EHQMS PROCEDURE 04

Hazard Identification & Assessment

How we identify workplace hazards, assess the OH&S risks they create, and apply the hierarchy of controls with worker participation.

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APPROVAL

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Prepared by			
Reviewed by			
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REVISION HISTORY

Rev.	Date	Description of change	Approved
A	<insert>	Rewritten and aligned to ISO 45001:2018+A1:2024, covering proactive and reactive hazard identification, assessment of OH&S risks and opportunities, the hierarchy of controls, management of change, worker participation, and weather-related external hazards linked to the climate change context review.	<insert>

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before harm occurs, using job safety analysis, inspections, observation, monitoring, worker reports and safety audits.

- Pre-start briefings on the work to be done, where workers are asked to flag hazards.
- Encouraging workers and contractors to recognize and report hazards as they work.
- Job safety analysis or similar task reviews.
- Monitoring, measuring and testing the working environment.
- Review of proposed new or modified plant, materials, processes or structures.
- Safety data sheets, operating manuals and manufacturer information.
- Regulator and industry alerts and published hazard data.
- Incident and near-miss reports recorded on Form 50 Incident Report and investigated using Form 49 Incident Investigation Form.

Any worker who observes a hazard deals with it directly if they are trained and competent to do so safely, or gets help from someone who is. Where there is immediate danger, people are moved to safety first.

7.2 Inspect the workplace

Department Managers plan and carry out workplace inspections in their areas, with at least one other worker taking part. The Health & Safety Advisor can assist. Each area's frequency is set by its level of risk and may be increased for local conditions or statutory checks.

Inspection frequency guide

Area	Risk level	Inspection frequency
Hazardous substance and dangerous goods stores; workshops, including maintenance workshops; manufacturing and process areas; plant rooms	High	Monthly
Warehousing; retail areas; canteens and kitchens	Medium	Every 3 months
Offices and administration areas; store rooms; yards and compounds; grounds and car parks	Low	Every 6 months

#	Action	Owner	Output/record
1	Review the open actions from the previous inspection and note any that remain unresolved.	Department Managers	Workplace inspection checklist
2	Walk the area, observe the work and talk with workers, operators and maintenance staff. Check slips and trips, housekeeping, signage, damaged plant or buildings, trapping and entanglement points, lighting, noise, emergency equipment, storage, labeling of hazardous substances, and access and egress.	Process Owners	Signed and dated checklist with specific findings
3	Assign each finding a priority, an owner, and a due date.	Department Managers	Inspection action list
4	Transfer all hazards found to the hazard register and revisit the area to confirm actions are complete.	Health & Safety Advisor	Form 07 Hazard Identification Register entries
5	Review inspection results for trends, repeat issues, training needs and the need for further risk assessment.	EHQMS Manager	Inspection trend summary

Action priority for inspection findings

Priority	Required response	Responsible
1	Immediate action; make safe before work continues. Top Management informed.	Department Managers
2	Action completed within two months.	Department Managers
3	Monitor; action can be planned into routine work.	Process Owners

7.3 Identify task hazards

The Health & Safety Advisor and the Department Manager select a task, process or work area and break it into steps, watching the work and talking with the people who do it. They review supporting documents such as previous assessments, inspection and incident reports, safety committee minutes, operating procedures and job descriptions. Simple problems, such as a spill, are fixed at once.

Hazard prompt questions

Category	Questions to ask
Mechanical	Can any part of the body be caught in or between objects? Do tools, machines, or equipment present a hazard? Can objects fall?
Physical	Can people slip, trip or fall? Is there excessive noise, vibration, heat, cold or radiation? Is lighting adequate?
Ergonomic	Can lifting, pushing, pulling, repetition, or awkward posture cause strain?
Chemical and biological	Is there contact with hot, toxic, or corrosive substances? Are dust, fumes, mists, vapors or biological agents present?
Environmental	Can weather, including heat stress, storms or flooding, affect safety?
Psychosocial and organizational	Do workload, working hours, lone working or the way work is organized create risk?

The review also considers:

- Routine and non-routine activities, and emergency situations.
- Everyone with access to the workplace, including contractors, visitors and the public.
- Human factors, capabilities and behavior, and groups at higher risk such as young or inexperienced workers, people with disabilities and new or expectant mothers.
- Infrastructure, equipment and materials, whether provided by us or by others.
- Design of work areas, processes, machinery and procedures, and how well they suit the people using them.
- Hazards from outside the workplace and hazards our work creates nearby.
- Effectiveness of existing controls, including what happens if a control fails in an emergency or power cut.
- Legal requirements and other requirements relating to the hazard, from Form 09 Legal and Compliance Register.
- Actual or proposed changes, and changes in knowledge about hazards.

Each hazard, who could be harmed, and the existing controls are entered on Form 07 Hazard Identification Register. Where we have no control or influence over a hazard, it is escalated to Form 05 Risk & Opportunity Register for Top Management action.