RISK ASSESMENT PROCEDURE

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# Purpose

This *Procedure* describes and establishes the processes used to identify health and safety hazards and environmental aspects and control health and safety *risks* and *environmental impacts* associated with company activities, products, procedures and services. There are four methods listed below that are used to assess and control risks and *impacts*:

* ***Operational Risk Assessment*** – A high level risk assessment designed to identify and control health and safety hazards and environmental aspects related to common company activities, products, and services. ORAs are developed and approved by HSE Product Line leads with input from Operations.
* ***Hazard Risk Assessment (HRA)*** – A legacy risk assessment currently used by Quality to meet API Q1 & Q2 requirements. Additionally, an HRA can also be used to identify and control health and safety hazards and environmental impacts when applicable ORAs are not available.
* ***Safe To Perform (STP)*** – An assessment used to identify health and safety hazards and environmental impacts that are unique to a location job site. New hazards (usually unique to the job, such as weather), not already addressed in an ORA are to be documented on the STP to ensure effective controls are implemented to reduce risk of personal injury or environmental impact.
* ***Quantitative / Qualitative HRA*** – These are specifically selected assessments used in Product Development Management (PDM) and Process Safety Management (PSM) processes.

# Responsibility

**Line Management**

Ensures:

* ORAs are used in job pre-planning and initial job site visits to ensure identified controls / barriers to control risks are available and implemented.
* HRA’s are conducted in accordance with the Hazard Risk Assessment Work Instruction when ORAs are not available.
* Employees and *contract employees* have the knowledge and skills required to recognize *hazards* and *aspects* and to complete an STP assessment.
* ORA and STP are communicated to affected personnel so that relevant risks and impacts and the corresponding identified controls are understood before the job starts.
* If required by local needs, the HSE Register of Health & Safety Hazards and Environmental Impacts is completed and maintained to comply with ISO standards.

**Product Manager, Development Manager, Engineering Manager or Reliability Manager**

* Ensures the evaluation of potential health and safety risks and environmental impacts are completed during technical design, testing, and evaluation phase of the PDM or PSM process.

**Employees and Contract Employees**

* Review ORAs and conduct STPs prior to starting a job.
* Participate in conducting an HRA when an ORA is not available.
* Implement risk and impact controls and provide feedback on the effectiveness of controls.

**HSE Directors and Managers**

* Ensure HSE personnel have the knowledge and skills required to recognize and control health and safety hazards and environmental aspects and the ability to provide technical expertise on ORAs, HRAs, and STPs.
* Provide organizational support and guidance on the risk assessment process.

**HSE Representative**

* Provide HSE technical support to management on ORAs, STPs, and completion of HRAs when an ORA is not available.
* As required, conduct or participate in HRA and STP. Procedure

Health and safety risks and environmental impacts are assessed for activities, products, procedures and services.

Below is a simplified flowchart for managing job site risks. (For detailed information, see the Risk Assessment Flowchart).

**Task 1. Perform Pre-job Planning**

During the planning stage of the job, review the ORA and the Upstream Process Safety (UPS) Bowtie (if applicable) to ensure identified controls are adequate, available, and implemented.

ORAs and Process Safety Bowties are located in BHOS on the Manuals tab under HSE Risk Assessments.

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| **Note** | If an ORA is not available, use a pre-existing Hazard Risk Assessment to ensure identified controls are adequate, available, and implemented. |
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| **Note** | If an ORA or a pre-existing HRA is not available for a job, conduct a Hazard Risk Assessment in accordance with the Hazard Risk Assessment Work Instruction. |
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| **Note** | An MOC (Management of Change) will be required if the job task is new, been changed, or uniquely different from activities typically performed. |
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**Task 2. Conduct a Safe to Perform Assessment (STP) (at jobsite)**

**Field Operations**

Verify controls and barriers identified on the ORA (or a pre-existing HRA) are in place and functional. If applicable, complete the UPS Bowtie Barrier Checklist and Physical Barrier Check form.

After confirming controls are in place, use the Safe to Perform (STP) assessment to identify hazards that may be unique to that job. New hazards, not already addressed in the ORA, must be documented on the STP and effective controls must be implemented to prevent risk of personal injury or environmental impact.

Examples of job specific risks required on a STP could be night operations where lighting is required, or adverse weather where special provisions are needed to complete the work safely.

**AMO / Chemical Supply Chain / Manufacturing Facilities**

Safe to Perform (STP) Assessment are not required for AMO, Chemical Supply Chain, or manufacturing facilities.

**Task 3. Review and Approve Safe to Perform Assessment (STP)**

Prior to starting a job, the STP assessment must be approved by the job lead to ensure identified controls and barriers are effective and in place. If the STP was not approved, correct all gaps and resubmit for approval. You may not begin work until an approved STP is obtained.

**Task 4. Manage Work Site Operations**

While performing the job, if an unplanned change occurs, STOP Work and conduct a MOC (Management of Change). During the MOC process, if new hazards are identified, conduct a new STP Assessment and obtain approval prior to restarting the job

**Task 5. Perform Post Job Activities**

After completing the job, demobilize equipment and review activities performed. Discuss with team members any improvements that could enhance the ORA, STP, or risk assessment process.

**Assessments Forms**

* Risk Assessment Form ( API-HSE-001 )