USER GUIDE
SAP EHSM-RA-Job Safety Analysis of GAIL (India) Limited

PROJECT "SUGAM"
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1. Create JSA

Log on to EHS Management using T-Code ‘NWBC’
On NWBC screen click on the Role ‘ZO_EHSM_RA_LEAD’ (Role for Risk Assessment). Role menu for Risk Assessment Lead shall open.
Click on ‘Risk Assessments’ then click on Service ‘Create Job Safety Analysis’, a Risk Assessment screen shall open in a separate window

Fill the following data;

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Free Text field for short Description to specify nature of JSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remarks:</strong></td>
<td>Free Text field for detailed information of Job Hazard Analysis</td>
</tr>
<tr>
<td><strong>Job:</strong></td>
<td>Select using search criteria</td>
</tr>
<tr>
<td><strong>Observed Person:</strong></td>
<td>Select using search field.</td>
</tr>
<tr>
<td><strong>Regulation:</strong></td>
<td>Click on Add button and select relevant regulation</td>
</tr>
<tr>
<td><strong>Assessment Reason:</strong></td>
<td>Click on Add button and select relevant regulation</td>
</tr>
<tr>
<td><strong>Edit Reference:</strong></td>
<td>Select Assessment Reason and click on ‘Edit Reference’ button. Select URL or Select Documents. If documents are assigned in ‘Documents’ Tab, user can select relevant document. User can directly assign URL by typing the address</td>
</tr>
<tr>
<td><strong>Remark for Reason:</strong></td>
<td>Free text field. Select reason and enter the remark for reason in the field</td>
</tr>
<tr>
<td><strong>Risk Assessment Team:</strong></td>
<td>Click on ‘Add’ button and search for relevant person using search criteria. Add the selected person. Repeat the procedure for adding rest of team members</td>
</tr>
</tbody>
</table>

Once all relevant information is added, click on ‘Save’ button. Risk Assessment shall be created with unique ID.

The field marked ‘*’ (Title, Description of Event, Date / Time, Location, Plant) on the screen are Mandatory fields.

| ZO_EHSM_RA_LEAD | Role for Risk Assessment |
Health and Safety

Overview

- Work Overview

- Risk Assessments
  - Risks
  - Regulatory Lists for Restricted Substances
  - Regulatory Lists for OELs
  - Locations
  - Jobs
  - Tasks
  - Control Inspections

Services

- Create Health Risk Assessment
- Create Risk Assessment
- Create Job Safety Analysis
- Create Environmental Risk Assessment
Workflow to JSA Creator

On saving the JSA, a work item shall be sent to creator of JSA.

Click on the work item to open JSA.
Assign relevant Documents

Go to Documents Tab;

Click on ‘Add File’, browse the document from your local machine, Enter ‘Name’ of the Document and click on ‘Ok’, the document shall be assigned to JSA

Click on ‘Add Link’ button, specify name of Link and URL of the link and click on ‘Ok’ button

Save the JSA

2. Risk Identification

Go to Risk Assessment Tab and click on ‘Identify Risks’
Step 1: Assign Location and Operational Status

A Guided Activity menu shall open with steps in it.

In Step 1,

Select the operational status from the list
Select the Location from Location hierarchy on which JSA to be performed
Click on ‘Next’ button to proceed to next step of the Guided Activity

Step 2: Assign Job Steps
In Step 2;
Click on ‘Add’ button to add the Job step. Enter the description of Job Step.
Repeat the procedure to add additional steps.
Click on ‘Next’ button to proceed to next step of the Guided Activity. User can also go back to Previous step by clicking on ‘Previous’ button

**Step 3: Identify Hazard/Agent to individual Job Steps**

In Step 3 identify the Hazards associated with each job step
Select the Job Step, then select the hazard category, all the hazards for the selected hazard category shall be displayed.
Select the relevant hazards.
User can select multiple Hazard category and Hazards for each Job step
Repeat the procedure for all the Job Step
It is mandatory to assign atleast one hazard for eachJob Step
Click on ‘Next’ button to proceed to next step of the Guided Activity. User can also go back to Previous step by clicking on ‘Previous’ button
Step 4: Identify Impact and Control for each Job step – Hazard Combination

In Step 4, assign Impacts and existing controls for each identified Job Step – Hazards combination.

Select the Job Step – Hazards combination and assigning relevant Impacts and Existing Controls to mitigate the risk.
Multiple Impacts and Controls can be assigned to each Job Step – Hazards combination

Repeat the procedure for all the identified Job Step – Hazards combination

Click on 'Next' button to proceed to next step of the Guided Activity. User can also go back to Previous step by clicking on 'Previous' button

Step 5: Review the data entered and Submit for Risk Evaluation

In Step 5, review the data entered so far. If any changes required, go to previous step and make necessary changes.

Press 'Submit, button

On pressing submit button, system shall create a risk ID for each identified combination of Operational status, Location, job step, Hazard

System shall check for uniqueness of the combination of Operational status, Location, job step, Hazard. If the data is not unique or previously entered, then system shall not create a Risk ID for that combination. System shall display the non unique combination by selecting ‘Previously Identified’ check box

Click on 'Return to Risk Assessment' for review and analysis of identified risks

On pressing 'Return to Risk Assessment' button, system shall take you to risk assessment screen where user can see all newly created Risk Id's
### 3. Review and Analyze the Risk

**Review and Edit Basic Information**

In the Risk Assessment screen, start analysing individual risk's by selecting individual Risk ID.

In the Assessment Step Section, select ‘Review and Edit Basic Information’.

Specify the remarks for Impacts.

Select “complete’ radio button to mark the assessment step as completed.
Determine Inherent Risk

In the Assessment Step Section, select ‘Determine Inherent Risk’. Here user can do the risk assessment of selected Risk without considering the existing controls.

Select ‘Likelihood’ from the drop down.

Specify Remarks for selected Likelihood, if required

Select ‘Severity’ from the drop down.

Specify Remarks for selected Severity, if required

System automatically determines ‘Risk Value’, ‘Risk Level’, and ‘Risk Description’

Specify Comment for Risk, if required

Alternatively you can directly select ‘Likelihood’ and ‘Severity’ in the Risk Matrix, system shall automatically populate value of Severity and Likelihood in corresponding fields

Select ‘complete’ radio button to mark the assessment step as completed
Review and Edit Existing Controls

In the Assessment Step Section, select ‘Review and Edit Existing Controls’

Review the controls added during Guided Activity. Add control if you missed any.
Select “complete” radio button to mark the assessment step as completed

Determine Initial Risk

In the Assessment Step Section, select ‘Determine Initial Risk’. Here user can do the risk assessment of selected Risk considering the existing controls.

Select ‘Likelihood’ from the drop down.

Specify Remarks for selected Likelihood, if required

Select ‘Severity’ from the drop down.

Specify Remarks for selected Severity, if required

System automatically determines ‘Risk Value’, ‘Risk Level’, and ‘Risk Description’

Specify Comment for Risk, if required

Alternatively you can directly select ‘Likelihood’ and ‘Severity’ in the Risk Matrix, system shall automatically populate value of Severity and Likelihood in corresponding fields

Select “complete” radio button to mark the assessment step as completed
Define New Controls

In the Assessment Step Section, select 'Define New Controls'. If the Initial Risk is not within Limit and there is a possibility to reduce risk by implementing new control, then add the new control here.
Click on ‘Add New Controls’ button. A control List shall appear in new window.

Select relevant control and click on ‘Ok’ button

Enter the details related to New control;

- **Remarks**: Free text field for entering the remarks
- **Responsible Person**: Person Responsible for maintaining controls
- **Object**: Link the control to other Objects (Equipment, Functional Location, Material) if applicable
- **Target**: Select the value from drop down
- **Desired Effect**: Select the value from drop down

If Action required for implementation of New Control, Go to Task Tab

User shall be able to create Action (Recommendation).
Click on ‘Add’ button and select ‘Action’
Maintain Action Type, Subtype, Title, Description and schedule of Action.
Assign Implementer, Responsible Person and Approver to Action. Implementer and Responsible Person are mandatory field.
Assign Priority to Action
Specify the due date to the task
Click on ‘Start Process’ button.
A work Item / email shall be triggered to Implementer specified in the Action

Implementer Opens Action by Clicking on the work Item for Action.
Select ‘Action Implemented’ Radio button and then click on ‘Submit’ button

*In case of Click on Radio Button Reject Implementation will open text box to mention Rejection Reason. If implementer wishes to extend target date of completion or assign responsibility of other for some specific reason, he can click on Radio Button Reject Implementation. The work flow will be triggered to Risk Assessor for further needful.*

Once the user click on ‘Submit’ button, work item disappears from Implementer’s Work Overview list.

System Also has Reminder and escalation mechanism, if action is not implemented on time

- Implementer to receive reminder 15 days prior to due date
- Implementer, L1 of Implementer and HOD (F&S) to receive intimation for all Actions which are in process and not implemented before due date.
- Implementer, L1 of Implementer, HOD (F&S), and OIC to receive intimation for all Actions which are in process and not completed even after 15 days from due date. There after System shall send notification every 15 day till the action is complete by implementer

Once the Action is Implemeted by Implementer, select the Control and click on ‘Set to Implemented’
Select ‘complete’ radio button to mark the assessment step as completed
Add New Controls

Location: PATA
Hazard: Electrical Shock

Select Default Control

<table>
<thead>
<tr>
<th>Name</th>
<th>Default Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative / Aware...</td>
<td>Safety/Pep talk</td>
</tr>
<tr>
<td>Administrative / Aware...</td>
<td>SOP briefing</td>
</tr>
<tr>
<td>Inspections &amp; Audits (11) (Subtype)</td>
<td></td>
</tr>
<tr>
<td>Inspections &amp; Audits (11) (Catalog)</td>
<td></td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>After use inspection/check</td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>Daily inspection</td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>Electrical Audit</td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>Ergonomic Survey</td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>External Safety Audit</td>
</tr>
<tr>
<td>Administrative / Inspection...</td>
<td>Industrial Hygiene Survey</td>
</tr>
</tbody>
</table>

[OK] [Cancel]
Determine Residual Risk

In the Assessment Step Section, select ‘Determine Residual Risk’. Here user can do the risk assessment of selected Risk after implementation of new controls.

Select ‘Likelihood’ from the drop down.

Specify Remarks for selected Likelihood, if required

Select ‘Severity’ from the drop down.

Specify Remarks for selected Severity, if required
System automatically determines ‘Risk Value’, ‘Risk Level’, and ‘Risk Description’

Specify Comment for Risk. **Comment entered here shall form part of JSA Report**

Alternatively you can directly select ‘Likelihood’ and ‘Severity’ in the Risk Matrix, system shall automatically populate value of Severity and Likelihood in corresponding fields.

Select “complete’ radio button to mark the assessment step as completed.
User Guide

Graphical Risk Matrix

<table>
<thead>
<tr>
<th>Severity</th>
<th>Negligible</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likelihood</td>
<td>Rare</td>
<td>1 2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Likelihood</td>
<td>Unlikely</td>
<td>2 4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Likelihood</td>
<td>Possible</td>
<td>3 6</td>
<td>8</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Likelihood</td>
<td>Highly Likely</td>
<td>4 8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Likelihood</td>
<td>Expected</td>
<td>5 10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
</tbody>
</table>

Risk Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Has happened in organization, or more than once per year in the industry</td>
</tr>
<tr>
<td>Comment on Likelihood</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Severity</th>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Moderate Injuries/Disability or Involuntary to One or More Persons (Non-Reportable/Reportable Injury)</td>
</tr>
<tr>
<td>Comment on Severity</td>
<td></td>
</tr>
</tbody>
</table>

| Risk Value | 5 |
| Level | Medium |
| Description | Medium Risk |
| Comment on Risk | |

Review Summary

In the Assessment Step Section, select 'Review Summary'. Here user can the Risk Treatment done so far.

Follow all the steps (in Section 3 as given above) will all the Risk ID
4. **Assign Job Location with similar Risk**

Click on 'Job Location' tab. Here user can add the Locations to which JSA is applicable.
Click on ‘Add’ button and select the Location to which the JSA is applicable. Click on ‘Ok’ button. Location shall be assigned to JSA.

5. Approve The Risk Assessment

Once the JSA is complete, go to ‘Basic Information tab’

In the ‘Assessment Approval Team’ section, click on ‘Add’ button
Add Approver using search criteria

Click on ‘Start Approvals’ button

Click on ‘Yes’ button in the warning that appears

A Workflow shall be triggered to ‘Approver’

Approver can open the work item, and select ‘Approve’ radio button and click on ‘Ok’ to approve the JSA

In case of Rejection, the work item will triggered to Risk Assessor for further needful, as suggested.
6. Generate JSA Report

Go to ‘Documents’ Tab

Click on ‘Add Report’ button.

Click on ‘Yes’ for the pop up that appears

Select ‘Job Hazard Analysis Report’ and click on ‘Ok’. A JSA report shall be added

Click on Link of report to open the Report in PDF
7. Close JSA

Click on ‘Set Status’ button and select closed.

Click on ‘Ok’ for pop up that appers. The JSA shall be closed. No changes are possible in JSA after closer.
8. Create Follow up JSA

There may be a need to revisit the JSA in case of Incident, MOC, or periodic review as the case may be.

Click on 'Create Follow – Up Assessment', system shall copy the Residual Risk of existing JSA into Initial Risk and create a new JSA.

Review and Analyse existing Risk or add new risk as per the process defined above