

# CONCLUSION REPORT ON CHALLENGE 2.2

### **'GUIDANCE TO RISK MANAGEMENT'**

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### INTRODUCTION

The European Roadmap on Carcinogens 2.0 (RoC) is a vital initiative aimed at minimising the exposure of workers to carcinogenic substances in the workplace. As part of this broader effort, Challenge 2.2 focused on developing tools and templates to help employers implement effective safety measures.

One big challenge at the workplace is the implementation of minimum requirements for risk management of chemicals. When the chemicals are carcinogens, it is imperative to fulfil the minimum requirements as, on top, additional implementation of protective measures are required to effectively eliminate or reduce the exposure of workers.

### **CHALLENGE AIMS**

The aim of Challenge 2.2 of the RoC was to provide guidance to risk management and to create awareness for risk reduction strategies according to the STOP principle. The challenge team, consisting of Portugal as lead and Germany as co-lead, wanted to create accessible tools to support employers in understanding and implementing the correct hierarchy of protective measures, thereby enhancing workplace safety and reducing the risk of exposure to carcinogens. Further it wanted to foster the creation of a Control Guidance Sheet (CGS), which intends to help employers to implement the most important aspects for risk management of carcinogens.

### **DEFINING DELIVERABLES**

Employers across various industries face significant challenges in determining how to protect their workers from exposure to harmful chemicals. The goal of Challenge 2.2 was to create resources that are easy to understand and apply, enabling companies to take the necessary steps to ensure a safe workplace.

Two key deliverables were outlined in this effort:

- the STOP principle leaflets;
- the Control Guidance Sheet (CGS) template.



### **DELIVERABLE: STOP LEAFLETS**

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Figure 1: STOP downloadable leaflets

#### Description

To ensure that the STOP principle is easily accessible and actionable, the Challenge 2.2 team developed a series of four leaflets on basic guidance for risk management of carcinogens, each focusing on one of the protective measures in the STOP hierarchy, as a simple communication tool (Figure 1).

Each leaflet looks at one type of risk management measures according to the STOP principle, bringing together protective measures gathered from OSH legislation with additional practical advice on implementation.

With the information at a glance, the leaflets could be used, for example, to support the risk assessment, when considering general risk reduction measures, or for training purposes, and are primarily aimed at employers.

#### **Target Group**

The leaflets aim to support employers, mainly of small and medium-sized enterprises (SME), in their decision-making process by outlining the steps required to implement each protective measure. The format of leaflets was chosen because it allows to transmit the most important facts in a comprised way. The final product can be printed and is available digitally as well. However, these leaflets do not replace the need for a thorough risk assessment. Additionally, they emphasize the importance of complying with health and safety legal obligations.



#### **Activities/Development**

The challenge team brought together scientific expertise as well as practical knowledge from labour inspection, with direct contact with employers, employees and various workplaces. Each leaflet was designed to be practical, providing actionable steps and advice for employers. The leaflets are concise, summarizing the essential information, without overwhelming the reader, and are adaptable and flexible enough to be used in a variety of industries and contexts.

#### Feedback

The challenge team asked the participants, in a total of around 70, of the online event *Tools to support practice – Have your say!*', held on 26<sup>th</sup> of September 2023, as well as a corresponding German live event for feedback. About 2/3 of the participants expressed their preference for a combined version including all four leaflets. This suggestion was integrated on the website. However, for the downloadable option, it would be very challenging to design (and print) a five-page leaflet that would be easy to fold and read. Thus, for the downloadable option, 4 leaflets, one for each type of risk management measures according to the STOP principle, are available.

Participants found that the leaflets can be used in many different ways. For example, they can be used to decide on best practice, to complement risk assessment, to use them in awareness campaigns as well as for instruction and training of employees.

## DELIVERABLE: TEMPLATE FOR CONTROL GUIDANCE SHEETS (CGS)

#### Description

In addition to the STOP principle leaflets, the team introduced a template for control guidance sheets. CGS aim to communicate risk mitigation measures for a specific task involving a hazardous substance in an understandable and clear manner. This format includes aspects such as precise phrases as well as an appealing layout, including pictures. To create a template, CGS from collected resources were analysed for commonalities regarding structure and style elements. Results from the current BAuA<sup>1</sup> project <u>F2440</u> <u>"Measures for Control Guidance Sheets (MapS)"</u> supporting the development of a CGS template were taken into consideration as well. Based on this analysis, a template was developed to indicate how a good CGS should look like.

<sup>&</sup>lt;sup>1</sup> German Federal Institute for Occupational Safety in Health (BAuA).





*Figure 2: Target group of the CGS template* 

Providing the template is expected to foster the provision of high quality CGS, which can help employers in their risk assessment. The template will be integrated in the RoC website, so that institutions like (research) institutes, authorities, associations, organisations, or consultants can create and share CGS. These CGS are designed to offer detailed instructions for specific tasks or substances, providing step-by-step guidance on how to reduce or eliminate exposure to carcinogens at the workplace. They can be used as a basis for employers to create their own CGS, adapted to their specific workplaces. Thus, they can help employers in their risk assessment (Figure 2).

#### **Activities/Development**

The starting point was a collection of 945 resources from <u>EU-OSHA database</u> and further publicly available sources. The aim was to analyse common style elements. There was a huge variety of sources including websites, videos, books, guidelines, control guidance sheets and other resources. However, these sources turned out to be too heterogenous to derive common style elements. Therefore, the challenge team decided to focus on control guidance sheets to create a template based on common style elements of these. 30 CGS-like documents were identified among the 945 collected sources. The template was developed based on 17 CGS of these resources (



Table 1), which were regarded to have the most clear and appealing presentation.



Type of Contributor	Author	Name of exemplary control guidance sheet	Substance/group of substances	Sector
Authority	AUVA (Austrian General Accident Insurance)	Hazardous to health Agents in public pharmacies	Carcinogens	Pharmacies, hospitals
	City of Hamburg	Dangerous substance check for the motor vehicle repair	Not specified	Motor vehicle repair shop
	HSE (British Health and Safety Executive)	HSE a26 Drilling and boring through textured coatings	Asbestos	Building, construction, maintenance and allied trades
	SUVA (Swiss Accident Insurance)	Remove asbestos-containing window putty with a spatula or chisel	Asbestos	Building, construction, maintenance and allied trades
	WKO (Austrian Federal Economic Chamber, dt. Wirtschaftskammer Österreich)	Workplan: Work with asbestos cement in roof and façade work	Asbestos	Building, construction, maintenance and allied trades
Company	BAM Ireland (Construction business)	Eliminating risks from respirable crystalline silica dust in the construction sector	Silica	Building, construction, maintenance and allied trades
Consultant	Jones Day	A1 Formulation - addition of solid chromates to mixtures	Chromium trioxide	Metal industry
Industry association	German Federal Guild Association of the Glazier Trade (dt. Bundesinnungsverband des Glaserhandwerks)	Safe and economical method for handling asbestos- containing window putty in the glazing trade	Asbestos	Building, construction, maintenance and allied trades
	NepSi (EU industry sector organisation on silica)	<u>NepSi - General 2.1.1 - good</u> <u>practices for cleaning of</u> <u>surfaces and installations</u>	Silica	Building, construction, maintenance and allied trades
Institution	BAuA (German Federal Institute of Occupational Safety and Health)	Control Guidance Sheet: General ventilation	Not specified	Not specified
	IRSST (Canadian Institut de recherche Robert- Sauvé en santé et en sécurité du travail)	<u>RF-855 Prevention FactSheet</u> <u>Safe us of biological degreasing</u> <u>stations</u>	Not specified	Motor vehicle repair
		Pesticides, safe practices and personal protective equipment (PPE), DS-1004	Pesticides	Agriculture
		Agricultural bioaerosols	Bioaerosols	Agriculture
		Prevention Fact Sheet, Exposure to formaldehyde in the workplace, wood furniture manufacturing	Formaldehyde	Wood manufacturing
International organisation	ILO (International labour	ILO Toolkit Control Sheet 314 Control Approach 3 containment Weighing Solids	Pesticides and more	Agriculture and more
	organization)	Safety and health at the wood workshop	Wood dust	Building, construction, maintenance and allied trades

*Table 1: the 17 CGS used for the development of the CGS template.* 



UNEP (United nations environmental programme)	A practical guide - reducing mercury use in artisanal and small-scale gold mining	Mercury	Mining
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Key findings from the analysis include:

- the average CGS is around three pages long, making it concise but comprehensive.
- clear subheadings and sections ensure the document is easy to navigate.
- use of photos and illustrations enhances understanding and makes the guidance more actionable.
- simple, direct language is used to ensure the guidance is accessible to a wide range of users.

The CGS template includes the following key sections:

- Introduction
  - a brief description of the substance or task, such as handling hazardous materials like silica or asbestos.
- Preparation and Equipment
  - a list of tools and systems needed to perform the task safely.
- Procedure
  - step-by-step instructions on how to carry out the work with minimal risk.
- Cleaning and Maintenance
  - guidance on how to maintain equipment and workspaces to ensure ongoing safety and compliance.
- Personal Protective Equipment (PPE)
  - specific recommendations on selecting and using PPE according to the STOP principle.
- Training and Instruction
  - essential training information and instructions that employers need to provide to their workers.

Based on these findings, a template was developed to pointing out how a good CGS should look like. CGS developed based on the template aim to help employers to systematically implement protective measures, ensuring that they meet legal requirements while keeping their workers safe.

#### Feedback

The majority of the participants of the *Tools to support practice – Have your say!*' event, held on 26<sup>th</sup> of September 2023, found the template visually appealing and well structured. Participants clearly preferred a format with checkboxes and textboxes for own notes. These enable to adapt the CGS to specific workplaces. This result is in good agreement with BAuA research projects F2314 and F2440. They also show that, especially small and medium-sized enterprises, prefer adaptable CGS.



### SUMMARY

Challenge 2.2 is part of the Roadmap on Carcinogens 2.0 (RoC) second pillar, which aims to provide employers with practical guidance to minimise the risks posed by carcinogens. Employers across various industries face significant challenges in determining how to protect their workers from exposure to harmful chemicals. The goal of Challenge 2.2 was to create resources that are easy to understand and apply, enabling companies, especially small and medium-sized enterprises, to take the necessary steps to ensure a safe workplace.

Two key deliverables were created within this effort:

- STOP principle leaflets;
- Control Guidance Sheet (CGS) template.

### CONCLUSION

The CGS template and the STOP principle leaflets, available on the new RoC website, provide employers with easy access to these tools, aiming at supporting their efforts to improve workplace safety and comply with health and safety legal obligations, particularly the ones related to carcinogens.

The online availability of these resources will also ensure that they can be regularly updated and adapted to new challenges, making them a lasting part of the Roadmap on Carcinogens' strategy to reduce occupational exposure to carcinogens.

The tools developed, as part of Challenge 2.2, intend to contribute to the fight against carcinogen exposure in the workplace. Through the STOP principle leaflets and the CGS template, employers are provided with practical, user-friendly resources that will help them implement effective protective measures and thus minimising the risks. With their flexibility and adaptability, these tools can be used by companies of all sizes and in various industries, ensuring that every employer has the guidance needed to protect their workers from harmful chemicals.

The integration of these tools into the new RoC website makes workplace safety even more accessible, enabling businesses across Europe to take meaningful steps towards safer workplaces.