



Hazard Management Procedure

Brief description

This Procedure describes the systematic approach to the detection, recording and control of identified hazards that cannot be resolved within the shift of identification.

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If you require any further information, please contact the Custodian.

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1 Terms and definitions

In this Procedure:

“Immediate Temporary Control (ITC)” means a control or action taken immediately to contain and/or prevent access to or escalation of the hazard until a permanent fix can be implemented. Treat the symptoms, but not necessarily the cause of the hazard.

“MoR” means the manager once removed.

“Risk” means the possibility that an event will occur in a workplace which will result in personal injury, harm, damage or loss to GPC.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

The purpose of this Procedure is to establish a systematic approach to the detection, recording and control of identified hazards that cannot be resolved within the shift of identification.

Hazard reporting is a fundamental risk management process as it captures opportunities for improvement across the workplace and any follow up action can be prioritised.

2.2 Scope

This Procedure applies to all hazards identified on GPC owned or operated sites, as a result of GPC activities reported by Employees, Contractors, Workers, port users, visitors or any other interested parties or as a result of external issues/activities that may impact on GPC.

2.3 Objectives

The objective of this Procedure is to:

- (a) ensure a systematic and consistent approach is used when reporting and managing hazards;
- (b) encourage all personnel to be proactive in the identification of hazards and improvements; and
- (c) support GPC's safety, environment & quality management systems.

The Procedure also aims to meet the requirements of:

- (a) the WHS Act and WHS Regulation;
- (b) AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems;
- (c) AS/NZS ISO 14001:2015 Environmental Management Systems; and
- (d) AS/NZS ISO 9001:2008 Quality Management Systems.

3 GPC Hazard Management Procedure

3.1 Hazards overview

A hazard is an object, situation or thing that has the potential to cause harm. Hazard identification is a fundamental process in GPC's planning activities to prioritise actions to address risks and opportunities.

Hazards may be related to safety, health, environment, process/quality, security or other GPC business areas. Hazards can be grouped into various categories, including physical, chemical, biological, psychosocial, mechanical, electrical, gravitational, and human/muscular. The identification of hazards may result from:

- (a) Routine and non-routine activities and situations;
- (b) Human factors associated with work activities;
- (c) Work organisation, social factors, leadership and culture;
- (d) Workplace design and physical workplace conditions;
- (e) Changing circumstances (actual or proposed) in the workplace;
- (f) Potential emergency situations or relevant past incidents (both internal and external to GPC);
- (g) People (including workers or other parties);
- (h) Changes in knowledge, legislation or available information; and
- (i) Other situations or occurrences (including external to GPC sites or activities not in the control of GPC).

3.2 Hazard identified and immediate temporary controls

When a hazard has been identified, immediate temporary controls must be put in place by the person who identified the hazard and efforts shall be made to rectify the problem within that shift. Actions taken should be recorded on any applicable risk assessments (e.g. PORT, JSA) or inspection records (e.g. Inspection forms, SAI360 Inspection/Interaction record).

If the hazard cannot be eliminated within that shift then the person who identified the hazard must:

- (a) Communicate the presence of the hazard and immediate temporary controls to other persons working in the area or other persons potentially impacted by the hazard; and
- (b) Complete a risk assessment with their Supervisor.

If the Supervisor and person who identified the hazard agree that the risk is greater than very low and/or further actions are required to permanently fix the hazard or implement the improvement to reduce risk, the Supervisor must raise a hazard notification in SAI360 and communicate in accordance with the GPC Enterprise Risk Management Procedure.

If the Supervisor and person who identified the hazard agree that the issue rating is very low and no further actions are required, then the hazard is not required to be entered in SAI360.

If the Supervisor and the person who identified the hazard cannot reach an agreement on the risk rating or if further actions are required, then the Manager, once removed from the person who identified the hazard, must be consulted for a determination.

Contractors, port users and others are to follow this process in consultation with their Contract Supervisor or GPC Representative.

3.3 Communication of identified hazard

When a hazard is entered into SAI360 and saved, a system generated email will be sent to the Supervisor of the person reporting the hazard, the nominated responsible person for managing the hazard, all general managers, the RGT Duty Roster list, and specialists from the various safety, environment, security, logistics, community relations, insurance and port infrastructure assets teams.

Hazards are included on the list of 'Reported Incidents & Hazards – Last 5 Days' on the SAI360 homepage dashboard.

Leaders, Contract Supervisors and GPC Representatives should communicate details of any relevant hazards to their work groups through pre-starts, toolbox meetings or other team meetings.

Where a hazard may impact the public, the GPC Corporate and Community Relations team should be consulted in regards to any external communications or signage requirements.

3.4 Investigation of identified hazards

The Supervisor and person reporting the hazard shall investigate the hazard to identify the root cause/s and determine appropriate actions to address the identified cause/s or implement the improvement opportunities to further reduce risk. Others may be invited to assist in the investigation as required.

The results of the investigation shall be entered against the hazard notification record in SAI360.

As part of the investigation, the Supervisor shall nominate the appropriate work area or equipment owner as 'responsible person' and contact them directly to assist with the investigation. The responsible person is then responsible for nominating appropriate people to be assigned actions to ensure that the hazard is resolved.

The investigation and assigning of actions must be completed within 7 days of the hazard being raised.

The hierarchy of control should be applied when determining effective corrective actions to appropriately consider the level of protection from the control measures and the reliability of the control measures in eliminating the hazard or minimising the risk as low as reasonably practicable.

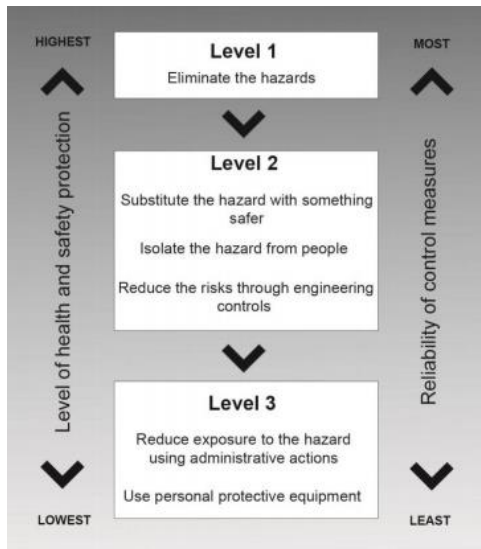


Figure 1 – Hierarchy of Control

3.5 Closing hazard notifications

On completion of a hazard investigation and action assignment, a relevant Superintendent/Manager must be nominated to close the hazard notification.

A system generated email will notify the nominated Superintendent/Manager when the updated record in SAI360 is saved.

The nominated Superintendent/Manager must review the identified cause/s and make a determination if the actions raised will address the identified cause/s. If so, then the hazard can be closed. If not, then the Superintendent/Manager must liaise with the person who reported the hazard, their Supervisor and responsible person to discuss their concerns and amend the record as required prior to closing the hazard.

3.6 Review of hazard notifications

The Superintendents/Managers should review all hazard notifications in their areas at least once each week using 'My Work' function in SAI360.

For hazards with actions with a due date greater than 30 days after being raised, people assigned actions shall update the status of those outstanding actions in SAI360 every three months to demonstrate progress in closeout of the action.

Outstanding hazard investigations, hazard action progress and hazard completion should be reported to the relevant department/Safety Committee Meetings.

The Superintendent/Manager shall enter hazards into the SAI360 'Risk Register' when they are not able to be resolved permanently or are waiting for longer-term (greater than three months) actions to be completed, and have not already been identified in the SAI360 'Risk Register'.

3.7 Training

Training in the hazard notification process is part of 'Safety Risk Management (PORT/JSA)' training module.

Awareness training for the notification of hazards for Contractors and port users is provided by their GPC Representative.

3.8 Records

Hazard notifications and associated actions are recorded in SAI360.

Records of training are maintained by the GPC Training Department.

4 Roles and responsibilities

To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Person identifying hazard	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Putting immediate temporary controls in place to contain a hazard and protect others;• Notifying others in the area who may be impacted; and• Notifying the relevant Supervisor and conducting a risk assessment.
Supervisor / Contract Supervisor / GPC Representative	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Conducting a risk assessment with the person who identifies a hazard and escalate as required;• Logging the hazard in SAI360 if required; and• Identifying a 'responsible person' to assist with implementing permanent controls.
Responsible person for managing hazard	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Assisting in a hazard investigation as requested; and• Nominating appropriate people to be assigned actions to manage the hazard.
Superintendent / Manager	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Reviewing hazard investigations as required and close;• Reviewing long-term actions associated with hazards to ensure progressing;• Reporting on hazard status at section / department health and safety meetings;• Coaching and mentoring employees on the quality of hazard reporting, investigations and corrective actions;

	<ul style="list-style-type: none"> Escalating hazards into the Risk Register where applicable; and Ensuring effective application and compliance with this Procedure.
All workers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> Proactively participating in the hazard identification process; and Complying with the requirements of this Procedure.

5 Appendices

5.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<p><i>Work Health and Safety Act 2011 (Qld)</i></p> <p><i>Work Health and Safety Regulation 2011 (Qld)</i></p>
Other	<p>AS/NZS ISO 45001:2018 Occupational Health and Safety Management System</p> <p>AS/NZS ISO 14001:2015 Environmental Management System</p> <p>AS/NZS ISO9001:2008 Quality Management System</p>

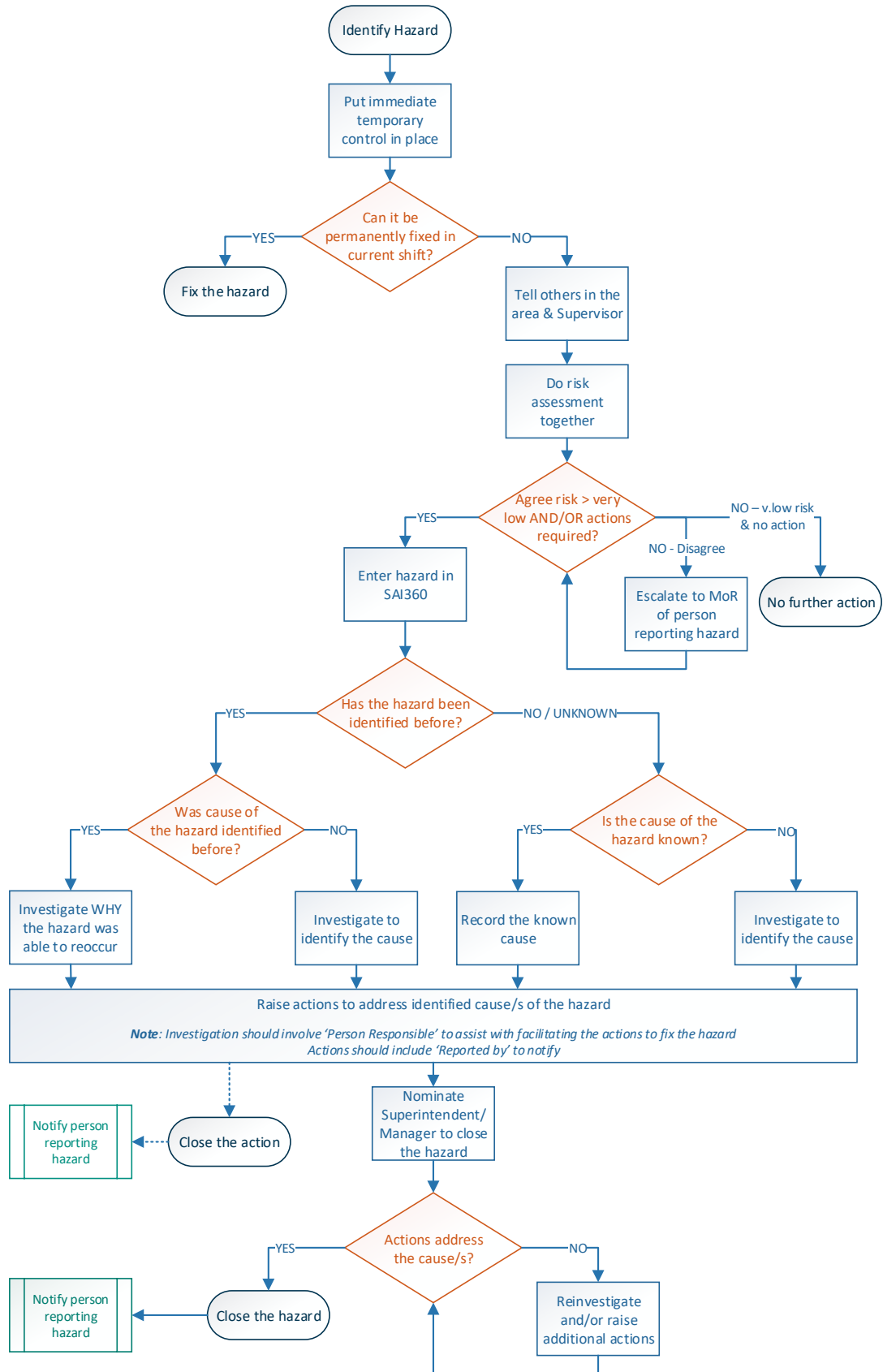
(b) Gladstone Ports Corporation documents

The following documents relate to this Procedure:

Type	Document number and title
Tier 1: Policy	<p>#365624 Safety Policy</p> <p>#1412364 Enterprise Risk and Resilience Policy</p>
Tier 2: Standard/Strategy	<p>#854303 Safety Management Standard</p> <p>#829152 Enterprise Risk Management Standard</p>

Type	Document number and title
Tier 3: Specification/ Procedure/Plan	#903341 Health and Safety Representatives and Committees Procedure
	#142189 HSEQ Action Management Procedure
	#936233 Enterprise Risk Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
Other	Safety Risk Management (PORT/JSA) Training Module
	#1529392 Flowchart (Appendix 2)

5.2 Appendix 2 – Hazard management process flowchart



5.3 Appendix 3 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
24/09/20	Initial document creation (includes HSF legal review).	Kirsty Iszlaub, Acting Safety Specialist – Systems & Projects	Tony Young, Safety Manager	Rowen Winsor, PCS GM