

# GUIDANCE NOTES

## MONITOR AND REVIEW CONTROLS

Monitor and review the control measures implemented and ensure they remain effective. This can be achieved through the following but not limited to:

- Accountability for health and safety – accountability should be clearly allocated to ensure procedures are followed and maintained. Managers and Supervisors should be provided with the authority and resources to implement and maintain control measures effectively.
- Maintenance of plant and equipment - regular inspection and testing, repair or replacement of damaged or worn plant and equipment.
- Up to date training and competency – control measures, particularly lower level control, depends on all workers and supervisors having the appropriate competencies to do the job safely. Training should be provided to maintain competencies and to ensure new workers are capable of working safely.
- Up to date hazard information – information about hazards, such as plant and substances, may be updated by manufacturers and suppliers and should be checked to make sure controls are still relevant. Changes to operating conditions or the way activities are carried out may also mean that control measures need to be updated.
- Regular review and consultation – control measures are more effective where there is regular review of work procedures and consultation with the workers and their representatives.

To review control measures consult with workers and/or their health and safety representative and consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are employees actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Are the frequency and severity of health and safety incidents reducing over time?
- If new legislation or information becomes available - does it indicate current controls may no longer be the most effective.

If problems are found go back through the risk assessment steps, review information and make further decisions about risk control. Priority for review should be based on the seriousness of the risk – control measures for serious risks should be reviewed more frequently.