



RISK ASSESSMENT & IDENTIFICATION OF HAZARDS



Purpose

The purpose of this procedure is to provide guidelines for identifying, assessing and controlling workplace risks/hazards and to ensure the potential risks/hazards of new processes and materials are identified before they are introduced into the workplace.

Key Responsibilities and Involvement

- Unsafe risks/hazards must be reported immediately by all employees and addressed by their supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.
- Veracity Field Services must assess a work site and identify existing or potential risks/hazards before work begins at the work site or prior to the construction of a new work site.
- Employees and/or sub-contractors are actively involved in the risk/hazard identification process. The Veracity Field Services program must provide processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned, provide mechanisms to involve workers and their elected representatives in the development of the worker safety and health program goals, objectives and performance measures and in the identification and control of hazards in the workplace.
- The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

When the Risk/Hazard Identification Process is Used

The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Safety Manager shall conduct a baseline worksite risk/hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the accompanying identified potential risks/hazards. The results are included in a report of the results of the risk/hazard assessment and the methods used to control or eliminate the risks/hazards identified. The risk/hazard assessment report must be signed and have the date on it.

Inputs into the baseline risk/hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Risks/Hazards identifications (as examples) are to include:

- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Bloodborne Pathogens



- Confined Spaces
- Driving
- General Safety Precautions
- And any other established policy or procedure by Veracity Field Services
- Any other site specific work scope

All identified risks/hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Training

Employees are trained in the risk/hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.

Review of Risk/Hazard Assessment

Existing worksite risk/hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site or when significant additions or alterations to a job site are made.

Formal Process for Identifying Risk Assessment

Veracity Field Services must establish procedures to identify existing and potential workplace hazards and assess the risk of associated workers injury and illness. This program must identify processes are in place to identify potential hazards by the use of JSA's, JHA's, facility wide or area specific analysis/inspections.

Risks/hazards are classified and/or ranked based on severity. The program must identify hazards are classified/prioritized and addressed based on the risk associated with the task / (Risk analysis matrix outlining severity and probability).

Certification of Risk/Hazard Assessment

The Safety Manager completes and signs the certification of risk/hazard assessment for the worksite risk/hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. Risk/hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. The JSA form can be found at: www.veracityfieldservices.com.



VERACITY FIELD SERVICES RISK ASSESSMENT MATRIX

CONSEQUENCE					PROBABILITY				
Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)
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Methods to Ensure Identified Risks/Hazards Are Addressed and Mitigated

The program must demonstrate how identified hazards are addressed and mitigated. This can be accomplished by dedicated assignment, appropriate documentation of completion and implemented controls. The following describes how identified hazards are addressed and mitigated:

- Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.
- If an existing or potential hazard to workers is identified during a risk/hazard assessment Veracity Field Services must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, Veracity Field Services must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, Veracity Field Services must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, Veracity Field Services must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. Veracity Field Services may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.



Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard. Veracity Field Services will make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.