



PROGRAM CUORE | Employee Support
Continuous Training

Program I:

General Fundamentals of Health, Hygiene and Safety Awareness in an Organizational Context [HHS]

Welcome to your Training

In connection with your Employment Contract, GI GROUP hereby sends its **Employee Training Program**.

This training is mandatory and corresponds to the initial training modality, which we consider to be an added value, both for your personal and professional development and for raising awareness of the guiding principles of this Module, considered to be of greatest relevance in ensuring professional excellence.

These courses are organized as distance learning and, in the self-training modality, an individual learning modality that allows the individual to learn at their own pace, using specific resources for this purpose, and which contributes to the increase of their personal and professional skills without the need for continuous monitoring by a tutor or trainer.

By accessing this Module, the Employee declares that he/she undertakes to:

1. Access the training material and dedicate the necessary time to develop your skills and complete this Module;
2. Do not transmit the training materials received to third parties, in any form.

If you need support, please contact: formacao.colaborador@gigroup.com

Program Content

General Framework

Concepts

Employee Responsibilities

HHS Program

Work accident

Cargo Movement

Individual protection equipment

Collective Security Actions

Emergency and Risk Collective Actions

Fire fighting

Harmful substances

First Aid

Fundamental principles

First Aid Situations

Training Debriefing – Lessons Learned

General Framework

Safety at work

- methodologies for preventing workplace accidents, associated with the recognition and control of risks in the workplace and production process

.Hygiene at Work

- non-medical methodologies necessary to prevent occupational diseases (control of physical, chemical and biological agents)

.Health at Work

- medical surveillance of workers and control of physical and mental elements that may affect health.

The Importance of a SAFETY CULTURE

Minimizes the possibility of injury, occupational illness or permanent physical disability of the employee, protecting the employee

Reduces the risk of total or substantial stoppage of production capacity

Reduces the risk of affecting production capacity when the employee is absent

Ensures a good image of the Organization.

General Framework

Employee Responsibilities

Use all the resources and equipment made available by the Organization correctly and as needed.

Ensure your own safety and health, as well as that of other people with whom you work and interact and who may be affected by your actions.

Comply with the occupational health, safety and hygiene regulations issued for this purpose by the Organization.

The Importance of a SAFETY CULTURE

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Ensures a good image of the Organization.

HHS Program

- Work Accidents
- Cargo Movement
- Individual protection equipment
- Collective Actions
- Emergency and Risk
- Fire safety
- Safety of Dangerous Products - Chemical Agents

HHS Program– Work Accident

(controllable or uncontrollable factors)

- Environment (e.g. atmospheric conditions).
- Human error (e.g. recklessness, violence, irritability, negligence).
- Unsafe act or dangerous condition (e.g. not using PPE, using machines or tools in poor condition, congestion in workplaces, unprevented fire risk).
- Organization of work (e.g. tasks unsuitable for the employee).
- Accidental cause (e.g. falls, personal injuries for no apparent reason).

HHS Program– Cargo Movement(associated risks)

(controllable or uncontrollable factors)

- Objects falling onto feet.
- Injuries caused by walking or hitting penetrating objects.
- Bruises caused by penetrating or blunt objects.
- Musculoskeletal injuries.

HHS Program– Cargo Movement(prevention)

- Mechanize tasks, whenever possible, and synchronize the team, if applicable.
- Physical fitness of the employee.Limit exposure if possible.
- Prior joint warming.
- Be aware of the weight and center of gravity of the object to be moved.
- Apply force smoothly and progressively.
- The visible field must remain clear.
- Lift the load close to the body in a stable and free position.
- The trunk must never rotate during lifting.
- Whenever possible, push rather than pull.

HHS Program– Cargo Movement

(advice for mechanical handling of loads)

- Safety signage at access points “Danger: Forklifts in circulation”.
- Avoid the movement of people in the same area.
- Respect the maximum load capacity (visible on the forklift). Equipment maintenance plan (forklift). Existence of a fire extinguisher on the forklift.
- Do not lift people on the forklift hooks.
- Limit the speed at which the vehicle can travel.
- Do not leave the vehicle unattended when loads are suspended.
- Do not load the vehicle on slopes.
- Do not drive the forklift with the load in a raised position.
- The starting, acceleration, lifting and braking controls must meet safety conditions that prevent involuntary movements.
- Worker restraint systems (if, in the event of a rollover, there is a risk of workers being crushed between the equipment and the ground).

HHS Program– Types of Individual protection equipment

Head protection

Protective helmets for industry
Lightweight head coverings

Ear protection

Wraparound helmets
Earplugs
Ear protectors

Eye and face protection

Glasses
Visors
Masks



HHS Program– Types of Individual protection equipment

Respiratory tract Protection

- Anti-dust, anti-gas and radioactive dust filtering devices
- Insulating devices with air supply

Hand and arm Protection

- Gloves against mechanical aggression (punctures, cuts, vibrations), chemical, anti-thermal
- Protective sleeves and cuffs

Foot and leg Protection

- Shoe covers
- Safety boots
- Knee pads

(types of protection: heat, cold, vibrations, anti-static, insulating)



HHS Program– Types of Individual protection equipment

Protective Clothing:

- Protective clothing against different types of aggression
- Clothing and fluorescent signage accessories



Collective Protection Actions

- Collective Protection Equipment
- Safety Signage
- Emergency plan

Emergency and Risk

Examples of **Emergency Procedures**:

- Alarm Plans
- Notification Plan
- 1st Intervention Teams
- Fire Fighting Team
- Evacuation Plan
- Emergency plan

Emergency and Risk – Safety Signs



Emergency and Risk – Safety Signs



Emergency and Risk – Action in the Event of an Earthquake

Actuação (genérica) em caso de sismo



Abrigue-se
(mantenha-se longe de
janelas ou de objectos
que possam cair)



Pare a viatura
(se estiver a conduzir,
pare assim que possível e
permaneça no interior da
viatura, afastado de
pontes, túneis ou edifícios)



Afasto-se de edifícios
(siga caminhos de
evacuação para pontos
de encontro ou, na
ausência destes, para
um espaço livre)



Mantenha-se atento/a
(através da televisão e
rádio, siga as indicações
de segurança; se não
existir situação grave, não
ligue para o 112 para não
sobrecarregar linhas de
emergência)



**Previna incêndios e
explosões**
(não faça/use chamas,
devido a potenciais
fugas de gás)

**Cumpra sempre as regras e planos de
segurança da empresa e das autoridades
de emergência e segurança !**

Singapore Civil Defence Force - Emergency Handbook (adaptado)

Emergency and Risk – Fire Safety

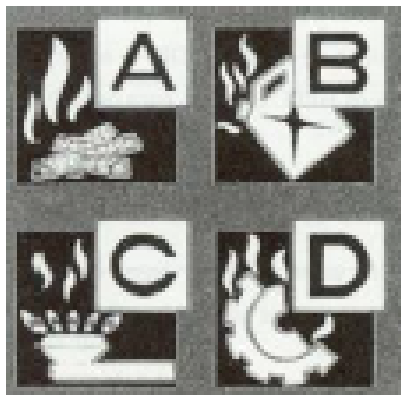
Classes de fogos e agentes extintores

Classe A - Fogos de combustíveis sólidos, em geral de natureza orgânica, em que a combustão se faz com a formação de brasas (ex. madeira, papel, carvão, têxteis).

Classe B - Fogos de combustíveis líquidos (ex. gasolina, álcool, óleos, acetona) ou sólidos liquidificáveis (ceras, parafina, resinas), que ardem sem formação de brasas.

Classe C - Fogos de gases combustíveis (ex. butano, propano, gás de cidade, hidrogénio).

Classe D - Fogos de metais leves (ex. sódio, potássio, alumínio, magnésio, lítio), certas ligas e titânio.

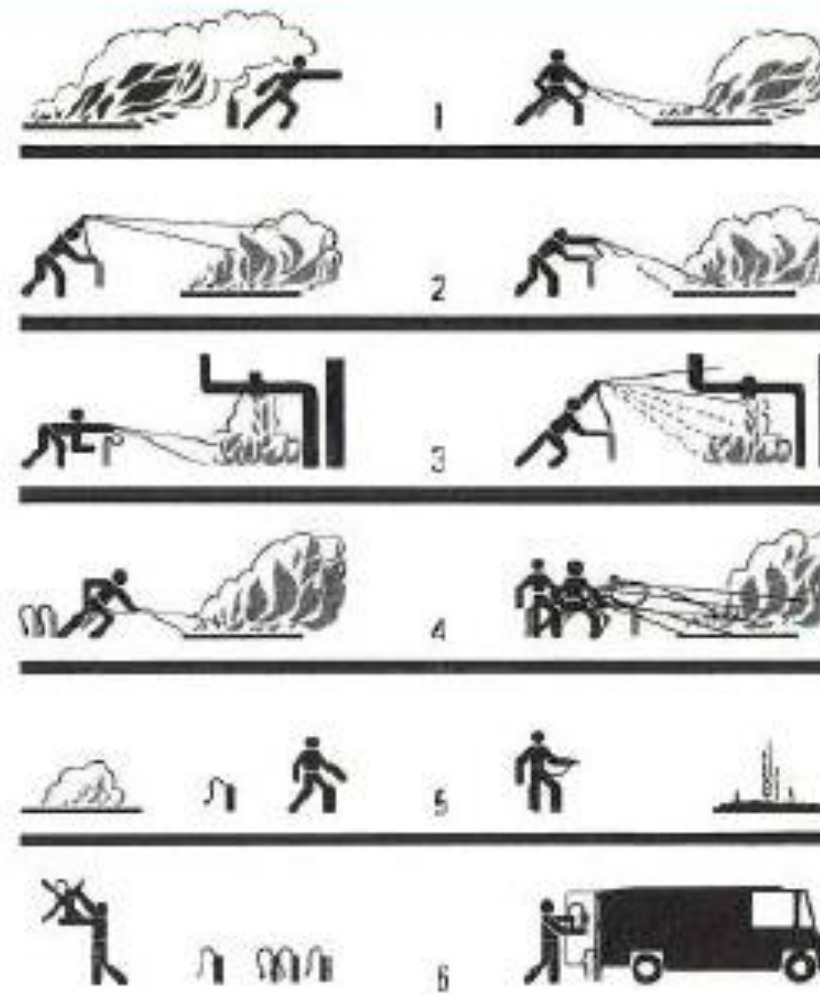


	Agente Extintor						
Classe de fogo	Água		Espuma	CO ₂	Pó Químico		
	Jacto	Pulverizada			ABC	BC	D
A	Bom	Muito Bom	Bom	Não	Muito Bom	Não	Não
B	Não	Aceitável	Muito Bom	Bom	Muito Bom	Muito Bom	Não
C	Não	Não	Não	Bom	Bom	Bom	Não
D	Não	Não	Não	Não	Não	Não	Muito Bom

Emergency and Risk – Fire Safety

Combate a
incêndio com
meio de
extinção
autónomo
(extintor)

NÃO



SIM

- 1 - Fazer aproximação do fogo, sempre no sentido do vento ou da tiragem normal do edifício.
- 2 - Atacar o fogo dirigindo o jacto do extintor à base das chamas.
- 3 - Em líquidos derramados de canalizações, manobrar o jacto do extintor de cima para baixo.
- 4 - Assegurar um numero mínimo de extintores e de pessoas para os utilizarem.
- 5 - Estar atento e prever as possibilidades de reignição;
- 6 - Enviar o extintor descarregado ao serviço competente, para a respectiva recarga.

Miguel, A. (2002)

Emergency and Risk – Fire Safety

Práticas incorrectas que podem originar incêndios



Sobreaquecimento de equipamentos



Curto-circuitos por sobrecarga de utilização



Armazenamento inadequado de produtos inflamáveis



Trabalhos perigosos em zonas inseguras



Fumar em zonas perigosas



Armazenagem inadequada



Derrames de produtos perigosos

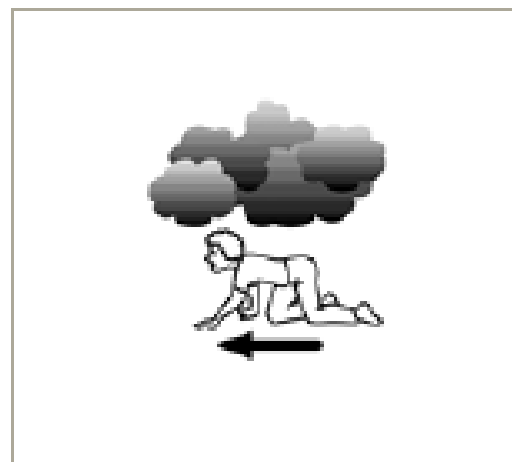


Saídas de emergência obstruídas (podem agravar consequências do incêndio)

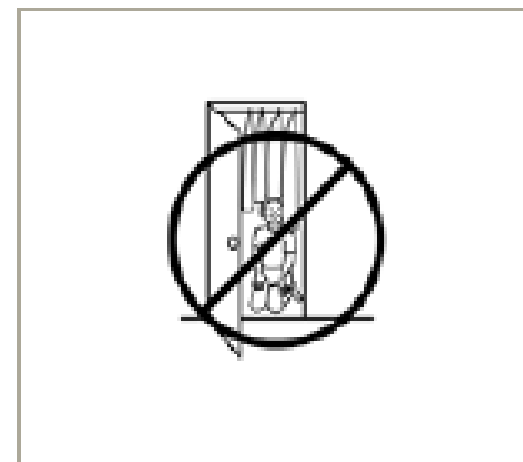
Singapore Civil Defence Force – "Be Fire Safe" posters (adaptado)

Emergency and Risk – Fire Safety

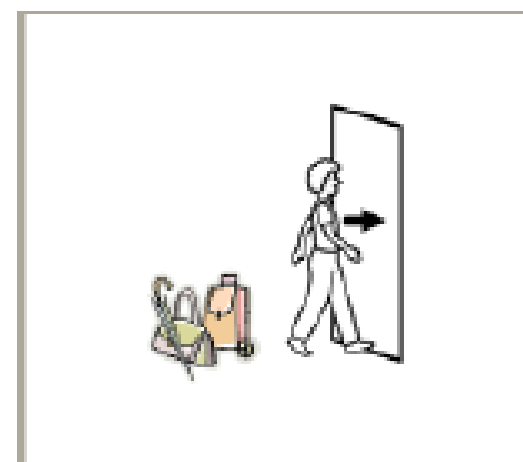
Em caso de incêndio



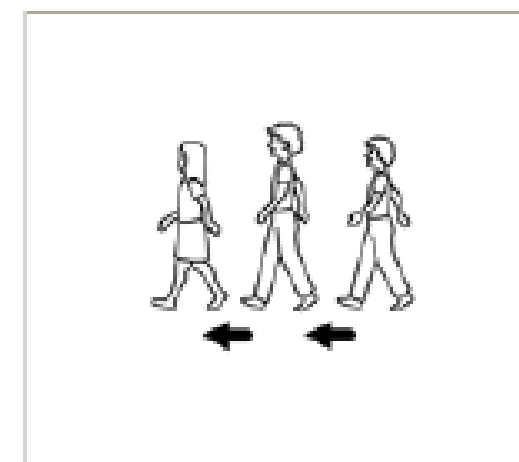
Rasteje por baixo do fumo



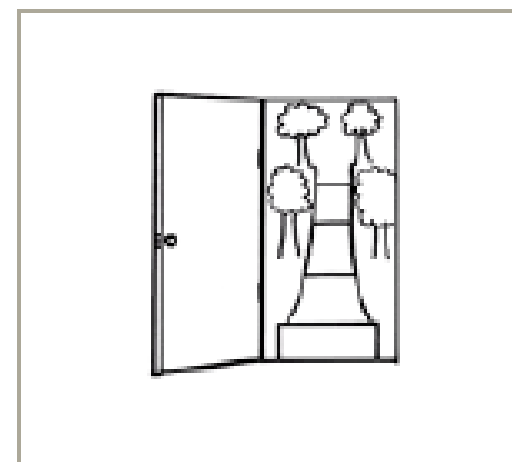
Não se esconda



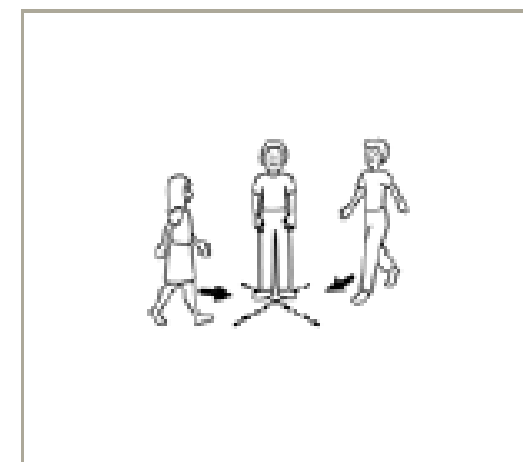
Não leve objectos pessoais



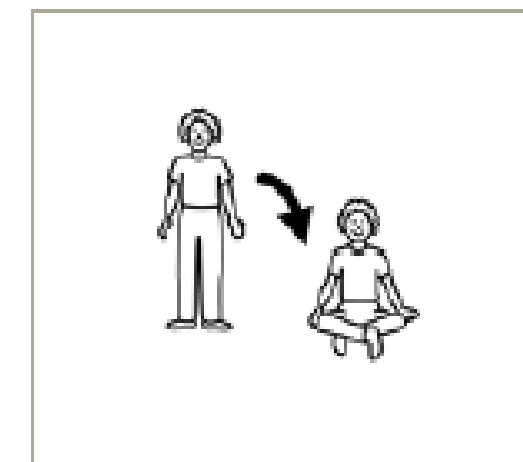
Siga o percurso de evacuação



Vá para o exterior



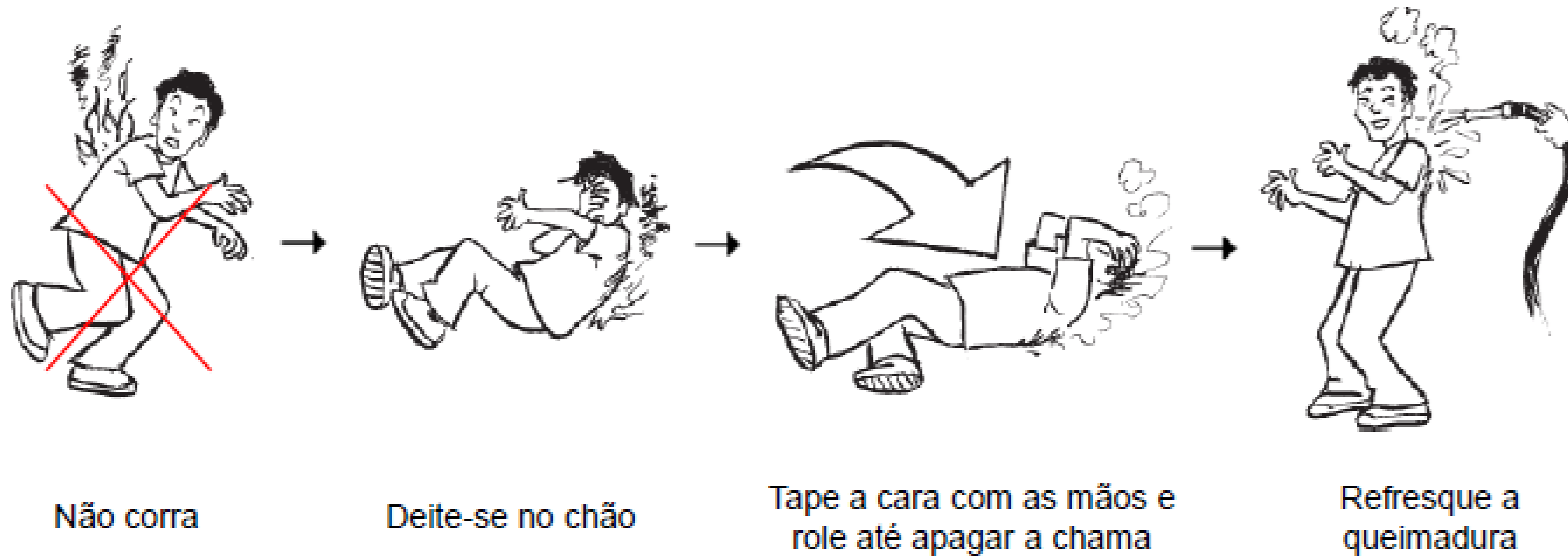
Dirija-se para o ponto de encontro



Aguarde instruções

Emergency and Risk – Fire Safety

Se a sua roupa pegar fogo, siga estes passos



Gab. formação em segurança contra incêndios - NewYork Fire Dep. (adaptado)

Emergency and Risk – Hazardous Substances

Substances that, during their manufacture, handling, transport, storage or use, may generate or release infectious dusts, fumes, gases, vapors or fibers that may be irritating, flammable, explosive, corrosive, asphyxiating or toxic, or cause ionizing radiation in large quantities that may cause harm to the health of people, the environment, structures or equipment.



Emergency and Risk – Hazardous Substances

Dangerous to the environment: substances that, due to production, storage, transport and disposal, cause contamination of the environment.

Flammable: liquid substances and preparations whose flash point is equal to or greater than 21 degrees C and less than or equal to 55 degrees C.

Irritants: those that, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause an inflammatory reaction.

Oxidizers: substances and preparations that, in contact with others, especially flammable ones, give rise to a strongly exothermic reaction.

Explosives: solid, liquid, pasty or gelatinous substances and preparations that can react exothermically and quickly release gases. Even without the intervention of oxygen in the air under certain conditions, they deflate or explode in the case of partial confinement.

Toxic: those that, through inhalation or ingestion via the skin, can cause effects of limited severity.

Corrosive: those that, through contact with living tissues, can exert a destructive action on them.

Emergency and Risk – Safety Data Sheet

Exemplo
de FSP
(parcial)

Ficha de Segurança em conformidade com a Directiva 93/112/CEE XXXXXXXXXX Revisto: 16.02.01 Impresso: 16.02.01	
01. Identificação da substância / preparação e empresa	
02. Composição / Informação sobre Componentes	
Substância:	INECS CAS Intervalo (%) Símbolo/Frase Risco
Ácido Acético	200-580-7 64-19-7 1 - <10 C 35-10
Ácido	201-186-8 79-21-0 1 - <5 O& C& N 7-10-20/21/22-35-50
Peracético	231-765-0 7722-84-1 20 - <40 O&C 8-34
Peróxido de Hidrogénio	
03. Identificação dos Perigos	
R34: Provoca queimaduras R37: Irritante para as vias respiratórias	
04. Medidas de Primeiros Socorros	
Informação Geral	Despir roupas molhadas contaminadas imediatamente e eliminar de forma segura.
Inalação	Remover a vítima para um local ao ar livre e mantê-la calma. Procurar assistência médica imediatamente.
(...)	
06. Medidas em caso de fuga accidental	
Precauções pessoais	Assegurar uma ventilação adequada. Utilizar equipamento de protecção pessoal.
Precauções ambientais	Evitar a disseminação sobre uma área extensa (p. ex. através de contenção ou barreiras). Não despejar para os esgotos/ águas superficiais/ águas subterrâneas.
Métodos de limpeza/remoção	Remover com material absorvente (p. ex. areia, serradura, isolador multi-usos. Descartar o material absorvente de acordo com a legislação.

Contents of a Product Safety Data Sheet (to be consulted before handling):

- Main dangerous effects
- Exposure control / personal protection
- First aid
- Fire-fighting measures
- Measures in case of accidental escape
- Handling and storage
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Information regarding disposal
- Information regarding transportation
- Regulation information

First Aid

The following information is not intended to “train accredited rescuers”.

Their objective is to develop a set of necessary skills that will allow you to assist in providing first aid in the company, in the event of an emergency.

You must strictly follow the safety procedures and instructions in force at the company and/or the authorities involved in the rescue, which will always be the reference information to be considered.



First Aid

The provision of first aid is normally (and primarily) carried out in companies by members of the so-called “first intervention teams”.

These employees usually have specific, more developed training with simulations of practical situations.

What could be an emergency situation that requires first aid:

- a fire;
- an accident at work that results in physical harm to an employee;
- a sudden illness in the workplace (e.g. respiratory arrest) a natural catastrophe, with repercussions on the company/employees.

Their first aid role is only until someone more qualified (doctors, nurses, ambulance crew, rescuers, other) is present with the patient/victim.



First Aid – Fundamental Principles

Protect

- remove the victim from danger or the danger of the victim

Alert

- contact 112 (or the person at the company who you know will do so immediately)

Assist

- examine the victim and apply appropriate assistance



First Aid – First Response

Objective: quickly understand the situation, the victim's condition and the best assistance to provide

Primary Exam

- Assess awareness of the victim oriented in space and time?
- Check ventilation
- Can you see, hear and feel?
- Check circulation
- Do you have a “pulse”, cough, can you swallow?

Secondary Examination

- Body
- deformations, fractures, hemorrhages, edema.
- Skin
- temperature with humidity
- Pupils
- unequal, dilated, contracted



First Aid – Situations (State of Shock)

Situation: if it is not possible to trust that an unconscious person will be able to breathe without assistance, this technique positions the victim in a way that is favorable to maintaining breathing.

Causas

- lesões cardíacas
- perda de líquidos orgânicos
- dilatação dos vasos sanguíneos

Sinais e Sintomas

- palidez
- arrefecimento e/ou suores frios
- pupilas dilatadas
- pulso fraco
- náuseas e vômitos
- possível inconsciência

Primeiros socorros

- combater a causa do choque
- desapertar as roupas
- não dar nada a beber
- manter a temperatura
- vigiar as funções vitais

Vítima Consciente ?

- animar a vítima
- elevar as pernas
- manter temperatura

Vítima Inconsciente ?

- **Posição Lateral de Segurança**
(ver slide seguinte)
- vigiar funções vitais

Fonte: Protecção Civil de Lisboa (adaptado)



First Aid – Situations (Side Position)

Situation: blood and oxygen become insufficient for the body's needs; if irreversible, it can cause cell death.

monitor a respiratory...

Attention:

If the victim has suffered a fall or has deformities that suggest damage to the spine and is able to breathe, their position must be changed.

In the case of a pregnant woman, the position should always be on her left side.



First Aid – Situations (Difficulty/Ventilatory Stop)

Situation: obstruction of the airways that makes it difficult or prevents the victim from breathing.

Causes

- airway obstruction
- decrease or absence of respiratory movements

Signs and Symptoms

- Cough
- Noisy ventilation
- Respiratory acceleration
- Agitation
- Gray pallor
- Dilated pupils

First Aid

Conscious victim?

- ask the victim to cough
- unfasten clothes
- apply 5 blows to the back

Unconscious victim?

- cardiopulmonary resuscitation

Heimlich maneuver

Fonte: Protecção Civil de Lisboa (adaptado)



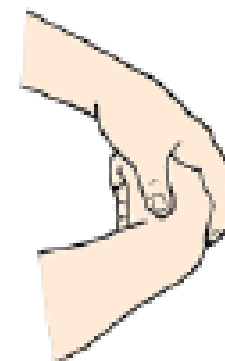
First Aid – Situations (Heimlich Maneuver)

Situation: clearance of the upper airways by a foreign body, in the face of respiratory difficulty, with the victim conscious.



Actions:

Position yourself behind the victim and lean them slightly forward



hug the victim in the upper stomach area by closing one hand and holding it with the other



do 5 quick abdominal thrusts

(*) excepto em situação da vítima se encontrar grávida.

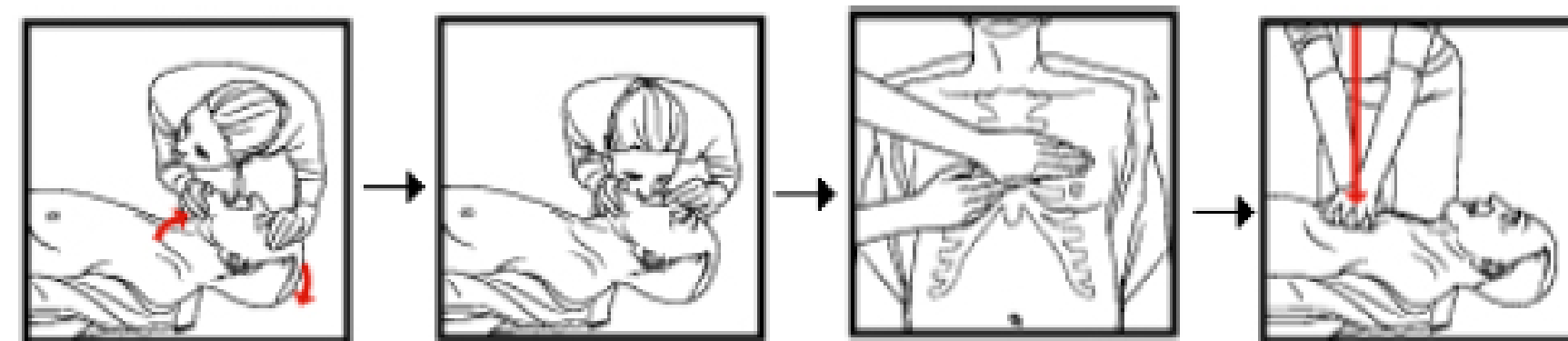


First Aid – Situations (CPR – CardioPulmonary Resuscitation)

Situation: maneuver designed to guarantee oxygenation of the organs, in the event of respiratory arrest, with the victim unconscious.

Attention:

Check safety conditions for yourself and the victim, remember that you are not an accredited rescuer and do not proceed if you have doubts about your ability to perform resuscitation or the victim's condition



First Aid – Situations (Burns)

TYPES OF BURNS:

- **thermal:** caused by heat
- **electrical:** caused by electrical flash
- **chemical:** caused by acids
- **radiation:** transfer of radiation to the body

BURN SEVERITY:

The severity of a burn depends on the amount of tissue affected and the depth of the injury.

1st degree: less severe, red and very sensitive skin

2nd degree: blisters on the skin, painful to the touch

3rd degree: the most serious, the surface of the skin may be white and softened or black

Teniz, L. e Pereira, D. (adaptado)



First Aid – Situations (Burns)



What to do:

- place the affected area under running water, for a couple for minutes
- remove watches, rings, bracelets
- If the burn is serious, contact line 112



What not to do:

- never burst bubbles that are in the burn, since these are protections of the specific area
- never remove anything that is "glued"
- do not apply lotions, creams, etc.



First Aid – Situations (Fractures)



A fracture is a broken bone.

The most common **symptoms** are:

- affected limb or area cannot move
- swelling or inflammation
- absence of strength
- possible exposed bone

What to do:

First treat bleeding or difficulty breathing, if any.

Immobilize the affected limb or area, above and below it.

Avoid movement, applying as many treatments as possible to the area.

Singapore Civil Defence Force - Emergency Handbook (adaptado)



We summarize the main results achieved through this training:

1. Know how to understand the concepts associated with an SHST Program
2. Know how to identify behaviors to adopt in order to guarantee protection and security
3. Can identify the Key Principles of First Aid and Firefighting
4. Know how to recognize first aid situations and measures to take to support the victim

Now that you have completed this action, access the **knowledge assessment questionnaire [HERE](#) (Mandatory step for completing this action).**