



UNIVERSITY OF
KWAZULU-NATAL
INYUVESI
YAKWAZULU-NATALI

ISIKOLE SOBUNJINIYELA



**Ukuzibophezela Kwakho
Kwezempilo Nokuphepha
Endaweni Yokusebenzela**

ISIKOLE SOBUNJINIYELA UKUZIBOPHEZELA KWAMI KWEZEMPILO NOKUPHEPHA

Ngiyavuma lapha ukuthi imiyalelo nemigomo ebhalwe lapha ngezansi ngiyifundile, ngayiqonda futhi ngayisayina nanokuthi ngiyazibophezela ukuthi ngizoyilandela ngokugcwele ukugququzela indlela yokusebenza enempilo futhi enokuphepha.

1. Ngizoyilandela yonke imithetho ephathelene neLabhorethri, iShabhu noma yendawo lapho ngisebenzela khona;
2. Ngizothobela noma yimiphi imiyalelo esemthethweni futhi eqondakalayo engizoyinikezwa ngabaphathi uma ngisebenzela eLabhorethri, eShabhu noma kwenye indawo;
3. **Ngeke** ngixakazise noma ngithinte imishini noma izinto zokusebenza engingagunyaziwe noma engingaqeqeshiwe ngokusemthethweni ukuba ngizisebenzise;
4. **Ngeke** ngisebenzise imishini, noma izinto zokusebenza ngendlela engadala ingozi, ukulimala noma ukufa, ukubulala abanye noma impahla yeNyuvesi;
5. **Ngeke** ngivumele nanoma yimuphi umuntu ongagunyaziwe ukuba asebenzise imishini kanye nezinto zokusebenza esikhundleni sami.(Qaphela: Igama elithi 'abasebenzi' lapha ngenhla lisetshenziswe lafaka phakathi abafundi nezivakashi

Okucashunwe KUMTHETHO WEZEMPILO NOKUPHEPHA EMSEBENZINI (umthetho wama-85 wangonyaka we-1993) :

14. IMISEBENZI EJYWAYELEKILE YABASEBENZI

Wonke umsebenzi emsebenzini -

- (a) Uyozinakekela yena nabanye asebenza nabo abangathinteka yizenzo zakhe ngokwezempilo nokuphepha;
- (b) Uyobambisana nomqashi noma ubani omunye ogunyaziwe yilo mthetho ukuze kufezwe lokho okudingekayo ngokwalo mthetho;
- (c) Uyolandela imiyalelo esemthethweni athobele imithetho nezinqubo zezempilo nokuphepha ezibekwe umqashi noma ubani omunye ogunyazwe umqashi;
- (d) Uma ebona kunesimo esingaphephile noma esiyingozi uyosibika ngokushesha kumqashi wakhe noma kobhekene nezempilo nokuphepha emsebenzini yena oyosidlulisela kumqashi; futhi
- (e) Uma ebandakanyeka kunoma yiyiphi ingozi engamphazamisa ngokwempilo noma ezilimazile, kuyomele abike leso sehlakalo kumqashi noma kulowo ogunyazwe ngumqashi, noma yilowo obhekene nezempilo nokuphepha kungakapheli isikhathi sokusebenza okwenzeke ngaso isehlakalo uma kwenzeka sidlula isikhathi leso sokusebenza kungabikiwe ngenxa yesimo, sekungabikwa ngokushesha uma kuvela ithuba.

15. IZINTO OKUNGAMELE ZIPHAZANYISWE NOMA ZIXHASHAZWE

Akukho muntu oyophazamisa, alimaze noma axhaphaze ngenhloso noma ngokubabudedengu konke okukhona kokubhekana nezempilo nokuphepha.

**UKWEHLULEKA UKULALELA IMITHETHO
YEZEMPILO NOKUPHEPHA KUYOPHETHA
NGOKUTHATHELWA IZINYATHELO EZINQALA
ZOMTHETHO**

ISIKOLE SOBUNJINIYELA ISIBOPHEZELO KWEZEMPILO NOKUPHEPHA

Mina, _____ (bhala igama lakho ngokugcwele),

Inombolo Yakho Yokuba Umfundi/ Umsebenzi (noma Isivakashi) : _____ ,
Ngiyavuma lapha ukuthi imiyalelo nemigomo ebhalwe lapha ngezansi ngiyifundile futhi ngayiqonda nanokuthi ngiyazibophezela ukuthi ngizoyilandela ngokugcwele ukugqugquzela indlela yokusebenza enempilo futhi enokuphepha.

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5. Ngeke ngivumele umuntu ongagunyaziwe ukuba asebenzise imishini Kanye nezinto zokusebenza esikhundleni sami. (Qaphela: Igama elithi 'abasebenzi' lapha ngenhla lisetshenziswe lafaka Phakathi abafundi nezivakashi.

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Wonke umsebenzi emsebenzini -

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- (g) Uyobambisana nomqashi noma ubani omunye ogunyaziwe yilo mthetho ukuze kufezwe lokho okudingekayo ngokwalo mthetho;
- (h) Uyolandela imiyalelo esemthethweni athobele imithetho nezinqubo zezempilo nokuphepha ezibekwe umqashi nanoma ubani omunye ogunyazwe umqashi;
- (i) Uma ebona kunesimo esingaphephile noma esinobungozi uyosibika ngokushesha kumqashi wakhe noma kobhekene nezempilo nokuphepha emsebenzini yena ozoyidlulisela kumqashi;

futhi

- (j) Uma ebandakanyeka kunoma yiyiphi ingozi engamphazamisa ngokwempilo noma ezilimazile, kuyomele abike lesi sehlakalo kumqashi wakhe noma kulowo ogunyazwe ngumqashi, noma yilowo obhekene nezempilo nokuphepha kungakapheli isikhathi sokusebenza okwenzeke ngaso isehlakalo uma kwenzeka sidlula isikhathi lesi sokusebenza kungabikiwe ngenxa yesimo, sekungabikwa ngokushesha uma kuvela ithuba.

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Ukusayina: _____ Usuku: _____

Leli fomu kufanele ligcwaliswe minyaka yonke yiwo wonke umfundi noma isivakashi esizosebenza eLabhorethri, eShabhu noma kuyiphi nje indawo ehambisana nezifundo zaso, amaphrojekthi noma esenza ucwaningo eNyuvesi yakwaZulu-Natali. La mafomu kumele agcinwe isikhathi esiyiminyaka emi-5.

(Ngokomyalelo weDini, KuNhlolanja wangonyaka wezi-2012)

**←SIKA EMUGQENI ONAMACHASHAZI. IKHOPHI KAMPATHI EZOGCINWA
EMABHUKWINI**

Ingemuva lekhasi eliklejulwayo

ISIFINGQO SENDLELA EPHEPHILE YOKUSEBENZA

Funda bese ulandela le mithethongqangi yezokuphepha elawula abasebenzi emsebenzini ngaphansi koMthetho Wezempilo Nokuphepha Emsebenzini, uMthetho wama-85 wangonyaka we-1993. Kuphinde futhi kube nezinqubo eziqondene ngqo nezindawo ezithile.

AMALABHORETHRI, AMASHABHU KANYE NEZINDAWO ZOKUSEBENZELA ZEZOBUNJINIYELA

QAPHELA: UNGENA ENDAWENI ENOBUNGOZI

*Ingozi – Kungaba noma yisiphi isimo esingabangela ukulimala
Into Enobungozi –Kungaba yinoma yini ebonakalayo, eyikhimikhali, e-“radioactive”, ephilayo noma engaphili
engabangela ukulimala kulabo abathintana nayo*

UKUGWEMA KUNGCONO KUNOKWELAPHA

Inhlosongqangi yayo yonke imithetho kanye nezinqubo zezokuphepha wukuvikela ukulimala kanye nezingozi. Yize noma kwenziwa konke okusemandleni ukuqinisekisa ukuphepha kwawo wonke umuntu eSikoleni, izingozi zingenzeka.

Ngokujwayelekile, imishini nakho konke okunye kokusebenza kuphephe njengalowo okusebenzisayo. Ngakho-ke ukuphepha komuntu kuncike elwazini olunzulu kanye nokubhekana nezindaba zokuphepha ngendlela ekhombisa ukuba nolwazi.

Ukuzethemba ngokweqile kanye nesimomqondo esingesihle kungabangela izingozi. Hlola isimomqondo sakho ngokomsebenzi owenzayo: Ingabe unemikhuba noma izinqubo ezingaphephile? Ingabe ucabanga ukuthi “Akusoze kwenzeka kimina”?

Kuncike KUWENA ukuthuthukisa ezokuphepha esikoleni kanye nalapho usebenzela khona ukuze kugwemeke ukuthi wena noma omunye “nibaleke nasebeke bavelelwa yingozi”.

IZINGOZI EZIJWAYELEKILE

Izingozi ziyenzeka nsuku zonke kubantu nasempahleni kangangokuthi zigcina “sezingasabonakali”.

Izingozi ezijwayelekile ziningi ngaphezu kwalezo ezibangelwa yizingxenye zokusebenza zesikole ezinengozi. Kumele ube nolwazi lwendawo osebenzela kuyo futhi ubheke nokungabangela izingozi.

ISIBOPHO

Kuyisibopho SAKHO ukubika ngokushesha konke okubukeka kungaphephile kulowo obhekene nezokuphepha noma ongumsebenzi wenyuvesi.

UMA KUBUKEKA KUNGAPHEPHILE, KUBIKE! UNGAPHEPHISA IMPILO

IZIDAKAMIZWA NOPHUZO OLUDAKAYO

Umuntu osebenzise uphuzo oludakayo noma izidakamizwa ngeke avunyelwe ukuba semagcekeni.

UKUDLA, UKUPHUZA NOKUBHEMA

Ukudla, ukuphuza nokubhema AKUVUMELEKILE emalabhorethri nasemaShabhu.

UKUGANGA

Ukuganga, ukuziphatha budedengu noma ukuziphatha ngendlela engaphephile akuzukubekezelelwa emalabhorethri, emashabhu kanye nasezindaweni zokusebenzela

IZINTO EZIPHATHEKAYO NEZIKHWAMA

Izikhwama kanye nezinye izinto eziphathekayo akufanele zingeniswe eshabhu noma elabhorethri ngoba abantu bangakhubeka kuzona. Izindawo okusetshenzelwa kuzo kumele zigcinwe zihlelekile futhi ziqoqekile ngoba lokhu kuvikela izingozi. Yiba nesineke, ungajahi eshabhu.

UKUPHAKAMISA IZINTO EZISINDAYO

Ungagobi uma uphakamisa izinto ezisindayo, ngoba lokhu kungalimaza iqolo lakho. Gobisa amadolo ubambe lokho okuphakamisayo bese uqondisa imilenze ukuze uphakamise lokho okuphakanyiswayo. Imisipha yasemilenzeni inamandla kunayo yonke emzimbeni futhi angeke ilimale kalula kuneyaseqolo.

IZICATHULO

Izicathulo ezivulekile noma amasandali awavumelekile emalabhorethri nasemaShabhu ezobuNjiniyela

IZINWELE NOKOKUGQOKA

Akuvumelekile ukugqoka izimpahla ezilengayo emashabhu lapho kunemishini ezungezayo. Izinwele ezinde kumele ziboshwe ngemuva.

IZIMPAHLA EZIVIKELAYO

Zonke izimpahla ezivikelayo kumele zihlale zigqokiwe emalabhorethri nasemashabhu noma yinini lapho kufanelekile. Lokhu kubandakanya izibuko zezokuphepha (safety goggles), isivikelibuso (face shield), isivikelizindlebe (ear protection), okokwemboza amakhala (dust or gas masks), isivikelikhanda (helmet), njalo-njalo.

INHLANZEKO

Sebenza ngendlela eqoqekile futhi ehlelekile njalo. Qinisekisa ukuthi amatafula okusebenzela aqoqekile futhi akukho zinto ezisakazeke kuwo ngoba lokhu kuhambelana nendawo yokusebenzela ephephile futhi ehlelekile. Imihubhe, izindawo zokuphuma uma kunengozi, izinsiza uma kunezimo eziphuthumayo, izigubhu zikagesi, njalo-njalo kumele kuhlale kusobala ngaso sonke isikhathi. Wonke amashubhu kanye nezintambo zikagesi mazihlale endaweni ephephile.

UKUWA

Ukuwa kungagwemeka.

- Sebenzisa izindawo zokubambelela uma usebenzisa izitebhisi
- Cophelela uma uhamba ezindaweni ezinowoyela, amanzi noma yikuphi okunye okungabangela ingozi
- Sula okuchitheke phansi ngokushesha
- Vikela izingozi zokuwa ngokususa amabhokisi, izinto eziluvanzi, izintambo kanye nezinye izinto ezitebhisini, ezindaweni okuhanjwa kuzo nasemihubheni.
- Khetha izicathulo eziphephile futhi ezihambelana nendawo osebenzela kuyo.
- Ungagibeli noma ume phezu kwetafula, esihlalweni noma yini enye engazinzile ngokugcwele uma ufuna ukuthatha into esendaweni ephezulu. Sebenzisa isikhwelo.

UKUSEBENZA WEDWA

Akekho umuntu ovunyelwe ukusebenza yedwa elabhorethri noma eshabhu **ngaphandle kwemvume ebhaliwe.**

UMA UNGENASIQINISEKO, BUZA!

EZOKUPHEPHA NEZINQUBO ZAKHONA

- Abaphathi babafundi abenza umsebenzi wokuhlola kumele bahlale izinga lobungozi futhi benze Inqubo Yokusebenza Ngokuphepha okufanele igunyazwe nguMholi weZokufunda noma Omele Ezokuphepha.
- Umphathi kumele ayalele, aqeqeshe futhi aphaathe ukuze aqinisekise ngokugcwele ukuthi impilo nokuphepha kwabafundi nabanye abangathinteka kulo msebenzi kusezingeni elifanele. Ubungozi kumele buhlale buhlolwa njalo nje.
- Zijwayeze Izinqubo Zokusebenza Ngokuphepha nezingozi ezingaba khona lapho elabhorethri/eshabhu osebenzela kuyona kanye nemishini nezinye izinto ozosebenza ngazo.

ISIKOLE SOBUNJINIYELA: ISIBOPHEZELO KWEZEMPILO NOKUPHEPHA
Ikhasi le-7 kwayi-12

- Ungawusebenzisi umshini uma ofundisayo engakakukhombisi ukuthi usetshenziswa kanjani ngokuphepha. Sebenzisa okokuzivikela uma usebenza emshinini. Qaphela ukuthi izandla zakho azithinti imishini enyakazayo noma ezungezayo. Sebenzisa amathuluzi ezandla uqikelele ukuthi zingemuva kohlangothi lokusika lomshini.
- Qinisekisa ukuthi ufundisiwe ngokusetshenziswa kwemishini. Lalela okushiwo ngabafundisayo futhi ulandele imiyalelo yabo.
- Yiba nolwazi ngokwenziwa uma kuqubuka umlilo kanye nenqubo yokuphuma. Yazazi ukusebenzisa futhi nalapho kutholakala khona izinto ezisetshenziswa uma kunengozi njengezicimamlilo, amabhodlela nezindawo zokugeza amehlo, izindawo zokugezela uma kunesimo esiphuthumayo, yilapho kuxhunywwa khona ugesi waleyo mishini oyisebenzisayo kanye nebhokisi losizo lokuqala.

IZIGAMEKO, IZINGOZI NOKULIMALA: USIZO LOKUQALA NOKUBIKA

Ingozi yinoma yisiphi isigameko esibangela ukulimala kubantu nempahla. **Zonke izingozi, “ukusinda ngokulambisa” nokungasebenzi kahle kwezinto zokusebenza okungabangela ingozi kumele kubikwe kophethe eZokuphepha ngokushesha.**

UKUSINDA NGOKULAMBISA YISEXWAYISO OKUFANELE SITHATHWE NJENGESIBUCAYI

Ubucayi balezi zingozi buzo hluka ngamazinga, ezibucayi kakhulu yilezo ezithinta ukulimala kwabantu bese kuthi lezo ezingekho bucayi kakhulu kube yilezo ezingabizi imali enkulu ezithinta ukulimala kwezinto ezingalungiseka noma zithengwe kabusha.

Usizo Lokuqala yilokho kwelashwa kokulimala noma kokugula okutholakala kuqala kungakafiki usizo lwalabo abaqeqeshiwe bezempilo. Ungabuthatheli phansi ukuba bucayi bokulimala noma bokugula. Uma ungenaso isiqiniseko thola usizo lwabezempilo. Kunabasebenzi abeqeqeshelwe usizo lokuqala kuzo zonke izindawo Zobunjiniyela. Amagama abo kanye nezindawo lapho betholakala khona zibhaliwe emabhodini akhona ebholidini.

UNGAZAMI UKUNIKEZA USIZO LOKUQALA UMA UNGAZI UKUTHI WENZANI NGOBA UNGABHEBHEZELA UKULIMALA.

UMA UNGAZI UKUTHI WENZANJI, CELA USIZO

UKUVIKELA UMLILO

Kumele wazi izinhlelo zezimo eziyingozi lapho usebenzela khona.

- Kungumsebenzi wakho ukuvikela nokucima imililo. Zijwayeze izindawo lapho kuhlala khona izinto zokucima umlilo futhi uzijwayeze nendlela eyiyo yokuhlaba umkhosi uma kunomlilo. Uma uzosebenzisa okokucisha umlilo okuphathekayo kumele uqeqeshelwe ukuzisebenzisa futhi uqeqeshwe kabusha uma kunesidingo.
- Landela yonke imithetho nezimpawu zokuphepha njengalezo ezilawula ukubhema, amalangabi avulekile nezinye izinto ezingathungela umlilo kanye nezimpawu ezilawula ukugcinwa, ukuphathwa kanye nokusetshenziswa kwezinto ezivutha kalula eziluketshezi nezinye nje eziyingozi.
- Uketshezi oluvutha kalula kumele luphathwe futhi lugcinwe ezindaweni ezimukelekile ezinezinto zokucima umlilo uma uqala.
- Ungagcini izinto ezingama-esidi kanye nalezo ezivutha kalula ekhabethezi elilodwa ngoba kungabanethuba lokuhlangana kwawo okunamandla ayingozi.
- Gcina bonke oshevu endaweni yabo eseceleni.
- Gcina izinto zokucima umlilo eziphathekayo njengamapayipi nokunye kusendaweni ekufikeleleka kalula kuyo, ziboshelwe ngendlela futhi zingavinjelwe yilutho zikhathi zonke.
- Uma usebenzise isicishimlilo noma yini nje enye yokucisha umlilo, kumele wazise umphathi wakho ukuze zigcwaliswe noma zilungiswe.
- Uma impahla yakho ithungeleka ngomlilo, cisha ilangabi ngokuzigingqa phansi. Ungagijimi ngoba lokho kungabangela amalangabi ukuthi asabalale.
- Ungahlanzi izimpahla zakho ngoketshezi noma ngegese ethungeleka kalula. Inhlansi ingathungela impahla yakho.
- Ungasebenzisi uwoyela nogrisi ezintweni ezisebenzisa i-oksijini. I-oksijini iyaqhuma uma ihlangana nowoyela noma ugrisi.

IZICISHAMLILO

Kumele wazi lapho kuhlala khona futhi wazi nokusebenzisa izicishamlilo kanye nezibikamlilo eziseduzane nalapho usebenzela khona. Ulwazi mayelana nokusetshenziswa kwalezi zicishamlilo (umlilo kagesi, umlilo wamakhemikhali njalo njalo) lubaluleke kakhulu.

Izicishamlilo ezisebenza ngamakhemikhali omile (Ezibhalwe Ngombala Oluhlaza Sasibhakabhaka) zisebenza kahle ezintweni eziwuketshezi ezokhelekayo kodwa zingasetshenziswa ukucisha noma yimuphi nje umlilo.

Izicishamlilo ezisebenza ngamanzi (Ezibhalwe Ngombala Obomvu) ziyasiza emlilweni wamaphepha nomunye udoti kodwa AKUMELE zisetshenziswe ezinsimbini ezishayo noma emlilweni kagesi.

Izicishamlilo ezisebenzisa isikhutha (Ezibhalwe Ngombala Omnyama) zisebenza kahle kuyona yonke imililo ngaphandle kwemililo ethungeleka ezinsimbini ezinokalikhi kanye nakho konke okuvutha kalula (okusebenzisa umlotha onesoda).

- Uma kunomlilo omncane, entweni evalelekile, njengasezitsheni zokusebenza, kuyasiza ukuvala ukungena komoya i-oksijini ngokumboza isitsha. Uma kunomlilo entweni esebenzisa ugesi, khumbula ukucisha ugesi ngaphambi kokuqala ucishe amalangabi.
- Kubalulekile ukucisha umlilo ngesikhathi usaqala ukuvutha. Uma usuvuthe isikhathi eside, kuba nzima ukuwucisha.
- Uma umlilo ungasalawuleki sekuphunywa kubalekwa esakhiweni, khumbula ukuvala iminyango namafasitela ukuze kuvaleleke amalangabi.

UMA KUNOMLILO

Uma ubona ukuthi kunomlilo, phuthuma ebhokisini lapho kutholakala khona izibikamlilo okuvamise ukuba isekungeneni kunoma yisiphi isakhiwo bese ubulala ingilazi yakhona. Lokhu kuzokhalisa isibikamlilo kuzo zombili izakhiwo, lesi okuso kanye nesasehhovisi labezokuvikela ubungozi.

BESE

uxhumana nabezezimo ezibucayi ngokushaya le nombolo **3777 noma 2540** ubazise ngesimo esikhona. **(031-2603777 noma 031-260-2540)**

Abezokuvikela ubungozi bazothinta abezezimo eziphuthumayo ngokushesha.

Uma uhluleka ukuthintana nabezokuvikela ubungozi, ungaxhumana ngqo nabezezimo eziphuthumayo ku- **031 361 0000 noma 10177**

Uma nibona umlilo nibabili noma ngaphezulu, oyedwa wenu makaphuthume ahlabe ukhosi ngenkathi abanye bezama ukucisha umlilo ngezinsiza ezikhona zokucisha umlilo.

Uma kuzwakala isibikamlilo, bonke abasebenzi, abafundi, izivakashi kanye nosonkontileka ngaphandle kwethimba labezezimo eziphuthumayo kumela bahlanganele ezindaweni lapho bejwayele ukuhlanganela khona uma kunomlilo. **AKUKHO** muntu ovunyelwe ukuthi aphinde angene esakhiweni kuze kube kuphuma isaziso esithi "SEBUPHELE NYA UBUNGOZI" esiphuma kophethe abezimo eziphuthumayo.

IZIBIKAMLILO ZIBANGA UMSINDO ONGANQAMUKI

UKUPHUMA NGOKUPHEPHA

Ukuphuma esakhiweni ngendlela ephephile kuyokwenziwa uma kubonakala ukuthi izimpilo zabantu zisengozini.

Uma kuba nesimo somlilo noma okunye okuholela ekuphumeni ngendlela ephephile kufanele kulandelwe lo mhlahlandlela.

- Uma kukhala isibikamlilo noma waziswa yilowo ophethe ezokukhishwa kwabantu esakhiweni ngokuphepha noma umphathi Oyinhloko yomnyango, phuma kuleso sakhiwo ngokushesha, ungabuzi imibuzo. **YIBA NESIZOTHA.**
- Phuma ngomnyango wezimo eziphuthumayo oseduze bese uthatha ezinqamulelayo uqhele eduze kwesakhiwo.

- Izindlela zokuphuma eziphephile zikhonjiswa ngezimpawu zakhona
- Uma kukhona obaziyo abaphila nokukhubazeka lapho osebenzela khona, bikela ophethe noma usize lowo muntu ukuze afinyelele endaweni ephhephile
- UNGAMI uthungathe abangani, indlela elula yokubathola ukuba wonke umuntu aye lapho kuhlangelwa khona.
- **UNGABUYELI ESAKHIWENI**
- **UNGAGIJIMI** – hamba ungasheshi uma kwehlela
- **UNGAYISEBENZISI IKHESHI** – Ungavaleleka phakathi
- **UNGAKHULUMI NGOKUNGENASIDINGO** – Hleze uphuthwe yimiyalelo ebalulekile
- Landela imiyalelo yalowo ophethe emnyangweni wakho.
- Thatha izimpahla zakho ezibalulekile kuphela, uqinisekise ukuthi ingalo eyodwa ayiphethe lutho.
- Valani wonke amafasitela bese kuthi lowo ozophuma ekugcineni, avale umnyango.
- Linda endaweni ekuhlangelwa kuyo lapho kuzobizwa khona amagama abantu.

UKUSEBENZA NGEMISHINI

IMIYALELO EMISIWE MAYELANA NOKUSETSHENZISWA KWEMISHINI

- Umqashi kufanele ahlinzeke izinto eziqinisekisa ukuphepha uma kusetshenzwa ngemishini
- Izimpahla zokugqoka ezilengayo azifanelwe ukugqokwa ngabantu abasebenza ngemishini enyakazayo futhi abantu abanezinwele ezinde kumele bathwale izigqoko noma amanethi okubamba izinwele.
- Ngaphandle uma kukhona imishini ekhethekile egunyazwe umhloli, amabhande emishini akumele ukuthi akhishwe ngesikhathi umshini usahamba.
- Umshini onyakazayo akufanele uhlazwe, ukhandwe, ulungiswe noma ufakwe amafutha ngaphandle uma kuyisimo esikhethekile futhi lokhu kumele kwenziwe ngumuntu ogunyaziwe futho onolwazi olunzulu kuphela.
- Akukho muntu ngaphandle kogunyaziwe futhi onolwazi ovumeleke ukungena ngaphakathi kwale mishini. Noma ngabe yisiphi isehlakalo esingaba yingozi kubantu kumele sibikwe kumphathi ngokushesha.
- Akukho muntu osebenza ngomshini ovumeleke ukuba acele omunye umuntu ukuba amenzele umsebenzi wakhe futhi akukho muntu ovumeleke ukusebenzisa le mishini engagunyaziwe ngumphathi wakhe.
- Wonke umuntu ofuna ukudumisa umshini kumele aqinisekise ukuthi akukho muntu ongaba sengozini ngaphambi kokuwudumisa.

IZINKINOBHO ZOKUMISA UMSHINI UMA KUNENGOZI

- Kumele wazi ukuthi zikuphi izindawo zokumisa imishini emashabhu anemishini nezinto zokusebenza ezinjengayo. Ungasebenzisa lezi zindawo ukunqamula wonke amandla kagesi aya kuyona yonke imishini.
- Ungasebenzisi budedengu, ungalimazi noma uthathe izinto zokusebenza ezibekelwe ezempilo nokuphepha esikoleni.
- Awukho umsebenzi ovunyelwe ukwenziwa ngabafundi eshabhu noma elabhorethri kungekho oqaphile ongaba ngumsebenzi noma ozokhombisa ukuthi umsebenzi wenziwa kanjani. Abasebenzi abaqikelele ukuthi akekho umuntu osebenza yedwa futhi osebenza buqamama kakhulu ukuthi ezwakale uma ememeza.

UKUSEBENZA NGEMISHINI, AMATHULUZI KANYE NEZINTAMBO ZIKAGESI

IZINGOZI ZIKAGESI

Kunemigomo ebekelwe ukusebenza ngogesi :

- Awukwazi “ukubona” ugesi - ungakwazi ukubona noma uzwe imiphumela yokusebenza kwawo nje kuphela.
- Abantu abangaqeqeshiwe kabavumelekile ukuthinta izigubhu zikagesi.

- Bhekisisa konke ozokusebenzisa ukuthi akulimele yini ezintanjeni, kumakhebuli nakumaplaki futhi ubheke ukuthi akunamswakama yini okhona. Uma kunezinkinga, zidlulisele kumuntu onguchwepheshe kagesi noma kobhekelele Ezokuphepha.
- Uma okokusebenza kuyiswa endaweni entsha, qinisekisa ukuthi ugesi wakhona ungamelana nomthamo wezinto ezidinga ugesi.
- UNGAHLANGANISI amaplaki angasebenzelani.
- Uma kusetshenzwa ngezinto ezokholeka kalula noma eziyingozi qaphela uma usebenza ngezinto zikagesi ezifana nezipehlikufudumala noma izipehlimililo

UKUSEBENZA NGEGESI NAMAKHEMIKHALI

INDLELA EJWAYELEKILE YOKUSEBENZA ELABHORETHRI

Qikelela ukugwema izingozi ngokuhlela ngokucophelela umsebenzi wakho kuzo zonke izigaba:

- Ukukhetha indawo
 - ukudingeka kokokuvikela umusi (uma usebenza ngamakhemikhali ayingozi)
 - ukudingeka kwezinto zokucisha umlilo, okokuzivikela, izimpawu, njll.
 - ukufinyelela kalula ezintweni zokulawula (zingavinjwa amapayipi ashisayo, izibonisi njll)
 - ungavimbi imihubho okuhanjwa kuyo
- Impahla yokwakha
 - Engadlavazeki
 - Ekwazi ukumelana nokushisa kanye nengcindezi njll
 - Ukukhetha uhlobo lwengilazi olufane
- Izimpahla zokuzivikela ezifanele isib. Amagilavu, izibuko njll.
- Hlolisisa okuqedwa kufakelwa futhi wenze isivivinyo ukuze uhlole imigomo.
- Hlakaza izinto zokusebenza futhi ulahle wonke amakhemikhali ngendlela efanele. Buyisela zonke izinto ngononina. Thintana noChwepheshe beLebhu

IZIMPAHLA ZOKUZIVIKELA ZIBALULEKE KAKHULU

- Izimpahla zokugqoka eziyizo zinciphisa ukulimala uma kunengozi encana. Ukugqoka izimpahla zokuphepha kuyadingeka (isb. Ijazi laselebhu, izibuko, i-aphroni, i-ovaroli, amagilavu njl) lapho kufanelikile khona kanye nezicathulo zokuphepha zikhathi zonke.
- Izicathulo zokuphepha kumele zivaleke, zivikele kuma-esidi, zibe nekhala lensimbi futhi zivumeleke. Azifuneki izicathulo ezivuleke ngaphambili, ngemuva noma ezingavalekile yonke indawo. Izibuko zokuphepha, okokuvikela ubuso nakho kuyatholakala uma kudingeka njengamagilavu nokokuvikela izindlebe ukuze uphephe ngokwengeziwe.
- Izimpahla zokuzivikela ziyadingeka futhi uma kunengozi lapho kunenxeba elophayo. Wonke umuntu osiza umuntu olimele noma owophayo kumele afake amagilavu noma ezinye izimpahla zokuzivikela ukuvikela ukuthintana negazi elingaba nobungozi. Lonke igazi elichithekile kumele lithathwe njengelinobungozi futhi liphathwe kanjalo, izindawo lezo kumele zikhucululwe futhi zihlanzwe ngezibulalamagciwane. Hlala unolwazi ngobungozi beAIDS nezinye izimo ezingaba nobungozi.

UKUNAKEKELWA KWELABHORETHRI NESHABHU

- Wonke amakhemikhali nezinto zokusebenza kumele kubekwe ngobunono nangononina emva kokusetshenziswa.
- Okuyizingilazi kumele kuhlanzisiswe ngaphambi kokuba kubuyiselwa la kuhlala khona.
- Okuyizingilazi nokokusebenza okuphukile noma okuqhekekile akufanele kusetshenziswe.
- Lezi zinto kumele zisuswe ngokushesha ziyolungiswa noma zilahlwe ngendlela efanele.
- Okuchithekile kumele kusulwe ngokushesha.

- Amabhodlela Kanye neziqukathi akummele kushiywe kuvulekile uma kungasetshenziswa.
- Iziphehlimalangabi akumele zishiywe zingena muntu uma amalangabi evutha.
- Ungathathi izinto zomunye umuntu lapho esebenzela khona noma ekhabethe lakhe ngaphandle kwemvume futhi **shiya indawo yokusebenzela ihlanzekile futhi iqoqekile ukuze nolandelayo ayithole isesimweni esigculisayo sokusebenzela.**

UKUBHALWA KWAMALEBULI ALOKHO OKUMUMATHA IGESI NAMAKHEMIKHALI

Ukubhalwa kwamalebuli ngendlela kuyingxenywe yokunakekelwa kwendawo yokusebenzela. Kodwa abantu abaningi abakunaki ukubaluleka kwamalebuli lokhu kwenza ukuba kubaluleke kakhulu ukugcizelela ukubaluleka kwakho kwezokuphepha ngaphansi kwesihloko sakho. Okumumethe okuthize kumele kufakwe ilebuli egqamile futhi egcwele echaza ngokumumethwe. Ngisho nokumumethe amanzi ahlanzekile kumele kubhalwe!

AMAGESI NOKUWUKETSHEZI OKUNOMFUTHO

Amagesi afana ne-oksijini, nenathrojini, umoya, i-agoni, iheliyamu, ihayidrojini, imethayini, njll akhishwa ngamasilinda anomfutho omkhulu kakhulu . Amanye amagesi atholakala ewuketshezi anomfutho. Lapha sikhuluma nge-ammoniya, ibhuthane, ikhabhoni oksayidi, ikhabhoni monoksayidi, iklorayidi, ihayidrojini klorayidi, iphropheyidi, nesalifa dayoksayidi. Umfutho wakhona uhambela nobumo bokumumethwe. Okunye futhi wukuthi lamagesi angabanobuthi noma okheleke kalula. Amasilinda egesi okheleka kalula akhiwe avulekela ngakwesokunxele kanti lawa angokheleki kalula wona avulekela ngakwesokudla.

UKUGCINWA KWAMASILINDA EGESI

Ngenxa yamandla amakhulu ahambelana negesi ngomfutho onamandla, amasilinda angaba yingozi kakhulu. Amasilinda kumele abekwe abheke phezulu zikhathi zonke ngaphandle kwamasilinda akhiwe ngendlela yokuthi kumele alaliswe phansi avundle njengawe-amoniya noma i-klorayini. Lokhu kwenzelwa ukuba uketshezi oluqukethwe lungahlali esivalweni futhi kuvikeleke nezinhlangothi zesilinda ekulimaleni. Amasilinda kumele ahlale eboshwe ngeketango ngaso sonke isikhathi. Uma le silinda ingawa kuphuke isivalo sayo, ingaqhuma, ihlephuke, indizise okwenhlamvu futhi ingabhodloza ngisho ubonda lukakhonkolo. Amasilinda kumela asetshenziswe futhi agcinwe endaweni epholile futhi eshaya umoya kude nezinto ezingokhela umlilo Isikhiye somlomo wesilinda kumele sibekwe endaweni ephephile ukuze ukuze ungalimali futhi ungvuleki ngephutha.

Amasilinda amumethe igesi enobuthi kumele agcinwe endaweni eshaya umoya futhi kumele asuswe uma engasenalutho. Lawa masilinda kumele abekwe eceleni angahlanganiswa nalawa agcwele futhi abhalwe ngokucacile ukuthi awanalutho futhi avalisiswe.

INDAWO ECINENE

Umthetho i-OSH uchaza indawo ecinene njengendawo engenaku ngokwanele ukuze umsebenzi angene, noma indawo okungangeneki noma kuphumeke ngenkululeko, engashayi umoya wemvelo futhi engakhelwe ukusetshenziswa umsebenzi isikhathi eside. Izibonelo zezindawo ezicinene zibandakanya amathangi, imihhume, imisele, izinqolobane nezindawo zokulondoloza izinto ezibalulekile.

Ukungena kulezi zindawo kungaba yingozi kakhulu. Okunye kokungenzeka yilokhu :

- Ukuphelelwa umoya
- Umlilo, nokuqhuma
- Ukuphefumula nokuthintana nemihwamuko negesi enobuthi
- Ubungozi ngokwesakhiwo

IZINSIZAKUPHEFUMULA

Izinsizakuphefumula zisetshenziswa endaweni engenawo umoya wokuphefumula owanele wokukuvikela othulini, inkungu, intuthu, igesi, imihwamuko nezifutho. Izinsizakuphefumula ezijwayelekile yilezi ezifana nezambozabuso zisetshenziswa kakhulu uma kunezintuli. Uhlobo lwensizakuphefumula oluphathwa ngesandla ludingeka uma kusetshenzwa endaweni enezinga eliphansi lomhwamuko onobuthi.

UHLA LWABAMELE EZOKUPHEPHA, UMLILO KANYE NOSIZO LOKUQALA ENDAWENI OSEBENZELA KUYO:

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