

**Instructions for Assessing Risks in the Work Environment Issued pursuant to Article (10) of Regulation No. (31) of 2023- the Regulation of Occupational Safety and Health and the Prevention of Occupational Hazards in Institutions**

**Article (1)**

These instructions shall be cited as (the Instructions for Assessing Risks in the Work Environment for the year 2023) and shall come into effect from the date of its publication in the Official Gazette.

**Article (2)**

- a- The following words and terms, wherever they appear in these instructions, shall have the meanings assigned thereto hereunder unless the context indicates otherwise:

The Law:	Labor Law.
The Ministry:	Ministry of Labor.
The Minister:	Minister of Labor.
Economic Activity:	Any industrial, commercial, agricultural, health, touristic, media, craft or service activity, including information technology.
Work Environment:	The place and work conditions that fall under the supervision of the institution and where the worker is required to be present for work purposes.
Occupational Risks:	Potential harm emanating from sources of occupational hazards.
Occupational Risks Assessment:	The process through which existing occupational hazards are identified, potential risks are estimated, and the necessary controls are put in place to protect workers or individuals who may be affected by the hazards of the work environment.

- b- The definitions contained in the Law and the Regulation issued pursuant thereto shall be adopted wherever they are stated in these instructions unless the context indicates otherwise.

**Article (3)**

The employer shall designate those qualified to conduct the risk assessment in order to identify sources of occupational hazards in the institution and shall involve workers and members of the Occupational Safety and Health Committee (if applicable) in the risk assessment process.

**Article (4)**

The employer shall ensure that a risk assessment is conducted for all workplaces and all operations that take place in the institution, taking into consideration workers whose nature of work requires movement and change of work site.

**Article (5)**

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When conducting a risk assessment, the persons who are exposed to risks must be identified, taking into consideration the following:

- a- All workers and other people present in the work environment, including but not limited to (the maintenance team, sub-contractors, visitors, suppliers, sales representatives, and trainees).
- b- The following categories of workers:
  1. Pregnant or lactating women.
  2. Workers under 18 years of age.
  3. Persons with disabilities.
  4. Non-Jordanian workers.
  5. Workers who work individually (such as: night guards, control panel operators).

#### **Article (6)**

The risk level for each hazard present in the work environment shall be determined based on:

1. The likelihood of workplace injuries or health problems.
2. The severity of the injury or health problems resulting from work.

#### **Article (7)**

The employer or their representative(s) shall formulate and sign a plan outlining precautions and preventive measures derived from the outcomes of the risk assessment in the work environment. This plan shall contain the following:

1. The hazards in the work environment.
2. The precautions and preventive measures necessary to protect workers from hazards in the work environment.
3. The timeframe for implementing precautions and preventive measures.
4. The names and job titles of those responsible for implementing precautions and preventive measures.
5. The financial allocations needed to implement the precautions and preventive measures.

#### **Article (8)**

The employer shall re-visit the risk assessment and issue modified risk assessment document at least once every two years or when necessary, such as in the following cases:

1. The introduction of any new process in the institution or the occurrence of changes such as changing regulation or system, work methods and mechanisms, or the use of new machinery that may affect the work environment.
2. In instances where relevant authorities undertake legal action against the institution which is relevant to occupational safety and health.
3. The occurrence of a work accident, a near-miss, or recording of an occupational disease in the work environment.
4. In instances where there is a change in relevant legislation that may affect the outcomes of the risk assessment of the work environment.

#### **Article (9)**

The risk assessment in the work environment document should contain the following information:

1. The date of assessing risks in the work environment.
2. The name of the institution.
3. The name of the person conducting the risk assessment in the work environment.
4. The workplace or work mechanisms.
5. A list of individuals exposed to hazards.
6. A list of identified hazards in the workplace.
7. An assessment of the risk level of each hazard identified in the workplace.
8. Possible consequences after exposure to each identified hazard.
9. Preventive measures that shall be taken to control risks.

**Article (10)**

The employer shall keep all documentation related to the risk assessment in the work environment for a minimum period of two years.

**Article (11)**

The provisions of these instructions shall apply to Institutions that employ (20) workers or more.

**Article (12)**

The Minister may issue the necessary decisions to implement the provisions of these instructions.

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Minister of Industry, Trade and Supply and Minister of Labor

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