

## 1.0 Purpose

- 1.1 To describe the method of hazard identification, risk assessment, risk control and documentation.

## 2.0 Scope

- 2.1 This procedure applies to a Redox site where stated in this procedure.

## 3.0 References

- 3.1 NSW – OHS Act 2000
- 3.2 NSW – OHS Regulation 2001
- 3.3 VIC – OHS Act 1985
- 3.4 VIC – OHS (General Amendment) Regulations 1998
- 3.5 VIC – OHS (Major Hazard Facilities) Regulations 2002; Amendment 2002
- 3.6 VIC – OHS (Manual Handling) Regulations 1999
- 3.7 VIC – OHS (Noise) Regulations 1992
- 3.8 VIC – OHS (Certification of Plant Users and Operators) Regulations 1994
- 3.9 VIC – OHS (Plant) Regulations 1995, Amendments 1998 and 2000
- 3.10 VIC – OHS (Incident Notification) Regulations 1999
- 3.11 VIC – OHS (Hazardous Substances) Regulations 1999
- 3.12 WA – OHS Act 1984
- 3.13 WA – OHS Regulations 1996
- 3.14 SA – OHS and Welfare Act 1986
- 3.15 SA – OHS and Welfare Regulations 1995
- 3.16 QLD – Workplace Health and Safety Act 1986
- 3.17 QLD – Workplace Health and Safety (Miscellaneous) Regulation 1995
- 3.18 QLD – Workplace Health and Safety Regulation 1997
- 3.19 Control of Major Hazard Facilities – National Standard [NOHSC:1014(2002)] & National Code of Practice [NOHSC:2016(1996)]
- 3.20 New Zealand Health and Safety Act 1992
- 3.21 PACIA Responsible Care Codes of Practice
- 3.22 Procedure 1016 – Process Change Management
- 3.23 Procedure 3119 – Occupational Health & Safety Consultation
- 3.24 Procedure 3890 – Threshold Quantities

## 4.0 Definitions

- 4.1 Hazard – means a situation or an intrinsic property with the potential to cause harm to people, property or the built or natural environment.

4.2 Major Accident – means a sudden occurrence (including in particular, a major emission, loss of containment, fire, explosion or energy release) leading to serious danger or harm to people, property or the built or natural environment, whether immediate or delayed.

4.3 Redox sites include:

- a) NSW – 2 Swettenham Rd, Minto NSW 2566 Australia
- b) VIC – 26–30 Gilbertson Rd, Laverton North VIC 3028 Australia
- c) QLD – 775 Kingsford Smith Dr, Eagle Farm QLD 4009 Australia
- d) SA – 178–180 Cavan Rd, Dry Creek SA 5094 Australia
- e) WA – 27 Howson Way, Bibra Lake WA 6163 Australia
- f) CCH – 5 Robin Mann Pl, Christchurch Airport Christchurch NZ
- g) AUK – 318D Ti Rakau Dr, East Tamaki Auckland NZ
- h) HAW – Unit 4/3 Treachers Lane, Havelock North NZ

4.4 Risk – means the likelihood of harm occurring from a hazard.

## 5.0 Procedure

### 5.1 Responsibility and Authority

- 5.1.1 The Branch Manager is responsible and has the authority to ensure that this procedure is followed.
- 5.1.2 The Risk Team for each Redox site is responsible for carrying out the tasks described in this procedure. Where practical, the tasks will be completed in consultation with all Redox employees within the site.
- 5.1.3 The Quality Assurance Manager is responsible for organising review and auditing of this procedure.
- 5.1.4 Redox staff and contractors are responsible for acting in accordance with this procedure.

### 5.2 Risk Teams

- 5.2.1 The Branch Manager for each owned site shall assign two or more employees to a Risk Team. This team should include the OHS Representative(s) from each site (refer procedure 3119). Team members shall be listed below:
  - a) NSW – OHS Representatives, QA Manager, HR Manager, Reg Affairs Coord.
  - b) VIC – OHS Representatives, Branch Manager, Store Manager
  - c) SA – Branch Manager, Store Manager
  - d) WA – Branch Manager, Store Manager

### 5.3 Procedure Frequency

- 5.3.1 Sections 5.4–5.6 below, shall be completed by the Risk Team:
  - a) when it has been a year since the last complete risk review, and/or

- b) before significant proposed changes to existing sites; and/or
- c) for a proposed new development, prior to commencement of operations.

5.3.2 Where a hazard is identified during a weekly warehouse inspection (Form 21110, 21141, 21142) the Risk Team need only assess and control risks for that particular hazard.

## 5.4 Warehouse and Driveway Areas

5.4.1 For the NSW, VIC, WA and SA sites the Risk Team will conduct a walkthrough survey of all warehouse and driveway areas. The survey should be comprehensive and include the following as a minimum;

- a) any events which may lead to a major accident;
- b) chemical hazards (arising from security threats, transport, handling, storage, disposal or loss of containment);
- c) equipment, manual handling and repetitive activities;
- d) feedback from previous injuries or incidents;
- e) previously identified hazards (Form 21190);
- f) operational impacts on environment, community and adjacent industry;
- g) any foreseeable hazard with the potential to harm the health or safety of an employee/visitor;
- h) any requirement of State Acts or Regulations listed in Section 3.0.

5.4.2 For each identified hazard, the Risk Team will determine a set of possible consequences.

Then, for each consequence the Risk Team will use its operational knowledge and experience to decide which hazards pose a risk.

- a) Each risk will then be assessed using Section 1.0 of Form 21190
- b) The Total Risk will be calculated by multiplying the exposure value by the likelihood value, by the potential severity value. For example:  
Exposure ..... 3  
Likelihood ..... 8  
Potential Severity ..... 9  
TOTAL RISK ..(3 x 8 x 9)..216
- c) Risks will then be prioritised for risk control based on the value of Total Risk. The higher the Total Risk value, the greater the risk and therefore greater urgency to control/eliminate the risk.

5.4.3 Each risk (starting with the top priority risks) will be evaluated by the Risk Team in order to develop solutions to eliminate/minimise/control risks. The Risk Team needs to consider the following:

- a) solutions should limit the consequences of a major accident and protect people, property and the built and natural environment;
- b) solutions should follow a hierarchy, which aims to eliminate rather than simply control risks, as follows from i. down to v. :
  - i) inherent safety design,

- ii) material substitution,
- iii) engineering controls,
- iv) administrative controls,
- v) personal protective equipment.

Changes shall be implemented manually or procedurally as required.

## 5.5 Office Areas

- 5.5.1 For all Redox sites, the Risk Team shall conduct a walkthrough survey of all office areas, to identify hazards. The survey should be comprehensive and include relevant items listed in section 5.4.1.
- 5.5.2 For sites NSW, VIC, WA, SA the risks will be assessed and controlled according to sections 5.4.2 and 5.4.3 respectively. For all other sites staff will control the risks where responsible, otherwise the landlord of the site will be notified and the risk controlled/eliminated immediately.

## 5.6 Site Access and Boundaries

- 5.6.1 For sites NSW, VIC, WA and SA the Risk Team shall conduct a walkthrough survey to identify security hazards along the perimeters of the site and potential threats for unauthorised access.
- 5.6.2 Risks will be assessed and controlled according to sections 5.4.2 and 5.4.3 respectively.

## 5.7 Report Preparation

Once the inspection has been completed, a Problem Record will be established to record the findings from the Hazard Inspection Form (Form 21190). Corrective actions and preventive actions will also be recorded into the QP.

## 5.8 Consultation

- 5.8.1 The Branch Manager, Human Resources Manager and OHS Representatives shall ensure that employees are consulted through the process described in this procedure.

## 6.0 Documentation

- 6.1 Form 2193 – Risk Assessment Calculations
- 6.2 Form 2196 – OH & S Incident Identification Report
- 6.3 Form 21190 – Hazard Inspection Form
- 6.4 Form 21110 – Sydney Warehouse Inspection
- 6.5 Form 21141 – Melbourne Warehouse Inspection
- 6.6 Form 21142 – Perth Warehouse Inspection

## 7.0 Procedure Responsibility

- 7.1 Refer Review/Approval status.

## 8.0 Summary of Changes

# Risk Identification, Assessment & Control

Major Hazard Facility

**Redox Pty Ltd**

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May be superseded

- 8.1 29.08.05 Initial issue.
- 8.2 09.12.05 Amended address in 4.3a from Wetherill Park to Minto.
- 8.3 20.12.06 Various amendments throughout the procedure.
- 8.4 30.01.08 Added SA and WA to 5.2.1 and added SA to 5.4.1.