Procedure or Hazard Identification and Addressing OH&S Risks and Opportunities

1. Purpose, scope and users

The purpose of this procedure is to define the methodology of hazard identification, risk assessment, and management of change regarding the OH&S processes of the IMS (Integrated Management System), and establishing controls for risks that may affect employees' occupational health and safety in Crystele Homes or other employees, visitors, or other people in the workplace within the scope of the IMS.

This procedure is applied to all workplaces within the scope of the IMS.

Users of this document are all employees of Crystele Homes within the scope of the IMS.

2. Reference documents

- ISO 45001:2018 standard, clauses 6.1.1, 6.1.2 and 6.1.4
- IMS Manual
- Competence, Training and Awareness Procedure
- Procedure for Determining Context of the Organization and Interested Parties
- Procedure for the Management of Non-Conformities and Corrective Actions

3. Hazard identification and risk and opportunity assessment methodology

A hazard is a source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these.

Risk is a combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

Opportunity is a circumstance or set of circumstances that can lead to improvement of occupational health and safety.

The following steps are taken in order to perform hazard identification, risk assessment, and determination of controls for each work place:

1.	Identification of all work places	Responsibility of Construction Manager
2.	Identification of potential hazards	Responsibility of Construction Manager

3.	Conducting risk and opportunity assessment	Responsibility of Construction Manager
4.	Establishing controls	Responsibility of Construction Manager
5.	Controls review (monitoring)	Responsibility of Construction Manager

3.1. Hazard identification and risk and opportunity assessment

3.1.1. Opportunity identification assessment

[CEO and the top management] together with relevant individuals within the organization perform identification and assessment of opportunities regarding OH&S activities during brainstorming sessions at least [once a year] and enter the information into the Registry of Key Risks and Opportunities.

3.1.2. Hazard and risk identification and assessment

During hazard identification, risk and opportunity assessment, and establishing controls, Crystele Homes uses the Kinney method for risk assessment. The following group of hazards must be considered during hazard identification and risk assessment:

- Mechanical hazards emerging from using tools
- Hazards related to characteristics of the workplace
- Hazards related to use of electrical power
- Hazards related to use of dangerous substances
- Biological hazards
- Physical hazards
- Environmental hazards
- Hazards related to physical exhaustion
- Hazards emerging during work
- Hazards related to work organization
- Other hazards emerging in the workplace

Identified hazards are evaluated by the Construction Manager according to the following criteria listed below and documented in the Hazard Evaluation Record:

The formula for risk assessment is R = P x C x F where R is risk, P is probability, C is consequence, and F is frequency.

A probability criterion (P) is defined in the following way:

Rate	Description of the criteria
0.1	Hardly conceivable
0.2	Practically impossible
0.5	Highly unlikely

1	Probability exists in a limited number of cases
3	Small possibility
6	Entirely possible
10	Expected

The severity of consequences (C) is defined in the following way:

Rate	Description of the criteria
1	Small consequence – injury that doesn't require first aid or any medical treatment
2	Medium consequence – injury that requires medical treatment
3	Severe consequence – injury that requires hospitalization and absence from work
6	Very severe consequence –injury that leads to death
10	Catastrophic consequence – incident that leads to multiple deaths

The frequency of exposure to hazards (F) is defined according to the following criteria:

Rate	Description of the criteria
1	Unlikely – once a year
2	Once a month
3	Once a week
6	Once a day
10	Continuously

Risk levels are ranked according to the following table:

Overall rate	Risk level	Action needed
0.1 – 20	I – Acceptable	This level doesn't require any action.
21 – 70	II – Low	There is no need for additional activities in operation control. Operations with risk level need to be monitored.
71 – 200	III – Moderate	Some effort is needed in order to decrease the risk level, and responsibilities for conducting improvements must be appointed.
201 – 400	IV – High	The risk level must be decreased before execution of activities with this risk level.
>400	V – Extreme	The activity with this risk level must be stopped, and risk-decreasing actions must be taken immediately. If risk level cannot be decreased, this action must remain forbidden.

Significant risks are the ones with risk levels IV and V.

When hazard identification and risk and opportunity assessment is finished, the Construction Manager enters those workplaces with significant risks into the List of workplaces and employees with significant risk, along with names of employees working in those work places.

Employees in workplaces with significant risks must take a medical exam [once a year] to determine whether they are capable of performing their job. If the employee is not capable of performing the job with significant risk, he should be reassigned to a workplace with a lower level of risk. The Office Manager enters the results of the medical exam into the List of workplaces and employees with significant risk.

The Office Manager must ensure that all employees working in workplaces with significant risk take medical exams in order to determine their medical condition and working capability.

3.2. Management of change related to OH&S processes

Change management includes identification of OH&S hazards and risks related to changes in Crystele Homes, according to section 3.1 of this procedure, and decrease of risk related to changes before they are put into effect. Those changed hazards and risks are recorded in the Hazard Evaluation Record and List of workplaces and employees with significant risk as explained in section 3.1.

Changes related to the OH&S processes in Crystele Homes can be internal and external.

The Director appoints [name], Construction manager as a person responsible for suggesting and managing changes listed below. The Director approves implementation of changes by signing an accepted suggestion for change.

3.2.1. Internal changes

Internal changes in Crystele Homes can be, but are not limited to:

- Staff changes
- Changes in process, work instructions, and materials

Staff changes

These changes are the result of hiring new employees, internal fluctuation, or changes in organizational structure. According to the Competence, Training and Awareness Procedure, employees must be familiar with duties defined for their work place, as well as with protection measures.

Changes in process, work instructions, and materials

These changes are reviewed prior to their implementation, through identifying hazards, assessing the risks, and suggesting preventive actions.

3.2.2. External changes

External changes occur as a result of:

- Changes and/or amending legislations
- Development of OH&S knowledge and technologies

Changes and/or amendments in legislations are monitored according to the Procedure for Identification and Evaluation of Legal and Other Requirements.

In order to improve the OH&S processes and risk control, information regarding development of knowledge, and technologies related to OH&S are gathered by the Construction Manager from the following sources:

- Specialized magazines
- Professional conferences inside or outside Crystele Homes (classes, seminars, trainings, etc.)
- External communication – exchange of information with other companies

3.3. Establishing controls

Controls for identified significant hazards are recorded in the Hazard Evaluation Record. The purpose of controls is to decrease the consequences or probability in a way that will reduce risk to an acceptable level.

The following priority must be established in application of controls:

- ***Risk elimination*** – e.g., changes in workplace (introduce equipment that will decrease the risk level)
- ***Substitution*** **–** e.g., replacement of toxic materials or decrease of energy in the system (temperature, pressure, etc.)
- ***Technical – technological controls (engineering controls)*** **–** control of installations, ventilation, equipment maintenance, etc.
- ***Signalization/warnings/administrative controls*** **–** safety signs, labelling hazardous areas, photo-luminescent signs, access control, working permits, and/or safety procedures and instructions.
- ***Personal protection equipment*** **–** protective goggles, helmet, protective clothes and shoes, antiphons, glows, etc. This is the least-desired option because the risk still exists.

Combining the above-listed controls must be considered.

3.4. Control review (monitoring)

Application of controls must be reviewed at least once a year to determine:

- Whether the significance of the hazard is still relevant
- Whether the controls in place are still effective

In case of change of hazard significance and control effectiveness, the Procedure for the Management of Non-Conformities, Corrective and Preventive Actions will be applied.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	SharePoint	

Hazard Evaluation Record	09.1	3 years	office of the Construction Manager	SharePoint	Construction Manager
List of Workplaces and Employees with Significant Risk	09.2	3 years	office of the Construction Manager	SharePoint	Construction Manager

Only the Director or Operations Manager can grant other employees access to the records.

5. Appendices

- Appendix 1 – Hazard Evaluation Record
- Appendix 2 – List of Workplaces and Employees with Significant Risk

6. Change history

Date	Version	Created by	Description of change
19/11/2021	0.1	S.Pauley	Document Creation
2/8/2021	1.0	S.Pauley	Document Approved