

# Hazard Identification & Assessment

ISO 14001:2015 & ISO 45001:2018

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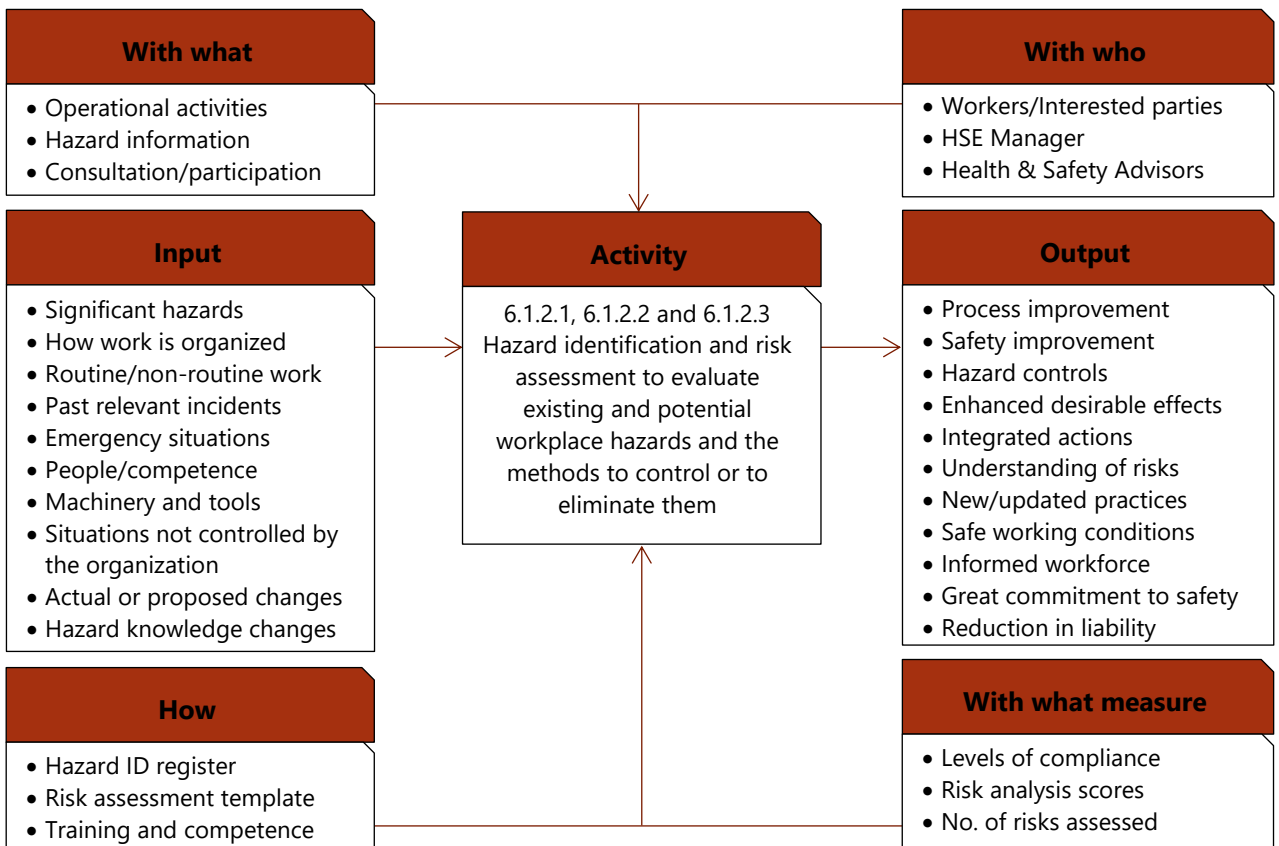
## 1 Procedure

### 1.1 Introduction & Purpose

The purpose of this procedure is to outline **your organization's** ongoing and proactive methodology for the identification of operational hazards and the assessment of perceived risks to evaluate both existing and potential workplace hazards, and to determine the methods required to mitigate or eliminate the risks arising.

#### 1.1.1 Process Overview

The process overview (turtle diagram) provides internal and external auditors, process owners, and participants an overview of the elements that are required by the hazard identification and assessment process:



#### 1.1.2 References

Standard	Title	Description
BS EN ISO 9000:2015	Quality management systems	Fundamentals and vocabulary
BS EN ISO 14001:2015	Environmental management systems	Requirements
BS EN ISO 45001:2018	OH&S management systems	Requirements
BS EN ISO 19011:2018	Auditing management systems	Guidelines for auditing

#### 1.1.3 Terms & Definitions

Term	Definition
Hazard	A source of potential harm or a situation with a potential to cause loss or harm
Hazard Identification	The process of examining each work area and task to identify hazards inherent to work
Hazard ID Register	A formal record that captures all known hazards and potential risks to be assessed
Worksite inspection	Regular inspection of work areas to assist with the monitoring/identification of hazards
Risk Assessment	Determining the risk of a hazard in combination with its likelihood and severity

## 1.4.2.4 Workplace Inspections

Your organization carries out safety inspections of the workplace and work procedures using the *Workplace Inspection Form*. A workplace inspection generally consists of an informal walk-through of the work area is used to identify lapses in safety procedures, and can vary from an informal visual inspection to formal in-depth evaluations. Workplace inspections looks for safety hazards and unsafe practices throughout the facility.

The frequency at which formal workplace inspections are carried out is dependent on the associated risk of the work area. Inspections may be required on a more frequent basis depending on local conditions, use of the work area, and any local arrangements for informal or statutory checks.

High-risk areas are inspected monthly (or more frequently if the level of risk indicates), medium risk areas are inspected every 3 months, and low risk areas are inspected every 6 months.

For low-risk workplaces such as general areas including offices, store rooms, print rooms and kitchens, etc., are inspected at least twice per year. For higher risk workplaces such as shop floors, workshops, process equipment areas and plant rooms, etc., inspections are carried out monthly.

Line Managers and Supervisors are responsible for planning and instigating workplace inspections within their area of control and responsibility. They may choose to request the assistance of Health & Safety Coordinators or other workers when undertaking this task. The following table offers a guide to determining the frequency; however, an assessment of each individual work area needs to occur to determine the frequency.

Area	Level of risk	No of Inspections
Hazardous substances and dangerous goods storage areas	High	Monthly
Workshops including maintenance workshops	High	Monthly
Manufacturing areas	High	Monthly
Warehousing	Medium	3 Monthly
Retail areas	Medium	3 Monthly
Café/Canteen	Medium	3 Monthly
Administration/Offices	Low	6 Monthly
Compounds/Yards	Low	6 Monthly
External landscaping and car parks	Low	6 Monthly

The workplace inspection starts with a review of the action points from the previous inspection. Any unresolved issues are noted in the comments/observation section of the *Workplace Inspection Form* for action or resolution. The workplace inspection may include observations and discussions with relevant workers, including operators, managers and maintenance personnel.

For best results a Line Manager/Supervisor and at least one other worker should be involved in participation in each workplace inspection, in order to:

1. Review the workplace inspection form/checklist to be used;
2. Conduct workplace inspections by walking around the work environment;
3. Identify any physical hazards and areas of noncompliance against the inspection checklist;
4. Record all findings, providing specific comments, ensuring form is signed and dated and includes personnel conducting the inspections;
5. Ensure responsibilities, priorities and time frames are listed when determining corrective action.

Particular note should be taken of the following;

1. Slip and trip hazards;

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Score	Severity	Severity of Risk (Degree of Harm)
5	<b>Catastrophic</b>	Life threatening or permanently disabling illness. Single or multiple fatalities or permanent disabilities. Facilities or equipment destroyed. Loss of permit to operate. Legal investigation required. HSE informed.

## 1.5.4 Level of Risk (S3)

Risk assessment involves considering the possible results of someone being exposed to a hazard and the likelihood of this occurring. A risk assessment assists in determining how severe a risk is, whether existing control measures are effective, what action should be taken to control a risk, and how urgently action needs to be taken.

The risk assessments include the Identifying factors that may be contributing to the risk, and a review of existing health and safety information that is reasonably available from an authoritative source that is relevant to the particular hazard.

Likelihood of Occurrence	Severity of Risk				
	Negligible	Minor	Serious	Major	Catastrophic
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Likely	3	6	9	12	15
Highly likely	4	8	12	16	20
Almost certain	5	10	15	20	25

## 1.5.5 Response (S4)

The Risk Rating is used to prioritize action. Once a risk rating is determined, each hazard has its existing risk control measures evaluated in order to determine any additional requirements that are necessary.

Score	Risk Rating	Level of Risk (LoR)	Level of Action
1 to 4	<b>Minor</b>	<p>This LoR is generally considered as sufficiently low, insignificant and adequately controlled. Continue to review and reduce the risks wherever it is reasonably practicable, as per cost and legal requirements.</p> <p>Monitor risk controls to ensure that they are maintained at their present level or at a lower level of risk that current day-to-day work practices can effectively manage.</p> <p>Ongoing monitoring and management required by workers and line supervisors using routine procedures.</p>	<p>Manage by routine procedures at operational level.</p> <p>Supervisor review required.</p>
5 to 12	<b>Moderate</b>	<p>Corrective action required. Develop a Safe System of Work, prepare Job Safety Analysis. Formal risk assessment is required. The risk must be reduced to ALARP (As-Low-As-Reasonably-Practicable).</p> <p>Proposed risk controls should be implemented if the resources, costs, time or effort are in proportion to the benefits that can be potentially achieved. The following process must be applied:</p> <ol style="list-style-type: none"> <li>1. Consult hazard register, ensure controls are effectively implemented;</li> <li>2. Confirm activity, risk assessment and controls with the Supervisor;</li> <li>3. Seek advice from the H&amp;S Advisors, implement additional controls;</li> <li>4. Supervisor confirms controls, assess and approve/reject the activity.</li> </ol>	<p>Supervisor review required.</p> <p>HSE Manager review required.</p>