

## **HAZARD CONTROL AND RISK MANAGEMENT**

### **Purpose**

The purpose of this procedure is to identify, recognize and assess the risks and hazards posed by NS facilities, operations and services. The purpose includes assurance of a formal process presence for hazard identification and risk assessment which will effectively manage the risks and hazards that may occur within the workplace.

### **Scope and roles & responsibilities.**

- a) Each field service organization should develop an HSE manual specific for their operations and risk. The manual should contain procedures for using personal protective equipment, fall protection guidelines, material handling procedures, use of equipment, inspections and audits, reporting and investigating incidents, emergency preparedness, travel safety, medical surveillance, defensive driving, risk assessment, control of energy, etc. Risk Assessment Register provides detailed description of procedures, risk/hazard assessment rules etc.
- b) Each site will identify the risks and hazards posed by NS facilities and operations. Each business shall endeavor to eliminate or manage risks and hazards through sound engineering design, well-executed installation and construction, and appropriate control systems. Risk Assessment Register
- c) Management will assure that new facility and equipment is designed and constructed to be protective of the environment and the health and safety of the workers and public. Each business will incorporate appropriate HSE considerations into facility planning and design, operation and maintenance, shutdown and decommissioning to minimize HSE impacts and liability and maximize the salvage value of company assets.
- d) Management will assure that facility and processes are operated and maintained in a manner to protect the environment and the health and safety of the workers and public. Critical procedures will be documented and management will assure the competence of the workers to safely operate and maintain facilities.
- e) Each facility will maintain an accurate and current list of the hazardous materials managed on site, waste streams, and emissions and discharges to air, land, and water. Site management will manage each facility to assure that these activities do not adversely affect the environment, the health of employees or the public.

Provisions must be made for furnishing personal protective equipment (PPE) to employees at those operations where potential risks and/or exposures have not been completely eliminated or controlled through engineering design and revision. Whenever PPE are provided, procedures must be adopted to ensure that the equipment will be used as required and meets regulatory requirements. Local policies should be developed relating to the purchase of approved equipment only, and the maintenance of an adequate supply with replacement parts, whenever practical, with instructions on the issuance, use, care and replacement of such equipment.

The nature of field service and installation work exposes employees to a variety of potential hazards. Field employees may be required to work at multiple work sites and different customers, be away from home for extended periods of time, drive several miles each year and/or travel both domestically or internationally by airplane. This variability in job assignments requires that a risk assessment be conducted prior to beginning each new assignment to ensure that HSE risks are identified and controlled. Examples of risk assessment tools used at NS field jobs include Job Safety Analysis (JSA) and the Safety Self-Evaluation Risk Analysis Checklist.

### Actions.



The procedure supports:

1. Identifying the hazard
2. Assessing the risk
3. Implementing control measures
4. Implementing recovery measures
5. Monitoring and Reviewing

## **1. Identifying the hazard**

North Side in consultation with employees identify all potentially hazardous activities or situations that may cause harm. Generally, hazards are mostly identified in: a) physical work environment, b) tools, equipment, materials etc. used, c) work tasks and the way they are performed, d) operation program and management.

## **2. Assessing the risk**

Worksites responsibilities are:

- a) to highlight the area/task/activity of possible harm (fire risk, driving during Ramadan etc.)
- b) to define the risk level in the term of how sever the harm could be.
- c) to evaluate how a hazard can may cause harm (hazard effects if the hazard is released).
- d) to determine the likelihood of harm occurring. (risk rating)
- e) to evaluate who might be harmed (office employees, visitors, assets, environment etc.)

## **3. Implementation of Control Measures**

In case a risk assessment requires risk control measures, these shall be undertaken in accordance with the relevant employees and using Risk Assessment Register. The Risk Assessment Register has been designed to eliminated or reduce risk. The risk control process to be implemented in consultation with relevant employees.

When a decision has been made on the suitable risk control measures, a plan shall be developed in consultation with all relevant employees for the implementation of mentioned measures. The action plan should identify the actions required, implementation schedule and the designated responsible person for the implementation of the actions.

## **4. Implementing Recovery Measures**

Implementing recovery measures come into action in case of incident occurrence and shall be undertaken with relevant employees using Risk Assessment Register. The Recovery process to be implemented in consultation with relevant employees.

In this case Incident Policy and Incident Investigation Process to be followed.

Task/ Activity		Who might be harmed:									
Assessment Team:											
KEY:		P People		A Assets		Date:		Review:			
LOW RISK (L)		E Environment		Signed:							
MEDIUM RISK (M)		R Reputation									
HIGH RISK (H) (INTOLERABLE)											
S. #	Identified Hazards (Potential to cause harm)	Hazards Effects (If the hazard is released)	Severity	Likelihood	Risk Rating	Control Measures (PPE/ Procedures etc.)	Severity	Likelihood	Residual Risk	Recovery Measures	
1			2	C	L P		2	B	L		

## 5. Monitor and Review

Hazard identification, assessment and control is an ongoing process. Continuous monitoring of hazard controls shall be done to ensure compliance. All employees are required to go through ongoing training upon all changes in work/operation systems. For new employees an Induction Program is introduced. The effectiveness of control measures can be checked through regular reviews as well as consultation with employees.