Occupational Health and Safety Baseline risk assessment

Business/Operating unit:	Removal of Illegal Connections in EMP, PMB and Newcastle zone	Department:	SHEQS	Next Review Date (every 2 years):	16-Jan-27	Template Identifier:	240-70044602
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Refer to Occupational Health and Safety Risk assessment procedure 32-520

List activity	Activity type (Routine/Non-routine)	Hazard nr	Hazard identification	Risk Nr	Associated risk	Risk type	Cause(s) of the risk	Exposed group/employees	Risk Owner	Exposure patterns	What are the possible consequence?	Existing Controls	Consequence	Likelihood	Risk Priority Rating	RCE Risk Control Effectiveness	Additional Controls or Tasks Aimed at Improving Existing Controls	Monitoring Mechanisms	Control Owner	Legal and Other Requirements	Target Date	Current Status	Integrated Risk Management (IRM) reference number
List specific activities to be performed taking into consideration the equipment to be used, the personnel involved in the task.	**Indicate R or N** 1. Routine activities and situations create hazards through day-to-day operations and normal work activities; 2. Non-routine activities and situations are occasional or unplanned;	#	Anything with potential to cause of harm. **Note:** 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	What causes the risk to come into effect?	Who is exposed to the hazard i.e. visitors, members of the public, etc.	Who is accountable for making sure the controls and monitors are: - In place, - implemented, - regularly reviewed for effectiveness.	The frequency and duration the person/group is exposed to the hazard e.g. Daily for 3 hrs.	Consider the worse-case scenario without controls?	Include - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - Reactive Controls (controls implemented to reduce the immediate impact of the risk occurring) **Elimination** **Substitution** **Engineering controls** **Administrative controls** **Personal protective equipment (PPE)**				**RCE** Risk Control Effectiveness	Include - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - Reactive Controls (controls implemented to reduce the immediate impact of the risk occurring) **Elimination** **Substitution** **Engineering controls** **Administrative controls** **Personal protective equipment (PPE)** **NB:** *The risk shall be evaluated, assessed and rated again once additional controls have been implemented and those controls drive an positive controls*	How we know if we are succeeding. Include comments on effectiveness. This may include i.e. measurements, inspections, supervision where necessary.	Person allocated the responsibility for implementing the agreed controls (if applicable)	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 (if applicable)	Pending, In Progress, Complete (if applicable)	Where applicable, add IRM system reference number for tracking of treatment actions. *(applicable to risks that have an impact on business objectives or require intervention from Senior or Executive management such as implementing major engineering projects as a control)*
Driving of vehicles	R	1	Driving	1	Involved in accident	Safety	Not adhering to the regulation, speed limit,Not paying attention, not familiar with the road,making use of cellphone, distractions, exposed to unsafe behaviours, congested roads, Pedestrians and live stock, Taxi and Truck on the road, Civil unrest, Negligent driving/fatigue	ALL	Managers, Supervisors, Drivers	+ 1hrs per driver/day	Fatalities,Injuries, Property damage	Staff driving vehicles to have national driver's license and Eskom driver's evaluation permit, vehicles in roadworthy condition, only transport authorised staff in vehicle and obeying of all traffic laws, Adherence to life saving rules, Discuss MKAs in safety meetings to increase awareness.	5	5	I	Fully effective	To adhere to the existing controls	Incident records, annual driver risk assessments, annual vehicle inspections	Manager and Staff	National Road Safety Act 93/CMI Procedure 32-520 (Vehicle and driver safety management), ESKOM Procedure 36-580 (Vehicle safety and transportation management), Life saving rules	N/A	Completed	N/A
	N	2	Parking of vehicles outside Eskom premises.	2	Hijacking, attacked, robberies vehicles could be stolen or Damaged	Safety	Shortage of secured parking	ALL	Drivers/Passengers	When attending meetings	Injuries,loss/damage to property	Staff receive awareness during safety talks	5	5	II	Mostly effective	PC-Arrange with meeting convener to organise parking for meeting where possible RC-If being Hi-jacked be surrendered, no eye contact, no sudden movements	Incident Stats	Manager and Staff	NA	20/7/16/16	In Progress	N/A
		4	Overflowing low level bridges	4	Drowning, getting washed away	Safety	High levels of water, heavy rain, taking chances, vehicles, reunion of their mates	Employees	Sen Sup / Manager	Rare / Seasonal	Fatality, Injuries	Administrative controls (Sharing of case studies, route risk assessments)	5	4	II	Mostly effective	Administrative controls - Ongoing safety awareness and compliance. Employees to check weather forecasts before travelling	Incident statistics	Sen Sup / Manager	Fatty Case Studies	20/7/16/16	Ongoing Monitoring.	
	N	3	Stray/wild animals	3	Involved in accidents (MVA/Property)	Safety/Environmental	Wildlife on road, drivers not observant enough	ALL	Managers, Supervisors, Drivers	When attending meetings	Fatalities,Injuries, Property damage	Drivers to adhere to road regulations	5	5	I	Mostly effective	Adhere to the existing controls	Incident Stats	Manager and Staff	National Road Safety Act 93/CMI Procedure 32-520 (Vehicle and driver safety management), ESKOM Procedure 36-580 (Vehicle safety and transportation management), Life saving rules	20/7/16/16	In Progress	N/A
Working in the Field	R	4	Wet or slippery or uneven surfaces	3	Slip, Trip & Fall on wet floors or uneven surfaces	Safety	Weather conditions,not paying attention & un even surface	Employees, visitors, members of the public and contractors	Managers, Supervisors	+ 1hrs per employee/day	Fatality, Injuries	Obey barricades & sign posting, PPE to be worn, be aware of where you are stepping, clean up spills immediately, Safety talks & Risk Assessment	4	5	I	Mostly effective	- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) section 8 (1) 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. Provide PPE that meets SANS Standards and well maintained and looked after. Not only to use PPE in isolation to minimize the risk but Risk Assessment 32-520 as the control measure	Incidents Stats	Manager and Staff	Occupational Health and Safety Act, 85 of 1993, PPE 240-12035484, Risk Assessment 32-520, Life Saving Rules 240-62196227	20/7/16/16	In Progress	N/A
Working in the Field	R	3	Bees	3	Bee stings	Safety	Employees that are allergic to bee stings are at high risk	Employees, visitors, members of the public and contractors	Managers, Supervisors	+ 1hrs per employee/day	Fatality, Injuries	Individuals to be aware of their status regarding allergies and inform rest of group. In case of a bee sting, make use of a first aider.	4	5	I	Mostly effective	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) 85 of 1993 Section 14 GENERAL DUTIES of EMPLOYER Subsection: (a) - (d) read with Section 21 GENERAL PROHIBITIONS Subsection: (c)	Incidents Stats	Manager and Staff	Occupational Health and Safety Act, 85 of 1993, PPE 240-12035484, Risk Assessment 32-520, Life Saving Rules 240-62196227	20/7/16/16	In Progress	N/A
Working in the Filed	R	3	Snakes	3	Snake bites	Safety	Working in the field, vegetation & weather condition	Employees, visitors, members of the public and contractors	Managers, Supervisors	+ 1hrs per employee/day	Fatality, Injuries	Where possible contact the snake catchers and have the snake chart. Always be aware of your surroundings.	4	5	I	Mostly effective	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) 85 of 1993 Section 14 GENERAL DUTIES of EMPLOYER Subsection: (a) - (d) read with Section 21 GENERAL PROHIBITIONS Subsection: (c)	Incidents Stats	Manager and Staff	Occupational Health and Safety Act, 85 of 1993, PPE 240-12035484, Risk Assessment 32-520, Life Saving Rules 240-62196227	20/7/16/16	In Progress	N/A
Use of step Ladders	R	4	The use of damaged, unsecured and unexpected ladders	4	Injuries	Safety	Improper use of ladder, handling and No Supervision.	ALL	Managers, Supervisors	Daily	Injuries	Proper storage of ladders is required.Ensure that a proper Training and Awareness is done.Competent person must inspect ladders.	3	5	II	Mostly effective	Proper Stacking and Storage under OHS Act 85 of 1993,Construction Regulations 28	Incident Stats	Manager and Staff	Occupational Health and Safety Act, 85 of 1993, Construction Regulations 28	20/7/16/16	In Progress	N/A
Storage of flammables	R	3	Oil, Petrol, Diesel, Thinners, Paint etc.	3	burns, fatality, injuries	Health & Safety	ground-, air-, water pollution - environmental risk	ALL	Managers, Supervisors	Daily	Damage to people and the environment	Not following safe working procedures, staff not properly trained, bad housekeeping	3	5	II	Mostly effective	Waste management training, Safe working procedures, applicable PPE, medical surveillance	Incidents Stats	Manager and Staff	Occupational Health and Safety Risk Assessment Procedure 32-520, Occupational Health and Safety Act 85 of 1993	20/7/16/16	In Progress	N/A
Computer use and office work	R	4	Working on PC's, sitting position, use of mouse and keyboard , type of chairs , (Poor Ergonomics)	4	Back and neck injuries, straining of legs, straining of eyes	Health & Safety	Bad posture, incorrect working position, chairs not ergonomically designed, incorrect work station layout,	ALL	Managers, Supervisors, SHE Reps	Daily	Work related upper limb disorders, repetitive strain syndrome, carpal tunnel syndrome, eye strain	Safety talks,Awareness, Avoid long working sessions, take regular breaks, conduct medical checks	3	5	II	Mostly effective	Supplement chairs with lumber support	Incident/Medical records and Inspections	Manager and Staff	Occupational Health and Safety Act, 85 of 1993, Risk Assessment 32-520	20/7/16/16	In Progress	N/A
Make use of the hydrobolt	R	5	Hot water	5	Injuries	Safety	Air trapped within Hydrobolt causing hot water to splash on person , leaking tap	ALL	Managers, Supervisors, all employees	Daily	Injury, burns	Awareness, focussing on task at hand, Excessive caution when opening the taps, Adhere to warning signs	4	5	I	Mostly effective	NA	Incident records	Manager and Staff	OHSAct section 8 (1) 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	20/7/16/16	In Progress	N/A
Emergency Preparedness	R	5	Inadequate emergency planning could result in the inability to effectively respond to emergencies Inadequate First-Aid arrangements could impact negatively of the ability to respond to first-aid injuries or to stabilize injured employees or other persons that may require advanced healthcare Inadequate fire prevention and protection measures may impact on the ability fi fight fires	5	Injuries	Safety	Exposed to rainfrazed which can cause harm to person or damage to environment or property.	ALL	Managers, Supervisors, all employees	Daily	Injuries	Awareness, focussing on task at hand, Excessive caution when opening the taps, Adhere to warning signs	4	5	I	Mostly effective	To appoint a competent person to act as emergency controller and or coordinator. To conduct an emergency identification exercise and establish what emergencies(not such as health, safety,environment, third party, community related action) to be developed. They must develop detailed contingency plans and emergency procedure, taking into account any emergency plan that the site/office may have in place. Security must regular practice drills of contingency plan and emergency procedure to test them and familiarize employees with them. Emergency evacuation drills must be conducted at least twice per annum. Adhere to the existing controls First Aid- The service provider to provide first aid equipment and have qualified Trolly Aider(s) on site as required by GSR3 of the OHSACT. The contingency plan of the service provider to include arrangements for the speedy and timeously transportation of injured and or ill person(s) to a medical facility or getting emergency medical support to person(s) who may require it. To have firm arrangement with his contractors in place regarding the responsibility of these contractors first-aid arrangements as well as treatment of injured and or ill employees. Fire Prevention and Protection-to ensure sufficient and suitable storage of firefighting equipment, to ensure employees are trained in the use of firefighting equipment and know how to attempt to extinguish a fire, (employee must be appointed and proof of competence to be available).	Incident records	All	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Eskom Fire-Risk Management 32-108	20/7/16/16	Ongoing Monitoring.	N/A
Working in inclement weather	R	5	Exposed to thunderstorms, lighting,strong wind, rain, sand-dust, storms, extreme hot conditions	4	Injuries, Drowning, getting washed away, skin burn	Health & Safety	Natural Hazard	ALL	Managers, Supervisors, all employees	Daily	Injuries	Safety talks, Awareness, use of Safe Working Procedures and provision of proper Personal Protective Equipments	4	5	I	Mostly effective	Working under supervision all the time and adhere to control measures.	Incident Records	All	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Eskom Procedure	20/7/16/16	Ongoing Monitoring.	N/A
Community Protest	R	5	Actions and conditions leading to possible theft, vandalism	5	Injuries	Safety	Community unrest	ALL	Managers, Supervisors, all employees	Daily	Injuries	Awareness,Request SAPS to escort for protection, adhere to warning signs.	4	5	I	Mostly effective	Making sure that you are safe and you are escorted all the time.Report matter before to the Security Department and SAPS.	Incident Records	All	Occupational Health and Safety Act 85 of 1993, Section 21(1)	20/7/16/16	Ongoing Monitoring.	N/A
Storage of waste	R	5	Hazardous waste, oil contamination, ink or pesticides	5	Damage to people and the environment	Health & Safety	Not following Safe Working Procedures or bad housekeeping	ALL	Managers, Supervisors, all employees	Daily	Injuries	Waste Management Training, use of Safe Working Procedures, Use of applicable Personnel Protective Equipments, Medical surveillance	4	5	I	Mostly effective	Adhere to the existing controls	Incident Records	All	Occupational Health and Safety Act 85 of 1993	20/7/16/16	Ongoing Monitoring.	N/A
Working at Heights	R	5	Falling from Heights, dropping of tools, incident, heavy equipment on	5	Fatalities and Injuries	Safety	No proper guard rails around working platforms, lack of safety harnesses, unsafe ladders	ALL	Managers, Supervisors, all employees	Daily	Fatalities, Serious Injuries	Safe working platforms, Supervision, Training of staff, Safety harnesses, Medical	4	5	I	Mostly effective	Adhere to the existing controls including Work at height standard 32-416	Incident Records	All	Occupational Health and Safety Act 85 of 1993	20/7/16/16	In Progress	N/A
Planting of poles by hand	R	6	Lifting heavy poles	6	Fatigue, Back, shoulder, neck, foot injuries, falling of poles	Safety	Not assisting one another	ALL	Managers, Supervisors, all employees	Daily	Fatalities, Serious Injuries	No rotguard breaks, No proper physical material handling of pole which could strain the muscles causes injuries	4	5	I	Mostly effective	Adhere to all existing controls. On Risks Assessments 32-520. Ensure that Safe Working Procedures are followed	Incident Stats	All	Occupational Health and Safety Act 85 of 1993	20/7/16/16	In Progress	N/A
Improper use of hand tools	R	4	Improper use of hand tools	4	Hand injuries, Broken bones	Safety	Damaged hand tools	ALL	Managers, Supervisors, all employees	Daily	Hand injuries, Broken bones	No regular inspection of tools, Incorrect hand tools,	3	5	II	Mostly effective	Safety Talks, Correct PPE for the job, use of correct tools for the job, tools to be in good condition, pre-job brief, Use "hand free" approach Regular inspection of hand tools, PPE	Incidents Stats	All	Occupational Health and Safety Act 85 Of 1993, Risk Assessment 32-520	20/7/16/16	In Progress	N/A
Physical Material Handling	R	8	Heavy lifting, Falling of material	8	Fatigue, Back, shoulder, neck, foot injuries	Safety	No Regular breaks, Not assisting one another, lack of communication	ALL	Managers, Supervisors, all employees	Daily	Fatigue, Back, shoulder, neck, foot injuries	No Regular breaks, Not assisting one another or the use of crane.	4	5	II	Mostly effective	Requires proper PPE (Safety Boots, Gloves,) Regular breaks, Proper lifting technique, the use of crane or team work. The proper training is required and medical surveillance	Incidents Stats	All	Occupational Health and Safety Act 85 Of 1993, Risk Assessment 32-520	20/7/16/16	In Progress	N/A
Vehicle Mounted Crane	R	8	Lifting heavy equipment, crane failure, loose outriggers	8	Fatigue, Back, shoulder, neck, foot injuries, falling of material	Safety	Not assisting one another, crane load examination, lack of communication, inspection	ALL	Managers, Supervisors, all employees	Daily	Fatigue, Back, shoulder, neck, foot injuries	No Regular breaks, Not assisting one another or the use of crane.	4	5	II	Mostly effective	Requires proper PPE (Safety Boots, Gloves,) Regular breaks, Proper lifting technique, the use of crane or team work. The proper training is required and medical surveillance	Incidents Stats	All	Occupational Health and Safety Act 85 Of 1993, Risk Assessment 32-520	20/7/16/16	In Progress	N/A
Loading and Off-loading material	R	6	Improper Loading / off- loading of the equipment(using wrong method)	6	Equipment falling on staff, other equipment	Safety	Not services cranes, Inadequate inspection of lifting equipment, Incorrect rigging, using cascade to support the load	ALL	Managers, Supervisors, all employees	Daily	Possible property damage - Injury to staff	No Regular breaks, Not assisting one another and the use of crane under supervision, Not services cranes, Inadequate inspection of lifting equipment, Incorrect rigging	4	5	II	Mostly effective	Keep safe working space around the machine, Supervision, Training of staff	Incidents Stats	All	Occupational Health and Safety Act 85 Of 1993, Risk Assessment 32-520	20/7/16/16	In Progress	N/A
Portable power-drilling	R	8	Noise, Defective tool, Improper use	8	Staff exposed to excessive noise; injuries	Health & Safety	Operation of the machine wrongly, using damage tool	ALL	Managers, Supervisors, all employees	Daily	NIHL	No proper PPE such as earplugs, no regular breaks, No adequate inspection.	4	5	I	Mostly effective	Supervision, Training, Hearing protection devices, medical surveillance	Incidents Stats	All	Noise Induced Hearing Loss Regulations 81 of 2011	20/7/16/16	In Progress	N/A
EXCAVATION by Hands - digging of holes; trenches	R	6	Open trenches	6	Fatigue, Back, shoulder, neck, foot injuries, falling into the holes	Safety	Excavation collapse, open trenches or holes	ALL	Managers, Supervisors, all employees	Daily	Possible fatalities - Back injuries	No proper supervision, No Shoring of excavation, Soil structure,	4	5	II	Mostly effective	Excavate to natural angle of repose - Excavation shored/braced, Sides of excavation fenced off, Training on excavation work, Supervision.	Incident Stats	All	Occupational Health and Safety Act 85 of 1993, CR 15(1), Risk Assessment to be carried out 32-520 Excavation work must be under supervision And Safe Working Procedure to be used.	20/7/16/16	In Progress	N/A
Office Environment	R	6	Unsafe use of Stairways	6	Falling down the stairs	Safety	Distractions (phones, looking around, running, rushing), Failure to hold onto the rails	ALL	Managers, Supervisors, all employees	Daily	Fractures, bruises, dislocation of ankle etc	Informing personnel about the safe use of stairways	4	5	I	Mostly effective	NA	Incident records	Manager and Staff	OHSAct section 8 (1) 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	20/7/16/16	In Progress	N/A
	N	8	Contaminated surfaces and or contaminated respiratory droplets released by individuals who are currently infectious	8	Exposure to and transmission and spread of the corona virus	Health	Not practicing social distancing, offices, surfaces and equipment not effectively sanitised, not following good hygiene practices, no risk assessment conducted, allowing sick people to come to work, no temperature scanning, non functional aircons, lack of fresh air circulation in ventilation, inadequate waste disposal of contaminated tissues or masks, people sharing resources	employees	Line Manager/Supervisor	Daily	miscarriage, premature delivery	Administration: Working from home is facilitated wherever possible especially for elderly, pregnant women and those with underlying medical conditions. Employees who are unwell with symptoms of Coronavirus (COVID-19) will not be allowed on site and are advised to self-isolate in accordance with government guidance. They should not travel to or attend the workplace. Meetings are not face to face but use technology in terms of MS teams. Administration: Social distancing (3m) encouraged. The time the employees are to stay away from home for projects has been minimised. Temperature Screening: this is being done by the security at the gate entrance. Employees who are unwell are sent home. Risk Assessments are being done, the assessments updated and communicated with all relevant stakeholders, Posters, leaflets and other materials are available for display. Hygiene practices and cleaning: Offices are frequently cleaned, sanitised and provided with alcohol based sanitisers; Hand washing facilities and soap is provided; disposable paper towels provided, employees encouraged to sanitise their work surfaces regularly. Cleaning contract in place. PPE: 3-ply face masks are provided and encouraged to be worn at all times whilst in	5	5	II	Mostly effective	Administrative: Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Encourage staff to report any skin related problems due to use of hand sanitisers and to protect the skin by applying a barrier cream regularly. Rigorous checks to be carried out by supervisors and managers to ensure that the necessary precautions are being followed. Employees are to report immediately if they believe they came into contact with someone who may be infected. PPE: if disposable, must be disposed off in closed bin. Reusable must be washed daily and replaced frequently as per specifications due to wear and tear.	Incident stats, Eskom dashboard	Line Manager	OHS Act - Section 8, Section 14, Section 16, HIA Regulations,	TBC (Dr Penny to advise once a decision is made)	Daily monitoring	