Hazard Identification & Assessment

ISO 14001:2026 & ISO 45001:2018

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Hazard Identification & Assessment

ISO 14001:2026 & 45001:2018

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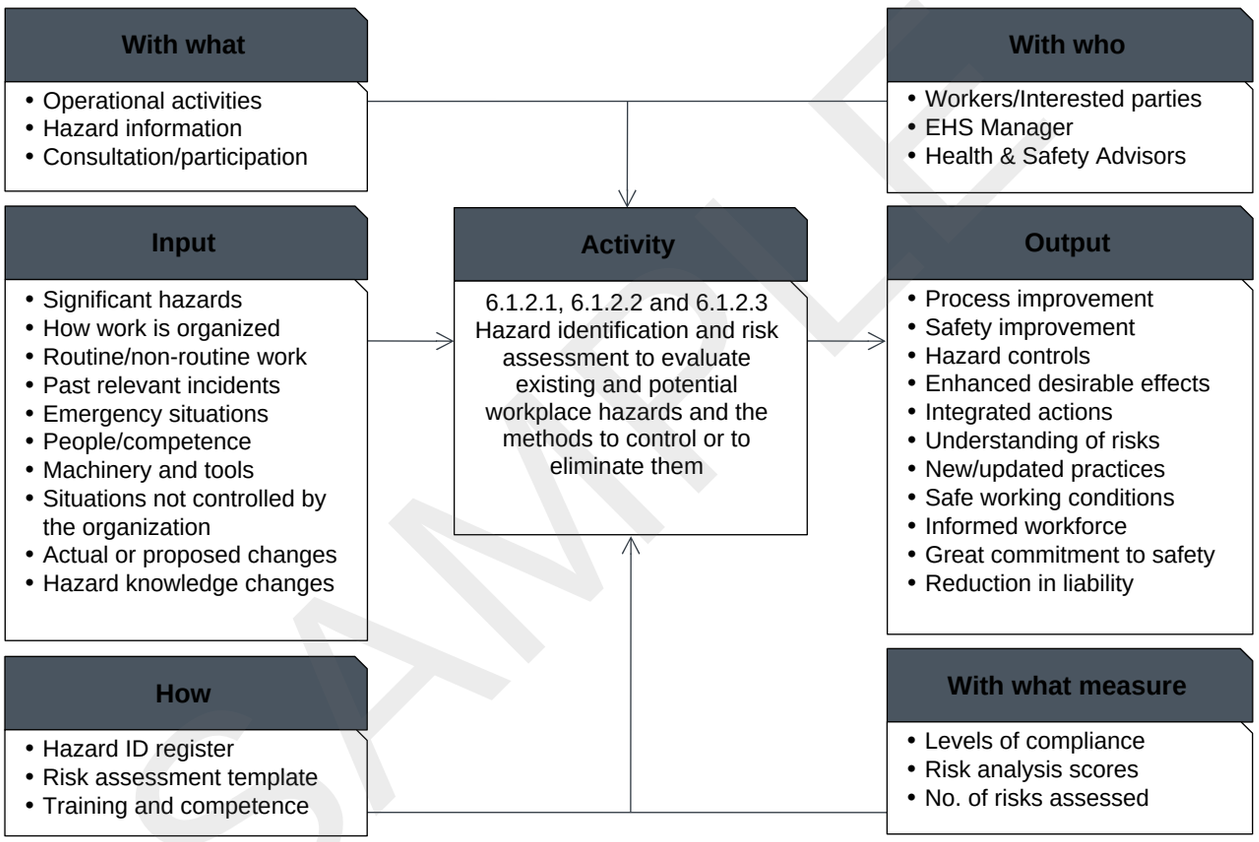
1 Procedure

1.1 Introduction & Purpose

The purpose of this procedure is to outline your organization's ongoing and proactive methodology for the identification of operational hazards and the assessment of perceived risks to evaluate both existing and potential workplace hazards, and to determine the methods required to mitigate or eliminate the risks arising.

1.1.1 Process Overview

The process overview (turtle diagram) provides internal and external auditors, process owners, and participants with an overview of the elements that are required by the hazard identification and assessment process:



1.1.2 References

Standard	Title	Description
BS EN ISO 14001:2026	Environmental management systems	Requirements
BS EN ISO 45001:2018	OH&S management systems	Requirements
BS EN ISO 19011:2026	Auditing management systems	Guidelines for auditing

1.1.3 Terms & Definitions

Term	Definition
Hazard	A source of potential harm or a situation with the potential to cause loss or harm
Hazard Identification	The process of examining each work area and task to identify hazards inherent to work
Hazard ID Register	A formal record that captures all known hazards and potential risks to be assessed
Worksite inspection	Regular inspection of work areas to assist with the monitoring/identification of hazards
Risk Assessment	Determining the risk of a hazard in combination with its likelihood and severity
Risk Control	Implementation of tools and techniques that mitigate or eliminate the risk

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- Lacerations;
- Burns;
- Fall or slip;
- Overexertion;
- Cumulative trauma;

7. Observe the task a third time to develop corrective measures to all hazard potentials;
8. Review your findings with the Employee or team for clarity;
9. Complete the *Job Safety Analysis Template*.

After the draft copy of the Job Safety Analysis is completed, it is reviewed by a team consisting of the Safety Coordinator, Department Manager, Supervisor, and affected Workers. All questions are discussed by the team. A final version is then drafted.

Once the analysis is completed, the results are communicated to all workers who are, or will be, performing the work. All of the identified hazards are then transferred to the *Hazard Identification Register* for monitoring. Completed Job Safety Analysis forms are reviewed by the Supervisor.

New hires and transfers review relevant JSAs as part of the Employee's job performance evaluation. Annually, the Job Safety Analysis forms are reviewed by the Supervisors and Employees. JSAs are reviewed with the Employee during an accident investigation to help identify possible causes or problem areas.

All new hazards, operations, equipment, and tools are updated on the Job Safety Analysis forms and communicated to all Employees as soon as possible. Job Safety Analysis forms can become out-of-date if not reviewed periodically.

1.4.2.4 Workplace Inspections

Your organization carries out safety inspections of the workplace and work procedures using the *Workplace Inspection Form*. A workplace inspection generally consists of an informal walk-through of the work area to identify lapses in safety procedures, and can vary from an informal visual inspection to formal in-depth evaluations. Workplace inspections look for safety hazards and unsafe practices throughout the facility.

The frequency at which formal workplace inspections are carried out is dependent on the associated risk of the work area. Inspections may be required on a more frequent basis depending on local conditions, use of the work area, and any local arrangements for informal or statutory checks.

High-risk areas are inspected monthly (or more frequently if the level of risk indicates), medium-risk areas are inspected every 3 months, and low-risk areas are inspected every 6 months.

Low-risk workplaces such as general areas including offices, store rooms, print rooms and kitchens, etc., are inspected at least twice per year. For higher-risk workplaces such as shop floors, workshops, process equipment areas and plant rooms, etc., inspections are carried out monthly.

Line Managers and Supervisors are responsible for planning and instigating workplace inspections within their area of control and responsibility. They may choose to request the assistance of Health & Safety Coordinators or other workers when undertaking this task. The following table offers a guide to determining the frequency; however, an assessment of each individual work area needs to occur to determine the frequency.

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Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Likely	3	6	9	12	15
Highly likely	4	8	12	16	20
Almost certain	5	10	15	20	25

1.5.5 Response (S4)

The Risk Rating is used to prioritize action. Once a risk rating is determined, each hazard has its existing risk control measures evaluated in order to determine any additional requirements that are necessary.

Score	Risk Rating	Level of Risk (LoR)	Level of Action
1 to 4	**Minor**	This LoR is generally considered sufficiently low, insignificant, and adequately controlled. Continue to review and reduce the risks wherever it is reasonably practicable, as per cost and legal requirements. Monitor risk controls to ensure that they are maintained at their present level or at a lower level of risk that current day-to-day work practices can effectively manage. Ongoing monitoring and management required by workers and line supervisors using routine procedures.	Managed by routine procedures at operational level. Supervisor review required.
5 to 12	**Moderate**	Corrective action required. Develop a Safe System of Work, prepare Job Safety Analysis. Formal risk assessment is required. The risk must be reduced to ALARP (As-Low-As-Reasonably-Practicable). Proposed risk controls should be implemented if the resources, costs, time, or effort are in proportion to the benefits that can be potentially achieved. The following process must be applied: 1. Consult hazard register, ensure controls are effectively implemented; 2. Confirm activity, risk assessment and controls with the Supervisor; 3. Seek advice from the H&S Advisors, implement additional controls; 4. Supervisor confirms controls, assesses and approve/reject the activity.	Supervisor review required. EHS Manager review required.
15 to 25	**Major**	Imperative to eliminate or reduce risk to a lower level by the introduction of controls. Formal risk assessment is required. A LoR that is considered unacceptable regardless of the benefits associated with the activity. Except where there are exceptional reasons or extraordinary circumstances, measures to reduce the risk are essential regardless of the resources, costs, time or effort required.	Top management approval.

1.5.6 Mitigation

All hazards that have been assessed are dealt with in order of priority. The most effective risk control options are selected to eliminate or minimise the risks. The hierarchy of controls (See the diagram opposite) ranks the risk control options from the highest level of protection and reliability to the lowest. This is used to determine the most effective control measures in order to:

1. Identify a response strategy to treat, terminate, tolerate, or transfer the impact;
2. Identify response actions to improve control measures as required. These will be SMART;
3. Identify a response action owner for each action and confirm with them that they accept accountability for implementing the action within the time allowed.

Consultation with workers is required in the selection and implementation of risk control measures in the workplace. Risk controls are trialled to determine effectiveness and workers are involved in the feedback

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