers with accommodations and services to prevent, identify and treat health problems associated with night work?

Yes	No	F/A	N/A

Description

Employees working night shifts tend to be more susceptible to various health problems and sleep disturbances not normally experienced by other workers. Consequently, the company must provide night workers with free health assessments and information about how best to avoid the health problems associated with night work. Employees with certain health problems and sleeping disorders may be unfit for night shift work. An employee may discover this information before or during his or her night work assignment. In such a circumstance, the employee should be provided with suitable alternatives to the night work assignment, whenever possible. Alternatives to night work should be made available to pregnant or nursing workers for a period of at least 16 weeks, 8 of which should be before the expected date of the childbirth. This time period should be extended for women who produce a medical certificate stating that a longer time period is necessary for her health or the health of her child. Examples of alternatives to night work include a transfer to the day shift or an extension of maternity leave benefits.

Suggested Indicators

- 1** Night workers are provided with free yearly health assessments and preventive care and advice.

True	False	F/A	N/A

-
- 2** The company provides alternative assignments for night workers who are deemed unfit for night work due to health reasons.

True	False	F/A	N/A

-
- 3** Professional healthcare workers provide in-house training or pamphlets to night workers (in their native language) with information about preventing health problems associated with night work.

True	False	F/A	N/A

-
- 4** Pregnant or nursing women night workers are provided with alternatives to night work for at least 16 weeks during the course of the pregnancy, or while nursing a baby.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (b); ILO Night Work Convention (C171, 1990), Article 4; Convention on the Elimination of all Forms of Discrimination against Women (1979), Article 11 (2d); Convention on the Rights of the Child (1990), Article 24 (2); ILO Maternity Protection Convention (C183, 2000), Article 3

No. 3.1.3	Area Workplace health and safety	Section Vulnerable groups
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Question

Does the company protect young workers from work that is harmful to their health, safety or moral development, and beyond their physical and psychological capacity?

Yes	No	F/A	N/A

Description

The company must protect young workers from work, which is likely to jeopardise their health, safety or morals. National governments are responsible for determining which types of labour activities are likely to be harmful to the health, safety or moral development of minors, and the company must consult national laws in the country of operation for guidance. For international guidance regarding a list of harmful activities, consult the indicators attached to this question, which are taken in part from the International Labour Organisation Recommendation 190 regarding the Worst Forms of Child Labour. National governments may make exceptions and allow minors to perform certain functions generally excluded under these provisions, but only after a) consulting with the workers' and employers' organisations concerned; b) ensuring that the health, safety, and morals of the young workers are protected; and c) ensuring that the young workers receive specific instruction or training on the activity to be performed. The prohibitions in this question should not be confused with minimum age standards. Certain work tasks may be unacceptable for younger workers because of the physical and psychological demands required of the assignment. For example, heavy lifting and the use of machinery sized for adults can put excessive physical strain on a child and impair his or her long-term development. A young worker may also lack the maturity or experience to psychologically adjust to emotionally demanding assignments, such as those with an undue amount of time pressure. To ensure that younger workers are not unduly burdened by their work assignments, the company must not place them in circumstances where they are expected to handle unreasonably demanding tasks. Night work is generally considered to be a hazardous form of work for children. For young persons over 14 years of age who are no longer subject to compulsory education, night

is defined as at least 12 consecutive hours between the hours of 10 o'clock in the evening and six o'clock in the morning. See glossary for details.

Suggested Indicators

1	Company guidelines define the tasks at the company that are prohibited as hazardous or harmful to the health, safety or moral development of young workers, and beyond their physical and psychological capacity.	True	False	F/A	N/A

2	The company assesses the physical and psychological risks related to specific jobs and tasks, and identifies those that are inappropriate for young workers.	True	False	F/A	N/A

3	Young workers are required to undergo medical examinations to ensure their fitness for the form of employment for which they are hired.	True	False	F/A	N/A

4	Young workers are not assigned to work assignments that exceed their capacity or are harmful to their health.	True	False	F/A	N/A

-
- 5 The company monitors young workers for stress and strain, and adjusts their workload as required.

True	False	F/A	N/A

-
- 6 Workers under the age of 18 do not do work that exposes them to psychological, physical or sexual abuse.

True	False	F/A	N/A

-
- 7 Workers under the age of 18 do not work underground, under water, at dangerous heights or in confined spaces.

True	False	F/A	N/A

-
- 8 Workers under the age of 18 do not work with dangerous machinery, equipment and tools, or tasks that require manual handling or transportation of heavy loads.

True	False	F/A	N/A

-
- 9 Workers under the age of 18 do not work in an environment which exposes them to "hazardous substances, agents or processes or to temperatures, noise levels, or vibrations damaging to their health."

True	False	F/A	N/A

-
- 10** Workers under the age of 18 do not work for long hours or in positions that require them to be unreasonably confined to the premises.

Verification: Employee representatives,
Employees - young workers

True	False	F/A	N/A

-
- 11** Young workers do not perform any night work.

True	False	F/A	N/A

-
- 12** If the company relies on a local law deviation from the aforementioned night work prohibitions, the company checks to ensure that those variations comply with International Labour Organisation Conventions 79 and 90.

True	False	F/A	N/A

-
- 13** The company keeps an official record of all employed persons under 18 years of age, including names, dates of birth, hours of work, and any other pertinent information which may be required by the competent authority.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Articles 23, 24 and 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (d); Convention on the Rights of the Child (1989), Article 32 (1); ILO Minimum Age Convention (C138, 1973), Article 3 (1); ILO Worst Forms of Child Labour Recommendation (R190, 1999); ILO Night Work of Young Persons Employed in Industry Convention (C90 Revised 1948), Article 6(e); ILO Night Work of Young Persons (Non-Industrial Occupations) Convention (C79, 1946). Article 6(b)

No. 3.1.4	Area Workplace health and safety	Section Vulnerable groups
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Question

Does the company reduce or eliminate risks to the health and reproductive capacity of employees, pregnant and nursing women and their new-born children?

Yes	No	F/A	N/A

Description

When taking measures to safeguard employees' reproductive capacity, companies should consider both long-term risks to employees' reproductive systems as well as more immediate risks to a pregnant employee's unborn child. The former includes ensuring employees are adequately trained and equipped when handling chemicals and other materials which could be hazardous to their reproductive organs. The latter includes ensuring that pregnant employees are removed from any work environment which may pose a threat to the development of the unborn child. Relocation to a safer work environment should last throughout the duration of the pregnancy, and if necessary, the nursing period as well. Pregnant and nursing women must not be required to perform tasks that may have negative consequences (as determined by the competent authority) on their health, their pregnancy, or the health of their unborn child. At the same time, the company must ensure that the negative consequences anticipated from the proposed activity are real and quantifiable, so that pregnancy is not simply used as a justification for the discriminatory exclusion of women from various positions in the company. Alternatives to night work should be made available to pregnant or nursing workers for a period of at least 16 weeks, 8 of which should be before the expected date of the childbirth. This time period should be extended for women who produce a medical certificate stating that a longer time period is necessary for her health or the health of her child. Examples of alternatives to night work include a transfer to the day shift or an extension of maternity leave benefits.

Suggested Indicators

- 1 The company keeps updated on all information concerning risks its operations may pose to the reproductive capacity of all employees, and unborn children and new-borns who are being nursed.

True	False	F/A	N/A

-
- 2** Risks to reproductive health are integrated into company guidelines and information is provided to all employees before they take up a position that poses reproductive health risks.

True	False	F/A	N/A

-
- 3** The company informs all employees of any reproductive health risks associated with their job responsibilities before their employment and receives their informed consent.

True	False	F/A	N/A

-
- 4** Pregnant and nursing women are reassigned to different tasks when work activities are hazardous or detrimental to them or their child.

True	False	F/A	N/A

-
- 5** The company provides protective clothing and equipment to employees who work with substances that may be harmful to their reproductive health.

True	False	F/A	N/A

-
- 6 The company provides free, independent and regular medical check-ups to employees who work with harmful substances or in situations that may be harmful to their reproductive health.

True	False	F/A	N/A

-
- 7 Pregnant or nursing women night workers are provided with alternatives to night work for at least 16 weeks during the course of the pregnancy, or while nursing a baby.

True	False	F/A	N/A

-
- 8 Managers consult with pregnant and nursing employees to identify their needs and the possibilities for accommodating their needs.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 11 (1f and 2d); ILO Occupational Health Services Convention (C161, 1985), Articles 13 and 14; International Covenant on Economic, Social and Cultural Rights (1966), Article 10 (2); Convention on the Rights of the Child (1990), Article 24 (2); ILO Maternity Protection Convention (C183, 2000), Article 3

3.2 FACILITIES AND TRAINING

No. 3.2.1	Area Workplace health and safety	Section Facilities and training
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Question

Do employees receive adequate and appropriate training for carrying out all work safely?

Yes	No	F/A	N/A

Description

All employees must be appropriately trained to perform all tasks for which they are responsible at the outset of their work with the company. This must be followed up by regular health and safety training to ensure that employees are fully updated and capable of carrying out their work tasks in the safest manner possible.

Suggested Indicators

- 1 Company health and safety guidelines require that all employees receive adequate training prior to beginning work, and that their training is periodically repeated or updated.

True	False	F/A	N/A

- 2 Workers who assigned new responsibilities and who use new equipment, substances and work techniques receive adequate and appropriate training before initiating such work.

True	False	F/A	N/A

- 3 Knowledgeable experts provide hands-on demonstrations in a language understandable to workers, about how to use all equipment, substances, and work techniques.

True	False	F/A	N/A

- 4 Employers keep accurate records including of who has been trained, by which instructor, for which tasks, and length and method of training.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b and c); ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Article 9 (c); ILO Occupational Safety and Health Convention (C155, 1981), Article 14

No. 3.2.2	Area Workplace health and safety	Section Facilities and training
------------------	-----------------------------------------	----------------------------------------

Question

Does the company systematically provide updated and correct information on the risks of mishandling substances, equipment or machinery, in a way the workers can understand?

Yes	No	F/A	N/A

Description

The company must provide information to workers about workplace dangers, and means of minimizing danger in a way that workers can understand. Issues such as the language and literacy of labourers must be taken into consideration in devising appropriate information devices.

Suggested Indicators

- 1 Illustrated instruction and warning labels in the language(s) understood by the workers are visibly posted on or near all relevant equipment, machinery, and substance containers.

True	False	F/A	N/A

-
- 2 Illustrated safety guides and instruction manuals in the language(s) understood by workers are provided to them.

True	False	F/A	N/A

-
- 3 Safety switches are clearly identified and within easy access of workers.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (1); ILO Occupational Safety and Health Convention (C155, 1981), Article 14; ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Articles 9 (a, b and c), and 20; Tripartite Declaration on the Responsibilities of Transnational Corporations (1977), Article 37

No. 3.2.3	Area Workplace health and safety	Section Facilities and training
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Question

Does the company supply employees with the appropriate personal protective equipment and clothing required for performing their work safely?

Yes	No	F/A	N/A

Description

Employers must supply every employee who is exposed to hazardous substances or conditions with protective equipment at no cost to the employee. Undue burden or expense to the company must not be used as a justification for failing to provide appropriate safety equipment.

Suggested Indicators

- 1 Company guidelines require that every employee who may be exposed to hazardous substances or conditions be provided with protective equipment (e.g., suits, gloves, helmets, goggles, steel toed boots, safety harnesses and ropes, etc.) at no cost to the employee.

True	False	F/A	N/A

- 2 The company's management and other relevant staff is updated about scientific developments related to harmful materials, processes and equipment, and the necessary safety equipment for addressing the risks posed by them.

True	False	F/A	N/A

- 3 Trained company staff routinely inspect the personal protective equipment and its use to ensure that the equipment successfully serves the purpose for which it is intended.

True	False	F/A	N/A

- 4 Every employee is provided with appropriate and adequate personal protective equipment for the hazards and conditions they may face, at no cost to the employee.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b and c); ILO Occupational Safety and Health Convention (C155, 1981), Articles 16 (3) and 21

No. 3.2.4	Area Workplace health and safety	Section Facilities and training
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Question

Does the company provide free and independent medical examinations and free health services to all employees who are exposed to hazardous substances or conditions in the workplace?

Yes	No	F/A	N/A

Description

The company must provide employees exposed to hazardous conditions with independent medical examinations on a regular basis at no cost to the employee, even if all other precautions are followed in the workplace

Suggested Indicators

- 1 The company provides independent medical examinations at no cost to employees before they begin working under hazardous circumstances, and at regular intervals thereafter.

True	False	F/A	N/A

-
- 2 Employees' medical records are kept confidential and they have access to the results of all their records, examinations and results.

True	False	F/A	N/A

-
- 3 Independent medical examinations are conducted at a frequency depending on the risk level of the work undertaken by different classes of workers, but no less than annually.

True	False	F/A	N/A

-
- 4 Employees are provided with free health care on an ongoing basis to address work related ailments.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b, c and d); ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Article 9 (d and i); ILO Occupational Safety and Health Convention (C155, 1981), Article 21; ILO Occupational Health Services Convention (C161, 1985), Article 12

No. 3.2.5	Area Workplace health and safety	Section Facilities and training	
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Question

Does the company provide safe and healthy conditions for the transport of workers?

Yes	No	F/A	N/A

Description

The company must provide safe and suitable transportation for its employees, including those who have been recruited and are being transported to the location of the operation. If the trip involves a long journey, the company should make arrangements to provide suitable overnight housing, medical assistance, and meals during the trip.

Suggested Indicators

- 1 Vehicles used for transporting recruited workers are safe, clean and reliable.

True	False	F/A	N/A

- 2 Workers travelling overnight are provided with suitable accommodation, healthcare and meals, at the company's or recruiter's expense.

True	False	F/A	N/A

- 3 The company ensures the safe repatriation of a recruited worker and their family, if the worker is unable to work due to health reasons.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (b); ILO Plantations Convention (C110, 1958), Articles 12, 13 and 15

No. 3.2.6	Area Workplace health and safety	Section Facilities and training
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Question

Does the company ensure that workers are immunized against disease and protected against health and safety threats that are particular to the local working environment and weather conditions/climate?

Yes	No	F/A	N/A

Description

Workers may work under unavoidably adverse working conditions, including extended exposure to direct sunlight and potential contact with poisonous plants or animals. Workers should be notified of all existing dangers in advance of employment and emergency procedures should be made readily accessible to the workers at all times during their employment. Vaccination, preventive health measures such as malaria prophylaxis, sunblock and hats, rain gear, and other protective equipment and precautions fall within the scope of these indicators.

Suggested Indicators

- 1 The company undertakes a periodic assessment of the diseases, illnesses and health risks that are present in the area of its operations.

True	False	F/A	N/A

- 2 The company provides immunisation, preventive medication such as malaria prophylaxis, and any necessary equipment or supplies to workers facing health risks present at the location.

True	False	F/A	N/A

-
- 3 The company can rapidly treat workers who suffer from poisonous bites or stings, or other local hazards.

True	False	F/A	N/A

-
- 4 The company suspends plantation operations when inclement weather makes work unsafe.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; ILO Plantations Convention (C110, 1958), Articles 11 (5)

3.3 HEALTH AND SAFETY SYSTEMS

No. 3.3.1	Area Workplace health and safety	Section Health and safety systems			
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Question

Does the company incorporate the most protective applicable health and safety standards into its operational practices?

Yes	No	F/A	N/A

Description

The company must follow industry-appropriate health and safety guidelines which meet either international health and safety standards, or the standards of the state of operation, whichever are most protective. All factories, offices, laboratories, or the like must maintain appropriate standards of safety, cleanliness and hygiene.

Suggested Indicators

- 1 The company integrates the most protective applicable industry-specific health and safety standards into its guidelines, covering the full range of health and safety issues, including industry specific standards and protection from natural hazards.

True	False	F/A	N/A

- 2 The company guidelines are regularly updated and communicated to workers and health and safety inspectors.

True	False	F/A	N/A

- 3 The company systematically monitors and evaluates its compliance with health and safety guidelines.

True	False	F/A	N/A

-
- 4 The company appoints a health and safety representative at senior management level to ensure adequate standards of hygiene at the workplace, and employees can file complaints with this person.

True	False	F/A	N/A

-
- 5 The company fulfils health and safety standards at an acceptable level.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b and c); Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 11 (1f); ILO Occupational Safety and Health Convention (C155, 1981), Articles 4 and 5

No. 3.3.2	Area Workplace health and safety	Section Health and safety systems	
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Question

Does the company ensure that all appropriate measures are taken to respond to health and safety emergencies or accidents that might arise in its operations?

Yes	No	F/A	N/A

Description

The company must establish first aid and emergency preparedness measures for workplace accidents, and ensure that employees are trained to use them, so that they immediately can respond to any safety and health related accidents. The first aid facilities and treatment centres available to employees in emergencies should be fully equipped with the supplies and personnel necessary to address the type of injuries that might occur in the work environment, and these should be accessible both at day and night shifts, even in remote work locations.

Suggested Indicators

- 1 The company has developed detailed emergency procedures, prevention plans, and training programmes to protect against dangers and handle emergencies.

True	False	F/A	N/A

- 2 All emergency measures appropriate to the industry and premises are made available to workers at no extra cost, including measures such as fire extinguishers, first aid kits, emergency exits, alarms, smoke detectors, evacuation plans, medical facilities, and telephones.

True	False	F/A	N/A

- 3** New workers are trained on emergency protocol and procedures before taking up employment.

True	False	F/A	N/A

-
- 4** Employees who handle harmful substances are instructed on safe handling, and appropriate response to accidental exposure or contact to them.

True	False	F/A	N/A

-
- 5** The company reviews safety and emergency procedures are reviewed and holds regular drills of the procedures including all concerned staff.

True	False	F/A	N/A

-
- 6** First-aid personnel are competently trained on how to respond to medical emergencies, including cardiopulmonary resuscitation.

True	False	F/A	N/A

- 7 Company medical facilities comply with national laws and standards, or international health standards, whichever is higher.

True	False	F/A	N/A

- 8 Workers have access to first aid facilities that are equipped with the treatment and supplies necessary to address the injuries most likely to occur in the work environment.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b); ILO Occupational Safety and Health Convention (C155, 1981), Article 5 (c); ILO Night Work Convention (C171, 1990), Article 5

No. 3.3.3	Area Workplace health and safety	Section Health and safety systems
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Question

Is company equipment and the working environment inspected and monitored regularly for hazards and malfunctions?

Yes	No	F/A	N/A

Description

Use of harmful machinery, equipment, processes and substances that cannot be rendered safe, even by the use of safety techniques and devices, constitutes a violation of the right to health. Too often, workplace hazards and accidents occur as a result of overlooked or unrecognised dangers, which could have easily been prevented had the workplace been more appropriately monitored. The company must exercise due diligence to ensure that preventable tragedies do not occur as a result of passivity. Relevant safety

information should be effectively exchanged and communicated at all levels of the organisation, so that active efforts can be made to rectify dangers and prevent unnecessary accidents.

Suggested Indicators

- 1 Company guidelines require the removal of any technique, instrument, or substance from the working environment if it has caused negative health and safety consequences are seen at the workplace or at other enterprises.

True	False	F/A	N/A

-
- 2 The company's production processes, machinery and equipment operate and meet all applicable safety requirements.

True	False	F/A	N/A

-
- 3 Trained company staff regularly inspect and maintain company machinery and when equipment breaks down, immediately repairs or removes/disables it.

True	False	F/A	N/A

-
- 4 The company permits independent monitoring and evaluation of its premises by health and safety inspectors.

True	False	F/A	N/A

- 5 Relevant safety information to make employees aware of workplace dangers is shared and communicated with employees at all levels of the organisation.

True	False	F/A	N/A

-
- 6 Trained company staff routinely monitor and inspect the working environment, equipment, and work processes to ensure the highest levels of safety.

True	False	F/A	N/A

-
- 7 All occupational accidents, injuries and all other relevant health and safety incidents are recorded and investigated by the company so that corrective measures can be implemented.

True	False	F/A	N/A

-
- 8 The company maintains internal records of occupational accidents, injuries and all other relevant health and safety data required by the country of operation-

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b and c); ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Articles 18 and 19; ILO Occupational Health and Safety Convention (C155, 1981), Article 16

No. 3.3.4	Area Workplace health and safety	Section Health and safety systems
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Question

Does the company provide employees with the opportunity to fully participate in occupational health and safety-related management and monitoring processes at the workplace, without fear of retaliation?

Yes	No	F/A	N/A

Description

The company must consult employee and their representatives on health and safety matters in the workplace. Employees must be given adequate information regarding health and safety matters and asked to contribute their input on such issues as the alteration of workplace processes, occupational safety, and the organisation of work. Employees serving on occupational health and safety committees should be free to exercise their duties without fear of retaliation or reprisal and should have access to labour inspectors and outside specialists for the purposes of consultation. The company must also keep its employees informed about its safety record, so that employees are aware of the most pertinent safety issues at work. Prospective employees must also receive this information to ensure that they are adequately informed about the risks related to the job for which they are applying.

Suggested Indicators

- 1 The company safety record is regularly made available to all current and prospective employees.

True	False	F/A	N/A

- 2 Workers elect safety representatives who participate in occupational and safety committees.

True	False	F/A	N/A

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- 3 Worker representatives who participate in health and safety committees or other processes, or who speak about health and safety issues, do not experience retaliation from management.

True	False	F/A	N/A

-
- 4 Worker and safety representatives enjoy free access to labour inspectors and specialists for consultation about health and safety matters.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b); ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Article 20 (c and f); ILO Occupational Health Services Convention (C161, 1985), Articles 8, 10 and 15; ILO Occupational Safety and Health Recommendation (R164, 1981), section 12 (R164, 1981)]. Article 12

No. 3.3.5	Area Workplace health and safety	Section Health and safety systems
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Question

Does the company have a grievance mechanism that provides for confidential or anonymous complaints, to report harmful, unsafe or unhealthy working conditions or practices?

Yes	No	F/A	N/A

Description

Employees are in the best position to recognise workplace hazards because of their experience operating directly in the workplace environment. They must be encouraged to share their views and concerns with management. Retaliation against an employee for reporting hazardous workplace concerns violates the right to health as well as the right to just and favourable conditions of work. Accordingly, the company must not punish an employee for removing him/herself from a working environment that he or she reasonably perceives to be dangerous or harmful. An investigation into the employee's safety concerns should be conducted and if a reasonable difference of opinion arises regarding the actual threat of the situation, and the employee refuses to return to the work site because of these concerns, the company should investigate alternative placements for the individual within the company. Accordingly, the company must not punish an individual for removing him/herself from a working environment reasonably perceived by that individual to be dangerous or harmful. The employee's opinion regarding the safety concerns must be respected, as long as it involves some reasonable justification for the concern. An investigation into the employee's safety concerns should be conducted and if a reasonable difference of opinion arises regarding the actual threat of the situation, and the employee refuses to return to the work site because of these concerns, the company should investigate alternative placements for the individual within the company.

Suggested Indicators

- 1 The company does not punish workers for taking steps to avoid imminent and serious threats to life and health, such as leaving a dangerous environment.

True	False	F/A	N/A

- 2 The company has a grievance mechanism for handling employee complaints about health-related issues, which includes the possibility of making confidential and anonymous complaints.

True	False	F/A	N/A

-
- 3 Management investigates and resolves all health and safety complaints in a timely manner.

True	False	F/A	N/A

Comments:

Basis for assessment:

Question references: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b) and 12 (2b, c and d); ILO Prevention of Major Industrial Accidents Convention (C174, 1993), Article 20 (f)
