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1. Purpose

Ensure that all operations associated with identified significant environmental aspects/hazards of its activities at [COMPANY NAME] are controlled and carried out under specified conditions.

2. Scope

This procedure applies to all operations, activities, and services, those identified and associated with the occupation health and safety management system of the [COMPANY NAME].

3. Definition

3.1. Risk

Effect of uncertainty

3.2. Opportunity

Opportunity is a possible action that can be taken

3.3. Risk Register

A list of hazards, associated risks (pre- and post-control) and controls, sorted according to highest and lowest risk.

3.4. Risk Assessment

Process of evaluating the risk(s) arising from a hazard(s), considering the adequacy of any existing controls, and deciding whether the risk(s) is acceptable.

3.5. Risk Control Plan

A 'Risk Control Plan' is an action plan that sets out how the OSH risks identified in the Risk Assessment will be eliminated and controlled. Risk Control Plans are established and developed from risk assessments. Risk Control Plans may include:

- 3.5.1. Identification of the internal and external issue
- 3.5.2. Corrective plan to mitigate the plan
- 3.5.3. Proposed short-term controls (including proposed completion dates).
- 3.5.4. Proposed medium-term controls (including proposed completion dates).
- 3.5.5. Proposed long-term controls (including proposed completion dates).
- 3.5.6. Person(s) responsible for the implementation of controls.
- 3.5.7. Resources needed for implementation of controls.
- 3.5.8. Proposed review date.
- 3.5.9. Keep Record

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4. Responsibilities

QA Engineer and HSE officer have the responsibility for implementing the procedures that control or reduce the adverse impacts and hazards associated with the operations and ensuring that operations are performed following specified conditions of the GIG HSE System. He is also responsible for:

- 4.1.1. Implementing process operations and equipment that reduce adverse impacts on the environment and minimize the risk associated with identified hazards.
- 4.1.2. Implementing any new operation that affects the environment and minimizes risk.
- 4.1.3. Ensuring that all personnel are well trained to act upon the environmental/OHS procedures.
- 4.1.4. Ensuring the use of documented procedures to control the situations where absence could lead to deviation from the HSE policy, objective & targets.
- 4.1.5. Ensuring that adequate machines and equipment are used in operations and that these machines and equipment are maintained using the Preventive Maintenance approach.

5. Operation control procedure

All Critical activities related to significant environmental aspects and identified hazards carried out during execution, are monitored according to their respective work instructions/control procedure and recorded on relevant documents.

Procedures/instructions for operations associated with identified significant aspects/hazards of the company have been developed and the company ensures that these procedures must be followed by the relevant personnel.

5.1. Identification and planning of the critical operation

- 5.1.1. The HSE team is responsible for the identification and planning of these operations which are associated with identified significant environmental aspects/hazards in coordination with the respective department head.
- 5.1.2. Based upon identified significant environmental aspects/hazards, required documents such as SOP'S/work instructions are prepared, to control these operations, so that deviation from policy, objective and targets can be avoided.
- 5.1.3. If required, significant environmental aspects/hazards of goods and services used by the company are identified and related applicable procedures are communicated to suppliers including the contractor.

5.2. Control and identified activity

- 5.2.1. Documented Procedure SOPs and WI
- 5.2.2. Each operation in the company associated with identified significant environmental aspects is carried out following written procedures/Instructions of the following Criteria.

5.3. Management system procedure

- 5.3.1. These procedures describe the detail of actions taken by the company to manage its HSE management system standard requirements by providing the scope of the

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procedure, specific responsibilities of personnel in the implementation of the procedure, and action to be taken to meet system requirements.

5.4. **Standard operating procedure and work instruction**

- 5.4.1. SOP's/WI describe the detailed sequential actions taken by the relevant department/personnel to control those operations which are associated with significant environmental aspects/hazards, how specific operations are monitored and what measures are taken concerning their impact on the environment/hazards. These SOP's/WI's describe how the specific monitoring/control activities are performed. Records are maintained on respective forms.
- 5.4.2. Records for Occupational health and safety
- 5.4.3. Emergency preparedness and response
- 5.4.4. Accident/incident investigation
- 5.4.5. Legal compliance

6. Participation and consultation

- 6.1. Monitoring Measurement and Evaluation of identified operation activities
- 6.2. Identified critical operational procedures measured and monitored by the HSE manager and evaluated the performance of the process. Process performance of critical procedure shared with top management.

7. Reference

- 7.1. ISO 45001:2018
- 7.2. ISO 9001: 2015

8. Records

- 8.1. Hazards Identification and risk assessment
- 8.2. Legal compliance