

Business Procedure

Hazard Management

Document Number – OHS-PROC-33

This document applies to the following sites:

All Sites	<input checked="" type="checkbox"/>
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1.0 Purpose

This Business Procedure defines Stanwell's statutory requirements for identifying, assessing, managing and controlling Health and Safety hazards. The Health and Safety statutory obligations are drawn from the Queensland Work Health Safety Act, Regulations and Codes of Practice. This Business Procedure follows the intent of Stanwell's Risk Management Framework GOV-PROC-37.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors to Stanwell workplaces.

This procedure applies only to health and safety hazard management and excludes environmental hazards.

3.0 Actions

Sites shall plan for hazard identification and risk management, and make provision to resource this function adequately by:

- Delivering hazard management training.
- Ensuring that hazard management roles and responsibilities are defined and recorded in position descriptions.
- Scheduling of key hazard management activities, such as, hazard studies, hazard reviews, compliance audits and inspections.
- Establishing a process to monitor and evaluate the effectiveness of defined control.
- Consulting with workers and other duty holders on the hazards, controls and risk in the workplace.

Sites must, as far as reasonably practicable, implement the basic four step risk assessment process:

- Identify health and safety hazards.
- Assess the health and safety risks involved.
- Implement suitable control measures to ensure health and safety risks are eliminated, or else controlled and monitored, in accordance with legal requirements and the hierarchy of risk control to achieve the highest level of protection.
- Regularly review control measures for effectiveness.

4.0 Hazard Management

All Health and Safety hazards will be managed using the risk management process model which comprises of 4 steps; identify, assess, control and review of hazards.



Figure 1-Risk management process

4.1 Identify Hazards

Sites will undertake comprehensive hazard identification for all risk assessments using a range of hazard identification methods, including sources of potentially damaging energy. Methods for identification include:

- Previous health and safety audits.
- Workplace inspections.
- Event reports, including investigations and recommendations.
- Consulting with workers and workgroups.
- Health monitoring of workers.
- HAZOP (Hazard and Operational) risk workshops.
- Previous risk assessments.

As a minimum, sites should conduct hazard identification when:

- Changing work practices, procedures, or the work environment.
- Purchasing new or used plant, equipment or introducing new substances (e.g. hazardous chemicals).
- Designing and planning products, processes or places used for work.
- New information about workplace hazards become available.
- Responding to workplace events.
- In response to changing legislation or Australian Standards
- Responding to concerns raised by workers, Health and Safety Representatives (HSR) or others at the workplace..

4.2 Risk Assessments

Risk assessment will use available information to establish the likelihood and consequence of events occurring on Stanwell sites. When sites analyse risks, consider what the risks are, what safety measures are in place, and how likely loss of control events are to occur and how serious they could be. This is especially important for activities that could harm people's health, safety, or wellbeing.

Risk assessments must consider the consequence if someone or something, is exposed to a hazard and the likelihood of it happening. A risk assessment will determine;

- the risk position.
- the controls to mitigate the risk.
- whether the risk position is tolerable.

Involve workers from the work activity in the hazard identification and risk assessment process. Sites must also ensure that simultaneous operations (SIMOPS) are considered and workers performing SIMOPS are consulted.

Risk Assessment tools include, but are not limited to:

- JSEA Job Safety Environment Analysis,
- WRAC Workplace Risk Assessment and Control,
- FMEA Failure Mode Effect and Criticality Analysis, ,
- HAZOP Process Flow Review,
- HEA Decision Tree Analysis,
- Fault/Logic Tree Analysis, or
- Quantitative Risk Assessment.

4.2.1 Task Risk Assessments

Sites must ensure that a task-based risk assessment is undertaken prior to a job commencing. The task risk assessment should;

- be completed by the person performing the work task.
- take place where the work task will be performed and immediately before the work task commences.
- involve inspection of the work area to identify any uncontrolled hazards specific to the immediate work environment.
- apply additional controls for uncontrolled hazards.

Sites must ensure;

- work activities are monitored to identify any changes in work environment, operations or tasks that could introduce new hazards.
- identified hazards and controls are communicated to other work groups that may be impacted.

4.2.2 High Risk Construction Work Risk Assessments

Sites must ensure that any High-Risk Construction Work has a Safe Work Method Statement (SWMS). The SWMS may also be known as a Hazard Identification Risk Assessment (HIRA), or similarly, a document which identifies the work task, the associated hazard, and the controls which are to be applied and the residual risk score (and aligns with the *QLD Work Health and Safety Regulation 2011*). As a minimum this must include:

- The high-risk construction work activity, including a description of the activity.
- The hazards identified for each task step in a sequential manner of the task being undertaken.
- The methods for controlling the hazards, and how they are to be implemented monitored and reviewed.

Work must STOP where work cannot be carried out in accordance with the SWMS and the SWMS must be reviewed by the work party. Work may resume when the SWMS reflects the task being performed and effective controls are in place and agreed to by the work party.

All SWMS are required to be filed and maintained for the duration of the work activity, or if a notifiable incident occurs, for a period of 2 years.

4.2.3 Risk Analysis and Approval

Sites must ensure that Stanwell's Risk Evaluation Matrix GOV-STD-11 is used for assessing all risks and that the risk level is as low as is reasonably practicable.

An acceptable level of risk is one that;

- is reduced to as low as reasonably practicable by implementation of controls, and
- is based on an assumption that control measures will be successfully implemented, and
- is reviewed and accepted by those performing the risk assessment.

4.2.4 Escalation and Acceptance of Risks

A risk assessment must ensure that the Risk Tolerance Level is approved in accordance with Table 1 below before the work activity can be undertaken.

RISK RATING	ACTION	ASSIGNED TO (OPERATIONS ROLES)
Extreme	These risks are classed as critical risks. They may have an 'almost certain' or 'rare' likelihood of occurrence but their potential consequences are such that they must be treated as a high priority.	Risks with an EXTREME risk rating are to be raised with the relevant EGM/Site Manager/Committee and escalated to the CEO and Board
High	These risks are classed as significant. They may have an 'almost certain' or 'rare' likelihood of occurrence but their potential consequences are sufficiently serious enough to be treated as a priority.	Risks with a HIGH risk rating are to be raised with the relevant EGM/GM/Site Manager.
Medium	These risks are less significant. These risks should be monitored to ensure that they are being appropriately managed and reduced where appropriate.	Risks with a MEDIUM risk rating are to be raised with the relevant Functional Manager/Team Leader.
Low	These risks are both unlikely to occur and insignificant in their impact. These risks are managed by routine procedures/processes unless subsequent risk assessments result in a rating change.	Risks with a LOW risk rating are to be monitored by the risk owner and reported to the Functional Manager/Team Leader where appropriate.

Table 1-Risk approval escalation

4.3 Control Measures

Sites must ensure that hazards are eliminated, as far as reasonably practicable. Where elimination is not reasonably practicable, the risk is minimised through the application of the hierarchy of control to achieve the highest level of protection that is reasonably practicable in the circumstances.

Controlling the risk at the source by eliminating the hazard should be the guiding principle. If a hazard can not be eliminated, then risks must be minimised so far as is reasonably practicable by using the hierarchy of control.

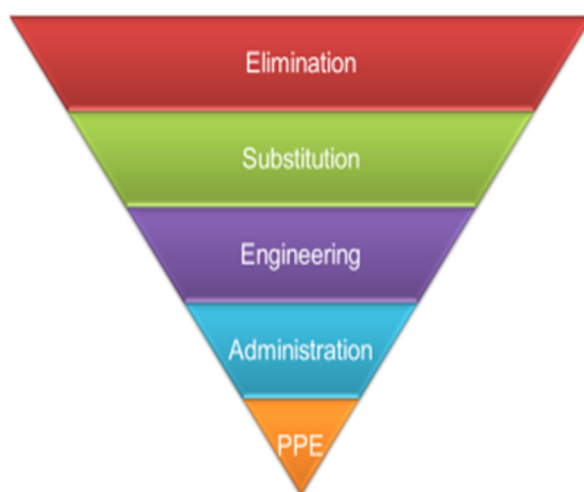


Figure 2-Hierarchy of control

Deciding what is ‘reasonably practicable’ to protect people from harm requires taking into account and weighing up all relevant matters, this includes:

- the likelihood of the hazard or risk concerned occurring.
- the consequence that might result from the hazard or risk.
- knowledge about the hazard or risk, and ways of eliminating or minimising the risk.
- the availability and suitability of ways to eliminate or minimise the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Control options selected should be:

- one that provides the highest level of protection for people and is the most reliable – that is, controls located towards the top of the hierarchy in
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- Figure 2.
- available, that is, it can be purchased, made to suit, or be put in place; and
- suitable for the circumstance in the workplace i.e., it will work effectively given the workplace conditions, work process and workers.

Sites must ensure that controls implemented do not introduce new hazards.

4.4 Monitor and Review Control Measures

Sites should ensure that control measures are reviewed on a regular basis, and;

- when the control measure was not effective in controlling the hazard; e.g. after an incident or event.
- before a change at the workplace that may give rise to a new or different health and safety risk, i.e. a change or new process, chemical or substance, plant or equipment.
- when a new hazard is identified or the risk profile of a hazard changes due to a recurrence of an event.
- during the consultation of workers who indicate that a review is necessary.
- when a HSR requests a review.
- following a change in legislation, code of practice, standard or other requirement.
- if concerns are raised by workers or other parties relevant to the work being performed.

All workers and supervisors are responsible for continually monitoring hazard control measures during work activities to ensure:

- the chosen control measures are effective and maintaining risk levels as far as is reasonably practicable.
- that the chosen control measures have been implemented correctly as planned and are working effectively.
- the control measures have not introduced new hazards or introduced unintended hazards.

Sites must:

- consult with workers at each step of the hazard management process, by drawing on their experience, knowledge and ideas.
- make sure that workers performing work tasks participate in relevant risk assessments.
- have a process in place to encourage workers to identify and report hazards.
- allow workers to have access to information relating to hazards (including associated risks) that may affect them.
- conduct regular reviews of risk assessments to ensure the information is kept up to date and relevant to the work activity.

Workers must:

- Prior to the commencement of work,
 - Review the risk assessment or SWMS for the work task and amend as agreed.
 - Conduct a personal task-based risk assessment using a SafeStart, Take1 or similar.
- During the execution of work,
 - follow the risk assessment or SWMS and STOP work if a deviation is required.
 - communicate with the work supervisor, work party and nearby workers if a new hazard is identified. The SWMS of the impacted work party must be amended if the new hazard impacts that work party.

5.0 Review, Consultation and Communication

Review of this Procedure with appropriate communication or consultation is required every three years, and at any other time warranted by e.g., a significant organisational change.

6.0 Training and Competency Requirements

Sites must ensure that all workers involved in hazard management and risk assessment activities are familiarised and competent in accordance with Stanwell’s business procedures.

7.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> • Queensland Work Health and Safety Act 2011, Part 2, s49 • Queensland Work Health and Safety Regulation 2011, Chapter 3 • How to Manage Work Health and Safety Risks Code of Practice 2021 • Managing the risk of psychosocial hazards at work Code of Practice 2022 • Managing electrical risks in the workplace Code of Practice 2021

Source	Reference
	<ul style="list-style-type: none"> Work health and safety consultation, cooperation and coordination Code of Practice 2021 changes
Australian Standards	<ul style="list-style-type: none"> AS ISO31000
Business Procedures	<ul style="list-style-type: none"> Consultation and Communication OHS-PROC-21 Risk Evaluation Matrix GOV-STD-11 Risk Management Framework GOV-PROC-37

8.0 Definitions

Term	Meaning
Construction Work (WHSQ Regulations s289)	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
High Risk Construction Work (WHSQ Regulation s291)	<p>Construction work that:</p> <ul style="list-style-type: none"> a) involves a risk of a person falling more than 2m; or b) is carried out on a telecommunication tower; or c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or d) involves, or is likely to involve, the disturbance of asbestos; or e) involves structural alterations or repairs that require temporary support to prevent collapse; or f) is carried out in or near a confined space; or g) is carried out in or near — <ul style="list-style-type: none"> (i) a shaft or trench with an excavated depth greater than 1.5m; or (ii) a tunnel; or h) involves the use of explosives; or i) is carried out on or near pressurised gas distribution mains or piping; or j) is carried out on or near chemical, fuel or refrigerant lines; or k) is carried out on or near energised electrical installations or services; or l) is carried out in an area that may have a contaminated or flammable atmosphere; or m) involves tilt-up or precast concrete; or n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or

Term	Meaning
	<ul style="list-style-type: none"> o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or p) is carried out in an area in which there are artificial extremes of temperature; or q) is carried out in or near water or other liquid that involves a risk of drowning; or r) involves diving work.
So far as is reasonably practicable (WHSQ Act s18)	<p>That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring; and b) the degree of harm that might result from the hazard or the risk; and c) what the person concerned knows, or ought reasonably to know, about— <ul style="list-style-type: none"> (i) the hazard or the risk; and (ii) ways of eliminating or minimising the risk; and d) the availability and suitability of ways to eliminate or minimise the risk; and e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Risk	<p>The possibility that harm might occur when exposed to a hazard.</p>
Risk Control	<p>Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.</p>

9.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	17.10.2016	Consolidation of legacy documents into one Business Procedure	Jan Fullard	Michael Joy	Ian Gilbar
1	14.12.2023	Rewrite to update and consolidate process	Lindsay Jahn	Carel Rothman	Kriss Ussher

10.0 Appendices

Appendix A: Hazard Management Document Flowchart

