

# Managing risks in manufacturing workplaces:

## How to use the self-evaluation tool

This tool provides questions to help you evaluate how you are identifying, controlling, and managing significant risks in your operation.

This evaluation is intended to be for your own reference as part of your overall approach to ongoing review and maintenance of workplace health and safety. You will not need to provide the results of this self-evaluation to WorkSafeBC. However, you may wish to contact a prevention officer or occupational health and safety consultant from your local [WorkSafeBC office](#) if you have questions about how to create your action plans or for advice on addressing specific risks.

### A team-based approach

This tool is designed to promote discussion about how you currently identify hazards and manage risks. For best results, use a team-based approach with representation from all areas of your organization, including managers, supervisors, front-line workers, and members from your joint health and safety committee (or worker health and safety representative). The team should work together to evaluate, discuss action plans, and analyze the effectiveness of your improvement activities.

### Using the tool

The self-evaluation questionnaires in this package are grouped under two risk management approaches: assessing risks and evaluating your safety management system. Each questionnaire includes links to the relevant regulatory requirements, as well as applicable pages on [worksafebc.com](#). You can review these before you begin your evaluation if you need more information about your legal obligations.

### Assessing risks

These 10 self-evaluation questionnaires can help you evaluate how you are managing significant risks that are common in manufacturing workplaces:

- [Combustible dust](#)
- [Falls from elevation](#)
- [Flammable and combustible substances](#)
- [Hand tools](#)
- [Material handling](#)
- [Mobile equipment](#)
- [Musculoskeletal injury \(MSI\)](#)
- [Power tools](#)
- [Safeguarding and lockout](#)
- [Slips, trips, and falls](#)

Download and save the questionnaires for the risks that apply to your workplace. These questionnaires are provided in a fillable Word format for you to document the results of your evaluation.

There are multiple questions for evaluating each risk, so you will likely want to complete them over several sessions. Note, too, that some risks are inter-related so you may find it helpful to look at them in combination (e.g., safeguarding and power tools, material handling and MSI). You can also revisit the tool periodically to re-evaluate the risks at your workplace and monitor the sustainability of the controls over time.

## Evaluating your safety management system

These eight questionnaires can help you evaluate the following elements of your safety management system:

- Identifying hazards and assessing risks
- Implementing risk controls
- Developing safe work procedures, programs, and policies
- Providing instruction, training, and supervision
- Conducting inspections
- Performing incident investigations
- Engaging a joint health and safety committee or worker health and safety representative
- Sustaining effectiveness of the system

These questionnaires are extensive, and are intended to be completed incrementally. For example, you may choose to complete this part of the tool over multiple joint committee or safety meetings throughout the year.

You can reuse this tool periodically, saved as different copies, to capture a snapshot in time. This helps you to see the progress and improvements you've achieved.

## Action planning

At the end of each document is an action plan template to assist you with identifying and tracking any required improvements. There are many advantages to creating an action plan:

- It helps you to be transparent and accountable to the plan and due date.
- Developing an action plan helps you to track the progress you are making.
- It is a form of due diligence.
- Having an action plan is a good way to track how well your improvement actions are doing, and whether you need to make adjustments to achieve your goals.

## For more information

In addition to the risk-specific resources identified in the questionnaires, the following webpages on [worksafebc.com](https://worksafebc.com) provide guidance on various risk management topics:

- [Health and safety programs](#)
- [Managing risk](#)
- [Workplace inspections](#)
- [Training and orienting workers](#)
- [Incident investigations](#)
- [Enhancing health & safety culture and performance](#)

The [Manufacturing](#) page on [worksafebc.com](https://worksafebc.com) also has information and resources specific to the sector.

The [Employer Health and Safety Planning Tool Kit](#) is another valuable suite of resources to help you learn more about your workplace injuries and claims. It also helps you see how your performance compares to your peers and to industry trends.