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RISK MANAGEMENT

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define the requirements to manage occupational safety and health risks in the organization.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## Risk Management

### Risk management and mitigation is an integral part of the organization’s methodology in conducting work.

### Occupational safety and health risks shall be considered for all stages of the organization’s activities.

## Risk Management Methodology

### The following methodology shall be followed when preparing risk assessments

|  |
| --- |
| Risk Assessment Methodology |
| 1 | Identify the hazard |
| 2 | Assess the risk (severity / likelihood) |
| 3 | Include additional control measures to reduce the risk further to a level that is ALARP (as low as reasonably practicable) |
| 4 | Re-assess the risk with the control measures (severity / likelihood) |
| 5 | Review the risk assessment regularly |
| 6 | Changes shall go through review process and communicated to all relevant personnel |

## Risk Management Competencies

### Persons reviewing occupational safety and health risk assessments in the organization shall have the following competencies:

* Minimum of 3 years construction experience
* Hold a minimum of level 3 qualification or equivalent in occupational safety and health

## Risk Management Consultation

### The person preparing the risk assessment shall consult with the stakeholders affected by the activity (contractors, workers, etc.) when this adds value to the risk assessment process.

## Risk Assessment Considerations

### When preparing the risk assessment, the following shall be considered:

* Whether the activity is routine or non-routine, and how this affects the risk.
* How supply chain can impact the risk
* Impact of subcontractors and suppliers on the activity
* Human behaviour (ignorance, incompetence, violation, OHS culture)
* How young persons, persons with special needs, visitors or persons not involved in the project can be impacted by the risk.
* Simultaneous operations from other contractors (SIMOPS)
* Conditions that are not in the control of the organization (traffic, weather, geography, etc.)
* Plant and equipment
* Organization’s Standard Operating Procedures
* Organizational reporting lines

## Risk Assessment Likelihood

### During the preparation of a risk assessment, the likelihood of the consequence occurring shall be selected from the following table:

| Risk Assessment Likelihood |
| --- |
| Rare (1) | Has occurred in a different industry |
| Possible (2) | Has occurred in the same industry |
| Likely (3) | Has previously occurred once in the organization |
| Often (4) | Happens once a year in the organization |
| Almost Certain (5) | Happens more than once a year in the organization |

## Risk Assessment Severity

### During the preparation of a risk assessment, the severity of the consequence occurring shall be selected from the following table:

| Risk Assessment Severity |
| --- |
| Negligible (1) | First Aid Case |
| Marginal (2) | Medical Treatment Case  |
| Significant (3) | Lost Time Injury |
| Serious (4) | Single Fatality or Permanent Partial Disability |
| Catastrophic (5) | Multiple Fatalities |

## Risk Classification

### Risk classification shall be computed from multiplying the Likelihood with the Severity. The result of this

| Risk Classification |
| --- |
| 15 - 25 | Extreme Risk (E) | Activity should not proceed in current form |
| 8 – 12 | High Risk (H) | Activity can only operate under strict supervision and management approval |
| 4 – 6 | Moderate Risk (M) | Activity can operate under the controls specified |
| 1 - 3 | Low Risk (L) | No action is required |

## Risk Assessment Control Measures

### During preparation of the risk assessment, the control measures shall be prioritize based on the following:

| Control Prioritization |
| --- |
| 1 | Elimination |
| 2 | Substitution |
| 3 | Engineering Controls |
| 4 | Administrative Controls |
| 5 | Personal Protective Equipment (PPE) |

## Documentation, Records and Communication

### All risk assessments shall be documented.

### Records of documented risk assessments shall be maintained for 5 years after the completion of the activity.

### Risk assessments shall be communicated to the manager responsible for that risk. For projects, the risk assessment shall be communicated to the project managers.

### The results of the risk assessment, and control measures required for the specific task shall be communicated to those persons executing the work. This is generally done in the pre-task briefing.

# Annexure

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| **Reference** | **Document Title** |
| None | None |