

EFL Contractor Weekly HSE Discussion Minutes Recorder

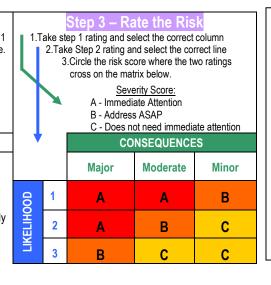
Contracto	or:		Area / Location	on of meeting:_				
Date:		Time Started:	Time Finished:		Meeting Chaired By:			
Meeting Secretary:			Meeting No (e.g.	1 of 2009):	Next Meeting Date:			
					Attendees			
Mgmn't	t Reps							
Worker	s Reps							
Apologi	ies							
No.	Raised By (Name):	Issue Raised	Corrective action required	By Whom	By When (Date)	Comments	Severity Score	Status

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Step 1 – Consider the Step 2 – Consider the Likelihood Consequences What is the likelihood of the consequence identified in step 1 What are the consequences of this incident happening? Consider this without new or interim controls in place. occurring? Consider what could reasonably Look at the descriptions and choose the most suitable Likelihood. have happened as well as what actually happened. Look at the descriptions and choose LIKELIHOOD the most suitable Consequence. CONSEQUENCES Consequence Description Likelihood Description Major Death or extensive The event is expected to occur in iniuries most circumstances Moderate Medical treatment 2 The event could occur at some time First aid treatment 3 The event could occur, but only rarely Minor



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.