Control measures are any process, policy, device, practice or other action that acts to intervene against risk or enhance positive opportunity. It is essential therefore when seeking to minimise the risk posed by any hazard to have in place sufficient controls.

When examining the existing control measures, consideration should be given to their adequacy, method of implementation and level of effectiveness in minimising risk to the lowest reasonably practicable level.

Some controls are better at minimising risk than others and to assist managers in identifying the most reliable control reference should be taken to the hierarchy of control measures. The higher on the hierarchy the control is the greater the likelihood that it will minimise the risk. Consideration should therefore be given as to what level on the hierarchy of control the existing controls can be selected from. The hierarchy of control measures are as follows:

A. Elimination
   The job is managed so as to remove the hazard (Reduce). However, the alternative method should not lead to a less acceptable product or less effective processes. If hazard elimination is not successful or practical, the next control measure is:

B. Substitution
   Replacing the material or process with a less hazardous one. If no suitable practical replacement is available, the next control measure is:

C. Engineering
   Controls installing or using additional equipment. If this method is ineffective, the next control measure is:

D. Administrative procedures or safe work practices e.g. policies, procedures, guidelines.
   Only after all the previous measures have been tried and found to be ineffective, should the Personal Protective Equipment (PPE) be considered.

E. Personal Protective Equipment (PPE)
   This is the last control measure to be considered. If chosen, PPE should be selected and fitted to the person who uses it. Employees must be trained in the function and limitation of each item of PPE. PPE may replace an earlier control measure as a temporary control measure and other alternatives are still available. In most cases a combination of engineering controls, administrative procedures and PPE are chosen to effectively control the risk. While all PPE is used as part of control measures should be selected so as to be practical in conjunction with another method of PPE and safe work practices.

It is important to realise that the higher up the control hierarchy the controls are, the more reliable they tend to be and should therefore be considered as a first option. Controls which rely on people following correct procedures are not as reliable and therefore the control of a risk should be based on those that are more reliable. Only when a less reliable control measure is selected is the need to identify weaknesses in existing procedures and opportunities for error. This enables treatment of risks to be improved by reducing the likelihood of errors or introducing focused monitoring procedures.

APPENDIX 1 Control Measures

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5.0 THE RISK ASSESSMENT PROCESS

5.1 Identify the Hazard
The hazard in this case is exposure to tobacco smoke.

5.2 Decide who is affected by the hazard
Identify all persons who might be affected by the hazard.

5.3 Identify the risks associated with the hazard
This starts with describing the risks associated with and persons affected by each of the hazards identified.

5.4 Identify any existing control measures
It is important that each risk is described accurately so as to comprehensively capture the risk.

5.5 Rate the Risk
It is important that each risk is described accurately so as to comprehensively capture the risk.

5.6 Identify if additional control measures are required.
Depending on the risk rating and a review of the adequacy of the current controls in place, an evaluation must be made to see what further if any preventative measures are required.

5.7 Recording your Risk Assessment:
Best practice is to remove the hazard, if it cannot be removed, control measures must be put in place to reduce the risk.

6.0 MONITORING & REVIEW

6.1 Review and revise your risk assessment
In areas where smoking is permitted it is necessary to monitor exposure to those who may be affected.

6.2 Re-evaluate the control measures
If the new control measures are adequate then they should be adopted. It is advised that when completing action plans that high risk hazards are dealt with as a priority.