



# ***OHSAS 18001:2007***

## **Risk Analysis Guide:**

**§ Initial Review**

**§ Identification of Hazards**

**§ Risk Assessments**

**§ Determination of Controls**

***For  
Clause 4.3.1 of OHSAS 18001:2007***

## OH&S Workshop - Risk Analysis Guide

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As a pre-requisite to the management of risks, this risk analysis guide describes the preliminary steps to risk analysis and provides the checklists that are used to undertake initial OH&S reviews and to improve OH&S performance in your workplace(s).

This risk management exercise deals with the identification of hazards, the assessment of risks and the determination of controls as required for Clause 4.3.1 of the OHSAS 18001 standard.

### Identify Hazard, Assess Risks and Determine Controls

Risk management considers the Identification of hazards, the assessments of risks and the determination of controls needed for improvements in OH&S performance.

- The relationship between health and safety hazard and health and safety impacts is one of cause and effect.
- A health and safety hazard refers to an element of the company's activities, operations, products or services, which can have a potential adverse impact on health and safety.
- A health and safety impact refers to the change, which takes place as a result of the hazard, its risk and controls.
- Risk management assessments are used, within the constraints of the business operating parameters, to identify the elements that can be controlled and that can have significant beneficial impacts on the basic needs to prevent injury, prevent ill health, and reduce hazards

### Preliminary Steps to risk analysis and risk management

**Task A.** Prepare process flow diagrams to describe the activities / steps. Refer to Flow Diagram(s) A-001, A-002, etc.

**Task B.** Perform the initial OH&S review with Checklist B to assess OH&S capabilities for the Office workplace.

**Task C.** Perform the initial OH&S review with Checklist C to assess OH&S capabilities for the Plant workplace.

**Task D.** Improve OH&S performance and prepare for risk analysis & risk management, with the assignment of improvement actions and follow up with Worksheet D.

**Checklist – C Plant Workplace**

**Task C Summary of initial OH&S Assessment:**

Total review inputs \_\_\_\_\_

Total Conditions under control: \_\_\_\_\_

Total Conditions that NEED ATTENTION: \_\_\_\_\_

**SCORE: \_\_\_\_\_ % Conditions Under Control**

Conditions under control and listed in the observation column require supporting objective evidence.

Conditions needing attention require follow up and action by the OHS Steering Team.

Note that the information collected with this task is required for risk analysis and risk management, where hazards are identified, risks are assessed, and controls are determined.

In preparation for the risk analysis task, improvement actions are assigned and followed up with worksheet D.

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General Comments:

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Assessment conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

## Worksheet - D

### Task D Assign Improvement Actions needed to increase OH&S Performance / Capabilities

Assessments and reviews, (checklists B & C) highlight areas that need attention and provide focus on high significance health and safety risks.

**The areas that require follow up and action by the OHS steering team are identified as:**

- Short Term, where improvements can be implemented within 1 month.
- Medium Term, where improvements can be implemented within 2 to 6 months.
- Long Term, where improvements can be implemented within 7 to 12 months.

#### **SHORT TERM IMPROVEMENT ACTIONS – To be implemented within 1 month**

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					
4					

#### **MEDIUM TERM IMPROVEMENT ACTIONS – To be implemented within 2 to 6 months**

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					
4					

#### **LONG TERM IMPROVEMENT ACTIONS - To be implemented within 6 to 12 months**

#	Improvement Action	Assigned to	Promise Date	Actual Date	Comments
1					
2					
3					

Comments:

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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

## OH&S Risk Management Worksheet – Plant Workplace

### Task F Hazard Identification, Risk Assessment & Determination of Controls - OH&S Worksheet

Project Leader: \_\_\_\_\_ Date assigned: \_\_\_\_\_ Date completed: \_\_\_\_\_

Project Team Members: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\* Refer to Task C initial review checklists for Items that NEED ATTENTION in the Plant workplace.

\*\* Refer to attachment at Action 2 for examples of potential (physical, chemical, biological, psychosocial) hazards.

\*\*\* Where both Severity and Likelihood are high, the risk is significant and the Process Item requires corrective action.

*	**	Description of Hazard and its associated Risk	*** Assessment of Risk 1 = Severity 2 = Likelihood 3 = Significance			Does a next step in process eliminate the risk?	What controls exist to address the risk?	Is the Process Step at risk? Yes / No	*** If YES, Issue the Corrective Action Request
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### Hazard Identification, Risk Assessment and Determination of Controls – OH&S Worksheet

- \*Refer to Task B and Task C initial review checklists for Items that NEED ATTENTION in the Office & Plant workplaces.
- \*\* Refer to attachment at Action 2 for examples of potential (physical, chemical, biological, psychosocial) hazards.

## OH&S Risk Management Worksheet

### Task E & F Hazard Identification, Risk Assessment & Determination of Controls - OH&S Worksheet

As demonstrated in the previous pages, the 8-column risk management worksheet can be an effective tool to systematically work through the actions required and record the specific information that will lead to a practical resolution to the elimination or reduction of risks in both the plant and office workplaces.

**Project Leader:** \_\_\_\_\_ **Date assigned:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_

**Project Team Members:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

- Refer to Task B and Task C initial review checklists for Items that NEED ATTENTION in the Office & Plant Workplaces.
- \*\* Refer to attachment at Action 2 for examples of potential (physical, chemical, biological, psychosocial) hazards.
- \*\*\* Where both Severity and Likelihood are high, the risk is significant and the Process Item requires corrective action.

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Item Needing Attention	-- Hazard -- What is present or could be introduced as a risk?	Description of Hazard and its associated Risk	Assessment of Risk 1 = Severity 2 = Likelihood 3 = Significance			Does a next step in process eliminate the risk?	What controls exist to address the risk?	Is the Process Step at risk? Yes / No	If YES, Issue the Corrective Action Request
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