

Part 4: Review, communicate and check

Suggested word counts for each section:

- Planned review date or period and reasoning for this: **50 - 100 words**
- How the risk assessment findings will be communicated and who needs to know the information: **100 - 150 words**
- Follow up on the risk assessment: **100 - 150 words**

Planned review date/period with reasoning	<p>Date of risk assessment for review is 11 November 2023 because it is the Aster company policy that review risk assessment will be annually so I will also review this risk assessment before one-year if under mention some points will happen.</p> <ul style="list-style-type: none"> Entry of vulnerable employees at work site. If some new equipment's & machinery introduce at work site. If some incidents/accidents will be happening repeating. Changing of work methods. If accident happens.
How the risk assessment findings will be communicated AND who you need to tell	<p>After completing all my finding and I will have prepared the risk assessment documents. Then I send a short summary of my finding to Aspire company Director by email and to section engineers & supervisors. I will invite the site manager, Health and safety Engineer and worker representative for meeting to explain the risk assessment finding in detail. I will arrange a seminar for site workers & provide hard copy of my report to all concerning employees, provide and paste all my finding in company website & also provide on notice board for workers on site. I save the minutes of meeting reports and provide to other concerning departments & employees. I will have prepared the safety sign by visible posters as per my risk control measures for site worker & explain my finding & risk assessments controls in toolbox meetings.</p>
How you will follow up on the risk assessment to check that the actions have been carried out	<p>Before starting work in area on actions I will set reminder (every 10 days) on notes in office and in calendar in personal phone for the day of starting work. I will visit the area to inspect the preparation with responsible persons. I will visit in future to the site surprisingly to judge the progress of work and will make picture and videos for record. If any resource they feel is lacking, I will meet the concerning head of department & and will resolve the resources lack issue. If they required More finance for this control, I will be concerning to finance department head or finance manager to provide the finance. If still the work is going prolong to complete the action and the action is delaying very much, like 5 months, I will refer the action to the General Manager in a meeting.</p>

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