[Organization logo]

[Organization name]

Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

PROCEDURE FOR HAZARD IDENTIFICATION AND ADDRESSING OH&S RISKS AND OPPORTUNITIES

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Commented [9A3]: Adapt to the existing practice in organization.

Distribution list

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Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to define the methodology of hazard identification, risk assessment, and management of change regarding the OH&S processes of the IMS (Integrated Management System), and establishing controls for risks that may affect employees' occupational health and safety in [organization name] or other employees, visitors, or other people in the work place within the scope of the IMS.

This procedure is applied to all work places within the scope of the IMS.

Users of this document are all employees of [organization name] within the scope of the IMS.

2. Reference documents

- ISO 45001:2018 standard, clauses 6.1.1, 6.1.2 and 6.1.4
- IMS Manual
- Competence, Training and Awareness Procedure
- Procedure for Determining Context of the Organization and Interested Parties
- Procedure for the Management of Non-Conformities and Corrective Actions
- [other documents and regulations specifying document control]

3. Hazard identification and risk and opportunity assessment methodology

A hazard is a source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these.

Risk is a combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

Opportunity is a circumstance or set of circumstances that can lead to improvement of occupational health and safety.

The following steps are taken in order to perform hazard identification, risk assessment, and determination of controls for each work place:

1.	Identification of all work places	Responsibility of [job title]
2.	Identification of potential hazards	Responsibility of [job title]
3.	Conducting risk and opportunity assessment	Responsibility of [job title]
4.	Establishing controls	Responsibility of [job title]

Commented [9A5]: E.g., HR Manager

Commented [9A6]: E.g., Process owner and/or IMS Management Representative

Commented [9A7]: E.g., IMS Management Representative

Commented [9A8]: E.g., IMS Management Representative

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5.	Controls review (monitoring)	Responsibility of [job title]

Commented [9A9]: E.g., Process owner

3.1. Hazard identification and risk and opportunity assessment

Commented [9A10]: Delete the whole section if the external organization performed the risk assessment.

3.1.1. Opportunity identification assessment

[CEO and the top management] together with relevant individuals within the organization perform identification and assessment of opportunities regarding OH&S activities during brainstorming sessions at least (once a year) and enter the information into the Registry of Key Risks and Opportunities.

3.1.2. Hazard and risk identification and assessment

During hazard identification, risk and opportunity assessment, and establishing controls, [organization name] uses the Kinney method for risk assessment. The following group of hazards must be considered during hazard identification and risk assessment:

Commented [9A11]: This is the recommended method since it is most common; organization can use other methods, e.g., FMEA, FMECA, WRAC, Risk matrix 5x5, etc.

- Mechanical hazards emerging from using tools
- Hazards related to characteristics of the work place
- Hazards related to use of electrical power
- Hazards related to use of dangerous substances
- Biological hazards
- Physical hazards
- Environmental hazards
- Hazards related to physical exhaustion
- Hazards emerging during work
- Hazards related to work organization
- Other hazards emerging in the work place

Commented [9A12]: Adapt to organization's needs.

Identified hazards are evaluated by [job title] according to the following criteria listed below and documented in the Hazard Evaluation Record:

The formula for risk assessment is R = P x C x F where R is risk, P is probability, C is consequence, and F is frequency.

P – probability criterion (P) is defined in the following way:

Commented [9A13]: Probability is the chance that something will happen - how likely it is that some event will happen?

Rate	Description of the criteria
0.1	Hardly conceivable
0.2	Practically impossible
0.5	Highly unlikely
1	Probability exists in a limited number of cases
3	Small possibility
6	Entirely possible
10	Expected

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The severity of consequences (C) is defined in the following way:

Rate	Description of the criteria
1	[illegible]
2	[illegible]
3	[illegible]
6	[illegible]
10	[illegible]

The frequency of exposure to hazards (F) is defined according to the following criteria:

Commented [9A14]: Frequency is exposure to hazard in a period of time. E.g., working with some machine can have high probability of hazard occurrence; if the time that employee spends with that machine is reduced, the frequency is reduced although the probability remains the same. In this way the risk will be reduced.

Rate	Description of the criteria
1	Unlikely – once a year
2	Once a month
3	Once a week
6	Once a day
10	Continuously

Risk levels are ranked according to the following table:

Overall rate	Risk level	Action needed
0.1 – 20	I – Acceptable	[illegible]
21 – 70	II – Low	[illegible]
71 – 200	III – Moderate	[illegible]
201 – 400	IV – High	[illegible]
>400	V – Extreme	[illegible]

Significant risks are the ones with risk levels IV and V.

[illegible] along with names of employees working in those work places.

Employees in work places with significant risks must take a medical exam [once a year] to determine [illegible]

Commented [9A15]: Adapt to legislation.

exams in order to determine their medical condition and working capability.

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3.2. Management of change related to OH&S processes

Change management includes identification of OH&S hazards and risks related to changes in [organization name], according to section 3.1 of this procedure, and decrease of risk related to changes before they are put into effect. These changed hazards and risks are recorded in the Hazard Evaluation Record and List of workplaces and employees with significant risk as explained in section 3.1.

Changes related to the OH&S processes in [organization name] can be internal and external.

[Job title] appoints [name, job title] as a person responsible for suggesting and managing changes listed below. [Job title] approves implementation of changes by signing an accepted suggestion for change.

Commented [9A16]: E.g., CEO

Commented [9A17]: If changes are bigger, the team for change management can be appointed.

3.2.1. Internal changes

Internal changes in [organization name] can be, but are not limited to:

- Staff changes
- Changes in process, work instructions, and materials

Staff changes

These changes are the result of hiring new employees, internal fluctuation, or changes in organizational structure. According to the Competence, Training and Awareness Procedure, employees must be familiar with duties defined for their work place, as well as with protection measures.

Changes in process, work instructions, and materials

These changes are reviewed prior to their implementation, through identifying hazards, assessing the risks, and suggesting prevention actions.

3.2.2. External changes

External changes occur as a result of:

- Changes and/or amending legislations
- Development of OH&S knowledge and technologies

Changes and/or amendments in legislations are monitored according to the Procedure for Identification and Evaluation of Legal and Other Requirements.

In order to improve the OH&S processes and risk control, information regarding development of knowledge, and technologies related to OH&S are gathered by [job title] from the following sources:

Commented [9A18]: Or change management team.

- Specialized magazines
- Professional conferences inside or outside [organization name] (classes, seminars, trainings, etc.)

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- External communication – exchange of information with other companies

3.3. Establishing controls

Controls for identified significant hazards are recorded in the Hazard Evaluation Record. The purpose [illegible]

The following priority must be established in application of controls:

- [illegible] – e.g., changes in work place (introduce equipment that will decrease the risk level)
- [illegible] – e.g., replacement of toxic materials or decrease of energy in the system (temperature, pressure, etc.)
- [illegible] – control of installations, ventilation, equipment maintenance, etc.
- ***Signalization/warnings/administrative controls –*** safety signs, labeling hazardous areas, photo-luminescent signs, access control, working permits, and/or safety procedures and instructions.
- [illegible] – protective goggles, helmet, protective clothes and shoes, antiphons, gloves, etc. This is the least desired option because this risk still exists.

Combining the above-listed controls must be considered.

3.4. Control review (monitoring)

Application of controls must be reviewed at least once a year to determine:

- [illegible]
- [illegible]

In case of change of hazard significance and control effectiveness, the Procedure for the Management of Non-Conformities, Corrective and Preventive Actions will be applied.

Commented [9A19]: This is recommended frequency; adapt to organization's needs.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Hazard Evaluation Record	PR.09.1	3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]

Commented [9A21]: Adapt the information in this column to the normal practice in your company.

Commented [9A20]: Adapt the information in this column to the normal practice in your company.

Commented [9A22]: If the record is in electronic form, write the name of the folder on Management Representative's computer.

Commented [9A23]: E.g., OH&SMS Management Representative

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List of Workplaces and Employees with Significant Risk	PR.09.2	3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]

Only [job title] can grant other employees access to the records.

5. Appendices

- Appendix 1 – Hazard Evaluation Record
- Appendix 2 – List of Workplaces and Employees with Significant Risk

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