Control measures are any process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities. It is essential therefore when seeking to minimise the risk posed by any hazard to have in place sufficient controls.

When examining the existing control measures, consideration should be given to their adequacy, method of implementation and level of effectiveness in minimising the risk to the lowest reasonably practicable level.

Some controls are better at minimising risk than others and it is essential managers in identifying the most suitable controls to use should be trained in the hierarchy of control measures. The higher on the hierarchy the control is the greater the potential to find that it will minimise the risk. Considerations should therefore be given as to what level on the hierarchy of control the existing controls are selected from. The hierarchy of control measures are as follows:

A. Elimination
   - This is the most reliable control. Controls are applied to eliminate the hazard or prevent the worker from being exposed to it.

B. Substitution
   - This is the next most reliable control. It involves replacing the hazardous activity by another one that is less hazardous.

C. Engineering controls
   - This control involves installation and use of equipment to prevent or reduce exposure to hazards. Controls should be designed to prevent or minimise exposure to hazards. The HSE engineering controls hierarchy is as follows:

   - Administrative procedures or safe work practices e.g. policies, procedures, guidelines.
   - Only after all the previous measures have been tried and found to be ineffective in controlling the risks should Personal Protective Equipment (PPE) be considered.

D. Personal Protective Equipment (PPE)
   - PPE is the last control measure to be considered. If chosen, PPE should be selected and fitted to the person who will wear it. Employees must be trained in the function and limitation of each item of PPE. PPE may be used as a temporary control measure until other alternatives are available. In most cases the combination of engineering controls, administrative procedures and PPE are necessary to effectively control the risks. Where PPE is the main control method it should be used in conjunction with another method of control and safe work practices.

It is important to realise that the higher up the control hierarchy the controls are, the more reliable they tend to be and should therefore be considered as a first priority. Controls which rely on people following correct procedures i.e. administrative controls are not as reliable and therefore if the control of a risk is reliant on these then it is necessary to identify and consider weaknesses in training procedures and opportunities for errors. This enables treatment of gaps in the system by reducing the likelihood of error or introducing focused monitoring procedures.

APPENDIX 1 Control Measures

This booklet has been compiled by Des Pearson, Staff, Health and Safety Manager, HSE HR Services, Dublin Mid-Leinster / Dublin North East, Cornelia Stuart, Area Quality & Risk Manager, Dublin North East, Miriam Gunning, National Tobacco Free Hospitals Initiative Coordinator, HSE Health Promoting Hospital Network, & Catherine Brogan, National Planning Specialist, Office of CEO. Special thanks are due to all who contributed and supported the development of this document.
5.0 THE RISK ASSESSMENT PROCESS

3.0 DEFINITION OF A RISK ASSESSMENT

1.0 INTRODUCTION

In this category you must also consider those persons contracted to work within the area e.g. cleaning staff, maintenance staff and however they may be affected by ETS arising from service users who are permitted to smoke. Particular attention must be paid to though employees are not permitted to smoke in the workplace since 29th March 2004 under the Public Health Tobacco Act 2004, employees

The hazard in this case is ‘exposure to tobacco smoke’

[Note: External areas where there is no restriction on smoking or risk to employees or service users of exposure to ETS]

» Is mechanical ventilation available?
» Is natural ventilation available?
» Are facilities provided externally for smokers?

How many people smoke and who are they?

It is worth taking time to consider the following;

» What level of supervision/observation do they require?
» Can they be brought outside the building to an area of safety to smoke?
» Are they mobile?

It is important that each risk is described accurately so as to comprehensively capture the risk.

5.3 Identify the risks associated with the Hazard

The results of the risk assessment must be documented in accordance with legislative requirements.

5.4 Identify any existing control measures

Control measures include all measures put in place to eliminate or reduce the risk and include policies, procedures, guidelines (clinical and non-clinical), and engineering controls, training, emergency arrangements, preventative maintenance controls, protocols, etc.

5.5 Rate the Risk

The first step in the risk assessment process is to determine what the likelihood of the hazard occurring and the severity of the effects would be.

The results of the risk assessment must be documented in accordance with legislative requirements.

5.6 OTHER ACTIVITIES

The results of the risk assessment must be documented in accordance with legislative requirements.

6.0 MONITORING & REVIEW

Allowing employees to be able to introduce control measures that may substantially reduce exposure to environmental tobacco smoke, should help with the continued improvement and reduces the lowest overall risk and is strongly encouraged.

[For further clarification in respect of control measures see Appendix 1]

Harm to health of employees, service users and others who may be affected from the effects of ETS

5.2 Identify who is affected by the Hazard

In areas where smoking is permitted it is necessary to monitor exposure of those who may be affected.

Service Users

Personal Protective Selection of Personal Protective Equipment (PPE) may be required. This should only be considered as a last resort.

Harm to property due to the effects of ETS

Increased incidence of violence and aggression

Categories of employees are vulnerable and may be at risk from exposure to ETS. Some categories are:

» Administrative

Assessment

Acute/prolonged exposure to smoking in the workplace (whether or not such smoking is permitted).

Evaluation

The likelihood of control measures that you must consider in turn are as follows:

Clear labelling of smoking and non-smoking areas

Further (if any) preventative measures are required.

This step starts with describing the risks associated with and persons affected by each of the hazards identified.

5.1 Identify the Hazards

The hazard in this case is ‘exposure to tobacco smoke’

The process of establishing and testing the risks to safety, health and welfare arising from the identification of hazards of the employees. It involves estimating the magnitude of risks and deciding the feasible preventative and protective (control) measures to reduce the risks as far as is reasonably practicable, safe and without risk to health.

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How many people smoke and who are they?

It is worth taking time to consider the following;

» What level of supervision/observation do they require?
» Can they be brought outside the building to an area of safety to smoke?
» Are they mobile?

It is important that each risk is described accurately so as to comprehensively capture the risk.

4.0 Identify and establish control options

The process of establishing and testing the risks to safety, health and welfare arising from the identification of hazards of the employees. It involves estimating the magnitude of risks and deciding the feasible preventative and protective (control) measures to reduce the risks as far as is reasonably practicable, safe and without risk to health.

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4.0 PRIOR TO UNDERTAKING A RISK ASSESSMENT FOR ETS

3.0 DEFINITION OF A RISK ASSESSMENT

2.0 INTRODUCTION

1.0

The HSE has adopted the ‘ICC approach’ to risk description which encompasses inclusion of the Impact of the risk, Causal Factors (the risk source) and Controls (the risk reduction measures).

Risk issues to be considered include but are not limited to the following:

- Harm to health of employees, service users and others who may be affected from the effects of ETS
- Risk of increased incidences of violence and aggression due to restrictions on smoking for service users within <X named Unit>
- Implementation of ‘smoke-free Workplace’ Policy
- Fire safety due to the failure to adequately dispose of cigarette waste or the proximity of smoking areas to combustible materials e.g. oxygen supplies
- Harm to health of employees, service users, visitors and others.

The process of evaluating and noting the risks to safety, health and welfare arising from the identification of hazards at the workplace. It involves estimating the magnitude of risk and deciding the best possible protective and preventative (control) measures to reduce the risk to as low as possible to as prevent harm.

5.0 THE RISK ASSESSMENT PROCESS

5.1 Identify the Hazard

The hazard in this case is ‘exposure to tobacco smoke’

5.2 Decide who is affected by the Hazard

Identify all persons who might be affected by the hazard. This includes all employees who are permitted to smoke as well as those who are not. In addition, service users who are permitted to smoke and others who may have to go into areas where smoking is permitted.

5.3 Identify the risks associated with the Hazard

The hazard in this case is ‘exposure to tobacco smoke’

5.4 Rate the Risk

The results of the risk assessment must be documented in accordance with legislative requirements.

5.5 Identify if additional control measures are required.

5.6 Identify if additional control measures are required.

5.7 Reviewing and Monitoring

The revised risk assessment must be reviewed at least once per year and updated as circumstances change (e.g. employees, service users, visitors and others). It is recommended that the risk assessment be reviewed following any change in the risk (i.e. any change in the likelihood of the event or the severity of any harm that may result). For further clarification in respect of control measures see Appendix 1.

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4. PRIOR TO UNDERTAKING A RISK ASSESSMENT FOR ETS

1.0 INTRODUCTION

Others who may have to go into areas where smoking is permitted.

Pregnant employees.

Particular attention must be paid to service users who may have a pre-existing health condition which may be exacerbated by ETS e.g. asthma and bronchitis or who by virtue of their physical condition may be more vulnerable such as pregnant service users.

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Service Users

3.0 Hierarchy of Controls

5.2 Decide who is affected by the Hazard

5.1 Identify the risks associated with the Hazard

5.0 The Risk Assessment Process

5.5 The Risk Assessment

5.6 MONITORING & REVIEW

5.7 Recording your Risk Assessment:

5.4 Identify any existing control measures

The risk is rated taking account of existing control measures and their adequacy in controlling the risk. Two dimensions are considered.

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Control measures are any process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunity. It is essential therefore when seeking to minimise the risk posed by any hazard to have in place sufficient controls.

When examining the existing control measures, consideration should be given to their adequacy, method of implementation and level of effectiveness in minimising risk to the lowest reasonably practicable level.

Some controls are better at minimising risk than others and so assist managers in identifying the most suitable controls to eradicate the potential for a loss of controllability. The higher up on the control hierarchy a control is located, the greater the potential to reduce the likelihood of a loss occurring. Consideration should therefore be given to the level of the hierarchy of control the existing controls are selected from.

The hierarchy of control measures are as follows:

A. Elimination
   - The job is redesigned so as to eliminate the hazard (risk factor). However, the alternative method should not lead to a less acceptable product or less effective process. If hazard elimination is not successful or practical, the next control measure is:

B. Substitution
   - Replacing the material or process with a less hazardous one. If no suitable practical replacement is available, the next control measure is:

C. Engineering
   - Installing or using additional equipment. If this method is not effective, the next control measure is:

D. Administrative procedures or safe work practices e.g. policies, procedures, guidelines.
   - Only after all the previous measures have been tried and found to be ineffective in controlling the risks should Personal Protective Equipment (PPE) be considered.

E. Personal Protective Equipment (PPE)
   - This is the last control measure to be considered. If chosen, PPE should be selected and fitted to the person who uses it. Only after all the previous measures have been tried and found to be ineffective in controlling the risks should Personal Protective Equipment (PPE) be considered.

It is important to realise that the higher up the control hierarchy the controls are, the more reliable they tend to be and should therefore be considered as a first priority. Controls which rely on people following correct procedures i.e. administrative or PPE controls are not as reliable and therefore if control of a risk is reliant on these then it is necessary to consider weaknesses in existing procedures and opportunities for error. This enables treatment of risks to be improved by reducing the likelihood of error or introducing focused monitoring procedures.
Control measures are any process, policy, device, practice or other action that acts to minimise negative risk or enhance positive opportunities. It is essential therefore when seeking to minimise the risk posed by any hazard to have a place for sufficient controls.

When examining the existing control measures, consideration should be given to their adequacy, method of implementation and level of effectiveness in minimising the risk to the lowest reasonably practicable level.

Some controls are better at minimising risk than others and to assist managers in identifying the most suitable control to use, a hierarchy of control measures has been developed. The higher on the hierarchy the control is, the greater the potential is that it will minimise the risk. Consideration should therefore be given to selecting the control that is located on a level of the hierarchy of control that the existing control has not been able to achieve.

The hierarchy of control measures are as follows:

A. Elimination
   - the job is redesigned so as to remove the hazard (risk factor). However, the alternative method should not lead to a less acceptable product or less effective process. If hazard elimination is not feasible, the next control measure is:

B. Substitution
   - replacing the material or process with a less hazardous one. If no suitable practical substitution is available, the next control measure is:

C. Engineering
   - controls installing or using additional equipment. If this method is not effective, the next control measure is:

D. Administrative procedures or safe work practices e.g. policies, procedures, guidelines.
   - only after all the previous measures have been tried and found to be ineffective in controlling the risk should Personal Protective Equipment be considered.

E. Personal Protective Equipment (PPE)
   - this is the last control measure to be considered. If chosen, PPE should be selected and fitted to the person who uses it. The personal protective equipment should be selected at such a level that PPE may be regarded as a temporary control measure until other alternative controls are introduced. In most cases, a combination of engineering controls, administrative procedures and PPE is the most economically and collectively acceptable. Where PPE is the main control method, it should be used in conjunction with another method of PPE and safe work practices.

It is important to realise that the higher up the control hierarchy the controls are, the more reliable the level to be and should therefore be considered as a final choice. Controls which rely on people following correct procedures, such as administrative controls and PPE, are not as reliable and therefore if the control of a risk is reliant on these then it is necessary to identify other suitable methods to control the hazard and opportunities for error. This analysis should be guided by identifying the likelihood of error or introducing focused monitoring procedures.