

# HSE Risk and Hazard Management Procedure

<Insert document number>

EHSQ Management Systems

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### 1.0 PURPOSE

The purpose of this procedure is to describe Health, Safety and Environmental (HSE) Risk Management at <Insert Company Name>. The procedure shall provide guidance on the HSE Risk Management processes and tools in order to ensure:

- hazards are identified;
- risks are assessed;
- risk controls are established; and
- risks are reduced as low as reasonably practical

### 2.0 SCOPE

This procedure applies to all <INSERT COMPANY NAME> controlled sites and their activities, employees, contractors, and visitors. This Risk Management Procedure is applicable to the areas of Health, Safety and Environment.

### 3.0 DEFINITIONS

Term	Definition
<b>ALARP</b>	As low as reasonably practical.
<b>Competent Person</b>	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.
<b>Hazard</b>	A condition in the work place that has the potential to result in injury or illness to people, damage to the environment, or equipment.
<b>Job Hazard Analysis (JHA)</b>	A process used to identify hazards associated with task, evaluate the risk associated with each hazard, and determine appropriate risk controls strategies. A hazard management tool undertaken on the day, by the work team, for the task at hand.
<b>Risk</b>	The chance of something happening that will have an impact on objectives (AS/NZS ISO 31000:2009) NOTE 1: A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. NOTE 2: Risk is measured in terms of a combination of the consequences of an event and its likelihood. NOTE 3: Risk may have a positive or negative impact.
<b>Risk Assessment</b>	A systematic process of evaluating the potential risks that may be involved in a projected activity. Involves determining the likelihood and potential impact of an event and identifying means to eliminate or minimise the risk to people or the environment.
<b>Risk Control</b>	A measure that decreases the likelihood or consequence of an unwanted event.
<b>Risk Management</b>	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects. (AS/NZS ISO 31000:2009)
<b>Shall</b>	A mandatory requirement.
<b>Should</b>	Highly desirable but not mandatory.
<b>HSMP</b>	Health and Safety Management Plan.
<b>Take 5</b>	An informal decision making process which prompts individuals to consciously assess each task for hazards and then act to reduce risks to themselves and others.