1. **Purpose**

This procedure provides the guidelines to identify the occupational health & safety(OH&S)hazards and evaluate the risks to health and safety of workers,health and safety hazards from work related activities and work environment.

1. **Scope**

This procedure applies to all departments / sections of Bin Rasheed Colors & Chemicals& Pakistan coating chemicals.

1. **Responsibility**
   1. **IMS Team**
2. A Multi-Disciplinary IMS Teamis responsible for carrying out all the activities related to this procedure such as identification of OH&S hazards, risk assessment and determining appropriate controls.
3. IMS Teamand compliance team are responsible for periodically reviewing the hazard analysis and ensuring that it should be updated according to the activities of Bin Rasheed Colors & Chemicals& Pakistan coating chemicals.
   1. **All Employees**

All the employees working at Bin Rasheed Colors & Chemicals& Pakistan coating chemicals are responsible for reporting any OH&S hazard to IMS team member/compliance team member identified during routine activities.

1. **Definitions**

**4.1 Hazard**

A situation or condition that has a potential to cause injury to people, damage to assets, reputation, environment or security is termed as Hazard.

**4.2 Risk**

It is multiple of Hazard severity and likelihood to cause injury or damage

**4.3 Risk Assessment**

A systematic process to enlist hazards related to any activity, process or equipment, evaluate potential and actual severity and likelihood to manage risk. There are 3 steps as below;

1. Identify hazard
2. Evaluate risk
3. Suggest remedial actions.
4. **Procedure**
   1. **OH&S Hazard Identification**
      1. The IMS team headed by Compliance Team will identify the occupational health & safety hazards associated with the operational activities of Bin Rasheed Colors & Chemicals& Pakistan coating chemicals.
      2. The Team takes into consideration every operational step of process of Bin Rasheed Colors & Chemicals& Pakistan coating chemicals.
      3. All the OH&Shazards are identified keeping in view the following considerations;
5. Routine and Non-routine activities

**Routine Activity**:An activity that is carried out according to planned arrangement or operating at stabilized conditions.

*Furthermore SOPs are prepared and Risk Assessment is done*

**Non-Routine Activity**: When an activity is not carried out at stabilized conditions or according to the planed arrangements.

*Such activities which are carried out occasionally and There is no SOP and Risk Assessment carried out to perform these activities. These activities will be carried out after preparation of work permit*

1. Activities of all persons having access to the workplace (including contractors and visitors)
2. Human Behavior, Capabilities and other Human Factors
3. Identified Hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace
4. Hazards created in the vicinity of the workplace by work-related activities under the control of the organization
5. Infrastructure, equipment and materials at the workplace, whether provided by the organization or others
6. Changes or proposed changes in the organization, its activities, or materials
7. Modifications to the OH&S management system, including temporary changes, and their impacts on operations, processes, and activities
8. Any applicable legal obligations relating to risk assessment and implementation of necessary controls.
9. The design of work areas, processes, installations, machinery/equipment, operating procedures and work instruction, including their adaptation to human capabilities
   * 1. OH&S risk analysis will be conducted by the nominated team along with the external party (consultants) if required, so as to ensure that a thorough review has been conducted.
     2. The same team rates the activities and identified hazards in the OH&S risk analysis form that can have risk to the health and safety of the workers.
     3. Results of team findings are documented on identification of OH&S hazards and their risk assessments. If there is any ambiguity in the results, a member is nominated by the GM to resolve the ambiguity.
     4. To keep an update on the OH&S hazards and risk assessment, they are re-evaluated on the basis of their significance after every two years by the IMS/compliance team.
   1. **OH&S Risk Assessment**
      1. Identify the activities that can create hazard to health and safety of employees working at Bin Rasheed Colors & Chemicals.
      2. Evaluate the risk associated with any particular activity by determining the probability of likely hood against the magnitude of the Severity.
      3. Likelihood and Severityare categorized as following;

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Risk Matrix** | | |  |  |  |  |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
|  |  |  | **HAZARD SEVERITY** | | | | |
|  |  |  | **NEGLIGABLE** | **SLIGHT** | **MODERATE** | **HIGH** | **VERY HIGH** |
| 1 | **LIKELIHOOD** | **VERY UNLIKELY** | **CARE** | **CARE** | **CARE** | **CAUTION** | **CAUTION** |
| 2 | **UNLIKELY** | **CARE** | **CARE** | **CAUTION** | **CAUTION** | **ALERT** |
| 3 | **POSSIBLE** | **CARE** | **CAUTION** | **CAUTION** | **ALERT** | **STOP** |
| 4 | **LIKELY** | **CAUTION** | **CAUTION** | **ALERT** | **STOP** | **STOP** |
| 5 | **VERY LIKELY** | **CAUTION** | **ALERT** | **STOP** | **STOP** | **STOP** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **HAZARD** | |  |  |  |  |  |
|  | **Severity** | | **Score** | **Description** | | | |
|  | Negligible | | 1 | Negligible injury or near miss with no absence from work. First Aid case | | | |
|  | Slight | | 2 | Minor injury requiring medical treatment other than First Aid. Medical treatment case | | | |
|  | Moderate | | 3 | Injury leading to lost time from work or possible restricted work | | | |
|  | High | | 4 | A serious injury that will definitely lead to lost time from work | | | |
|  | Very High | | 5 | Fatality potential | | | |
|  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |
|  | **Likelihood** | | **Score** | **Description** | | | |
|  | Very Unlikely | | 1 | Practically impossible | | | |
|  | Unlikely | | 2 | Rare possibility of occurrence | | | |
|  | Possible | | 3 | Possibility of occurring sometimes | | | |
|  | Likely | | 4 | Possibility of occurring most times | | | |
|  | Very likely | | 5 | Possibility of occurring every-time | | | |

| **LEGEND** | | |
| --- | --- | --- |
| **Stop** | **HIGH RISK** | Work should not be start or continued until the risk has been reduced to moderate. Notify supervisor and safety and health representative and implement immediate action to minimize level of risk |
| **Alert** | **MODERATE RISK** | Implement immediate action to minimize level of riske.g. isolation or enclose of hazards, machine guards and manual handling devices, use of PPE, signs, etc.; supervisor remedial action required within five working days |
| **Care & Caution** | **LOW RISK** | Remedial action within one month (if possible), supervisor attention required |

* 1. **Determination of Controls**
     1. When the risks are evaluated, their cause is found out and then the control measures are suggested.
     2. The control measures are prioritized according to the magnitude of the risk.
     3. The risks are prioritized as;

|  |  |  |
| --- | --- | --- |
| **Risk** | | **Priority** |
| **Stop** | High | First priority |
| **Alert** | Medium | Second Priority |
| **Care & Caution** | Low | Third Priority |

* + 1. When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy;
    2. After implementing appropriate controls residual risk assessment is carried out to measure the effectiveness of the applied controls. If the controls are ineffective than new controls are implemented and further the residual risk assessment is carried out until the hazard is under controlled (Rating of risk come into the range of rating of low risk) condition and impact of hazard become minimized.

1. **Associated Records**
2. IMS Team
3. Hazard and Risk Assessment Sheet

**Amendment History Record**

| **Revision Number** | **Section** | **Amended Text** |
| --- | --- | --- |
| 1 | 5.2 | Following tables are modified:  Risk matrix, severity and likely hood, legend |