

The purpose of this process is to demonstrate the Risk Management Process within Safespear for ongoing hazard identification risk assessment and determination of necessary controls.

**Definition of Routine** – tasks that are prescribed or detailed and carried out regularly

**Definition of Non Routine** – tasks that are unusual in nature or carried out on an infrequent basis

Hazards should be identified using a systematic approach including:

- Inspecting the workplace
- Reviewing work tasks/activities
- Knowledge of personnel
- Trend analysis (audits, incidents)

Consideration is also given to hazards arising from reasonable foreseeable changes in circumstances such as working conditions, alterations from normal working practices or changes from procedures.

Consider all persons who have access to the workplace which could include but not be limited to:

- Staff involved in the task
- Staff within vicinity of the task
- Contractors on site
- Visitors
- Members of the public

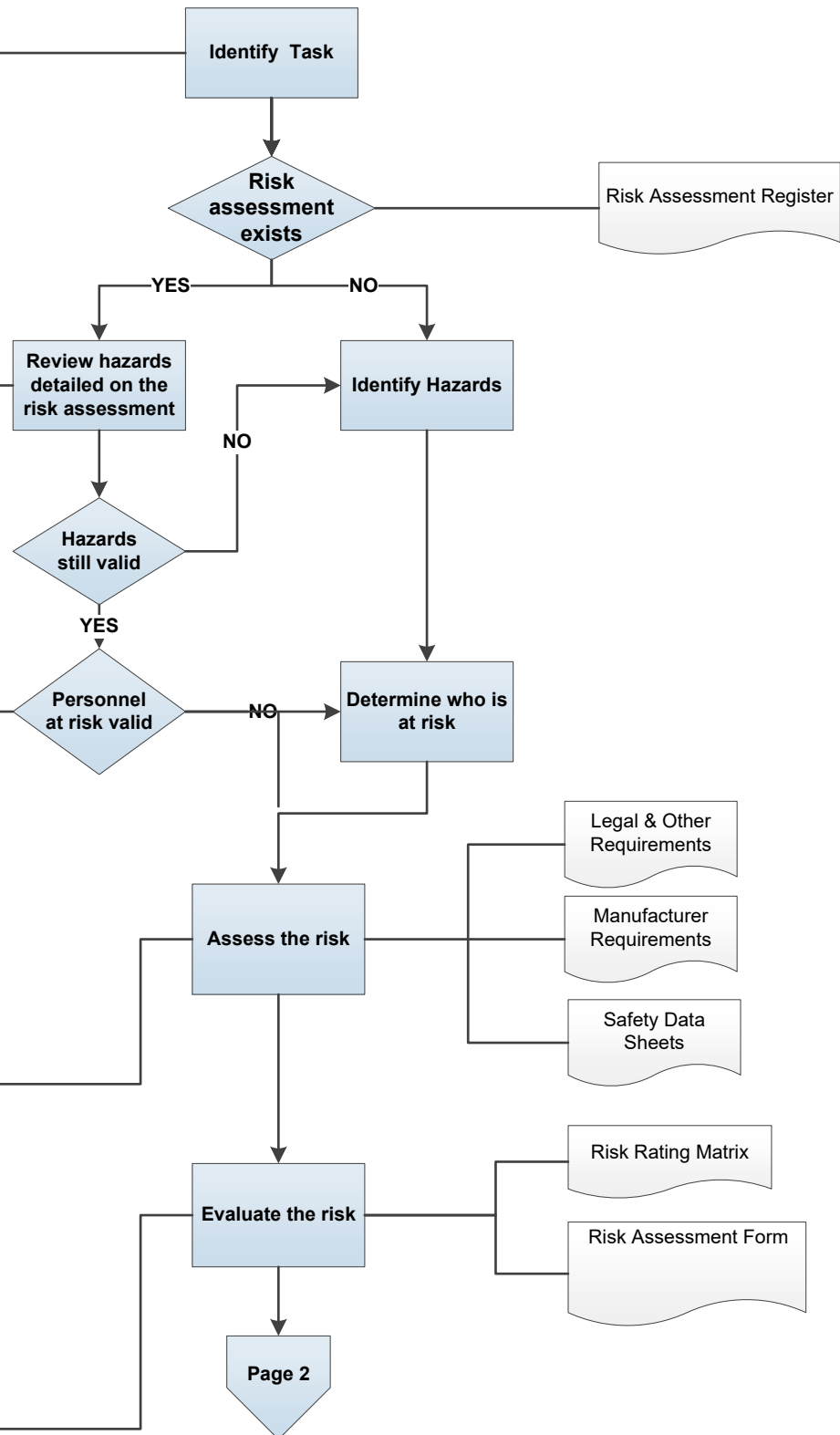
Consideration needs to be given to:

- Design of work areas, processes, machinery and how they may require adaptation to human capabilities
- Physical & Mechanical aspects (such as infrastructure and work equipment/materials)
- Human behaviours, capabilities and interaction with the tasks.
- Hazards from outside the work place which could affect the H&S of persons under Safespear's control
- Hazards within the vicinity of work place from other tasks ongoing (simultaneous ops)

Determine if the above is provided by Safespear or others. Some hazards may also present a potential environmental impact.

Risk is calculated by multiplying the likelihood of hazard being realised with severity of outcome.

**RISK = LIKELIHOOD X SEVERITY**



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As a general guide immediate further control action is required for a rating of 9 and above

Controls should use the following hierarchy to reduce risk:

- Elimination
- Substitution / Reduction
- Engineering Controls
- Signage / Warning / Administrative Controls
- PPE

Return to "Assess the Risk" section on Page 1 of Risk Management Process. When one or more control option gives a similar risk rating, the most cost effective/reasonably practicable option is preferred

It is also necessary to ensure that the control measures introduced do not themselves introduce another hazard. In such cases a further assessment is required.

The resulting completed Risk Assessment Form is retained by Supervisor responsible for activity, who also co-ordinates and controls follow-up action and implementation until the risk is reduced to the lowest level reasonably practicable.

Consideration needs to be given to:

- Any changes or proposed changes to Company, activities and/or materials.
- Modification to Management System including temporary changes and impact on operations, process and activities.
- All managers must ensure that preparatory work is followed by good communication through supervision to operators, with specific training where appropriate to ensure correct application.

Risk assessments are reviewed:

- If there is any reason to believe the assessment is no longer valid (may be due to accident or complaint)
- If there are significant changes in method, equipment, people or environment
- On a regular basis (minimum 3 years) in any circumstance where it has not been carried out because of the above points
- By using the audit programme, HSEQ will assess continuing validity of risk assessments & authorise re-assessment where necessary.

Monitoring and Measuring Activities related to Process:

- Risk Assessments reviewed vs planned
- Incident analysis
- Evaluation of compliance

