



September 2015

LAST MINUTE RISK ANALYSIS (LMRA)

HSELIFE **U** **n** **i** **o**

THE NATIONAL OIL&GAS INDUSTRY STANDARD FOR PROFESSIONALS

Work safely or do not work at all

There are strict procedures when working on installations and systems. After all, there's a risk for noxious substances to be released. Therefore read the Permit to Work carefully and check if the described control measures have been taken. Then take the precautionary measures needed for the work you are going to carry out.

Speaking the same clear language regarding Health, Safety and Environment, and harmonisation of regulations by focusing primarily on agreements between companies and contractors.

That is the goal the member parties of HSElife UNIO pursue.

*As well as the information that has already been harmonised, location and company-specific information also applies. **Ask for it!***

WHAT IS A LMRA?

It's a final and short assessment at the work place of any potential risk involving safety, health and environment.

WHY PERFORM A LMRA?

You need to perform a LMRA in order to make sure that the risk you have estimated beforehand as well as the measures you have taken are consistent with the situation you encounter at the work place:

- Because the situation may have changed before the work has started
- In order to identify in an early stage any unforeseen danger or risk at the work place
- In order to reduce any risk of incidents
- In order to identify any risk
- In order to confront and control any risk
- In order to become more aware of safety, health and environment issues
- For your own safety and that of your co-workers

The whole point is for you to start your work activities safely and to ensure safety during the execution of your work activities.

WHEN TO PERFORM A LMRA?

You perform the LMRA:

- After having obtained the Permit-to-Work but before starting the work
- During work if activities or circumstances change

Is the Permit-to-Work not required? You must still perform a LMRA! When loading and unloading, for instance. For danger or risk may be present not directly related to your work. Even when executing routine activities.

If you have any doubts concerning risk or danger when performing the LMRA, you discontinue the work and consult your supervisor and the location manager about additional measures.

WHERE TO PERFORM A LMRA?

You perform the LMRA at the work place or in its vicinity, because that is where any potential danger or dangerous situations may be encountered.



HOW TO PERFORM A LMRA?

You can perform a LMRA using a LMRA card (enclosed).

Front page LMRA card

On the front page of the LMRA card the 3 LMRA steps are mentioned:

- STOP: Is there anything that can still go wrong?
 - THINK: If yes, where does this risk come from?
 - ACT: What will I do to eliminate the risk?
-

HOW TO PERFORM A LMRA?

Back page LMRA card

The back page contains 9 questions helping you to identify any potential risk. The questions are:

1. Do I know what I need to do?
 2. Is the workplace safe?
 3. Are all safety procedures explained to me?
 4. Am I familiar with the hazards of my work / assignment?
 5. Do I have proper safety equipment (PPE)?
 6. Do I have the right tools?
 7. Are my tools certified?
 8. Have I done everything possible to minimize the risk?
 9. If anything goes wrong, do I know what I'm supposed to do?
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HOW TO PERFORM A LMRA?

All **YES**: start or restart your work.

If **NO** or in doubt: go to your supervisor and discuss the situation.

After finishing your work you submit your LMRA card to the location manager. Discuss with him all points of improvement you have come across.

WHO PERFORMS A LMRA?

The following persons perform a LMRA:

- The Permit-to-Work holder together with all workers
- You – before starting the work

Anyone working on a location is responsible for his or her own safety but also for the safety of their co-workers.

APPENDIX LMRA-CARD

Front-side

LMRA - card

LAST MINUTE RISK ANALYSIS

PERFORM LMRA:

- AT THE START OR AT THE RESUMPTION OF YOUR WORK
- WHEN THE SITUATION AND / OR THE WORKPLACE HAS CHANGED

Name:

Company:

Location / Area:

Date:

Work permit No.:

STOP: Is there anything that can still go wrong?

THINK: If yes, where does this risk come from?

ACT: What will I do to eliminate the risk?

APPENDIX LMRA-CARD

Back-side

LMRA LAST MINUTE RISK ANALYSIS

ANSWER THE FOLLOWING QUESTIONS:

- Do I know what I need to do?
- Is the workplace safe?
- Are all safety procedures explained to me?
- Am I familiar with the hazards of my work / assignment?
- Do I have proper safety equipment (PPE)?
- Do I have the right tools?
- Are my tools certified?
- Have I done everything possible to minimise the risk?
- If anything goes wrong, do I know what I'm supposed to do?

.....
All **YES**: start or restart your work.

If **NO** or in doubt: go to your supervisor and discuss the situation.
.....

LMRA-finding:

**Watch the interactive LMRA refresher
course with questionnaire on
www.hselifeunio.com**

QUESTIONS? MORE INFORMATION?

You can always approach the site manager/supervisor.

The member parties of HSElife UNIO are:

SHELL/NAM	Petrogas E&P
TAQA Energy	Engie
Centrica Energy Upstream	Vermilion Energy
Oranje-Nassau Energie	Dana Petroleum
CASOS	TOTAL

LMRA Last Minute Risk Analysis

ASK YOURSELF THE FOLLOWING QUESTIONS:

- Do I know what I need to do?
 - Is the workplace safe?
 - Are all safety procedures explained to me?
 - Am I familiar with the hazards of my work (assignment)?
 - Do I have proper safety equipment (PPE)?
 - Do I have the right tools?
 - Are my tools certified?
 - Have I done everything possible to minimise the risk?
 - If anything goes wrong, do I know what I'm supposed to do?
-

All **YES**: start (of continue) the activity.

If **NO** or in doubt: go to your supervisor and discuss the situation.

QUESTION

1. What is a Last Minute Risk Analysis?

A) An attachment to the Permit to Work in order to make working arrangements and to manage risks.

B) A final and short assessment of the risks associated with health, safety and the environment.

C) A form containing agreements for the performance of high-risk activities.

ANSWER

1. What is a Last Minute Risk Analysis?

A) An attachment to the Permit to Work in order to make working arrangements and to manage risks.

B) A final and short assessment of the risks associated with health, safety and the environment.

C) A form containing agreements for the performance of high-risk activities.

QUESTION

2. Why do you carry out a Last Minute Risk Analysis?

.....

A) To check if there are any hazards and risks that you may have overlooked during the preparations and which could lead to incidents.

.....

B) To determine the risks of work the during the toolbox meeting.

.....

C) To coordinate activities and to determine what personal protection equipment you should use.

.....

ANSWER

2. Why do you carry out a Last Minute Risk Analysis?

A) To check if there are any hazards and risks that you may have overlooked during the preparations and which could lead to incidents.

B) To determine the risks of work the during the toolbox meeting.

C) To coordinate activities and to determine what personal protection equipment you should use.

QUESTION

3. When do you carry out a Last Minute Risk Analysis?

A) After the Permit to Work has been released and before you start to work. But also during work when work activities or circumstances change.

B) During work when work activities or circumstances change and after the work is finished to hand it over.

C) When circumstances have changed after you started working.

ANSWER

3. When do you carry out a Last Minute Risk Analysis?

A) After the Permit to Work has been released and before you start to work. But also during work when work activities or circumstances change.

B) During work when work activities or circumstances change and after the work is finished to hand it over.

C) When circumstances have changed after you started working.

QUESTION

4. Where do you carry out an LMRA?

.....

A) In the room where the toolbox meeting takes place.

.....

B) At the workplace of the site manager.

.....

C) At your workplace.

.....

ANSWER

4. Where do you carry out an LMRA?

.....

A) In the room where the toolbox meeting takes place.
.....

B) At the workplace of the site manager.
.....

C) At your workplace.
.....

QUESTION

5. Do you have to carry out an LMRA if the Permit to Work is not applicable to your work?

.....
A) No.

.....
B) Yes.

.....
C) Yes, except for short activities.
.....

QUESTION

5. Do you have to carry out an LMRA if the Permit to Work is not applicable to your work?

.....
A) No.

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B) Yes.

.....
C) Yes, except for short activities.
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