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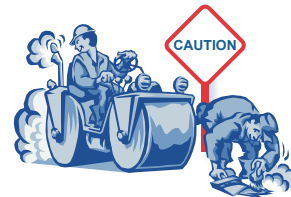
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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

Monitor & Evaluate

How can you be sure that what you did to eliminate or control OHS risks in your workplace produced the results you need?



Monitor

"Monitor" means that over a period of time you check, observe, measure and record the operation of a system, or action that has been taken. An example could be; you might check incident reports and the register of injuries to see if anyone has been injured in operating the machinery where the changes were made. You want to collect the information that will show, yes or no, that the changes you made produced the results you need.

Evaluate and improve the system

"Evaluate" means you use the information you obtained in the monitor step to decide whether the risk controls you put in place are working effectively or not. You then improve the risk controls if necessary to handle the problem and monitor them again after that.

Monitor and evaluate and improve are functions that OHS Committee members and OHS representatives have the power to do under section 18 of the OHS Act 2000 to;

- review the measures taken to ensure health, safety and welfare of persons at the place of work, and
- investigate any matter that may be a risk to health and safety at the place of work.



This publication provides general information about ohs. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

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