**HAZARD IDENTIFICATION AND ASSESSMENT PROCEDURE**

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|  | Prepared By | Approved By |
| Name: |  |  |
| Designer: |  |  |
| Date: |  |  |
| Signature: |  |  |

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# Purpose

The purpose of this procedure is to explain how to identify and assess the process's hazards.

# Scope

This procedure includes all organizational hazards.

# Responsibility and Authority

The process owner (HSE committee) is responsible for identifying and assessing hazards.

# References

ISO 45001: 2018

# Definitions

**PHA:** Preliminary hazard analysis

A “**hazard**” means a situation or thing that has the potential to harm a person. Hazards in the business may include the following:

Noisy machinery, a moving forklift, chemicals, electricity, working at heights, or a Repetitive, hazardous job at your workplace.

A **“risk”** is the possibility that harm (death, injury, or illness) might occur when exposed to a hazard in the workplace or operation.

# Procedure

## **Identifying hazard**

### **General**

When planning to identify potential hazards, the committee first prioritizes work steps with the participation of workers' representatives and then studies the relevant legal requirements and regulations.

At this time, the committee identifies the operation's hazards and records them in a related form with the following information:

How to create danger;

………………………..

hazard factor;

……………………..

Operating rules and regulations;

…………………………

Consequences;

…………………………

### **hazard identification and assessment committee**

The hazard identification and assessment committee consisted of the following people:

* ………………………..
* Workers representative
* ……………………..
* HSE expert

### **hazard identification and assessment process**

The safety committee identifies the hazards in all operations and processes of the organization by considering the following:

a) how work is organized, social factors (including workload, work hours, victimization, harassment, and bullying), leadership, and the culture in the organization;

b) routine and non-routine activities and ………..

## **Assessment of OHS risks and other risks to the OHS management system**

The organization assesses all organizational risks, including OHS risks related to hazards and other risks related to the establishment, implementation, operation, and maintenance of the OHS management system while taking into account the effectiveness of existing controls and recording the information in the Hazard assessment form(IMS-F-HI-02).

**Explanation**:

The results of the OHS risk assessment will be recorded in the (IMS-F-…………….

## **Assessment of OHS opportunities and other opportunities for the OHS management system**

The organization assesses the opportunity to enhance OHS performance when assessing the operation hazards by taking into account organizational changes, its policies, its processes, or its activities, including the following through the hazards assessment form(IMS-F………….

b) other opportunities for improving the OHS management system.

The committee is responsible for ensuring that the action plan for taking advantage of………..

## **The mechanism of risk and opportunity assessment**

The mechanism of assessing risk and opportu……..

## **Legal Requirements**

## **Planing action**

After determining the level of risks, the evaluation committee plans to eliminate or reduce risks or take advantage of opportunities as the output of hazard assessment through the form of a hazard action plan form………………….

## **Corrective actions**

When the plan of action doesn’t meet the target to improve the OHS system and eliminate the hazard situation, the committee takes ……………………………

# Duration and place of records

The retaining condition of documented information is as the following table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rid of outdated records** | **Location of stagnant retention** | **Periods of stagnant retention** | **retention locatio+n** | **Normal retention Period** | **Document name** |
| Destroy | HSE unit | two years | HSE unit | Until the review | Hazard Identification Form |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Documents attached

* Hazard Identification Form (IMS-F-HI-01)

# Related Documents

# Risk and Opportunities Procedure (IMS-P-RO-04)