

1.0 Purpose

The purpose of this procedure is to ensure that ongoing and proactive processes are in place to identify hazards, including both existing and potential workplace hazards, and the methods required to control or to eliminate these hazards with the objective of reducing OHSE risks, by using the hierarchy of controls process.

The NCPL'S procedure "Risks and Opportunities" are complimentary to this Hazard Identification procedure and relevant actions may be applied as appropriate.

2.0 Responsibility

The OHSE Manager, workers and other appropriate process owners, are responsible to ensure that workplace hazards are identified and eliminated to the extent possible, and risks associated with their activity are mitigated, or removed, according to the procedures that follow.

3.0 Procedures

A hazard is an undesirable situation with the potential to cause harm or injury.

3.1 Hazard Identification

The OHSE Manager and Department Heads as appropriate, shall ensure periodic assessments of the hazards and risks at each workplace are carried out and to implement the control measures required to prevent those hazards and risks, or to reduce them to the lowest reasonable and practicable level.

When a hazard is observed or is reported to exist, the OHSE Manager, Heads of Departments or their appointed competent designee shall take prompt actions to eliminate the hazard or to get assistance from appropriate persons to eliminate the hazard as soon as possible.

All workers and contractors are required to take a proactive approach to managing and reporting OHSE hazards to Department Heads and/or OHSE Manager.

Assessments of hazards and risks at each workplace shall include, but are not limited to:

- Individual working conditions at each work location.
- Work organization and activities with regards to safety, including maintenance, repair etc.
- Worker's age and experience for the activities performed, with workers with disabilities and expectant mothers.
- Risks to visitors, and other interested parties.
- Assess risks of slips, falls, back strain and hand injury, unguarded machinery, excessive noise. excessive dust, toxic fumes etc.
- Assessment of the effectiveness of existing controls.
- Hazards caused by changes in work activities, equipment, procedures, or legal requirements.
- Human factors.
- Input from workers and interested parties.
- Input from past incidents and accidents.

3.2 Hazard Identification Register

NCPL'S maintains a "Hazard Identification Register" which is a record log for hazard management activities.

The OHSE Manager is responsible for ensuring the Register is completed and that measure to control hazards are fully implemented.

The "Register" may be used to communicate hazardous activities to workers and interested parties.

3.3 Assessment of OHSE Risks

The assessment of the severity of a OHSE risk determines the appropriate action for mitigation.

The NCPL'S "Risks and Opportunity "process for determining the severity of risks shall be followed.

3.4 Eliminating Hazards & Reducing OHS Risk Using the Hierarchy of Controls Process

The OHSE Manager, appropriate workers, and process owners, shall use the Hierarchy of Controls process to either eliminate risks or reduce risks to an acceptable level by a step-by-step process as follows:

They may be applied individually or in combination:

1. **Hazard Elimination** (including substitution): Remove the hazard from the workplace for example by creating physical separation of traffic between pedestrian and vehicles.
2. **Substitution**: Replace the dangerous with non-dangerous or less hazardous processes, activities, materials, and equipment.
3. **Engineering Controls**: Implementing collective protective measures, includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.
4. **Administrative Controls**: Controls that alter the way the work is done, including timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
5. **Personal Protective Equipment**: Equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

3.5 Hazard Reviews

Regular reviews shall be undertaken to ensure that hazards and risks are being appropriately managed. As a minimum review shall be undertaken as part of the management review process.

The OHSE Manager undertakes the hazard and risk assessment process when site conditions change, when new tasks are added or when new workers join, to prevent the development of unsafe working conditions.

3.6 Monitoring of the OHSE Process

Continuous systematic and formal monitoring of implementation of the OHSE assessment process and outputs take place against appropriate performance indicators to ensure process compliance and effectiveness. Monitoring takes a variety of forms and range from self-assessment, inspections, and internal audits, to detailed reviews by independent external experts.

3.7 Training

Once the control has been put into place, our workers are trained or made aware of it. Training and awareness records, and documented signoffs are retained to demonstrate that our workers have been made aware of the hazards and their controls. Where hazards cannot be eliminated immediately, workers are trained and empowered to take the necessary steps to warn others of the hazard.

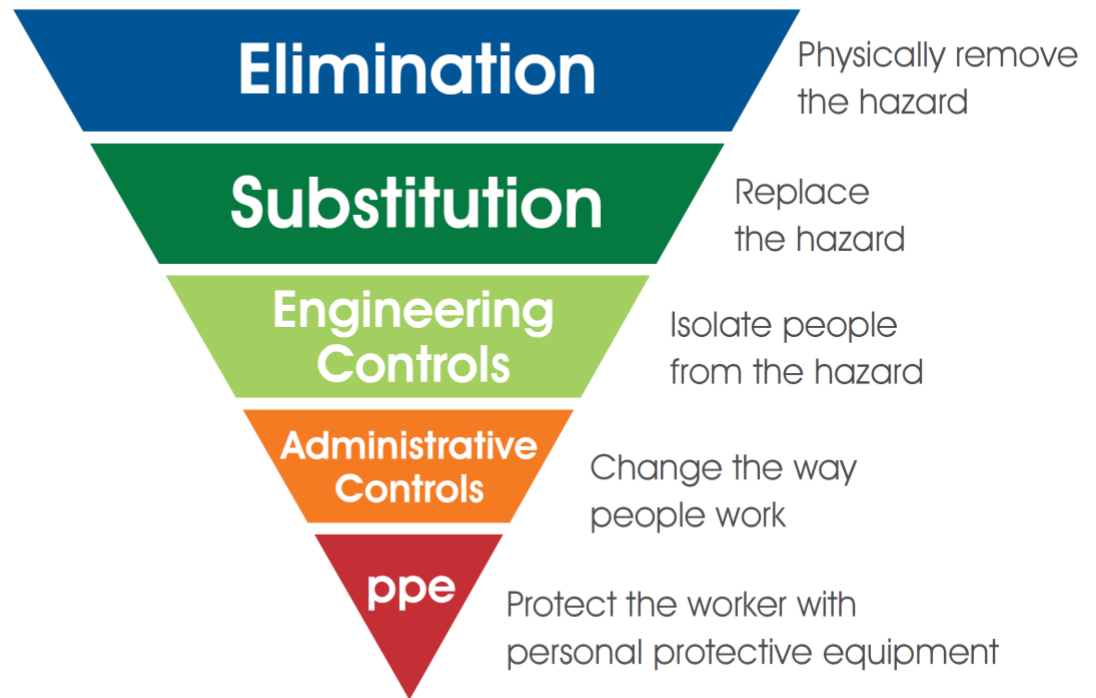
Hierarchy of Controls Diagram

Most
Effective



Least
Effective

HIERARCHY OF CONTROLS



4.0 Records

NCPL'S shall maintain the following records as part of each Hazard Identification and Risk Management file:

- Hazard Identification Register.
- A copy of the risk analysis plan used, including the product or process analysed, identification of the person (s) carrying out the analysis, and the analysis date.
- Records relating to the risk analysis process used, including techniques, methods and criteria.
- Result of the risk analysis performed.
- Records related to any options determined, as well as their implementation and verification.
- Any contingency plans developed because of the risk assessment.

NCPL-IMSP-011 HAZARD IDENTIFICATION & REDUCING OH&S RISKS PROCESS MAP

