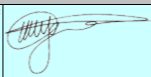


| Occupational Health and Safety Baseline risk assessment template | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|---|---------|---|------------------------|--|--|--|--|---|---|---|--|------------|---|------------------|---|--|----------------------|-----------------------|---|---|---|---|---|---|------------|----------|--|
| Project/Dept: | | Ankerlig Transmission Koeberg Second Supply | | | | | | | | | Next Review Date: | | 09-Jan-25 | | Unique Identifier | | 240-70044602 | | | | | | | | | | | | |
| Date: | | | | | | | | | Prepared by: | | Hayiseka Charles Ngobeni | | Signature: | |  | | | | Revision: 1 | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | Revision date: 09/01/2024 | | | | | | | | | | | | |
| Refer to Occupational Health and Safety Risk assessment procedure 32-520 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1: List activity | | 2: Hazard identification | | | 3: Risk identification | | | | | | | 4: Assess & Analyse Risks | | | | | 4: Evaluate Risk | | | | | 5: Reduce & Eliminate Risk | | | | | | | |
| List activity (When applicable) | Hazard nr | Hazard Identification | Risk Nr | Associated risk (Risk identification) | Risk type | Exposed group/employees | Exposure patterns | Cause(s) of the risk | Risk Owner | Conditions/Routine/No n-routine | What are the Consequences? | Existing Controls | First determine Consequence and then the Likelihood of that Consequence. | | Risk Priority Rating | 4: Evaluate Risk | | First determine Consequence and then the Likelihood of that Consequence. | Risk Priority Rating | Monitoring Mechanisms | Control Owner | Legal and Other Requirements | Initial Target Date | Revised Target Date | Current Status | Independent Verification (i.e. Confirmation that the objectives have been met) | | Comments | |
| | | | | | | | | | | | | | Consequence | Likelihood | | Consequence | Likelihood | | | | | | | | | Date Done: | By whom: | | |
| List specific activities to be performed taking into consideration the equipment to be used, the personnel involved in the task. | % | A hazard is anything that is likely to lead to an event that will have an adverse impact on achieving an objective. A hazard can pose more than one risk. | # | A physical event occurs or could occur in relation to the hazard | Safety or health | Who is exposed to the hazard i.e. Employees, visitors, members of the public, etc. | The frequency and duration the person/group is exposed to the hazard e.g. Daily for 3 hrs. | What causes the risk to come into effect? | Who is accountable for making sure the controls and monitors are: - in place, implemented, regularly reviewed for effectiveness. | Indicate Yes or No. Yes if routine and No if non-routine. These short-term changes to conditions that could not be reasonably anticipated e.g. Emergencies | What is the expected adverse impact on the objective? | Include: Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and Residual Controls (controls implemented to reduce the immediate impact of the risk occurring) | Consequence | Likelihood | II | P | Awareness,Routine Inspections | 4 | 2 | III | Prevalence of related incident analysis. | Building Manager,Site Project Manager,Safety Department | Where relevant, list the relevant legislative and/or Eskom requirements that prescribe the control. | Once a date has been agreed to, this can not be changed | Used if, for any reason, a Target Date is revised. Use the Comments field to explain. | Pending, In Progress, Complete | Date Done: | By whom: | |
| General | 1 | Exposed cables | 1.1 | slip, tripping and/or fall related injuries (broken arms/legs), sprains, contusions | Safety | Employees, visitors and contractors | Daily | Exposed cables, | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI,Medical,First Aid,Near Miss | Secure exposed cables | 4 | 3 | II | P | Awareness,Routine Inspections | 4 | 2 | III | Prevalence of related incident analysis. | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a workplace environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 2 | Poor visibility in offices and passages | 2.1 | slip, tripping and/or fall related injuries (broken arms/legs), sprains, contusions | Safety | Employees, visitors and contractors | Daily | poor visibility | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI,Medical,First Aid,Near Miss | ensure adequate lighting in all offices and passages, Emergency lights | 4 | 3 | II | P | Awareness,Routine Inspections | 4 | 2 | III | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a workplace environment that is safe and without risk to the health of his employees. | Ongoing | | | | | |
| | 3 | Poor housekeeping | 3.1 | slip, tripping and/or fall related injuries (broken arms/legs), sprains, contusions | Safety | Employees, visitors and contractors | Daily | Items not stored in correct place after use. | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI,Medical,First Aid,Near Miss | Reasonable standards of housekeeping maintained | 4 | 3 | II | P | Awareness,Routine Inspections | 4 | 2 | III | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a workplace environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 4 | Incorrect manual handling | 4.1 | musculoskeletal injuries, foot injuries (dropping items) | Health | Employees, visitors and contractors | weekly | suffer from back pain if heavy/bulky objects carried incorrectly | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | aches,pains and back injury to person | Awareness and training,possible automatic handling if available | 4 | 2 | III | P | Risk assessment to be conducted before commencement of activity. | 4 | 2 | III | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a workplace environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | | | 4.2 | material/property damage | | Employees, visitors and contractors | weekly | Incorrect lifting technique could lead to item carried being dropped and damaged | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Financial loss,delayed productivity | Awareness and training,possible automatic handling if available | 2 | 2 | IV | P | Risk assessment to be conducted before commencement of activity. | 2 | 2 | IV | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a workplace environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 5 | Improper Use of Electrical equipment e.g.drills, extension leads | 5.1 | Injury due to cuts,burns,falls,fire or property damage | Safety | Employees, visitors and contractors | Daily | Untrained staff using electrical equipment | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | loss of asset,Fire, fall and cut injuries | Sufficient power sockets provided to reduce need for extension cables.Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured.Hot/water heater positioned so water spills cannot contact electricity supply or equipment.Liquid spills mopped up immediately. paper towels provided in the kitchen | 5 | 3 | II | P | All office equipment used in accordance with the manufacturer's instructions and staff trained in its use | 5 | 2 | II | Prevalence of related incident analysis. | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 6 | Use of faulty electrical equipment | 6.1 | Injury due to electrical shock,falls or burns,fire | Safety | Employees, visitors and contractors | Daily | Maintenance/service schedule outdated. Equipment not inspected.Faulty equipment not being reported. | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | loss of asset,Fire, fall and cut injuries | Defective plugs, cables equipment etc reported and fixed ASAP. | 5 | 3 | II | P | maintenance/tenante schedule to be kept updated.Equipment to be inspected regularly. | 5 | 2 | II | prevalence of related incident analysis,Supervision | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 7 | Items falling from heights | 7.1 | Injury due to staff retrieving items from heights | Safety | Employees, visitors and contractors | Daily | Storage shelves unreachable or items stored/placed incorrectly | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Injury due to falling objects. | Shelves design is ergonomically friendly(Reachable). | 2 | 3 | III | F | Risk assessment to be conducted before commencement of activity. | 2 | 2 | IV | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 8 | Use of ladders | 8.1 | Injury due to falling | Safety | Employees, visitors and contractors | Daily | 1.unstable ladder,2.maximum weight on ladder exceeded, 3.untrained ladder usage, 4.incorrect ladder used for task 5.incorrect ladder used for task 6.ensure that correct ladder is used for specific task. | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI,Medical,First Aid,Near Miss | 1.inspect ladder before use, 2. use ladder on stable surface,3.ensure maximum weight on ladder not exceeded, 4.Ensure user trained and authorised to use ladder,5. | 4 | 4 | I | P | Risk assessment to be conducted before commencement of activity. | 4 | 2 | III | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 9 | staff being at work while ill | 9.1 | exposure to communicable diseases and viruses | Health | Employees, visitors and contractors | Daily | Staff transferring bacteria and viruses from working while ill | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI,Medical,First Aid,Near Miss | 1. Employee referred for medical assistance | 4 | 3 | II | P | awareness | 4 | 3 | II | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 10 | Stress (Work and/or personal) | 10.1 | Uncontrolled outburst, absenteeism, resignation,emotional illness,poor work relationships or badly managed change | Health | Employees, visitors and contractors | Daily | pressure of work demands, lack of job control, insufficient support from colleagues, not knowing their role, poor relationships, or badly managed change | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | LTI | Workplace wellness policy in place, Self-referral to Occupational Health Service available | 4 | 3 | II | P | Workplace schedules in place and agreed upon. | 3 | 2 | III | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| Hygiene and welfare | 11 | Toilets,floor,eating and kitchen area not cleaned | 11.1 | Spread of germs and bacteria leading to illness, Stomach leading to illness | Health | Employees, visitors and contractors | Daily | 1. Cleaners striking, 2. water shortage,3. cleaning products and material not readily available | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | temporary discomfort | 1.Engage in fair employment practices and resolve workplace issues before they escalate out of control,2.Ensure alternative water resources are available, 3. order cleaning products on time | 2 | 4 | II | F | Routine Inspections | 2 | 1 | IV | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 12 | Poor waste Management (incl. food waste) | 12.1 | Breeding of pests and rodents, | Safety | Employees, visitors and contractors | Daily | Bins and food waste not disposed or properly disposed off | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Medical,First aid | Ensure proper waste removal from site | 3 | 4 | II | P | Routine Inspections | 3 | 3 | II | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 13 | Poor waste Management (incl. food waste) | 13.1 | potential diseases | Health | Employees, visitors and contractors | Daily | Waste not disposed or properly disposed off | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Medical,First aid | Ensure proper waste removal. Clean/wash bins regularly | 3 | 4 | II | P | Routine Inspections | 3 | 3 | II | Prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | | | 14.1 | | Health | | | | | Yes | | | 4 | 3 | II | P | | 4 | 2 | III | prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | 14 | Potential water shortage | 15.1 | increased illness,spread of bacteria and germs | Health | Employees, visitors and contractors | Daily | Provincial water restrictions, broken water pipe | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | | LTI,Medical | Make provisions for water supply fix broken pipe | | | | | Awareness on water saving | | | | prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | | | 15.2 | lack of drinking water | Safety | Employees, visitors and contractors | Daily | Provincial water restrictions,broken water pipe | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Medical | Make provisions for water supply fix broken pipe | 4 | 3 | II | P | Awareness on water saving | 4 | 2 | III | prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |
| | | | 16.2 | No water in case of fire/emergency | Safety | Employees, visitors and contractors | Daily | Provincial water restrictions,broken water pipe | Site Manager,Building Manager,SHE Manager/SHE officer, Supervisor,Engineer | Yes | Property damage,financial loss | Make provisions for water supply fix broken pipe | 3 | 3 | II | P | Awareness on water saving | 3 | 2 | III | prevalence of related incident analysis | Building Manager,Site Project Manager,Safety Department | Occupational Health and Safety Act,85 of 1993,Section 38:Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. | Ongoing | | In progress | | | |

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