Standard Operating Procedure (SOP): Hazard Identification and Risk Assessment Procedures

This SOP details the **hazard identification and risk assessment procedures**, including the systematic process for identifying potential hazards in the workplace, evaluating the associated risks, prioritizing risks based on severity and likelihood, and implementing control measures to mitigate or eliminate risks. The objective is to maintain a safe working environment by proactively managing hazards through regular assessments, documentation, and continuous improvement.

1. Purpose

To ensure all foreseeable hazards within workplace activities are identified, evaluated, and appropriately controlled to minimize harm and promote safety.

2. Scope

This SOP applies to all employees, contractors, and visitors at [Organization Name] premises and covers all operations, tasks, and equipment.

3. Responsibilities

- **Managers/Supervisors:** Ensure procedures are implemented; facilitate risk assessments; review hazard controls.
- **Employees:** Participate in hazard identification, report hazards; follow control measures.
- **Health & Safety Officer:** Lead assessments, maintain risk register, train staff.

4. Procedures

4.1 Hazard Identification

1. Conduct regular workplace inspections (scheduled and unscheduled).
2. Review incident/accident and near miss reports.
3. Consult with employees regarding observed or potential hazards.
4. Examine manufacturer's guidelines and safety data sheets (SDS) for equipment and substances.
5. Identify hazards in changes to processes, equipment, or substances.

4.2 Risk Assessment

1. For each identified hazard, assess the risk by determining:
   - **Severity:** Potential consequences if the hazard is realized
   - **Likelihood:** Probability of the hazard occurring

2. Use the below risk matrix to assign a risk level:

Likelihood	Severity			
	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Medium	High
Unlikely	Low	Medium	High	High
Likely	Medium	High	High	Extreme
Almost Certain	High	High	Extreme	Extreme

4.3 Risk Control

1. Apply the hierarchy of controls (from most to least effective):
   a. **Elimination** (remove the hazard entirely)
   b. **Substitution** (replace hazard with less dangerous alternative)
   c. **Engineering Controls** (isolate people from the hazard)
   d. **Administrative Controls** (change how people work, e.g., procedures, training)

e. **Personal Protective Equipment (PPE)** (as a last resort)

2. Assign responsible persons and timeframes for implementing controls.
3. Document implemented controls and communicate details to all affected.

4.4 Review and Continuous Improvement

1. Regularly review and update risk assessments (at least annually, or after any incident/change).
2. Monitor the effectiveness of controls and adjust as needed.
3. Encourage feedback on hazards and controls from all staff levels.

5. Documentation

- Risk Assessment Forms/Registers
- Hazard/Incident Reports
- Meeting Minutes (where hazards/risks are discussed)
- Action Plans for implementing controls

6. References

- [Relevant health and safety legislation]
- [Company Health & Safety Policy]
- [Standards/guidelines, e.g., ISO 45001]

7. Revision History

Date	Revision	Description	Approved By
YYYY-MM-DD	1.0	Initial creation	[Name/Signature]