04-2024

@SEA

QUICK GUIDE

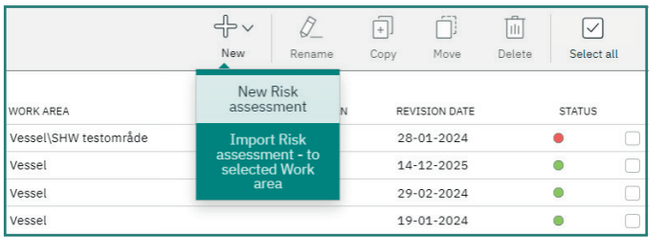
An introduction to the new Risk Assessment format
(based on the STOP-principles) in @SEA version 7.0+

Download latest version of @SEA here: https://atshore.shw.dk/atSEA-install

QUICK GUIDE

THE NEW RISK ASSESSMENT WIZARD IN @SEA

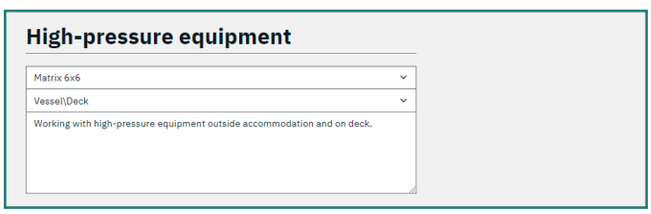
To create a new Risk Assessment, press the ***New*** button and choose ***New Risk Assessment***.



A wizard will now open and take you through five steps:

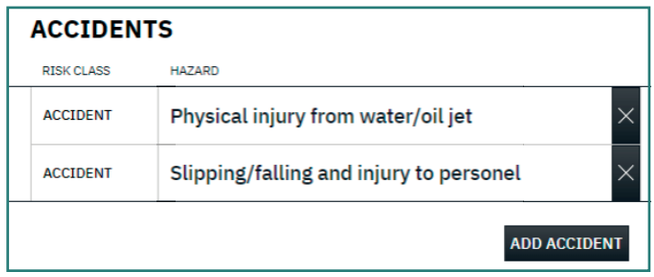
1 . Identify Hazards
2 . Describe Hazards
3. Make Action Plans
4 . Write Instructions
5 . Attachments

Before starting step 1, you should give the Risk Assessment a title, choose a matrix size (if not locked by your admin) and work area, and then type a brief description of the activity/ task. **From this point forward it is possible to *Save as Draft* *(See SAVING A RISK ASSESSMENT. Page 4).***



STEP 1: IDENTIFY HAZARDS

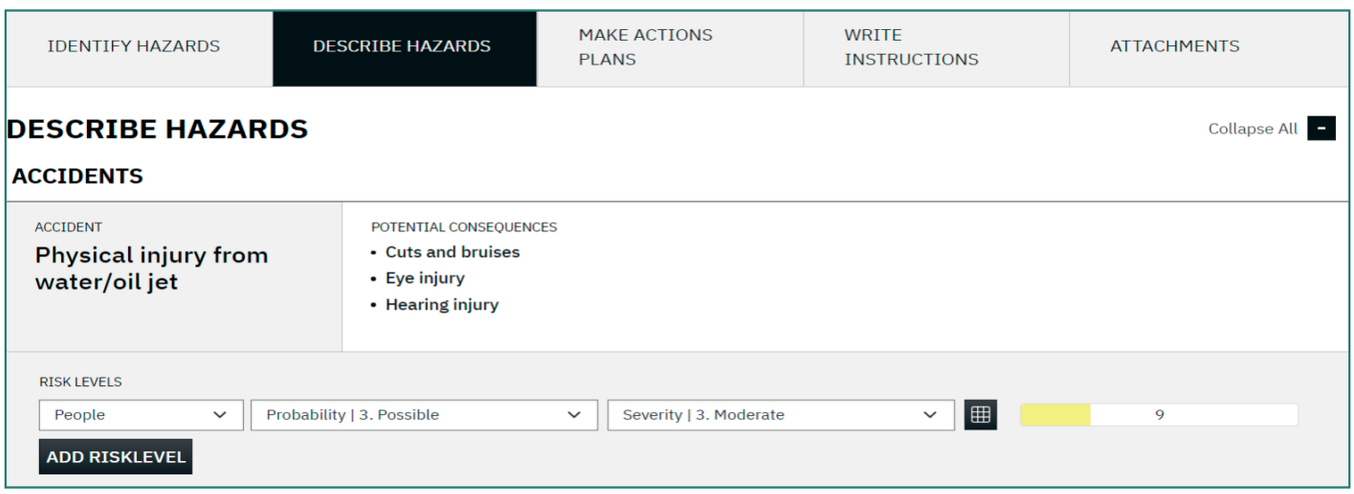
Start by identifying (minimum) one or more immediate hazards. We have chosen to name these ***"ACCIDENTS"***. To add additional accidents, click the ***"Add Accident"*** button.



We recommend that you also consider any long-term hazards associated with the task; *Ergonomic, Noise, Vibrations, Light, Heat/cold, Psychological, Chemical, or Other*, and add one or more to the Risk Assessment under *LONG TERM HAZARDS (below ACCIDENTS)*.

STEP 2: DESCRIBE HAZARDS

Describe each hazard starting with the potential consequences and then add one or more ***Risk Levels***. Choose a category for each risk level; ***People, Assets, Environment, or Reputation*** and assign a score of probability and severity. You may use either the drop-down menus or enter the risk-matrix by clicking the ▦ icon. (Please keep in mind that when assigning a score in this step, it should reflect the risk-level BEFORE any ***Control Measures*** have been implemented to reduce the risks/hazards).

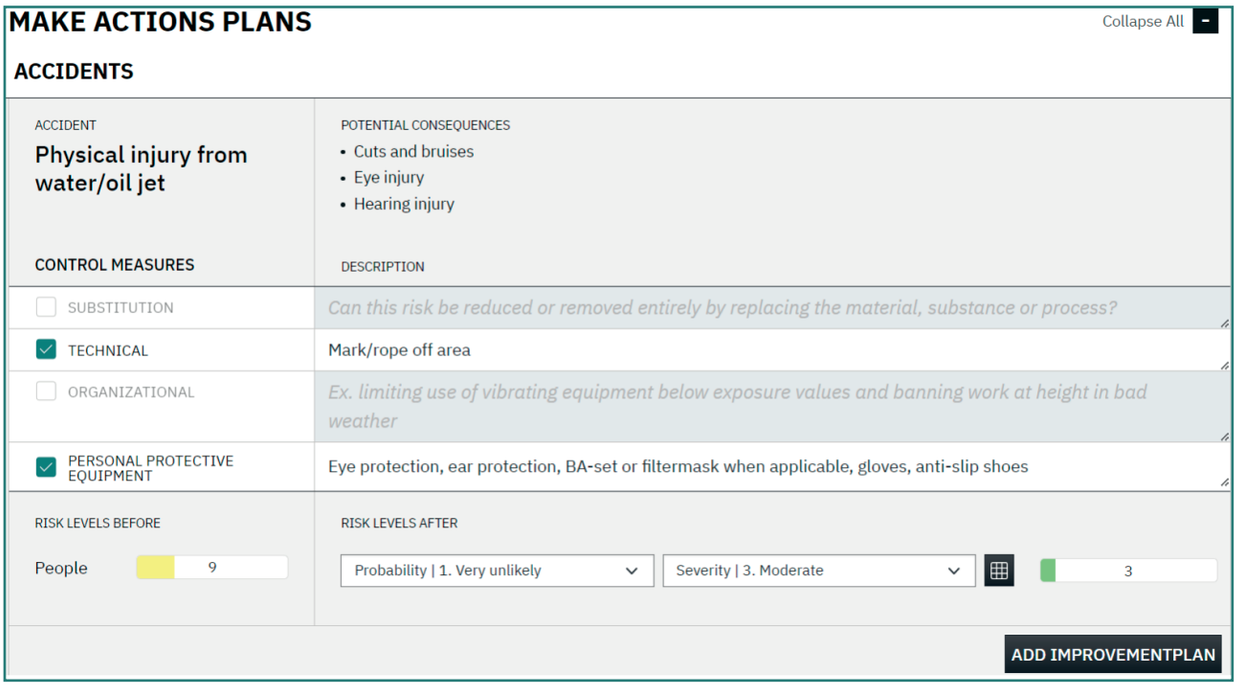


STEP 3: MAKE ACTION PLANS

You should now lower the risk levels by adding one or more ***Control Measures*** using the STOP principles; ***Substitution, Technical Solution, Organizational Solution*** and/or ***Personal Protective Equipment***.

Describe the actions/procedures you will implement.

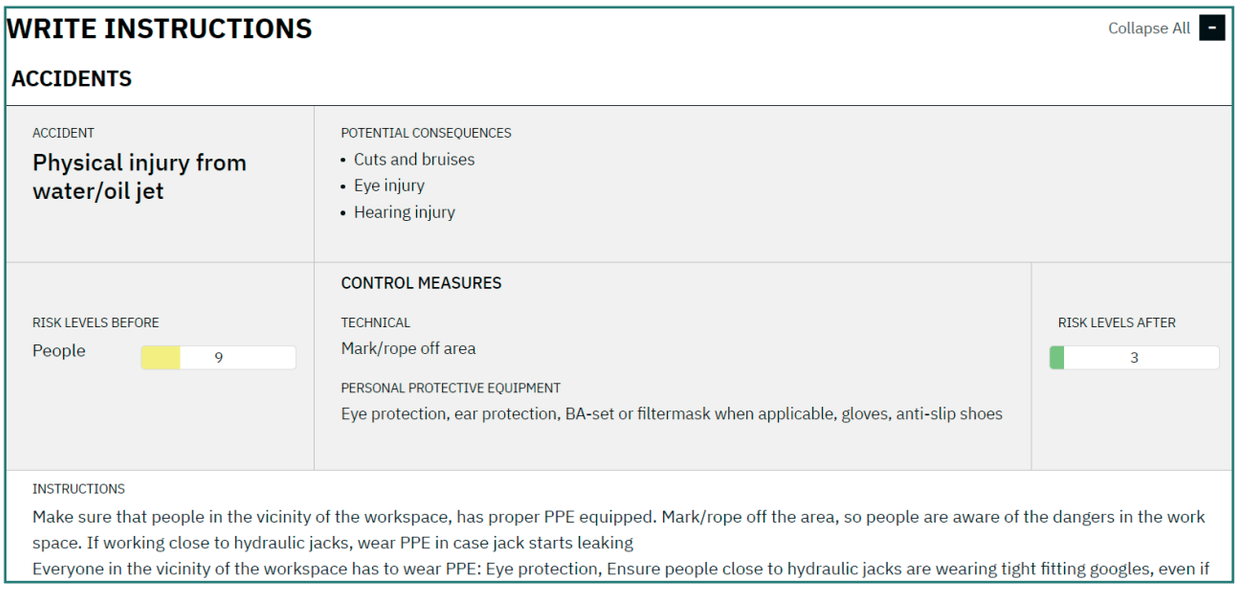
With these control measures in mind, rate the risk again to define a ***RISK LEVEL AFTER***.



STEP 4: WRITE INSTRUCTIONS

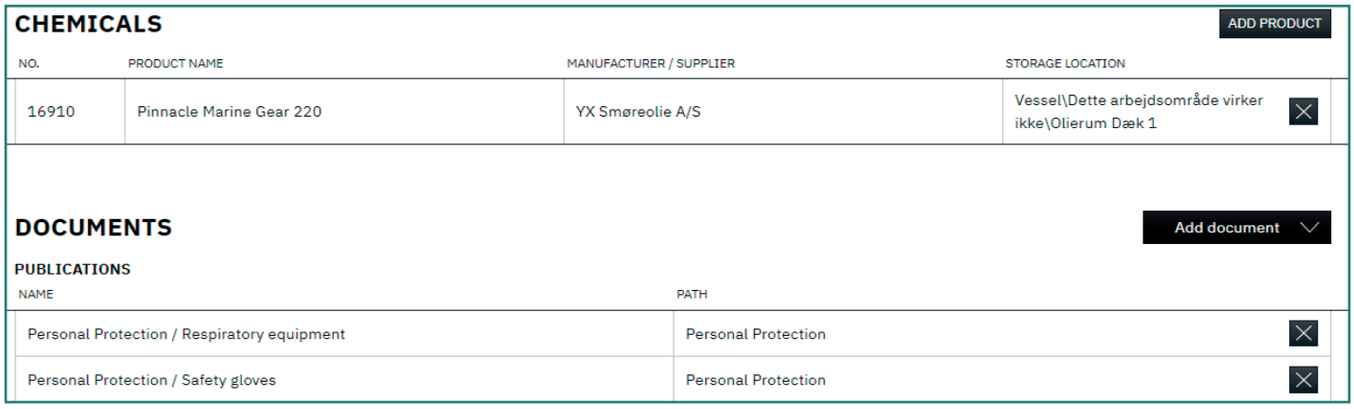
Write a thorough instruction to the crew that will be performing the activity/task. Explain in detail how the crew should approach the task and be careful to mention all the control measures that have been put in place to reduce the risk(s)/hazard(s).

When printing the finished Risk Assessment, this instruction will be visible at the very beginning of the Risk Assessments document and guide the crew on how to perform the activity/task safely.



STEP 5: ATTACHMENTS

In this step you can add any chemical products used in the activity/task for quick access to ***Workplace Instructions*** and ***Safety Data Sheets***. You can also add Toolbox- and Work Permit Templates as well as any SHW publications (from the E-Publications module) that you find relevant for the activity/task. You should consider if there are any ***Changing Condition*** that may influence the safety of the activity/task. These include ***Cargo related matters, Geography, Heat/Cold, Night/Day, Noise Conditions, Weather Conditions***. Finally, we have added a free-text field named ***"EXTRA INFORMATION"*** where you can add any additional text that you find relevant to the task.



SAVING A RISK ASSESSMENT:

As a new feature in version 7.0+, a Risk Assessment may be saved as a ***Draft*** as soon as it has been given a title.

Saving is done using the SAVE button at the top right corner (or at the bottom of the page in Step 5: ***Attached Documents***).

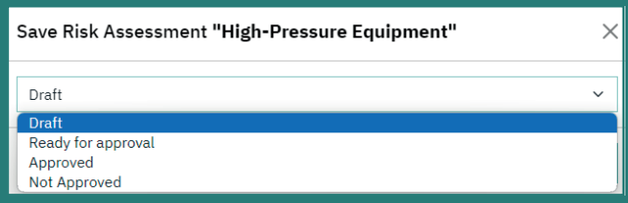
A Risk Assessment can be saved with one of the following statuses:

Draft – You can save as a draft at any time regardsless of progress.

Ready for Approval – You may save as this status only when all mandatory fields in all five steps are filled out.

Approved – Only ADMIN-users may save as this status and provide the final approval of the Risk Assessment. Note that a risk assessment cannot be saved as "Approved" before it has had the status "Ready for Approval." This is due to a requirement for two-factor approval, meaning that the author of the risk assessment should not approve their own work until it has been reviewed by the safety organization.

Not Approved – This function can only be selected by an ADMIN-user and is intended to communicate to the author of the Risk Assessment, that their work is not yet ready for approval.



When saving, there is an added option to navigate back to the ***overview page***, ***view*** the Risk Assessment, or choose to stay and ***continue editing*** the Risk Assessment.