



# Safety and Health Of people with disabilities In workplaces

Guide for employees and managers



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## Guide for employees and managers

Edition 2 – 2014

This booklet production was enabled thanks to the funding received from the **'Manof Fund' of the Institute of National Insurance**



**Employment of  
disabled people**



**Institute of  
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## Safety and Health of disabled people at their workplaces

### Contents

According to the law, the employer is responsible for providing a safe workplace while maintaining the employees' safety and health. Maintaining safety and health requires the common effort of both the management and the employees. The goal of this booklet is raising the awareness of employing people with physical and sensory disability, while providing tools that will assist in maintaining their health and preventing accidents.

This booklet has two parts. Part A generally discusses the employment of disabled people and part B focuses on occupational safety and health aspects of employees with physical, sensory and mental disabilities.

Additionally, attached as appendices, are assisting forms for the performance of risk surveys and safety and hygiene analyses.

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## Dear Employers

These days, when the society cares for the individual empowerment within it, the promotion of disabled people's employment is of great importance, as part of the equal and active participation right for these people in our society.

The Israel Institute for Occupational Safety and Hygiene, in frame of its operation, wishes to enhance the safety of Israeli employees including disabled employees, who are, at times, more exposed to risks and obstacles. These risks can be minimized and even removed. This way we will improve the safety and health of the employees including the disabled ones.

This booklet provides tools, written by experts, for enhancing safety and health among disabled employees, with emphasis on sensory, physical and mental disabilities, and options for modification and improving accessibility of the work station with the state assistance, as part of the improvement and assistance for businesses employing disabled people.

This booklet will provide you with knowledge on occupational safety of disabled people and thus also their safest integration.

Sincerely

**Daniel Hadad**

Director General

Israel Institute for Occupational Safety and Hygiene



## Dear Employers

The Israel Institute for Occupational Safety and Hygiene assists the development of services in the community, by means of the funds division, in order to improve the welfare of populations at risk and broadening their opportunities. This division works by means of five funds: The fund for developing services for the disabled, the fund for enhancing nursing programs, the fund for unique workshops, the fund for developing services for children and youngsters at risk and the fund for financing occupational safety and hygiene operations ('Manof'). The Manof fund finances projects and studies for enhancing safety and hygiene in workplaces and preventing work accidents.

The disabled people population belongs to a unique employees' group with specific needs in the field of occupational safety, due to their functional disabilities. Going to work is an important part of their lives and upon their rehabilitation it is important to increase the awareness of their safety. At the same time, it is necessary to remove the employers' fears of handling these specific needs.

The National Insurance Institute has initiated a pioneering program for enhancing the occupational safety of disabled employees who are employed in protected workshops and in the free market, by means of the Manof fund in the funds division. The goal of this program is removing the occupational obstacles they often face and provide them with a safe working environment that fits their needs.

The production of this booklet is part of the program of developing tools for reducing the occupational risks of disabled employees. We hope that the tools for the employers and the managers included here will open the workplaces' gates for disabled people and provide them with the opportunity to become equal members both at work and in the society.

The employers who are willing to handle the absorption and/or further employment of the disabled workers benefit from motivated employees who are willing to prove that their contribution can be as good as the contribution of any other employees.

Sincerely

**Prof. Shlomo Mor-Yosef**

Director General, the National Insurance Institute

The integration of disabled people in the labor market is a social and economic value that simultaneously contributes to the disabled person and to the employer.

Unfortunately, there still are different obstacles that make it difficult for disabled people to be included in workplaces and therefore, every one of us must continue acting in order to remove these obstacles, so that disabled people will be able to be part of the workplace – in productive, safe and healthy work.

In the last years we see a trend of enhancing awareness of the mutually growing benefits gained when disabled people are introduced in workplaces in various jobs, roles, occupations and professions. Due to this fact, the need to develop access and tools that may assist their better and safer absorption in the workplaces is growing. In order to enhance this important integration and assist the removal of obstacles that clouded the possibility of their integration at work, the following steps were taken, among other things:

Following the recommendation of a public committee chaired by Judge Laron of blessed memory, the amendment # 109 to the national insurance law became effective on the 1.8.09, and removed a significant obstacle for the integration of disabled people in the labor market. This amendment created a new situation. Whereas in the past - a disabled individual who received the disability pension would have lost it if he was working and earning a few NIS beyond his pension, now, after the amendment became valid, he may continue receiving his pension when his entire income both from the pension and from his work is higher than the disability pension alone.

The center for the integration of people with disabilities in the labor market in the Ministry of Economy updated and facilitated the criteria enabling the government assistance in funding and in multi-disciplinary modification of the workplace environment to fit the disabled employees.

To sum up, in light of the valuable social and economic importance of absorbing disabled people in the workplace, it is recommended for all employers who need employees to act for the integration of disabled people in their companies.

Sincerely

**Hizkiya Israel**

Manager of the social insurance department and reciprocal contacts with the Knesset, the Israel industrialists association, and chairman of the disability committee of the National Insurance Institute



## Dear Employers

According to the data of the commission of Equal Rights for Persons with Disabilities, there are hundreds of thousands of disabled people living in Israel, most of them within the community, many of them at the working age; however, the labor market is not accessible enough for this population. No doubt that disabled people can also contribute to the productive economy in our country, however, the society must understand that the individuals' disabilities are mainly stemming from the environment of the places where they live and work. According to this perception, the employers got a major role in including disabled people in their workplaces. Assimilation of equal opportunities in the labor market will enhance the sense of occupational security, which constitutes the basis for independent life. One of the major objectives in our society should be recruiting the employers as partners for success. Many of the disabled people could have worked like any other individual, if the employers would have modified the workplace to fit the disabled employee, and thus they would demonstrate social responsibility fit for a normal society. Beyond the social responsibility, it is important to emphasize that minimal changes of the environment may contribute quite much to the workplace. It should be noted that disabled employees may often demonstrate more efficiency and commitment towards the organization for the purpose of proving the company that they are as efficient as anyone else.

The significance of a daily work routine is obvious to most of us, but we should not forget the people who find the possibility to work quite a challenge.

I turn to you, dear employer, asking you to join the effort aiming at easing the integration of disabled people in the labor market. This booklet, written by experts in the field of occupation, safety and health, will help you to learn what can be done in frame of the employment of disabled people in order to maintain their health and safety.

We got the opportunity to improve the business, to provide the disabled people with opportunities, to enhance a true equality of opportunities and to lead to a just and stable society.

Sincerely

**Dov Lautman of blessed memory**

Former chairman of the Lautman fund

President of the industrialist association

And chairman of the coordination chamber  
of the Israeli economic organizations





## Part A

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# Disabled Employees in Israel

## **Integration of disabled people at work in practice**

In the last years there is an upward trend of awareness of the mutual benefit from absorbing disabled people in workplaces. As a result, there is a growing need of developing tools for assistance in their good and safe absorption in the workplaces.

In order to enhance this important integration and help removing the obstacles that clouded the desired absorption, the government and the National Insurance Institute took three major steps as following:

1. Following the recommendation of the Judge Laron's committee dated 1.8.09, the 109 amendment to the national insurance law ('The Laron Amendment'). This amendment removed part of the obstacles from the national insurance law, which were effective before the legislation of the 109 amendment. These obstacles disturbed the disabled people who wished to work and increase their incomes.

This amendment created a new situation, whereas in the past - a disabled individual who received the disability pension would have lost it if he was working and earning a few NIS beyond his pension, now, after the amendment became valid, he may continue receiving his pension when his entire income both from the pension and from his work is higher than the disability pension alone.

2. The Ministry of Economy - center for the integration of people with disabilities in the labor market, worked and established, in October 2007, a committee that will recommend the change and update of regulations on this issue. This committee acts, with the assistance of the government and the employers, for funding the modification of work environment for the disabled employees. The committee ends its work these days and soon its recommendations for updating the regulations will be sent to the Knesset for approval and operation.
3. The Manof fund of the National Insurance Institute for financing operations for prevention of work accidents enlisted for financing, producing and publishing the education booklet for the employers and for the managers, concerning all aspects of the health and safety of disabled people in their workplaces.

## **The employers' social responsibility**

Social responsibility is a term that characterizes welfare states, and it replaces, to a certain extent, an older term - mutual responsibility.

By definition, social responsibility refers to a principal position beyond the basic obedience to the laws. Social responsibility refers to everything that should be done and is considered moral. Nowadays, it is customary worldwide to evaluate businesses by means of a scale that examines



not only the company's financial success but also the way it conducts its business in regard with its commitment to the society and its commitment to the environmental quality.

The aspects included in the companies' evaluation are:

- Social responsibility management
- Business ethics
- Products, advertisement, marketing and customers
- Work environment
- Envolvement in the community
- Environmental quality
- Partners and the supply chain
- Human and civil rights
- Corporate leadership, dialogue, transparency and reports
- The work environment is a parameter that includes the proper behavior to disabled people and occupational obstacles.

### **Principles and criteria for work environment**

The social management code includes principles and criteria for the work environment.

According to the work environment principles, "The company is strict in concern with the respectful and fair attitude for all its employees and their fair salary that enables them decent living, and it is responsible for the employees being employed according to their free will rather than by any kind of restraint or force. The company must respect the cultural, religious and social needs of all its employees and to design employing workers and managers of a diverse social, cultural and community background, which constitute a variety that represents the community in which it acts."

The criteria for work environment include, among other things:

- Safe work environment
- Employing disabled people and addressing their special needs.

### **Occupational rehabilitation of disabled people and occupational obstacles**

Employment of disabled people and occupational obstacles, constitute difficulties for the employers and often also for the employees, despite of its integration in the frame of social responsibility. The need to make workplaces accessible both in the physical aspect and in accessibility to information and to the employee's fulfillment, sometimes constitutes a heavy social burden, that some of the workplaces prefer ignoring it and maintain other parts of their social commitments.

### Emphasizes of the equality law 5768 – 1998

1. Basic principle: The rights of disabled people and the commitment of the Israeli society to these rights are based on the conviction of the value that all men were created in the image of God, and the principle of the people's dignity.
2. **Goal:** The goal of this law is to protect the dignity and freedom of the disabled people and to establish their rights for equal and active participation in all the fields of life in the society. This law is meant to provide a proper response to the special needs of the disabled people in a way that will enable them to live their life with maximum independence, privacy and dignity while fulfilling their entire abilities.
3. Remedial prioritizing: Any step aimed at correcting a previous or present discrimination of disabled people or enhancing the equality of disabled people is not considered improper discrimination.
4. The right to make decisions: The disabled individuals are entitled to make decisions concerning their life upon their will and their priorities, and all according to the law.
5. The obligation to provide accessibility: It is an obligation to provide accessibility for all disabled people in every place that is open for the public.
6. The authority for issuing decrees: The inspectors of the commission for equality of disabled people are authorized to issue decrees against inaccessible sites.

The complete contents of this law can be found in the website of the Ministry of Economy:  
[www.moital.gov.il/mugbalut](http://www.moital.gov.il/mugbalut)

### The improved law for working people who receive disability pensions (The 'Laron Law')

The 'Laron' committee was established in order to examine the integration of disabled people in the labor market. In view of the committee recommendation on the 1.8.09, an amendment to the national insurance law was introduced in order to improve the conditions of disabled people who receive a disability pension and go to work. This amendment of the law improves the conditions of those who work and does not harm the rights of those who do not work.

#### The main sections of this amendment are:

1. If a permanent disability was set for you, it will not be retested when you start working.
2. The entire sum you will get from both your work and your pension will always be higher than the pension alone. Therefore, the more you will earn at work, the higher will your inclusive incomes be.



3. You will continue to get the accompanied benefits according to the rules.
4. A three-year safety-net: If you stop working or your income is lessened you will be able to get the disability pension you got earlier without any further tests.
5. If you got a disability pension in July 2009 and you will have an income from work as well, you will get the pension according to the new law only upon your choice.
6. According to the law, there is a new pension – “the encouragement pension”. This pension will be paid instead of the disability pension to those whose income from work exceeds the sum set by the law. Thus the principle stating that “the inclusive sum you get from work and from your pension will always be higher than the disability pension alone” will be maintained.
7. According to the amendment of the law, four degrees of disability were set: 60%, 65%, 74% or 100%.

The details of the law and its regulations can be found on the website of the National Insurance Institute:

[www.btl.gov.il/pages/default.aspx](http://www.btl.gov.il/pages/default.aspx)





## Part B

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enhancing the  
occupational  
safety and health  
of disabled people

## Tools for identification, evaluation and control of risks in the work environment

In order to provide a protected workplace that does not endanger its employees, it is necessary to perform operations for identification of hazards and assessment of risks. The goal of these operations is to identify everything that may hurt the workers, to assess the risk of expected injuries and damages. It is necessary to act for minimizing the risk for employees to an acceptable level, whenever needed. Since disabled people may be more vulnerable and exposed to damage more than others, it is necessary to take into consideration the employee's disability when performing risk surveys in the workplace. The Ministry of Economy assists plants to modify their work stations so that they will fit the disabled employees, and details on this subject appear further in this chapter.

In order to assure the employees' health, the employers should perform the following operations:

- Handle work risks for all the employees
- Consider the disability while avoiding preliminary assumptions (see further explanation below)
- Let the disabled employees take part in the risk assessment and the implementation of the acceptable modifications
- Consult with relevant experts whenever necessary (including getting help from the Ministry of Economy in the workplace modifications).

Some employers avoid employing disabled people because they fear that the work will not be properly done. They worry that they will not comply with the requirements of the occupational safety and health act and the work inspection organization law. On the other hand, disabled people fear that the labor laws will be against them in all matters concerning their employment in the workplace. Fears can be on both sides, however, the employer can learn about the disabilities and the employee can learn about the safety and health requirements by working together. This process is working the best when the employer lets the disabled employee take part in the process and considers his individual needs. Such an attitude may help in preventing the following states:

- Mistaken perceptions regarding the disabled people, which may cause discrimination and incorrect work.
- People hiding the fact that they are disabled in order to keep their jobs.



### Examples for mistaken assumptions:

- The assumption that a driver who lost his hand can no longer drive (It is possible to add a joystick handle on the steering wheel, for example).
- The assumption that a deaf employee cannot identify the warning sign for a fire (Flickering lights can easily replace the noise of an alarm).
- The assumption that an employee with a mental disability has a low level of intelligence (many mentally disabled employees are often more intelligent than the average).

### Necessary steps

- The employer should:
- Take into consideration the possibility of occupational risks
- Seriously refer to disability without preliminary assumptions
- Letting the disabled employee to participate in the risk survey and in the performance of modifications
- Consult with well-experienced professional functionaries whenever necessary
- Perform a re-assessment of risks in the working environment.

Identification of hazards in the workplace is generally done in two complementary ways:

1. A periodical comprehensive risk survey in the workplace
2. Job safety analysis (JSA) in frame of the activities and work stations.

This booklet presents a form that assists in performing the environmental risk survey for employees with physical and sensory disabilities. This form helps to perform an analysis of the disabled employee's activity including a special emphasize on identification of characteristic risks for mentally disabled employees. These forms, which help with the safety analysis and risk surveys, enable providing recommendations and referral of the plant for getting the proper modifications (training services and physical modifications), from the center for the integration of people with disabilities in the labor market in the Ministry of Economy. Risk surveys and job safety analyses of the activities should be regularly performed in every workplace and by the appropriate professionals (preferable by the safety officers or people who were trained to perform these operations). This chapter presents a format of environmental risk surveys for workplaces employing disabled people. This survey is additional to the regular risk survey that should be performed at least once a year in the workplace. Similarly, the safety analysis of activities, which are presented further below, fit for disabled employees. The safety analysis according to the presented form or any other way should be performed in every work station and for every activity that may hold risks, even if the employees are not disabled.

## Environmental risk survey for places employing disabled people

### What is a risk survey?

A risk survey is a thorough examination in the workplace, which is meant to identify hazards that may harm the employees and to assess the level of the risk, including the risk of injury and damage expected for the employees' health. The risk survey is an important step that helps the employer to take necessary measures for lessening the risks in the workplace and contributes to the compliance with the requirements of the safety and health laws, and especially the requirements of the occupational safety and health act and the labor inspection organization law.

The risk survey is conducted while visiting the workplace, observing the work environment and the performed tasks and interviewing employees who are acquainted with the activity. It is also advisable to use the assisting forms for the survey implementation, like the form of "environmental risk survey" (see attachment B of this booklet). Further information regarding the risk surveys and the identification of hazards can be found in the website of the Israel Institute for Occupational Safety and Hygiene: [www.osh.org.il](http://www.osh.org.il).

A risk survey requires identification and evaluation of hazards that may harm the employees, in order to make a decision on implementing safety measures for the prevention of accidents and health damage. The survey consists of several steps:

1. Evaluation – Who may be injured and how;
2. Risk assessment – Is there any concern of harm and what would the expected damage be;
3. Decision on safety measures that will minimize the risk, or – if possible - completely remove the hazard.
4. Documentation of the survey and follow up on the practical recommendations' implementation.
5. Re-examination of the workplace in order to make sure that the risks are reduced to an acceptable level.

The regular risk survey in the workplace refers to different hazards:

- Electricity risks;
- Noise risks;
- Chemical risks (hazardous materials);
- Falls, trips or slips risks with emphasis on the risks of falling from a height;
- Collision or trapping risks;
- Ionizing, radioactive or laser radiation risks, etc.;
- Risks of pressure machines and tools above 1 atmosphere unit;



- Biological risks bacteria, viruses, fungi and animals;
- Burnout and stress risks at work.

In workplaces with disabled employees having sight, hearing or mobility disabilities, it is advisable to include the following factors as well:

- Accessibility of the passage between the parking lot or the bus station and the work station;
- Workplace environmental conditions that can make it difficult for or harm the employees (obstacles, poor lighting, falling objects, noise, etc.);
- Risks stemming from the employees' disabilities when they should work alone in the work station or in the room;
- Unique risks for disabled employees responding to an emergency (situations of escape, evacuation, etc.);
- Modification of the toilette, kitchen, dining room etc. to fit the disabled employees;
- Risks stemming from the disabled people's supporting aids, such as canes, walkers, wheel chairs, motored chairs, crutches, etc.

### Instructions for the risk survey operator: Do's and Don'ts

The risk survey must be updated and it is necessary to take into consideration reasonable modification options.

#### These instructions may assist you when:

- You have not performed present risk examinations;
- A work candidate or an employee stated having disabilities or chronic health problems.

#### Dos

- Let the disabled employee or candidate be involved; Evaluate their insights and skills in order to find the best solution for them;
- Check if the disability may affect the safety and health, and if so, to what extent. In other words: it is advisable to conduct the risk survey together with the disabled employees in order to deeply understand the impact of that disability, and what changes can be made in order to hire them or continue their employment;
- It is necessary to take into consideration the changes that have already been made, so that the conclusions will be based on remaining risks (if these still exist);
- Make changes in the workplace in order to prevent the possibility of risks. Again, it is necessary to let the employee be involved in the process before implementing any changes;
- Be sensitive: Avoid delaying the changes. If you wait for a grant from the state, it is advisable to perform temporary changes until the funding is received;

- Use the advice of professionals, experts and consultants if you sense that you do not know enough about the disabilities' implications. Generally, disabled people understand their disabilities and their implications. However, people who become disabled due to an injury or illness do not always understand the implications of their condition, and it is advisable to consult with experts on that matter. Sometimes it is necessary to get professional training in regard with the disability;
- Make sure that the consultants, like the safety officer or the occupational physician, understand the law of equality of rights for disabled people;
- Inform the disabled employee of the information you gained from these experts and professionals;
- Create a working environment where the disabled employees will feel comfortable to reveal the difficulties stemming from their disability;
- Be sensible. Remember that the world we live in cannot be completely free of dangers. Disabled employees find it more difficult to cope with these risks, however this does not justify an over-protecting behavior. You should hire the disabled employees and enable them to continue working. It is necessary to check if the work station changes are indeed helpful for performing the work rather than becoming obstacles.

### **Don'ts**

- Do not make assumptions concerning the safety and health implications on disabled people, because their disabilities may possibly not be affected by the work environment risks;
- Do not treat the disabled people differently than other employees. Note that the disability affects different people in an individually different way;
- Do not introduce non-relevant criteria to the admission requirements;
- Do not pressure the employees to expose facts concerning their disability. Beyond the responsibility the employees should assume in regard with health and safety, they have the right for confidentiality of medical information. The employees should tell about the implications of the disability, which are related to safety and health. And last, it is possible that you will have to do things somewhat differently as the employer, however, with the right level of support and the employees' involvement you will manage to comply with the legal requirements.

See also the appendix B for the environmental survey form that fits the employees with physical and sensory disability and appendix C for the environmental survey form that fits the employees with mental disability.



## Job safety analysis (JSA) for the disabled employee

The job safety analysis of an activity is aimed at deciding whether there are problems in the work station that may harm the worker, and if they are handled in a satisfactory way. The JSA form that fits for job analysis of people with physical, sensory and mental disabilities appears in appendix D of this chapter.

The work station job safety analysis is conducted in five steps (see also table no. 1):

**Step 1:** Define the analyzed activity;

**Step 2:** Observe the employee performing that activity, record situations that may cause him/her damage and what is endangering them (also considering their disability);

**Step 3:** Divide the analyzed activity into segments (in the office following the observation);

**Step 4:** Review every segment of the job, specify its hazards, whether the employee's disability increases the risk and how so (use the instructions in the following page);

**Step 5:** Review every found safety and health problem, write a practical recommendation for reducing the probability that the employee will get hurt, or reduce the damage in case of an accident.

**Table 1: Record of hazards and evaluation of the situation in the various activity segments**

The activity segment	Description of the problem / scenario / hazard (and how the employee may get hurt)	Risk level (L / M / H)*	How does the employee's disability contribute or intensify the risk	Recommendation for handling the problem or reducing the risk

\*Low / Medium / High

The JSA form in the Table 1 format fits for conducting a job safety analysis in the plant. As aforesaid, a more detailed form appears in appendix D of this booklet.

The form in this booklet fits for safety analysis of people with physical, sensory and mental disabilities. The form especially refers, in a separate page, to the safety analysis of the mentally disabled employee; A safety analysis for such an employee is also based on talking with him, according to the form instructions – and if necessary, letting a professional companion, a social worker or another contact person in the plant to participate in this conversation. When the mentally disabled employee has a legal guardian appointed to him,

it is necessary to get the written approval of that guardian before performing the interview. Specify in the 'description' column anything that may harm or cause any damage to the employee, and make sure you include the hazards that are specifically dangerous for employees with physical and sensory disabilities. In the last column of the table – specify how the employee's disability increases the danger of his getting hurt.

In the risk evaluation column (Low / Medium / High), you need to make the evaluation under the present existing safety measures. In the risk assessment it is necessary to take into consideration the employee's disability that may endanger him more than other employees at the same activity.

Recommendations and necessary actions for minimizing the risk, while determining the responsible person for the action and the target date can be recorded in a table like the Table no. 2 example presented below. It is necessary to record in Table no. 2 the recommendation concerning each hazard that is marked as "H" (high risk according to Table no. 1), and it is advisable to record the recommendation for hazards assessed as medium (marked as "B" in Table no. 1).

Instructions and examples for the identification of increased risks for disabled employees Employees with disabilities (as well as young and inexperienced workers and pregnant women) are more exposed to harm than others. For example: An employee with a hearing disability might not hear the noise of a vehicle approaching him from behind, and therefore, he is more exposed to harm than another employee. In order to determine the expected risks for employees with physical and sensory disabilities, talk personally with the disabled employee about the risks of his job from his perspective, and about his hardships concerning the safe performance of his work.

### **Following is an example of typical risks faced by people with common physical and sensory disabilities:**

Hearing – Risks due to failure to hear warnings, announcements, instructions, not hearing noises of approaching vehicles and forklifts, ignoring irregular machine noises that indicate problems, communicational difficulties between people preventing accurate explanation of the working mode, difficulty in hearing safety training and other instructions, etc.

Vision – Difficulty in identifying various obstacles in the work surfaces and in passages (risk of falls and collisions), difficulty in reading written instructions and guidelines, including instruction and warning signs; Difficulty in noticing dangerous (sharp, moving or turning) objects; Danger of getting trapped in machines or dangerous places, difficulty in finding escape ways in case of emergency.



**Mobility** - The difficulty to quickly respond in due time (including the difficulty to avoid a coming danger), increased risks of falls and collisions due to mobility disablements, mobility difficulties in irregular passages like stairs, slopes, path with obstacles, increased danger of injury by vehicles and inability to perform certain necessary actions in order to work safely, physical weakness that prevents safe work, difficulties in escaping in response to an emergency case.

**Mental disability** - The following examples specify hazards of disabled people:

1. Times of unexpected deterioration of the employee's health significantly reduces his ability to work safely;
2. Increased sensitivity and difficulty in maintaining attention in conditions of noise and crowdedness;
3. Damage of the memory, alertness and concentration due to the use of certain psycho-active medications (most medications do not have side effects that damage one's alertness);
4. Inability to maintain attention and concentration for a long time (increased need of recess and rest at work);
5. Difficulty (sometime) to obey authority and instructions and sensitivity to criticism;
6. Difficulty (sometimes) to maintain communication with colleagues, which may have implications on the safety at work;
7. Lack of concentration due to harassment by others;
8. Difficulty to function under pressure with achievements and output.

It is necessary to handle each risk that is marked as "High" and if possible, also each risk marked as "Medium", as long as the cost is reasonable and practical. Ask yourself if you have taken the measures required by the law, and how it is acceptable in your industry or field to handle the problem you identified. If necessary, decide what else can be done in order to reduce the risk. Make a list of operations for implementation and mark them according to the risk level. Handle the severe problems as first priority. There are simple and available technological measures that may solve these problems.

### Cooperation with the disabled employee

Job safety analysis of work stations should be conducted with the involvement of the disabled employees. Such involvement prevents:

1. Mistaken assumptions regarding the disabled people, which lead to discrimination or bad routines.
2. Employees hiding their disability due to their fear of losing their jobs, which may endanger their safety and health.

### **Interview with the disabled employees**

The principles for interviewing the disabled employees are similar to the principles for interviewing any other employee. The significant difference between the two is the sensitivity level of the disabled employees and their fear of dismissal: They know that the safety and health difficulties stemming from their disability are an addition to the difficulties faced by any other employee.

When the mentally disabled employee has a legal guardian appointed to him, it is necessary to get the written approval of that guardian before performing the interview.

Moreover, it is advisable (when necessary and appropriate) to interview mentally disabled employees in the presence of a professional companion, or another person in the plant, who is trusted by that employee.

Following are several principles for performing the interview:

1. It is necessary to prepare the employee for the meeting. I.e., to notify him about the subject of the interview, to determine who will be present there, to allow the employee to invite another person to the meeting upon his choice, to set a timetable and to let the employee know if there are any changes;
2. Arriving at the meeting well-equipped with proper aids according to the employee's disability: Pen and paper or a recording device or any other instrument that might help the employee to understand everything according to his disability (it is, of course, possible to consult with the employee on this issue during the preparation phase);
3. It is necessary to maintain the employee's privacy. It is important to agree in advance on the personal issues that should be kept secret. However, everything related to safety and health should be open, since the workplace is interested in improving the employees' quality of safety and health.
4. It is necessary to sum up the interview in a clear mode and make sure that the employee understands the summary;
5. It is necessary to allow the employee to have time for thought, for consulting other functionaries in the community upon his choice and to set another meeting with the employer – all for the purpose of finding the best way to improve the occupational safety and health.

The list of accessibility authorization can be found in the website of the center for the integration of people with disabilities, in the section of useful links.



## Safety operations for reducing risks

The necessary operations for reducing the level of risk to the employees and other people (for hazards that were evaluated as “high” or “medium” risk levels), should be recorded in a table like the following example table no. 2, while noting the responsible person and the date. The more severe the problem, it is more urgent to implement the operation.

**Table no. 2**

Recommendation for treatment / safety measure	Responsibility for implementation	Deadline for implementation	Done Yes/No

Instructions for choosing safety measures – general

1. Complete removal of the problem or the hazard.
2. Minimizing or restricting the amount of energy of the hazard (e.g.: moving only small amounts of hazardous materials, making only necessary rides, driving in the dark only when there is no other choice);
3. Engineering safety measures: Isolation of the source of the harming energy (e.g.: isolation of the forklift driver’s chamber from noise, device preventing an uncontrolled release of the lid of a container);
4. Separation of distancing in time and space distancing workers from the space where they might get hurt, or distancing the hazard from the workers. (e.g.: not allowing pedestrians to pass where vehicles are going, distancing people from load and discharge points, not allowing drivers to enter the vehicle treatment garage, etc.);
5. Administrative measures: procedures, work instructions, preventive driving training, traffic signs, warning signs, etc., marking paths and parking spaces, incentive programs, follow-ups, supervision, audits, etc.;
6. Personal protection equipment (earplugs, gloves, safety goggles – should be the last protection line rather than the only safety measure);
7. First aid, evacuation and treatment for the injured people.

If the hazard cannot be removed or protected by engineering means, think about changing the working system or taking other safety measures in order to minimize the harm to the employees and make sure to provide them with proper training. It is necessary to modify the training for the disabled employees so that they will take into account their disabilities and

their comprehension ability. Additionally, it is necessary to make sure that the employees understand the training contents. It is necessary to practically supervise their working mode. If necessary, you should provide the employees with personal protection equipment and means of first aid and quick treatment in time of emergency.

### **Instructions for choosing safety measures for preventing risks according to the employees' disabilities**

To reduce the risks for disabled people it is possible to plan safety measures and a working environment that compensates the employees for their disabilities. Following are several examples:

**Hearing** - Using visual warning means (flickering light), accompanied by voice warnings, safety signs specifying the safe and healthy behavior, etc.;

**Vision** – Work instructions written in Braille, noticeable marking of obstacles, use of vocal warnings, maintaining passages and work surfaces without obstacles, covering holes, leveling pits, fencing moving and dangerous parts of equipment and machines, removing objects that may fall and break by random touches, marking tanks and bottles with hazardous materials also by means of their shapes rather than only marking their stamps (square, round, small, big bottles, implying of the material types they contain) etc.

**Mobility** – Removal of obstacles from work surfaces and from passages, designing posts and work stations according to the mobility disablement, marking safe passages and crossing ways for pedestrians, fixing signposts and setting limits for vehicles moving in the plant premises, etc.

**Mental disability** – Reducing crowdedness and noise near the work station, changes of the job requirements in order to reduce the pressure on the employee, longer breaks, place for undisturbed short rest breaks, accompaniment and support by a reliable person, social worker or another professional, early identification of health deterioration signs and taking the proper steps in such cases, etc.

In addition, the employer can turn to the 'employers' support center' of the center for the integration of people with disabilities into the labor market, and ask for help and accompaniment in the employee's absorption procedure, and also for the state participation in funding the necessary modifications of the work environment due to the employee's disability (this also applies when the employees have mental disabilities), as largely explained in the next chapter of this booklet.



### **The 'employers' support center' of the center for the integration of people with disabilities**

The job of this center is to assist the employer with all relevant aspects of hiring disabled employees and to enable quick professional procedures for the purpose of producing the most benefit of their integration in the workplaces, by means of several service options provided by the center while using tools that are provided by of the center for the integration of people with disabilities for the benefit of the employers.

### **Telephone and internet information center**

You can get information about employing disabled employees, the assistance tools of the center for the integration of people with disabilities in the labor market (The Ministry of Economy) and on manpower sources by which you can hire disabled employees. Additionally, in order to make it easier for employers who are interested in using these tools, assistance is provided for filling the relevant request forms.

### **Professional consultation**

Specific consultation for the employers on every issue and question related to employment of disabled people. This way provides the employers with professionals answering their questions on the phone, by e-mail or meeting upon their choice.

### **Preparing a program fitting for the business and long-term accompaniment (15 months)**

In this program the employer who is interested in hiring or promoting disabled people will get assistance and tight accompaniment by an account manager on behalf of this center.

#### **This service includes:**

- Analysis of the business manpower needs and mapping its jobs;
- Preparation of a recruiting and absorption program of disabled people in the chosen jobs;
- Choosing the proper assistance tools offered by the center for the integration of people with disabilities in the labor market, assistance with the submission of the assistance request and its implementation;
- Assistance in finding employees by means of turning to organizations that specialize in the integration of disabled employees or by means of the website job offer table;
- Accompaniment and training regarding all matters related with recruiting, absorbing and employing disabled employees for the duration of 15 months;
- This service is free of charge;

- Details for contact with the center:  
Phone no.: 1700-50-76-76  
E-mail: info@mltm.org.il  
Website: www.mtlm.org.il

### **The state participation in funding the workplace modifications for disabled employees<sup>1</sup>**

The employer of disabled employees or one that is about to hire a disabled person may turn to the center for the integration of people with disabilities in the labor market, asking for the state participation in funding the necessary modifications of the workplace due to the employee's disability, his needs and characteristics. This way, the employee will be able to perform his job and function like all other workers in the workplace.

The regulations practically enable the reduction of costs of workplace modifications fitting the disabled employee's needs for the employer, in order to make them equal to the cost of employing other employees without disabilities.

The regulations for the state participation in funding the modifications have two main goals:

- Enhancing the equality of employment opportunities in the labor market for the different populations;
- Increasing the employment rate of disabled people by means of assisting the employers and reducing their costs when hiring disabled employees.

### **What is a modification?**

A modification is an addition, change or accessory required for the disabled employees beyond the necessities of non-disabled employees, so that they will be able to function on a regular basis in the workplace like all the others.

For example, the state participated in funding a program for enlarging the text and a larger screen for a programmer with eyesight disability. No funding participation was approved for the computer itself, since any programmer, disabled or not, needs a computer for his/her work.

### **Entitlement**

The entitlement terms for the state participation in funding modifications are as following:

1. The requested modification should meet the disabled employee's needs;
2. The employee must be employed for at least one third of a job for 12 months or more;

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<sup>1</sup> This information is not replacing any regulations of the state funding participation for workplace modification, 2006.



3. The employer is not a public body (as defined in the regulations) and not a sheltered workshop;
4. There are employee - employer relations between the employer and the worker for whom this modification is requested.

### Who may submit a request for state participation in funding modifications?

The request may be submitted by the employer. However, it is obvious that the employee should be acquainted with the essence of these modifications, so that he can introduce them to the employer, who may initiate this process.

### Workplace modification types for which it is possible to apply for state participation in their funding:

- Modification of the job requirements, working hours, acceptance tests, training and work procedures.

For example, the state participates in funding of costs of training, accompaniment and guidance of disabled employees beyond the costs required for employees without disabilities, and funding of additional costs due to specific acceptance tests for disabled employees.

- Training services for the employer of a disabled employee or anyone on his behalf, by a professional functionary in the field of the specific disability. If necessary, this training may also be performed in the presence of the employee;
- Translation and transcription required for the employee with hearing disability;
- Physical modification of land, instruments, equipment, computerization means, etc.

For example: Land - building modification: installing a lift, making toilettes accessible, access routes, ramp, etc. For example: Instruments and equipment: Modification of the work station that may include equipment, instruments, aids and devices like an auxiliary lever for lifting loads in the work station of the disabled employee, which is not required for the employee without disabilities.

Replacement, improvement or upgrading of present modification;  
Retroactive modification. Employers who implemented modifications for disabled employees in the past, provided that the modification was made no more than 18 month before submitting the funding participation request.

## The sums of state participation in modification funding

The sums of the state participation depend on the type of the request and the overall number of employees in the workplace, as specified in the table on page 20. It is necessary to make it clear than except for primary training for the employer, the employer is required to participate in the funding of the modification according to the business size and the type of the request.

The employer can submit the request for participation in larger funding (up to 60,000 NIS), if he needs to implement land modifications for the employer with mobility disablement at a rate of 75% or more, or due to computer equipment purchase for a blind employee who has a 'certificate of blindness'.

The state does not participate in funding of costs below 1000 NIS (except for the primary training for the employee).

The state participation in funding is provided as a non-recourse loan upon the modification implementation, and it becomes a grant a year later if the employer complies with the conditions set by the regulations.

### Participation sums set in the regulations, according to the employer's business size:

Requested modification	State participation per employee and the employer's part in the modification cost, according to the number of employees in the business		
	Up to 25 employees	26-200 employees	Over 200 employees
Primary training for the employer	Up to 3000 NIS per employee or 95% of the modification cost (the lower between them)		
Physical modifications, translation and transcription services, continuous accompaniment for the employee <sup>2</sup>	Up to 19,000 NIS per employee, provided that the employer bears the cost of 1000 NIS	Up to 17,000 per employee, provided that the employer bears the cost of 3000 NIS	Up to 15,000 NIS per employee, provided that the employer bears the cost of 5000 NIS.
Request for larger funding	Up to 60,000 per employee, provided that the employer bears the cost of 5000 NIS.		

The center for the integration of people with disabilities in the labor market established recommendations for changing the regulation, by means of a professional committee. These recommendations are now at the phase of final approval towards their submission to the Knesset committee of labor and welfare. It is advisable to track the website of the center for the integration of people with disabilities for the progress of these procedures: [www.moital.gov.il/mugbalut](http://www.moital.gov.il/mugbalut).



## Useful links

The Israel Institute for Occupational Safety and Hygiene  
[www.osh.org.il](http://www.osh.org.il)

The Ministry of Economy, center for the integration of people with disabilities in the labor market:  
[www.moital.gov.il/mugbalut](http://www.moital.gov.il/mugbalut)

The website of support centers for employers, on behalf of the center for the integration of people with disabilities in the labor market:  
[www.mtlm.org.il](http://www.mtlm.org.il)

The commission of equal rights for persons with disabilities, The Ministry of Justice:  
[www.justice.gov.il/mojheb/netzivutnew](http://www.justice.gov.il/mojheb/netzivutnew)

The Israeli information store for assisting technology and support aids:  
[www.azarim.org.il](http://www.azarim.org.il)

The Ministry of Welfare and Social Services, the rehabilitation division:  
[www.molsa.gov.il/misradharevacha](http://www.molsa.gov.il/misradharevacha)

The Ministry of Health, the national division for rehabilitation and mobility instruments:  
[www.health.gov.il/page.asp?maintcat=48](http://www.health.gov.il/page.asp?maintcat=48)

The National Insurance Institute:  
[www.btl.gov.il/pages/default.aspx](http://www.btl.gov.il/pages/default.aspx)

The institute of low vision, Tel Aviv branch, Tel: 03-6880523

The institute of low vision, Beer Sheva branch, Tel: 08-6468426

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<sup>2</sup> For non-physical modification (training, qualification, etc.), which naturally last along the person's working period, the funding participation will be provided for one year only and subjected to the maximal sum stated in the regulations.





# Part C

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## Appendices

## Appendix A: Equal Rights for Persons with Disabilities Law

As said by the Commission of Equal Rights for Persons with Disabilities within the Ministry of Justice: The Equal Rights for Persons with Disabilities Law of 1998 was confirmed by the Israeli Knesset in 1998.

This law determined a basic principle, according to which the rights of disabled people and the commitment of the society to these rights, are based on the equality principle, the value of person as created in the image of god and the principle of human dignity. This law is a landmark in the transition of recent years from the welfare approach, which was used as a basis when dealing with the disabled people worldwide, to the human rights approach. That is, a transition from an approach that sees the disabled person as a person in need and dependant of assistance from fellowmen, to an approach that emphasizes the rights of this person to integrate equally and actively in various life fields like any other citizen.

This implementation of the rights approach required a substantial change of perception. Replacing the approach to the disabled person according to the medical model that focuses on the deficiency and the evaluation of the inability of that person, with an approach that suits the social model, according to which a disability is the result of interaction between a person and his physical and social environment. According to the social model, disabled people are not perceived as dependant and needy, but rather as a minority group that suffers obstacles and discrimination, and it is up to the society to remove these obstacles and develop mechanisms to promote the right to equality.

The initial expression of the human rights approach, which is the foundation of this new legislation appears in its language: unlike before, the legislation uses wordings of "people first" (for example: a person with mental disability) instead of labeling wordings (for example: "handicap", "retard"). The disability is regarded only when needed in order to make the social and physical environments fit the needs of the person.

The first chapters of the Equal Rights for Persons with Disabilities Law, which include the principles section, the right of equality in employment, the right for public transport accessibility and the chapter that refers to the establishment of equality commission, were submitted to the Knesset by "Bezchut" organization and were accepted on February 23rd, 1998.

The purpose of the Equality Law, as defined in its sections 2 and 4, is to protect the dignity and freedom of the disabled person, enforce his right to equal active participation in the society in all aspects of life, and provide appropriate response to his special needs in ways



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that allows him to live his life with maximum independence, privacy and dignity, while fulfilling his full capabilities. To make decisions regarding his life as he see fits, and all with accordance to all laws.

The equality law sees the mechanism of positive discrimination a legitimate mean for promoting these principles. As aforesaid, the law specifically sets the right of disabled people to equality in employment, the right to suitable representation and the right to public transport accessibility. Within the field of employment the law provides the commissionthe authority to file lawsuits for breaching of this law, with regards to discrimination of disabled people.

The second amendment to the Equality Law from 2005 determines the obligation to make any site and service that is open to public accessible to people with all kinds of disabilities.

This amendment adds the commission rights to investigate, oversee and litigate, with regards to the accessibility obligation in all public sites and services, and authority to file lawsuits for discrimination in entrance to public place or in receiving of service.

Following the legislation of the equality law a set of laws we accepted, which are also based on the principles of equality and human dignity, among them: Rehabilitation of the Mentally Disabled in the Community Law, which was accepted in 2000 and establish the right of person with mental disability for a package of rehabilitation in the community services, and an amendment to the Welfare law which was accepted in 2002 and determines that when deciding the type of protected tenancy for a person with mental disability, priority will be given to accommodation within the community. That year also saw the acceptance of the extented amendment to the special education, called "the Integration Law", which determines a set of services which is designed to enable the integration of disabled pupils within the regular education system. In August 2009, amendment 109 of the Social Security Law, also known as "Laron Law", purpose of which is to encourage the integration of disabled people in the open labor market, became valid. These laws and others which are related to the rights of disabled people are shown in the frame of Appendix D below.

An additional significant step towards the acknowledgement in the right for equality of disabled people was made in March 2007, when the state of Israel signed the UN Convention on the Rights of Persons with Disabilities, which defines the right of any person to equality in the variety of life areas. The commission took the responsibility to operate for the realization and implementation of the convention in Israel.

The commission continues to promote of different legislation procedures and their

implementation, in cooperation with various governmental offices, civic society organizations and mostly organizations representing disabled people. Furthermore, the commission operates for cooperation with the business sector and establishments of research and academia, in creating commitment to the rights of disabled people. These tasks are long term. The required change in the Israeli society is gradual by nature, and requires patience and persistence. We are confident that the society as a whole will benefit from the cooperation for realization of the goal – promotion of integration and active participation of disabled people within the society.



## Appendix B: Environmental risks survey for employees with physical and sensorial disabilities

### Employees with physical and sensorial disabilities – environmental safety and health survey

Dominance	Right	Left
Shifts	Yes	No
Diagnosis:		
Job:		
Employment Percentage:		
Is there an accessibility officer in the workplace		
Did the accessibility coordinator pass accessibility coordinators course		

Remarks – mark: 1- in order, 2- needs to be improved, 3- problematic

Everything marked 3 requires immediate care, everything marked 2 needs to be taken care of as well.

#### 1. To what extent can the employee get injured on his way from the parking lot to the door of his workplace from each of the following potential obstacles?

Unmarked areas, traffic of vehicles on the road, unmarked areas, pits, trenches and beams, sharp or smooth slopes, stairways, unstitched or unglued carpets, and more.

	Unmarked Road	Smooth area	Trenches / beams	Pits	Sharp slopes	Vehicles traffic on the road	Stairways
With disability							
Without disability							

**2. To what extent can the employee get injured from hazards at the front door?**

	Width/ height of the entrance space	Crowded traffic during rush hours	Difficulty in opening the door: door is too heavy, elevated threshold	Is the automated opening or closing too quick?
With disability				
Without disability				

	Glass door marking	Collision with entrance barriers	Door opening direction problem	Other
With disability				
Without disability				

**3. Attendance card swipe reader**

	Easy access to the device	No danger of injury from the device	The device is accessible and in suitable height	Other
With disability				
Without disability				

**4. To what extent can the employee get injured on his way from the entrance door to his workstation?**

	Stuck-out furniture, flowerpots, ornaments, cardboards	Smooth floor	Sharp slopes	Marked stairway edges?	Crowded traffic in walking path
With disability					
Without disability					

	Elevated or uneven decks	Decks with spaces between the beams	Darkened area / glaring light	Unstitched or unglued carpets	Is the signage readable & clear?	Other
With disability						
Without disability						

**5. Environmental conditions – to what extent can the employee get injured by the conditions in his workstation?**

For example: objects that may fall, intimidating machinery in the surroundings, insufficient lighting or glaring light, disturbing noise, etc?



	Noise	Light	Heat load	Trembling	Ventilation	Dust	Stems/gas	Tidiness/cleanliness	Crowding	Work Stress	Other
With disability											
Without disability											

**6. To what extent can the employee get injured by staying on his own due to his disability?**

	Ability to contact another person in the area	Ability to hear and see and ability to transmit information	Other
With disability			
Without disability			

**7. To what extent can the employee get injured due to his disability during state of emergency?**

	Accessibility to emergency doors	Protocol for evacuation of person with disability, for example: vocal indication	Usage of stairways (when elevator cannot be used)	Activating alert system	Opening emergency door
With disability					
Without disability					

**8. To what extent can the employee be injured on his way to the restroom?**

	Is the restroom door dimensions and the room itself accessible	Is the restroom accessorized (have handles, lavatory elevation)	Is the restroom door heavy? does it open outwardly	Is the restroom door free of objects which may restrict its opening?
With disability				
Without disability				

	Easy access to the flush button in the restroom	Easy access to the tap and soap-holder for hands washing	Easy access to the towel holder or hands drying device	Easy access to the mirror	Other
With disability					
Without disability					

**9. To what extent can the employee be injured on his way to the kitchen and in there?**

	Accessible path free of objects	Usage of water device / hot & cold	Usage of cutlery, fridge and food heating device	Access and usability of dining table	Other
With disability					
Without disability					

**10. Arrival and usage of wardrobe?**

	Accessible path free of objects	Accessible wardrobe closet	Shower enabled	Other
With disability				
Without disability				

Please specify the use of accessories such as walker, wheelchair, an automotive chair, stilts, hearing aid, glasses or pillory.

**Remarks**

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## Appendix C: Environmental risks survey of for employees with mental disability

### Employees with mental disability – environmental safety and health survey

Name of Employee		Job	
Shifts	Yes / No	Employment Percentage	
Name of Survey operator		Name of factory assigned escort	

Remarks – mark: 1 - in order, 2 - needs to be improved, 3 - problematic  
Everything marked 3 requires immediate care, everything marked 2 needs to be taken care of as well.

#### 1. To what extent can the employee get injured on his way from the parking lot to the door of his workplace from each of the following?

Unstitched or unglued carpets, unmarked areas, smooth area, beams, trenches, rocks, sharp slopes, stairways or roads traffic such as fork-lifts. Mark 1-3

Unmarked paths	Smooth area	Beams / trenches	Rocks	Sharp slopes	Stairways	Road traffic (different vehicles)	Other on the way outside the workplace

#### 2. To what extent can the employee get injured on his way from the entrance door to his workstation? (Mark 1-3)

Prominent furniture, junk, flowerpot, sculptures	Smooth floor	Sharp slopes	Crowded traffic in walking path	Darkened area / glaring light	Accessibility of doors and emergency exits

#### 3. To what extent can the employee get injured due to his disability during state of emergency? (Detail in words)

Potential deterioration of symptoms in time of emergency (panic, confusion, etc)	Available support of contact person in emergency or panic	Familiarity with the protocol for evacuation in time of emergency

#### Remarks

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## Appendix D: JSA workstation analysis – Disabled employees

This form is suited for disabled employees. It should be filed for every task or routine activity that is performed in the factory. This form should also be filed when a substantial change occurs in system / device or working method. This form shall be accessible to the employees involved in the task.

In cases when the employee has a guardian, this guardian's written approval is required in order to carry out the interview with the employee.

Date of form filling: \_\_\_\_\_ Department: \_\_\_\_\_  
Station / Tas: \_\_\_\_\_

### Members of the examining team

\_\_\_\_\_ Executing employee / in charge of the process / activity / machine  
\_\_\_\_\_ Employee's direct manager / team leader / social worker / professional accompany  
\_\_\_\_\_ Safety officer / professional / external expert

### Short description of the workstation

\_\_\_\_\_  
\_\_\_\_\_

Regular performance timing of the analyzed task (one cycle): hours \_\_\_\_\_ minutes \_\_\_\_\_  
Employee's disability

\_\_\_\_\_  
\_\_\_\_\_

Environmental conditions (mark in each cell: 1- in order, 2- needs to be improved, 3- problematic)

Noise	Light	Heat load	Trembling	Ventilation	Dust	Steams/gas	Tidiness/cleanliness	Crowding	Other

Activities performed near the workstation that can affect the employee? (Fork-lift, levers, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Ergonomic load for the employee (1- match capability; 2- some incompatibility; 3- harmful load)

Exertive or inconvenient posture	Required physical effort	Repetitive motion	Task speed & tempo	Task duration (time)
Sight/hearing requirements	Difficulty with decision making/ information overflow	ttentive focus needed attention	Accuracy/physical & motorial proficiency needed	Other

Ergonomic load (employee's interface in front of the machine / work equipment) deriving or deteriorating because of the employee's disability:

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Other risks in the task / assignment that deteriorate because of the employee's disability:

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Intensified risks to the employee – interview with the employee in presence of a factory contact person / professional accompany

The interview was held in presence of \_\_\_\_\_ whose role is \_\_\_\_\_

1. Can medication taken by the employee affect his safety at work (exhaustion, ability to concentrate, balance, dizziness or others)

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2. Are there instances of mental deterioration that can increase the risk? If so:  
How does the deterioration increase risks at work

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Are there any early signs to the deterioration? What are they?

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What is the protocol for sharing the person in charge / professional accompany when there is concern for deterioration and which steps to take in order to reduce the risk in case of deterioration?

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3. Is there a contact person / professional accompany / appointee whom the employee trusts and can approach in time of distress related to his difficulties? Who does he approach?

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4. Estimation of environmental and other risks that increase the possibility of injury to the employee? (Evaluate the level of risk considering the specific disability of the employee) (1- Match capability; 2- some incompatibility; 3- harmful load; 9- irrelevant)

Crowdedness in the workstation	Noise in the workplace	Work duration (number of working hours per day)	Intermission and place to rest when needed	Too complex task / complicated for him
Attitudes of peers and managers – sensitivity to criticism	Work under pressure for goals / output	Compliance to authority	Memory problems affecting the task performance	Sufficient vacations during the year

**Identifying hazards and risks assessment**

Decompose the task to its stages (including maintenance and repair works).  
 For each stage – write a description of the related activity, possible scenarios / accidents, probability of realization, severity of expected damage and required preventive action.

Stage/ activity description	Accident or dangerous scenario/ potential harmer	In what way the employee's disability contributes/ exacerbate the risk	Risk level <sup>1</sup>	Required preventive action– including required modifications to accommodate the employee's disability	Residual risk



**Recommended action (fill in after completing the examination)**

Required tutorials / workshops / qualifications for the employee	Recommendations for taking action when deteriorations occur
Periodic examination of equipment/ employees / environmental monitoring	Requirements for Personal protective equipment / other protection / separation
Change of working method / safety instructions / maintenance	Professional safety expert advice. Which?
	Expert name: _____ Signature: _____

**Referral for support and modifications related to the disability (detail)**

Referral for financing tutorial services by a professional qualified person financed by the Ministry of Economy	Referral for financing physical modifications (structure/ equipment) by the Ministry of Economy
Referral to consultation with a doctor regarding possible affects of medication on occupational safety	Referral for professional accompany / social worker / person in charge of welfare relating to social aspects/ stress

1 Legend: L– low risk, no need for preventive action; M– medium risk, should improve the safety if possible, H– high risk, preventive action should be taken to reduce risk and prevent injury.

## Appendix E: Adaptive minimum wage

The Office for the Integration of People with Disabilities into the Workforce, the Ministry of Industry, Trade and Labor, started operating the adaptive minimum wage regulations in November 2006. According to the regulations a disabled employee can approach the office and ask that a wage be assigned to him, lower than the minimum wage set by law, in accordance to his actual working capability.

In 2007 the Law of Equal Rights for Disabled People Employed as rehabilitated (temporary provision), 2007. This law regulates the rights and occupational status of disabled employees whose status was set as rehabilitated. According to this law, setting the status of a person as rehabilitated will be done in the same manner as the setting of the working capability of a disabled employee, as defined in the Minimum Wage regulations. According to this law, between an employer and an employee, whose status was set as rehabilitated, there are no employer-employee relations, and the employee is entitled to employment wage as set by law, with accordance to the capability that was set for him (as will be explained later) as well as other rights as set by law.

The purpose of these regulations is to encourage the employment of disabled people in the labor market. Adaptive minimum wage is based on the principle of equal wage for equal work. This principle appears, among other places, in the international convention for equal rights for disabled people which was recently signed by many countries, including the state of Israel. The adaptive minimum wage is set in gradual form and is always equal to or higher than the relative output of the disabled person compared to an average person without disabilities, and in this ensures that the disabled person will get a relative wage that is not lower than his relative output. It is important to note that neither the regulations nor the law prevent the disabled person who found a job with wage that is equal to or higher than the minimum, to work there.

The adaptive wage is set based on evaluation of the employee's working capability compared to the working capability of a person without disabilities in the same job. In order to get this evaluation a diagnostic examination takes place by a professional diagnostician. It is important to note that the diagnostic examination takes place in the workplace and is valid to the specific job filled by the employee and for which he undertakes this diagnostic examination. The diagnostic examination process includes discussions with the employer or direct manager of the employee, colleagues and the employee himself, as well as a number of observations

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during which the diagnostician collects data regarding the actual job performance and evaluation of the employee's output. The information collected during the diagnostic examination is used as a basis for setting the employee's total working capability, of which the wage level he is entitled for is derived, as set in the Adaptive Minimum Wage regulations and the Law of Equal Rights for Disabled Persons Employed as part of their rehabilitation (temporary provision), 2007,

## Appendix F: State participation in financing workplace modifications for the disabled employee – on behalf of the Ministry of Economy. Field stories

### 1 No need to bend anymore

One of the impressive machines at the “Mevo kitchens” factory in Kyriat Gat, was actually purchased as a modification for a disabled employee, with assistance from the office for the Integration of People with Disabilities into the Workforce.

Kuty Cohen, brother of Yoni the site manager, was injured in his back during his army service by lifting heavy weight. After his release from the army, Kuty started working in the family’s factory, but after a year of hard work he realized that he could not continue working because of his back injury, as this work involved lifting of heavy pallets of wood.

One day Kuty received a leaflet with information of his rights as IDF invalid. The leaflet read that the Ministry of Economy (then Industry, Trade and Labor) assisted disabled people to integrate into the labor market. Yoni realized that the equipment that would help his brother continue working in the family’s factory is a jack that would lift the wooden pallets and transfer them to his workstation, instead of Kuty carrying them himself.

“I saw something like that in a tradeshow overseas, which is based on a technology of creating vacuum between the jack’s arm and the heavy wooden plate and an automatic transfer of the plate from one place to another”.

Yoni describes the modification that was purchased for his brother as “nice and simple technique”.

“I always loved the carpentry field. It is a form of art” says Kuty. “But after a year of working here, I felt I could not do it anymore and that it is too much for my back. That is when the thought of the jack came up, but honestly, at first I could not believe this can happen here as well”.

The cost of the special machine: 43,000NIS out of which the state covered the maximum possible with accordance to the regulations in sum of 19,000NIS.

Though the jack was purchased for Kuty, it is actually available for all employees, as for them this jack reduces the risk for future physical damage. Yoni says that a significant percentage of carpentries workers suffer from disc eruption and yet people are unaware of this problem. Moreover, Yoni says that thanks to the jack he can hire more employees with physical disabilities, such as back injuries. “It is a modification that already exists and can serve them too, so why not hiring more personnel” explains Yoni.

“Thanks to this solution which will follow us everywhere, the jack, nothing limits me in my



work. Today I get up in the morning and smile on my way to work, without any worries. It does not get any better than this". Adds Kutý.

## 2. Compatibility with wheels

If you call taxi station "Nitzan" in the town of Nitzan and Itzik will send you the senior driver Shlomo Schwartz, you probably consider things to be ok. Shlomo will get to you with his white Skoda car and when you sit inside, at first sight, you will not see anything out of the ordinary. However, behind this naïve looking taxi, there is another story of adjustment.

"Shlomo had two driving challenges that had to be solved" says Itzik Gvili, manager of the taxi station. "His right foot is prosthesis and he cannot move it, so that while driving he can only use his left foot. In addition, he needs space for his feet at the front as he cannot bend his foot". Unlike other drivers, Shlomo cannot press the clutch pedal and therefore cannot drive a car with regular gear box. An automated gear box is not standard in taxis and makes the vehicle much more expensive. The other issue is related to the need for more space in the car for him, as he cannot bend his right foot when getting in and out of the car nor when he sits and drives. It is crucial, as being a taxi driver, Shlomo spends much of his days in the car. The handling by the Ministry of Economy was amazing. In our country, we are used to the axiom: 'paying takes no time – but when you are the receiving party it becomes the longest bureaucracy in the world'. In this case, however, all those who worked with us from that office provided personal and quick attention. Things were simple and within three months the money was in the bank account.

True, the money was given as refund, which was a bit tricky due to the high costs. But once confidence was established and the concerns dissolved – I kept waiting for my refund quietly".

