

For Technical Intern Trainees
技能実習向け

英語版

せいけつ・あんぜん・けんこう Safety・Health・Sanitation

食品製造業に従事する技能実習生の安全と健康の確保
Health and Safety for Technical Intern Trainees
in the Food Manufacturing Industry



JITCO

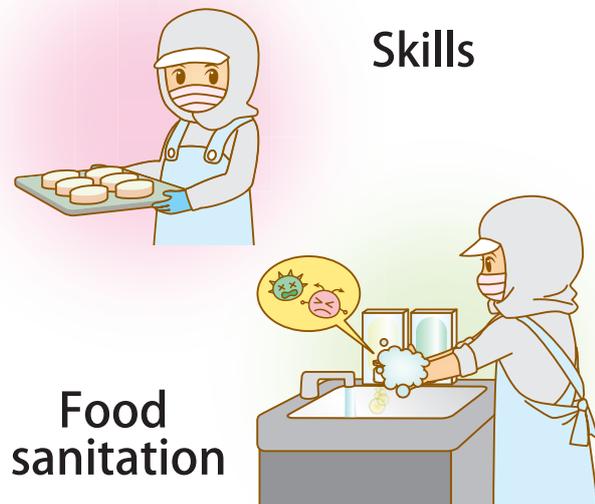
Contents

Introduction: Three Important Things Required of Every Technical Intern Trainee.....	2
1. Three Types of Industrial Accident in the Food Manufacturing Industry	3
2. Why do Industrial Accident Occur?.....	4
3. Your Checklist.....	5
4. Always Training with a Good Presence of Mind and a Sound Body	8
5. Basics of Food Sanitation and the Five S Tasks	9
6. Noting and Sharing Experiences of Close Calls	10

Introduction

Three Important Things Required of Every Technical Intern Trainee

- Training everyday with a healthy mind and body.
- Returning to your home country with a positive mindset and using your acquired skills to contribute to the development of your country.
- Making safe and sanitary food to provide to consumers in Japan and abroad.



In Japan, it is stipulated that measures be taken by the company to keep workers safe from accidents and to prevent accidents from occurring in the work place. To accomplish this, all trainees must correctly follow the procedures and rules set by the company and be mindful of safety as they undergo their training in Japan.

This Health and Safety Manual contains important points that require your attention so that you do not become involved in a life-threatening accident or serious industrial accident, and be forced to abandon your training and return to your country.

Please read this Health and Safety Manual prior to beginning your training.
Also, please refer back to this Manual from time to time to refresh memory of the crucial points.

In the following you will learn points of caution and methods of how to carry out your work in a safe and accident-free manner. After you complete your training, we hope that you can share the knowledge and experiences in your home country that you have gained in Japan.

1

Three Types of Industrial Accident in the Food Manufacturing Industry

The following three types of industrial accident common in the food manufacturing industry account for around 90% of all casualties.

(According to a JITCO 2014 work accident survey)

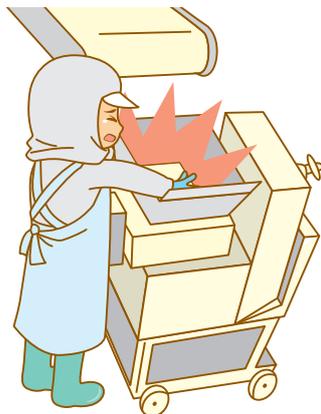
Cuts/abrasions: approx. 40%



These are commonly light injuries to the hands and fingers, but they occur often. They adversely affect the sanitary conditions of the food.

Wearing protection, such as a mask and gloves, and be mindful of the proper use of equipment, such as knives.

Getting pinched/trapped: approx. 30%



This often occurs when a machine has become clogged with debris or materials and you place your hands inside to remove the clog without first stopping the machine or if the safety mechanism becomes disengaged. This can lead to serious injuries and lasting complications with severed fingers and broken bones.

Follow company work procedures, and do not disengage the safety mechanisms, like removing the safety cover.

Falls/trips: approx. 20%



Falls on wet floors, due to water, oil or ice, and tripping on items are a common occurrence. Serious injury can result from hitting your head or body.

Correctly follow all company cleaning procedures. Maintain walking space for people on floors and along aisles by tidying away all items.

In addition to these, burn-related accidents also occur when using chemicals or during steam cleaning.

2

Why Do Industrial Accident Occur?

When unsafe work practices are combined with unsafe conditions with both machinery and the working environment, work accidents tend to occur.

Unsafe Work Practices

Exhaustion, lack of sleep, illness, absent mindedness, lack of attention



Unsafe Conditions

The floor and aisles are wet and slippery. There are items obstructing the stairway and aisles making passage difficult.



Industrial Accident

● Health and Safety Training Immediately After being Posted

Have you been trained in and do you understand the following content enough to put it into practice when you begin your technical intern training?

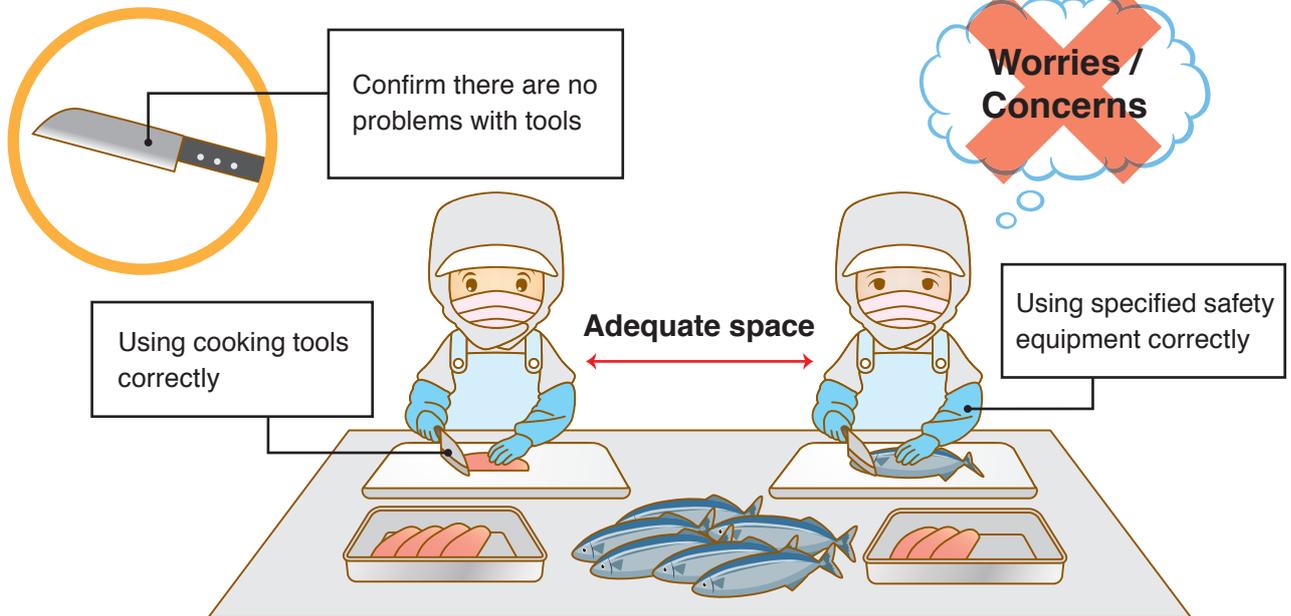
1. Wearing work clothing and protective gear (masks and gloves etc.) correctly
2. Keeping the workplace clean, neat and tidy
3. Confirming that machinery and equipment is fully functional before starting work
4. Knowing where the dangerous parts of machinery are and knowing not to touch them
5. Knowing how to react when something goes wrong

3

Your Checklist

If you answer 'no' to any of the below, then you must immediately correct the situation.

Preventing Cuts/Abrasions



Items to Confirm		Yes	No
1	Is there adequate space between you and the people around you so your arms do not collide with them?		
2	Are you correctly use the tools that will protect your body, such as gloves to protect your fingers from being cut?		
3	Are you able to correctly use dangerous tools like knives and peelers?		
4	Have you confirmed that there are no problems with knives and peelers?		
5	Do you return tools, such as knives, to their proper place after you have finished using them?		
6	Do you know the working method of the person working beside you?		
7	Are you getting enough sleep, eating well and keeping your body in good condition to work with no problems?		

Preventing Yourself from Getting Pinched/Trapped

Know what areas of a machine are dangerous



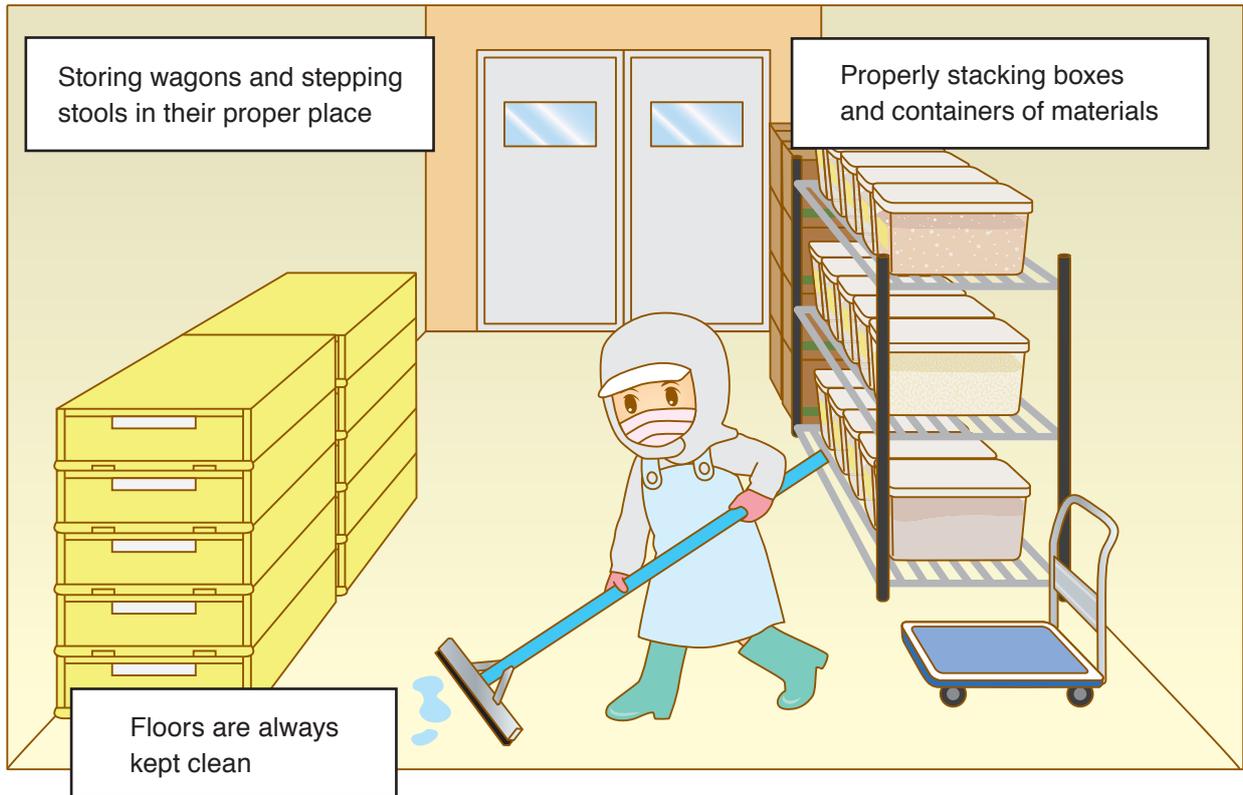
Train to know when to press the emergency stop button to stop a machine



Correctly wearing the specified work clothing

Items to Confirm		Yes	No
1	Are you wearing your work clothing etc. correctly so it does not get caught on or trapped in a machine?		
2	Do you correctly understand the workings and use of the machine you always use for your work?		
3	Are you following the work procedures and rules set by the company?		
4	Do you know what parts of the machine are dangerous?		
5	Are the machines kept in place for the workers not to touch the dangerous parts of the machine?		
6	Do you completely stop the machine before you put your hand in to remove any debris or material clogs?		
7	Is the emergency stop button set in a place where you can quickly push it when you want to quickly stop the machine?		
8	Have you practiced pushing the emergency stop button to immediately stop the machine?		

Preventing Falls and Trips



Items to Confirm		Yes	No
1	Are you following the company rules for cleaning and tidying up?		
2	Is the floor surface always clean?		
3	Are you following the company rules to clean up any spilled water or oil off the floor?		
4	Are boxes carefully stacked so they do not fall over?		
5	Are wagons and stepping stools stored in their correct place?		
6	Are aisles, entrances/exits, and stairways unobstructed?		

4

Always Training with a Good Presence of Mind and a Sound Body

Unforeseen accidents can be prevented and better work will result by entering training with a good presence of mind and a sound body.

Please get adequate sleep and maintain your health by keeping a positive frame of mind.

● Results at work are a product of your skills and condition

The most productive workers are not those who are highly skilled but have ups and downs in their mental and physical conditions, but those who have an even good condition of mind and body, even if their skills are not exactly good. Please put yourself in a good presence of mind when you start your training. If you feel ill, please do not hesitate to report this to your boss or supervisor and follow their instructions.

● Make sure to get enough sleep

Sleep helps us heal our injuries and illnesses, and allows our bodies to recover. This is because your immune system is boosted through the release and activation of a growth hormone during sleep. If you lose sleep, however, your immune system will degrade making you more prone to illness. Try to get more sleep so you can prevent illness.

● Refrain from using electronic devices right before bed

Watching the TV or using a computer or smartphone right before bed will stimulate your nerves and keep your brain awake even if your body is sleeping. Try to stop using electronic devices about 1 hour before bed.



● Use the best method for you to put yourself in a good frame of mind

It is ancient knowledge that illness starts from the mind. When you are worried about various things and you are not feeling settled, your immune system will degrade, and not only will your mind suffer, but your body will as well. Careless mistakes at work can also lead to major, unforeseen accidents. Try to use the best method for you to put yourself in a good frame of mind when you are off of work and on your break, like exercising, shopping, cooking, talking with friends, listening to music etc. This will boost your immune system and let you keep a sound mind and body.



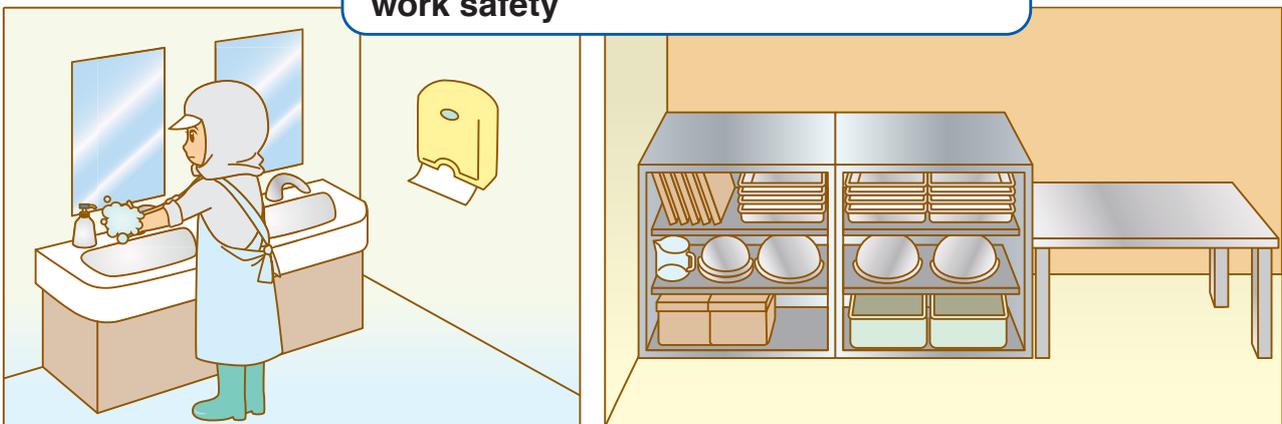
5

Basics of Food Sanitation and the Five S Tasks

The basics of food sanitation are always maintaining cleanliness (keeping germs away), and quickly carrying out work (stop germs from multiplying). The 5 S tasks are essential in carrying this out.

The 5 S's are the key tasks of 'Seiri' (tidying), 'Seiton' (keeping order), 'Seiso' (cleaning), 'Seiketsu' (cleanliness), 'Shukan' (making habits).

Maintaining both food sanitation and work safety



● **Seiri (tidying):**

Separating what's needed from what's not needed and tidying up what's not needed.

● **Seiton (keeping order):**

Storing what's needed in the proper place so it can be removed when it is needed and in the amount that is needed. Always returning items to where they belong after you are finished using them.

● **Seiso (cleaning):**

Cleaning off dirt and debris from machines and the workplace.

● **Seiketsu (cleanliness):**

Keeping things clean and unsoiled. This is not just for the machinery and the workplace, but this also goes for the work clothing and the worker's own body.

● **Shukan (making habits):**

Making habits following the company work procedures. Do not carry out tasks of your own deciding because you cannot be bothered with the rules or you think your way is better.

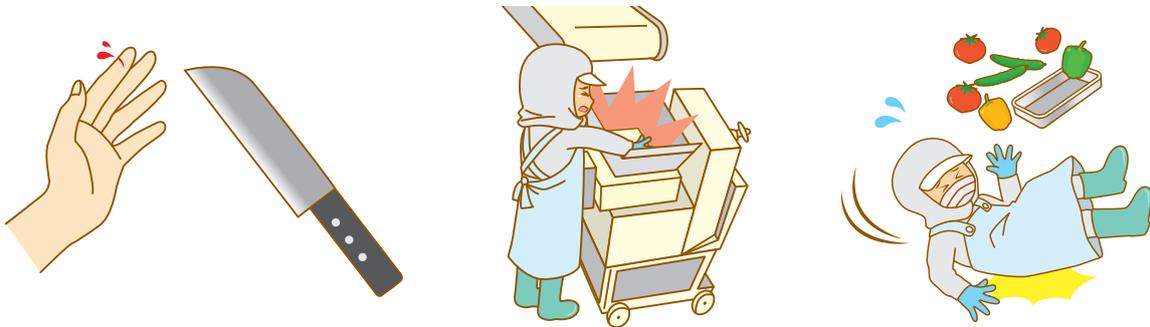
The 5 S tasks should be fully understood and carried out daily to improve workplace conditions and help maintain the health and safety of everyone.

6

Noting and Sharing Experiences of Close Calls

Have you ever had a close call, like almost cutting your finger or getting caught in a machine, or almost falling over?
You can use this close call to help prevent other accidents.

What kind of close call have you had?



How you can use your close call to prevent other accidents

- When you have experienced a close call, you should write it down immediately so you don't forget about it as time passes. If you write it down in Japanese, this will help you improve your Japanese as well.
- During the morning greetings, you can use the opportunity to speak with your supervisor and colleagues about your close call, and share with them why it occurred and what should have been done about it.

Paying attention to signs

Do you have these signs in your workplace? You should understand what they mean.



A machine is currently under repairs and must not be started.



Do not place any objects in passage ways.



The surface is hot and should not be touched.



There is a danger of electric shock. Do not touch.



In an emergency, evacuate the building through this exit.

JITCO