AL HIKMA BUILDING CONTRACTING LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

RISK MANAGEMENT PROCEDURE

AL HIKMA BUILDING CONT.L.L.C HBC Controlled

	NAME	SIGNATURE	DATE
PREPARED BY	KARLA		14 JANUARY 2026
APPROVED BY	OSAMA DAHAM		14 JANUARY 2026

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	01 June 2022	Original issue.	CEO
01	14 January 2026	Company Rebranding & Update.	CEO

2. PURPOSE

2.1. The company has established, implemented, and maintained this procedure for managing risks and opportunities throughout AL HIKMA BUILDING CONTRACTING LLC.

3. SCOPE

3.1. This procedure is applicable, and its responsibilities and authority for this procedure are spread across various functions and defined within this procedure.

3.2. Note: This procedure has adopted definitions for key terms developed specifically by AL HIKMA BUILDING CONTRACTING LLC and determined appropriate for its use within the unique requirements of its management system. It does not adopt current ISO definitions, which AL HIKMA BUILDING CONTRACTING LLC has determined are not sufficient for its use.

4. DEFINITIONS

4.1. **Risk**: A negative effect of uncertainty.

4.2. **Opportunity**: A positive effect of uncertainty.

4.3. **Occupational Health and Safety (OH&S)**: conditions and factors that affect or could affect the health and safety of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

4.4. **HSE Hazard**: Source or situation, or act with a potential for harm in terms of human injury or ill health, potential damage to the environment, or a combination of these.

4.5. **Hazard Identification**: Process of recognizing that a Hazard exists and defining its characteristics.

4.6. **Risk Assessment**: a systematic investigation and analysis of HSE hazards and business risks combined with the assignment of severities of probabilities and consequences. These are used to rate risks and prioritize mitigating high risks.

4.7. **Risk Mitigation**: a plan developed with the intent of addressing all known or possible risks/hazards and preventing their occurrence.

4.8. **Management Programme(s)**: Documents identifying the designated responsibility, means and time-scale by which objectives are to be achieved.

5. PROCEDURE

5.1 GENERAL

Business Risk / HSE Hazard identification is the process of identifying all situations or events that could give rise to potential business threats, injury/illness to interested parties, and environmental endangerment. Business Risk / HSE Hazard identification and risk assessment must also accompany any proposal for the introduction of new equipment or processes or the modification of equipment or processes.

HSE Hazards can be grouped as physical, chemical, ergonomic or psychological processes. Business Risks / HSE Hazards are documented in the Risk Assessment Register by the Cross Functional Team (CFT). This register is updated whenever there is any change/modification or a new process is added. This register is reviewed at a minimum on an annual basis by the CFT.

Business Risks / HSE Hazards can be identified through the following methods:

- SWOT Analysis
- Business Planning
- Direct reports from employees
- Immediate Accident/Incident Report
- Industry Information
- Health & Safety Meetings
- Routine inspections which are recorded in Inspection Reports
- Material Safety Data Sheets

The following steps are to be taken to plan the risk assessment process:

• Identify the team (QHSE MR, Engineers and Supervisors)

• Identify the related Business Risks / HSE Hazards.

• Assessment.

• Analyze the required control measures/mitigation actions.

• Identify Management Programme(s) if required

5.2 IDENTIFICATION OF BUSINESS RISKS / HSE HAZARDS

The designated team shall conduct the Initial Review considering the following factors within company activities:

Business Risks

• From SWOT Analysis, the identified Strength / Weakness / Threats / Opportunities may raise potential effects on the company; these effects can then be translated into business risks.

HSE Hazards

• Routine and Non-Routine activities such as on-duty activities, special assignments and staff accommodation.

• Activities of all personnel having access to the company facilities

• Relevant Legal and other requirements

• Facilities at the workplace, whether provided by the company or others.

• Hazardous / Nonhazardous Waste Disposals

Any condition with the potential to cause illness, injury or death, property damage, business degradation, or pollution shall be identified as an HSE Hazard, and the records for the same will be maintained in the Risk Assessment Form.

QHSE MR shall identify the Hazards, assess the risk, and ensure that control measures are identified prior to the initiation of the project and closely followed until the completion of the project

5.3 RISK / HAZARD ASSESSMENT AND RATING

The identified Risky / Hazardous event shall be assessed for risks based on a combination of the probability and severity of its occurrence, which are as follows:

Health & Safety Risk and Environmental Impact Matrix

Aspect/ Hazard Probability	Environment Significance/Hazard effect Severity				
	Insignific ant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
1- Rare	1	2	3	4	5
2- Possible	2	4	6	8	10
3- Likely	3	6	9	12	15
4-Often	4	8	12	16	20
5-Frequent	5	10	15	20	25

The following rating (**S X P**) shall be assigned for each level.

All ratings are classified as high or above, require action and monitoring as appropriate. Legal requirements will be identified, evaluated & recorded in the form & all the risks will be considered extremely high if there is a legal requirement related to it.

5.4 CONTROL MEASURES / MITIGATING ACTION

Risk control requires actions to be taken to eliminate or reduce the likelihood to business risk / HSE hazard will result in business operation failure, injury/disease, environmental damage. When determining control solutions, consultation shall occur between competent persons undertaking the risk management process, employees affected managers, and top management.

Control measures shall be taken for the identified risks and recorded in Risk Assessment Form. Action taken for the risks shall be updated in the same.

5.5 MANAGEMENT PROGRAMME(S)

Management programmes will be prepared for all risk control measures which require management support / a period of time / resources for implementing the control measures.

The Designated responsibility/authority means and timescale shall be identified in the Management Programme(s).

6. RECORDS

Risk Assessment IMS-RMGT-F01