

Risk Analysis

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Job Safety Analysis

A technique which focuses on job steps to identify hazards before they occur.



Job Safety Analysis—Draft and Scheduled

- ✓ Create a new Job Safety Analysis (JSA) by clicking 'Add New' from the navigation bar, select "Job Safety Analysis" and fill out the draft information.
- ✓ Here are some pointers for you to consider:
 - Enter as much information in the description as possible.
 - Identify the location where the JSA will take place.
 - Include any team members in your organization who will also require visibility on the JSA.
 - Highlight any associated parties who will be assisting with the JSA. For example, this might be an outside organization who will be working on the JSA.
 - Using your hamburger menu  at the top right of your screen, you have the option to schedule the analysis until the planned date, or to save the draft details and come back to them later.
 - Click on 'Begin Analysis' at the top right of your screen if you are ready to begin the analysis now.

Job Safety Analysis—In Progress

- ✓ Once it is time to perform your JSA, select it from your 'My to Do' webpart, or find it in your monitor menu. These are the things you should consider while completing it:

- The JSA 'General Information' tab on the left of your screen will show all the information collected during the draft workflow stage.
- The 'Analysis' tab is where you will enter all the job information.

							Add Job Step
JOB STEP	HAZARD	INITIAL RISK	RESIDUAL RISK	CAUSE	CONTROL	RECOMMENDATION	ACTIONS

- To start, click on "Add Job Step" to describe the job steps, identify the hazards, assess the initial risk, document controls in place, add recommendations for improvements, assign action items to reduce risk and assess the residual risk. Note: to edit or to add another section to your job step, hover your mouse over the grid analysis cell  to locate the desired option.
- If you have additional corrective actions which should be assigned, but that are not specific to a job step, add them to the 'Corrective Actions' tab on the left side of your screen. At the bottom, you will also find a list of all consolidated action items which were entered in your analysis.
- At this point in the workflow, you have the option to 'Copy Analysis' to another location. Click on the hamburger menu and click 'Copy Analysis.'
- Once your review of the JSA is complete, select 'Complete Analysis' from the top right of your screen. This will push the workflow forward to the review stage.

Job Safety Analysis—Review

- ✓ The review stage is meant for someone to review the work of the team. To access the JSA in the review stage, click on it in your 'My To Do' web part, or find it in your monitor menu.
 - By clicking on the hamburger menu, at the top right of your screen, you have the options to print the analysis, copy it to another location, save, or

request a revision. Requesting a revision will push the analysis back to the individual who completed it at the 'In Progress' stage.

Job Safety Analysis—Pending Closure and Closed

- ✓ During the Pending Closure stage of the workflow, the user is waiting for all corrective actions to be completed prior to pushing the record forward to closure.
 - You can check on the status of the corrective actions by clicking on the 'Corrective Actions' tab on the left of your screen.
 - By clicking on your hamburger menu, you still have the option to revert the record back to the review stage of the workflow, save, or copy to another location.
 - Once all the corrective actions are done and the final review is complete, the record can be moved to closure.

Job Safety Analysis—Prior Version

- ✓ If a JSA is revalidated, you can create a 'Prior Version.' This is the applications way of letting users know that the analysis has been superseded by a more up to date version.
 - From your monitor menu, click on a closed JSA. Once the JSA opens, click on the hamburger menu, and choose 'New Version.'
 - In the analysis section, you will be able to create new corrective actions and re-analyze the residual risk.

Try this:

- ☐ Create a JSA and save as a draft.
- ☐ Enter all your analysis information using a job scenario that you create.
- ☐ Copy the analysis to another location in your organization.

Knowledge Check:

1. True or False: In the Pending Closure stage, you can request a revision.
2. Describe why you would schedule a JSA?

3. When you copy a JSA, list 6 fields that have been copied?

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____

4. True or False: When I copy a JSA, the new version opens to the 'In Progress' workflow step.

5. Where can I get a status update of all the actions created in my grid analysis?

Aspects and Impacts

A study of how an organizations activities products and services impact the environment.



Aspects and Impacts—Draft and Scheduled

- ✓ Create a new Aspects and Impacts analysis by clicking 'Add New' from the navigation bar, select "Aspects and Impacts" and fill out the draft information.
- ✓ Here are some pointers for you to consider:
 - Enter as much information in the description as possible.
 - Identify the location where the analysis will take place.
 - Include any team members in your organization who will also require visibility on the Aspects and Impacts record.

- Highlight any associated parties who will be assisting. This might be an outside organization who will be working on the Aspects and Impacts analysis.
- Using the hamburger menu  at the top right of your screen, you have the option to schedule the analysis until the planned date, or to save the draft details and come back to them later.
- Click on 'Begin Analysis' at the top right of your screen if you are ready to begin the analysis now.

Aspects and Impacts—In Progress

- ✓ Once it is time to perform your analysis, select it from your 'My To Do' webpart, or find it in your monitor menu.
- ✓ These are the things you should consider while completing it:
 - The Aspects and Impacts 'General Information' tab on the left of your screen will show all the information collected during the draft workflow stage.
 - The 'Analysis' tab is where you will enter all the Aspects and Impacts information.

							Add Activity
ACTIVITY	ASPECT	IMPACT	INITIAL RISK	RESIDUAL RISK	CONTROL	RECOMMENDATION	ACTIONS

- To start, click on "Add Activity" to describe the activities, identify the aspects and impacts, assess the initial risk, document controls in place, add recommendations for improvements, assign action items to reduce risk and assess the residual risk. Note: to edit or to add another section to your activity, hover your mouse over the grid analysis cell  to locate the desired option.

- If you have additional corrective actions which should be assigned, but that are not specific to an activity, add them to the 'Corrective Actions' tab on the left side of your screen. At the bottom, you will also find a list of all consolidated action items which were entered in your analysis.
- At this point in the workflow, you have the option to 'Copy Analysis' to another location. Click on the hamburger menu and click 'Copy Analysis.'
- Once your analysis of the Aspect and Impact is complete, select 'Complete Analysis' from the top right of your screen. This will push the workflow forward to the review stage.

Aspects and Impacts—Review

- ✓ The review stage is meant for someone to review the work of the team. To access the Aspect and Impact in the review stage, click on it in your 'My To Do' web part, or find it in the monitor menu.
 - By clicking on the hamburger menu, at the top right on your screen, you have the options to print the analysis, copy it to another location, save, or request a revision. Requesting a revision will push the analysis back to the individual who completed it at the 'In Progress' stage.

Aspects and Impacts—Pending Closure and Closed

- ✓ During the 'Pending Closure' stage of the workflow, the user is waiting for all corrective actions to be completed prior to pushing the record forward to closure.
 - You can check on the status of the corrective actions by clicking on the 'Corrective Actions' tab on the left of your screen.
 - By clicking on the hamburger menu, you still have the option to revert the record back to the review stage of the workflow, save, or copy to another location.
 - Once all the corrective actions are done and the final review is complete, the record can be moved to closure.

Aspects and Impacts—Prior Version

- ✓ If an Aspect and Impact is revalidated, you can create a 'Prior Version.' This is the applications way of letting users know that the analysis has been superseded by a more up to date version.
 - From your monitor menu, click on a closed Aspect and Impact. Once it opens, click on the hamburger menu, and choose 'New Version.'
 - In the analysis section, you will be able to create new Corrective Actions and re-analyze the residual risk.

Try this:

- ☐ Create an Aspect and impact.
- ☐ From the Pending Closure stage or your workflow, revert the record back to review.

Knowledge Check:

1. List two differences between a JSA and an Aspects and Impacts analysis:
 - i. _____
 - ii. _____
2. True or False: I can only copy an analysis to another location once the existing analysis is closed.
3. True or False: The start date and start time is copied from the original Aspect and Impact created.
4. Describe why you would create a prior version.

5. True or False: I can print an Aspect & Impact in the "In Progress" workflow stage

HAZOP

An examination of a process or operation in order to identify and evaluate problems that may represent risks or prevent efficient operation if there is a deviation from normal operating procedure.



HAZOP—Draft and Scheduled

- ✓ Create a new HAZOP analysis by clicking 'Add New' from the navigation bar, select "HAZOP" and fill out the draft information.
- ✓ Here are some pointers for you to consider:
 - Enter as much information in the description as possible.
 - Identify the location where the analysis will take place.
 - Include any team members in your organization who will also require visibility on the HAZOP record.
 - Highlight any associated parties who will be assisting. This might be an outside organization who will be working on the HAZOP.
 - Using the hamburger menu  at the top right of the screen, you have the option to schedule the analysis until the planned date, or to save the draft details and come back to them later.
 - Click on 'Begin Analysis' at the top right of your screen if you are ready to begin the analysis now.

HAZOP—In Progress

- ✓ Once it is time to perform your analysis, select the record from your 'My To Do' webpart, or find it in the monitor menu.
- ✓ These are the things you should consider while completing it:

- The HAZOP 'General Information' tab on the left of your screen will show all the information collected during the draft workflow stage.
- The 'Analysis' tab is where you will enter all the HAZOP information.

							Add Deviation
DEVIATION	CAUSE	CONSEQUENCE	INITIAL RISK	RESIDUAL RISK	CONTROL	RECOMMENDATION	ACTIONS

- To start, click on "Add Deviation" to describe the deviations, identify the cause and consequences, assess the initial risk, document controls in place, add recommendations for improvements, assign action items to reduce risk and assess the residual risk. Note: to edit or to add another section to your deviation, hover your mouse over the grid analysis cell  to locate the desired option.
- If you have additional corrective actions which should be assigned, but that are not specific to an activity, add them to the 'Corrective Actions' tab on the left side of your screen. Here at the bottom, you will also find a list of all consolidated action items which were entered in your Analysis.
- At this point in your workflow, you have the option to 'Copy Analysis' to another location. Click on the hamburger menu and select 'Copy Analysis.'
- Once your analysis of the HAZOP is complete, select 'Complete Analysis' from the top right of your screen. This will push the workflow forward to the review stage.

HAZOP—Review

- ✓ The review stage is meant for someone to review the work of the team. To access the HAZOP in the review stage, click on the record in your 'My To Do' web part, or find it in the monitor menu.
 - By clicking on the hamburger menu, at the top right of your screen, you have the options to print the analysis, copy it to another location, save, or

request a revision. Requesting a revision will push the analysis back to the individual who completed it at the 'In Progress' stage.

HAZOP—Pending Closure and Closed

- ✓ During the Pending Closure stage of the workflow, the user is waiting for all corrective actions to be completed prior to pushing the record forward to closure.
 - You can check on the status of the corrective actions by clicking on the 'Corrective Actions' tab on the left of the screen.
 - By clicking on the hamburger menu, you still have the option to revert the record back to the review stage of the workflow, save, or copy to another location.
 - Once all the corrective actions are done and the final review is complete, the record can be moved to closure.

HAZOP—Prior Version

- ✓ If a HAZOP is revalidated, you can create a 'Prior Version.' This is the applications way of letting users know that the analysis has been superseded by a more up to date version.
 - From your monitor menu, click on a closed HAZOP. Once the it opens, click on the hamburger menu, and choose 'New Version.'
 - In the analysis section, you will be able to create new Corrective Actions and re-analyze the residual risk.

Try this:

- ☐ Enter all the deviations for your HAZOP before you enter the other column information.
- ☐ Reopen a closed HAZOP.

Knowledge Check:

1. What does HAZOP stand for?
-

2. Why would you create a HAZOP?

3. Guide words are used to help explore all potential deviations, what are three common guide words used?

i. _____

ii. _____

iii. _____

4. True or False: I can attach a photo to a deviation.

Tips and Tricks

- ✓ No single user "owns" a risk analysis – there are people with responsibilities throughout the process of managing that analysis.
- ✓ Be sure to include attachments when appropriate.
- ✓ Communicate information to users who will view the analysis by using *comments*.