

Fact-sheet – Efficient risk assessment, internal audits, inspections



What is the objective?

The risk assessment should be performed every year to be up-to-date with the changes that may occur (change in the factory situation, local regulation, layout, etc.) and an internal audit plan should be defined. The top management should be involved in the construction of this risk assessment and the regular review of the mitigation plan.

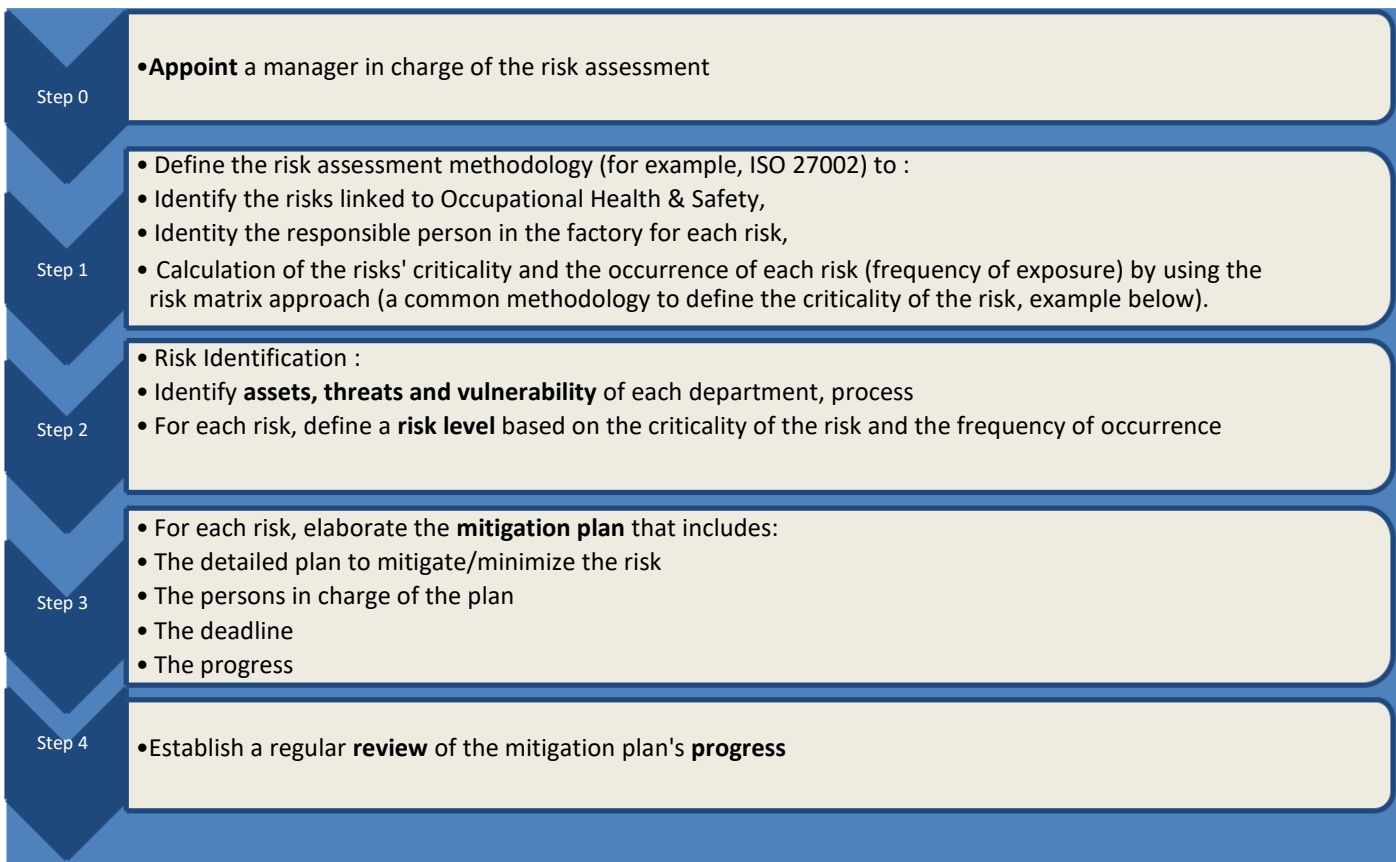
What is a Health & Safety risk assessment? Risk assessment, in the context of safety, refers to the identification of potential hazards in the workplace as well as the likelihood that they will occur. By extension, risk assessment should also involve the implementation of measures to reduce or mitigate those hazards.

Why perform regular audits and inspections? As long as a health & safety risk assessment is performed and the mitigation plan is validated, performing regular internal audits and inspections helps the factory to ensure continuity and efficiency of actions.



How to achieve the objective?

❖ **How to perform a Health & Safety risk assessment?**



Risk matrix approach

		Impact			
		None	Small	Moderate	High
Frequency	Very High	Very High	High	Very High	Very High
	High	High	Moderate	High	Very High
	Moderate	Moderate	Low	Moderate	High
	Low	Low	Low	Low	Moderate
	None	None	No Risk		

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❖ **What is an efficient internal audit/inspection plan?**

Difference between the internal audits and inspections:

- An inspection is a check of tools, records, machineries, PPE, etc. based on a checklist of controls to be made. Example: The person in charge must check every month if extinguishers are accessible, not obstructed, with the appropriate pressure and no visible sign of degradation. A record is filled up at each inspection.
- An audit will be conducted against the policies, procedures and instructions implemented in the factory to prevent and mitigate Health & Safety risks. The evaluation is based on the system in place.

Example: The auditor will check inspection records and interview the person in charge of this inspection to confirm the system in place is correctly maintained.

❖ **How to perform an efficient internal audit/inspection plan?**

Step 1: Designate a third party and/or a senior staff member to perform the internal audits. This staff should report to the top management. Designate appropriate staff to perform the regular inspections according to their knowledge and job responsibilities. This staff should report to the health & safety manager.

Step 2: Define the internal audit and inspection plan on a yearly basis. This plan and scope should be adapted to the risk assessment and the mitigation plan.

Step 3: Conduct regular reviews of the audit reports. The review team may include management staff, the workers’ representative and top management.

Step 4: Analyze the audit inspection results on a yearly basis, before the annual review of the risk assessment.



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 **Common non-compliances**

Non-compliance	Comment
The risk assessment is not complete	<p>Based on risk assessment review and interviews, the auditor detects that the risk assessment is incomplete; the analysis did not consider vulnerable workers (young workers and pregnant workers).</p> <p>The risk assessment should consider all processes, the whole facility, the whole workforce.</p>
The risk assessment is not reviewed on a yearly basis	<p>As the top management considers that the risks did not change (same activities, no change of workers, same building), no annual review of the risk assessment is done.</p> <p>Whether there are changes or not within the company, the risk assessment should be reviewed every year as external conditions such as local regulations could have changed.</p> <p>Moreover risks are always present since they are unpredictable and can occur at any time. Therefore risks assessments should always be done and continuously reviewed.</p>

 **Good practices**

- ❖ Include workers’ representatives in the elaboration of the risk assessment.
- ❖ If needed, appoint an external third party to perform independent audits before the annual review of the risk assessment.

