


TAKLA NATION OHS Management System	<i>Document Title:</i> Element 2: OHS Risk Management Policy		
<i>Document Owner (Position):</i> General Manager, Operations	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-002	

1.0 PURPOSE

Risk Management is the process of identifying, analyzing and responding to risk factors throughout the activities of the Nation, and in the best interests of its objectives. Proper risk management implies control of possible future events and is proactive rather than reactive.

2.0 SCOPE

Takla Nation shall conduct risk assessments for appropriate jobs and work activities which are authorized by the Organization at their various business locations. They shall control risks that have the potential to cause loss to people, property or the environment.

3.0 RESPONSIBILITY

It is an employer's responsibility to ensure that risk assessments are properly conducted within a workplace.

- a. Top management are accountable to ensure that all applicable risk assessments are conducted and reviewed on an appropriate timeline.
- b. Supervision are responsible to conduct risk assessments for work activities under their jurisdiction, and to ensure that their workers understand the identified hazards and controls.
- c. Workers are responsible to participate in the identification of hazards and to implement the controls as required.


4.0 RELATED DOCUMENTATION

- SAF-PRO-002 Job Inventory Risk Analysis
- SAF-PRO-003 Job Hazard Analysis
- SAF-PRO-004 Tool Box Talk

5.0 RISK ASSESSMENTS

Takla Nation management representatives shall conduct full site, baseline risk assessments to determine the critical health and safety risks associated with Organization work activities, facilities and equipment.

- a. Risk assessments shall:
 - Identify hazards and risk factors that have the potential to cause loss.
 - Analyze and evaluate the risk associated with that hazard.
 - Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated.
- b. Industry best practices shall be determined and used such as:
 - Bow Tie Analysis
 - Fault Tree Analysis
 - Event Tree Analysis

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- Hazard & Operability Study (HAZOP)
- Workplace Risk Assessment and Control (WRAC)
- Failure Mode, Effects and Criticality Analysis (FMEA)

5.1 Job Inventory Risk Analysis

A Job Inventory Risk Analysis shall be completed for all Organization Activities and reviewed by the Senior Manager (General Operations Manager) every 3 years.

Use procedure **SAF-PRO-002 Job Inventory Risk Analysis**


- Based on the Residual Risk Rating, risks shall be evaluated and reduced to a level “As Low as Reasonably Possible” (ALARP). A Risk Register Action Log shall be maintained to establish appropriate Controls and time line to meet these reductions.
- Risk reduction shall be optimized based on appropriate industry practice:
 - Elimination
 - Substitution
 - Engineering
 - Rules and Procedures (Administrative)
 - Protective Equipment
- An Inventory of Critical Tasks shall be maintained based on the outcomes of the Job Inventory Risk Analysis.
- Use the Inventory sheet to track the completion of required JHAs

JOB INVENTORY RISK ANALYSIS (sample)							
Organization Location:			Department:			Date:	
Use a few words to describe the job. List the official Organization position which is required to do this job. Estimate the job frequency.							
Rank the job using the Risk Matrix identified below based on the potential <i>Consequences</i> of the incident and the <i>Probability</i> of the incident occurring. Identify the Risk Ranking (Low, Medium, or High)							
JOB #	Job	Position	Frequency	Probability 1 to 5	Consequence 1 to 5	Risk Ranking	JHA Done
001							
Approximate frequency may be described as Daily, Weekly, Monthly, Yearly							

5.2 Risk Matrix

An approved Risk Matrix shall be utilized for the evaluation of risks.

- The frequency of the job shall be considered when evaluating the Probability and Consequence.

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- b. The value of Probability (1-5) and Consequence (1-5) shall be multiplied in order to arrive at the final Risk Ranking. This result shall be used to determine which jobs should require a Job Hazard Analysis.

PROBABILITY							
Happens several times per year at location	5	Very Likely	Medium	High	High	High	High
Happens several times per year in Company	4	Likely	Medium	Medium	High	High	High
May occur at some time in Company	3	Moderate	Low	Medium	Medium	High	High
It has been known to occur in Industry, but not likely in normal circumstances	2	Unlikely	Low	Low	Medium	Medium	High
Not known to have occurred in industry, may be remotely possible	1	Rare	Low	Low	Low	Low	Medium
			Negligible	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
			Minor cuts, bruises, irritation or physical discomfort (First Aid) and/or Damage < \$1,000	Injury or illness requiring Medical Treatment by nurse and/or Damage <\$10,000	Injury/illness requiring medical treatment by DR. with temporary impairment (Restricted Work) and/or Damage <\$100,000	Injury or illness resulting in long term or permanent impairment (Lost Time Injury) and/or Damage<\$1,000,000	Fatality Loss of entire Business Unit
CONSEQUENCE							

5.3 Job Hazard Analysis

Management and supervision are responsible to ensure that all work is safely planned. A Job Hazard Analysis shall be conducted to identify, control or eliminate potential or actual dangers in a job or task.


- All jobs in the Job Inventory with an evaluation of MEDIUM or HIGH shall require a Job Hazard Analysis.
- A JHA shall also be conducted for any job with an evaluation of LOW if there are circumstances which suggest that a JHA is appropriate.

Use procedure **SAF-PRO-003 Job Hazard Analysis**

5.4 Tool Box Talk (TBT)

The Tool Box Talk (TBT) is a process that uses a discussion at the site of the work to evaluate the hazards on the jobsite BEFORE starting work.

- It is recommended that a Tool Box Talk is conducted before any work can begin at the job site each day and:
 - At the beginning of a new job or new shift
 - When new workers come on site
 - When the information about the work changes (e.g. changed plans, unexpected characteristics of the task such as new configuration of equipment)

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- Whenever job site conditions change (e.g. weather, availability of tools, location etc.)
 - b. The outcome of the team discussion must be recorded on the TBT form and submitted to the Takla Nation Safety representative.

6.0 FORMS

SAF-PRO-002 Job Inventory Risk Analysis
 SAF-PRO-003 Job Hazard Analysis
 SAF-PRO-004 Tool Box Talk

7.0 RECORDS

OHS/Risk Assessments/Job Inventory
 OHS/Risk Assessments/JHAs
 OHS/Risk Assessments/TBT

8.0 DOCUMENT HISTORY

Rev#	Date	State	Initials	Description of Changes
0.0	2020-06-20	Draft	GT	The document is initiated.