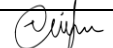
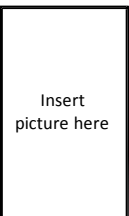
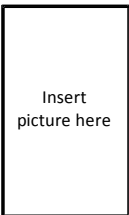
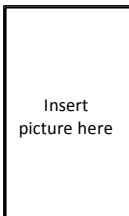
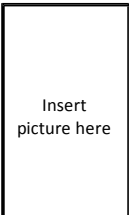


## SAFETY RISK ASSESSMENT (HIRARC) FORM

Document No.:	GALAXY-HSE-SMS
Release date:	24 April 2019
SMS Page:	APPENDIX C

HIRARC NO.:	GAM/SMS/H-67(19)	Date conducted:	24 April 2019	Conducted by:	Nizam (SM)	Approved by:	Mohammad Nizam Jaafar
Process/ Location:	CCTV and fingerprint systems at GAM HQ	Revision:	0	Received By:	Salman (QAM)	Signature:	

No.	Hazard Identification			Risk Assessment				Risk Control			
	Workplace/ Activity	Hazard	Consequences/ Effects	Likelihood	Severity	Risk Rating	Existing Risk Control (if any)	Recommended and additional Control	PIC	Status/ Remarks	
1		GAM IT department has been install CCTV at GAM HQ premises primarily for monitoring, surveillance and security purposes	CCTV may not operate effectively due to limited storage data to review the previous incident that happened few months back	The CCTV can't reveal the actual incident or moments for evidence and investigation	3	C	<b>3C</b>	<b>Admin. Control:</b> IT department has discussed with mgmt. to upgrade the storage system	<b>Eng. Control:</b> External storage device to install to upgrade and prolonged storage duration	IT HRM SM	Risk reduced to <b>1C</b> after additional control measure and found on acceptable level
2		The CCTV installation is with in cooperated with the installation of fingerprint module for door excess to accessible in and out the premises	The fingerprint door access will reflect the effectiveness of evacuation activities on event of emergencies or in out of electrical power supply	Smoothness of evacuation activities may be disturbed or not effective	4	B	<b>4B</b>	<b>Admin. Control:</b> Discussed with contractor, the locking system will remain open in out of power	<b>Admin. Control:</b> Test will be carried out to ensure, system is saved throughout the facility	IT SM	Risk reduced to <b>1B</b> after an additional control measure and found was on acceptable level
3		An appropriate notification and training by GAM IT department or reps. have to deliver to all GAM staff for the implementation	Reduction of system ability and effectiveness due to lack and adequate notification and training as per required	The system may not operate and functional as per accordingly	2	E	<b>2E</b>	<b>Admin. Control:</b> Notification of implementation on a new system by IT or HR department	<b>Admin. Control:</b> To conduct internal training and developed procedure to all required staff	IT HRM SM	Risk reduced to <b>1E</b> after an additional control measure and found on acceptable level
4		The CCTV and fingerprint management system server and controller were kept by HR department in individual laptops for monitoring purposes	Reduction of system ability and effectiveness due with only one laptop and personal control the system management device	The system may not operate or functional accordingly due to personal laptop defect	2	B	<b>2B</b>	<b>Admin. Control:</b> Notification of implementation on a new system by IT or HR department	<b>Admin. Control:</b> To conduct internal training and developed procedure to all required staff	IT HRM SM	Risk reduced to <b>1B</b> after an additional control measure and found on acceptable level