



Department of Inspection for Factories and Establishments  
Ministry of Labour and Employment



## Risk Assessment and Monthly & Quarterly Checks

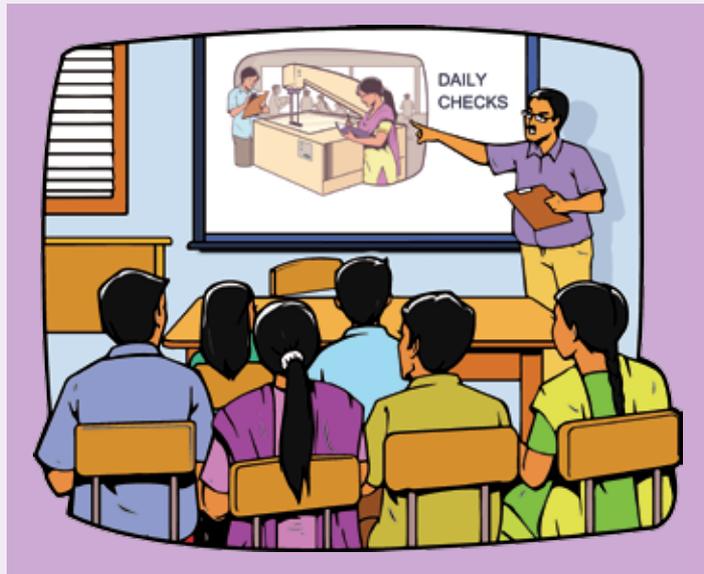


Conducting risk assessment and daily & weekly checks on OSH is one of the **key functions of the Safety committee** (BLR Schedule IV 4). In both cases the purpose is to **identify situations which could harm workers before they occur**.

**A risk assessment** consists in a comprehensive listing of the hazards in the factory, setting priorities, and developing corresponding control mechanisms. It is time consuming, so that it cannot be conducted every day. Bangladesh legislation requires conducting it at least every 3 months. There are different possible templates and methods.

It is possible to build up on existing material to develop the company risk assessment (e.g. on the risk assessment from another factory or a sectoral organisation). The following principles must nevertheless be respected:

- The members of the safety committee must *still* conduct the risk assessment and adapt the document to the specific circumstances of the factory.
- There must be at least one *risk assessment for each of the sections of the factory.*
- Actions must be decided to tackle the risks identified. Priority must be given to the actions to control high risks. Immediate action is needed in case the hazard could lead to death /severe injuries.
- Based on these decisions, *the list of control mechanisms for each hazard must be updated in the risk assessment document or in other relevant company documents/procedures.*



- BLR Schedule IV 4 requires a checklist to conduct risk assessment. Advantages: the most common hazards and control mechanisms are already listed; the persons conducting the risk assessment can just tick the hazards identified.
- The filled in checklist can be considered as a risk assessment provided that the checklist is customised to the specific factory; the assessors keep their eyes open for hazards not listed; the risk level for each hazard identified is assessed; corrective actions are defined and taken.

**Daily & weekly checks:** several hazards need to be checked on a daily or weekly basis to prevent the hazard to reoccur.

The daily & weekly checks are a much lighter inspection than risk assessment: the team inspects only aspects in the workplace which can change every day. Several questions of the risk assessment are about situations which do not change on a daily basis, and those questions are therefore not considered during daily & weekly checks.

Management needs to define who is checking which aspect (e.g. OSH, fire safety, fire extinguishers, chemicals, first aid boxes).

The system needs to be described in the company **procedure on risk assessment and daily-weekly checks.**

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This publication has been published under 'Readymade Garment Workplace Environment Safety Development Project' by International Labour Organization (ILO) and financed by Canada, Netherlands & United Kingdom