

Document Revisions:

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**HAZARD IDENTIFICATION, RISK ASSESSMENT &
CONTROL PROCEDURES**

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL PROCEDURES

1.0 PURPOSE & SCOPE:

Hazard and risk assessment covers all aspects of ABE & its sub-contractor's works. The main purpose is to identify the hazards involved, develop and implement the measures necessary to control *or mitigate* the risk.

2.0 DEFINITIONS:

The following definitions apply to hazard and risk assessment.

Activities	:	An 'activity' is a grouping of tasks at a level where it may be possible to identify Hazards
Control	:	A formal control measure to prevent undesired events occurring.
D M EPPS	:	Dubai Municipality Environmental Personnel Protection Section.
Event	:	Incidents that may occur as result of a hazard being released.
CEO	:	Chief Executive Officer
Hazard	:	The potential for causing injury, damage or Loss
Mitigation	:	A measure to prevent, or reduce escalation consequences of an event.
MSDS	:	Material Safety Data Sheet.
Risk	:	The severity and the likelihood of the exposure to the hazard.
Severity	:	The severity of injury, damage or loss that can result from event.
Task	:	A 'task' is work, which is conducted following a formal procedure or set of work instructions. This is the lowest to which activities are broken down for the purpose of hazard analysis.
MS	:	Method Statement
ABE	:	Albanna Engineering

3.0 RESPONSIBILITIES

- 3.1 **Chief Executive Officer:** The CEO is responsible for providing the support necessary for the successful implementation of this procedure.
- 3.2 **Managers:** All management employees are responsible for the prevention of injuries in their respective organizational units through measures such as risk management.

- 3.3 **Project Managers:** Project managers are responsible for risk assessment on their responsible project sites. They are also responsible for assigning responsible persons for ensuring risk assessment is carried out on their project sites.
- 3.4 **Safety officers:** The safety officers are responsible for monitoring that this procedure is implemented and adhered to by all personnel/subcontractors. They conduct regular workplace inspection and ensure that any improvements resulting from such an inspection are actioned in the required time frame.
- 3.5 **Supervisors:** Supervisors have key responsibility in the planning and co-ordination of work activities and assessing potential safety hazards on the job and instructing employees in risk control methods to accomplish the work.
- 3.6 **Employees Representative:** The nominated employees representative will play major role in collecting information directly from the workmen/site and report the concerned. Express the OH&S concerns with monthly quality council meetings.
- 3.7 **Workmen:** Workmen shall participate during the risk assessment process. The necessary inputs regarding the activity related hazards inputs shall be given.

4.0 PROCEDURES:

4.1 Identifying Hazards, Risk assessment and determining controls:

- A. The procedure of Hazard Identification & Risk assessments shall be as follows.
- a. The activities includes routine & non routine.
 - b. Activities of all persons having access to the work place including contractors & visitors.
 - c. Human behavior, skills, capabilities and other human factors.
 - d. Hazards originating from outside ABE workshop / sites which shall directly affect the health & safety of ABE employees.
 - e. Hazards created due to day to day activities of ABE and its sub-contractors / suppliers.
 - f. Infrastructures, equipment and materials at the workshops, sites or customer designated areas.
 - g. Changes made to company activities, process, machine capacity or model, machine re-location etc.

- h. HSE Management system changes including temporary changes, and their impacts on ABE activities, process and operations.
- i. Applicable legal obligations if any to the risk assessment and implementation of necessary controls.
- j. Design of work areas, processes, installations, machinery/equipment, operating procedures, method statements including the adoption to human capabilities.
- k. *Hazard identification & risk assessment process shall consider the necessary inputs from all concerns like concern parties, employees representatives, workers, operators etc connected to the particular activities*

The nature of methodology for Hazards Identification and risk assessment shall be to ABE activities including sub-contractors, appropriate in nature and it shall be proactive than reactive.

All the identified hazards shall be prioritized, documented and control measures shall be defined. If any management changes corresponding hazards & risk associated with changes in the organization shall be identified. These changes shall be checked against the HSE system and its activities prior to the introduction of such changes.

While determining control measures, all above assessments results are considered and it shall be ensured.

- B. The controls or changes to existing controls shall reduce the risks according to the following steps.
- a. Elimination
 - b. Substitution.
 - c. Engineering controls.
 - d. Administrative controls / signage / warning displays.
 - e. Personal Protective equipments (PPE).

The results of Hazards identification, Risk assessments and applicable controls shall be documented. It shall be ensured that the documents are updated periodically.

Example of Risk Management Control:

Risk:

Possible exposure to overhead electrical power lines over a building site.

Potential Accident or Hazard
Serious injury/fatality

Action: Implement immediate corrective actions – discontinue activity until risk is reduced.

Sample risk controls:

- Obtain work permit before starting any work under or near electrical power lines.
- Personal induction.
- Find out electrical power rating (kv)
- Mark power lines on location map.
- No activity permitted in areas under power line until power lines have been disconnected and/or relocated
- Administrative controls, i.e. Implement safe work instructions.

The role of management is to create an environment in which risks can be identified, quantified and controlled and secondly to create a forum or process in which positive risk assessment can occur.

N.B Risk management is a continuous cyclic process.

After a changing or altering risk control choices, risk assessment should be repeated for new projects.

After carrying out risk assessment and adopting suitable control measures there is a format attached to record this process. A hazard identification record form and register are contained in the “forms” section of this procedure.

5.0 RELATED DOCUMENTS

- Assessment of Risk for the work / job

6.0 DOCUMENTATION CHANGE CONTROL

This document shall be reviewed / revised when the new requirements /legal requirements are to be addressed.

7.0 DISTRIBUTION

- Engineering Department
- Operation department
- QA representative.

8.0 ATTACHEMENT

HAZARD IDENTIFICATION & RISK ASSESSMENT - FORMATS