NORSTEEL SAFETY SENTINEL

PROMOTING A SAFE WORKING ENVIRONMENT

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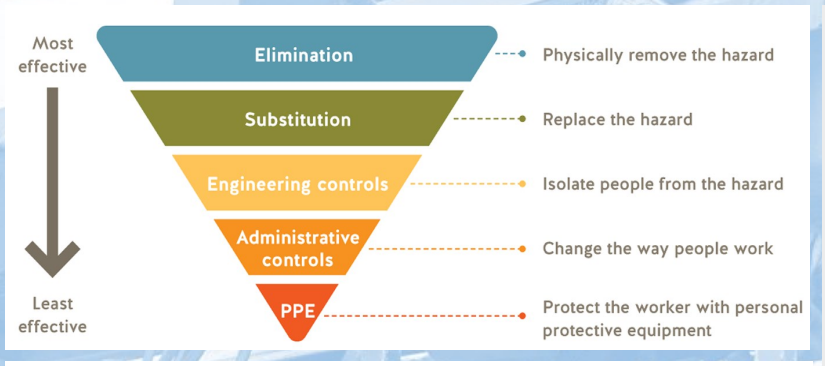
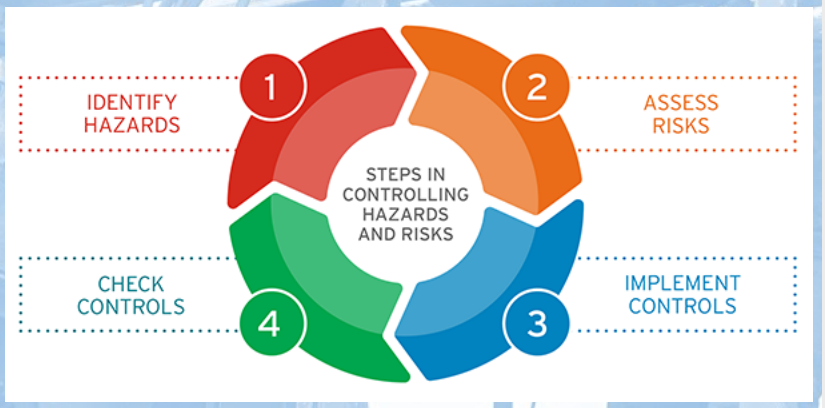
CONTROLLING *RISKS* ON THE JOBSITE

Once you've completed a risk assessment in your workplace, those risks that you have identified as high or moderate may require additional controls. You must correct unsafe conditions. The highest risk should be addressed first. If you cannot eliminate a risk, you'll need to implement control measures to minimize the risk. The hierarchy of controls can help you systematically take action to minimize risk.

When considering how to reduce the risk, there's a certain order you should follow. This is called the hierarchy of controls. It's important to follow the hierarchy, as shown below, rather than start with the easiest control measures.

HIERARCHY OF CONTROLS





Step 1 - Identify hazards | Hazards are things and situations that could harm a person. Find out what could cause harm in your workplace.

Step 2 - Assess Risks | Undertake a risk assessment to identify the hazards in your workplace, which may cause harm (death, injury, or illness). A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of it happening.

Step 3 - Control risks | You should always aim to eliminate risks, as this is the best way to manage risks. Where this is not possible, you must minimize risks so far as is reasonably practicable. To control risks, you can follow the hierarchy of control measures, which are ranked from the highest level of protection and reliability to the lowest.

Step 4 - Implement Controls | Review your control measures to make sure they work as planned.

Elimination or Substitution

Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one.

When considering these options, ask yourself:

- Can I find safer ways to perform the task? For example, if falling is a hazard, eliminate the risk by storing stock at lower heights so workers don't have to climb ladders to reach the goods.
- Can I use something less harmful? For example, if chemical-heavy industrial cleaners are a hazard, consider substituting cleaners made with vinegar, salt, borax, or baking soda. Just make sure the substitutions don't create new hazards.

Engineering Controls

If you can't eliminate the hazards or substitute safer alternatives, engineering controls are the next best options. These involve using work equipment or other means to prevent workers from being exposed to a hazard. Engineering controls are physical changes to the workplace and may include equipment guarding, guardrails, traffic control lanes and barriers between vehicles and pedestrians, and many other options.

Administrative Controls

Administrative controls involve identifying and implementing safe work procedures so your workers can perform their job duties safely. The findings of your risk assessment will form the basis of these safe work procedures.

Examples of administrative controls include implementing person-check procedures and prohibiting the use of mobile phones while workers are driving.

Personal Protective Equipment and Clothing

Using personal protective equipment (PPE) is another important control to protect workers.

For example, while working with toxic chemicals may be necessary in certain workplaces such as laboratories, the use of PPE such as protective eyewear and gloves will help to reduce the exposure risk.