Checklist for risk management

Guidelines for improving occupational safety

1. Identify occupational safety hazards

Determine what kind of hazards relate to your work and carry out measures to improve safety.

> Gather information on hazards so that you can use it to develop your operations. Consider the matter from the perspective of physical safety, machinery and equipment, handling of chemicals, work-related movement and work-related stress. Remember safety during the commute to and from work.
> Prioritise technical solutions and changes to your ways of working to develop safety. Protecting people is the final means of ensuring safety.
> Record any identified hazards in the occupational safety and health programme. Occupational health care and other specialists can help you identify hazards and plan measures.

2. Collect and share information, check that the working methods are correct

Monitor safety, working conditions and ways of working regularly.

> Talk about safety openly and report any safety issues immediately. Information affecting work is collected and shared with everyone.
> Focus your attention on doing, and results will follow. Give constructive feedback both on good and bad working habits.
> Dare to address possible issues and unsafe activity. Encourage safe ways of working.

3. Provide employees with the knowledge and tools for safe work

Ensure competence and thorough orientation. Safety comes from work management.

> Use information gathered on safety in the orientation. Use tacit knowledge.
> Working hours are humane. You should seriously consider how the nature of the work affects recovery and attentiveness. Mental and physical strain should be in balance.

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4. Keep work tools intact

Maintain them regularly, and reduce operative disruptions.

> Have intact electrical wiring. There should be no extra tape on electrical wires or exposed wires.
> Cords and hoses are in good order everywhere. Any temporary extension cords are put away, and the temporary solutions do not become permanent.
> Machines and tools work flawlessly. They are regularly checked and maintained. The machines are appropriately protected appropriately, and safety gear has not been removed from use.
> Chemicals are handled and stored correctly.
> Personal protective equipment is in use and intact. In general, protection is required for noise, chemicals, gases, particles and sharp objects. Work clothes are also part of protection.

5. Make sure that the workplace is clean and in order

We are all responsible for cleanliness.

> We are all responsible for order. All workspaces must be kept clean. Return all items to their correct places. Unnecessary equipment and tools must be cleared away, and top shelves are not for storing heavy objects.
> Lighting is in good condition. There is enough light in the work facilities, but it's not glaring. All access routes are lit. The route from the inside to the outside of the building is sufficiently lit.
> All access routes are kept clear, and they are not used for storing goods.
> Slippery surfaces are avoided both inside and outside the building. Spread gravel or sand over a slippery yard. Investigate and fix any leaks that cause slipperiness.

6. Make sure that everyone knows what to do in the event of an accident

Identify the responsibilities related to safety.

> Supervisors take care of safety matters as part of their everyday work. The occupational safety and health organisation supports the development of safety and competence.
> Make sure that your personnel have first-aid skills.
> In the event of an accident, make sure that the employee gets appropriate treatment and care. Corrective action is taken for the future.
> Report any accidents to the insurance company that happen to an employee at the workplace or when travelling to or from work.

Safety is done together, every day!

With the Pohjola Risk Management Service, every employee can easily report their observations, for example via their mobile phone. Find out at www.op.fi/risk-management-service

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