

Induction/Orientation for NAWEC HSE Reps:



Presenter-NAWEC HSE Team
Date: April 2026

Note:



The information in these slides does not constitute a comprehensive training course for HSE Representatives/Champions. Rather, it is intended to raise awareness among nominated departmental HSE representatives on general HSE management and to enable them to take initiative in supporting their respective teams.

More in-depth training on the roles and functions of HSE representatives will be provided in the future.



Outline:



- **Outline**
- **Safety Moment**
- **Pretest/quiz**
- **NAWEC HSE Objectives/KPIs**
- **HSE Policy Information**
 - ✓ HSE Responsibilities & objectives clearly defined
- **HSE Management**
 - ✓ HSE Committee Structure
- **Institutional HSE Culture & Best Practices**
- **NAWEC HSE Procedures Currently Under Review**
 - ✓ Accident/Incident/Hazard Reporting & Investigations
 - ✓ Emergency Response Procedure
 - ✓ Risk Assessment Procedure/Working at Height
 - ✓ Workplace Ergonomics
 - ✓ Personal Protective Equipment
- **First Aid at Work**
- **Videos on Emergency Response & First Aid at Work**
- **Functions of Departmental HSE Reps**
- **Fire Safety and Emergency Response**
- **Workplace Ergonomics**

NAWEC HSE Objectives:



- **Lower** accident/incident frequency rate to **0.5%**
- **Lower annual accident Severity Rate** to 15%
- **Maintain** a **0%-Fatality** rate on all accidents at
- **Improve** corrective actions on workplace hazards
- **Protect** NAWEC property **0%** damages
- **Improve** compliance to Global & Local HSE Regulations



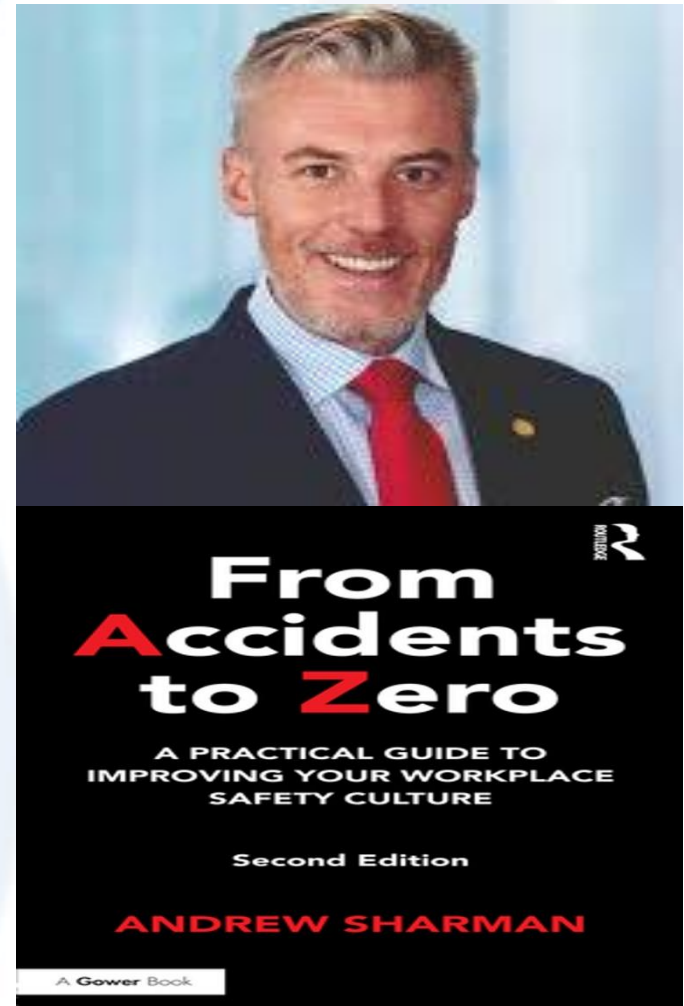
Safety Moment:



Professor Andrew Sharman Recommends Safety Moment(s) to be taken in all safety sessions

Sharman is regarded as a dynamic, engaging, visionary thought-leader - having earned several international awards for his work - he is Professor of Leadership & Safety Culture and Program Director at *The European Centre for Executive Development*

Andrew is a leadership pioneer, best-selling author and international consultant, who inspires and empowers leaders, transforms business cultures, and guides organizations to be safer and more successful.



Safety Moments:



Tell us a catchy safety scenario in which you learnt a great lesson on keeping safe that you wish to share with others



Safety quiz:



Question-1

Which of the following safety arrangements may not be relevant to general office operations for NAWEC staff

Answers:

- a) Ergonomic arrangements
- b) First aid arrangements
- c) Needlestick response arrangements
- d) Fire safety arrangements

✓ C



Safety quiz:



Which of the following is not HSE-Policy Responsibility of NAWEC staff?

- a) To wear Personal Protective Equipment at Work
- b) To follow Safety Rules and Regulations
- c) To provide the necessary resources for HSE Implementation
- d) To report accidents/incidents when they occur
- e) Not to smoke in the NAWEC premisses

✓ c

Safety quiz:



What is the review period for NAWEC HSE policy?

- a) Every quarter
- b) Every year
- c) Every five years
- d) Every two years

✓ D



Safety quiz:



Who is responsible
for Health, Safety &
Environment in
NAWEC?

- a) Group Directors
- b) Everyone
- c) Board of directors
- d) MD

✓ B



Definitions:



HSE Rep: A nominee to represent his/her team in all HSE related matters within the organization

HSE Champion: Nominated to lead a particular area of HSE that is of key interest to the organization.

HSE Policy Responsibilities:



All departments must aim at conducting all aspects of its business in such a way to provide, so far as is reasonably practicable, **the highest achievable level of health and safety for its employees, visitors and all its other associates.**

Management and adoption of best environmental practice wherever possible.

Regards the successful management of Health Safety & Environment **as an integral part of all activities of NAWEC.**



Responsibilities of Managers/Supervisors:



Show commitment to staff HSE concerns and leading by example.

Supporting all activities and programs enforced by the NAWEC on HSE matters.



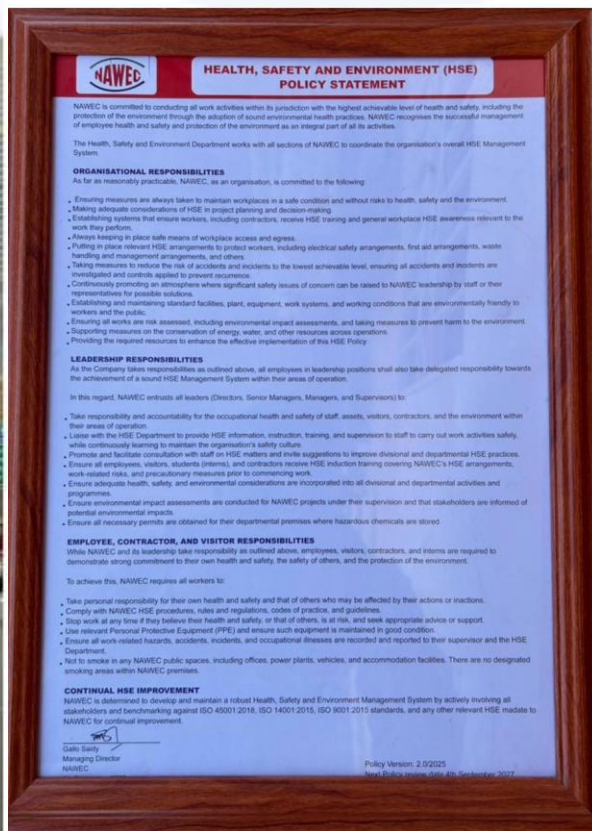
Responsibilities of NAWEC staff:



- Take reasonable care of your own health and safety and those who could also be affected by what you do or don't do.
- Report to management any dangerous incidents, including incidents, which cause - or may cause - injury to people, damage to property or harm to the environment
- Follow all verbal and written HSE instructions, policies, procedures
- Use personal protective equipment (PPE) or clothing provided for the task being carried out



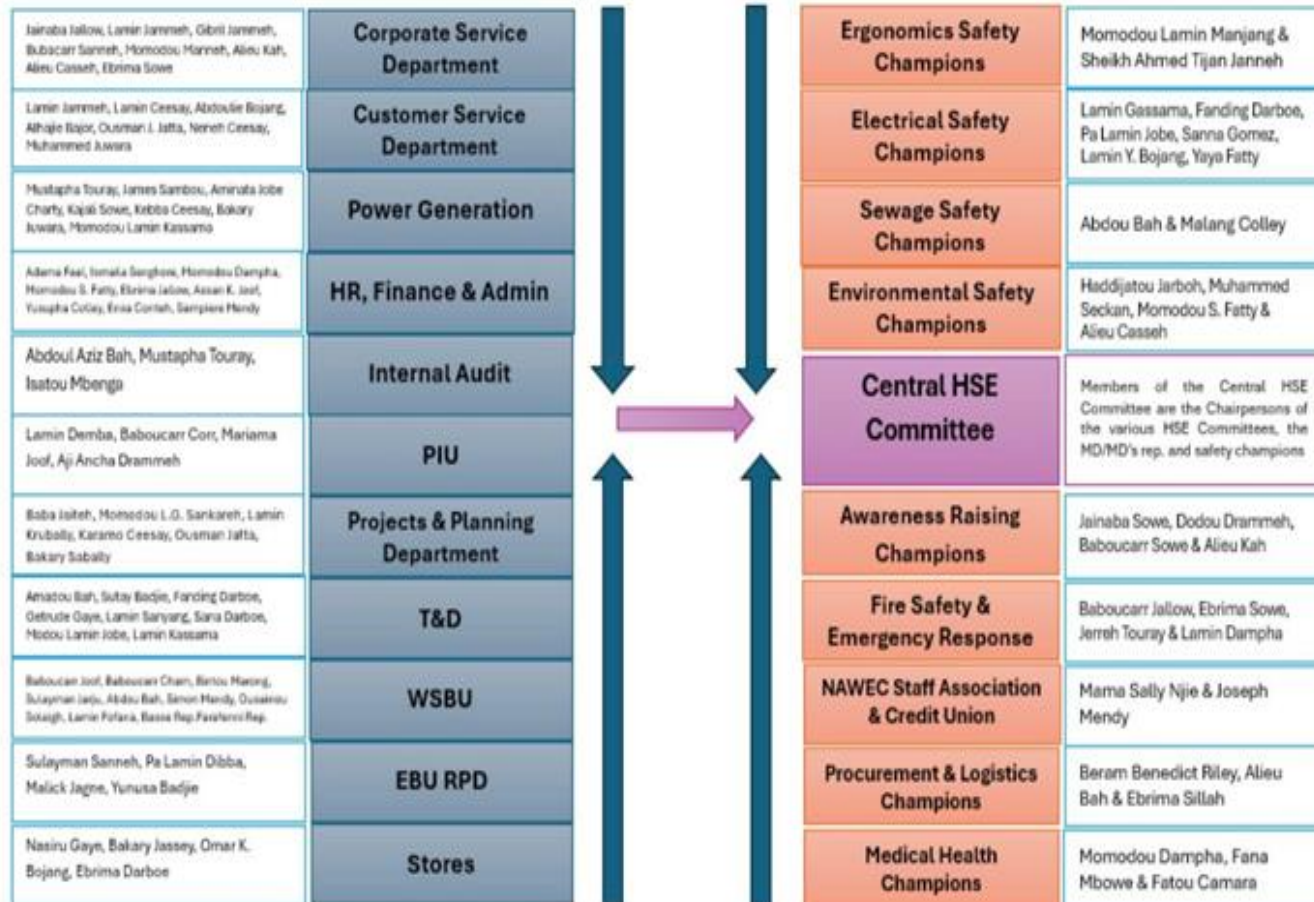
Display of HSE Policy Statement:



It is mandatory to have your company HSE Policy Statement displayed in a conspicuous location within your department.

This is a requirement under most HSE standards including ISO-45001-2018

HSE Committee Structure:



Institutional Best Practices on HSE



Safety culture is the collection of the beliefs, perceptions and values that employees share in relation to safety within an organisation:

- Management Commitment
- Effective Communication on HSE
- Employee Involvement
- HSE Training & Information
- Motivation
- Appetite for learning
- Availability of HSE Arrangements



NAWEC HSE Procedures under Review :



- Risk Assessment
- Fire Safety & Emergency Response
- Accident Reporting & Investigation
- Training Procedures
- Toolbox Talk
- HSE Communication
- Safe Working at Height
- Electrical Safety
- Safe Excavation
- Water Hygiene and Treatment
- Safe Ergonomic Practices

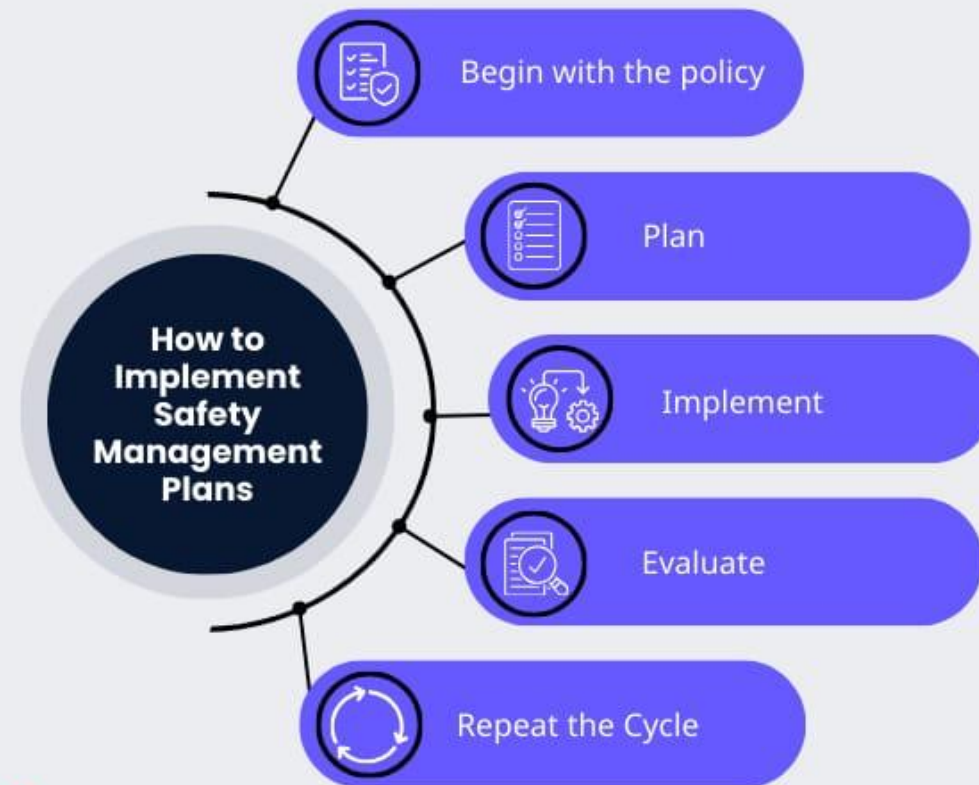


Responsibilities of Departmental HSE Reps:



They serve as liaison between their departments and management on all HSE related issues

Responsibilities of Departmental HSE Reps:



Representing Employees in HSE Meetings:



Representing your department/staff in consultations with management on health, safety, and environment matters, and fostering a HSE sensitive environment.



Participate in Workplace HSE Inspections:



Conducting regular workplace inspections to identify potential hazards and safety breaches.



HSE reps know the scope and working conditions of their workplaces better and could be more helpful in assessing HSE issues



Investigating Hazards & Incidents:



Participate in
accident/incident
reporting,
investigations,
handling dangerous
occurrences and
employee complaints
regarding safety and
prepare reports for
management.

Hazard Report Form

Use this document to record and follow up on hazards in your workplace

Details of The Hazard

Hazard Location:

Reported By:

Description of The Hazard

Tell us in as much detail as possible what the hazard is

Accident Report Form

Details of Injured Person:

Name:

Department:

Details of Accident/ Incident:

Date of
Accident:

mm/dd/yyyy



Nature of
Injury:

Was first aid provided?

☐ Yes

☐ No

☐ Other:

Description of Incident:

Supporting & Monitoring Compliance:



Participate in reviewing workplace procedures to ensure they comply with legal standards.

The Gambia Labor Act-2023

PURA Act-2001

ISO-45001-2018

ISO-14001-2015

World Bank Environment and Social Frameworks



Focal person for Consulting and Advising on HSE matters within the department :



Providing feedback and recommendations to management on safety improvements and assisting in risk reduction within the department. Toolbok Talks!



Note!



When everyone in the department seems to ignore/forget HSE considerations ,the HSE rep dos not

Issuing Notices:



In some jurisdictions, HSE reps can issue Provisional Improvement Notices (PINs) on safety issues.

This is a sample 'ABATEMENT NOTICE' form from the Auckland Council. The form is titled 'ABATEMENT NOTICE' in a blue header box, with the Auckland Council logo to the right. Below the title, it states '(Issued under the authority of section 222 of the Resource Management Act 1991)'. The form includes fields for 'Notice No.' and 'Issue Date'. Below these, there is a 'TO:' field. The main body of the form is divided into two sections, each with a table. The first section is titled 'Undertake The Following Action:' and contains a table with two columns: 'Undertake The Following Action:' and 'By Date:'. The second section is also titled 'Undertake The Following Action:' and contains a table with two columns: 'Undertake The Following Action:' and 'By Date:'. The first section's action is 'The Auckland Council gives notice that you must undertake the following action: Install and maintain appropriate sediment and erosion controls in accordance with the Auckland Unitary Plan (Operative in Part) and Guidance for Erosion & Sediment Control (G005)'. The second section's action is 'The Auckland Council gives notice that you must undertake the following actions: 1. Submit to Auckland Council for approval, a geotechnical report prepared by a suitably qualified and experienced person, detailing the effects of the earthworks, on the stability of the land bordering the SEA area, followed by recommendations for any remediation and/or stabilisation work that...'.

ABATEMENT NOTICE	
(Issued under the authority of section 222 of the Resource Management Act 1991)	
Notice No.:	Issue Date:
TO:	
Undertake The Following Action:	
The Auckland Council gives notice that you must undertake the following action: Install and maintain appropriate sediment and erosion controls in accordance with the Auckland Unitary Plan (Operative in Part) and Guidance for Erosion & Sediment Control (G005).	By Date:
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Note!



You must be heard
or seen acting as a
HSE rep .

You are empowered
to do so



Provide First Aid Services at Departmental Level



Coordinate Departmental Emergency Evacuations



Video:



Video showing the
role of a champion
(Fire Marshall)
during a workplace
Fire Evacuation
Activity



Recording Data:



E.G: Maintaining records of accidents, injuries, and safety complaints.

HSE reps. should keep the departmental HSE folder/file

Monthly returns on your departmental HSE functions



Office stretching exercises:



Stretching for Office Workers

Take a few minutes from your desk to do these stretches and your whole body will feel better

Neck

Slowly tilt head to left side to stretch muscles on the right side of the neck. Hold for 5-10 seconds. Then switch to right side. Do 2-3 times to each side.



Slowly turn your chin toward your left shoulder. Hold for 5-10 seconds. Then switch to right shoulder. Repeat 2-3 times for each side.



Gently tilt your head forward to stretch the back of the neck. Your left shoulder. Hold for 5-10 seconds. Then tilt upward and hold 5-10 seconds. Repeat 2-3 times.



Shoulders

Interlock fingers, then straighten arms over in front of you, palms facing away from you. Hold for 10-15 seconds. Do 2-3 times.



Interlock fingers behind your back, palms facing upwards. Gently straighten elbows while reaching up and back. Hold for 10-15 seconds. Repeat 2-3 times.



Hold right elbow with left hand, then gently pull elbow behind head until an easy tension stretch is felt. Hold for 10-15 seconds. Repeat for other side.



Grab under your right upper arm and pull the arm at shoulder height across your chest. Hold for 10-15 seconds. Repeat for other shoulder.



Back

Place your palms on lower back and gently stick out your chest while tipping head back. Hold for 10-15 seconds. Repeat twice.



Cross one leg over the other. Twist at waist and grab the backside of the chair where seated. As you do this, look over your shoulder to get the stretch feeling. Hold for 10-15 seconds. Repeat for other side.



Bend forward and hold for 10 seconds. Raise up slowly and hold for 10 seconds.



Bend to one side and hold for 10 seconds. Repeat on other side.



Hands

Stretch fingers open, hold for 5 seconds. Then make a fist and hold for 5 seconds. Repeat 2-3 times.



Roll your both wrists clockwise then counter clockwise. Do 10 times for each direction.



Straighten your right arm with the fingers facing down. Then, use your left hand to gently pull back your right hand fingers until you feel an easy stretch. Hold for 5-10 seconds. Release. Repeat with fingers facing up. After that, switch to the other hand.



Legs

In a seated position with back supported, slowly pull one knee up towards your chest. Hold for 10-15 seconds. Then repeat for other leg.



Support yourself with left hand on a wall / table / chair. Grasp left foot with right hand and gently pull foot towards buttock. Hold for 15-20 seconds. Repeat for the other side.



Place one foot on a stable chair or similar height surface. While keeping leg and back straight and pelvis square, lean forwards towards your foot until you feel a stretch in the back of your thigh. Hold for 10-15 seconds. Repeat for other leg.



Fire Safety:



- **Causes(understanding the fire triangle)**

- ✓ Fire triangle

- **Prevention**

- ✓ Proactiveness

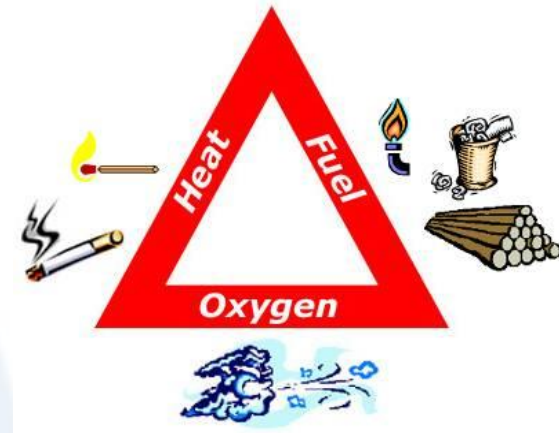
- ✓ Awareness

- **Protection**

- ✓ Use of fire extinguishers

- ✓ Fire Blankets

- ✓ Having an Emergency response plan

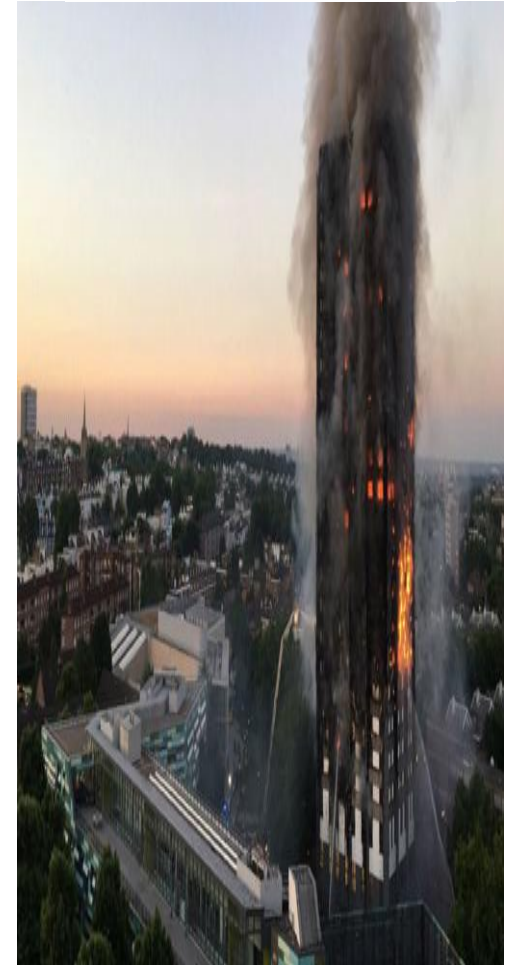


The Grenfell Tower fire:



“The Grenfell Tower fire broke out on 14 June 2017 at the 24-storey Grenfell Tower block of public housing flats in North Kensington, Royal Borough of Kensington and Chelsea, West London. It caused 71 deaths, including one stillbirth, and over 70 injuries”

The fire was suspected to have started by a malfunctioning fridge-freezer on the fourth floor. It spread rapidly up the building's exterior, bringing fire and smoke to all the residential floors



Emergency Contact Numbers:



GAMBIA FIRE STATION UNITS	CONTACT NUMBER
National Fire Services	118
Bakau Fire Station	+2204495415
Sea Rescue Services Station	+2204497426
Church Hills Town Fire Station	+2204224324
Kotu Fire Station	+2204463470
Serekunda Fire Station	+2204372707
Brikama Fire Station	+2204484559
Basse Fire Station	+2205668905
Banjul Fire Station	+2204227666/ +2204228211
Bansang Fire Station	+2205674333
Kanilai Fire Station	+2204483865
Farafenni Fire Station	+2205735148
Soma Fire Station	+2205731608

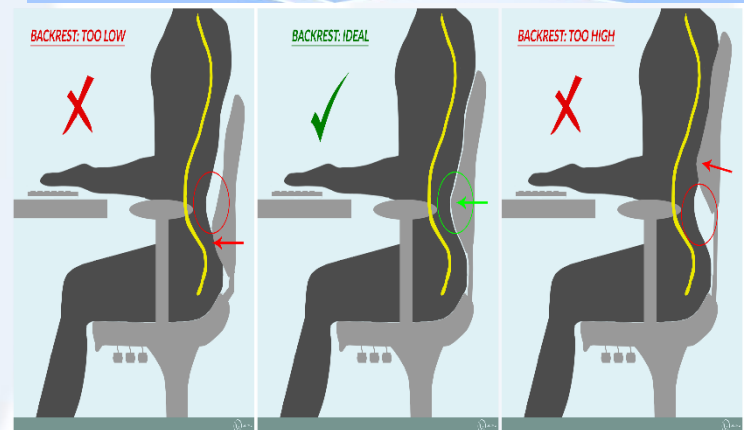
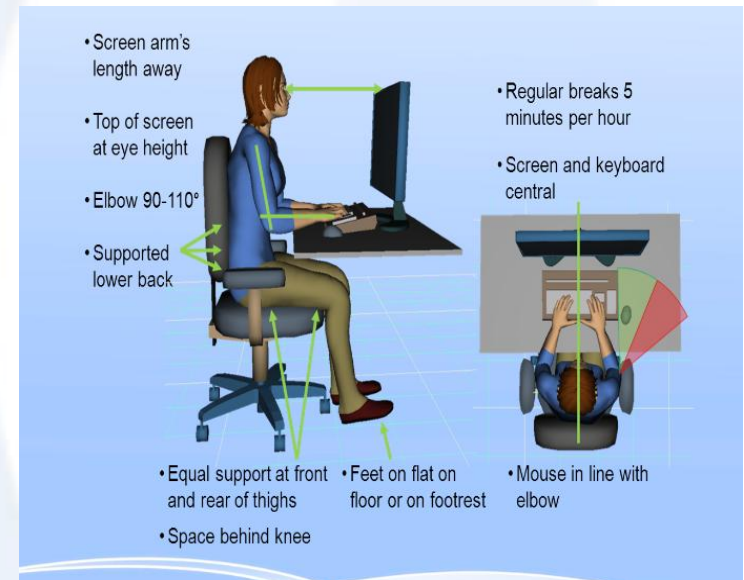
Gambia Ports Authority	+2204227266
National Roads Authority	+2204375784
Ministry of Health & Social Welfare	+2204228291
Gambia National Army	+2209966046
Police Headquarters-Banjul	+2204226561
Ambulance Services-EFSTH Banjul	+2204228 223
National Env. Agency	+2204399422
Gambia Red Cross-National Office	+2204396989

Ergonomics:



An applied science concerned with designing and arranging equipment/devices/tools people use to enhance efficiency

E.G
Display Screen Equipment (DSE)



First Aid at Work:



- **Primary survey on a causality**
- **Putting a causality in a recovery position**
- **CPR on Adult/Child & Baby Causality**
- **Causality with arm fracture**
- **Bleeding causality**



Primary survey on a causality



Note!

The **DR ABC** primary survey is a **systematic, step-by-step first-aid approach** to identify and treat life-threatening conditions in an unconscious or collapsed person.

What Does DRABC Stand for?

D	Danger
R	Response
A	Airway
B	Breathing
C	Circulation

Primary Survey-Check for response/alertness:



Check the alertness of your casualty by applying the **AVPU** Scale



Putting a causality in a recovery position:



- Kneel beside the person.
- Straighten their arms and legs.
- Fold the arm closest to you over their chest.
- Place the other arm at a right angle to their body.
- Get the leg closest to you and bend the knee.
- Causality preferably lies on his left side



CPR on Adult:



Perform cycles of **30 firm chest compressions** to **2 rescue breaths**. Push in the center of the chest at a rate of 100-120 bpm

Note the differences between CPR for Children, Babies & Adults



CPR on a Child:



- Initial Five Rescue Breaths
- Perform cycles of **30 firm chest compressions** to **2 rescue breaths**.
- Use one hand at the center of the chest
- Push in the center of the chest at a rate of 100-120 bpm



CPR on a Baby:



- Initial Five Rescue Breaths
- Perform cycles of **30 firm chest compressions** to **2 rescue breaths**.
 - Use two fingers
- Push in the center of the chest at a rate of 100-120 bpm



IMMOBILISATION OF Causality with arm fracture:



Support the injured limb in the most comfortable position, minimize movement, and use a padded splint. Apply splints along the limb to secure the joints above and below the fracture, using triangular slings to support the weight of the arm against the.

Note immobilization is applicable to different body parts



Application of Direct Pressure on a Bleeding Casualty:



Apply direct pressure immediately to stop severe bleeding by pressing firmly on the wound with a pad or hands, using gloves if possible. Elevate the injured area, if possible, lay the casualty down, and maintain continuous, firm pressure. Secure with a bandage, and if blood seeps through, apply a second bandage without removing the first.



Training videos:



1. <https://www.youtube.com/watch?v=GLvnAe6-DLg>
2. <https://www.youtube.com/watch?v=7rkeFFBXgss>
3. <https://www.youtube.com/watch?v=BQNNOh8c8ks>
4. <https://www.youtube.com/watch?v=ea1RJUOiNfQ>
5. <https://www.youtube.com/watch?v=2v8vIXgGXwE>
6. <https://www.youtube.com/watch?v=AqwPyPICOQk>



Thank you!

