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## **Hazard Analysis and Risk Assessment**

### **Purpose and Objective**

The purpose of risk assessment is to enable the employer to take the measures necessary for the safety and health protection of workers. Whilst the purpose of the risk assessment includes the prevention of occupational risk, this should always be goal; it will not always be achievable in practice. Where elimination of risk is not possible, the risk should be reduced and the residual risk is controlled. At a later part of review program, such residual risk will be reassessed and the probability of the elimination of risk, perhaps in the light of knowledge, can be reconsidered.

### **Definitions**

Risk assessment: is a step in risk management procedure. Risk assessment is the determination of quantitative and qualitative value of risk to a concrete situation and a recognized hazard.

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.


A risk assessment is an important step in protecting employees and the company, as well as complying with the law. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause real harm.

Risk: is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Hazard: is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

### **Scope**

All work place related hazards and all employees.

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## Procedures


We follow the important (5) steps when carrying out risk assessment.

### Identification of the hazards

Decide who might be harmed and how  
 Evaluate the risks and prioritization  
 Deciding the preventive and corrective actions  
 Recording the findings and implementation  
 Reviewing and updating if necessary

### Identification of the Hazards

Walk around the workplace and look at what could reasonably be expected to cause harm.  
 Ask the employees or their representatives what they think. They may have noticed things that are not immediately obvious.  
 Visit the HSE website . HSE publishes practical guidance on where hazards occur and how to control them.  
 Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.  
 Have a look back at accident and ill-health records – these often help to identify the less obvious hazards.  
 Remember to think about long-term hazards to health (eg high levels of noise or exposure to harmful substances) as well as safety hazards.

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### **Deciding Who Might Be Harmed and How**

1. Catering Personnel
2. Gen Maintenance
3. Man Power
4. Personnel from company

### **Evaluation of Risk and Prioritization**

$$\text{RISK} = \text{LOSS VALUE} \times \text{PROBABILITY}$$

Loss value= impact or vulnerability. It may be financial or reputation or time.

Probability = how likely is the event to occur (probability of occurrence).

Depending on the above two main components, risk can be graded into three groups; high risk, medium risk or low risk.

### **Deciding the Corrective and Preventive Actions**

Determine if there are appropriate plans and resources to address the threats that are most disruptive to most critical business functions.

Solution areas include


Planning

Organization

Facilities

Equipments

Training

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#### Exercising

When controlling risks, we apply the principles below, if possible in the following order: try a less risky option (eg switch to using a less hazardous chemical); prevent access to the hazard (eg by guarding); organize work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic); issue personal protective equipment (eg clothing, footwear, goggles etc); provide welfare facilities (eg first aid and washing facilities for removal of contamination).

#### Recording the Findings and Implementation

We make sure that proper check was made; ask who might be affected; deal with all the significant hazards, taking into account the number of people who could be involved; the precautions are reasonable, and the remaining risk is low; and staff or their representatives are involved in the process.

See the form attached.

#### Reviewing and Updating if Necessary

Annual revision

When new equipments, new policies are introduced causing new hazards significant change in the work place.

Hazard	Who Might be Harmed	Corrective Action	Risk	Revision Date
<b>General – slip, trips and fall</b>	Staffs, Customer	<ul style="list-style-type: none"> <li>• Work area should be kept tidy and cleared of all objects or obstructions.</li> <li>• All wet surfaces should be clearly marked and clean up immediately and leave the floor dry.</li> </ul>	Injure or serious	



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		<ul style="list-style-type: none"> <li>• Maintain to prevent leaks onto floor for all equipments.</li> <li>• All spillages and food debris must be cleaned up immediately.</li> <li>• Provide suitable cleaning materials.</li> <li>• Provide good lighting for all areas.</li> <li>• All the goods should be stored in designated areas.</li> <li>• Use suitable stepladder when someone need to get the items from high racking or shelf and for changing light bulbs.</li> </ul>		
<b>Handling hot oil, hot water and hot surface</b>	Kitchen staffs	<ul style="list-style-type: none"> <li>• Staff trained in risk of hot oil, water and hot surface of equipments.</li> <li>• Cooking area is free of other hazard likes cause of slip or trip and etc...</li> <li>• Used heat resistant gloves or cloths and apron while at work.</li> <li>• Used the trolley or with assistant to carry of heavy stock pot or large containers.</li> <li>• Proper display sign for “hot surface” on hot equipment to know everyone.</li> </ul>	Burn, scalding	



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		<ul style="list-style-type: none"> <li>• Follow the equipment handling instruction.</li> <li>• Use and wear of completed safety uniform at work</li> </ul>		
<b>Cuts &amp; Lacerations</b>	Kitchen staff	<ul style="list-style-type: none"> <li>• Staffs trained in using of knives and other slicing machines.</li> <li>• Use the chopping board when cutting meat or fruits or vegetables.</li> <li>• Knives to be well maintained and store at separately.</li> <li>• All slicing machines should be handled by well trained staff or authorized user only at work.</li> <li>• Daily check for good condition of machines.</li> <li>• All wasted of sharp edges (glass, tins and etc...) are dispose separately from soft wastes.</li> <li>• All glassware should be stored safety and away from food preparation areas.</li> </ul>	Cuts, Lacerate, Amputate	
<b>Handling, Lifting &amp; Carrying</b>	All staffs	<ul style="list-style-type: none"> <li>• Staff trained correct lifting technique.</li> <li>• Heavy items should be stored at waist height.</li> <li>• Handle with care when carry the items.</li> </ul>	Back strain, Muscle strain, Rupture, Crushed Hand, Bruising	



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		<ul style="list-style-type: none"> <li>• All liquid or chemical are carrying with tight containers.</li> <li>• Walk ways should be cleared with no slip and trip condition.</li> <li>• Use trolley</li> </ul>		
<b>Fall from height</b>	All staffs	<ul style="list-style-type: none"> <li>• Use suitable stepladder for climbing up</li> <li>• Ask for assistance if required.</li> <li>• Provide good enough lighting</li> <li>• If work area is considered unsafe, promptly report to catering manager or camp boss.</li> </ul>	Serious injuries	
<b>Machinery</b>	All staffs	<ul style="list-style-type: none"> <li>• Follow the manufacturer's instructions.</li> <li>• Staff trained "how to use"</li> <li>• All machines are well maintained.</li> <li>• Daily check of machinery guards before use.</li> </ul>	Serious injuries	
<b>Gas</b>	Kitchen staff	<ul style="list-style-type: none"> <li>• Handle with care.</li> <li>• Never roll along ground.</li> <li>• Proper lift with assistance by using lifting technique.</li> <li>• Daily check of gas appliance controls.</li> <li>• Must know where the main isolation tap is and how to turn supply off in an emergency</li> </ul>	Explosion, Back Strain	



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<b>Electrical</b>	All staffs	<ul style="list-style-type: none"> <li>• Staff trained to check all electrical equipments before use.</li> <li>• Plugs, sockets, wire and etc...should be used suitable for kitchen area.</li> <li>• Staff knew the location of main fuse for turn it on and off in case of shock and any error occurring.</li> </ul>	Serious, Fatal injuries, electric shock	
<b>Handling Chemical</b>	Kitchen, Stewarding, Housekeeping and Laundry	<ul style="list-style-type: none"> <li>• Proper sign on each chemical containers or bottle and place separated storage area.</li> <li>• Staff trained how to use and follow the usage instruction.</li> <li>• Handle with care and use proper protector such as rubber gloves, long mop, long brush and etc...</li> <li>• Storage area should be well ventilation and good enough lighting.</li> <li>• Wash hands after contacted with any kind of chemical.</li> <li>• Dish washer should be used instead of washing by hands, otherwise skin can be damaged direct contact with detergent.</li> </ul>	Skin or eye damage, Breathing problem	
<b>Food Handling</b>	Kitchen and mess boy	<ul style="list-style-type: none"> <li>• Handle with care.</li> <li>• Great care for personal hygiene and hygiene of environment.</li> </ul>	Food poison, allergies,	



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		<ul style="list-style-type: none"> <li>• Staff trained food handling at work.</li> </ul>		
<b>Furniture</b>	All staff	<ul style="list-style-type: none"> <li>• Daily check all furniture's condition</li> <li>• Change and report immediately to designate person.</li> <li>•</li> </ul>	Injury	

All above mentioned minimum standard for risk assessment would be direct reported to Catering Manager or Camp Boss on site.