

PROCEDURE ABC 301

Visy Risk Management



Intent

This procedure defines a 3 step process to identify and manage safety and environmental risks in Visy's activities to ensure the safety of workers and compliant environmental performance at Visy sites.

Why

Visy sites and activities contain many safety and environmental hazards which can impact on staff, the community and our performance. The identification and control of these hazards requires a structured approach to risk assessment.

A risk assessment should be completed to determine what, in our business, might cause harm to people and decide whether we are taking adequate measures to prevent that harm. The type of risk assessment used should reflect the complexity of the situation, the hazards and risks being considered and the persons involved. The Visy Risk Management Procedure outlines the types of risk assessment tools used at Visy and when they should be used.

Safe Production means Risk Reduction

Definitions

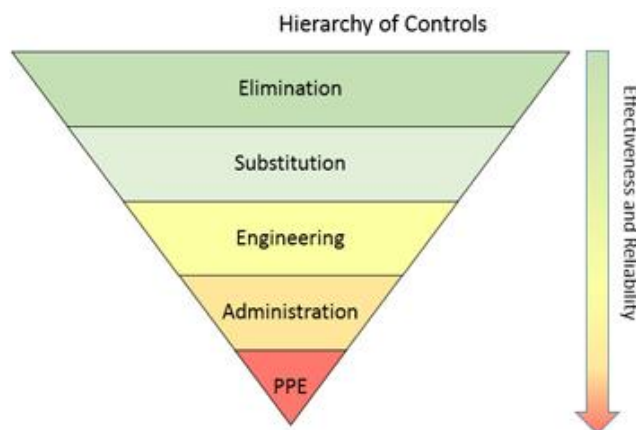
Risk is the likelihood, high or low, of somebody being harmed by the hazard, and what the outcome or consequence might be.

A **hazard** is anything that may cause harm e.g. chemicals, electricity, working from ladders, noise etc.

An **Environmental aspect** – is an element of Visy's site activities which has or may have an impact on the environment. (This includes emissions and abnormal operating condition such as spills from material storage or start-ups).

Environmental **impacts** are described by their effect on receptors or environmental values.

Control Hierarchy means employing the best practical means to eliminate risks in by implementing the highest achievable level of control from the options below



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Visy Risk Management Matrix and Acceptable Risks

The risk matrix is given in HSE Form A301-1. Use of the Tie-Line approach to risk assessment shall be used for complex assessments. Any uncontrolled risk receiving a rating of 9 or 10 must be controlled by elimination or suitable engineering means to reduce the controlled risk as low as practicable. Any risk identified as 7 or 8 including any controlled major risks must be managed in accordance with the Control Hierarchy to ensure the controlled risk is 6 or less.

Procedure

Effective risk management is as simple as A B C

A	<p>Complete the Aspects and Impacts Register and Visy Safety Hazard Register for the site or activity.</p> <p>HSE Procedure A302 Completing a Site Hazard Register (Use Form A302-1 and Form A302-2) HSE Procedure A303 Completing an Aspects and Impacts Register (Use Form A303-1)</p> <p>These registers form the foundation risk profile for the site or activity. The level of management control from site audit scores and lead HSE indicators forms the operational risk profile for the site.</p>																	
B	<p>Based on the foundation risk profile - for any hazard with a risk score above 6 complete a specific risk assessment from the toolkit available on the HSE system and listed in Annex 1</p> <p>These risk assessments must be completed in accordance with HSE Procedure A304 by a trained and competent person. These may need to be completed by item of plant and functional area of the site</p>																	
C	<p>Sites must complete operational risk assessments in accordance with the following table :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">What</th> <th style="width: 33%;">Who</th> <th style="width: 33%;">When</th> </tr> </thead> <tbody> <tr> <td>JSEA</td> <td>Staff undertaking non-routine work not covered by working procedures</td> <td>Before non-routine work is commenced. Refer to HSE Procedure C307</td> </tr> <tr> <td>Stop and Think</td> <td>All staff</td> <td>Whenever the conditions , task or working environment changes Refer to HSE Procedure C306</td> </tr> <tr> <td>PME Prestart Checklist</td> <td>Operators of mobile Equipment</td> <td>Refer to PME Standards</td> </tr> <tr> <td>Change Management – commissioning and Decommissioning risk assessment</td> <td>Operations managers and project managers</td> <td>Whenever there are major changes to the site including adding or removing plant . Refer to HSE Procedure A304 and Procedure 1301</td> </tr> </tbody> </table>			What	Who	When	JSEA	Staff undertaking non-routine work not covered by working procedures	Before non-routine work is commenced. Refer to HSE Procedure C307	Stop and Think	All staff	Whenever the conditions , task or working environment changes Refer to HSE Procedure C306	PME Prestart Checklist	Operators of mobile Equipment	Refer to PME Standards	Change Management – commissioning and Decommissioning risk assessment	Operations managers and project managers	Whenever there are major changes to the site including adding or removing plant . Refer to HSE Procedure A304 and Procedure 1301
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Annex 1

☐ Risk Assessment

[PROC-VC-HSE-ABC301-Visy Risk Management](#)

☐ A-Risk Profile

[FORM-VC-HSE-A301-1-Risk Assessment Matrix with Nomogram](#)
[FORM-VC-HSE-A302-1-Hazard Register Template](#)
[FORM-VC-HSE-A302-2-Corporate Hazard Register](#)
[FORM-VC-HSE-A303-1-Environmental Aspects and Impacts Register](#)
[PROC-VC-HSE-A302-Developing a Hazard Register](#)
[PROC-VC-HSE-A303-Environmental Risk Assessment](#)
[PROC-VC-HSE-A304-Visy Risk Assessment Procedure](#)

☐ B-Site Risk Assessment

[FORM-VC-HSE-B304-1-Task-Plant-Process Risk Assessment](#)
[FORM-VC-HSE-B304-2-Chemical Risk Assessment Template](#)
[FORM-VC-HSE-B304-3-Machinery Hazard & Risk Assessment Form](#)
[FORM-VC-HSE-B304-4-Lone Worker Risk Assessment](#)
[FORM-VC-HSE-B304-6-Workstation Ergonomic Assessment](#)
[FORM-VC-HSE-B304-7-MAC-Manual Handling Assessment Charts](#)
[FORM-VC-HSE-B304-8-ART-Assessment of Repetitive Tasks](#)
[FORM-VC-HSE-B304-9-Manual Handling Risk Assessment](#)
[PROC-VC-HSE-B304-5-Visy Manual Handling Risk Assessment Tools](#)

☐ C-Operational Risk Assessment

[FORM-VC-HSE-C305-Customer Site Equipment Risk Assessment](#)
[FORM-VC-HSE-C306-1-Stop and Think Order Details](#)
[FORM-VC-HSE-C306-2-Stop and Think Form pdf](#)
[FORM-VC-HSE-C307-1-Job Safety and Environmental Analysis \(JSEA\)](#)
[FORM-VC-HSE-C307-2-Job Safety & Environment Analysis \(JSEA\) \(Contractor Form\)](#)
[FORM-VC-HSE-C308-Site Radiation Management Plan](#)
[FORM-VC-HSE-C309-Machine Guarding Checklist](#)
[FORM-VC-HSE-C310-1-Visy Asbestos Management Plan](#)
[FORM-VC-HSE-C310-2-Asbestos Awareness Toolbox Talk](#)
[FORM-VC-HSE-C310-3-Visy Site Asbestos Audit](#)
[FORM-VC-HSE-C310-4-Example Asbestos Register](#)
[PROC-VC-HSE-C306-Stop and Think](#)
[PROC-VC-HSE-C307-Completing a JSEA](#)
[PROC-VC-HSE-C309-Machine Guarding Guide](#)
[PROC-VC-HSE-C310-Asbestos Risk Management Guideline](#)