

# Hazard Management Systems – Assessment Tool

KEY	LEGISLATION, GUIDANCE AND STANDARDS
s	Health and Safety in Employment Act 1992
r	Health and Safety in Employment Regulations 1995

Elements for Inspection	Ref.	Evidence
<b>1 General duty</b> Are you satisfied that the employer is maintaining a safe work environment? <ul style="list-style-type: none"> <li>▪ Upkeep of the environment</li> <li>▪ Facilities available for staff</li> <li>▪ Emergency procedures</li> </ul>	s6 r4	<ul style="list-style-type: none"> <li>▪ Tidy workplace</li> <li>▪ Verbal explanation</li> <li>▪ Documented procedures</li> <li>▪ Employees able to explain procedures</li> </ul>
<b>2 Identification of hazards</b> Are you satisfied that the employer has effective practices in place to regularly and systemically identify both existing hazards and new hazards?	s7(1)(a) s7(1)(b)	<ul style="list-style-type: none"> <li>▪ Documented system</li> <li>▪ Verbal explanation</li> </ul>
<b>3 Assessment of identified hazards</b> Are you satisfied that the employer has effective practices in place to assess identified hazards for their significance?	s7(1)(c)	<ul style="list-style-type: none"> <li>▪ Documented system</li> <li>▪ Verbal explanation</li> </ul>
<b>4 Controls to eliminate hazards</b> Are you satisfied that the employer has eliminated hazards where practicable?	s8	<ul style="list-style-type: none"> <li>▪ Verbal explanation</li> <li>▪ Observation</li> </ul>
<b>5 Controls to isolate hazards</b> Are you satisfied that the employer has isolated hazards where practicable?	s9	<ul style="list-style-type: none"> <li>▪ Observation</li> <li>▪ Verbal explanation</li> </ul>
<b>6 Controls to minimise hazards</b> Are you satisfied that the employer has minimised hazards where practicable?	s10	<ul style="list-style-type: none"> <li>▪ Observation</li> <li>▪ Verbal explanation</li> </ul>
<b>7 Monitoring exposure to hazards</b> Are you satisfied that employees' exposure to hazards is being monitored? <ul style="list-style-type: none"> <li>▪ Provision of results to employee</li> </ul>	s10(2)(c) s11	<ul style="list-style-type: none"> <li>▪ Test results (note privacy)</li> <li>▪ Verbally from employer and employees</li> </ul>
<b>8 Reviewing hazards</b> Are you satisfied that the employer regularly and systematically reviews* workplace health and safety to identify new hazards, ensure the effectiveness of controls and make improvements? <small>*While review is not explicitly expressed in legislation it is a vital step in effective hazard management.</small>	s6	<ul style="list-style-type: none"> <li>▪ Corrective actions</li> </ul>
<b>9 Accidents and incidents</b> Are you satisfied the employer: <ol style="list-style-type: none"> <li>a) Maintains an accident register?</li> <li>b) Knows when and how to notify us about serious harm?</li> <li>c) Investigates after accidents happen in order to identify hazards?</li> </ol>	s25 s7(2) Sch 1	<ul style="list-style-type: none"> <li>▪ Accident register</li> <li>▪ Verbal examples</li> <li>▪ Documented investigations</li> </ul>

10	<b>Information</b>	s12	<ul style="list-style-type: none"> <li>▪ Documentation held on site</li> <li>▪ Verbal examples from employer and employee</li> </ul>
<p>Are you satisfied that employees have been given and are provided ready access to information in a format that the employee can understand?</p>			
<p>Consider</p>			
<ul style="list-style-type: none"> <li>▪ Emergency procedures for work, plant and substances</li> <li>▪ Hazards they are exposed to and the safety controls</li> <li>▪ Location of controls e.g. clothing, devices, equipment, materials</li> </ul>			
11	<b>Training and supervision</b>	s13	<ul style="list-style-type: none"> <li>▪ Observation of supervision</li> <li>▪ Induction processes</li> <li>▪ Competency assessments</li> <li>▪ Qualifications</li> <li>▪ Employees awareness of hazards</li> </ul>
<p>Are you satisfied that employees have sufficient knowledge and experience to safely carry out their work without harming themselves or others, or are supervised by someone that does?</p>			
<p>Are you satisfied that employees have been adequately trained in the safe use of plant, objects, substances and protective equipment?</p>			
12	<b>Employee participation</b>	s19B	<ul style="list-style-type: none"> <li>▪ Meeting minutes</li> <li>▪ Verbally from employer and employees</li> </ul>
<p>Are you satisfied that the employer is providing reasonable opportunities for employees to participate effectively in health and safety?</p>			
13	<b>Duties of employees</b>	s19	<ul style="list-style-type: none"> <li>▪ Observation of good safety practices</li> <li>▪ Verbal explanations from employees</li> </ul>
<p>Are you satisfied that the employees are taking steps to ensure their own safety and the safety of others?</p>			
14	<b>Duties to people who are not employees</b>	s15	▪
<p>Are you satisfied that the employer has taken steps to ensure that no employee while at work harms people who aren't employees?</p>			
15	<b>Duties of persons who control places of work</b>	s16	▪
<p>Are you satisfied that persons in control have taken steps to ensure that hazards in the workplace do not harm people?</p>			
16	<b>Duties of self-employed people</b>	s17	<ul style="list-style-type: none"> <li>▪ Observation of good safety practices</li> <li>▪ Verbal explanations from person</li> </ul>
<p>Are you satisfied that the self-employed person is taking steps to ensure their own safety and the safety of others?</p>			
17	<b>Duties of principals</b>	s18	▪
<p>Are you satisfied that the employer has taken steps to ensure that no contractor (individual) or employee of a contractor is harmed whilst doing work they were engaged to do?</p>			
18	<b>Selling or supplying plant?</b>	s18A	<ul style="list-style-type: none"> <li>▪ Documented policies</li> <li>▪ Documentation provided</li> </ul>
<p>Are you satisfied that the seller or supplier of plant to the workplace has taken steps to ensure the plant is safe for its intended use, including where the seller or supplier installs the plant?</p>			