	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
Page 1 of 9			

1.0 PURPOSE:

To identify the environmental aspects & OHS Hazards of its activities, products and services, determine the significant aspects & Risks, develop objectives and targets and environment, Health & Safety management programs for the mitigation and control of these significant aspects & Risks.

2.0 SCOPE:

This procedure applies to the activities of Packages (Lahore & BSPM) that can interact with the environment, Health & Safety; whether they are carried out or generated in-house, purchased, or subcontracted. The ones which have control and the ones it can influence.

3.0 ABBREVIATIONS:

- 3.1) MR: Management Representative
- 3.2) EHS: Environmental, Health & Safety
- 3.3) BUM: Business Unit Manager
- 3.4) EAI: Environmental Aspects and Impacts
- 3.5) EMP: Environment Management Programme.
- 3.6) HIRAC Hazard Identification, Risk Assessment & Control

4.0 REFERENCES:


- 4.1 Company IMS Policy
- 4.2 Applicable Legislation and other requirements as per IMS-IP-F-06
- 4.3 Guidelines for determination of Aspects and Impacts (WIIP/4.3/1)
- 4.4 Guidelines for determination of Significant Aspects (WIIP/4.3/2)
- 4.5 Guidelines for developing of Objectives, Targets & Environment Management Programs (WIIP/4.3/3)

6.0 RESPONSIBILITY:

The Overall Responsibility of the procedure is with the MR. However the Divisional Managers and the departmental in charges are responsible for its implementation of this procedure in their departments.


7.0 PROCEDURE:

Sr. No.	ACTIVITIES	RESPON SIBILITY
---------	------------	-----------------

	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 2 of 9


7.1	A communication is made with all the Divisional heads, departmental heads & IMS Coordinators regarding the need to identify Environmental Aspects & OHS Hazards coming under control and influence of each department. This can be done for initiating company vides study or after the Management review meetings. Any department can also initiate the study in coordination with MR if there is change/expansion in the process.	MR Departme ntal Manager
7.2	Departmental IMS Coordinators are nominated by the departments for each process area for the identification of aspects & hazards. They work in coordination with MR.	Divisional Manager/ Departme ntal Head/Zon al Head
7.3	Guidelines for Environmental Aspects (WIIP/4.3/1) are provided and Training is imparted to all the coordinators so as to carry out the study independently in their departments involving the departmental in charges and help of departmental colleagues and other departments if required.	MR
7.4	All relevant Legislation, a copy of ISO 14001 & OHSAS 18001 standards and a standard template for identification and rating has also been provided to the departments for proper aspect identification and their impact evaluation & HIRAC.	MR
7.5	The study is conducted by the coordinators taking into consideration the requirements of the standards and taking help from Guidelines (WIIP/4.3.1/1) and training literature. Through the guidelines, aspects are identified, and their impacts are evaluated through rating criteria. All departments carry the study taking departmental administrative limits as their boundary. Environmental records are thus generated which are <ul style="list-style-type: none"> - Process flow diagrams showing all the input and output streams including all types of wastes. - Aspect and Impact study on provided template. - Facilitation is provided by MR for any guidance. 	Departme nts In charges
7.5	Significant Aspects are determined according to criteria provided in WIIP/4.3/2	Departme ntal In charges
7.6	Objectives and targets are developed for the significant aspect according to WIIP/4.3/3 and Environmental record is generated which is noted down on standard template. During this study it is ensured that targets that are set should be based on the average value of past record or previous year.	Departme ntal In charge
7.7	Environment Management Programs also called environment action plans are developed through following WIIP/4.3/3. Any progress will be monitored and reviewed.	Departme ntal In charge
7.8	Significnat Aspects, Objectives, Targets and Action Plans are shared with the Management through the coordination of MR/DMR and their inputs are incorporated in the EMS Planning	Divisional Managers

This is a controlled document of PCL.


	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 3 of 9

7.9	All the generated records through this procedure is documented and signed by the departmental Incharge, Objectives and targets and the Environment Management Programs will be finally approved by the Divisional Manager.	Departmental Incharges/Managers Divisional Managers
8.0	The Aspect and Impacts and the targets along with action plans to be re-evaluated for any changes at each Management review meeting or at least once a year.	MR/Divisional Heads
8.1	<p>OHS (Health, Safety) Hazards Identification and Risk assessment,</p> <ul style="list-style-type: none"> ▪ Departments have a designated IMS coordinator to conduct OHS risk assessments. ▪ Training shall be provided to the coordinators. 	MR/Departmental Coordinators

This is a controlled document of PCL.


	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 4 of 9

8.2	<p>Considerations for OHS Risk assessments</p> <ul style="list-style-type: none"> ▪ The following are taken into account while planning for OHS assessments. ▪ All Routine and non-routine activities. ▪ All personnel, (Packages employees, contractor personnel, visitors, or public) that may interact with any aspect of Packages activities. ▪ Human behaviours and factors. ▪ All locations, facilities and infrastructure at workplace, belonging to or used by Packages Ltd. ▪ Hazards originating outside the workplace but capable of adversely affecting Packages personnel. ▪ All materials, products and services. ▪ Modifications, changes or proposed changes. ▪ Any applicable legal requirements ▪ The procedure is applicable for: <ul style="list-style-type: none"> ▪ Initial risk assessment ▪ On-going risk assessment ▪ Conducting risk assessment at the time of change in existing activities/ processes/ products. 	MR/Departmental Coordinators
-----	---	------------------------------


	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 5 of 9

8.3	<p>Considerations for OHS Risk assessments</p> <ul style="list-style-type: none"> ▪ While conducting the OHS Risk assessment, information regarding the hazards and the risks involved may be determined from the following sources: ▪ Observations / examination / brain storming of activities by coordinator trained in carrying out OHS risk assessment. ▪ Results of measurements and monitoring ▪ Examination of existing management practices and procedures ▪ Data from previous incidents/ accidents/ near misses. ▪ Views of interested parties ▪ Feedback from employees, managers & IMS coordinators. ▪ Applicable Legal and Regulatory requirements ▪ All categories of OHS hazards (mechanical, chemical, heat, fire, falling, ergonomic, electrical, biological, hygiene, noise, motion impact, cuts, radiation etc.) are identified. ▪ Coordinators may seek additional support when it is felt that inputs from a specific speciality would further help in risk assessment. Such additional support must also have received risk assessment training. One such source could be a team of electrical/mechanical persons specially trained for risk assessment. 	MR/Departmental Coordinators
8.4	<p>Determining OHS Risks</p> <p>The RA Team on the basis of following parameters determines the OHS risks:</p> <p>i. Likelihood of Occurrence(L)...Rated on a scale of 1 to 5</p> <p>ii. Severity (S)Rated on a scale of 1 to 5</p> <p>iii. Risk Level = (L) x (S)</p>	MR/Departmental Coordinators

8.5	OHS Likelihood scale <table><tr><th colspan="5">Likelihood</th></tr><tr><td>5 Very high</td><td>4 High</td><td>3 Medium</td><td>2 low</td><td>1 Very Low</td></tr><tr><td>Almost sure to occur during routine or non routine activities. A SIX monthly occurrence would fall in this category.</td><td>A high chance of occurrence. Could occur once in a year</td><td>Medium chance of occurrence. Could occur once in 3 years</td><td>The chances of occurrence are low, and could happen with a probability of once in 5 years.</td><td>The chances of occurrence are very unlikely. Could be once in 10 years</td></tr></table>					Likelihood					5 Very high	4 High	3 Medium	2 low	1 Very Low	Almost sure to occur during routine or non routine activities. A SIX monthly occurrence would fall in this category.	A high chance of occurrence. Could occur once in a year	Medium chance of occurrence. Could occur once in 3 years	The chances of occurrence are low, and could happen with a probability of once in 5 years.	The chances of occurrence are very unlikely. Could be once in 10 years											
Likelihood																															
5 Very high	4 High	3 Medium	2 low	1 Very Low																											
Almost sure to occur during routine or non routine activities. A SIX monthly occurrence would fall in this category.	A high chance of occurrence. Could occur once in a year	Medium chance of occurrence. Could occur once in 3 years	The chances of occurrence are low, and could happen with a probability of once in 5 years.	The chances of occurrence are very unlikely. Could be once in 10 years																											
8.6	8.0 OHS Severity scale <table><tr><td>5 Very high</td><td>4 High</td><td>3 Medium</td><td>2 low</td><td>1 Very Low</td></tr><tr><td>One or more fatal injuries</td><td>Major injury or permanent disability</td><td>Hospitalisation or LTA for 3 days</td><td>One day LTA</td><td>First aid</td></tr></table>					5 Very high	4 High	3 Medium	2 low	1 Very Low	One or more fatal injuries	Major injury or permanent disability	Hospitalisation or LTA for 3 days	One day LTA	First aid																
5 Very high	4 High	3 Medium	2 low	1 Very Low																											
One or more fatal injuries	Major injury or permanent disability	Hospitalisation or LTA for 3 days	One day LTA	First aid																											
8.7	<div><div>LIKELIHOOD SCALE 1 TO 5</div><table><tr><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table></div> <div>Severity scale 1 to 5</div> <div>Figure 1</div>					5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	
5	10	15	20	25																											
4	8	12	16	20																											
3	6	9	12	15																											
2	4	6	8	10																											
1	2	3	4	5																											

	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 7 of 9

8.8	<p>Evaluation of OHS Risk:</p> <p>Coordinators calculate Likelihood (L) and Severity (S) from scales described above.</p> <p>The product of two factors “Likelihood & Severity” determines the overall significance of Risk.</p> <p>Overall Risk Rating = (L) X (S)</p> <p>The hazards with risk rating Six (6) or above are considered significant and need to be controlled to reduce the risk to acceptable levels (5 or less).</p> <p>Record OHS Risk assessment on OHS hazards and risks register IMS-IP-F-01A, and maintain as an on-going record of risk assessment.</p> <p>New hazards identified and risks assessed on on-going basis are added to the OHS hazards and risk register.</p> <p>The last Column, Final Risk Assessment should be left blank, till all additional controls have been implemented.</p> <p>Final R3 value must be 5 or less in all cases for risk to be acceptable.</p> <p>Once a risk is made acceptable (5 or less), it could be still further reduced on the basis of ALARP (as low as reasonably possible).</p> <p>Define responsibility for maintenance of existing controls on IMS-IP-F-01B and program for accomplishing objectives of additional controls on IMS-IP-F-01C.</p>	MR/Departmental Coordinators
-----	--	------------------------------

	Environmental Aspects & OHS Risk Assessment determination and target setting		
	IMS-IP-P-01	Revision No. 1	Dated 01-08-2024
			Page 8 of 9

8.9	<p>On-going assessment and Updating of OHS Risk registers</p> <p>MR or his designated person is responsible to keep the OHS Risk assessments registers updated and current.</p> <p>After initial assessments have been completed, on-going assessments are carried out on following occasions:</p> <ul style="list-style-type: none"> ▪ All employees are encouraged to identify and report hazards as an on-going part of their routine activities. The same are also discussed in trainings, safety meetings or could be reported on Pink Slips IMS-IP-F-07 ▪ Whenever new hazards are identified, suggestions, audits, inspections, investigations, corrective actions, preventive actions or any other method. ▪ Whenever risk ratings have been changed. ▪ Changes in existing activities/ processes/products are made and new hazards are identified as a result of management of change process. ▪ Departmental Heads review Pink slips, raise a Form IMS-IP-F-08, attach the pink slip and carry out root cause and corrective actions. OHS Risk Assessment register is update where applicable. The IMS-IP-F-08 along with the pink slip is sent to MR (Management Representative) for verification of effectiveness and close out. 	MR/Departmental Coordinators
-----	--	------------------------------

9.0 Environmental Records Generated:

Record Name	Record Number	Validity
Input/output Diagram	As defined by concerned department	Till any change in process
Environmental Aspects & Impacts	IMS-IP-F-02A	One year
Significant Environmental Aspect	IMS-IP-F-02B	One year
Objectives and Targets	IMS-IP-F-02C	One year
Environmental Management Programs	IMS-IP-F-02D	One year

10.0 OHS Records Generated:

Record No.	Record Name	Retention Period
IMS-IP-F-01A	OHS Hazard and Risk assessment.	Ongoing
IMS-IP-F-01B	The Responsibilities for maintaining existing controls	Ongoing
IMS-IP-F-01C	The Objectives and programs	Ongoing

This is a controlled document of PCL.



Environmental Aspects & OHS Risk Assessment determination and target setting

IMS-IP-P-01

Revision No. 1

Dated 01-08-2024

Page 9 of 9

	based on significant risks	
IMS-IP-F-02	Investigation and Corrective actions on reported hazards	1 Years
Appendix A	Map of Packages	5 Years

This is a controlled document of PCL.

Last printed 02/25/25 10:54:00 AM(SSC Applied)

Issued By: MR/DMR