How to monitor and review your control measures to keep your workers safe from

OCCUPATIONAL LUNG DISEASES

IDENTIFY

MANAGE
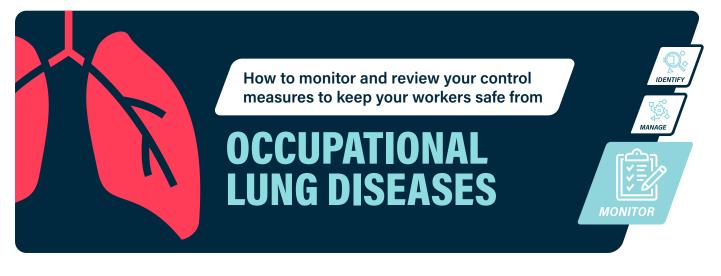
MONITOR

As the person conducting a business or undertaking (PCBU), you must monitor and regularly review your control measures to ensure they are effective and working as intended to protect your workers from occupational lung diseases.

Refer to our fact sheets on identifying hazards and managing risks at work at **swa.gov.au/clearlungs/resources**.

Reviewing your control measures

	Yes	No
Are your current control measures working? *Are your work practices still producing dusts, gases, fumes, or vapours? Can you still see or smell dust plumes or vapours in the air? Are air monitoring levels below exposure standards?*	☐	☐
Are you considering any changes at your workplace that could change the risk to your workers? *Before implementing any changes to your work practices, such as a new process or a new material, check that your control measures are still effective.*	☐	☐
Have you identified a new hazard or risk? *If you identify a new or changed risk to your workers, it's important to implement control measures to manage this new or changed risk.*	☐	☐
Do you regularly talk and consult with your workers to see if they have any WHS concerns? *Your workers will be able to tell you whether their work produces dusts, gases, fumes and vapours. You must then manage these risks to limit their exposure to these risks.*	☐	☐
Have you consulted a Health and Safety Representative or considered engaging a Certified Occupational Hygienist? *If so, they may be able to assess your workplace hazards, management and controls and determine if you need to modify your control measures.*	☐	☐
Have you created a WHS risk register to record all the hazards you've identified, how you will manage them and what control measures you have in place? *A risk register can help you keep track of control measures and ensure if they are working effectively or need to be modified.*	☐	☐

safe work australia

CLEAN AIR. CLEAR LUNGS.

Not all workplace hazards are visible.

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Reviewing your control measures (continued)	Yes	No
Have you set yourself a reminder to regularly review your control measures? *Set up a regular time in your diary to review your control measures and ensure they continue to work effectively.*	☐	☐
Do you keep records of any WHS incidents at your workplace? *Keeping records of incidents, such as minutes, file notes or incident reports can help you address gaps in your risk management approach, whether it's a new hazard that has caused an incident or if existing control measures are not working effectively.*	☐	☐
Do your workers know about any new policies or procedures? *It's important you adopt new policies and procedures for managing dusts, gases, fumes and vapours, however you need to communicate this to all your employees, particularly if work processes or rules have changed.*	☐	☐

WHS regulator	Yes	No
Have you looked for guidance on your WHS regulator's website? *Your WHS regulator is responsible for regulating and enforcing WHS laws in your jurisdiction. Contact them if you have any questions specific to your workplace.*	☐	☐

For more information, go to swa.gov.au/clearlungs.

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