

Expertise

► A checklist for the identification of hazards related to the use of employee and management expertise, external expertise or an external workforce.

Company:	Group/Assessor
Object of assessment:	Date:

First individually and then in joint discussion, assess the expertise of the company's entire workforce and the use of external specialists or an external workforce. The assessment indicators are: yes=satisfactory, no=action required e.g. examination or control measures. Use the Risk Management Control Measures Summary Sheet (included in the Toolkit) to record all the issues that require examination or control measures. Think about the causes of the hazards, consequences, required control measures and the responsibilities for implementation.

Are there sufficient professional skills and training?

	Yes	No	Does not concern us
Is management expertise sufficient and versatile enough for the company's current and future needs? (expertise concerning products, personnel management, finance, management of change etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is work supervisor expertise sufficient to deal with current tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all the necessary specialist expertise available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees sufficiently trained, instructed and competent to do their tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough employees with sufficient skills to cover for absent colleagues (due to illness, leaving, holidays, training, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the expertise that supports employees work (computer skills, language skills etc) of a sufficiently high level ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How changes in work affect expertise

	Yes	No	Does not concern us
Has the development or implementation of new working methods gone smoothly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is employee expertise sufficient to utilise new technology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will changes occur in the near future that require the development of employee expertise ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees kept up to date with changes in legislation and standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is employee expertise developed so that the company can meet the future customer demands in both quantity and quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees capable of operating in new co-operation ventures such as projects, networks etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Development of professional skills

	Yes	No	Does not concern us
Is refresher training arranged for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees' studies encouraged and supported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do work tasks allow the development of professional skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees given the freedom to make decisions on how best to carry out their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees have an opportunity to take on more demanding tasks as their skills develop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the company able to efficiently use the expertise of senior Employees? (utilisation of experience and tacit knowledge)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use of external expertise or workforce

	Yes	No	Does not concern us
Does the company possess enough information about suitable external specialists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When using external expertise, has the company confirmed the quality, competence and reliability of the specialist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the risks related to the use of subcontractors been examined? (possible interruptions and damage caused by their operation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the agreements and regulations related to the use of a hired workforce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company possess information about where to obtain a temporary workforce e.g. to help with large or urgent orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there suitable induction training, guidance and instruction for a specialist or a temporary workforce ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>