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In scope / out of scope

The scope of these Risk Management requirements covers COPA and contractors.

In scope	Out of scope
<ul style="list-style-type: none"> • Personal risk assessment process such as PREPAlaska • Task level risk assessment such as Task Hazard Analysis (THA) or Critical Hazard Task portion of a Work Permit • HAZID process for Risk Assessments • BU Wide Risk assessment and hazard management processes 	<ul style="list-style-type: none"> • Project or BU level risk registers

Paperless Risk Assessment

Who should conduct a paperless risk assessment?

All personnel shall conduct a paperless risk assessment (Operations, Maintenance, Contractors, Employees, etc.)

When should a paperless risk assessment be conducted?

When should a paperless risk assessment be conducted?

Pre-Job	During Job	Post-Job
<ul style="list-style-type: none"> • Before the job 	<ul style="list-style-type: none"> • When conditions change • At the identification of an unexpected hazard or energy • When new personnel become involved • Response to weak signals (e.g., isolated pipework starts knocking) 	<ul style="list-style-type: none"> • To discuss improvements to how the activity could be improved or made safer



Paperless risk assessment program requirements

Paperless risk assessment process for personnel must include the following:

- Training
- Situational Awareness
- Energy Identification
- Hazard ID
- Hazard Mitigation
- Situation Change
- Field Verification Process
- Personnel may use an alternative to **PREPAlaska** if it contains all above



NOTE: Contractors' paper-based risk assessment may also be utilized by the contractors, if applicable.

Training requirements for paperless risk assessments

PREPAlaska is mandatory training for all ConocoPhillips personnel required to perform work on the North Slope.



Task Hazard Analysis (THA)

Critical hazard tasks requiring a written THA

Jobs with any of these critical hazard tasks require a written THA or a Work Permit:

- Working Over Water
- High Pressure Work
- Critical Lifts
- Low Temperature and/or High Wind Work
- Manual Material Handling greater than 50 pounds
- Excavation and Trenching
- Working at Heights – Fall Protection Required

Choosing the correct level of Task Hazard Analysis

Choosing the correct level of Task Hazard Analysis.

Paperless Risk Assessment (PREP <i>Alaska</i> or equivalent)	Work Permit THA section or written THA	HAZID
All activities that may pose a risk to people or the environment	<ul style="list-style-type: none"> • Critical hazard tasks listed above • At Supervisors discretion 	<ul style="list-style-type: none"> • Does the activity pose a significant risk (Safety, Environment, Financial and/or Stakeholder Impacts) to the BU and/or require multi discipline review? • At Supervisors discretion

Contractor THA approval requirements

THA forms used by Contractors must meet the following requirements:

- Approved by COP Contract Owner during pre-contract review process
- See next section for details on acceptable THA form

Sections of an acceptable THA form

The following are sections of an acceptable THA form:

Crew Profile	Hazard	Advice
<ul style="list-style-type: none"> • Company • Group • Date • Department • Site conditions • Crew/visitor names 	Critical hazard tasks above with trigger words	<ul style="list-style-type: none"> • Energy sources • Hazard ID, mitigation, and change questions • Job tasks, associated hazards, and mitigations

Contract owner should evaluate a contractors written form against the ConocoPhillips Alaska [THA Form](#) to ensure that it is acceptable.



HAZID Process

HAZID process

HAZID Risk Assessment is a process of systematically identifying hazards and assessing risks associated with an activity or asset in accordance with the [ConocoPhillips Risk Matrix Standard](#). Risk evaluated includes:

- Safety
- Environmental
- Total Financial
- Stakeholder impacts

HAZID assessment tool

Alaska BU HAZID assessment tool is recommended to assess complex risk: [Link](#)

Storage of completed HAZIDs

HAZIDs must be stored in Intelex as a study. All associated actions from the HAZID must be entered into Intelex within 14 days of HAZID approval.

NOTE: HAZID and associated actions will be approved based on risk. Guidance on approvals can be found below.

Approval of risk

Assessed risks must be communicated to, and be approved by, the appropriate authority based on the nature and magnitude of the risk.

Risk determination support

For support or clarification on risk ranking, contact a member of the HSE team.

Acceptable risk resolution durations based on risk level

Acceptable risk resolution durations are based on risk level:

Inherent Risk Ranking		Timeframe for Actions	
		HSE Hazards	Other Hazards
Category IV 20-25	High**	Immediately*	1 Month
Category III 12-16	Significant**	6 Months	6 Months
Category II 5-10	Medium***	As prioritized	As prioritized

* Work to identify suitable corrective actions should commence immediately upon the identification of Category IV issues. Actions should be developed within 1 month of identification.

** Category III and IV recommendations are required to be managed with priority per Corporate Risk Matrix and shall consider interim mitigations implemented as soon as practical and operations management approval for continued operations (See Residual Risk Acceptance Requirements table below).

*** Action only required pursuant to regulatory requirement or discretion of the budget owner.



Timelines to reduce to medium residual risk do not apply to

The timelines above do not apply to:

- Job specific risk assessments with actions all due prior to start
- All task-based risk assessments must be reviewed prior to the job to ensure that no significant changes have occurred since it was produced
- Project PHA or Pre-Start-up Safety Review (PSSR) actions due for completion prior to start-up



WARNING: Outstanding action items at job commencement or start-up of process plant which mitigate against a High or Significant risk or Major Incident, are subject to approval and acceptance of risk prior to job commencement or system start-up.

Residual Risk Acceptance Requirements

Residual Risk Ranking		Action Required	Approval Levels for Residual Risk and Mitigation Actions
High Risk (RR4) 20 - 25	Intolerable	HSE - Cessation until the residual risk is reduced to an acceptable level unless exposure is authorized as indicated Short term risk reduction required and implemented. Long term risk reduction plan must be developed and documented	Accountable BU LT Member (Inform President and HSE Manager)
Significant Risk (RR3) 12 - 16	Intolerable	Ensure suitable controls/mitigations are in place and effective to reduce risk	Accountable BU LT+1
Medium Risk (RR2) 5 - 10	Generally tolerable	Action only required pursuant to regulatory requirement or discretion of the budget owner	Budget Owner (Inform Accountable BU LT+2)
Low Risk (RR1) 1 - 4	Tolerable		Inform Budget Owner or Accountable BU LT+3



BU Level Risk Management Processes

Business unit wide risk management practices

There are multiple risk assessment and hazard management practices in use across the Alaska BU. For a complete list of processes, risks mitigated, and owners, [refer to this table](#).

For questions on this document

Contact the Safety & Health Director with questions or to provide comments. That position is responsible for reviewing and updating this procedure.
