



OiRA Tool for the Horeca

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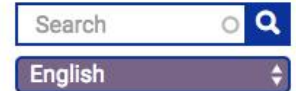


Safety and Health at Work is everyone's concern. It's good for you. It's good for business.

OiRA – What?

- **OiRA: Online interactive Risk Assessment**
- **European Agency for Safety and Health (Bilbao)**
- **A common platform/software for developing risk assessment tools**
- **OiRA community: 16 national OiRA partners and 15 EU sectoral partners**
- **155 OiRA tools have been published in total and more than 90 are under development**
- **www.oiraproject.eu**

OiRA tool



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OiRA

Safety and health risks at work exist - easy and free solutions to assess and prevent them too!



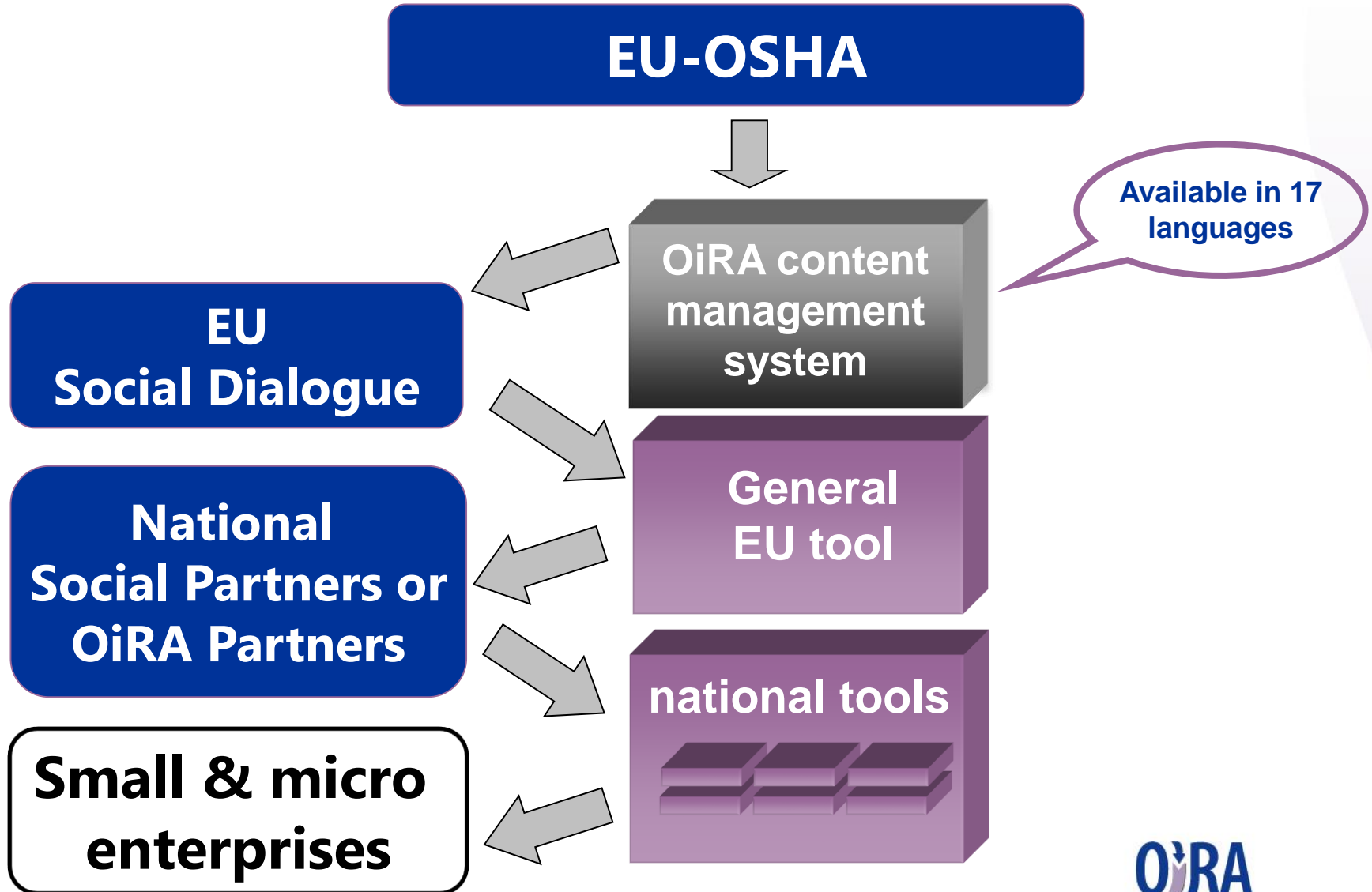
<http://www.oiraproject.eu>



OiRA - characteristics

- **Easy accessible, easy in use, free of charge, reports/action plans, wide support**
- **Tailored to the sector**
- **Tool: supports companies in carrying out risk assessments and in taking appropriate measures**
- **Raising awareness about OSH**
- **Encourage / empower micro and small companies to manage OSH in house or in a more autonomous way**

OiRA target groups – EU level - development



OiRA Horeca Background

- **Sector: Hotels Restaurants Cafés**
- **Characteristics: many small businesses, young workers, unskilled/skilled workers, work organisation, direct contact clients**
- **Types of jobs: receptionists (front desk), maintenance staff, housekeeping staff, kitchen staff, etc.**

OiRA Horeca Background

- **Basis: existing Belgian tool**
- **Adaptation to EU level**
 - ➔ **OSH in the horeca from an EU perspective (e.g. references EU legislation)**
 - ➔ **basis for developing national tools**

- **Introduction**
- **Preparatory phase**
- **Risk identification structured by:**
 - Modules (e.g. OSH Management, Housekeeping, etc.)
 - Risk statements
- **Action plan development**
 - Solutions
- **Documentation possibilities**
 - Different reports

Structure – Modules & submodules

General modules - mandatory

1 Occupational Safety and Health Management

2 Safety and maintenance of work premises

2.1 Accessibility and circulation

2.2 Fire, evacuation, first aid

2.3 Cleaning and maintenance of work areas

2.4 Workplace facilities and storage areas

3 Work equipment and installations

3.1 Electricity, gas and water

3.2 Machinery and work equipment

4. Handling and storage of chemicals

5 Psychosocial risks

Structure – Modules & submodules

Specific modules - optional

6. Front office and administrative work

7. Kitchens

7.1 Risks: cuts and lacerations

7.2 Risks: burn injuries

7.3 Slips, trips and falls

7.4 Work environment

7.5 Ergonomics

8. Food & beverage serving

9. Bar

10. Housekeeping

11. Swimming pool & wellness area

Preview

Navigation menu items:

- Preparation
- Identification + Evaluation
- Action Plan
- Report
- Check your progress

OIRA
Online interactive
Risk Assessment

1 Occupational Safety and Health Management

2 Safety and maintenance of work areas

3 Work equipment and installations

4 Handling and storage of chemicals

5 Psychosocial risks

6 Front office and administrative work

7 Kitchens

8 Food and beverage serving

9 Bar

10 Housekeeping

11 Swimming pool and wellness area

OIRA HORECA

It is possible for you to print out the contents of the tool to enable you to look for the information at the relevant workplace (by walking around and looking at what could cause harm, or by consulting the workers and/or their representatives about problems they have encountered). You can then introduce the information into the tool.

You may also wish to distribute the contents among the workers and/or their representatives and invite them to participate in identifying the hazards/problems, evaluating the risks and deciding on preventive action. Their feedback should be taken into account when filling in this tool.

You can print the [contents of the tool](#).

Start Risk Identification

Preview – Risk identification

2 Safety and maintenance of work areas

3 Work equipment and installations

4 Handling and storage of chemicals

5 Psychosocial risks

6 Front office and administrative work

7 Kitchens

7.1 Risks: cuts and lacerations

7.1.1 When using cutting tools, workers follow safe working practices

7.1.2 Appropriate PPE are provided for working with knives

7.1.3 Electrical slicers are equipped with a blade guard and safely cleaned

7.1.4 Kitchen furniture is designed to minimise the risks of cuts

7.1.5 Waste (sharps) is handled with care

7.2 Risks: burn injuries

7.3 Slips, trips and falls

7.4 Work environment

7.5 Ergonomics

Appropriate PPE are provided for working with knives

- Yes
 No

▼ Information

To prevent cutting injuries, appropriate PPE should be made available. Especially, for difficult tasks (e.g. deboning) or new staff, it's advised to wear a cut-resistant glove on the non-knife hand. Cut-resistant aprons provide protection to the body. All protective clothing/gloves used in the workplace must bear a CE mark. A symbol of a knife can be found on the label of cut-resistant gloves.

[EU-OSHA, E-facts 22 - Safety and health risks in HORECA](#)

▼ Resources

Legal and policy references

[89/656/EEC Directive on the minimum health and safety requirements for the use by workers of personal protective equipment at the workplace](#)

[2016/425/EU Regulation on perso](#)



Skip

Save and continue

Preview – Action plan

Action Plan

Kitchens

7.1 Risks: cuts and lacerations

- 7.1.2 Appropriate PPE are provided for working with knives
- 7.1.4 Kitchen furniture is designed to minimise the risks of cuts
- 7.1.5 Waste (sharps) is handled with care

Unanswered
Postponed
OK
Attention

Appropriate PPE are not provided for working with knives

This is a **high** priority risk.

► [Read more about this risk.](#)

Measure 1

Pre-fill Delete this measure

Description ?

General approach (to eliminate or reduce the risk)

Specific action(s) required to implement this approach

Preview – Action plan

Action Plan

7 Kitchens

7.1 Risks: cuts and lacerations

- ⊗ 7.1.2 Appropriate PPE are provided for working with knives
- ⊗ 7.1.4 Kitchen furniture is designed to minimise the risks of cuts
- ⊗ 7.1.5 Waste (sharps) is handled with care

- ⊙ Unanswered
- ⊙ Postponed
- ✓ OK
- ⊗ Attention

Provide appropriate PPE

Consider for instance the following actions:

- Provide cut-resistant gloves to protect hands and forearms from injuries
- Provide other PPE such as protective clothing (aprons), safety shoes
- Select the most appropriate PPE for the tasks in the kitchen by consulting suppliers and involving the workers.

Level of expertise and/or requirements needed

Who is responsible? ?

Budget ?

Planning start



Save and continue

- **Action plan: excel format**

Identified risks/Measures/Responsibility, timeline, etc.

➔ **Follow-up**

- **Full report: text format**

Complete overview

➔ **Evidence**

Timeline & Next steps

When	What	Meeting
April - June	Preparation & development of the structure (modules and risk statements) Discussion & agreement	1st SC meeting (29/6/18)
July - October	Elaboration of the contents of the tool (risk statements, description, references, solutions) Discussion & agreement	2nd SC meeting (12/11/18)
November - December	Amendments Preparing 2nd draft	
January	Comments & review Preparing full test version	
February	User tests	
March	Amendments, final version & validation	