

2.2 THE "OCCUPATIONAL HEALTH & SAFETY RISK ASSESSMENT GUIDE" AND ITS USE

GENERAL FACTS

The **Occupational Health & Safety Risk Assessment Guide** (SAFEGUIDE) is a tool for the systematic recording of the working conditions and the potential hazards in the working environment. Having as its main target the most efficient application of the relevant legislation, the Guide is separated in 4 different parts:

- A. GENERAL FACTS ABOUT THE OCCUPATION
- B. WRITTEN RISK ASSESSMENT
- C. POTENTIAL HAZARDS AND PERSONAL PROTECTIVE EQUIPMENT
- D. LEGISLATION – STANDARDS – REFERENCES.

GUIDELINES ON HOW TO FILL THE DIFFERENT PARTS

1. **Part A** is to be filled with information such as: common hazards, main preventive measures and Personal Protective Equipment in use. Do not hesitate to write some of them or to add others that appear to be necessary. The description of your particular workplace is a task that only you can do it correctly.
2. In **Part B** potential hazards are divided in the five following categories:
 - Hazards associated with the raw materials used
 - Hazards associated with the current production procedure
 - Hazards associated with the working environment
 - Hazards associated with the final product and subproducts
 - Other types of hazard (e.g. organisation of work).
3. In case you identify some hazard not mentioned in the form, fill it in the relevant category field or in the "Other types of Hazards" category fields and indicate near by the proposed relevant preventive and protective measures. An extensive catalogue with the common hazards met in an industrial working environment is provided in APPENDIX 1.
4. Evaluate the likelihood of occurrence and the severity of the harm for each hazard according to the graduation proposed in the following table:

LIKELIHOOD	SEVERITY
0: zero probability	0: no effect
1: very unlikely event	1: Insignificant effect (e.g. only nuisance)
2: can happen in emergency situations	2: may lead, when unprotected, to small injuries which require treatment
3: can happen in normal circumstances	3: may lead, when unprotected, to injuries with temporary incapacity
4: frequent exposure	4: may lead, when unprotected, to irreversible damage of health or permanent injury
5: permanent exposure	5: may cause death, when unprotected

IMPORTANT: BE CAREFUL IN THE EVALUATION OF THE RISKS. For instance, a simple nuisance for a worker on a scaffold is not evaluated as severity level 1 risk, but as severity level 5. In any case the proposed "quantitative" evaluation of the risk is indicative. Its main purpose is to stress the urgency of the situation and the direct need for protective measures.

5. In **Part C** the provided form directly relates the potential hazards with parts of the body in order to indicate the appropriate Personal Protective Equipment. To fill it correctly, it is necessary to consider

the existing risks in the specific workplace as identified and recorded in Part B. At the left part of the form there is a list of all the possible types of hazard. For each one of them identified in your workplace check the relevant field considering the part of your body, which is in danger i. e. looking at the upper part of the form. In the lower part of the form the appropriate type of Personal Protective Equipment is directly indicated. The exact type of the indicated PPE should be finally determined considering the relevant EN Standards that are available in Part D of the Guide.

In APPENDIX 2 a brief presentation of the correct way for PPE assignment can be found.

REMARKS

1. If there is any doubt do not hesitate to contact OVES, your union trade, the health and safety committee, the safety engineer, the labour doctor, or the state competent authorities.
2. In case you identify risks that may cause occupational diseases and illnesses (e.g. due to chemical, or other type of hazardous substances), it is considered necessary to measure the level of the risk (e.g. noise level in decibels, concentration of a chemical substance etc) and to go through frequent medical examinations. In such cases the active involvement of the labour doctor is extremely important.
3. Do not forget that the assessment done with this guide should reflect the real image of your workplace, namely:
 - a. The existing risks for your health and safety with the relevant measurements (considering of course that they are available, but in any case do not underestimate the fact that most of times you are able to anticipate whether the conditions in your workplace are proper or not, e.g. inadequate light, high noise level, stressing working conditions etc)
 - b. In which extent and by what means could the potential hazards be eliminated or reduced to an acceptable level
 - c. The protective measures already in use
 - d. The additional protective measures that had to be taken for your health and safety.
4. The WRITTEN OCCUPATIONAL RISK ASSESSMENT is a statutory obligation of the employer under the regulations of the D.L. 17/96 and the D.L. 159/99 that modifies the D.L. 17/96.
5. The employer is responsible to put the WRITTEN OCCUPATIONAL RISK ASSESSMENT at the disposal of the workers' representatives.
6. Photocopy the relevant to your occupation Part Band and fill in the data of your personal risk assessment focusing to the hazards that exist in your own workplace.