



# Fea Contractor Weekly HSE Discussion Minutes Recorder

Form  
HSE41C34

Contractor: \_\_\_\_\_ Area / Location of meeting: \_\_\_\_\_

Date: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_ Meeting Chaired By: \_\_\_\_\_

Meeting Secretary: \_\_\_\_\_ Meeting No (e.g. 1 of 2009): \_\_\_\_\_ Next Meeting Date: \_\_\_\_\_

|                     | Attendees |
|---------------------|-----------|
| <i>Mgmt Reps</i>    |           |
| <i>Workers Reps</i> |           |
| <i>Apologies</i>    |           |

| No. | Raised By (Name): | Issue Raised | Corrective action required | By Whom | By When (Date) | Comments | Severity Score | Status |
|-----|-------------------|--------------|----------------------------|---------|----------------|----------|----------------|--------|
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| Step 1 – Consider the Consequences  |                             | Step 2 – Consider the Likelihood  |  | Step 3 – Rate the Risk  |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
|---|-----------------------------|---|--|---|---|--|--|--|-------|----------|-------|--------------|---|---|---|--------------|---|---|---|--------------|---|---|---|
| <p>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.</p> <p><b>CONSEQUENCES</b></p> |                             | <p>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.</p> <p><b>LIKELIHOOD</b></p> |  | <p>1. Take step 1 rating and select the correct column<br/>2. Take Step 2 rating and select the correct line<br/>3. Circle the risk score where the two ratings cross on the matrix below.</p> <p><b>Severity Score:</b><br/>A - Immediate Attention<br/>B - Address ASAP<br/>C - Does not need immediate attention</p> |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
|   |                             |   |  |   | <p><b>CONSEQUENCES</b></p> <table border="1"> <thead> <tr> <th></th> <th>Major</th> <th>Moderate</th> <th>Minor</th> </tr> </thead> <tbody> <tr> <th>LIKELIHOOD 1</th> <td>A</td> <td>A</td> <td>B</td> </tr> <tr> <th>LIKELIHOOD 2</th> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <th>LIKELIHOOD 3</th> <td>B</td> <td>C</td> <td>C</td> </tr> </tbody> </table> |  |  |  | Major | Moderate | Minor | LIKELIHOOD 1 | A | A | B | LIKELIHOOD 2 | A | B | C | LIKELIHOOD 3 | B | C | C |
|   | Major                       | Moderate  | Minor  |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| LIKELIHOOD 1  | A                           | A   | B  |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| LIKELIHOOD 2  | A                           | B   | C  |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| LIKELIHOOD 3  | B                           | C   | C  |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| Consequence   | Description                 | Likelihood  | Description  |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| Major   | Death or extensive injuries | 1   | The event is expected to occur in most circumstances |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| Moderate  | Medical treatment           | 2   | The event could occur at some time                   |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |
| Minor   | First aid treatment         | 3   | The event could occur, but only rarely               |   |   |  |  |  |       |          |       |              |   |   |   |              |   |   |   |              |   |   |   |

### How to use this form:

- Identify a task
- Identify any applicable procedure/standard/permit for the task
- Identify any training/licensing/qualification required for the task
- List down the basic Job Steps in logical sequence.
- For every sequence, list down the required tools/equipment for the job.
- Identify all possible hazards for each job step. This is best done in consultation with the teams.
- Rate the level of risk for the hazards identified.
- Develop an economical and practical control, using the 'Hierarchy of Controls' as a guide.
- Allocate the implementation of the control to a person giving a timeline for completion.
- Attempt to fill in all areas of the form

## Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as "A", steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the "hierarchy of controls". The Hierarchy of Controls are:

| Order No. | Control                       | Example   |
|-----------|-------------------------------|---|
| Firstly   | Eliminate                     | Removing the hazard, eg taking a hazardous piece of equipment out of service.   |
| Secondly  | Substitute                    | Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance. |
| Thirdly   | Isolation                     | Isolating the hazard from the person at risk, eg using a guard or barrier.  |
| Fourthly  | Engineering                   | Redesign a process or piece of equipment to make it less hazardous.   |
| Fifthly   | Administrative                | Adopting safe work practices or providing appropriate training, instruction or information.   |
| Sixthly   | Personal Protective Equipment | The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.                |