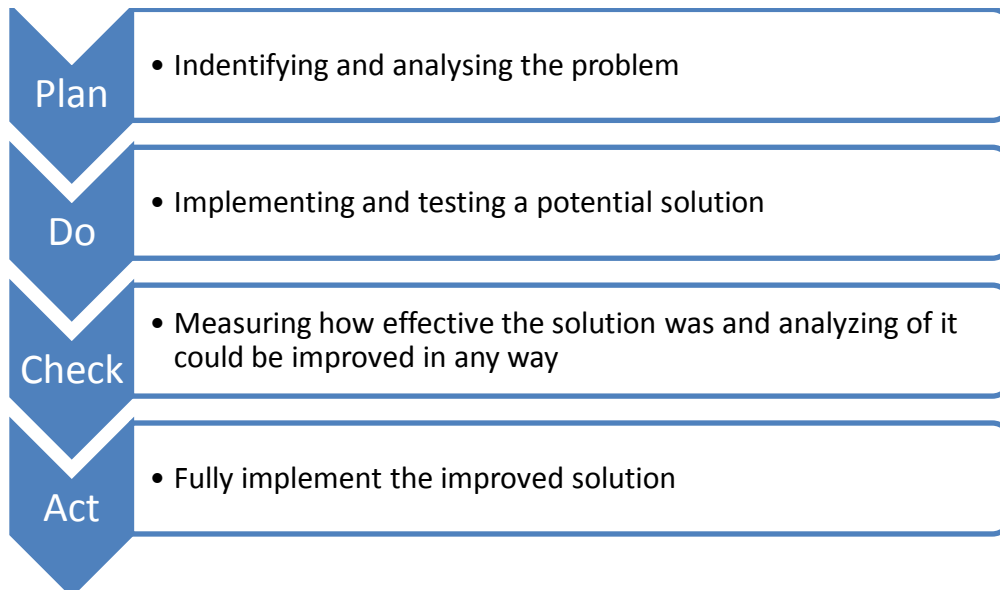


## Organising/Informing the Work of the Committee

### 1. SAFETY ADMINISTRATION & IMPROVEMENT SHOULD UTILISE A SYSTEMS APPROACH

Occupational Health & Safety Management is based on a systems approach, the JHSC is part of the Occupational Health and Safety Management (OHSM) System. The features of systems management are well established below the ILO recommended system for OSH management is outlined.

#### Plan-Do-Check -Act System



The committee would do well to be guided by this system and apply the different stages outlined above when considering any program to be implemented, or addressing a particular situation which requires the attention of the committee.

### 2. BEGIN WITH RISK ASSESSMENT. DECISIONS SHOULD BE INFORMED BY RECENT AND RELIABLE INFORMATION.

The first step for implementing a safety and health program should be an assessment of risk by a competent person. The Risk Assessment (RA) will provide the employer with an independent

assessment of the major hazards present in the workplace and recommendations for how these hazards can be reduced or eliminated.

3. APPLY THE HEIRARCHY OF CONTROL(S) WHEN CONSIDERING OPTIONS TO REDUCE OR ELIMINATE RISKS RELATED TO ANY HAZARD OR HEALTH RISK.

The hierarchy of controls is a ranking order of the options which anyone considering addressing a hazard should be aware of, they move from the highest level of effect/protection to the lowest acceptable level of effect/protection, a diagram is provided below;

