



Toolbox

Last Minute Risk Analysis

Schiphol wants to be a safe place for everyone. It makes no difference if you are here as a passenger, a visitor or to do your work. However, safety cannot be taken for granted. That is why we have prepared the Golden Rules of Safety. The rule below relates to the Last Minute Risk Analysis (LMRA).

Ensure nothing is overlooked

As a professional, you come to work well prepared. You know what you have to do (work instructions). You know the procedures, you have a work permit and if necessary you have a Task Risk Analysis (TRA). Even then you cannot assume that every risk has been excluded. A situation can change at any time. This may give rise to new risks. So before you start work, you must always carry out a final check, the Last Minute Risk Analysis (LMRA). This Golden Rule of Safety is therefore:

Last Minute Risk Analysis

An LMRA is a short final check for any risks and risk management measures. Perform the LMRA right before you start work, so you are aware of all the risks and how to manage them.

What risks?

You have of course already made the necessary preparations. Nevertheless, carefully consider the risks of the work and the work site one more time. Also check out the surroundings and conditions in which you have to carry out your work. Is everything in good order, is everything sufficiently clear, and what about possible consequences for the environment? All these aspects can change without warning. With that in mind, you must also perform an LMRA after your break, or after you return to your workplace from somewhere else

What is the purpose of the LMRA?

During an LMRA, we check the work, the work site and the surroundings one final time. The purpose is to identify any final risks and if necessary to take the appropriate measures. Do not start work until you are certain that everything is fully under control. Do not allow yourself to be pressurised by time constraints. If necessary, make it clear to your supervisor that the LMRA is important.

Who performs the LMRA?

An LMRA is a rapid risk assessment performed by the person who is actually going to do the work. You can perform the LMRA together with a colleague, or with your entire team. Registration is not necessary for an LMRA. An LMRA takes no more than a minute. What matters is that right before you start working, you briefly consider the risks one more time. This allows you to manage the risks by taking the appropriate measures.

What you can expect from Schiphol

Schiphol gives you plenty of room to do an LMRA before you start your work. We understand that you take a moment to convince yourself that you can get started in a safe way.

What Schiphol expects from you

We want you to be serious about the LMRA. How?

see next page >



Do you have any hints or remarks to make this a better toolbox? Or do you want to share your opinion with us? We like to hear from you via:
safe_office@schiphol.nl.

Step 1. ASSESSING THE DANGERS

Recognise any risks that may still be present at the worksite, despite all the precautionary measures. Decide whether you are likely to be exposed to these risks. Do not start work if you consider these risks unacceptable!

To assess the danger, ask yourself questions like:

- Could I trip in the walking and working area?
- Do I have enough light to do my job?
- Am I at risk of direct contact with electricity on the work floor?
- Is there a risk of explosion, or could this risk arise?
- Do I understand what my job is? Have I been given the proper instructions and/or information?
- Do I need to be in (verbal) contact with my colleague(s)?
If so, how do we organise communication?
- Is the right firefighting equipment available nearby?
- Do I have the compulsory personal protective equipment I need?
- In the case of confined spaces, is the space properly ventilated?
- Have I carried out all the necessary checks and measurements or have I had them carried out?
- Is all the equipment correctly secured and switched off?
- Are there other people working near my working area?
- What is the weather forecast, and will it affect my work?
- Is the area correctly separated from the public?
- Do I know the emergency number to call (020-6012222)?

Step 2. TAKING MEASURES to manage the risks

Have you spotted any risks? Take all measures necessary to manage them. Check that you have taken the appropriate precautionary measures.

For example check:

- Whether you have the correct tools and personal protective equipment to allow you to do your work safely.
- Whether other activities have led to risks at your work site.
- Whether you have received the appropriate training and whether you have sufficient knowledge for this job.

If not all the precautionary measures have been taken, discuss the situation with your supervisor before you start work. If all the precautionary measures have been taken, go on to step 3.

Step 3. TAKE ACTION for safe operation

You take action to do your job safely. You take measures to manage the risks. If the job is too big for you to complete on your own, ask for help.

For example: carry out a proper check of the rules governing the correct working procedure, the placement of warning signs and correctly parking any rolling equipment.

Safety awareness

Even for routine jobs, an LMRA is the ideal way to improve safety awareness. After all, work that has become routine leads to the risk of 'operational blindness'. An LMRA keeps you alert, every time.

Remember to keep talking about safety and the value of LMRAs. This will help you keep each other alert to the risks and the need for safe working.

TIPS:

- Always stay alert!
- Always ask when in doubt
- Interrupt work if necessary

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