



# SHEQ HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL STANDARD

## 1 Purpose

The purpose of this standard is to ensure that the potential for damage (to personnel, equipment or the environment) is appropriately identified and assessed, and that controls are established and implemented to eliminate or minimise the risk of failures, damage and injury.

## 2 Scope

This standard applies to Ventia Group personnel, including subcontractors. Ventia Group includes all entities of Ventia and Visionstream.

## 3 Requirements

### 3.1 Risk management leadership

Managers must demonstrate visible leadership and commitment to risk management by embedding risk management processes into operational activities, in accordance with Ventia Group standards and applicable legislation.

Managers must provide resources trained in project risk management and associated Ventia Group business processes and tools.

### 3.2 Hazard identification

Hazard assessments must be completed by all personnel, including subcontractors.

Pre-task hazard assessments (eg STARTCARD/TAKE 5) must be performed:

- prior to the commencement of a task
- when there is a change in work scope or work environment, including changes to people, equipment or controls
- when new hazards with potential to impact the outcome of the activity are identified.

Workgroup risk assessments (SHEWMS – Safety Health & Environmental Work Method Statements) must be performed when:

- relating to a Critical Risk Protocol



- there is limited knowledge of risks from hazards associated with the activity
  - there are no existing procedures controlling the hazards for the task
- or
- work activities deviate from standard work practices or procedures.

If an existing workgroup hazard assessment is to be used, it must be reviewed in detail by all persons performing the task prior to being applied.

### **3.3 Risk assessment**

Qualitative risk assessment must be used in the following circumstances:

- development or review of SHEWMS
- development or review of centralised risk register
- management of change for major changes are to be analysed
- projects and engineering studies and designs are to be analysed
- international operations

or

- qualitative analysis is requested from government regulators or other stakeholders.

The context for the assessment must be established, and be documented and communicated to the risk workshop attendees.

The assessment must be facilitated by personnel who are deemed competent and authorised by the business.

All reasonably foreseeable hazards applicable to the context of the risk assessment must be identified.

The existing controls that have been implemented to manage the hazards/risk must be identified and clearly described, including how the controls align with the hierarchy of controls.

A centralised risk register must be developed and maintained for each site, project or business that contains qualitative risks. As a minimum, this must include the risks evaluated with a maximum reasonable consequence of High or above. Significant risks are defined as risks with a current risk rating within the range 14–25 on the Ventia Group risk matrix.

### **3.4 Risk control**

Risk must be signed off by an accountable level of management.



Controls must be developed to treat all risks to as low as reasonably practical (Low). When developing controls priority must be placed on risks that have been evaluated as being above the risk acceptance threshold (Low).

Controls must be selected and applied considering the hierarchy of controls such that controls higher in the hierarchy are given priority. The hierarchy of controls includes:

- elimination
- substitution
- isolation
- engineering and process controls
- administrative controls or management strategies
- individual protection (eg personal protective equipment).

Controls must be selected and applied in line with the Critical Risk Protocols. Controls must be selected and applied considering implementation, operability and maintenance considerations.

The use of individual protection (eg personal protective equipment) as a control must only be used to achieve compliance with occupational exposure limits or safe working conditions in situations where the use of higher level controls does not match the degree of risk and cost, while higher level control options are being developed and implemented, or for short duration tasks.

Newly identified controls must be developed as actions and incorporated into operational planning processes to ensure resources are effectively assigned and the new controls are implemented.

Controls must be regularly monitored, inspected and maintained to verify the expected level of protection is provided.

### **3.5 Communicate, escalate and report risk**

A centralised risk register must be readily accessible to all risk owners and relevant stakeholders.

Information from risk assessment must be summarised and communicated to all relevant personnel to ensure they are aware of the risks in their work area and how they are controlled.

All current risks that remain classified as High or above must be accepted by the appropriate risk owner (see section 3.4).



### **3.6 Re-evaluate and update risk**

Risks with a current classification of Class 1 must be reviewed and updated at least once a year. Other risks must be reviewed and updated at a frequency defined by the risk owner or business.

Review of risks must examine previous risk analysis (including residual risk evaluations where relevant), performance of controls (eg results of monitoring and verification of controls) and the effectiveness of any new controls that have been implemented. Changes to risk ratings must be justified based on the controls.

Risks, including controls, must be reviewed following incident lessons or changes.

Implemented control measures must be reviewed at predetermined intervals to verify their effectiveness in controlling the potential for damage.

### **3.7 Change management**

A change management process must be implemented in order to identify levels of SHEQ risk associated with changes to plant, equipment, processes, activities, products, services, the physical environment, employees and subcontractors and other people.

The impact of change must be identified and managed in accordance with this standard.

Changes must be communicated to all affected personnel.

The implementation of changes must include:

- consultation with affected personnel and their representatives
- updating of drawings and other documents
- appropriate training by competent personnel
- communication and awareness of the changes
- determining appropriate 'hold points' and approvals to proceed.

### **3.8 Key accountabilities**

#### **Executive Leadership Team**

- Establish the strategic approach to the way risk will be assessed and mitigated across Ventia Group.
- Be responsible for the management of material SHEQ risks.
- Hold senior management accountable for the management of strategic and operational SHEQ risks.



- Ensure adequate resources are provided to manage strategic and operational SHEQ risks, and monitor business unit risk registers.

### Group SHEQ

- Ensure Business Management System (BMS) documentation includes minimum SHEQ requirements.
- Develop and maintain bowtie diagrams for critical health and safety risks.
- Implement governance program to assess compliance with legislative and Ventia Group requirements.
- Provide accurate and timely reports to senior management on the management of SHEQ risks.

### Divisional Management

- Ensure that systems to identify and manage SHEQ hazards and risks are used in accordance with Ventia Group minimum requirements.
- Ensure systems are in place to assess SHEQ risks prior to planned changes or when unplanned changes occur.
- Continue to be informed of key operational SHEQ risks and controls.
- Monitor risk registers in the workplaces.

## 4 Definitions

Term	Meaning
<b>Personal pre-task hazard assessment</b>	Task based hazard assessment eg STARTCARD/TAKE 5
<b>Qualitative risk assessment</b>	Qualitative risk assessment using the Ventia Group Risk Matrix and descriptors

## 5 Related documents

- Risk and Opportunity Management Framework
- Safety, health, environment and quality (SHEQ) risk assessment BP
- SHEQ activity and task based risk assessment BP



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