

General approach for risk management of carcinogens¹

STOP follows a hierarchy of control. For carcinogens, a step down in the hierarchy is only allowed when technical limitations prevent you from eliminating exposure entirely.

When carcinogens are present at the workplace, employers must do everything in their power to prevent workers from coming into contact with them. Promote a health and safety culture in your workplace!

The first steps when fighting exposure to carcinogens at the workplace should always include:

- Keep in mind that minimum standards for work organisation and safety requirements must be in place at all times. However, these may not be sufficient and further measures might be necessary.
- List all carcinogens used and their quantities
- Gather their safety data sheets.
- Describe the tasks where they are used, making sure to consider all potential process generated carcinogens.
- Identify workers that are potentially subject to exposure and for how long.
- Consider all the above when preparing your workplace risk assessment.

When providing instructions to your workers remember to:

- Always use simple and clear language, short and straight to the point sentences.
- Aim for a clean design in written instructions.
- Include illustrations/schemes when possible.

¹ In accordance with the definition of "carcinogen" in Article 2 a) of the CMR Directive.

Disclaimer: This document is intended to support employers in their decision-making process and does not replace or exclude the need to perform an adequate risk assessment. Please always consider your national health and safety legislation.



More information on www.stopcarcinogensatwork.eu

- Find facts on carcinogens
- Learn about occupational risks
- Find good practices and measures to reduce risks

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S.T.O.P. principle **what you need to consider regarding Organisational measures**



This document intends to provide information to support employers in their decision-making process, using the STOP principle. The STOP principle describes the order of priority of protective measures. The employer must observe this order of priority when determining and applying protective measures. **Here we will focus on the third level, O for organisational measures.** A document for each of the other types of measures is also available.

Please consider S and T before O. Also note that a combination of measures can be used.

The individual letters S-T-O-P stand for different types of protective measures:

S ... Substitution – replace dangerous substances with less dangerous substances or processes. Substitution is always the first measure to consider.

T ... Technical measures – from closed systems to effective air suction, many techniques help to reduce the exposure towards carcinogens dramatically

O ... Organisational measures – may consist of internal policies and/or organisational methods. These measures should only be used to provide additional protection. They should also be considered for emergencies and for workers who carry out regular cleaning and maintenance work.

P ... Personal Protection – sometimes substitution is not possible and technical and organisational measures are not enough. Then you need to use personal protection.

It's easy to remember: S.T.O.P. keeps you safe!



0 ... Organisational measures

Organisational measures consist of organisational methods and procedures, internal policies and regular controls set in place to verify their implementation, including maintenance plans. The organisational measures to implement should consider, among others, the specificities of the workplace, the worker's know-how, the equipment, the tasks, and the surroundings.

What should be considered when assessing the measure(s) to implement:

- Identify all working and social areas.
- Consider the type and level of exposure for each of the working areas.
- Identify workers that need access to each working area.
- Consider the average time an individual worker needs to spend on each working area.
- Obtain a description of each measure, its suitability, efficacy and efficiency, and consider the possible combined effect of different measures to improve risk control.
- Maintenance requirements.

Some organisational measures to consider

Limiting the access to risk areas

Taking into account the risk assessment results, employers must limit access to certain work areas, strictly limiting such access to only those workers that are required to be there. Physical barriers can be set to limit the access of workers, for example doors requiring an authorisation. Signs can be used to identify such areas.

Another important aspect is limiting the amount of time workers spend in that working area. This can be done by rotating the tasks that the worker must perform or by limiting the amount of time per shift.

When designing the layout make sure to take into account all areas, e.g. the location of common areas (such as canteen, lockers or rest areas) in relation to work areas. Work areas should not connect directly with social areas.

Hygiene and individual protection

In working areas where there is a risk of contamination you need to implement measures to ensure that:

- All chemicals at the workplace are properly labelled and adequate warning and safety signs and signals are in place.
- The workplace is kept clean and organised.
- Workers do not eat, drink or smoke.
- Workers are provided with appropriate protective clothing or other appropriate special clothing.
- Separate storage places are provided for working or protective clothing and for street clothes.
- Workers are provided with appropriate and adequate washing and toilet facilities.
- Protective equipment is properly stored in a well-defined place.
- Health surveillance is organised and its results are taken into account.

Internal policies can define the places where workers are allowed to eat, drink or smoke. Furthermore, those policies can establish the procedures that workers need to comply regarding the protective equipment they need, namely on how to correctly use and maintain it, and store it.

Simple hygiene measures can be included to remind workers of their importance. For instance, wash their hands before eating, clean their feet when entering and leaving the facilities, and define the routes that workers must take to access some contaminated work areas.

Information and training for workers

Employers need to make sure that workers are made aware of the results from the risk assessment, including on the chemicals used, their hazardous properties and how to use safety data sheets, namely on first aid measures or exposure controls/personal protection.

Furthermore, workers should be provided with clear instructions about the measures in place, such as technical measures, internal policies or safety work procedures, with illustrations, schemes or videos, if possible.

Workers' tasks and level of knowledge should be taken into account and the language and content of the information and training provided adapted accordingly.

Information and training of workers should be provided on a regular basis, and must be updated whenever conditions change.

Depending on the type of information/training requirements, you can provide it in-house and/or find external expertise.