

**United Nations  
Department of Peacekeeping Operations  
Department of Field Support  
Department of Political Affairs  
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## **Policy**

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# **FIELD OCCUPATIONAL SAFETY RISK MANAGEMENT**

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Approved by: USG DPKO  
USG DFS  
USG DPA  
Effective date: 1<sup>st</sup> December 2012  
Contact: OUSG/Focal Point For Security/Field Safety Officer  
Review date: 1<sup>st</sup> December 2014

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**DPKO – DFS and DPA POLICY ON FIELD OCCUPATIONAL SAFETY RISK MANAGEMENT**

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**A. PURPOSE**

1. This policy sets the institutional direction for an Occupational Safety (OS) management system for field operations led by the Department of Peacekeeping Operations (DPKO), Department of Field Support (DFS) and Department of Political Affairs (DPA)
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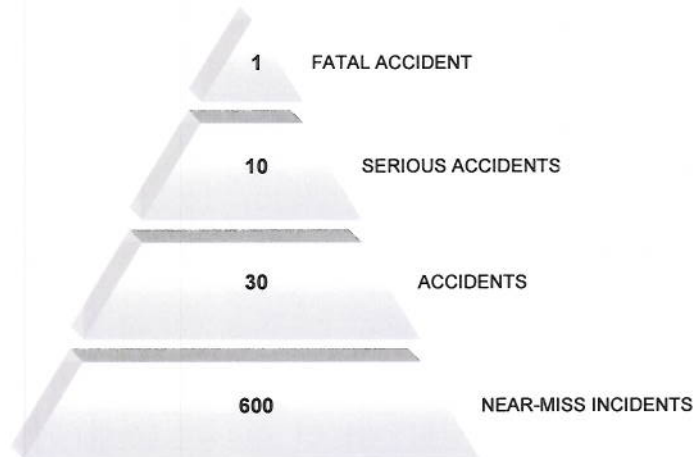
**B. SCOPE**

2. This policy document shall apply to all DPKO, DFS and DPA directed and/or supported field operations and outlines how an Occupational Safety (OS) management system can be established. All field operations shall develop their own OS management system based on this policy to include specific resource requirements.
  3. Compliance with this policy is mandatory for all DPKO, DFS, and DPA personnel responsible for, or tasked with, the implementation of an OS management system in field operations.
  4. This policy does not apply to formed military units.
  5. This policy constitutes the first part of the DPKO, DFS and DPA Field Occupational Safety Program which will include guidance on matters such as incidents, accidents, dangerous occurrences and near misses reporting procedures and conducting field occupational safety risk assessments.
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**C. RATIONALE**

6. Every accident has adverse impacts upon staff and the organization that potentially include:
  - 6.1. Personal pain and suffering (physical and financial) to the injured party and their family;
  - 6.2. Loss of faith by staff members in the concern of management for their safety and well-being;
  - 6.3. Reduction of organizational work capability and loss of productivity;
  - 6.4. Damage or loss of facilities, equipment and other material; and,
  - 6.5. Financial losses to the organization.
7. Research<sup>1</sup>, as depicted in the below accident/incident triangle, has shown that for every one fatal accident there are 10 serious accidents, 30 minor accidents and 600 near miss incidents. It is often only a matter of chance that an incident did not result in a fatality.



8. Focusing efforts to reduce the numbers of incidents rather than fatal accidents should increase effectiveness in reducing total accident numbers.
9. The collection and analysis of reliable incident/accident data shall inform decision-making that targets action and resources to areas of greater occupational safety risks and enables objective performance assessment of safety risk management efforts.
10. Although numerous workplace accidents occur within field operations, DPKO, DFS and DPA currently have neither reliable incident/accident data nor a system to manage safety risk. The establishment of the DPKO and DFS policy on Occupational Safety (OS) management provides the common safety risk management mechanism for headquarters and field operations to collect and analyze workplace incident/accident data, determine incident-reduction goals and supporting actions and assess the effectiveness of those efforts.

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<sup>1</sup> Frank E. Bird, Jr., and George L. Germain, Practical Loss Control Leadership, International Loss Control Institute, Incorporated, 1996.

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11. Safety Risk Management is a separate, but linked, process from Security Risk Management under the remit of the Department of Safety and Security. The Department of Safety and Security only has remit over three areas of safety: road, aviation and fire.
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### D. POLICY

#### Principles

12. The Department of Peacekeeping Operations (DPKO), Department of Field Support (DFS) and Department of Political Affairs (DPA) are committed to providing personnel serving at missions with safe conditions of work, to have effective management arrangements that ensure the well being of staff and to minimize the adverse impacts to individuals and the Organization from ill health and injury. DPKO, DFS and DPA will manage risks sensibly, proportionately and will create an environment in which managers and staff work together collaboratively on OS.
13. DPKO, DFS and DPA fully support host country safety regulations related to occupational safety. As a minimum standard DPKO, DFS and DPA, shall aim to achieve full compliance with all appropriate legislation. In jurisdictions where local occupational safety regulations and their enforcement do not fully support occupational safety objectives of the DPKO, DFS and DPA, policy; the mission shall apply additional measures to meet DPKO, DFS and DPA objectives.
14. DPKO, DFS and DPA fully endorse this policy which provides a framework through which a commitment to occupational safety can be demonstrated. It specifies responsibilities, and establishes a standard to give effect to the arrangements necessary to reduce risks in accordance with best practice.
15. **Supervisors, at all levels, are accountable and responsible for the occupational safety of personnel under their supervision.** Supervisors are responsible to ensure that machinery and equipment are safe and that persons work in compliance with established safe work practices and procedures. They must ensure workers receive adequate training for purposes of occupational safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.
16. Every worker must protect his/her own occupational safety by working in compliance with the safe work practices and procedures identified by DPKO, DFS and DPA, Headquarters or their respective field operation.
17. This Occupational Safety management policy will help all personnel understand their responsibilities, and how these relate to their work. We expect all personnel to familiarize themselves with the document and to continue to work together in partnership with DPKO, DFS and DPA, to achieve continuing improvements in occupational safety.

#### D.1 Organizing for Occupational Safety

18. DPKO, DFS and DPA Headquarters shall provide oversight in implementation of the field OS management policy. DPKO, DFS and DPA, directed field operations shall put in place structures necessary for their mission to implement this policy.

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19. Responsibility for the management of occupational safety issues lies with the missions line supervisors; it cannot in any manner be regarded as the responsibility of someone else.
  20. Based on the workload of the missions occupational safety programme large and medium sized missions/operations may need to consider employing a competent occupational safety professional to provide advice on occupational safety management and monitoring systems and to lead/assist in investigating work related accidents to identify immediate and root cause.
  21. An Occupational Health & Safety Committee shall be established within the field operation chaired by the Director or Chief of Mission Support and comprising managers and staff representatives from the workforce including both international and national staff, UN Volunteers, the Field Staff Union, National Field Staff Union, members of the military and UN police components (where present), Medical Services Division, Department of Safety and Security and those staff managers with responsibility for specific safety fields (examples include: aviation safety, fire safety, road/traffic safety, medical, legal affairs, best practices, procurement, transportation, facilities management etc.) The Committee shall meet on a regular basis (suggested quarterly) and make recommendations to the mission senior leadership through Chair on any subject that it considers appropriate to the occupational health and safety of field operation personnel. At the discretion of the Chair and as deemed appropriate, representatives of contracting companies who provide personnel who work within the field operation (examples may include security guards or facility maintenance personnel) may be invited to participate in the Committee's meeting.
  22. Mission management shall consult with staff on occupational health and safety matters either directly or through employee representatives on the Occupational Health and Safety Committee. Essential information shall be passed to employees through broadcast message, Field Safety Focal Point communications, town hall meetings or other staff communications means.
  23. Any suggested improvements, problems or complaints relating to occupational health and safety raised by any staff should, in the first instance, be referred to the immediate supervisor, manager or staff representative on the Occupational Health and Safety Committee in writing.
  24. The inability to resolve an issue of health and safety at any level should normally entitle the employee or his/her representative access to the next tier of management. Failure to resolve the issue to the satisfaction of all parties shall result in the matter being referred to the Chair of the Health and Safety Committee and, thereafter, to the Head of Mission.
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### **D.2 Planning and Implementation**

25. The responsibility for occupational safety sits with line management/supervision, and the management arrangements necessary to implement the DPKO, DFS and DPA OS policy shall be integral with the management system already in place within the field operation.
26. Within their technical competencies, field mission specific sections should develop field focused approaches to particular occupational safety issues, e.g., construction activities, motor vehicle repair, fuel operations, transport, falls from height, office ergonomics, office environments, manual handling, administrative offices operations and office work

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stations. These shall be documented in the form of policies, procedures (SOP), guidance and manuals setting out the standards to be achieved, identifying responsibilities, and the measures necessary to meet the aims and objectives.

27. Individual field operations shall plan and implement their own occupational health and safety arrangements consistent with the DPKO, DFS and DPA strategic policy approach to particular issues. Where an occupational health and safety issue is specific to any particular service area, workplace or activity, field mission management shall develop and implement their approach, consistent with the field safety risk management policy.
  28. In appropriate cross-cutting cases, e.g. safety incident reporting; the DPKO/DFS Field Safety Officer should establish written procedures to be implemented in field operations.
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### **D.3 Monitoring and Measuring Performance**

29. Field operations and DPKO, DFS and DPA, at UN headquarters should monitor and measure performance with regard to the Field OS policy using key performance measures, identified by individual missions, with the goal of reducing work related accidents and incidents.
30. Key Performance Measures can be divided into two areas.
  - Active systems; and
  - Reactive systems.
31. Active system measurements should include but not be limited to;
  - 31.1. Number of supervisors trained in occupational safety management.
  - 31.2. Number of persons trained to conduct occupational safety risk assessments.
  - 31.3. Number of field occupational safety risk assessments carried out/reviewed.
  - 31.4. Number of work area/activities related to field safety inspections/audits.
  - 31.5. Number of persons trained on job-specific safety work procedures (examples include: driver permits, material handling equipment permits, shop machine certifications, hazardous waste handling, erection of scaffolds, etc.).
  - 31.6. Number of occupational health and safety committee meetings; and
  - 31.7. Number of Occupational Health and Safety Committee decisions implemented.
32. Reactive systems measurements should include but not necessarily limited to;
  - 32.1. Number of reported occupational safety incidents and accidents.
  - 32.2. Number of instances first aid or other medical treatment was provided
  - 32.3. Number of work activities halted due to recognition of unsafe conditions of work, including non-use of personal protective equipment.

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33. Numerical targets should be set by each Director or Chief of Mission Support, in consultation with the Occupational Health and Safety Committee and Field Safety Focal Point for the active systems as this helps to drive improvements in safety performance, examples include; specific numbers or percentage of persons trained to conduct risk assessments, specific work activities and training up to date.
  34. After collecting data, numerical targets for improvements must also be set for reactive systems. These targets may be for example a 25% reduction in accident/incident figures, a 50% reduction in the halting of unsafe conditions of work etc.
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### **D.4 Auditing and Reviewing Performance**

35. On behalf of DPKO, DFS and DPA, the Field Safety Officer will maintain oversight of compliance with this policy - conducting audits as and when required.
  36. Field mission senior management and the Occupational Health and Safety Committee shall establish overall incident/accident reduction targets and, if appropriate, shall establish incident/accident reduction targets for specific work areas (for example: driver incidents/accidents, warehouse safety, fire, construction, etc.).
  37. The Occupational Health and Safety Committee will review each key performance measure to determine if targets have been met and decide on actions needed to attain the target.
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### **E. ROLES AND RESPONSABILITIES**

38. The primary responsibility for field occupational safety in DPKO, DFS and DPA, supported missions rests with the Under Secretary General of DPKO, DFS and DPA. They shall approve and promulgate policy, guidance and procedures for the regulation of occupational health and safety matters.
39. The Head of Mission has overall accountability and responsibility for the management of occupational safety within the mission and for implementing the Field Occupational Safety policy.
40. The Director of Mission Support (DMS) or Chief of Mission Support (CMS) is accountable to the Head of Mission and responsible for day-to-day management of occupational safety within the mission.
41. Managers and Supervisors reporting to the Head of Mission are responsible to ensure that arrangements are in place for the occupational safety of personnel under their supervision.
42. The DMS/CMS shall designate a Field Safety Focal Point who should assist/advise the DMS/CMS in the performance of his/her occupational safety responsibilities and the occupational safety risk management programme. The focal point shall establish and maintain a technical (field safety) line of communication to the Field Safety Officer in the Office of the Chief of Staff, DPKO/DFS. The focal point shall be responsible for ensuring

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all completed Field operation incident/accident forms are forwarded monthly to the DPKO/DFS Field Safety Officer.

**43. All line supervisors (section chiefs, heads of offices, regional administrators etc.) in all components of the field operation are responsible for the overall management of occupational safety within their respective areas.** These individuals are pivotal in providing occupational safety leadership within their area of responsibility and need to ensure that all their decisions reflect the occupational safety intentions as articulated in the Field Occupational Safety policy. Accordingly, they shall:

- 43.1. Include occupational safety as a core management activity;
- 43.2. Provide sufficient resources or assets to enable all occupational safety functions and training requirements to be fulfilled;
- 43.3. Ensure that occupational safety risk assessments are conducted, on all work areas and activities, and that they are regularly reviewed to identify workplace hazards and appropriate risk management measures;
- 43.4. Ensure competence of staff and contractor provided employees through the provision of training, instruction and supervision;
- 43.5. Ensure supply and use of personal protective equipment;
- 43.6. Ensure appropriate occupational safety monitoring takes place and is recorded;
- 43.7. Consult and inform personnel on occupational safety matters;
- 43.8. Consult with commercially contracted personnel before work begins to ensure that hazards to all persons are identified, assessed and associated risk control measures are in place;
- 43.9. Report all occupational safety incidents (fatalities, accidents and dangerous occurrences/near misses, as identified in Section F) using the Field Occupational Safety Incident Reporting form, forward the reports on a monthly basis to the Field Safety Officer UNHQ-NY, and when directed by the DMS/CMS investigate occupational safety incidents;
- 43.10. Record all instances where first aid or other medical treatment is given at work or as a result of a work matter, specifying date, time and place, name and job of injured or ill person, details of the injury/illness and any first aid given, what happened to the casualty immediately afterwards (e.g. went home, went to hospital, returned back to work etc), name and signature of person dealing with incident; and,
- 43.11. Advise and keep the DMS/CMS and, as needed, the Occupational Health and Safety Committee, informed on occupational safety matters affecting the mission.

44. Field mission personnel or contractor employees working within the field mission shall:



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- 44.1. Take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work;
  - 44.2. Co-operate with their manager/supervisor, so far as necessary to enable the manager/supervisor to comply with duties or requirements imposed by relevant law or regulation and the Field Occupational Safety policy;
  - 44.3. Not intentionally or recklessly interfere or misuse anything provided in the interests of occupational safety; and,
  - 44.4. Inform their supervisor without delay of any work situation, which may present serious or imminent danger and to report any shortcomings in the occupational safety arrangements, so that remedial action can be taken, if needed.
  - 44.5. Contracted companies/vendors shall co-operate and communicate with the mission on all relevant occupational safety matters and meet the occupational safety standards required of them in the performance of the work activities with or on behalf of the UN.
  - 44.6. DPKO, DFS and DPA contract administrators/managers shall ensure that contractors are compliant with occupational safety standards required of them in the performance of the work activities with or on behalf of the UN.
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### **F. TERMS AND DEFINITIONS**

- 45. Incident. Any occupational safety related accident, dangerous occurrence or near miss.
  - 46. Accident. An accident is to be defined as an occupational safety incident, including but not limited to action, operation, structure, behavior, procedure, process, device, equipment, object, item, asset, workplace condition or environment that results in a fatality or a nonfatal traumatic injury that causes loss of time from work beyond the day or shift it occurred, or results in a significant amount of financial loss/ loss of assets, or a combination of both.
  - 47. Dangerous occurrence/Near miss. An occupational safety incident, including but not limited to action, operation, structure, behavior, procedure, process, device, equipment, object, item, asset, workplace condition or environment that did not result in injury, illness, or damage but had the potential to do so.
  - 48. Field Safety Officer. Is the Field Occupational Safety Officer within the office of the Chief of Staff DPKO-DFS who oversees the Field Occupational Safety Risk Management Programme.
  - 49. Occupational Health and Safety Committee. The field mission level committee that coordinates and oversees the implementation of the mission level occupational safety programmes.
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**G. REFERENCES**

50. Related Guidance Materials

- 50.1 DPKO, DFS and DPA Field Occupational Safety Risk Management Program Guidelines and SOPs (2012)

51. External Reference Materials

- 51.1 International Labor Organization, ILO OSH 2001, Guidelines on occupational safety and health systems management, 2001.
- 51.2 Occupational Health and Safety Policy in the UN System. Submission of the UN Medical Directors Working Group.
- 51.3 47. U.S. OSHA Regulations (Standards - 29CFR part 1910 and part 1926)

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**H. MONITORING AND COMPLIANCE**

- 52. Implementation of this policy is monitored by the DPKO and DFS Focal Point for Security in the Office of the Chief of Staff DPKO/DFS

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**I. CONTACT**

- 53. The contact officer for this policy is the DPKO-DFS Field Safety Officer, Mr. Anders Brynnel, Secretariat Building, 23<sup>rd</sup> Floor, Room S-2341, UN Plaza, New York 10017 Telephone: +1 917 367 5784, e-mail: [brynnela@un.org](mailto:brynnela@un.org).

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**J. HISTORY**

- 54. This is the first promulgation of DPKO-DFS Field Occupational Safety Risk Management Policy.
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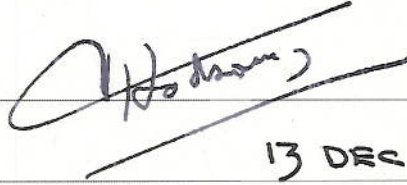
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**United Nations**  
**Department of Peacekeeping Operations**  
**Department of Field Support**  
**Department of Political Affairs**



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# **FIELD OCCUPATIONAL SAFETY FOCAL POINT – TERMS OF REFERENCE**

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Effective date: 1<sup>st</sup> December 2012  
Contact: OUSG/Focal Point For Security/Field Safety Officer  
Review date: 1<sup>st</sup> December 2014

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**DPKO, DFS and DPA FIELD OCCUPATIONAL SAFETY FOCAL POINT –  
TERMS OF REFERENCE**

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**Contents:     A. Terms of Reference - Field Occupational Safety Focal Point**

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**A. Terms of Reference - FIELD OCCUPATIONAL SAFETY FOCAL POINT**

1. **Definition:** The Field Occupational Safety Focal Point is a role and responsibility assigned to a staff member serving in field missions, offices or UN support bases, in addition to his/ her primary post, duties and responsibilities. The authorization to nominate Field Occupational Safety Focal Points rests with the Director or Chief of Mission Support. The role and responsibility as Field Occupational Safety Focal Point may be assigned to any type, category and level within the UN DPKO-DFS and DPA staff system at the discretion of the Director or Chief of Mission Support. The assignment as Field Occupational Safety Focal Point shall ideally be given to staff with existing safety, security, health or medical duties, background or relevant experience however, this is not a requirement. The Field Occupational Safety Focal Point will report directly to the Director or Chief of Mission Support on matters of field occupational safety and maintain a technical line of communications with the DPKO-DFS Field Safety Officer at HQ.
2. **Organizational Setting:** This Field Occupational Safety Focal Point position will be located within the Mission's Support Services.
3. **Duties and Responsibilities - General:** Under the direction of the Director of Mission Support (DMS) or Chief of Mission Support (CMS), the Field Occupational Safety Focal Point (FSFP) core focus is to assist and advise the DMS/ CMS with regards to their occupational safety responsibilities and the occupational safety risk management programme. This can include, but is not limited to: preparation of occupational safety incident reports, safety incident summaries, briefings, training presentations, studies on safety related documents and papers, safety mitigation and preventative measures and other safety related functions, as required. The Focal Point shall establish and maintain a technical (field occupational safety) line of communication to the DPKO-DFS Field Safety Officer in the Office of the Under-Secretary-General for Peacekeeping Operations. The Focal Point shall be responsible for ensuring that all completed Field Occupational Safety Incident Forms are forwarded to the DPKO-DFS Field Safety Officer.
  - a. **Duties and Responsibilities - Specific:**
    - i. Assist/advise the DMS/CMS with regards to their occupational safety responsibilities and the occupational safety risk management programme.
    - ii. Participate as a permanent member of the missions Health & Safety Committee.
    - iii. Establish and maintain a technical (field occupational safety) line of communication to the DPKO – DFS Field Safety Officer in the Office of the Under-Secretary-General for Peacekeeping Operations.
    - iv. Ensure that all completed Field Occupational Safety Incident Forms are forwarded monthly to the DPKO – DFS Field Safety Officer.

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- v. Train and educate all line mission supervisors on Field Occupational Safety Risk Assessment Processes.
- vi. Assist mission line supervisors when conducting Field Occupational Safety Risk Assessments.
- vii. Review, support and assist staff in completion of the Field Occupational Incident Reporting Forms.
- viii. Complete the Field Occupational Incident Reporting Form on behalf of the staff unable to complete the form due to injury other medically related such similar reasons.
- ix. Ensure that the proper occupational safety management information flows within the mission, ensuring that safety matters are brought promptly to the attention of action officers.
- x. When specifically requested, participate in a formal investigation if an incident is directly or indirectly related to occupational safety.
- xi. As directed by the Head of Mission (HoM), undertake a specific occupational safety incident investigation, normally one with a significant safety implications and/ or impacts.
- xii. Prepare occupational safety reports, including field occupational safety incident reports as well as correspondence, messages, instructions and plans, as directed.
- xiii. Respond to telephone, email and verbal requests ensuring that appropriate action is taken by the proper authorities.
- xiv. Ensure that field occupational safety related action items are dealt with in a timely and efficient manner.
- xv. Make recommendations to the Director of Mission Support (DMS) or Chief of Mission Support (CMS) on the efficient employment of occupational safety resources, equipment, and staff procedures including areas for improvement.
- xvi. Maintain a journal of potential lessons learned issues on field occupational safety.
- xvii. Perform other occupational safety related duties as directed by the Director of Mission Support (DMS), or Chief of Mission Support (CMS).

#### 4. **References:** (attached)

- a. DPKO, DFS and DPA Field Policy – Field Occupational Safety Risk Management.
- b. DPKO, DFS and DPA SOP – Field Occupational Safety Incident Reporting.

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### **B. MONITORING AND COMPLIANCE**

55. Implementation of this guidance is monitored by the DPKO-DFS Focal Point for Security in the Office of the Chief of Staff DPKO/DFS
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### **C. CONTACT**

56. The contact officer for this policy is the DPKO-DFS Field Safety Officer, Mr. Anders Brynnel, Secretariat Building, 23<sup>rd</sup> Floor, Room S-2341, UN Plaza, New York 10017 Telephone: +1 917 367 5784, e-mail: [brynnela@un.org](mailto:brynnela@un.org).
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### **D. HISTORY**

57. This is the first promulgation of the DPKO, DFS and DPA Field Occupational Safety Focal Point -Terms of Reference.
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### Field Occupational Safety Risk Assessment (O-SRA)

This guidance aims to assist Mission personnel, assess in five steps, occupational safety risks in the workplace.

A Field Occupational Safety Risk Assessment (O-SRA) is an important step in protecting your workers and your organization. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example, edge protection to prevent falls, and ensuring spillages are cleaned up promptly so people do not slip, or trailing cables are removed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset – your workforce – is protected.

You are not expected to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. This guide informs you on how to achieve that objective.

This is not the only way to do an O-SRA, there are other methods that work well, particularly for more complex risks and circumstances. However, we believe this method is the most straight-forward for most field operation activities.

#### What is occupational safety risk assessment?

A O-SRA is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Accidents and ill health can ruin lives and reduce your ability to meet organizational objectives. You are therefore required to assess the health and safety risks in your workplace so that you put in place a plan to control those risks.

#### How to assess the risks in your workplace

Follow the five steps in this guidance:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

Don't overcomplicate the process. For many mission activities the risks are well known and the necessary control measures are easy to apply. You probably already know whether, for example, you have employees who work at height and could fall or who move heavy loads and so could harm their backs, or where people are most likely to slip or trip. If so, check that you have taken reasonable precautions, at all locations where the activities may be carried out, to avoid injury.

Whenever carrying out a O-SRA, you should make sure that you involve your staff or their representatives in the process. They will have useful information about how the work is done



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that will make your assessment of the risk more thorough and effective. But remember, you are responsible for seeing that the assessment is carried out properly.

When thinking about your O-SRA, remember:

a hazard is anything that may accidentally cause harm, such as chemicals, electricity, working from ladders, a trailing cable etc;

the risk is the likelihood, from high to low, that somebody could be harmed by these and other hazards, together with an indication of how serious (the impact) the harm could be.

### Step 1 Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your workplace and look at what could reasonably be expected to cause harm;
- Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you. Be aware of cultural differences – some workplace hazards may be more accepted in some cultures but nevertheless these hazards need to be controlled;
- Check manufacturers' instructions or data sheets for chemicals as they can be very helpful in spelling out the hazard and putting them in their true perspective;
- Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards; and,
- Remember to think about long-term hazards to health (for example: high levels of noise or exposure to harmful substances) as well as safety hazards.

### Step 2 Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (for example: 'people working in the warehouse or 'passers-by').

In each case, identify how they might be harmed, that is, what type of injury or ill health might occur. For example, 'store men may suffer back injury from repeated lifting of boxes'.

Remember:

- some workers have particular requirements, for example, new and young workers, new or expectant mothers and people with disabilities may be at particular risk;
- cleaners, visitors, contractors maintenance workers etc, who may not be in the workplace all of the time;
- members of the public, if they could be hurt by your activities;

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- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and,
- ask your staff if they can think of anyone you may have missed.

### Step 3 Evaluate the occupational safety risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. You must do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

First, look at what you're already doing. Think about what controls you have in place and how the work is organized. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (for example: switch to using a less hazardous chemical);
- prevent access to the hazard (for example: by guarding);
- organize work to reduce exposure to the hazard (for example: put barriers between pedestrians and traffic);
- issue personal protective equipment (PPE) (for example: clothing, footwear, goggles); and,
- provide welfare facilities (for example: first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve staff, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

### Step 4 Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. It also assists you to review the assessment at a later date if, for example, something changes.

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

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- a proper check was made
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your staff or their representatives in the process.

There is a template at the end of this leaflet that you can print off and use.

Some Missions may find that there are quite a lot of improvements that could be made, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. We acknowledge the efforts of Missions that are clearly trying to make improvements.

A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- long-term solutions to those risks most likely to cause accidents or ill health;
- long-term solutions to those risks with the worst potential consequences;
- arrangements for training employees on the main risks that remain and how they are to be controlled;
- regular checks to make sure that the control measures stay in place; and,
- clear responsibilities – who will lead on what action, and by when.

Remember, prioritize and tackle the most important things first. As you complete each action, tick it off your plan.

### **Step 5 Review your assessment and update if necessary**

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year you should formally review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your O-SRA stays up to date.

When you are running a mission it's all too easy to forget about reviewing your O-SRA – until something has gone wrong and it's too late. Why not set a review date for this risk assessment now? Write it down and note it in your diary as an annual event.

During the year, if there is a significant change, don't wait. Check your O-SRA and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

### **Some frequently asked questions**

*What if the work I do tend to vary a lot, or I (or my employees) move from one site to another?*

Identify the hazards you can reasonably expect and assess the risks from them. This general assessment should stand you in good stead for the majority of your work. Where you do take on work or a new site that is different, cover any new or different hazards with a specific assessment. You do not have to start from scratch each time.

*What if I share a workplace?*

Tell the other employers/contractors there about any risks your work could cause them, and what precautions you are taking. Also, think about the risks to your own workforce from those who share your workplace, are they controlling risks?

*Do my employees have responsibilities?*

Yes. Employees have responsibilities to co-operate with their employer's efforts to improve health and safety (for example: they must wear protective equipment when it is provided), and to look out for each other.

*How is the Occupational Safety Risk Assessment (O-SRA) different from a Security Risk Assessment (SRA)?*

An SRA focuses mostly on deliberate events caused by human actors, such as crime, terrorism, etc. The O-SRA process focuses on occupational hazards with focus on the risks that really matter in your workplace – the ones with the potential to cause real harm, for example unsafe actions, operations, structures, behaviors, procedures, processes, devices, equipments, objects, items, assets, workplace conditions or environments, edge protection to prevent falls, ensuring spillages are cleaned up promptly so people do not slip, or trailing cables are removed to ensure people do not trip, etc.

Acknowledgement: This annex was partially based on information provided by the Health and Safety Executive of the United Kingdom.

Field Occupational Safety Risk Assessment Template (Example)

FIELD OCCUPATIONAL SAFETY RISK ASSESSMENT (O-SRA)											
Mission/ Field Operation Name:					Workplace/ Activity:					Date:	
Hazard Factor	Specific Hazard Type/ Category Assessed	Hazard Exists – For Whom?	Likelihood	Impact	Current Risk	Corrective Action(s)	Likelihood	Impact	Residual Risk	Unit/ Section In Charge + Supporting Section	Deadline(s)
PHYSICAL	Aircraft Noise –UN Staff exposed to extreme dB working in vicinity of air craft runways	<b>YES &gt; 95 Db, within active runways 100 m or closer. FMS construction staff affected.</b>	<b>FREQUENT</b> – Every 30 Min (take off/ landing/ taxi)	<b>CRITICAL</b> – Significant possibility of hearing loss over time.	<b>HIGH</b>	Ear Protection For all staff operating close to active runways.	<b>OCCASIONAL</b>	<b>LOW</b>	<b>MEDIUM</b>	OIC - Aviation Maintenance and Repair Unit + Supply and Procurement Section.	1 Week
Assessment Completed By:											
Last Review:											

**Occupational Health and Safety Committee - Terms of Reference**

1. Assist in implementing the field occupational safety risk management policy and measurable objectives on health and safety issues in the workplace in accordance with applicable law, UN regulations, policy, guidance and recognized best practice;
2. Evaluate periodic surveys on the general safety of the workplace to identify possible sources of injuries and illnesses;
3. Develop prevention and control measures;
4. Prepare instructions and implement actions for the reduction or elimination of occupational hazards in the workplace;
5. Ensure the circulation of information and instructions concerning the occupational safety of the workplace;
6. Promote occupational health and safety training for all field operation staff;
7. Promote prevention and occupational health promotion programmes;
8. Ensure effective arrangements for the full participation of field operation personnel in the fulfilment of the field safety risk management policy;
9. Develop an occupational health and safety awareness campaign to raise consciousness of all field operation staff members;
10. Identify mission occupational health and safety indicators;
11. Respond to the results of field occupational health and safety performance evaluations and previous audits;
12. Make appropriate recommendations and communication to field operation senior management for corrective action, included in the management review and considered for continual improvement activities; and,
13. Fulfil the goals of continual improvement and best occupational health and safety practice.

**Points to remember**

14. Field occupational health and safety encompasses the social, mental and physical well-being of workers in all occupations.
15. Poor working conditions have the potential to affect a worker's occupational health and safety.
16. Unhealthy or unsafe working conditions can be found anywhere, whether the workplace is indoors or outdoors.

17. Poor working conditions can affect the environment workers live in. This means those workers, their families, other people in the community, and the physical environment around the workplace, can all be at risk from exposure to workplace hazards.
18. Employers have a moral and often legal responsibility to protect workers.
19. Work-related accidents and diseases are common in all parts of the world and often have many direct and indirect negative consequences for workers and their families. A single accident or illness can mean enormous financial loss to both workers and employers.
20. Effective workplace health and safety programme can help to save the lives of workers by reducing hazards and their consequences. Effective programmes can also have positive effects on both worker morale and productivity, and can save employers a great deal of money.

#### **Range of Hazards**

21. There is unlimited number of occupational hazards that can be found in almost every workplace. These include both obvious unsafe working conditions and insidious, less obvious hazards.
22. Hazards often are built into the workplace. Therefore management must ensure that hazards are removed rather than trying to get workers to adapt to unsafe conditions.
23. The most effective accident and disease prevention begins when work processes are still in the design stage when safe conditions can be built into the work process.

#### **Importance of Management Commitment**

24. Strong management commitment and strong worker involvement are necessary elements for a successful workplace health and safety programme.
25. An effective management addresses all work-related hazards, not only those covered by government standards, and communicate with workers.

#### **Importance of Training**

26. A comprehensive occupational health and safety training programme in each workplace will, among other more obvious benefits, help workers to recognize any early signs/symptoms of potential occupational diseases before they become permanent conditions, to assess their work environment, and to insist that management make changes before hazardous conditions can develop.