

JOB HAZARD & RISK ANALYSIS FORM

Complete this process to identify the HAZARD and assess Consequence with each hazard. State Control measures to eliminate/mitigate Risks
(example: Identified Hazard: "Electricity" ; Consequence: "Electrocution, Disability, Death,".....etc)

Vessel Name:

Voyage #:

Work Activity being assessed :

D1 - STS Operation

Date:

Port/ Location:

Work area :

Wind/ Weather:

Tide:

Visibility:

Code : No. - Number, LKH - Likelihood, SVR - Severity, RF - Risk Factor, A.C - Additional controls

Code for Risk Factor : VH - Very High Risk, HR - High risk, MR - Moderate risk, LR - Low risk, VL - Very Low Risk

For unusual jobs, work on critical equipment or if residual risks remain MR or HR, send JHA to Office							If any hazard manifests itself even with effective control measures in place or if hazards develop unexpectedly, work should be stopped and office informed.									
Date of JHA:			Last Assessment:													
SECTION 1		Refer to Risk Matrix sheet				Risk rating			Control Measures				Residual Risk			
No.	Job / Event	Hazard	Consequence		LKH	SVR	RF	(If no control measures are required, enter NONE and keep LKH & SVR unchanged)				LKH	SVR	RF	A.C	
1	STS Planning, Preparations, meetings	Improper planning resulting in following incorrect procedures. Insufficient crew, untrained crew for operation, inadequate rest, resulting in lack of hazard awareness, fatigue and injury. Vessels suitability for mooring operations, STS checklists compliance, Location and Weather assessments for the operations, shipside obstructions.	Personal, Environment, Property													
2	Mooring preparations	Personal injuries due to lack of PPE, insufficient personnel for the job, inadequate maintenance of mooring equipment, condition of mooring wires or ropes and slip trip and fall.	Personal, Environment													
3	Making fast Tug, Picking up mooring gear	Accidents due to Lack of adequate personnel, slip trip and fall, improper operation of winches or cranes, improper communication.	Personal, Property													
4	Approach and manoeuvring	Contact between vessels due to poor communication, human error, deviation from agreed mooring approach plan, machinery failure, unsuitable weather conditions, inadequate fendering.	Personal, Property, Environment													
5	Mooring operations	Incidents due to over tension or parted lines, insufficient personnel for the task, improper handling of mooring lines, slip trip and fall, improper position for the task, loss of propulsion and mis communication.	Personal, Property, Environment													
6																
7																
8																
9																

Section 2 - Additional controls		Acceptable/Intolerable	In case of any MR, HR or VH residual risk, Contact Office	
No.	To be completed by Office		To Be completed prior commencement of work	
1			Alternate method of work considered and found not applicable	Yes No
2			Discussed hazards and controls with team	Yes No
3			Date and time when all controls are in place (to be checked & entered prior commencement of the job)	
4			Shut down period for this JHA (For work on critical equipment only)	From To
5			Evaluation of JHA after completion of work	
6			Any new or unassessed hazards recognised (If so, it must be mentioned under comments and noted for assessments in the next JHA for this job)	Yes No
7				
8			Comments :	
9				

Where required, have relevant port authorities been notified (Liaise with Office/Agents, if necessary)	N/A (Outside port limits)	Required Spares & Tools are Available		LCD Notified	N/A	Remarks	
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GENERATED ON BOARD OR ASHORE: Ship		
Master		
	Name/ Date	Signature
Chief Engineer		
	Name/ Date	Signature

Joint JHA is essential by C/O and 2/E when overlapping responsibilities and hazards are involved, approved by Chief Engineer and Authorized by Master.

Reviewed By: SM/FM		
	Name/ Date	Signature
Reviewed By:		
By D/GM		
	Name/ Date	Signature

Chief Officer		
	Name/ Date	Signature
2nd Engineer		
	Name/ Date	Signature

Identify Team Leader (Name & Rank):		
Personnel Assigned (Name & Rank):		
Approved By:		
By GM		
	Name/ Date	Signature

RESPECT SAFETY OF LIFE, ENVIRONMENT & PROPERTY
 CAREFULLY READ AND COMPLY WITH THE COMPREHENSIVE DIRECTIVES AND GUIDELINES CONTAINED IN "SMS VOLUME IV: JOB HAZARD ANALYSIS PROCEDURES"
 "THE LIFE YOU SAVE IS MAY BE YOUR OWN!"