

Journey Risk Assessment Toolkit - Process



1.0 Risk Assessment Process

The NWRA Stand Down Review Committee developed the risk assessment process described here.

The methodology is a structured approach to the accepted risk assessment process of:

- Identifying Hazards;
- Determining Impacts;
- Assessing Risk;
- Identifying Controls; and
- Producing Actions to further mitigate identified risks.

1.1 Key steps

- Define business processes for assessment.
- Develop a list of road safety related risks based on business processes.
- Assign values for the impact and the probability of the event.
- Assign values for the manageability of the risk creating an Overall Risk value that is used for prioritisation

1.2 Determine values for Consequence (impact) and the Probability of the event

The following matrix is used to assign numerical values for Consequence and Probability.

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Consequence	High	3	6	9
	Med	2	4	6
	Low	1	2	3
		Probability		
		Low	Med	High
		1 event over > 10 years	1 event every 10 years	1 or more events per year

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1.3 Definitions

The following definitions are commonly in use through Waste and Recycling Industry. If not appropriate, a Business Unit could develop its own definitions.

Consequence of Business Impact

Category Potential Severity	People	Property	Process	Environment
High ^{*1}	Fatalities Multiple Serious Injuries	>USD 500,000 Theft/Fraud >USD 100,000	Major fire, exposure, Risk to reputation Business Interruption: >USD 500,000 Potential Commercial Loss: >USD 200,000	>15,900 L. [4200 Gallons] ^{*2}
Medium	DART / Restricted Work Injuries Medical Treatment	>USD 10,000 to USD 500,000 Theft/Fraud >USD 10,000 to USD 100,000	Business Interruption: >USD 10,000 to USD 500,000 Potential Commercial Loss: >USD 10,000 to USD 500,000	200 L to 15,900L. [50 – 4200 Gallons] ^{*2}
Low	First Aid	< USD 10,000	<USD 10,000	<200 L [<50 Gallons] ^{*2}

^{*1} Based on Waste and Recycling Industry definitions

^{*2} Subject to locality/circumstances/potential

Probability of an event

High

One or more events per year are likely.

Medium

One event per every 10 years.

Low

One event in more than every 10 years.

The assessment is looking for events, which are likely to happen in the comparable industry and environment.

[Note: Event frequencies can be modified to fit Business Unit requirements.]

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Manageability of the risk

High

If the company has direct operational control of the process

Medium

If the company has indirect control of a process, or can only influence

Low

If social, political, cultural or technical issues are the reason for risks

The manageability should provide an overall view, if certain risks are fully under the control of management. This could be of course a judgement only but it raises healthy discussions on how far management is able or feels itself empowered to control or influence Environmental, Occupational Health, and Safety matters. The result should be used to tackle the high manageable items first for quick implementation results only. It does not mean that low manageable issues should not have actions identified.

2.0 Risk Assessment Template

The Risk Assessment spreadsheets (attached Excel Workbook at the end of this document) are used to document the identification of Business Unit Activities, Hazards, and the values assigned for Consequence, Probability, Manageability and Risk.

It is suggested that a separate Sheet be used for each specific area of Activity. Individual work site locations can be used as well.

For clarity, a completed example is included in the Excel Workbook.

Number

To be completed once the 'Process, Sub-process and Hazard' columns are filled in.

- In the first column, record number of main activities within a Process.
- In the second column, record the number of activities within sub-processes.
- In the third column, record the number of actual risks/Hazards connected to Process/sub-process

Process

Each individual Process is to be listed in the first instance

Sub-process

Each individual Process is then to be split in meaningful, not too detailed, sub-processes, if any.

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Hazard

Processes and sub-processes are then to be 'brain stormed'.

Consequence

Determined using the Risk Matrix described in section 1.2.

Probability

Determined using the Risk Matrix.

Risk

Multiply the value for consequence times the value Probability to get Risk.

Manageability

Critically review Waste and Recycling Industry's level of Control to determine levels of Manageability.

Classify Manageability as:

- | | |
|---------|--|
| High: | If the company has direct operational control of the process.
Rating = 1 |
| Medium: | If the company has indirect operational control of the process, or can only influence.
Rating = 2 |
| Low: | If social, political, cultural or technical issues are the main reason for the risks.
Rating = 3 |

3.0 Action Plans

Once all risks have been identified, rated and prioritised, action plans can be agreed.

4.0 Risk Assessment Tool

- For collection and documentation, see:
 - [NWRA_Journey Risk Assessment_TOOLKIT_Process.doc](#)
 - [NWRA_Journey Risk Assessment_TRACKING FORM.xls](#)
 - [NWRA_Journey Risk Assessment_SHORT FORM.xls](#)