



EHQMS Procedure

**Hazard Identification &
Assessment**



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1.2 Application & Scope

The **QEHS Manager**, **Health & Safety Advisors** and **Workers** actively engage to identify workplace hazards and mitigate the risks associated with their activities. All workers and contractors are required to take a proactive approach to managing and reporting health and safety hazards. Opportunities that are presented through this process are recorded in the *Risk & Opportunity Register*.

When a hazard is observed, they are required to take steps to manage that hazard directly (provided they are competent and trained to safely do so) to eliminate the hazard or to get assistance from appropriate persons to do so whenever reasonably possible.

1.3 Hazard Identification Register

Your organization maintains the *Hazard Identification Register* which is a live, continually evolving document that provides a focus for our hazard management activities and which communicates risk information throughout the organization.

By Select a work process, work area or specific activity and identify hazards. Review documentation such as inspection reports, illness/injury reports, Health and Safety Committee minutes, policies and procedures, inventory reports, safe operating procedures, checklists, job descriptions and routines, etc. Walk through the work area and observe the practice and talk to the workers who do the job in the area.

List the potential hazards or incidents that could happen while doing a process or task. A hazard is something with the potential to cause harm or injury. Formulas in the register will automatically rate the hazards according to the severity and likelihood scores. Hazards rated as **Moderate** and **Major** are considered significant and are prioritized for risk assessment in order to determine and implement appropriate controls.

Risk Rating (S1)

Likelihood of Occurrence	Severity of Impact				
	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

Significance Score (S2)

Exposure	Impact Exposure	
	Management Control Action (MCA)	Timeframe for MCA
Minor	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	1 year
Moderate	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. An achievable time frame must be established to ensure that elimination, substitution or engineering controls are implemented.	Within 3 months

Exposure	Impact Exposure	
	Management Control Action (MCA)	Timeframe for MCA
Major	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. Remove the hazard at the source. An identified very high risk does not allow scope for the use of administrative controls, even in the short term.	Immediate

It provides the necessary assurances that any hazards identified during management system planning and operational planning activities are captured and effectively managed. The *Hazard Identification Register* is maintained by the [QEHS Manager](#) and is reported to [Top management](#) on a monthly basis and is used as the input to *Risk Assessment* process.

All business activities are assessed to ensure that any changes to processes and operations do not result in adverse health and safety hazards. On occasions where [your organization](#) does not have a degree of control or influence over the hazard or risk, its details are escalated to the *Risk Register* for Top management action.

1.4 Risk Assessment Process

1.4.1 Hazard Identification

Using the *Hazard Identification Register* as a basis, the [QEHS Manager](#) and the [Health & Safety Advisors](#) are obliged to ensure periodic assessments of the hazards and risks at each work place are carried out and to implement the control measures required to prevent those hazards and risks, or to reduce them to the lowest reasonable and practicable level.

This is carried out through a series of risk assessments targeted at individual working conditions and operational hazards. To ensure the process is thorough, the [Health & Safety Advisor](#) and the [Supervisor](#) ensure they:

1. Review all aspects and hazards associated with the of the work areas and activities performed;
2. Review non-routine activities such as maintenance, repair, cleaning and emergency response;
3. Review all incident and near-miss records;
4. Consider people who work 'off site', either at home, on other premises and drivers, etc.;
5. Look at the way the work is organized or 'done';
6. Assess the experience and age of workers and contractors doing the work and systems being used;
7. Assess foreseeable, unusual conditions such as the possible impact on hazard control procedures that may be unavailable in an emergency situation or power failure;
8. Examine risks to visitors or the public, and other interested parties;
9. Assess groups of people that may present a different level of risk such as young or inexperienced workers, persons with disabilities, or new or expectant mothers.

To identify potential hazards, the following questions should be asked (this is not a complete list):

1. Can any body part get caught in or between objects?
2. Do tools, machines or equipment present any hazards?
3. Can an employee make harmful contact with objects?
4. Can an employee slip, trip or fall?
5. Can an employee suffer a strain from lifting, pushing or pulling?