


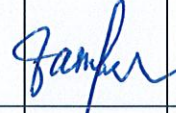
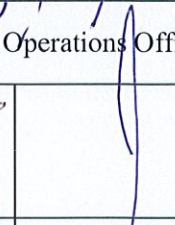


PETROCHEMICAL SHARED SERVICES (PSS) PROCEDURE

JOB SAFETY ANALYSIS


Procedure Number: PR-PSS-127

Approved by	Name	Dr. Mohammed Yousef Al Mulla	
	Position	MD & CEO	
	Date	26/8/2019	

Rev.	Date	Prepared by	Reviewed by				
01	03/07/2019		 Chief HSSE Officer		 Chief Operations Officer		
						 01.09.2019	
		Safety Engineer	HSSE Support Manager	HSSE Group Manager	Corporate Planning Group Manager	MGM (SC/PE) & (Vinyl)	Engineering Group Manager

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	---------------------	-----	-----	--------	-----	-------------	----------



 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

Revision / Modification History:

Rev #	Date	Section No.	Reason for revision / modification
00	23.06.2016	All	<ul style="list-style-type: none"> Aligned and revised as per new organization and BT-4 documents New Procedure Number changed from PR-251-SFF-38 to PR-QSS-127.
01	03/07/2019	All	<ul style="list-style-type: none"> Updated definition of Scope Added definition of JSA Team Leader, execution supervisor, MGM Added execution supervisor in RASCI summary Updated HSE staff responsibility Removed execution work crew section removed from the procedure Removed table from procedure method and added simple steps. Changed vessel entry name to confined space Removed specific hazards from the section of identifying the hazards and added open ended question. Changed JSA approval from head of section to Respective HOD/Production Engineer/Principle engineer. Added “if there is any change in approved JSA then re-approval from approving authority will be required” in JSA communication section. Added JSA revalidation section in JSA form. Updated JSA need identification criteria. Updated JSA record. Added JSA process flow diagram (Appendix-5). Added Activities require Mandatory JSA.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

Contents

1. OBJECTIVE	4
2. SCOPE	4
3. PROCEDURE SUMMARY	4
4. ABBREVIATIONS / DEFINITIONS	5
5. DOCUMENT REFERENCES	6
6. IT SYSTEM REQUIREMENTS	6
7. RASCI SUMMARY	7
8. PROCEDURE METHOD	10
JOB SAFETY ANALYSIS (JSA)	10
8.2 JSA TEAM FORMATION	11
8.3 PERFORMING THE JSA	11
8.4 IDENTIFYING THE HAZARDS / ENVIRONMENTAL IMPACTS	12
8.5 CONTROLLING THE HAZARDS	12
8.6 APPROVAL OF JSA	13
8.7 IMPLEMENTATION	13
8.8 JSA COMMUNICATION	13
8.9 REVIEW OF JSA	14
8.10 CONTINUOUS IMPROVEMENT	14
8.11 TRAINING	14
9 RECORDS	14
10 APPENDIX	15
10.1 SERVICE LEVEL DEFINITION	15
10.2 APPENDIX 2	16
10.3 APPENDIX 3	17
10.4 APPENDIX 4	19
10.5 APPENDIX 5	21
10.6 APPENDIX 6	22

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة البترول والكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

1. OBJECTIVE

The objective of this procedure is to provide a process to prevent incident/accidents by identifying & controlling hazards, improving employee skills and awareness through an organized process.

2. SCOPE

This procedure is applicable to all QAPCO premises and QAPCO operated companies and to be used in conjunction with other safety systems and procedures such as SOP's, PTW, non-routine operational activities, and other safety standards to identify the hazards and manage risks.

3. PROCEDURE SUMMARY

Job Safety Analysis (JSA) process involves breaking down a particular job into a series of simple steps. In each of these steps, hazards are identified and documented. After hazard identification, controls against each hazard is defined for the prevention of accidents in the analysis. Finally, the results of this analysis are shared with affected workforce and their supervisors.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

4. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1	Job Safety Analysis (JSA)	One of the risk assessment tools to ensure all hazards associated with a job are proactively identified before starting it and suitable controls are identified to mitigate the risk to as low as reasonably practicable (ALARP).
2	Lead Executor	Is a person who is trained and qualified for QAPCO work permit system and responsible to ensure that all conditions of the permit, agreed to with the Permit Issuer, are being fulfilled at all times throughout the job. He can be a QAPCO staff or a contractor employee
3	Permit Issuer / Issuing Authority	QAPCO authorized person appointed as Permit issuer and responsible for the asset/area under his control.
4	JSA Team leader	A person for a specific task, who is trained in the JSA and has the competency to lead a team to perform the JSA for a specific task
5	Job Owner	The department who is going to perform the job (QAPCO Execution Party).
6	Management	People (a person or group of people) with authority and responsibility for the conduct and control of a unit/ department/an organization.
9	Method Statement	A method statement is a document prepared for each task that gives specific instructions on how to safely perform a work, or operate a piece of plant or equipment.
10	Critical lift	<ol style="list-style-type: none"> 1. A lift shall be designated critical if the Gross load is greater than 25 tons 2. Lifting of personnel (e.g. Man Riding operations) 3. Any of the following conditions are met: <ul style="list-style-type: none"> • Any lift that requires the use of multiple cranes. • Any lift that exceeds 75% of the crane's rated capacity within the lift configuration of the crane. • The item, greater than 5 ton, requires exceptional care in handling because it is being lifted above a critical item (e.g. live pipelines). If dropping, upset or collision could cause or result in any one of the following: <ul style="list-style-type: none"> ▪ Significant release of radioactive or other hazardous material to the environment or creation of an undesirable condition.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------

 QAPCO شركة البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

		<ul style="list-style-type: none"> ▪ Damage that would result in serious economic consequences. ▪ Damage that would result in unacceptable delay to schedule. <p>Undetectable damage that would jeopardize future operations or safety of a facility.</p>
11	Zone 1	Part of hazardous area in which a flammable atmosphere is likely to occur in normal operation.
12	HSSE	Health, Safety, Security & Environment
13	QAPCO	QAPCO operated companies: Qatofin and QVC.
14	HSSESM	Health, Safety, Security and Environment Support Manager
15	HSSEGM	Health, Safety, Security and Environment Group Manager
16	CPGM	Corporate Planning Group Manager
17	MGM(SC/PE)	Manufacturing Group Manager (SC/PE)
18	TGM	Technical Group Manager
19	EGM	Engineering Group Manager
20	CHSSEO	Chief HSSE Officer
21	COO	Chief Operations Officer
22	MD&CEO	MD & Chief Executive Officer

5. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	PR-PSS-114	Permit to work Procedure	Risk Assessment
2	M-250-HSE-01	HSE Integrated Management System	QAPCO HSE Management System
3	PR-253-RC-01	HSE Risk Assessment Procedure	Risk Registers

6. IT SYSTEM REQUIREMENTS

#	IT system module name	Summary of IT system module use
1	MS Office	Word, Excel for JSA worksheet, checklist

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

7. RASCI SUMMARY

#	Procedure chapter	Execution Supervisor	Lead Executor	JSA Team Leader	JSA Team Members	Principle / Production Engineer / HOD	HSE Staff	Area Owner(Issuing authority)	Execution Team
1	JSA Need identification	R	I	-	-	C	S	A	-
2	Performing JSA	S	S	A	R	S	S	S	I
3	Identifying the Hazards	C	S	A	R	C	S	S	S/I
4	Defining Controls to each Hazard	S	S	A	R	C	S	S	S/I
5	Implementation	A	R	S	S	S	S	R	R
6	JSA Communication	A	S	R	S	I	S	R	R
7	Continuous Improvement	R	S	S	S	S	S	A	S
8	Training	R	I	I	I	R	S	I	I

Legend:

R = Responsible (the class of people who are ultimately responsible for getting the work done)

A = Accountable (the position that is accountable to oversee that the work gets done)

S = Support (the person who supports by providing information and suggest any deviations from the Procedure)

C = Consulted (the person who can advise when needed)

I = Informed (concerned persons who are required to be informed or communicate to)

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

Detailed Responsibilities

Area Owner/Operations

- Identify JSA need during planning stage in coordination with Execution Supervisor and Safety
- Actively participate in JSA
- Ensure Operations related hazards are identified and appropriate control measures are defined
- Ensure pre-execution Operational controls are communicated to workforce and implemented

Execution supervisor

- Ensuring JSA need is evaluated at the job planning stage in coordination with Area Owner and Safety
- Ensure the method of statement is available for the JSA Study
- To identify the JSA Team Leader & Members in coordination with Area Owner and Safety.
- Ensure that JSA is approved and all identified resources are arranged
- Ensuring that identified control measures are implemented before commencement of job in coordination with Lead Executor
- Reviewing and revising JSA as required

JSA Team Leader

- Lead the team in performing the JSA.
- Ensure the assessment includes a site visit (whenever required, JSA team leader to decide)
- Ensure that team understands the assessment process and what it has to achieve.
- Take responsibility for the quality of the JSA.
- Ensure the assessment team has the necessary knowledge and competence to ensure a suitable and sufficient assessment.
- Ensure all associated documents are referred for hazard identification (for e.g. method of statement, MSDS, P&ID etc.)
- Communicate the identified hazards and control measures to the affected parties

JSA Team Members

- Actively participate in JSA.
- Provide technical support to identify hazards and control measures
- Assist in the identification of any improvements and deficiencies in the work process.
- Ensure that all hazards are identified and appropriate control measures are defined.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

Lead Executer

- To ensure all identified control measures are implemented at site
- To ensure JSA is discussed amongst working crews before starts of the job in every shift during TBT and communication is recorded
- To ensure that if there is any abnormal change in conditions during execution of the job is highlighted and JSA is revised and approved accordingly.
- Stop work at any time they are concerned about safety

Safety Staff

- Actively participate in JSA need identification process
- Actively participate in performing JSA
- Conducting regular audit for compliance of JSA
- Reporting effectiveness of the JSA process to management.

Note: *In case of any confusion/conflict that a job requires JSA or not please consult Safety Department.*

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

8. PROCEDURE METHOD

JOB SAFETY ANALYSIS (JSA)

JSA procedure requires that jobs with a potential safety hazards are systematically identified and the risk from these jobs are analyzed in such a way that potential injury or equipment damage instances are identified and necessary protections are put in place to eliminate chances of injury or major equipment damage.

INPUTS SUMMARY

A JSA is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. After identifying uncontrolled hazards, appropriate steps are taken to eliminate or reduce them to an ALARP level.

JOB SAFETY ANALYSIS

ID	Activity	Risk ¹	Risk register reference	Supporting IT system module	Document reference	Responsible org. position
8.1	JSA Need identification	NA	NIL	N/A	Appendix 2	Area owner, Execution supervisor, Safety Representative
8.2	Team Formation	NA	NIL	N/A	JSA Worksheet	Execution Supervisor, Area Owner
8.3	Perform the JSA	NA	NIL	N/A	Appendix 3	JSA Team Leader
8.4	Identify the Hazards/Environmental Impacts	NA	NIL	N/A	Appendix 4	JSA Team
8.5	Control the Hazards (Follow hierarchy of controls)	NA	NIL	N/A	Checklist for the JSA	JSA Team
8.6	Approval of JSA	NA	NIL	N/A	JSA Worksheet	Principal Engineer, Production Engineer, HOD
8.7	Implementation	NA	NIL	N/A	JSA Worksheet	Lead Executer
8.8	JSA Communication	NA	NIL	N/A	LMRA- Last minute risk assessment, Toolbox talk	Lead Executer
8.9	Review of JSA	NA	NIL	N/A	PR-PSS-127	JSA Team Leader

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

ID	Activity	Risk ¹	Risk register reference	Supporting IT system module	Document reference	Responsible org. position
8.10	Continuous improvement	NA	NIL	N/A	PR-PSS-127	JSA Team Leader
8.11	Training	NA	NIL	N/A	PR-PSS-127	JSA Team Leader

PROCEDURE COMMENTARY

8.1 JSA NEED IDENTIFICATION

The JSA need identification is performed during the job planning phase.

For activities mentioned in Appendix-6 JSA is mandatory.

In all other cases the need for a JSA need to be identified by Area owner, Execution Supervisor and Safety representative taking into account the criticality/risk of the job (Team can refer to JSA need identification form, Refer Appendix-2).

For any conflict/confusion Safety Team can be consulted.

8.2 JSA TEAM FORMATION

JSA meeting shall be initiated by the Execution Supervisor or Area Owner/Operations.

The team shall consist of at least three members (Execution representative, area owner and Safety representative) however, subject specialists such as Shift Supervisor, Process Engineer, Industrial Hygienist, Environmental Experts, Contractor Representative or any other required personnel can be included. The JSA (Team Leader) must have been trained on JSA and will facilitate the process.

8.3 PERFORMING THE JSA

JSA has three main stages-

- Breaking the job in to steps
- Hazards identification
- Hazard mitigation/control.

The aim of the process is to minimize the likelihood or consequence of a particular risk to a level that is as low as reasonably practicable and accepted.

Before carrying out a new JSA, information on the job should be gathered. This could consist of existing Risk Assessment, Method of Statements, MSDS, procedures, joint (asset owner & Execution) site inspection, incident investigation report etc.

Any previously prepared JSA can be used for similar job but the contents shall be verified and validated for the specific job on hand by ensuring all hazards associated with the job is identified and controlled.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

JSA should be performed by using the JSA worksheet (Refer to Appendix-3).

Job shall not start unless all the controls/ precautions specified within the JSA are in place.

Approved JSA copy shall be available with the lead executer and attached with PTW in the field during the job activity

8.4 IDENTIFYING THE HAZARDS / ENVIRONMENTAL IMPACTS

The team must brainstorm on each identified job steps asking questions such as “what could go wrong?” or “what might be harmed” to identify the associated hazards. Each step should be examined carefully to identify hazards- the action, condition and possibilities that could lead to an incident (Refer to Hazard identification checklists as a guidelines, Appendix-4)

Job site can be visited by the JSA team to look into location specific conditions such as access & egress, escape routes, high noise, surrounding equipment, and structures etc.

Hazards associated with the job steps (Physical, chemical, biological, ergonomic, psychological) are identified and recorded in the “Hazards or Potential Incidents” column of the JSA worksheet.

To ensure a thorough analysis the following questions should be answered for each step of the job task;

- **Where** it is happening (environment),
- **What** it is happening to (exposure),
- **What** can actuate the hazard (trigger),
- The **outcome** that would occur should it happen (consequence),
- **How** to prevent from actuation (Controls)
- **What** response is required if triggers (Response plan)
- Any other contributing factors.

Human factor will increase the probability of failure. Human error situation shall be identified and necessary actions to be implemented to lower down the probability of human error

8.5 CONTROLLING THE HAZARDS

This should explain “what” and “how” things need to be done to eliminate or minimize the hazards.

The JSA team should examine each of the job steps and associated hazards and provide solutions to control the hazards in order to minimize the risk to ALARP.

When identifying the control measures to minimize risk, all aspects of risk (Health, safety & environment) should be considered and following hierarchy of controls to be followed:

- a) **Eliminate:** Complete removal of hazard, e.g. use flanged fittings instead of welded, thereby removing hot work.
- b) **Reduce / Substitute:** Using a less hazardous material or work method in order to reduce risk, or reducing the frequency of the activity or task. E.g. using brush painting instead of spray painting.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

- c) **Isolate / segregate:** Activities undertaken to isolate a hazard from impacting on people or the environment (e.g. lock-out / tag-out procedures, blinding of lines etc.).
- d) **Procedures / Administration:** Working methods used to mitigate risk. E.g.; minimize exposure by rotating workers.
- e) **PPE:** This is the last defense in the risk reduction hierarchy. E.g. appropriate PPE for hazards anticipated.
- f) Requirements for PPE other than minimum required PPE for unit entry must be noted explicitly / precisely (e.g. breathing respirator, leather gloves) on the JSA worksheet.

Each control measure or precaution shall be specific and general statements such as “work carefully” shall be avoided

- Be specific; say exactly what needs to be done to address the hazard.
- Avoid general statements. Give a recommended action or procedure for every hazard.
- The control measures shall be doable and work crew should know and understand and shall be able to do it.

8.6 APPROVAL OF JSA

Approval of JSA to be done by “Principle Engineer / Production Engineer / HOD”.

Note: Approving authority / responsibility can be delegated (in case of his absence).

8.7 IMPLEMENTATION

Job must not start unless all the controls / precautions specified within the JSA are in place.

8.8 JSA COMMUNICATION


The JSA shall be communicated to all personnel who are involved in the job. In case of jobs going beyond one shift then the JSA shall be communicated at the start of each shift.

The JSA and any associated documentation is to be summarized at the Toolbox meeting to ensure that all personnel involved in the job understand the hazards and control measures.

Any changes to the approved JSA shall be done after approval from approving authority of JSA and changes shall be communicated to all personnel who are involved in the job.

It is the responsibility of Lead Executer to ensure that all personnel in the work team understand the hazards and control measures identified in JSA and that any new member joining the team is fully briefed.

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------

 QAPCO شركة قطر البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

8.9 REVIEW OF JSA

In the following cases the JSA must be reviewed and revalidated by all parties.

- There is a change in job scope.
- New hazards are identified at the job site that require new mitigation measures.
- Method of Statement has changed.
- Working conditions have been changed (e.g. abnormal weather, plant condition change etc.)

8.10 CONTINUOUS IMPROVEMENT

Upon completion of the job a briefing needs to be conducted among work team to discuss any learned lesson.

If required the original JSA should be updated to reflect the most recent improvements with respect to hazard identification and hazard control or mitigation techniques learned through the completion of the job.

Note: All JSAs kept in record and to be reviewed & revalidated before using again.

8.11 TRAINING

JSA team leader shall be trained on JSA Procedure

Training will cover the following topics;

- When to conduct a JSA
- JSA process
- Hierarchy of risk reduction control measures
- Common workplace hazards
- Individual responsibilities

9 RECORDS

Area Owner to record the JSA in their department specific folder in P Drive

#	Document / Record ID	Document / Record name	Responsible department or section
1	JSA	JSA Records	JSA Owner

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------

 QAPCO شركة البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

10 APPENDIX

10.1 SERVICE LEVEL DEFINITION

The key services and service levels listed below are required to complete the activities contained within this procedure

#	Service	Service level	Service provider	Service customer
1		NA		

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة البتروكيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

10.2 APPENDIX 2

JOB SAFETY ANALYSIS NEED IDENTIFICATION FORM













JSA Need Identification Form						
Probability	P					
Impact / Consequences	C					
Risk Rating	R= P x C					
<ul style="list-style-type: none"> - If Risk rating high and extreme, JSA is required for the job. - If Risk rating is low and medium hazards, JSA is not mandatory, job risks can be assessed with PTW system. 						
Consequence	HSSE	INTEGRATED RISK MATRIX				
5 = Catastrophic	<ul style="list-style-type: none"> - Multiple fatalities/ Multiple irreversible disabilities - Explosion or Fire in Multiple units / Tanks. - Toxic gas leak with offsite impact (>IDLH Limit) -Hostage or terrorist attack 	M	H	E	E	E
4 = Major	<ul style="list-style-type: none"> - Single fatality or Permanent disability to multiple persons - Single unit / tank fire - Toxic gas leak (>IDLH) with no offsite impact - Significant flammable gas / liquid leak - Unauthorized access to QAPCO process / sensitive area or forceful access to QAPCO 	M	M	H	E	E
3 = Serious	<ul style="list-style-type: none"> - Lost Time Injury (LTI) to one person or more. - Fire in process area - Small toxic, flammable or gas / liquid leak. -Unauthorized access to QAPCO premises from access point 	L	M	M	H	E
2 = Moderate	<ul style="list-style-type: none"> - Medical Treatment Injury (TRI) (MTC & RWC) to a small number of people or Reversible disability requiring hospitalization - Fire in non-process area -Flammable gas/liquid leaks below PSM Tier-2 levels Petty theft/unauthorized access attempt at QAPCO main entrances 	L	L	M	M	H
1 = Minor	<ul style="list-style-type: none"> - First Aid Injury or Minor illness (no hospitalization) - Minor leak with minimal escalation potential - insignificant security breach 	L	L	L	M	M
Probability		1 =Very Unlikely (Incident not known to occur)	2 = Unlikely (Incident occurs in last 10 years)	3 = Possible (Incident occurs in last 5 years)	4 = Likely (Incident occurs once in last 1 year)	5 = Very Likely (Incident occurs more than once a year)

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------

	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

10.3 APPENDIX 3

JOB SAFETY ANALYSIS WORKSHEET

JOB SAFETY ANALYSIS (JSA)												
Job Being Analyzed:						Date:						
Dept./Section doing JSA:						JSA Members:						
Supervisor Name:												
Main Contractor:												
Work Area / Work Specific Location:												
												
Task Over View:						Process Safety Hazards:						
JSA Performing Team	Execution Resp.			Production/Area Owner Rep.			Safety Resp.					
	Department:			Department:			Department:					
	Name:			Name:			Name:					
Signature:			Signature:			Signature:						
JSA Approved by	Principle Engineer / Production Engineer / HOD			Department:			Name:					
				Date:			Signature:					
JSA Revalidated by	Principle Engineer / Production Engineer / HOD			Department:			Name:					
				Date:			Signature:					

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
-------------	-----------------	-------------	--------	--------	------	---------------------	-----	-----	--------	-----	-------------	----------



Procedure for Job Safety Analysis

Procedure No.	PR-PSS-127
Revision	01
Date	03 July 2019

HAZARD IDENTIFICATION AND RISK MANAGEMENT				
Step No.	Task Steps	Potential Hazards	Controls Measures	Action/Responsible Party

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

 QAPCO شركة قطر البتركيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

10.4 APPENDIX 4

HAZARD IDENTIFICATION CHECKLIST AS GUIDE

HAZARDS OF THE TASK (H)	THE CONTROLS FOR THE TASK HAZARDS (C)	YES?
Working at Height	100% tie off, Green tag on scaffold, and secure ladders, awareness of working overhead, Work at Height training.	
Slips Trips and Fall Potential	Good Housekeeping, access free from obstructions.	
Proximity to electrical switchboards (400V+)	Permit to work for close proximity to electrical equipment	
Injury from use of defective or invalid hand tools	Good condition, inspected, proper tools, right tool for the job	
Scaffolding	Green tag on scaffold, Work at Height training	
Lifting operations	Barricade, Color code on rigging gear, Qualified rigger in work team	
Road Transport, Moving equipment and vehicles	Special care, barricades, observers, high visibility vest	
Excavation	Excavation Certificate, PTW system	
Confined Space	Confined Space Certificate, PTW system, Hole Watch, Gas Test	
Poor Lighting / Low Visibility	Artificial lighting, High visibility vest	
Falling Objects	PPE, Housekeeping, Tied off tools, awareness of overhead work, safety net on scaffolding	
High Ambient temperature / Physical conditions	Proper acclimatize, fluids available, Heat Stroke flag, regular breaks	
Fatigue / Physical tiredness	Managed work breaks, look out for your buddy	
Dust	Eye protection, dust masks	
Hot Work / Fire	Area free of combustible materials, fire-watch, Fire extinguisher / blankets, Water hose	

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

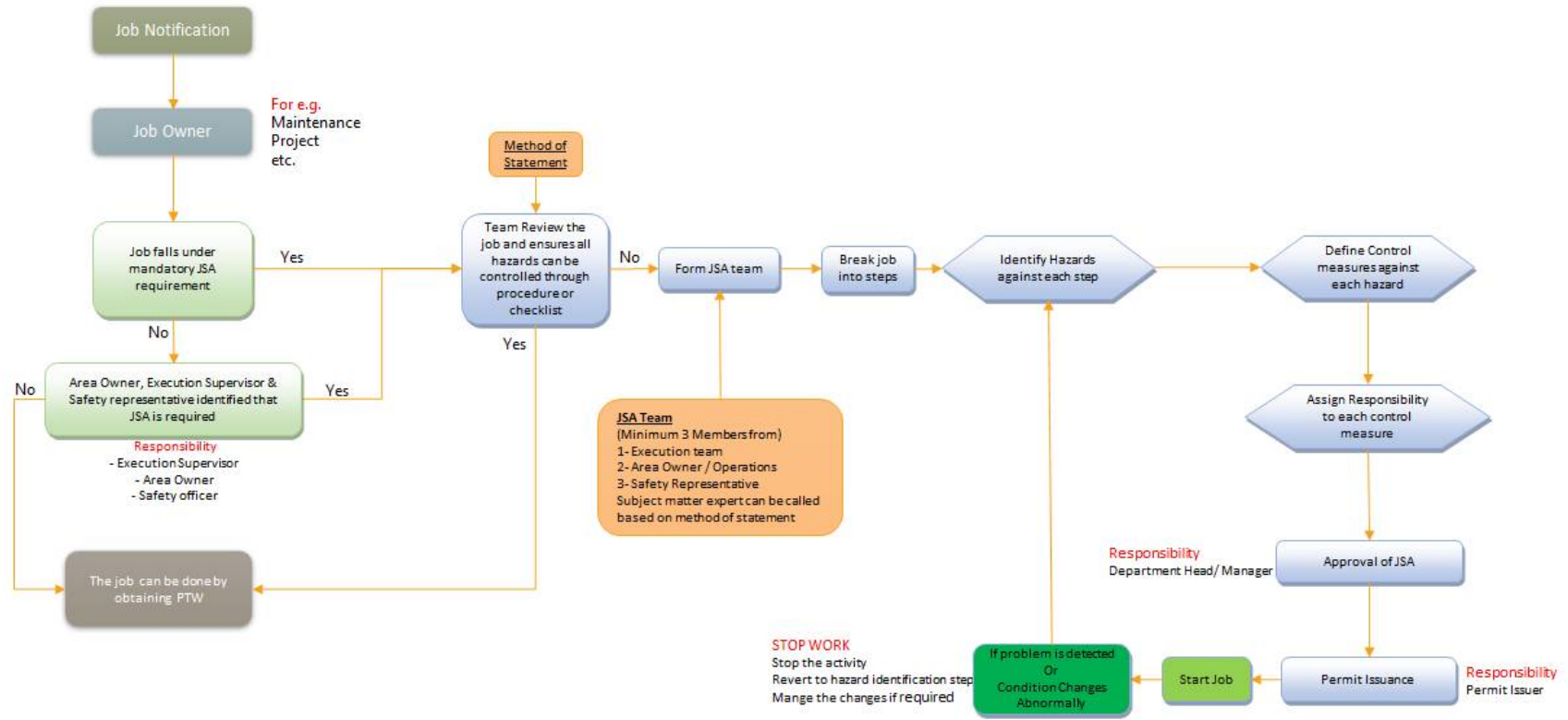
 QAPCO شركة قطر البتركيماويات QATAR PETROCHEMICAL COMPANY	Procedure for Job Safety Analysis	Procedure No.	PR-PSS-127
		Revision	01
		Date	03 July 2019

Grinding / Sandblasting	Correct PPE (Eye protection, face shields, gloves, other)	
Manual Handling	Assess manual lift before starting work.	
Rotating Equipment	Machinery Guarding, Lock Out Tag Out, Zero Energy	
Hot Surfaces	Correct PPE, guarding and signage	
Sharp and Jagged Objects	Correct PPE, guarding, re-bar caps in place	
Nearby work / employees	Supervisor to co-ordinate access and communicate	
Hydro-testing / Drowning	Barricades, Permit, Correct PPE, life vests,	
Pressurized systems	Certified equipment, barricades, signage, awareness	
Exposed man-holes & incomplete structures	Hard barricades, signage and covers, grating removal permit	
Loss of chemical containment / fumes	Correct PPE, material correctly stored, MSDS, spill kits	
Vermin, disease	Good housekeeping. Only eat in approved location	
Vibrating equipment	Rotating work teams, Correct PPE	
Noise	Correct PPE	
Oxygen deficient atmosphere & inert gases	Confined space permit. Purging barricades. Awareness of pressurized vessels	
Radiation and X-Ray emissions	Barricades, warning signs, NDE permit	
Other(s):		

Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------

10.5 APPENDIX 5

JSA PROCESS FLOW CHART



Prepared by	Safety Engineer	Reviewed by	HSSESM	HSSEGM	CPGM	MGM (SC/PE) & Vinyl	TGM	EGM	CHSSEO	COO	Approved by	MD & CEO
--------------------	-----------------	--------------------	--------	--------	------	---------------------	-----	-----	--------	-----	--------------------	----------