



# HEALTH & SAFETY HAZARDS (WINBMS-SP-06)

## 1.0 Purpose and Scope

To define, document and communicate BMS processes for hazard identification, hazard/risk assessment and the identification and application of a preferred order of controls from risk elimination to risk minimisation.

## 2. Definitions

**Hazard:** A source or a situation with a potential for harm in terms of human injury or illness or disease, damage to property, or a combination of these hazards.

**Hazard Identification:** The process of recognising that a hazard exists and defining its characteristics

**Hazard/Risk Assessment:** The process of estimating the magnitude of risk.

**Risk:** The likelihood and consequence of potential injury or harm occurring

## 3.0 Procedure Details

PROCESS STEP	RESPONSIBILITY	TASK DETAILS	REFERENCE DOCUMENT
3.1 Hazard Identification	HSE Manager/HSE Coordinator/Project Managers/Engineers/Senior Management/all other project personnel	<ul style="list-style-type: none"> <li>The identification of specific hazards at project level, assessment of associated risks and agreed control methods in accordance with the Hierarchy of Controls is determined through a project risk workshop. Identification of potential health hazards shall be determined by a minimum Cert IV in OHS/WHS qualified person which may include Biological/Physical and Chemical/Atmospheric contaminants.</li> <li>Health and Safety hazards and risks are documented according to company activities in the <b>Winslow Health &amp; Safety Hazards Register</b>. This Register is a fluid document continually reviewing hazards and risks associated with Winslow operations including legal requirements, standards, codes of practice as they are identified and refined. The project risk register also reflects any health &amp; safety hazards identified at design stage and appropriate controls applied against the same. They form as part of Winslow's HSMP/IPMP. The register is also reviewed upon request by site personnel including the HSR's</li> <li>The ongoing identification of hazards is facilitated by the HSE Manager/Coordinator and all other personnel through <b>SWMS reviews, safety Inspections, audits, consultation</b>, discussions, comment and contribution from employees, HSR's and stakeholders (e.g. clients, sub contractors and regulatory bodies and industry organisation etc.) and consideration of the health and safety risks knowledge generated by the implementation and maintenance of the BMS (e.g. training, monitoring, incident reporting, audits and management review).</li> <li>Task based Safe Work Method Statements shall be completed and signed by all personnel specific to any project and the relevant site supervisor shall inspect and approve the SWMS prior to works starting. The SWMS should take into account all potential hazards that arise from day to day tasks. When an unacceptable risk/hazard is identified, it shall be reported to the site supervisor and project manager. Any high risk activity shall not proceed further unless preventive measures that are identified</li> </ul>	<a href="#">WINBMS-SP-06-A</a> Health & Safety Risk Register

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		<p>can reduce the level of risk to a Hazard rating of MEDIUM. Priority 1 to 3 for implementation of controls is provided in the Hazards Register against risks identified as HIGH/MEDIUM &amp; LOW. All such SWMS's shall be finally reviewed and signed off by the supervisor. <b><u>Site review of SWMS for compliance and effectiveness of the risk control measures and to verify they address hazards identified.</u></b></p> <p>The review is to undertaken by the Site Supervisor or other responsible personnel or employee's representative and agreed onsite in practice by the site supervisor or other responsible personnel or employee's representative who are competent in HIRAC methodology – HIRAC training is listed on Winslow Skills Matrix. All SWMS must be signed off at the Site SWMS review meeting by all employees involved.</p> <p>Where it is known that activities relating to separate SWMS are in close proximity, the following actions are to be taken,</p> <ol style="list-style-type: none"> <li>Both SWMS are to be reviewed onsite in practice by the site supervisor and representatives of both parties to ensure any additional risks thus identified are addressed immediately and signed/dated off as reviewed <b><u>for compliance and effectiveness of the risk control measures and to verify they address hazards thus identified.</u></b></li> <li>Risks known or identified in advance are to be addressed in the daily prestart meetings and signed off by all relevant personnel.</li> <li>New SWMS are to be developed when required in consultation with site personnel.</li> </ol> <p>All safe work method statements shall be maintained in a master file for access by all employees and the same communicated to them at Induction. No employee shall be permitted to commence work on site unless they are signed on to the SWMS.</p> <p><b><u>Site review of Compliance with and the effectiveness of Risk Control Measures in SWMS</u></b></p> <p>Each SWMS shall be reviewed for compliance and effectiveness of the risk control measures and to verify they address hazards identified on site in practice by the Site Supervisor and representatives to ensure compliance and risk controls are effective and risk ratings are correct. Such reviews on site shall be signed off and dated by the Site Supervisor/Site Engineer and other relevant personnel involved in the process. All site reviews as and when they happen must be signed off on the SWMS itself and follow up actions for high risks if identified must be addressed by the Site Supervisor or other responsible personnel.</p>	SWMS

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PROCESS STEP	RESPONSIBILITY	TASK DETAILS	REFERENCE DOCUMENT
3.2 HIRAC & Other Training	HSE Manager/HSE Coordinator	<ul style="list-style-type: none"> <li>Training is provided to Senior Management/Project Managers/Site Supervisors/Employees regularly in OH&amp;S/EMS Regulations/Legislations through Seminars eg CCF in which Winslow is a member. Training provided to Senior Management is clearly identified and set out on WINSLOW Skills Matrix, training will cover Legal requirements OHS, HIRAC Methodology, Incident Investigation, Issue Resolution and understanding of WINSLOW BMS Management System requirements. All training completed by Senior Management/Project Managers/Site Supervisors/Employees will be subject to Training Survey Evaluation form 8.3 of the HR Manual to ensure training received was effective and appropriate to their position. The BMS Representative or nominated person will review all surveys and if required discuss the effectiveness of the training with the person and if appropriate retrain where necessary to ensure effective competency is attained.</li> </ul>	
3.3 Hazard/Risk Assessment	Project Managers/Engineers/HSE Manager/HSE Coordinators	Hazards and associated risks are assessed considering both the "likelihood" and "consequence" of occurrence as shown in Tables 1 & 2.	

Table 1

LIKELIHOOD		
SCORE	DESCRIPTOR	LIKELIHOOD OF EVENT
5	Almost Certain	Is expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances
3	Possible	May occur in limited circumstances
2	Unlikely	Could occur at some time
1	Rare	May occur only in exceptional circumstances

CONSEQUENCE		
SCORE	DESCRIPTOR	EXAMPLE CONSEQUENCE
1	Insignificant	Activities do not cause any personal risk and will not result in injury
2	Minor	Activities may cause injuries or personal health problems requiring local first aid and no rehabilitation period
3	Moderate	Activities may cause injuries or health problems requiring medical attention and where short rehabilitation period is required.
4	Major	Activities may cause serious injuries or health problems requiring hospitalisation and a significant period of rehabilitation before being able to recommence work.
5	Catastrophic	Activities that could cause death or permanent disability prevent any return to work.

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Table 2

Risk Assessment Continued	Project Managers/Engineers/ HSE Manager/HSE Coordinators	<p>Consideration of likelihood and consequence includes:</p> <ul style="list-style-type: none"> <li>• Legal and Other requirements of the activity associated with the identified hazard</li> <li>• Existing Winslow procedures, instruction, and plans for the activity and designed to eliminate or minimise risks, and</li> <li>• Competencies of personnel undertaking the activity.</li> </ul> <p>The Health &amp; Safety Register then calculates Risk Levels (Low, Medium &amp; High) and Risk Scores (1-25) according to the Risk Matrix shown in Table 3.</p>	
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Table 3 Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Low (5)	Medium (10)	High (15)	High (20)	High (25)
Likely (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	Medium (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)

Scores:            1 - 5 = Low  
                          6 - 14 = Medium  
                          15 - 25 = High

Low
Medium
High

Risk Score = Likelihood x Consequence

PROCESS STEP	RESPONSIBILITY	TASK DETAILS	REFERENCE DOCUMENT
3.4 Control of Hazards/Risks	Project Managers/ Project Engineers/ HSE Coordinators	Controls for health and safety hazards at the work place are applied to all levels of identified risk. Any new or additional hazard information is available; the control measures must adequately address the risks in the register specific to the project. Controls applied are commensurate with the level of risk and are developed according to priorities established by the Health & Safety Hazards Register. Attention is first given to those scoring "high" risk levels, (i.e. those scoring 15-25),	<u>WINBMS-SP-06-A Health &amp; Safety Risk Register</u>

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		<p>then “Medium” risk levels (6-14) and finally to those scoring “low” risk levels (1-5). Controls are developed considering the following Hierarchy of Controls:</p> <ol style="list-style-type: none"> <li>1. Elimination</li> <li>2. Substitution</li> <li>3. Isolation</li> <li>4. Engineering controls</li> <li>5. Administration / Training</li> <li>6. Personal Protective Equipment,</li> <li>7. Any combination of 2-5 options</li> </ol>	
3.5 Project Planning	Project Managers/ Project Engineers/ HSE Coordinators	<p>During the course of Project Planning (see BMS Procedure <a href="#">WINBMS-SP-11</a>) the Health and Safety Register is used to calculate project specific health and safety risk levels that consider the same, and in addition, client/contract requirements, and the nature and location of project operations.</p> <p>Wherever Interface happens between Winslow and another entity within or near the same workplace, an interface management plan must be in place in accordance with the HIRAC process to address hazards/risks involved in such interfaces.</p> <p>Emergency response planning must ensure such risks/hazards arising out of such interfaces are considered together with any impact it may have on the construction project</p>	<p><u>Project Management Plan</u> <a href="#">WINBMS-SP-11-A</a> <u>Health &amp; Safety Risk Register</u></p>

**FURTHER References:**

None

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