

01-01-2025

[illegible]

**Title: RISK ASSESSMENT PROCEDURE****Document #:****HGGC/HSEQ/SOP-04****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

Risk Assessment Procedure

1 PURPOSE:

- 1.1 The purpose of this procedure is to evaluate hazards, remove or minimize the level of risk by adding control measures.

2 SCOPE:

- 2.1 This system shall be applicable to all employees, contracted workers and temporary workers of **M/S HAJI GUL GROUP OF COMPANIES**.

3 DEFINITIONS:

- 3.1 **Hazard:** "Anything that can harm"
- 3.2 **Hazard Identification:** "A process to identify hazard."
- 3.3 **Risk:** "Risk is the combination of the consequence of an incident and its likelihood to happen."
- 3.4 **Risk Assessment:** "A process to evaluate risk."
- 3.5 **Risk Control:** "Risk control, also known as hazard control, is a part of the risk management process in which methods for neutralizing or reduction of identified risks are implemented."
- 3.6 **PPE:** "Personal Protective Equipment."
- 3.7 **RHM:** "Route Hazard Mapping"
- 3.8 **P2P:** "Plant to Plant"
- 3.9 **P2C:** "Plant to Customer"
- 3.10 **NMPI:** "Near miss and potential incidents"
- 3.11 **HEMP:** "Hazards and Effects Management Process"

4 RESPONSIBILITIES:

- 4.1 HSEQ Manager shall ensure that this procedure is fully implemented, hazards are being identified and actions are being taken to remove/minimize the hazards. Staff are being trained to identify the risk and its mitigation.

5 PROCEDURE:

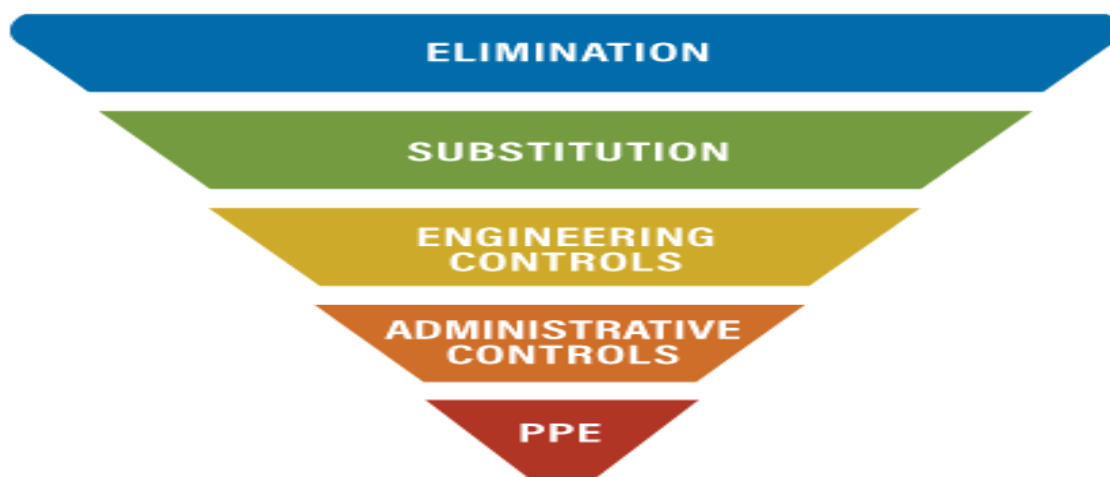
- 5.1 There are five steps that HSEQ Manager shall perform in order to conduct effective hazard identification and risk assessment.
- **Identify the hazard**
 - **Identify the people who might be harm and how**
 - **Evaluate risk and decide on precautions**
 - **Record the significant findings and implement them**
 - **Review and update as necessary.**

**Title: RISK ASSESSMENT PROCEDURE****Document #:****HGGC/HSEQ/SOP-04****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

- 5.2 All the identified hazard and their controls shall be recorded in Risk Assessment & Control Matrix.
- 5.3 Hazard identification can be result of regular site walk, internal audit, costumer visits etc.
- 5.4 Identify factors that may be contributing to the risk.
- 5.5 For effective controls, following control hierarchy have to be followed whereas possible.
- **Eliminate hazard.**
 - **Substitute the hazard with less hazardous control or in an acceptable limit**
 - **Engineering control to isolate people from the hazard.**
 - **Administrative control, change the way people work.**
 - **PPEs, protect the people with personal protective equipment as it will be the last line of defense.**

Hierarchy of Controls

Most effective



Least effective

5.6 ROUTE HAZARD MAPPING:

- 5.6.1 RHM shall be developed in local language for clear understanding of drivers.
- 5.6.2 RHM shall be developed for both routes (P2P & P2C).
- 5.6.3 Route assessment shall be done on annual basis; any change shall be incorporated in the Route Hazard Mapping Document.
- 5.6.4 Review and update of RHM shall be required after receiving NMPIs from drivers.
- 5.6.5 HSEQ Manager along with Operation Manager shall be responsible to conduct Route Hazard Assessment.

HAJI GUL GROUP OF COMPANIES



Title: RISK ASSESSMENT PROCEDURE

Document #:	HGGC/HSEQ/SOP-04	Rev #	01
Effective Date	01-01-2022		
Review Date	01-01-2025		

6 RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Risk Assessment & Control Matrix (HEMP)	HGGC/HSEQ/HEMP01	1 Year
2	RHM	OCSC Doc.	1 Year

Prepared by:

Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 st , 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 st , 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01 st , 2025	