

Systematic Work Environment Management

Identification of Hazards and Risks

- **Regular Inspections:** Conduct regular workplace inspections to identify potential hazards, including physical, chemical, biological, and ergonomic risks.
- **Employee Input:** Encourage employees to report hazards and concerns they observe during their work.
- **Incident Analysis:** Analyse past incidents, accidents, and near-misses to identify underlying hazards and potential risks.

Risk Assessment

- **Risk Prioritization:** Prioritize identified hazards based on severity, likelihood, and potential consequences.
- **Risk Assessment Tools:** Use standardized risk assessment tools or matrices to evaluate risks systematically.
- **Documentation:** Document the results of risk assessments, including identified hazards, associated risks, and control measures.

Control Measures

- **Hierarchy of Controls:** Apply the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and PPE) to mitigate identified risks.
- **Administrative Controls:** Establish procedures and safe work practices to minimize exposure to hazards.
- **Personal Protective Equipment (PPE):** Provide appropriate PPE and ensure employees are trained in its proper use.

Implementation

- **Action Plan:** Develop an action plan outlining specific measures to address identified hazards and risks.
- **Supervision:** Ensure supervisors are trained to recognize hazards and enforce safety protocols.

Monitoring and Evaluation

- **Regular Monitoring:** Continuously monitor the effectiveness of control measures and the overall work environment.
- **Feedback Mechanisms:** Establish channels for employees to provide feedback on the effectiveness of control measures and report any new hazards.
- **Performance Indicators:** Track key performance indicators related to workplace safety, such as accident rates, near-misses, and compliance with safety procedures.

Review and Improvement

- **Periodic Review:** Conduct periodic reviews of the risk assessment process to ensure it remains current and effective.
- **Management Review:** Review the effectiveness of the systematic work environment management system with senior management.
- **Continuous Improvement:** Implement corrective actions and improvements based on feedback, evaluation results, and changes in the work environment or regulations.

Roles and Responsibilities

- **Management:** Responsible for providing resources, establishing policies, and ensuring compliance with legal requirements.
- Provide input on risk assessment, control measures, and safety initiatives.
- Implement and enforce safety policies and procedures.
- **Employees:** Report hazards, follow safety protocols and contribute to safety improvement efforts.

Documentation and Records

- **Risk Assessments:** Documented assessments of hazards, risks, and control measures.
- **Action Plans:** Plans detailing specific measures to address identified hazards.
- **Incident Reports:** Documentation of accidents, near-misses, and corrective actions taken.