



---

Fea Contractor HSE Management System  
Guidelines

---

## Fea Contractor Risk Assessment Model

Document No.                    HSE41C03

### Contract Details

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor representative: \_\_\_\_\_

Fea Contract Manager:      Joji Tawake

Contract description:      Supply to Re-Development Site at Nokonoko Rd, Laucala Beach

Location of works:            Nokonoko Rd, Laucala Beach , Suva

Timing of works (approximate):      Start date: 26/06/17      End date: 17/07/17

#### **Instructions**

This document is to be submitted as part of the HSE tender specification to potential bidders as a guide to Risk assesment. They are NOT to be submitted back to Fea.

**Fea Contractor Risk Assessment Model**

The Form HSE41C03 - Job Safety Analysis and Risk Assessment form shall be completed by the tenderer in relation to the contract works and submitted to Fea for evaluation. The primary objectives of Job Safety Analysis are to:

1. Identify hazards associated with contract tasks and activities
2. Determine the level of risk (Risk Assessment)
3. Establish appropriate control measures

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

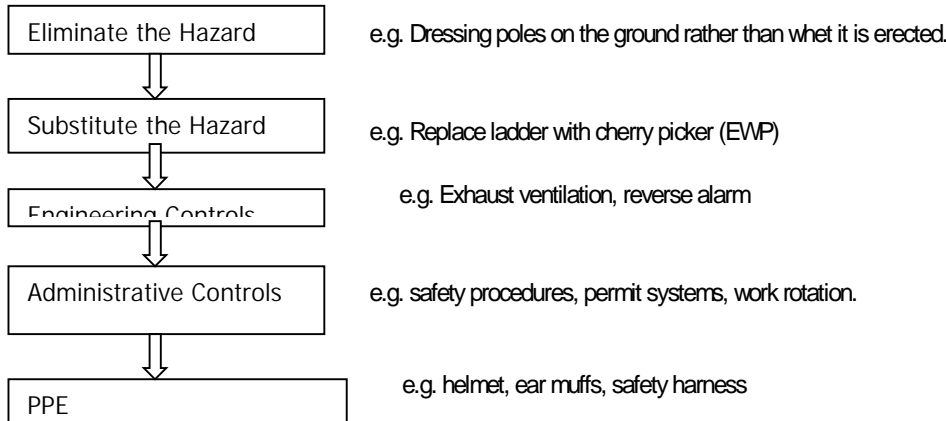
**Steps of Risk Assessment**

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Rate the Risk				
What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.		What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.		1. Take step 1 rating and select the correct column 2. Take Step 2 rating and select the correct line 3. Circle the risk score where the two ratings cross on the matrix below.  <b>Severity Score:</b> A - Immediate Attention B - Address ASAP C - Does not need immediate attention				
Consequence	Description	Likelihood	Description		CONSEQUENCES			
Major	Death or extensive injuries	1	The event is expected to occur in most circumstances			Major	Moderate	Minor
Moderate	Medical treatment	2	The event could occur at some time	LIKELIHOOD	1	A	A	B
Minor	First aid treatment	3	The event could occur, but only rarely		2	A	B	C
					3	B	C	C

Risks shall be classified according to the following schedule:

- Level A: Emergency risk      Halt work and review immediately
- Level B: Severe risk          Address ASAP
- Level C: Medium risk         Does not need immediate attention

A primary goal shall be to eliminate Level A and Level B risks associated with the contract and should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately addresses all identified Level A and Level B risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered:



Where safe work procedures or instructions are developed they must be clearly spell out the work sequence highlighting the procedures required to adequately control each Level A and Level B risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the safe work procedure.



The risk assessment shall be completed on the Job Safety Analysis and Risk Assessment Form evaluating the full scope of work associated with the contract. Additional risk assessments may be undertaken during the course of the contract as required .e.g. work undertaken by subcontractors)

The Job Safety Analysis Form requires the Contractor to profile all the major tasks involved from contract commencement to finalisation of the contract. For a particular task, the following must be completed:

**1. Key Steps**

The contractor should sequentially list down the key steps required to be undertaken to successfully complete a task.

**2. Equipment or Plant Required**

The Contractor should identify the appropriate equipment or plant which will be required for a particular job step.

**3. Possible Hazards**

The Contractor should identify the particular hazards associated with each job step to be carried out.

**4. Level of Risk**

Each hazard should be evaluated as a level of risk, described as Risk Level A, B, Or C as defined above. Classification in this way provides an indication of priority in terms of allocating risk control resources..

**5. Safety controls**

The Contractor should identify and document what actions are necessary (including personal protective equipment (PPE)) to eliminate or minimise the hazards that could lead to accident, injury or occupational illness.

**6. By Whom and By When**

Responsibility for the development and implementation of safety Controls must be allocated to someone as well as a time-line for completion.