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For – (Company or Project Name)

# Objectives

The objective of this procedure is to ensure that all (Company Name) operations on the (Site Name/Project Name) identify HSE hazards and risks through a dynamic, formal and holistic process to facilitate effective risk reduction, which in turn will provide a safe, healthy work environment.

Scope

This Procedure is applicable to the respective personnel and Contractors. This procedure applies to all site operations, projects, workshops and contractors that provide a service on (Site Name/Project Name). This procedure will consider the following when determining the required controls to be implemented with the risk assessment procedure:

* Routine and none routine activities on the site
* Activities of all persons with access to the site
* All human behaviour, capabilities as well as other human factors
* All hazards that may have impact on the health and safety of people on the site, including but not limited to ergonomics factors.
* All infrastructure, equipment and materials at the workplace
* Changes to the HSE integrated management system
* All applicable legal and statutory requirements relating to the risk assessments
* The design of work area, processes and installations.

When determining controls consideration is given to reducing of the risk according to the following hierarchy:

* Elimination (Termination)
* Substitution (Transferring)
* Engineering Controls (Treating)
* Signage/warning/PSE (Tolerating)
* (Company Name) will keep records of above hazard identification process

# Responsibility

### The Site Manager:

* With support from the Risk Assessor and HSE Practitioner is responsible for ensuring all Risk Categories identified are listed and at the minimum reviewed annually.
* Approving all Risk Assessments

Ensure the regular review and update where necessary of all Risk assessments.

### HSE Risk Assessor will be responsible for:

* The maintenance of a site risk register containing all hazards identified for the site.
* Ensuring the risk register is audited on a regular basis ensuring it reflects the true risk status
* Communicating the Top (some organisation communicate their top 10(ten) or top 5(five) Risks reflected and the risk register to all the staff.
* Drafting and review of Risk Assessments

### Supervisors are responsible for:

* Forming part of the HIRA team and contributing to said forum for the assessment of the task during the baseline risk assessment process and the Task Specific Risk Assessment process.
* Visiting the work area before work commences to assess risks and/ or hazards.
* Compiling DSTI for the task allocated for the day.
* Communicating the DSTI with the work crew and to ensure that all personnel have signed said DSTI.
* Constant supervision to ensure that all work is done in a safe manner and that all mitigating factors are implemented

### The CEO

Is responsible for:

* Ensuring targets are set to minimize the risk. Such Targets should support continuous improvements with the emphasis to reduce the Company Risk Profile.
* Ensuring Aspects/ Hazards associated with activities and tasks are assessed and appropriate actions are taken to effectively manage the hazards employees may be exposed to.
* The follow-up, control, verification and monitoring of all aspects/ hazards ensuring high risks are identified and prioritized; shall be addressed in operational planning and budget provisions

### HSE Practitioner is responsible to implement and follow this procedure

# References

* (Any referencing documents, legislation or standards applicable to your organisations scope of work to be listed here)
* OHS Act 85 of 1993 – Occupational Health and Safety Act, Act no 85 of 1993.
* Construction Regulations 2003 Sec.7/Construction Regulation 2014 Sec.9
* OHSAS 18001: 2007

# Abbreviations and Definitions

Health Legal Requirements – Mandates and prohibitions contained in governmental laws, regulations, ordinances, etc., at all government levels (e.g., international, national, provincial, and local) applicable to the facility that pertain to environment, health and/ or safety. HSE obligations prescribed by government permits and licenses, judicial and administrative enforcement orders and non-governmental legally enforceable contracts are also included.

**HSE Target** – Detailed performance requirements quantified where practicable, applicable to the organization or parts thereof that arise from the AS Projects. HSE objectives and that need to be set, quantified where appropriate and met in order to achieve those objectives.

**Impacts** – The effect on the environment created by an industry, service, plan, or project.

**Operations** – Includes all but not limited to routine and non-routine activities, products activities, products and services, including maintenance and office activities on the premises. They may involve processes, services, raw materials and goods used by the facility, products and wastes, selection and supervision, other site visitors that the facility can control and over which it can be expected to have an influence.

**Risk** – The probability that injury or damage will occur.

Method Statement – Means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

**DSTI** – Daily Safety Task Instruction

**Competent Person** – means a person having the knowledge, training, experience and qualifications specific to the task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National **Qualifications Authority Act**, 1995 (Act no. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training

**Risk Assessment** – Means a program to determine any risk associated with any Hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such a hazard

**Consequence** – Means the outcome of an event

* Frequency – Number of occurrences of an event in a given time
* Probability – The likelihood of a specific outcome
* Severity – The degree of harm
* Exposure – The extent or degree that subjects can be exposed to a specific risk.
* Significant Risk – A level of risk that cannot be tolerated by management and/or the

workforce.

* Tolerable Risk – A Level of risk that will be tolerated by management and/or the

workforce.

* Residual Risk – The risk that remains after taking into account the effect of the controls that have been applied.
* PSE – Personal Safety Equipment
* HIRA – Hazard Identification and Risk Assessment

# Procedure

### Identification of HSE Risk Categories

Documented procedures are established and implemented for the identification; prioritising and listing of actual and potential HSE hazards related to site operations over which (Company Name) have control and can be expected to have influence. They require, at a minimum, the following:

### Use of HSE Forums

Consideration of routine as well as non-routine operations, including emergencies, considerations of HSE Legal compliance audits, Health Risk Assessments conducted by Approved Inspection Authorities, Health related monitoring reports, etc

**Making use of the Hazard Identification as a tool**

Process related hazard identification will be conducted at commencement of a contract, in the event of any anticipated change where non- conformances are identified or as and when complaints are received.

This process requires the following inputs

* Client specifications
* Risk Assessments
* Method Statements/Work instructions
* Change management documentation where applicable
* Incident Investigation reports when available

During the identification of the hazards, the impact and occurrences are assumed at a minimum initially.

The degree of their actual and/ or potential harm on the following must be considered.

* People (health and Safety)
* Property, Processes
* Company public image
* Company’s normal cost and sales
* Company’s legal liabilities

Completed Hazard Identification forms are to be handed to the Risk Assessor to capture information into the Risk Register.

Where appropriate, a team will be established to assess the risk using the approved risk rating methodology. This information will then be captured in the form of risk assessment by the appointed site Risk Assessor.

### Baseline Risk Assessment

* The baseline Risk Assessment was done by (Company Name) the Risk Rating was analysed and categorised in three groups, low, medium and high risks. Procedures will be drafted to ensure that all high and medium risks can be performed safely.
* Issue Based risk assessments done on site should be able to extract data (Identified hazards & control measures) from the baseline risk assessment to assist with task specific risk assessments that would enable the site to implement the basic control measures without delay.
* The hierarchy catered for risk reduction will be to eliminate, separate, substitute, redesign, administrative and personal safety equipment when considering controls to be put in place.
* The (Company Name) Baseline Risk Assessment has already made provision for residual risk ratings, thus control measures extracted from the baseline would give an indication of their effectiveness in the field for implementation.
* The Baseline Risk Assessment will be reviewed annually or as soon as conditions change or an incident occurs on any site.
* The HSE Manager will be responsible to add any procedures to eliminate, mitigate risks that have been identified during the review or investigation process.

### Issue Based Risk Assessment

Issue Based Risk Assessment will be conducted for each task. These will be divided in to two groups namely routine (long term jobs) and non- routine activities.

* Active routine Risk Assessments will be valid up to the point where a new revision is issued.
* Non-Routine activities needs to be reviewed and reissued each time the task is performed
* Before any tasks can commence on site, a method statement needs to be submitted by the supervisor of

the specific task to the site HSE Risk Assessor. The method statement should include the following:

* + Supervisor detail
  + Description of the task
  + Construction details (Materials, Areas.)
  + Tool & Equipment Requirements
  + Labour requirements/Job descriptions
  + PPE Requirements
  + Possible work environment
  + Chronological activity list for the task
  + Any other requirements like training, competencies, and first aid, fire and emergency arrangements.

Upon evaluation of the Method Statement by the HSE Risk Assessor as submitted by the Supervisor the HSE Risk Assessor will nominate a Risk Assessment Team that will participate in the Task Specific Risk Assessment process.

The team will consist out of the following but not limited to:

* Site Management
* HSE Representative
* Safety Officer

Other task specialists if required

Any third party, subcontractor or client involved in the task

The Risk Assessment team will upon the evaluation of the task that should be performed make a list of all the activities. (Done on the (Company Name) Issue Based Risk Assessment Format)

### Completion of the Issue Based Risk Assessment

* The Front Cover will include the following:
* The Title of the Project
* The Area of the site
* Responsible person
* Activity / Task that is assessed
* The document numbers
* The date on which the risk assessment was conducted
* The revision numbers
* The risk assessment number
* The next column on this page requires the names and designations of the assessment group.

Signatures are also required as well as the date.

This must be done upon completion of the risk assessment.

The appointed 16(2) or respective site manager will be responsible for the final approval of the risk assessment

The last column of the page will require the HSE Committee chairman to sign off the risk assessment.

Risk assessments discussed should be signed off during the meeting and noted in the minutes of the meeting.

Risk Rating Criteria page will require the following:

* The risk rating for each activity will be calculated based on the (Company Name) Risk Rating Criteria.
* The risk rating is based on the score achieved from the eleven current and historic questions.
* These ratings are categorised in three groups, LOW, MEDIUM and HIGH risks.

Risk Rating page will require the following:

* The first column requires the TASK/ACTIVITY that is been assessed.
* The next step will be to note the scores for each activity.
* Also on this page is two columns indicating the RAW RISK RATING and RESIDUAL RISK RATING
* The next column requires the RISK REDUCTION rating from 0 – 1 to be determined after the control methods are implemented

Risk Assessment page will require the following:

* The first column ACTIVITIES requires information pertaining to the activities planned for the task.
* The next column POTENTIAL CURRENT HAZARDS requires the hazard identified with the specific activity
* The next column is the CONSEQUENCE/IMPACT associated with the hazard identified
* The next column is the PROBABLILITY/CONSQUENCE/EXPOSURE/DURATION SCORE
* The next column is the RAW RISK score which indicates the total risk score for each activity.
* The next column EXISTING CONTROLS in place i.e., MITIGATING FACTOR.
* The following column RESIDUAL RISK indicates the risk score for each activity after all mitigations are

taken into consideration.

* The last column will display the ADDITIONAL CONTROLS/MEASURES in place.

### Control of Risk Assessment Document

The CEO, appointed 16(2) or respective site manager will be responsible for the final approval of the risk assessment.

The Risk Assessments will be signed for by the Supervisors and the proof of the Document Transmittal will be submitted to the Document Control Department for auditing purposes.

Supervision is required to implement the control measures as stipulated in the risk assessment to eliminate or control identified hazards.

The supervisor receiving a risk assessment remains responsible to train/inform his Assistant Supervisors and Team Members about the identified hazards and the implementation requirements. After training was conducted all

workers are required to sign an ACKNOWLEDGEMENT OF TRAINING, which will be attached to the risk assessment.

The ACKNOWLEDGEMENT OF TRAINING will be submitted to the Document Control Department for Auditing

Purposes.

It is the responsibility of the respective supervisors / foreman to ensure that all their team members have been

trained in site hazards, risks and control measures even when teams are changed (members moved).

All risk assessments that were developed for the past month must be discussed during the monthly HSE

Committee meeting for further development or review. Risk assessments discussed should be signed off during the meeting and noted in the minutes of the meeting.

A risk assessment register will be available from the site HSE Officer for all current active risk assessments.

Daily Risk Assessments in the form of Daily Safety Task Instructions, Job Safety Analysis and Daily Supervisor

Checklists will be conducted by supervision to accommodate sudden changes in the construction environment and be included in the Daily Toolbox Talk & Risk Assessment package

Continuous risk assessment/daily risk assessments will only be done to accommodate sudden changes in the work environment not identified by the HIRA.

All visitors to (Company Name) construction sites will be subjected to an induction session before entering the site and

be issued with the required PPE and be escorted on and off site.

### Risk Assessment Monitoring

Regular checks will be done by the site HSE Representatives and Practitioners to monitor the site compliance in

relation to the risk assessments. Work that is not done according to the specified controls will be stopped and employees coached or disciplined depending on the severity and nature of the transgression.

Regular HSE System Audits will be conducted by the (Company Name) HSE Practitioner to evaluate the effectiveness

of the implementation of the site HSE System and risk assessment process.

Deviations such as NCR’s, Incidents identified during monitoring sessions will result in reviews on risk assessments and or in disciplinary action, which ever may be applicable.

Inspections on the equipment will be done on a monthly basis and said equipment will be colour coded as proof of inspection.

Monthly and weekly meetings with the Client will be attended.

### Risk Assessment Review

Task Issue based Risk Assessments will at least be reviewed annually, or when conditions change or when an incident occurs. The HSE Risk Assessor will coordinate monthly reviews and conditional changes have to be identified by Supervisors and Assistant Supervisors and then re-assessed in their teams. After incidents the Incident Investigator in conjunction with the Risk Assessor will lead the process of reviewing and implementation of new control measures. The Incident Investigator will also perform follow-up measurements for effectiveness of the control measures.

Only when changes are made to specific Risk Assessments will a new revision number be allocated to this Risk

**Assessment.**

The Site HSE Practitioner will approve such Risk Assessments as well as the Site Manager.

Latest revision risk assessments will supersede older revisions. Older revisions shall be recalled from site supervision by making use of the Risk Assessment Tracking Log.

All older revisions need to be signed back by the site HSE Risk Assessor, to prevent old revision risk assessments from being in circulation on site.

# TRAINING

Safety officers trained in HIRA

Appointed Supervisors to be trained in HIRA

All persons required to gain access to an (Company Name) construction site will be subjected to an (Company Name) Induction Training Session.

All workers to be trained in applicable Risk Assessments

Subcontractor Site Managers and HSE Managers responsible to train their teams in this procedure.

# RECORDS

All inspection records, registers, documents etc. must be kept on site for record/document control and audit purposes.

# DOCUMENTS

* (Company Name) Induction Register
* Risk assessor Appointment
* Proof of competency

# REVISION TRACKING LOG

|  |  |  |  |
| --- | --- | --- | --- |
| Date Revised | Revision No. | Revision Details | Type of Training |
|  |  |  |  |
|  |  |  |  |
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Approved and signed at (Company Name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Site Manager 16(2) (HSE Manager)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_