

**1.0 PURPOSE:** To describe the procedure for ongoing identification of hazards, the assessment of risks and implementation of necessary control measures.

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**2.0 SCOPE:** This procedure is applicable to all activities, personnel including sub-contractors and visitors, and facilities at SHAKTI PUMPS (INDIA) LIMITED, PITHAMPUR DIST. DHAR.

**2.0 REFERENCE:** #SO 45001:2018 Occupational Health and Safety Management System.

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**3.0 RESPONSIBILITY:** All HOD's are responsible for identification and updating of hazards, assessment of risk and the implementation of control measures in their work areas.

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## **5.0 REQUIREMENTS:**

5.1 Feedback from employees

5.2 Legal Requirements

5.3 Formation of core committee

5.4 Process Knowledge

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## **6.0 PROCEDURE:**

6.1 Hazard identification and risk assessment is carried out by concerned HOD as proactive measure through

- On site visits.
- Occupational Health and safety legal and other requirements.
- Record of accidents and incidents.
- Communication from Employees and other interested parties.

6.2 Identification of hazards and assessment of risk shall include the following

- Routine and Non-Routine activities (Including Sub Contractors and Visitors)
- Activity of personnel having access to the work place.
- Facilities at workplace, whether provided by organization or others.

6.3 Identification of hazards and evaluation of risk shall be documented in Format. No. QF-MR-08.

6.4 Risk is determined without controls and with control measures in place for identified hazards by estimating the potential severity of consequences of injury and probability of occurrences.

6.5 **Severity:** What is the worst injury that could result from the hazard?

Severity of consequence of injury is classified into three categories, that is low, Medium and high.

**Low:-** Leading to temporary discomfort or first aid cases.

**Medium:-** Requiring medical attention / hospitalization, loss of man days and medical compensations.

**High:-** Leading to permanent disability, disorder or legal violation.

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6.6 Probability of Occurrence: - How likely is that these circumstances can and will lead to incident / accident (Actual / Potential). Probability of occurrences is classified into three categories i.e. Low, medium and high.

Low: - Rare chances (<10%) or never happened.

Medium: - Can happen (<50% but >10%) or has happened.

High:- More than 50% chances or will happen.

6.7 Risk Level is evaluated based on following evaluation criteria of probability of occurrence and potential severity of harm.

#### **EVALUATION CRITERIA**

Severity → Probability ↓	Low	Medium	High
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Extreme

6.8 For Risk levels evaluated above, their control action plan is as follows.

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<b>Trivial - 1</b>	No Action is required and no documentary record to be kept.
<b>Tolerable - 2</b>	No additional controls are required. Monitoring is required to ensure that controls are maintained.
<b>Moderate - 3</b>	Risk falling in to this category shall be made to reduce by applying additional controls.
<b>Substantial - 4</b>	Risk requiring remedial actions shall be reduced as soon as possible by taking objectives.
<b>Extreme - 5</b>	Risk for which operation should be stopped till corrective action to reduce risk is completed.

6.9 Hazard identification and risk assessment shall be review comprehensively once in a year or in case of any change in process, product or facilities by department HOD.

#### **7.0 MONITORING / MEASUREMENT:##**

7.1 Number of accidents, incident and near miss

7.2 Number of revisions in HIRA document.

#### **8.0 RECORDS: ##**

8.1#Hazard identification and risk assessment Format.

QF-MR-08