

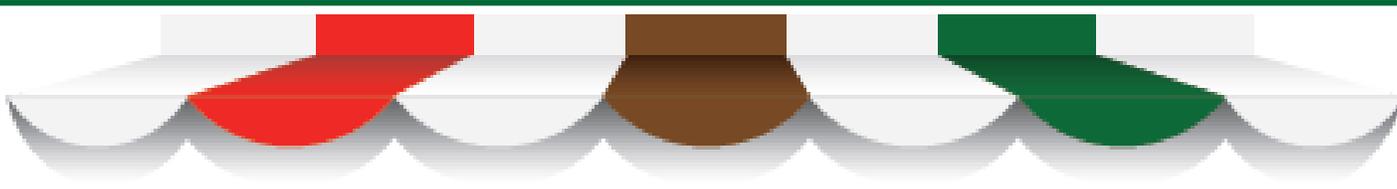
**FOR EVERY
WORKPLACE FATALITY
THERE ARE AT LEAST
300,000
AT-RISK BEHAVIOURS**

AND

**3,000 NEAR
MISSES**



1. You are responsible for your own safety and for the safety of others.
2. All accidents are preventable.
3. Do not take short cuts. Always follow the rules.
4. If you are not trained, don't do it.
5. Use the right tools & equipment and use them in the right way.
6. Never wear loose clothing or slippery footwear.
7. Assess the risk before you approach your work
8. Do not indulge in Horseplay while at work.
9. Practice good housekeeping.
10. Always wear PPEs.



Risk Assessment – A Guide

Risk assessment is fundamental to good health and safety management. All employers regardless of the size of business are required by law to carry out a risk assessment at their place of work and to keep a written record of that risk assessment.

People are often put off by the idea of Risk Assessment because they think it is over complicated, difficult to complete and unnecessary.

Risk Assessment is simply looking closely at what in your place of work or about your work activities could cause harm to your employees and visitors to your workplace (e.g. customers, suppliers, sales representatives etc.) and determining the control measures you can implement to minimise the risk.

There are 3 basic steps to Risk Assessment:

1. **Identify the hazards** (i.e. anything that has the potential to cause harm, in terms of human injury or ill-health. For example working with chemicals, dangerous substances or dangerous equipment.

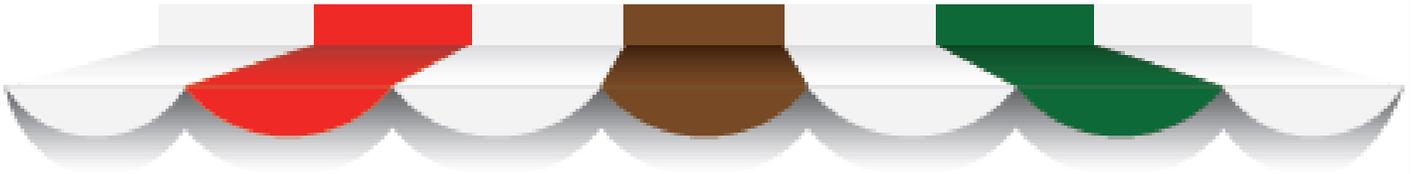
Don't over complicate the process. There is no need to consider every minor hazard or risk which we accept as part of our everyday lives. For example, you do not need to identify the lifting of a 1kg package as a workplace hazard; but lifting a 25kg box of 1kg packages would be a hazard.

2. **Identify the level of risk for each hazard** (i.e. the chance/likelihood of harm occurring, coupled with how severe the harm or ill health could be). Decide who could be harmed and how and give consideration to vulnerable groups (e.g. young persons, the elderly, pregnant employees, shift workers etc.).

3. **Identify the controls or improvements that need to be put in place to avoid or reduce the risk.** Your control measures are the most significant part of the risk assessment, as they set out the steps that must be followed to protect people. Some control measures may already be in place. You will need to decide if additional measures are needed. Risk assessment will help you prioritise the high risk hazards first

Safety Management is a continuous process.

Engage your employees and bring the Safety statement to their attention.



Review the Safety Statement and update or amend it as required. This should be annually, but more frequently if for example your business changes and your employees are exposed to new hazards e.g. the introduction of new machinery or new work practices, or when there is reason to believe that it is no longer adequate e.g. changes to health and safety arrangements and resources or a near-miss incident.

Check that the measures taken are being adhered to and are effective.

Three simple steps that a small business owner/manager can take to minimise workplace accidents:

- **Discourage risk-taking behaviour:** If someone undertakes an unsafe act and “gets away with it”, the potential consequences of that act should be made clear to all concerned. Lead by example and don’t take chances yourself. If employees see you taking risks, don’t be surprised if they behave the same way.
- **Encourage individuals to behave safely:** Explain to employees why unsafe or risky behaviour is not acceptable. Verbalise the consequences both to their own safety, health and welfare and to those of their colleagues. Comment positively on examples of good practice when you see it. Where possible, reward examples of good safety and health behaviour.
- **Improve safety behaviour in the performance of routine tasks:** Research shows that it is when performing routine tasks that people become less vigilant and concentration can become less focused. Try to rotate tasks and allow those who must undertake routine work to take regular on-the –spot “time outs” from standard routine activity