

PROCEDURE

PET-HSE27-SF-PRD-00009 Job Risk Assessment

PART OF
A BETTER
FUTURE



Objective

To provide a process that enables users to effectively identify and control hazards associated with discrete work activities.

Audience

Field supervisors and other personnel involved in the planning, execution or supervision of work.

Note: This procedure also applies to contractors unless formally agreed to (and documented) through the *Contractor Management Procedure* (PET-SUP68-SU-PRD-00001).

Content Administrator

Jason Flockton, Senior Personal Safety Advisor

Document Signatures (only Approver row is mandatory, e-signatures are permissible)

	Business Role	Name	Signature
Approver	VP HSEQ Projects	Karelis Holuby	<i>Signature on file – refer to Memorandum: Heritage BHP Petroleum HSE MS Post-Merger Update</i>

Disclaimer:

This document has been updated to meet post-merger requirements. Updates have been restricted to rebranding of logo, company name and revision number and date. Updates have not impacted the design or functionality, or taken away from original intent, of the document.

PET-HSE27-SF-PRD-00009

Petroleum Deepwater - Woodside Energy – Revision 05 (revision date: 16-Nov-2022, valid until: 16-Nov-2024)

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Process Summary

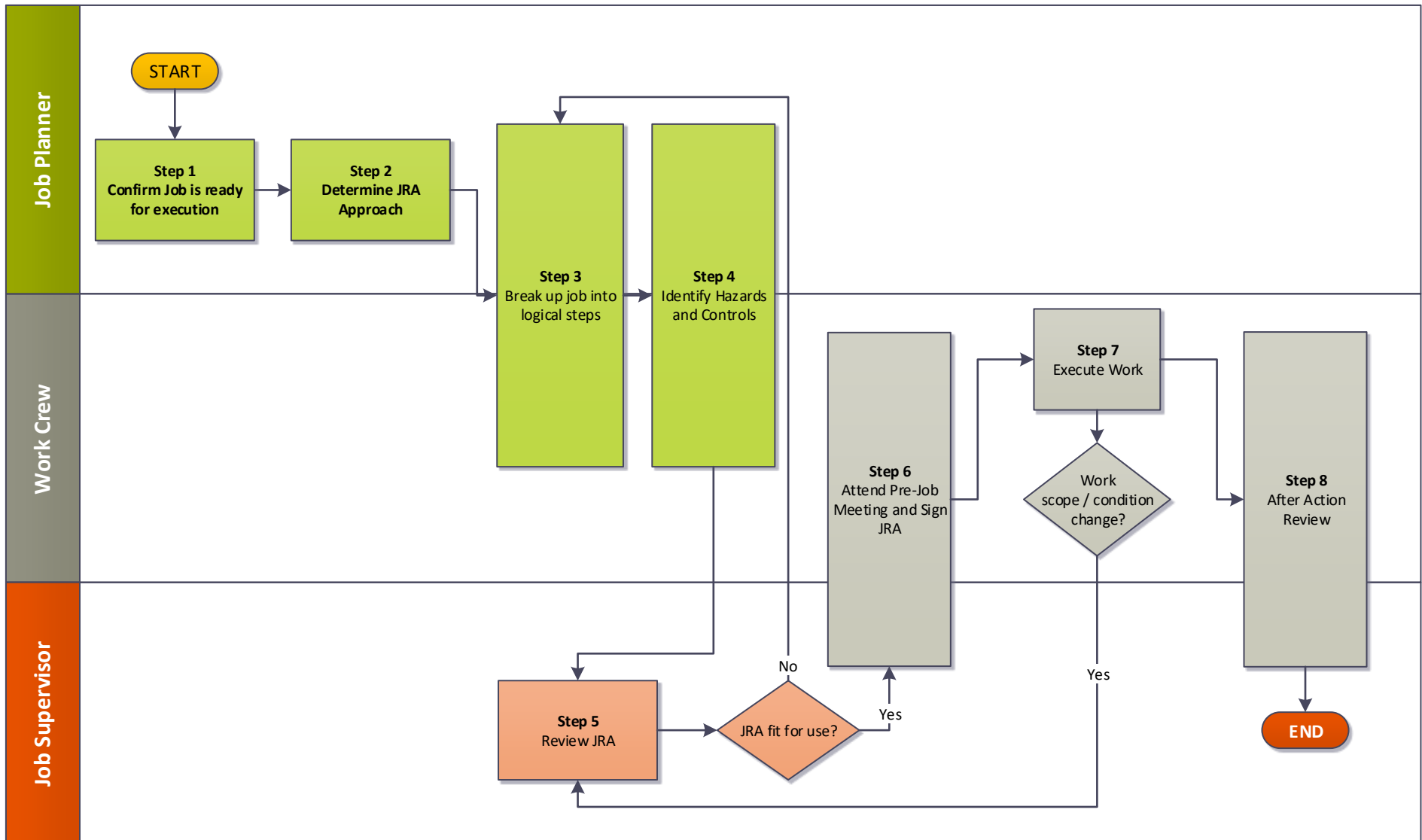


Figure 1: Job Risk Assessment Process

Procedure

Step 1. Confirm Job is Ready for Execution

- Job Planner to confirm work activity (e.g., routine operations, maintenance or repair work) has been planned and approved for execution and all associated actions have been closed out.
- Job Planner to ensure that any specific controls (from procedures, work instructions, or checklists) identified in the planning stage are included with the Job Risk Assessment (JRA), as appropriate.

Outputs

- Actions to be completed prior to job execution are in place and verified
- Specific controls (from procedures, work instructions, or checklists) identified in the planning stage are included with the JRA, as appropriate

Step 2. Determine Job Risk Assessment (JRA) Approach

- Job Planner to determine the JRA approach to be used based on the scenarios below.

Scenario	Requirement
Simple low risk <i>routine task</i> where controls are adequately described in a written and approved procedure or work instruction.	No JRA required Note: If chosen, communicate selection to Job Supervisor and commence job upon authorization.
Repeat tasks, with the same job scope, where a JRA has already been developed and approved for re-use.	Re-Use an existing JRA Note: If chosen, communicate selection to Job Supervisor go to Step 4 to ensure hazards and controls documented on the JRA are still applicable.
Task involves a potential high risk activity. This may include: <ul style="list-style-type: none"> – carrying out a task for the first time; – limited experience/concerns in performing the task; – working in an unfamiliar area; – plans or circumstances change while work is in progress, creating new hazards; – where there are a number of tasks being undertaken in close proximity to each other; – where incidents have occurred previously conducting the same task; – no written procedures exist for a complex task; – where any permit is required (e.g., confined space, hot work, isolation); – infrequent tasks; and/or – new equipment brought to site. 	Develop a new JRA Note: If chosen, communicate selection to Job Supervisor and go to Step 3.

- Job Supervisor to confirm the selected JRA approach.

Outputs

- JRA approach determined and confirmed by Job Supervisor

Step 3. Gather Information and Break Job Into Steps

- Job Planner to gather information about the job by reviewing any written procedures, work instructions, risk assessments, drawings or existing JRAs developed for similar jobs that are available.
- Job Planner to engage Work Crew to break job into logical steps, which describe what is to be done, and document this on *Job Risk Assessment Worksheet* (PET-HSE27-SF-FRM-00017).

Outputs 1. Draft JRA with job steps identified

Step 4. Identify the Hazards and Controls of Each Step

- Job Planner and Work Crew (where available) to:
 - Complete a physical inspection of the work location and utilize the Hazard Source and Control Hierarchy Matrix (*Job Risk Assessment Worksheet* [PET-HSE27-SF-FRM-00017]) to identify the potential hazards present for each step. Hazards may be identified related to:
 - Electricity (e.g., switches, cables, leads, power tools, connections)
 - Motion (e.g., unnecessary manual handling, rotating equipment)
 - Pressure/Temperature (e.g., gas, liquid, vacuum, extreme heat)
 - Gravity or Energy (e.g., dropped objects, fall from elevation)
 - People (e.g., fatigue, communications, SIMOPS)
 - Environment (e.g., light, noise, rain, heat, sun)
 - Hazardous Materials (e.g., chemicals, dust)
 - Equipment (e.g., co-location of identical equipment, ladders, man-rider).
 - Consider the potential for injury or harm presented by each identified hazard in order to determine what controls can eliminate or reduce the risk. Consider the following control measures, listed in order of importance:
 - Eliminate the hazard at the source (e.g., get rid of it or replace it)
 - Substitute it with something less hazardous
 - Redesign the hazard (e.g., build an access platform rather than using a step ladder)
 - Separate the hazardous process, item, or substance from people (e.g., putting up a barrier around the work area)
 - Manage hazard through administrative controls (e.g., limit exposure time to hazards)
 - Provide personal protective equipment.
- Job Planner to assign identified controls to individuals of the work crew who are accountable for ensuring they are in place.

Outputs 1. Draft JRA with hazards and controls identified

Step 5. Review Job Risk Assessment

- Job Supervisor to:
 - review the JRA for completeness and quality
 - verify that the controls identified to eliminate or reduce the risk of hazards are assigned to a member of the Work Crew and are in place, as appropriate.

Outputs 1. Completed Job Risk Assessment
2. Controls required for the safe execution of the work in place and verified

Step 6. Pre-Job Meeting/Toolbox Talk and Approve Job Risk Assessment

- Job Supervisor and Work Crew to conduct a pre-job meeting at the job site to confirm the job is understood and all recognized hazards are identified and controlled, updating the JRA with any additional detail as needed.
- Work Crew to sign the JRA form to signify they agree the job is ready for execution and they understand their responsibilities.
- Job Supervisor to sign JRA when he/she is confident that the Work Crew is clear on the job and their individual responsibilities.

NOTE: If a new Team member arrives after the initial pre-job meeting, he/she must review and sign the JRA prior to engaging in that work activity.

Outputs 1. Signed and Approved Job Risk Assessment

Step 7. Execute Job in Accordance with JRA

- Work Crew members are to stop the job if there is a change in job scope or the conditions on which the JRA was based. Review and amend JRA, as necessary, to ensure suitable controls prior to recommencing work activity.

Outputs 1. Safe execution of job

Step 8. After Action Review

- Job Supervisor and Work Crew to conduct an After Action Review (AAR) once the job is completed to determine if there were any:
 - improvements that could be made to the procedure or work instruction
 - missed hazards
 - alternate controls
 - risks which became apparent as the job progressed
 - contingency plans or actions needed
- Job Supervisor capture improvement opportunities and provide to document owner, as appropriate.

Outputs 1. After Action Review