

BASELINE RISK ASSESSMENT FOR ELEVATOR SERVICING AND MAINTENANCE AT GEORGE MUNICIPALITY MAIN BUILDING

COMPANY	EQPROJECT MANAGERS AND SAFETY SOLUTIONS	HAZARD IDENTIFICATION AND RISK ASSESSMENT		
COMPILED BY	ERIC NQAMPI			
DATE OF ASSESSMENT	05 MARCH 2026			
SCOPE OF WORK	ELEVATOR SERVICING AND MAINTENANCE AT GEORGE MUNICIPALITY MAIN BUILDING.			
REVIEW DATE	EVERYONE (1) year or after reportable incident or change in scope of work.			

Probability Index	5	Almost certain to inevitable	Severity index injury /disease	5	Fatal	Severity index (Production)	5	No production for at least 12 months	Severity index due to Environment	5	Permanent effects	Severity index (Financial impact)	5	Greater than R500 000.00	Frequency index	5	Hazards permanently present
	4	Probable		4	Permanently disabling injury		4	Loss of 1 month or more		4	Long term > 2 years		4	R100 000. 00 – R499 999,00		4	Hazards arises every week
	3	Improbable		3	Likely to be absent for more than 14 days		3	Loss of 1 week in production		3	Medium – 6 months to 12 months		3	R10 000.00 – R99 999.00		3	Hazards arises every month
	2	Less than even a chance		2	Medical recovery within 14 days		2	Loss of 1 day in production		2	Short term 1 day to six (6) months		2	R1 000.00 – R9 999.00		2	Hazards arises every year
	1	Highly improbable		1	First aid only		1	Loss of half day in production		1	Insignificant effect		1	R0 – R999.00		1	Hazards arises every five (5) years
	0	Not probable		0	Near misses		0	No loss of time but production affected by		0	No aspect or impact		0	No cost involved		0	No hazards exists

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								shock of employees												
										PRIORITY OF ACTION					ACTION TO BE TAKEN					
										RISK VALUE	A	75 – 100%	Immediate	Training, Safe Work Practice, Method Statements & detailed action plans						
											B	60 – 74%	Within 1 week	Training, Safe Work Practice, Method Statements & detailed action plans						
											C	45 – 59%	Within 1 month	Training, Safe Work Practice, Method Statements & detailed action plans and registers						
											D	30 – 44%	Within 6 months	Training and Safe Operating Procedures						
											E	15 – 29%	Within 12 months	Training						
											F	0 – 14%	As reasonable	Training						
Ref No.	Sequence of Activity in Action	Hazards (Safety, Health and environment)	Risk rating E (L + C)				Risk Rating	Control Measure	Control Effectiveness Rating											
			Exposure (E)	Likelihood (L)	Consequence (C)				Control Type	Control effectiveness rating										
1.	Site Establishment	Damage to Construction equipment, Vehicles, heavy lifting equipment etc. Damage to existing electrical or Telecommunication lines. Damage to property of client. Construction vehicles crashes with site personnel causing injuries and fatal accidents.	2	3	4	14	<ul style="list-style-type: none"> The Principal contractor will be required to develop and submit prior to commencement of work a risk assessment, health and safety plan, the method statements and all relevant supporting documentation to ensure that all overall activities are properly planned. When using lifting equipment and cranes to assist with site establishment, ensure that all relevant risk assessments and method statements are conducted & employees are briefed on the risks involved. Use competent employees to fulfil functions during the activities. Ensure that site is suitably and sufficiently barricaded and provided with controlled access points to prevent the entry of unauthorized persons. 	Administrative	Satisfactory											

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2.	Hazardous Chemical Substances	Exposure to hazardous chemical substances.	4	2	3	20	<ul style="list-style-type: none"> Before any employee is allowed to use HCS, they must be provided with training, warned about possible hazards as per MSDS. Correct and relevant PPE should be issued and wearied to mitigate any possible risk. 	Administrative and the use of PPE	Good
		Adhesive aggregate used to attach drywall splashes into eyes, skin contact causing irritation and other	2	4	3	14	<ul style="list-style-type: none"> Ensure employees are provided with PPE. 	PPE	Good
3.	Electricity	Electrical shock due to contact with live electrical wire	3	5	3	24	<ul style="list-style-type: none"> Develop detailed method statement and ensure that it is implemented. Exclusion zones to be created with rigid barriers and warning signs. No machine to be operated in an area where any part of machine or equipment can contact electrical wire. All persons to be provided with training in the hazards associated with live electrical wire. Provide employees with relevant PPE. 	Combination of Administrative process and PPE	Satisfactory
	Electricity	Electrical shock or electrocution due to the use of unsafe electrical equipment (including generators)	3	5	3	24	<ul style="list-style-type: none"> Electrical equipment to be inspected by an authorised operator or user on a daily basis prior to use. Details of these inspections to be recorded in a register which will be kept on site at all times. 	Administrative	Satisfactory
	Electricity	Electrical shock or electrocution due to contact with live overhead power lines	3	5	3	24	<ul style="list-style-type: none"> Electrical artisans need to be mindful of existing electrical wires. Before any equipment is used on a work site, an assessment should be carried out and reports of such assessments kept in the Contractor's SHE file. 	Administrative	Satisfactory
4.	Access to Machinery Rooms & Work Areas	Unauthorized access; slips and trips	3	4	3	36	<ul style="list-style-type: none"> Access control and lockable doors must be in place to restrict unauthorised entry and ensure that only authorised personnel can access the area. 	Administrative	Good

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							<ul style="list-style-type: none"> Warning signage must be clearly displayed to alert workers and visitors to potential hazards and restricted zones. A permit-to-work system must be implemented for all maintenance tasks to ensure that risks are assessed, and controls are verified before work begins. Additional warning signage must be maintained in good condition and positioned where it is easily visible to reinforce safety requirements. Good housekeeping must be always maintained to prevent slips, trips, fire risks, and obstruction of emergency routes. Adequate lighting must be provided to ensure safe visibility for all operational, inspection, and maintenance activities. 		
5.	Electrical Isolation and Maintenance	Exposure to live electrical components	2	5	4	40	<ul style="list-style-type: none"> Lockout/Tagout must be applied to ensure that all electrical and mechanical energy sources are fully isolated and secured before any work begins. Only competent electricians are permitted to perform electrical installation, maintenance, or fault-finding to ensure that all work is carried out safely and in accordance with statutory requirements. Insulated tools must be used when working on or near live electrical components to reduce the risk of electric shock and arc-flash incidents. Inspections must be conducted routinely to verify that equipment, tools, isolation points, and safety controls remain in safe working condition. 	Engineering / Administrative	Good
6.	Working Inside Elevator	Fall into elevator shaft	2	5	4	40	<ul style="list-style-type: none"> Interlocks must remain functional and always engaged to ensure that machinery and lifting equipment cannot operate under unsafe conditions. 	Engineering / PPE / Administrative	Good

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	Shaft / Hoistway						<ul style="list-style-type: none"> • Fall protection measures must be implemented, including harnesses, lifelines, and anchor points, to safeguard personnel working at height. • Supervision must be provided throughout all high-risk activities to ensure that work is carried out safely and in accordance with approved procedures. • Lift isolation must be completed before any maintenance or inspection work begins to eliminate the risk of unintended movement. • Lockout procedures must be followed to ensure that all energy sources are securely isolated before work is performed on equipment. • Signage must be clearly displayed to warn personnel of hazards, restricted areas, and mandatory safety requirements. • Only trained technicians may perform installation, maintenance, or repair tasks to ensure competence and compliance with safety standards. 		
7.	Handling Lubricants and Chemicals	Chemical exposure	3	2	3	18	<ul style="list-style-type: none"> • PPE must be always worn to ensure that employees are adequately protected from workplace hazards and environmental exposures. • Safety Data Sheets (SDS) must be accessible to all personnel so that chemical hazards, handling requirements, and emergency procedures are clearly understood. • All materials, chemicals, tools, and equipment must be stored properly to prevent damage, contamination, and unnecessary safety risks. 	PPE / Administrative	Good
8.	Environmental Hazards	Oil spills, Incorrect waste disposal					<ul style="list-style-type: none"> • Spill kits must be readily available on site to ensure that any accidental leaks or chemical spills can be contained and cleaned up immediately. 	PPE / Administrative	Good

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							<ul style="list-style-type: none"> • Drip trays should be placed under all stationary and mobile equipment to prevent oil, fuel, or chemical residues from contaminating the ground. • All hazardous and general waste must be removed from site through a licensed disposal service to ensure full compliance with environmental regulations. • Waste segregation must be always implemented so that recyclable, hazardous, and general waste streams are properly separated and managed. • Only an approved contractor may be used for waste handling, removal, and disposal to maintain legal compliance and traceability of all waste activities. • Accurate and up-to-date records must be maintained for all waste movements, disposal certificates, and contractor activities to demonstrate compliance during audits. 		
9.	Ladder: to gain access to ceilings/elevated working sites.	Falling from the ladder leading to injuries	3	3	3	18	<ul style="list-style-type: none"> • Must be erected by a qualified person. • Principal contractor to appoint such qualified person and must ensure that no worker uses a scaffolding that is not approved for use by a competent person. • Provide personal protective equipment 	Administrative	Good
10.	Erecting working platforms	Poor manual handling leading to sprains, strains and fractures.	4	3	5	32	<ul style="list-style-type: none"> • Train employees on good lifting techniques. • Providing suitable working platforms for working conditions. 	Administrative	Good
11.	Moving materials for employees	Poor terrain Incorrect type of trolley to lift materials	4	3	5	32	<ul style="list-style-type: none"> • Train employees on good lifting techniques • Introduce the lifting machinery to avoid accidents to employees 	Administrative	Good

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		Repetitive lifting of materials Damage to existing office equipment.					<ul style="list-style-type: none"> Existing office equipment must be protected throughout the construction activities. 		
12.	Drilling and grinding	Flying particles that can cause asthma	4	3	5	32	<ul style="list-style-type: none"> Machine guard to be fitted and ensure that the machine is working properly. Inspection and prechecks to be conducted before using any driven machine. 	Engineering and Administrative	Satisfactory
13.	Working in enclosed areas or confined space.	Accumulation of particulate matter within the confines of the building. Lack of oxygen. Damage to property such as fibre cables and electrical wires.	3	3	5	24	<ul style="list-style-type: none"> Employees must ensure that their workspace is well ventilated. Employees must be cognizant and avoid overcrowding when working in confined spaces. PPE must always be used. 	Administrative and Engineering	Good
14.	Improper stacking and storage of material and equipment	Material falls due to improper stacking causing injuries to persons.	3	4	4	24	<ul style="list-style-type: none"> Stacking should be supervised by competent person. Best stacking practices should be applied. Training for those responsible for discharging this duty should be provided. 	Administrative	Good
15.	Loading and offloading	Back injuries	3	3	6	27	<ul style="list-style-type: none"> Train employees on safe lifting techniques, reduce the weight of items to be lifted and use the mechanical to lift heavy items. 	Administrative	satisfactory
16.	Portable Electrical Equipment	Noise will be generated by portable electrical equipment which will	2	2	3	10	<ul style="list-style-type: none"> Principal Contractor to provide PPE (Ear Protection). Workers should be rotated to reduce exposure. Noise must be measured and if found to be more than 85 	Administrative	Satisfactory

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		lead to noise induced hearing loss					<p>decibels, the contractor must provide means to mitigate the impact.</p> <ul style="list-style-type: none"> Principal contractor to conduct continuous awareness and communication with Municipal personnel regarding the probable exposure to noise pollution and the remedial actions applicable. 		
17.	Use of Adhesive aggregate (e.g. Rhinolite)	Inhalation of air containing particulate matter leading to respiratory problems like asthma.	3	3	4	21	<ul style="list-style-type: none"> The Principal Contractor must ensure that particulate matter in their working zones is suppressed through applicable methods, such as providing adequate ventilation. Provide the PPE such as Dust mask to mitigate the impact. Medical surveillance must be conducted before the commencement of the project and after the project. 	Administrative	Good
18.	Mistakes in operation by employees and operators	Lack of training leads to mistakes, use of equipment incorrectly	4	5	4	36	<ul style="list-style-type: none"> All employees on site to be properly inducted. Competent supervision to be provided on site. 	Administrative	Good
19.	Interface with municipality personnel	<p>Mixing up of municipality personnel with construction activities exposes both parties to possible risks and hazards, due to poor hoarding / screens and barricades.</p> <p>Poor communication between municipality</p>	4	5	4	36	<ul style="list-style-type: none"> Hoarding must be erected to separate municipal personnel from construction activities. Barricading must be installed around working zones. Good working relationship must exist between municipal personnel and management of the Principal Contractor so that decanting can take place in harmony. Visible signage must be put up across all working zones for ample awareness on the site conditions and prohibitions applicable to it. 	Engineering and administrative controls	Good

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		<p>personnel and Principal Contractor.</p> <p>PC not coming up with clear plan of suppressing indoor air pollution.</p>					<ul style="list-style-type: none"> Warning signs to be included around other areas that may be affected by the movement of principal contractor personnel to and from the working zone 		
20.	Housekeeping	<ul style="list-style-type: none"> Housekeeping not being maintained daily. Generated waste, scrap and debris not removed from site at reasonably appropriate intervals. Construction areas near occupied offices not sufficiently hoarded. 	4	3	4	28	<ul style="list-style-type: none"> Housekeeping to be maintained daily. Hoarding must be maintained daily and must be kept up to standard. 	Administrative	Good
21.	Working at elevated position / at height	<p>Falling objects</p> <p>Employees working at heights not having necessary competency to work at heights.</p>	4	5	5	40	<ul style="list-style-type: none"> Tools to be secured while working at heights to prevent falling from heights. Adequate training and awareness to be provided to employees on working in elevated/fall position. 	Engineering and administration	Good

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22.	Fall protection	<p>Employees not working according to approved fall protection plan.</p> <p>Employees not trained on fall protection plan</p> <p>Lack of supervision to ensure that workers are implementing the approved fall protection plan.</p>	4	5	5	40	<ul style="list-style-type: none"> • Fall Protection plan to be communicated among all employees by means of induction training and toolbox talks. • Employees to have the necessary competency to qualify to work at heights. • Fall protection plan to be updated throughout the project life span. • Fall protection plan to address all site-specific conditions. 	Engineering and administration	Good
23.	Painting and attributed tools and equipment.	Paint being flushed down drains	3	4	3	21	<ul style="list-style-type: none"> • All cleaning of paint brushes to be conducted in a controlled manner and working area.' • No paint to be disposed off down drains or into the stormwater systems. • Empty paint containers to be removed from site and disposed off as per regulations on disposal of hazardous chemical waste. 	Administrative	Good
24.	Inadequate maintenance and decommissioning of elevator car, its doors and attributed operating equipment.	Collapse of the lift/elevator car due to poor handling and decommissioning resulting in serious injury or fatality.	4	4	4	32	<ul style="list-style-type: none"> • Regular maintenance must be scheduled. • Statutory examination of the elevator equipment (drive system, service shaft, doors and electrical circuitry) must be conducted on a regular basis. 	Administrative	Good
		Bruising or sprains, and entrapment from the sudden closure of the elevator's doors.	4	3	4	28	<ul style="list-style-type: none"> • Elevator cars must be maintained at intervals stipulated by statute. • Continuous operating inspections must be conducted, with records of identifiable defects. 	Administrative	Good

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		Serious injury on operating personnel from falling into the elevator shaft.	4	4	4	32	<ul style="list-style-type: none"> No access must be granted to elevator shaft, except for the maintenance team. A detailed fall protection plan must be developed, by a competent official. Adequate fall protection systems must be put in place. 	Administrative	Good
		Trip hazard from elevator car and landing deck being at different levels.	2	4	3	14	<ul style="list-style-type: none"> Proper maintenance procedures must be followed and implemented at intervals stipulated by statute. 	Administrative	Good
		Direct contact with elevator's driving system leading to electrocution, entrapment/entanglement.	3	4	4	24	<ul style="list-style-type: none"> No access must be granted to elevator shaft, except for the maintenance team. A thorough inspection of the drive system, by a competent official, must be conducted. Inspection registers to be updated timeously. Task-specific risk assessment to be developed and implemented. 	Administrative	Good

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1. A risk level is attributed to each circumstance in the following manner

- Low Risk = 1 – 15
- Medium Risk = 16 – 30
- High Risk = 31 – 50

2. Risk Ranking calculation

2.1 Consequence

- Medical Treatment only or less (minor injury) = 2
- Average Lost Time Injury = 4
- Major Injury = 6
- Fatality or Permanent disabling injury = 8

2.2 Probability

- Not likely to occur in our lifetime = A
- Could occur = B
- Has happened = C
- Common Occurrence = D

2.3 Calculation of Risk

- Consequence = probability x frequency

3. Evaluation of results

Activities listed in the high-risk zones must be seen as tasks requiring immediate attention. Administration will in most instances solve some of the problems satisfactory, administration would involve training and awareness programmes to educate employees about the hazards and risks associated with their tasks.

An implementation plan must be devised to address the outstanding issues which may need engineering solution or PPE if all attempts fail. The action plan must be cognisance of the specific hazards that need to be eliminated.

4. Assessment Team

The following professionals were involved in the design of this baseline risk assessment for Elevator maintenance at George Municipality's Main Building:

Eric Nqampi – Pr. CHSA
Dunyiswa Nosana: Can. CHSA
Siviwe Dandala: Can. CHSA

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5. Task Specific Risk Assessment

Should the baseline risk assessment indicate tasks in high-risk zone, a specific task risk assessment must be conducted. The assessment will then target the specific tasks and hazards attached to the identified activity.

6. Required and Existing Control Measures

- Safe Work Procedures
- Training
- Medical Examination
- Supervision
- Risk assessment
- Mitigation measures
- Consequence management