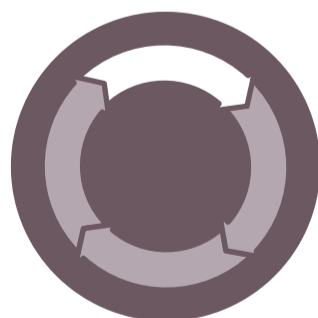




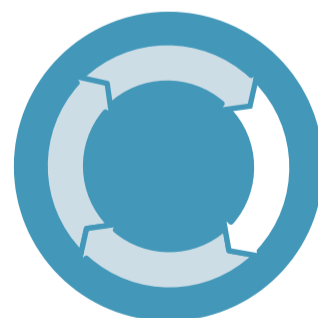
## GUIDE - MANAGING RISKS IN THE WORK ENVIRONMENT IN 4 STAGES

This is a guide to how to monitor a risk in the work environment using the four stages of systematic work environment management (WEM). Working systematically with the work environment means investigating, assessing, taking measures and following up on risks. This can take place on both a day-to-day basis and through targeted interventions. In this guide, you will use the four stages of the WEM wheel and get to know the method and work environment management in your organisation better.

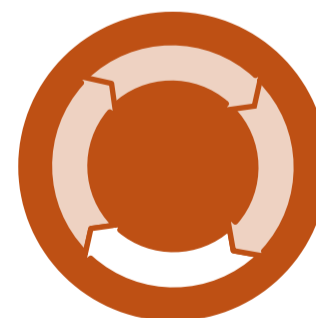
**Investigate**



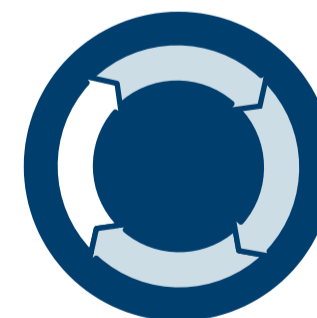
**Assess risks**



**Take measures**



**Check**





## INVESTIGATE

Investigating the work environment is the starting point that enables you to manage risks. In systematic work environment management, all aspects of the work environment must be investigated. This enables you to discover physical, social and organisational risks. You often carry out this investigation as a natural part of your day-to-day work by being aware of the work environment around you. However, you may also have to investigate the work environment using other methods, for example, safety inspections, measurements and surveys.

**!** Choose a method that you want to investigate in your workplace and fill in the template

### 1 Select a method to investigate

There are several different ways to investigate the work environment. Tick the box for the one used and describe how the investigation was conducted in your own words in the box.

- Investigation as part of day-to-day
- Using existing data
- Using targeted actions

### 2 Detected risk

In systematic work environment management, all aspects of the work environment must be investigated. Based on the work environment risk you want to investigate in your workplace, consider whether the risk needs to be managed, prevented or supported. Tick the boxes for one or more options. Describe the work environment risk you select in the box.

- Manage
- Prevent
- Support



## ASSESS RISKS

When you have investigated and discovered one or more risks, you need to assess these risks. According to the WEM provisions, the risk assessment must indicate which risks are present and whether or not they are serious.

**!** Find out more about the risk and assess its severity by filling in the template

### 1 Understanding the risk

If you want to identify the appropriate measures to take, it is important to understand the risk you are working with, for example, the reasons for it from what is known as an HTO perspective. Think about the work environment risk you have chosen and how it was influenced by humans, technology and organisation. Enter your answers in the boxes.

**What can be linked to the people who perform the work?**

**What can be linked to the technology being used in the work?**

**What can be linked to how the operations are organised?**

### 2 Assess how serious the risk is

It is important to assess how serious a risk is in order to find the right measures and prioritise between several risks. Think about how you assess the risk. Tick one of the boxes and describe in the box how you arrived at your assessment.

Low: negligible or minor risk

Medium: some risk

High: serious or very serious risk



## TAKE MEASURES

When you know more about a risk, it makes it easier to implement the right measures. Measures must be taken to address serious risks immediately. If measures to address risks cannot be taken immediately, they must be entered in an action plan, stating what needs to be done and who is responsible for making sure it is done.

**!** Describe possible measures and draw up an action plan in the template

### 1 Describe possible measures

When you have understood more about the risk, it is time to suggest measures that you can take. Can the risk be eliminated completely? If not – how can the risk be mitigated? Describe the measures you suggest in the box.

Based on your description, mark the kind of measures you have planned. In other words, when can they be implemented and have an effect? Tick the boxes for one or more options.

Immediately  Short term  Long term

### 2 Draw up an action plan

The measures that cannot be implemented immediately must be entered in an action plan. The action plan must answer four questions to ensure that the measures are completed. Fill in the template below.

What must be done?	Who must do it?	When will it be completed?	When should the measure be checked?



## CHECK

You must check and follow up on the measures to make sure they were taken, were the right measures and had the effect you intended. Did it turn out as you had planned? Were the effects good enough? The follow-up stage often heralds a new cycle of the WEM wheel.

**!** Check the measures by answering the questions in the template

### 1 Have you done what you were supposed to do?

Use the action plan, where you have written when the measures must be checked. Did you implement the measures as planned? Tick the box and add a description in the box on the right.

- The measures were implemented
- The measures were partially implemented
- The measures were not implemented

### 2 Did things turn out as you intended?

The next step is to follow up on the results of the measures; in other words, if what you did reduced the risk. Tick the box and add a description in the box on the right.

- It turned out as we intended
- It did not turn out exactly as we intended
- It turned out nothing like we intended

### 3 Are the measures enough?

The final stage is to follow up on the effect of the measures – are they enough? Or are other measures, more measures or more long-term measures needed? Tick the box and add a description in the box on the right.

- The measures are enough
- More measures are needed
- Different measures are needed.