# RISK MANAGEMENT & HAZARD IDENTIFICATION PROCEDURE

*HSE Procedure*

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-03 | Revision 00 | Effective 01 January 2026

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| Document Title | Risk Management & Hazard Identification Procedure | Effective Date | 01 January 2026 |
| Issued By | HSE & Compliance Function | Approved By | General Manager |
| Applicable To | Al Khobar Warehouse & Distribution Facility | Classification | Internal / Controlled |

# Risk Management & Hazard Identification Procedure

Diode applies a structured risk assessment process to identify hazards associated with warehouse and distribution activities and to determine appropriate controls before work is carried out. The process follows the hierarchy of control — elimination, substitution, engineering controls, administrative controls, and PPE — in that order of preference, consistent with the approach recommended by MHRSD's published hazard-management guidance for employers operating in the Kingdom.

## Scope of Assessment

Risk assessments are conducted for, at minimum, the following warehouse activities and are reviewed whenever a new activity, layout change, or product line is introduced, or following any incident:

- Manual and mechanical handling of palletized goods (UHMWPE pads, plastic sheet/rod stock, rubber rolls, PTFE and gasket products).
- Racking storage, stacking heights, and load limits.
- Forklift and pallet-truck operation, including pedestrian–vehicle segregation within the warehouse and yard.
- Loading and unloading of delivery trucks and container traffic.
- Use of strapping, banding, and packaging tools during order preparation.
- Housekeeping, slip/trip hazards, and aisle obstruction.
- Electrical equipment and lighting in storage and loading areas.
- Seasonal heat stress during outdoor loading/unloading, addressed in line with the Kingdom's midday-work restrictions during summer months.

## Assessment Method

Each identified hazard is assessed for likelihood and severity using a simple risk matrix to arrive at a risk rating (low / medium / high). Existing controls are recorded, and where residual risk remains unacceptable, additional controls are identified, assigned an owner, and tracked to completion before the associated activity proceeds without restriction. Assessments are signed off by the Warehouse Supervisor and reviewed by the HSE & Compliance function.

## Environmental Aspects

Environmental aspects and impacts arising from Company operations — principally packaging waste generation, pallet and dunnage disposal, and vehicle emissions from the delivery fleet — are identified alongside occupational risks and are addressed in the Environmental & Waste Management Procedure.

## Review Triggers

- Introduction of a new product line, storage method, or handling equipment.
- Change to warehouse layout, racking configuration, or traffic routes.
- Following any incident, near miss, or enforcement action.
- At the scheduled annual review, at minimum.

## Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

| Reference | Relevance |
|---|---|
| **MHRSD hazard and risk-management guidance** | Basis for the hierarchy-of-control approach applied in this procedure. |
| **Saudi Labour Law, Article 121** | Requires employers to take all necessary measures to protect workers from occupational hazards. |

## Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Warehouse Risk Assessment Register
- Risk matrix and control action tracker
- Review history for each assessment

## Related Documents

- DTE-HSE-PRO-04 Incident & Near-Miss Management Procedure
- DTE-HSE-STD-11 Warehouse Operational Safety Standards

## AUTHORIZATION

| Prepared By | Reviewed By | Approved By (General Manager) |
|---|---|---|
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**Company Stamp:**