

Occupational Health and Safety Baseline Risk Assessment											
Business/Operating unit:	PROPERTY MANAGEMENT - CAPE COASTAL CLUSTER The Provision of Soft Services for Cleaning, Gardening and Pest Control Services for Eskom Property Management in the Cape Coastal Cluster, Eastern Cape East London & Aliwal North Zone.						Next Review Date (every 2 years): 30 Aug 2023		Template identifier:		
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Refer to Occupational Health and Safety Risk assessment procedure 32-520											
List activity	Hazard Identification	Associated risk	Risk type	What are the possible consequences?	Existing Controls	Consequence	Likelihood	Risk Priority Rating	RCE Risk Control Effectiveness	Control Owner	Legal and Other Requirements
List specific activities to be performed taking into consideration the equipment to be used, the personnel involved in the task.	Anything with potential to cause of harm. <b>Note:</b> A hazard can pose more than one risk.	A chance that injury, ill health or damage could occur as a result of uncontrolled hazard.	Safety or health	Consider the worse case scenario without controls?	Include: - <u>Preventative Controls</u> (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - <u>Reactive Controls</u> (controls implemented to reduce the immediate impact of the risk occurring)  <b>Elimination</b> <b>Substitution</b> <b>Engineering controls</b> <b>Administrative controls</b> <b>Personal protective equipment (PPE)</b>					Person allocated the responsibility for implementing the agreed controls	Where relevant, list the relevant legislative and or Eskom requirements that prescribe the control.
* Use of Computers, Laptops and similar equipment	* Too much levels of brightness / resolution and contrast on computer screens causing Glare.  * Too low levels of computer screens resolution and contrast.  * Staring at the laptop/ computer desktop for prolonged hour.s	* Eye strain causing headaches.	Health	* Headaches or sore eyes, blurred vision, eye irritation, and headaches related to their job or work environment. * Eye injuries that could lead to loss of eye sight, temporary disablement, * Psychological effects (i.e. stress, depression, incapacity). * COID claims.	* Medical surveillance programme. * Proper adjustment of laptop/ computer screen light. * Taking in between breaks.	3	C	II	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Act 85 of 1993 Sec 8 & Sec 14 Environmental Regulations for Workplaces Reg Eskom NEC, Policies and Procedures
* Use of office workplace space	* Improper and aggressive behaviour	* Improper behaviour could lead to stress, anger, violence and panic.	Safety	* Fights within work environment, stress, accidents. * Nervous break down, injury, health conditions such as Stress and Depression,	* EAP services are available for all employees. * Awareness. * Provision of leave days to combat fatigue. * Employees encouraged to do participate to extramural activities. * Awareness campaigns hosted by HR. * Incident investigatins and lessons learnt.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Act 85 of 1993 Sec 8 and Sec 14 Eskom NEC, Policies and Procedures
	* Water shortages	* Potential exposure to pathogens and biological agents due to unavailability of water to wash hands and clean and flush ablution facilities. * Lack of drinking water which could lead to dehydration.	Health	* Infectious communicable diseases spread. (Contracting communicable diseases) * Spread of pathogens, bad odours and air quality being compromised. * Health impacts on employees. (Dehydration which could lead to dizziness and fainting.) * Burst pipes, municipal faults or maintenance, * Accidents of water floods when water is back. * Property damage	* Awareness announcements by Bussiness commuicauqe and Municipality before water cuts and emergencies. * Provision of emergency water (Drinking water bottles and Jojo Tanks) * Closing of the building	3	A	IV	Mostly effective		OHS Act 85 of 1993 Sec 8 & 14 Facilities Regulations Reg7 Envrinmental Regulatins for Workplaces Reg8 Eskom NEC, Policies and Procedures
	* Power failure	* Interference with the central air ventilation system which could impact air quality and ventilation. Poor illumination which could impact view.	Safety	* Accidents * Load shedding, power failure or faults, electrical equipment surge. * Property damage	* Emergency lights at critical areas. * Use of Generators and Uninterrupted Power Systems (UPS) * Early awareness announcements by Bussiness commuicauqe and Municipality on Load shedding schedules. * Switching of electrical plugs and main switches to avoid power surge property damages.	4	B	III	Mostly effective		OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Reg 3: Lighting Eskom NEC, Policies and Procedures

	* Excessive force used to open doors.	* Injuries of Struck by doors	Safety	* Accidents, * Body injuries.	* Office doors to be kept open when there are occupations. * Signs to be displayed indicating to which side doors are pulling/pushing to open them.	4	B	III	Mostly effective		OHS Act 85 of 1993, Section 8 & 14. Eskom NEC, Policies and Procedures
	* Substance Abuse - employees coming to work under intoxicification of drugs and liquor.	* Aggressive unusual behaviours leading to fight.	Safety	* Loss of Production * Unsafe workplace * Injuries	* Random Breathalyzer Testing and screening. * Adherence to Eskom Substance Abuse Procedure and HR policies on intoxicification.	4	B	III	Fully effective		OHS Act 85 of 1993, Sec 8 & 14 General Safety Regulations Reg2A Eskom Life-Saving
Use of office indoor workplace space * Lighting	* Too low levels of light causing inadequate illuminance within the office.	* Accidents	Safety	* Body injuries (i.e. Fractures, Bruises, Sprain ankle). * Sore eyes, blurred vision, eye irritation, and headaches.	* Regular maintenance and cleaning of light fittings to enhance light intensity. * Replace defective lights. * Proper Space Planning resources .	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Reg 3: Lighting Eskom NEC, Policies and Procedures
	* Too much levels of light causing inadequate illuminance within the office.	* Eye strain	Health	* Eye injuries that could lead to loss of eye sight, temporary disablement, * Psychological effects (i.e. stress, depression, incapacity). * COID claims.	* Building Inspections. * Maintenance Plans in place. * Illumination surveys conducted every two years.	4	B	III	Mostly effective		
Use of office indoor workplace space * Ventilation	* No and Inadequate indoor air quality / ventilation systems	* No / Inadequate ventilation causing build up of gases.	Health	* Body injuries related to Sick Building Syndrome. * Diseases related to Sick Building Syndrome. * Heat and/cold Cold Stress. * Heat Stroke and/or Hypothermia. * Heat rash / Frostbite * Moulds growing on building walls. * Dirty moulded carpets.	* Procurement and installation of proper air ventilation systems that comply with legal OHS requirements. * Regular and Planned maintenance of mechanical ventilation systems (air conditioners). * Offices workplace with proper operable windows and doors * Air conditioners installed within offices to enhance air movement and regulate temperature. * Building inspections. * Air quality and ventilation surveys conducted every two years. * Medical surveillance programme.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Reg 5: Ventilation Eskom NEC, Policies and Procedures
	* Dilapidated ventilation systems and * Inadequate planned building maintenance plans.	* Dilapidating ventilation equipment and buildings.	Health			4	B	III	Mostly effective		
	* Defective and unserviced ventilation systems. (i.e air-conditioning system).	* Weakened Immuned system * Suffocation * Breathing air with polluted air contaminants causing personal thermal discomfort and/or Respiratory disorders.	Health			4	B	III	Mostly effective		
	* Polluted air contaminants		Health			4	B	III	Mostly effective		
Use of office chairs and desks * Ergonomics	* Deffective office chairs and desks	* Accidents (i.e slip, trip and falls of chairs)	Safety	* Body injuries (i.e Neck and backaches) * Musculoskeletal disorder * Fatigue * COID claims	* Procurement and provision of chairs and tables that are ergonomically designed to sufficiently support the human skeletal structures. * OHS awareness and information on the usage of the equipment tool. * Ergonomics surveys conducted every two years. * Risk assessment done.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Ergonomics Regulations Eskom NEC, Policies and Procedures
	* Poorly designed office chairs and desks.	* Bodyaches	Health			4	B	III	Mostly effective		
* Doing filling and using office stationery	* Use of sharp stationery ( i.e papers, scissors, staplers)	* Paper and stample cuts	Safety	* Bruises * First aid, Injuries * Cuts	* Good Housekeeping Programs implemented. * BBS Observations * SHE Rep inspections * Housekeeping rules. * Visible felt leadership safety inspections * Adherence to Procedures; SOP Work Instructions. * Provision of adequate office tools and equipment. * Risk Assessments.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Eskom NEC, Policies and Procedures
	* Corners of cabinets * Open cabinet drawers	* Bumping into the cabinet corners				4	B	III	Mostly effective		
	* Stacking on top of cabinets	* Falling objects on top of cabinets (i.e files, papers, books)				4	B	III	Mostly effective		
* Manual Handling of work equipment and tools	* Incorrect Lifting / Manual Handling of objects, equipment and tools.	* Muscles strains	Health	* Body injuries (i.e Sprains and strains) * Temporary and/or permanent disablement. * COID claims	* Employees inducted on correct lifting techniques. * OHS awareness and information on the usage of the equipment tool. * Use of Lifting equipment and tools aids. * Risk assessments. * Tool-box talks. * Use of proper PPE.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Ergonomics Regulations Eskom NEC, Policies and Procedures
* Walking around indoor and outdoor worplace ground floor surface.	* Slippery / Wet floors surface.	* Walking over loose slippery / wet surface and/or dark areas causing Slip and Falls.	Safety	* Body injuries (i.e. Fractures, Bruises, Sprain ankle). * Unconsciousness due to bumping the head.	* Awareness to all employees through OHS inductions, safety Bulletins. * Putting up warning signage when working on sllipery.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 General Safety Regulations: Reg 2B Environmental Regulation for Workplaces Regulation: 3. Lighting & 6. Housekeeping. Eskom NEC, Policies and Procedures
	* Loose running cables, tiles and carpet tiles on the floor.		Safety		* Cable/cords placed behind the desks/tables away from the walkway and they are connected through table pipe. * Loose Cables/cord to be trunked or tied together (Scattered cables). * Reporting and fixing of loose cables and tiles. * SHE Reps monthly inspections, VFL inspections, BBS observations.	4	B	III	Mostly effective		

	* Uneven ground / paving surfaces.	* Walking on uneven ground surfaces and/or dark areas causing Slip, trip and Falls.	Safety		* Awareness to all employees through SHE inductions, safety Bulletins. * Reporting and fixing of uneven ground surfaces.	4	B	III	Mostly effective		COID
	* Darkness due to defective or no lights.	* Walking over loose cables and/or dark areas causing Slip, trip and Falls.	Safety		* Illumination surveys to ensure all areas are always lighted as per legal requirements. * Fixing of unlighted areas. * Regular and Planned Maintenance Programmes of lights. * Installation and maintenance of emergency lights in case of Power failure.	4	B	III	Mostly effective		
	* Insects and * Animals such as bees, snakes, wasps, birdlife	* Insects stings and animals bites	Safety		* Availability of First Aid Treatment, * Horticulture, gardening services and maintenance of the ground, walk ways provided.	4	B	III	Mostly effective		
* Stacking and storage	Incorrect storage	* Trips, slips, falls	Safety	* Fractures, bruises, dislocation of ankle.	* Storage facilities provided * Building Inspections conducted. * All employee to ensure corridors are free of obstructions.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Regulation: 6. Housekeeping. General Safety Regulations Reg2 & 8 Eskom NEC, Policies and Procedures
	Poor housekeeping					4	B	III	Mostly effective		
	No Pest control and fumigation plans	* Exposure to Inhabiting vectors (mices, lices) causing allergies, stings, diseases. * Pests and insects bites.	Health	* Skin rash/ blisters; allergy reaction	* Cleaning contract - Daily cleaning plan is available with Fumigation plan.	4	B	III	Mostly effective		
* Walking up and down the stairways.	* Not holding on to handrail whilst ascending and/or descending the stairs. * Ascending or descending holding boxes/ material that is obstructing your view. * Running whilst ascending or descending the stairways. * Loose handrails. * No or loose rubber endings at the edges of each stair.	* Slip, trip and Falls. * Falling objects.	Safety	* Body injuries (i.e. Fractures, Bruises, Sprain ankle). * Unconsciousness due to bumping the head.	* Awareness to all employees through SHE inductions, safety Bulletins. * Illumination surveys to ensure all areas are always lighted as per requirements. * Installation and maintenance of emergency lights in case of Power failure. * Fixing of loose handrails and unlighted areas. * Putting up warning signage when working on slippy	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 8 & 14. Environmental regulations for workplaces Regulation 3: Lighting Regulation: 6. Housekeeping. Eskom NEC, Policies and Procedures
* Use of lifts	* Use of unserviced lifts	Malfunctioning of lifts	Safety	* Body injuries due to falling off the escalator, i.e. scratches bruises, fracture etc. * Collapsing, panick attack, Fatality due to anxiety / claustrophobic.	* Regular inspection and servicing of lifts by accredited Contractor * Post signs to warn employees not to use lifts during an Emergency. * Awareness training.	4	B	III	Mostly effective		
* Walking, talking and texting on a cellphone	* Talking and texting on a cellphone whilst walking and not properly looking were one is going.	* Slip, trip and Falls, accident	Safety	* Body injuries (i.e. Fractures, Bruises, Sprain ankle). * Death from an accident.	* Awareness to all employees through SHE inductions, safety Bulletins.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Eskom NEC, Policies and Procedures
* Smoking around the work environment and throwing of cigarette bud all over the vicinity	* Cigarette smoke.	* Inhalation of cigarette smoke,	Health	* Respiratory health effects injuries (i.e lung cancer) * Secondary smoking to non-smokers.	* There are some designated smoking areas allocated. * There are bins with soil at smoking areas for the proper disposal of cigarettes filters. * Smoking policy communicated to all employees. * During OHS Induction personnel are informed that smoking inside the buildings is prohibited. * Good Housekeeping, * Provision of Fiire Extinguisher near the designated smoking areas and maintenance thereof. * Communique' prohibiting smoking within 10 M from buildings circulated and discussed with all employees.	4	B	III	Mostly effective	Eskom Contract Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. General Safety Regulations: Reg 2B Tobacco Products Control Act 1993, Environmental Regulations for Workplaces, Reg: 6. Housekeeping. Eskom NEC, Policies and Procedures (Smoking policy)
	* Lighted Cigarette buds / filters thrown inappropriately.	* Accident	Safety	* Body burns injuries, suffocation, * Fire. * Loss of assets. * Death		4	B	III	Mostly effective		
	* No /inadequate designated smoking areas					4	B	III	Mostly effective		

* Removal and replacement of SHE waste Bins	* Hazardous Biological Agents (HBAs) such as bacteria, viruses (including COVID-19)	* Contracting communicable / infectious diseases	Health	* Contracting infectious disease (i.e. Hepatitis (A, B, C, D) and Covid-19. * Temporary / permanent health injuries. * Compensation claims.	* Toolbox talks, awareness, * Risk Assessments, * Procedure for Healthcare waste handling and disposal in place. * Use of PPE (i.e gloves and Respirators) * Medical Surveillance	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. General Safety Regulations Reg2, 2C
* Loading and offloading of cleaning equipment, tools and consumables.	* Falling load of cleaning equipment, tools and consumables. * Inappropriate manual handling, lifting techniques.	* Injuring oneself when lifting and manually handling.	Safety	* Foot Injuries. * Back / Spinal injuries, pains and aches.	* Toolbox talks Awareness, * Risk Assessments, * Use of Trolleys * Use of PPE	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	Regulations for Hazardous Biological Agents Hazardous Chemical Agents Regulations Facilities Regulations Regulation 8: Seats Facilities Regulations Reg2: Sanitation, Municipal By-laws on Waste Man
* Use of Hand Tools (for all activities)	* Defective hand tools	Hand injuries and other injuries	Safety	Inadequate risk assessment. Inadequate tool inspection, Lack of supervision	* Competent users. * Tools to be used correctly in the environment they are designed for use. * Supervision. * Tool inspections, * Risk assessment. * Job observations. * Repalcement and fixing of defective tools programme.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Regulation 6: Housekeeping
* Driving on and off site	* Weather conditions (i.e Heavy Rains) * Terrain conditions * Pedestrians * Bad Road conditions * Third party vehicles * Stray animals * Condition of the vehicle and driver * Fatigue * Hi-jacking high risk areas	* Poor visibility (i.e mist, fog, smoke; floods) * Skating; Hydro-planing * MVA (cars over turning/taking) * Medical conditions * Falling asleep while driving * Loss of concentration * Tyre burst/puncture * Colliding with pedestrians and stray animals. * Car hijacking.	Safety	* First aid injuries, Medical injuries, Multiple Injuries and Fatal Injuries. * MVA's * Near misses * Property damage * Financial loss.	* Proper planning of trips and Pre-trip inspections. * Ensure the vehicle is well maintained in case of driving on bad weather conditions (egg. Wipers, tyres etc.) * Valid drivers license. * Take regular breaks during long trips. * Adhering to national Road traffic rules. * Periodic vehicle maintenance and servicing. * Avoid hi-jacking high risk areas if possible. * Ensure compliance to internal Vehicle Driver Safety Management Procedure (240-62946386). * All vehicles used for Eskom business to comply with Eskom Vehicle Safety Specification 32-345 Procedure (i.e. the vehicle must be fitted with airbags, ABS, power steering, fitted with seatbelts, etc) * Defensive Driver and Anti-hijacking training for employees. * Adhering to Eskom Life Saving Rules Procedure (240-62196227) * Supervisors and Managers to conduct PTO on drivers. * SMAT. * Driver and Vehicle Safety Campaigns and awareness * Work stoppages * Daily morning Safety talks * File audits & vehicle checks * Internal communication (i.e Weather alerts). * No transporting of employees at the back of a Bakkie.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. National Road Traffic Rules. Eskom Vehicle & Driver Safety Procedure. Eskom Vehicle Safety Specification 32-345 Eskom Life-Saving Rules. Municipal By-laws
* Lone working in remote or isolated	* Lone working. * Unfamiliar work environment.	* Suffering from chronic / medical existing conditions (no assistance were required or needed).	Safety	* First aid injuries, Medical injuries and Fatal Injuries. * Depression and stress.	* HR Recruitment process, * Training of employees. * Toolbox talks Awareness,	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14.
* Working outdoors/field/ site visit	* Natural habitats (i.e. Snakes, beeshives, wasps, scorpions) and animals.	* Snakes and scorpions Bite, * Bees and wasps stings	Safety	* First aid injuries, Medical injuries, Fatal injuries and Diseases. * Allergy reaction.	* Inspections and housekeeping, * Risk assessments. * Employees sent on animal behaviour training. * Allergy reaction incorporated in employees medical surveillance programme.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14.

* Cleaning someone's wounds/ injuries (administering First Aid treatment)	* Contact with someone's blood and other body fluids due to not having any personal protection.	* Contracting infectious disease	Health	* Contracting infectious disease (i.e. Hepatitis (A, B, C, D) and HIV. * Temporary / permanent health injuries. * Compensation claims.	* Risk Assessment, * Awareness, * Use of Personal Protective Equipment when attending to First Aid incidents.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Act 85 of 1993 Section 8 & 14. General Safety Regulations 2, 2B, 3. Regulations for Hazardous Biological Agents
* Use of ablution facilities.	* Unhygienic ablution facilities (i.e taps and hand dryers) * Contact with hazardous biological agents.	* Contracting infectious disease	Health	* Contracting infectious disease (i.e. Hepatitis (A, B, C, D) and HIV. * Temporary / permanent health injuries. * Compensation claims.	* Risk Assessment , * Awareness, Safety and Health and Wellness Bulletins * Use of sanitizers. * Cleaning Services provided on on-going of the day by relevant personnel.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Act 85 of 1993 Section 8 & 14. General Safety Regulations 2, 2B, 2C Regulations for Hazardous Biological Agents Reg5: Ventilation Facilities Regulations 2, 8 & 9
	* Unhygienic contaminated toilet seat.	* Contracting infectious disease. * Pregnant women Increased susceptibility to injury of (i.e. Premature Birth, Miscarriage, Birth Defects)	Health	* Miscarriage * Premature Birth * Birth Defects * Injury caused to mother during pregnancy.	* Provision of Jojo tanks with water for Emergency interruption of water supply * Development of Pregnancy Policies. * Use of appropriate PPE by cleaning staff when conducting the cleaning services activities.	4	B	III	Mostly effective		
	* Improper disposal of sanitary towels	* Risk of cross infection	Health	* Contracting of illnesses infectious diseases and/or illnesses (i.e. Hepatitis (A, B, C, D) and HIV. * Temporary / permanent health injuries. * Compensation claims.	* Sanitary towel disposal bins are provided.	4	B	III	Mostly effective		
* Working with sick colleague with Flu/ Fever/Covid-19 symptoms or any other communicable transmittable disease	* Respiratory discharges in the air such as viruses/ bacteria from coughs and sneezes.	* Contracting air borne infectious disease through Inhalation of airborne viruses/ bacteria.	Health	* Contracting infectious diseases (i.e. Cold, Flu, Bronchitis, Laryngitis) * Temporary / permanent health injuries. * Compensation claims.	* Risk Assessment , * Awareness, Safety and Health and Wellness Bulletins * Use of sanitizers. * Cleaning Services provided on on-going of the day by relevant personnel. * Adherence to sick leave requirements when one is sick.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. General Safety Regulations Reg2C Regulations for Hazardous Biological Agents Environmental Regulation for Workplaces Regulation 5: Ventilation
	* Attending and sitting in meetings, workshops and trainings with people infected with Corona virus. * Coming into contact with affected surfaces and persons with Corona virus.	* Shaking hands, contact with infected, touching surfaces that are infected, keeping the close proximity. * Contracting the disease	Health	* Internal outbreak of the virus within the Department. * Resources constraint due to Sick leave Absenteesim * Fatalities.	* Keeping all the in-doors open * Sanitizer installed next to main entrances, next to the stairs, frequently clean/sanitize the stairs and door handles (sanitizers procurement to be still approved) * Provision of paper towels and disable the electrical hand dryer. * Change all bins with lided bins when. * Work stoppage and awarenesses prior meetings, * Health and Wellness Awarenessess. * Disconnecting the Biometrics system.	4	B	III	Mostly effective		
* Use of Hazardous Chemical Agents (HCA): Cleaning services	* Ablutions cleaning chemicals	* Chemical Burns * Chemical explosion * Inhalation of chemical fumes * Medical injuries * Health effects	Health	* Inadequate / no Risk Assessments conducted. * Mixing chemicals that do not mix together. * Distractions * Improper storage of hazardous chemical agents. * Improper use of chemical. * Lack of / no Training and Supervision.	* Proper Risk Assessments conducted at all levels. * Proper storage of hazardous chemical Agents. * Supervision and Training. * Provision and correct use of Personal Protective Equipment. * Employees OHS Inductions. * Education and awareness. * Safety toolbox talks.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Hazardous Chemical Agents Regulations General Safety Regulations Reg2 Municipal By-laws on Waste Man
	* Use of chemical without knowledge	* Pregnant women Increased susceptibility to injury of (i.e. Damage to unborn foetus, Premature Birth, Miscarriage, Birth Defects).	Health	* Increased susceptibility to injury. * Miscarriage * Premature Birth * Birth Defects * Injury caused to mother during pregnancy.	* Risk Assessment , * Awareness, Safety and Health and Wellness Bulletins * Development of Pregnancy Policies.	4	B	III	Mostly effective		OHS Acts 85 of 1993 Section 8&14. Environmental Regulation for Workplaces Regulation 5:

* Use of a Vacuum cleaner machine	* Dirty carpets and floors.	* Inhalation of dust during cleaning	Health	* Cough, sinus, irritation and headaches, Asthmatic attack on employees with existing asthma condition.	* Carpet floors to be vacuumed during early morning when the offices are vacant or after hours to open the doors/cleaning when cleaning is in progress. * Cleaning employees to wear appropriate PPE (i.e dust masks and/or respirators) when conducting the activity.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Reg 4 & 5: Windows and Ventilation General Safety Regulations Reg2
	* Unserved vacuum cleaner vacuuming during office hours.	* Noise from the vacuum cleaner	Health	* Noise Induced Hearing Loss (NIHL) * Temporary / permanent health injuries. * Compensation claims.	* Medical surveillance program * Carpet floors to be vacuumed during early morning when the offices are vacant or after hours to open the doors/cleaning when cleaning is in progress. * Cleaning employees to wear appropriate PPE (i.e earplugs and/or earmuffs) when conducting the activity. * Exposure is very low as this takes place occasionally and for a short period.	4	B	III	Mostly effective		OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulation for Workplaces General Safety Regulations Reg2, 2B, Noise Induced Hearing Loss Regulations
* Waste Management - Waste storage (Accumulation of waste on site) - Collection and Disposal of general, garden, health care, SHE, and/or hazardous waste on site.	(i) Sharp Objects (ii) unhygiene and potential contact with Bio Hazards Objects - used sanitary towels, vomit and faeces (iii) Contamination from chemicals onsite (iv) Manual Handling of waste bags (v) Weather Issues (vi) Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, (vii) Vehicle Movements	(i) Glass cuts, needles, nails etc. e.g. Needle stick injuries (ii) Contracting diseases from Birds droppings/Faeces; rat urine (iii) Poisoning from insecticides (iv) Back injury from people attempting to move heavy objects such as Branches. (v) Extremes weather conditions can cause injuries such as wind blown debris (vi) Skin rash from plants, bee sting resulting in anaphylactic shock. (vii) Fatality or major injury caused by moving vehicle	Health	(i) LTT's, First Aid injuries; medical injuries and fatalities. (ii) Diseases and illnesses. (iii) Allergies	(i) Staff must be suitably trained. (ii) Assessments must be undertaken for all chemicals with correct storage and disposal procedures being adhered to. (iii) Regular housekeeping to ensure waste does not become a slip, trip or fall hazard. (iv) Waste to be stored in suitable containers to prevent access by pests. (v) Suitable Personal Protective Equipment (PPE) must be available. (vi) Any large items of rubbish awaiting disposal should be stored inside a building. (vii) Combustible materials on site kept to a minimum. (viii) Combustibles stored in secure compounds or bins and emptied regularly. (ix) No combustible waste to be stored near storage tanks or boiler rooms. (x) Sufficient storage to accommodate waste between collections. (xi) If not stored in a locked compound, waste bins to be secured away from the buildings. (Recommended distance is 8 metres where possible). (xii) Waste bins to be secured in a purpose-built brick/steel compound. (xiii) Waste bins to be fitted with lockable lids. (xiv) Hazardous waste must not be disposed of via normal waste. (Special containers for hazardous waste must be available if needed). (xv) A special collection for hazardous waste can be arranged with the waste disposal service provider. (Collection and Recycling contract).	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 & 14. General Safety Regulations Reg2, 2B, Waste Management Act, Municipal By-laws on Waste Man Eskom Waste Management Procedure Regulations for Hazardous Biological Agents
* Bringing pets / dogs to work	* Animal hairs, pollen, Dust mites, feathers.	* Inhaling air borne particles. * Coming into contact with the animal, animal hair/pollen.	Safety	* Contracting infectious diseases (i.e. rabbies) * Allergic Reactions * Temporary / permanent health injuries. * First aid injuries; medical injuries; LTT's and fatalities.	* No pets allowed to work.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers	OHS Acts 85 of 1993 Section 8 & 14. General Safety Regulations Reg2C.
	* Aggressive animals, pets	* Animal bites /Being bitten by the animal.				4	B	III	Mostly effective	/Contractors /Suppliers	
* Use of Electrical equipment tools (i.e Kitchen electrical equipment)	* Defective Faulty electrical equipment	* Property damage * Electrocutation * Equipment malfunction.	Safety	* Body injuries (i.e First aid injuries; medical injuries; LTT's and fatalities). * Loss of assets.	* Faulty Equipment to be removed from usage and/or Signage note stuck on faulty hydroboil/kettle not to be used until fixed. Induction trainings. * Repairs and maintenance of equipment. * Reporting incidents/near misses, * SHE Rep and Management inspections * SMAT Observations	4	B	III	Mostly effective	Eskom Contract Custodian	OHS Acts 85 of 1993 Section 8 & 14. AWARENESS
	* Loose and exposed cables					4	B	III	Mostly effective	Tenderers /Contractors	
	* Incorrect use of the electrical equipment					4	B	III	Mostly effective	/Suppliers	

* Making tea/coffee	* Pouring boiling water from the Hydroboil	* Spilling hot water from the hydroboil.	Safety	* Skin burns from the boiling water.	* SHE induction and Awarenesses to all employees. * Boiling water is contained in a wall mounted and secured Hydro boil/ urn. * Being cautious and aware of the risk and how to mitigate by holding the cup high properly. * For persons with disabilities in wheelchairs to ask others to assist.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 &14. AWARENESS
	* Walking with hot beverages (coffee/tea)	* Spilling of Hot fluids causing burns.		* Skin burns from the hot fluids.	* Instruction on not to walk with hot liquids or employees to be vigilant when they are walking with hot beverages. * Employees to consume hot beverages at the pause or eating area or use cups with lids.	4	B	III	Mostly effective		
* Horticulture Services and gardening services	Noise from grass cutting and gardening machines	Hearing disturbance due to noise.		* Noise Induced hearing loss	* Noise level is minimal. Lawn is mowed during working hours when most of the tenants are at work.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 &14. General Safety Regulations Reg2 Hazardous Biological Agents Hazardous Chemical Agents Regulations Environmental Regulations for Workplaces2, Facilities Regulations Reg7, NEMA Municipal By-laws on Waste Man
	Leaking grass cutting machines ( Moving Lawn Mower)	Oil spillage		* Water contaminations * Ground water contaminations	* Monitoring system, Bund walls, Spillage Management	4	B	III	Mostly effective		
	Fire	Electrical, Chemical Reaction, Arson, Mechanical Failure, Hot Work		* Burns (Assets and Employees) * Property damage	* Monitoring system, Bund walls, Spillage Management, Fire Equipment's	4	B	III	Mostly effective		
	Improper storage and handling of Hazardous Chemical Agents (i.e Petrol, Diesel, Herbicides)	Fire risk, Inhalation of substances by building occupants		* Injury could lead to fatality depending on severity of fire, property damage, headaches and lung infection due to inhalation of substances	* Hazardous Agents to be stored in a separate cool store room, no smoking signs to be posted, fire extinguishers and fire hydrants to be made available and to be periodically serviced.	4	B	III	Mostly effective		
	Exposure to bees and wasps	Bees, and wasps stings		* LTI's, medical injuries and fatalities. * Diseases and illnesses.	* Bee and wasps removal contractor in place. * Supervisor/Managers to have a list of employees allergies. * Housekeeping and maintenance of Gardening services. * Proper risk assessments to be conducted. * Adequate and correct PPE to be provided and worn.	4	B	III	Mostly effective		
	Exposure to snakes, scorpions bites; bee stings and wild animals.	Snake bites poisoning. Bee stings and wild animals bites		* Snake poisoning. * Injuries, fatality, LTI's.	* Training, and awareness. * Provision of appropriate and adequate PPE.	4	B	III	Mostly effective		
	Exposure to rats	Health effects from contracting diseases and illnesses from rats bites.		* LTI's, medical injuries and fatalities. * Occupational Diseases and illnesses. * Food contamination	* Housekeeping and maintenance of Gardening services. * Risk Assessments	4	B	III	Mostly effective		
	Exposure to dust and fumes etc.	Health effects of Respiratory irritants due to inhalation of dust, fumes		* LTI's, medical injuries and fatalities. * Occupational Diseases and illnesses. * Respiratory diseases or irritations	* Proper risk assessment to be conducted. * Adequate and correct PPE to be provided and worn. * Training, and awareness to be provided. * Visible Signage to be provided. * Adherence to SOP; Work instructions and Procedure.	4	B	III	Mostly effective		
* Bush Clearing Vegetation	Thermal stress: Extreme Hot and cold weather	Sunburns, Fainting, Dehydration, Skin cancer, Colds and fevers, shivering,		* LTI's, skin and body injuries, frostbites,	* Internal communication of extreme weather conditions. * Provision of appropriate and adequate PPE. * Acclimatisation of employees to different weather conditions.	4	B	III	Mostly effective	Eskom Contract Custodian Tenderers /Contractors /Suppliers	OHS Acts 85 of 1993 Section 8 &14. General Safety Regulations Reg2 Hazardous Chemical Agents Regulations
	1. Exposure to inclement weather conditions (i.e sun, cold, wind or rainy weather)	* Dehydration		* First aid injuries; medical injuries; LTI's and fatalities. * Property damage.	* Supply of drinking water. * Supervision and Training. * All persons to be made aware of climatic weather conditions. * Proper Risk Assessment.	4	B	III	Mostly effective		
	2. Exposure to uncovered electrical equipment and electrical cords.	* Ellectrocution.		Electric shock	* Provision of appropriate PPE	4	B	III	Mostly effective		
	3. Use of defective cutting equipment such as grass cutting machines, chainsaws.			Injuries (i.e Cuts and abrasions to feet from plants, branches, stones)	* First Aid kit and First Aider availability. * All persons must be made aware of possible dangerous animals (i.e snakes; scorpions).	4	B	III	Mostly effective		
	4. Exposure to covered trenches and uneven surfaces by bush/ vegetation.	Falls and sprains, strains and breaks to feet, ankles and knees from uneven			* All electrical equipment, multi-plug boards and extension cords to be checked and in good repair. * Competent users of equipment. * Tools and equipment inspections * Job observations. * Adherence to Procedures; SOP; Work Instructions	4	B	III	Mostly effective		
	5. Exposure to snakes; insects	Bites and stings from snakes and insects		Snake poisoning and Allergy reaction body injuries.							