Risk Management in the Printing Industry

Introduction

This Hardfacts provides an overview of the management of pure, non-financial risk within the printing industry, and provides guidance primarily in the areas of safety, health and fire risk management. Where appropriate, reference is made to other relevant Hardfacts available via the Aviva Risk Management Solutions Helpline: tel no 0845 366 66 66 (charged at local call rate).

Health and Safety Management

All companies employing five or more persons in the printing industry should have an up-to-date written statement of their health and safety policy, which outlines the organisation and arrangements for ensuring continuous improvement in health and safety at work. (See Aviva Risk Management Solutions Hardfacts No 1002 - Health and Safety Policy Document).

In each factory, a competent person should be appointed to advise directors and management on the requirements and prohibitions of the health and safety legislation, i.e. a health and safety adviser. (See Aviva Risk Management Solutions Hardfacts No 5031 - The Management of Health and Safety at Work Regulations, 1999.)

Written risk assessments should be in place and should have been communicated to all employees. These risk assessments - and their commensurate control measures - should cover all work areas and tasks. (See Aviva Risk Management Solutions Hardfacts No 5010 - Conducting Risk Assessments.)

In addition to the requirements for general risk assessments, special risk assessments should also be in place for manual handling (Aviva Risk Management Solutions Hardfacts No 5020); control of substances hazardous to health – COSHH (Aviva Risk Management Solutions Hardfacts No 6008); noise at work (Aviva Risk Management Solutions Hardfacts No 6011); and for machinery, as required by the Provision and Use of Work Equipment Regulations, 1998 (Aviva Risk Management Solutions Hardfacts No 5015).

Training

Health and safety training in the legal requirements and their implications should be given to all employees, so as to ensure that they are aware of workplace hazards and their controls. Such awareness training should cover documented assessments, systems and procedures, including permit to work systems that are in place. (Aviva Risk Management Solutions Hardfacts No 5022 - Permits to Work). All health and safety training - both formal and informal - should be recorded.

Specific Industry Hazards

The Health and Safety Executive (HSE) have produced a number of publications relating to the printing industry, which are available from HSE Books, (telephone 01787 881165). These include:

- Safety at power operated paper-cutting guillotines (IND G 282).
- Work related upper limb disorders in the printing industry (IAC L91).
- Dermatitis in printing (IAC L101).
- Control of chemicals in printing – COSHH essentials for printers (2000).
- The printers guide to health and safety (1998).
- Monitoring for health and safety in print (IAC L65 rev1).
- Assessing and managing risks at work from skin exposure to chemical agents (HS G 205).
- Working safely with solvents (IND G 273).
- Safe systems of work for cleaning sheet-fed offset lithographic printing presses.
- Safe systems of work for cleaning web-fed offset lithographic printing presses.
Key Action Steps

- Ensure your health and safety policy is up to date, covers all you do, and has been brought to the attention of all employees.

- Ensure that all relevant risk assessments are in writing, are up to date, and have been communicated to all employees, together with commensurate control measures.

- Ensure that all health and safety training is recorded, and that the records are kept up to date.

- Ensure you have access to a competent person to advise on all risk management aspects of your business.

References

In addition to those Aviva Risk Management Solutions Hardfacts mentioned above, the following may also be of use:

1006   Control of Contractors.
5006   First Aid in Workplaces.
5007   Lone Working.
5028   Safe Use of Ladders.
6012   The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR).
6019   Work Related Upper Limb Disorders.
6020   Working with Solvents.
6026   Occupational Asthma.

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