

ON THE TWELFTH DAY OF CHRISTMAS **System Concepts** SAID TO ME...

12 **month review...**
your H&S policy, procedures, risk assessments etc. should be reviewed at least **every 12 months**.

11 **minimum DSE workstation requirements...**
there are requirements for: **the display screen, keyboard, desk, chair, space requirements, lighting, reflections/glare, noise, heat, radiation, and humidity.**

10 **high-risk industries...**
with the highest injury rates: **agriculture, construction, accommodation/food services, retail, transportation, human health/social work, admin/support services, manufacturing, public admin/defence, arts/entertainment.**

9 **principles of prevention...**
follow the hierarchy of control measures: **elimination, substitutions, isolation/enclosure, ventilation, good housekeeping, limiting exposure, good welfare & personal hygiene, information & training, PPE.**

8 **specified RIDDOR injuries...**
employers must report the following injuries to workers: **scalping, fractures, amputations, permanent loss or reduction in sight, crush injury, burn, loss of consciousness caused by head injury or asphyxia, injury arising from working in an enclosed space.**

7 **machinery hazards...**
you need to consider: **entanglement, ejection, contact, impact, crushing, electrical fault, lack of stability.**

6 **stress management standards...**
there are six stress risk factors that need to be managed: **demands, control, support, relationships, role, change.**

5 **steps to risk assessment...**
Follow the HSE's approach: **Identify the hazards. Decide who may be harmed and how. Evaluate the risks and decide on precautions. Record. Review.**

4 **manual handling elements...**
when assessing manual handling, you need to consider: **tasks, individual, load, environment**

3 **enforcement bodies...**
In the UK, these are: **HSE, Local Authority, Fire and Rescue Authority.**

2 **key H&S documents...**
H&S Policy roles: responsibilities & arrangements.
Risk Assessment: reduce risk as far as is reasonably practicable.

1 **work at height risk management plan...**
working at height is the biggest cause of workplace fatalities. **You must consider the risks and put in place sensible and proportionate measures to manage them.**