

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex J - Hazard Identification And Assessment Of Risks And Opportunities			Document Ref: OHSMS-06J

Purpose:	To establish a systematic process for identifying hazards and assessing OHS risks and opportunities.
Scope:	This document applies to all Company activities, workplaces, projects, workers, contractors, equipment and M&E operations within the OHSMS scope.
Duties & Responsibilities	(1) <u>ISO Manager (IM)</u> : Maintains the HIRARC process and related records. (2) <u>Safety and Health Officer (SHO)</u> : Leads hazard identification and risk assessment. (3) <u>Safety Coordinator (SC)</u> : Supports assessments and monitors workplace controls. (4) <u>Site Safety Supervisor (SSS)</u> : Conducts site assessments and verifies controls. (5) <u>Head of Department (HOD)</u> : Assesses departmental risks and implements controls. (6) <u>Project Manager (PM)</u> : Approves project assessments and provides resources. (7) <u>Workers and Worker Representatives</u> : Identify hazards and participate in assessments.
ISO Reference:	MS ISO 45001:2018 Clauses 6.1.2.1, 6.1.2.2 and 6.1.2.3

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 6.1.2

Abbreviation & Definition	
HIRARC	Hazard Identification Risk Assessment and Risk Control
HOD	Head of Department
IM	ISO Manager
M&E	Mechanical and Electrical
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PM	Project Manager
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

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Step	Activity	PIC	Reference
1	<u>Planning and Assessment Team</u> 1.1 Assessment Planning The SHO, HOD or PM shall define the activity, location, persons, equipment, work sequence and assessment boundaries before work begins. 1.2 Team Participation The assessment team shall include competent personnel and relevant workers who understand the activity, hazards and existing controls. 1.3 Information Sources The team shall review designs, methods, manuals, legal requirements, incident history, inspections, monitoring results and worker feedback.	SHO / SC / SSS / HOD / PM / Workers	OHSMS-06J; HIRARC Record
2	<u>Hazard Identification</u> 2.1 Work Activities Hazards shall be identified for routine and non-routine work, normal operations, start-up, shutdown, testing, commissioning, maintenance and emergencies. 2.2 Persons and Work Organisation Identification shall consider workers, contractors, visitors, the public, human factors, workload, competence, supervision and workplace culture. 2.3 Workplace Conditions The assessment shall consider infrastructure, equipment, materials, utilities, access, simultaneous activities and conditions beyond Company control.	SHO / SC / SSS / HOD / PM / Workers	HIRARC Record
3	<u>M&E and Project Hazards</u> 3.1 Electrical and Energy Hazards Assessments shall address high voltage, electrical isolation, energisation, arc flash, stored energy, temporary supplies and testing activities. 3.2 Construction Hazards Assessments shall address lifting, excavation, work at height, confined spaces, hot work, machinery, traffic and contractor interfaces. 3.3 Health and Environmental Conditions Noise, vibration, chemicals, dust, heat, ergonomics, biological exposure, fatigue and adverse weather shall be considered where relevant.	SHO / SC / SSS / HOD / PM / Workers	HIRARC Record; Project OHS Plan

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Step	Activity	PIC	Reference
4	<u>Assessment of OHS Risks</u> 4.1 Existing Controls The team shall identify existing controls and assess whether they are implemented, maintained and effective. 4.2 Risk Rating Risk shall be evaluated using the approved likelihood and severity criteria to determine the risk level and priority. 4.3 Uncertainty and Vulnerability The assessment shall consider vulnerable persons, abnormal conditions, uncertainty, control failure and the potential for multiple casualties. 4.4 Acceptance Work shall not proceed where risk exceeds the approved acceptance criteria until further controls are implemented.	SHO / HOD / PM	HIRARC Record; Risk Matrix
5	<u>Assessment of OHS Opportunities</u> 5.1 Work and Workplace Opportunities The team shall identify opportunities to adapt work, improve equipment, eliminate exposure and strengthen competence, communication or worker participation. 5.2 OHSMS Opportunities Opportunities may include digital monitoring, safer technology, improved planning, better contractor controls and lessons shared across projects. 5.3 Evaluation Opportunities shall be evaluated according to expected OHS benefit, feasibility, resources and effect on other business processes.	IM / SHO / HOD / PM / Workers	OHSMS-06J; OHSMS-06M

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6	<u>Risk Control Planning</u> 6.1 Hierarchy of Controls Controls shall prioritise elimination, substitution and engineering measures before administrative controls and personal protective equipment. 6.2 Action Assignment Each additional control shall have a responsible HOD or PM, target date, required resources and verification method. 6.3 Residual Risk Residual risk shall be reassessed after controls are defined and approved before the activity proceeds.	SHO / HOD / PM	OHSMS-08O; HIRARC Record
7	<u>Communication and Implementation</u> 7.1 Communication The SSS, SC, HOD or PM shall communicate hazards, controls and changes through induction, briefings, permits and work instructions. 7.2 Worker Confirmation Workers shall understand the controls and may stop work when conditions differ from the assessment or imminent danger exists. 7.3 Verification The SHO, SC or SSS shall verify control implementation through observation, inspection and worker feedback.	SHO / SC / SSS / HOD / PM / Workers	OHSMS-05I; OHSMS-07N; OHSMS-08
8	<u>Review and Records</u> 8.1 Review Triggers HIRARC shall be reviewed after incidents, changes, new information, legal updates, control failure or when the assessment is no longer valid. 8.2 Periodic Review The HOD or PM shall review current assessments periodically with the SHO and affected workers. 8.3 Document Control The IM shall maintain approved assessments, revisions, action status and supporting evidence as documented information.	IM / SHO / HOD / PM / Workers	OHSMS-06J; OHSMS-07N

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Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 September 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 September 2026
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