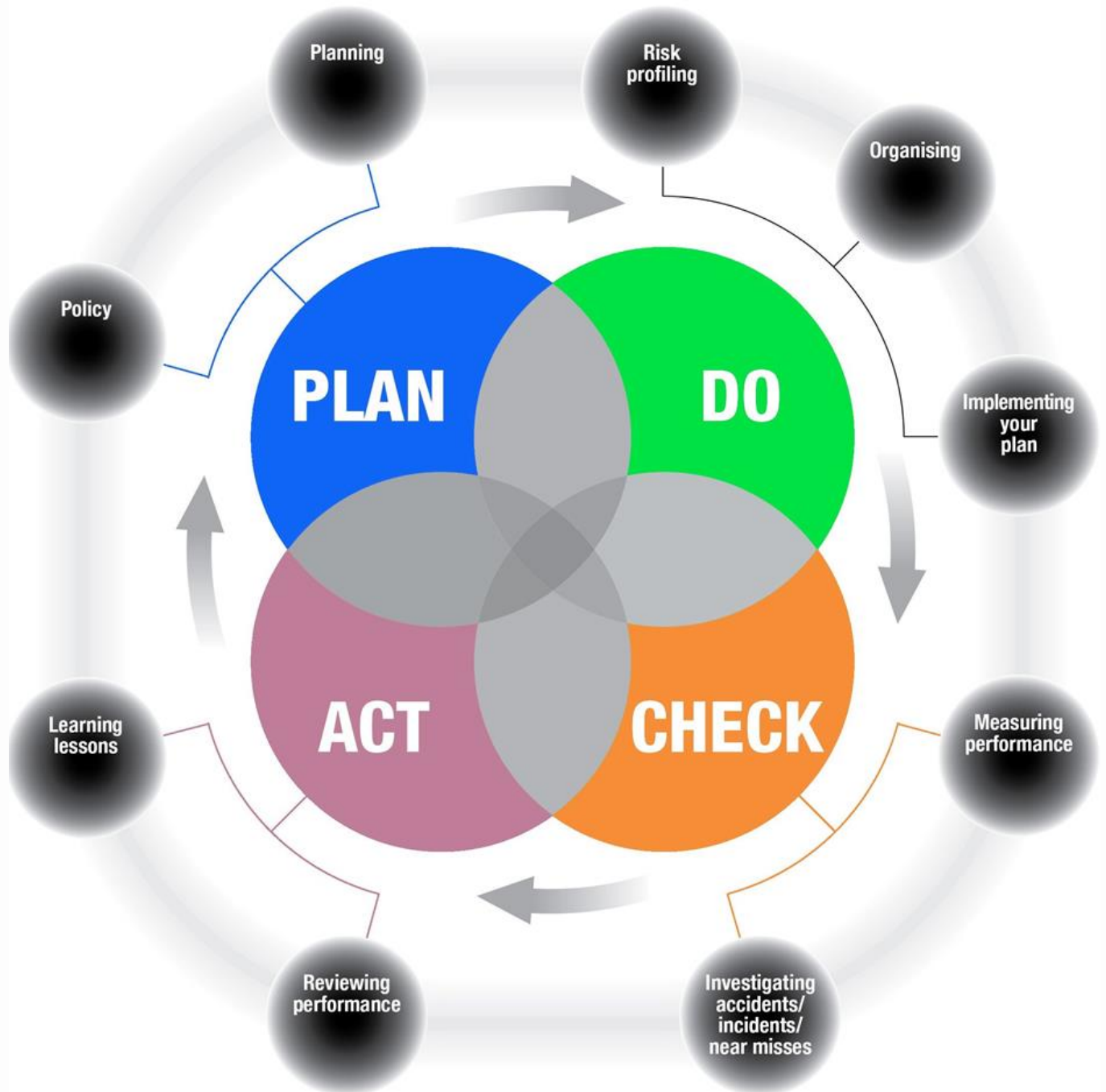


Management of Health and Safety

Plan, Do, Check, Act cycle





PLAN:

- ❖ Think about where you are now and where you need to be.
- ❖ Consider the workers involvement and include all parties in the planning process
- ❖ Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success.
- ❖ Decide how you will measure performance.
- ❖ Consider all other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- ❖ Plan for changes and identify any specific legal requirements that apply to you

DO:

- ❖ Identify risk profile – Assess the risks, identify what could cause harm, who it could harm and how, and what you will do to manage the risk.
- ❖ Decide what the priorities are and identify the biggest risks.
- ❖ Organise your activities to deliver your plan.

Aim to:

- a. Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- b. Provide adequate resources, including competent advice where needed.
- c. Implement your plan.
- d. Decide on the preventive and protective measures needed and put them in place.
- e. Provide the right tools and equipment to do the job and keep them maintained.
- f. Train and instruct, to ensure everyone are competent to carry out their work.
- g. Supervise to make sure that arrangements are followed.

CHECK:

- ❖ Measure your performance – Make sure that your plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
- ❖ Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- ❖ Investigate the causes of accidents, incidents or near misses.

ACT:

- ❖ Review your performance – Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- ❖ Revisit plans, policy documents and risk assessments to see if they need updating.
- ❖ Take action on lessons learned, including from audit and inspection reports.