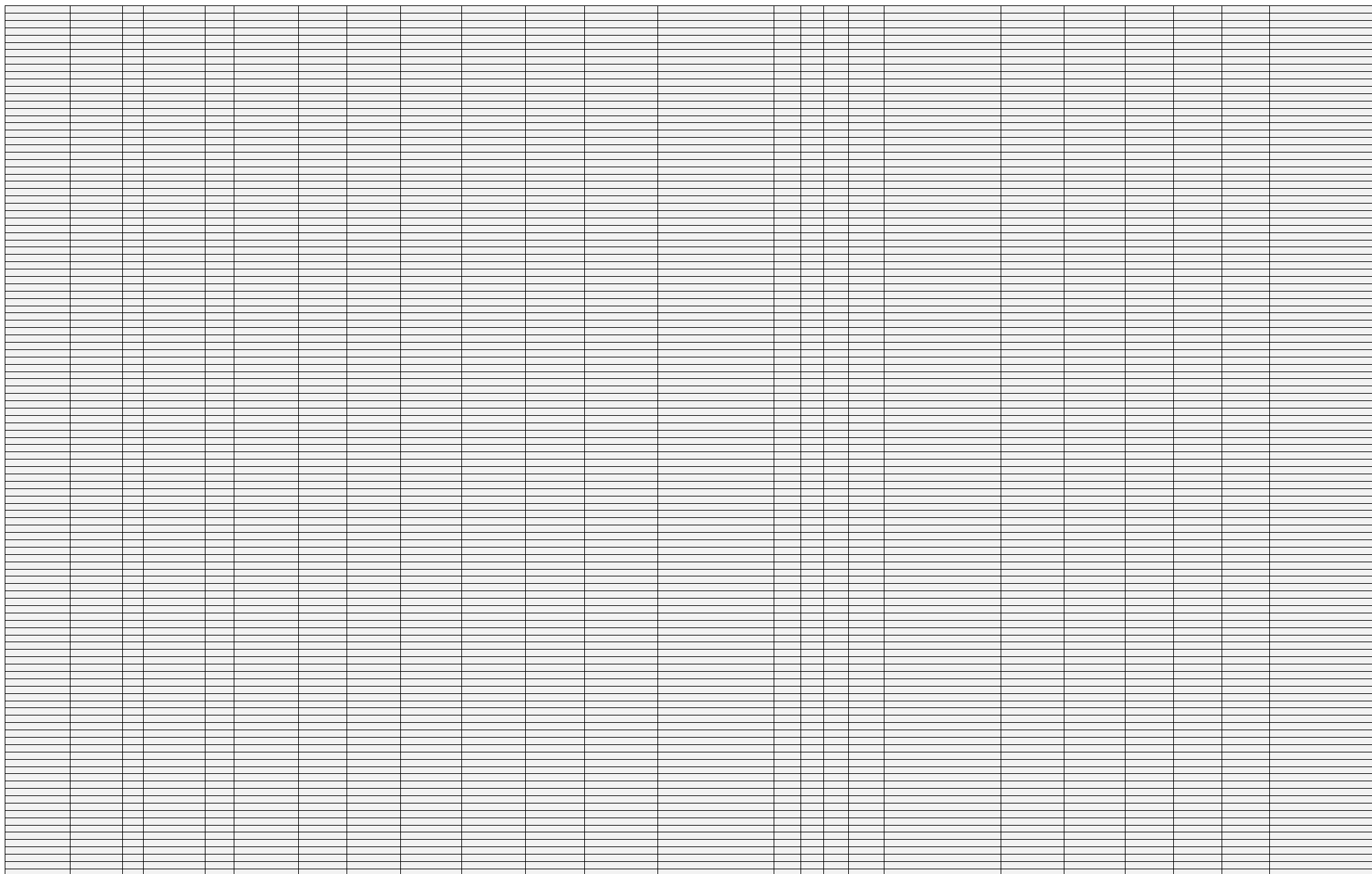


Occupational Health and Safety Baseline risk assessment template																							
Business/Operating Unit:	Groovlei Power Station				Department:	Fleet Management Department										Next Review Date (every 2 years):		Template Identifier:	240-7004602				
Date: 20 Nov 2024					Prepared by: Name: Shymen Tshetla				Authorised by: Name: Zanele Nyathi								Document Identifier:						
					Designation: Fleet Officer				Designation: Services Manager														
					Signed: 				Signed: 														
					Date: 20 Nov 2024				Date: 20 Nov 2024														
Refer to Occupational Health and Safety Risk assessment procedure 32-520																							
List activity	Activity type (Route/Non-routine)	Hazard no	Hazard Identification	Risk Nr	Associated risk	Risk type	Cause(s) of the risk	Exposed group/employees	Risk Owner	Exposure patterns	What are the possible consequences?	Existing Controls	Consequence	Unhazard	Risk Priority Rating	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 exposure to be used, the personnel involved in the task.	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 hazardous	1	Anything with potential to cause harm. Note: A hazard can pose more than one risk.	1	A chance that injury, a 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 measures are in place, implemented, regularly reviewed for effectiveness.	The frequency and duration the personnel is exposed to the hazard (i.e., Daily for 5 hrs.	Consider the worst case scenario without controls?	Include - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring); and Rescue Controls (controls implemented to reduce the immediate impact of the risk occurring)	5	B	II	RCE Risk Control Effectiveness	How we know if we are succeeding: Incident reports, near misses, observations, measurements, inspections, supervision where necessary.	Person allocated the responsibility for implementing the agreed controls	Where relevant, for the relevant legislative and/or other requirements to prescribe the controls	Once a date has been agreed to, this can not be changed	Pending, In Progress, Complete	Where applicable, add IRM system reference number for tracking of treatment actions.	
Driving/ transporting emp	R	1	Other moving vehicles on the road.	1	Fatally and/or property damage.	Safety	Collisions or vehicle loss of control, if vehicle not well maintained or serviced.	Employees and/or members of the public.	Manager	4 hrs./day	Injuries and/or fatalities	Maintenance of vehicles and defect management programme. Exhaust filter evaluation programme and defences. During Exhaust permit system for drivers. Observed mechanics and driver camera. Awareness on Low speed vehicle shuttles up to the Sublet rate etc.	5	B	II	Mostly effective	All volunteer drivers to attend training for defensive and advanced drivers and act in jacking.	Driver cam, telematics, Logbooks and inspection books. Incident trends.	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	2	Adverse weather conditions (Strong winds, dust, snow, poor visibility, rain, fog, and leaf road conditions).	2	Fatally/ property damage	Safety	Poor visibility, strong winds, slippery surfaces because of rain or chemical spills and uneven road surface (boulders and road constructions).	Employees	Manager	4 hrs./day	Multiple injuries and/or fatalities	Awareness, training on defensive and advanced driving. Test low salt and grader are provided. There are road signs to warn drivers of road conditions. Observation of speed limit. Radio broadcasts about weather conditions.	5	C	II	Mostly effective	Install fog lights on all vehicles. Drivers are instructed not to drive vehicles if road is too dense.	Driver cam, telematics, Logbooks and inspection books. Incident trends.	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	3	Sitting in the vehicle for long time (Physical Ergonomics)	3	Back, shoulder, wrists, elbows, neck and knee pains	Health	Fatigue for sitting in the vehicle for long time.	Employees	Manager	4 hrs./day	Musculoskeletal disorder (Muscle sprains and strains resulting in pain on the upper and lower extremities).	Maintenance of vehicles and defect management programme. Most of the vehicles are new with advanced ergonomic design. Awareness and assessment.	4	B	II	Mostly effective	Awareness, training on rest/work cycles.	Medical surveillance report. Incident trends.	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	4	Sitting in the vehicle for long time (Cognitive Ergonomics)	4	Mental fatigue resulting in wrong decision taken. Anxiety, fatigue and stress.	Health	Excessive mental concentration while driving.	Employees	Manager	4 hrs./day	Multiple injuries and/or fatalities. Stress, anxiety and fatigue. Absenteeism incidents.	Vehicles are fitted with mirrors to make the drivers wider on the road. Driver cams are installed to monitor the interior while driving.	5	B	II	Mostly effective	Rest/work cycles should be instituted. Drivers to report fatigue to their manager so that they are provided with a driver who will transport them home.	Driver cam, telematics, Logbooks and inspection books. Incident trends. Medical surveillance.	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	5	Stop animals that turn to the road.	5	Injuries and/or fatalities	Safety	Animals jumping on the road	Employees and/or members of the public	Manager	4 hrs./day	Injuries and/or fatalities	Driver cam, telematics, Road warning signs. Personal observations. Awareness training. Driver is briefing with other people in the car.	5	C	II	Mostly effective	Environment to communicate with farmers to fence off yards along the road.	Driver cam, telematics	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	6	Lack of sufficient drop off points during pick-up time.	6	Property damage, injuries and/or fatalities	Safety	Refuelling tanks. People crossing the road in areas that are not designated as drop-off points.	Employees/ members of the public	Manager	2 hrs./day	Property damage, injuries and/or fatalities	Passenger crossings as well as pick up points are available at the station.	5	C	II	Mostly effective	Doing awareness, identify areas where to put more pedestrian crossings, or identify offloading and pick up points.	Awareness attendance report/inspector.	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	7	Conditions of the vehicles	7	Property damage, injuries and/or fatalities	Safety	Inadequate maintenance of vehicle	Employees	Manager	2 hrs./day	Injuries	Inspection checklist. Regular inspections of tires, brakes, maintenance. Maintenance schedule with logs.	2	B	II	Mostly effective	Follow up on maintenance schedule and update vehicle license regularly.	Inspection. Ensure that checklist is updated. Personal Maintenance jobs.	Manager/ Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
Washing of vehicles	R	1	Handling chemicals	1	Exposure to chemicals could lead to skin irritations and infections	Health	Skin contact to chemicals while not wearing gloves or the correct clothing.	Employees	Manager	6.8hours/day	Skin irritations and infections	Employees are provided with suitable personal protective equipment. They are using a high pressure system to minimize the contact with water and chemicals.	2	B	II	Mostly effective	Awareness on the hazards of chemicals should be provided.	Awareness training records. Medical surveillance report.	Manager/ Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	2	Handling chemicals	2	Exposure to chemicals could lead to lung infections	Health	Inhalation of smokes and vapours	Employees	Manager	6.8hours/day	Lung infections	Employees are provided with suitable personal protective equipment. They are using a high pressure system to minimize the contact with water and chemicals.	2	B	II	Mostly effective	Awareness on the hazards of chemicals should be provided.	Awareness training records. Medical surveillance report.	Manager/ Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	3	Temperature extremes (cold and hot)	3	Exposure to temperature extremes (cold and hot) could lead to Cold stress (shivering and hypothermia). Heat stress (dehydration, heat cramps, heat exhaustion and heat stroke).	Health	Use of cold water and exposure to outside hot temperatures. Heat cramps, heat exhaustion, heat stroke.	Employees	Manager	6.8hours/day	Cold stress, shivering and hypothermia. Heat stress, dehydration, heat cramps, heat exhaustion and heat stroke.	Employees are provided with suitable personal protective equipment. They are using a high pressure system to minimize the contact with water.	2	C	III	Mostly effective	Rest/work cycles should be instituted.	Incident trends. Medical surveillance reports.	Manager/ Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
Re fueling of vehicles	R	1	Handling vapours	1	Exposure to vapours could lead to Respiratory infections, breathing problems	Health	Inhalation of smokes and vapours from petrol and diesel.	Employees	Manager	Athric during the day for 10 minutes	Respiratory infections, breathing problems	Medical surveillance of the exposed employees. The area is regularly ventilated.	1	A	III	Mostly effective	Maintenance and enforcement of the current controls.	Occupational hygiene survey results. Medical surveillance records.	Manager/ Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
Jump starting of vehicles	R	1	Use of a defective portable charger or incorrect use of the portable charger.	1	Electrocution resulting in fire causing burns	Safety	Clearing of terminals. Battery explosion. Absent roadblocks.	Employees and property damage.	Manager	Athric during the day for 15 minutes	Employees and property damage.	Jump starting procedure is available. The portable charger is under maintenance.	2	B	II	Mostly effective	Awareness to drivers and mechanics on correct jumpstarting of vehicles.	Checking incident rate or near misses	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
Flat tyre replacement	R	1	Falling of the jacked car when removing or replacing the wheel.	1	Injuries	Safety	Incorrect use of jack. Failure to secure the vehicle when replacing a flat tire.	Employees	Manager	Athric during the day for 10 minutes	Injuries	Follow work instruction. Use of triangle to warn other road users.	2	B	II	Mostly effective	Develop work instruction for the replacement of tire.	Awareness	Supervisor	Road traffic act, OHS Act, Vehicle Safety 240-69946, LSR	Mar 22		
	R	2	Bending and repeating while replacing the tire (Physical Ergonomics)	2	Musculoskeletal disorder (Muscle sprains and strains resulting in back pain and/or shoulder pains)	Health	Incorrect lifting of the tire	Employees	Manager	Athric during the day for 10 minutes	Musculoskeletal disorder (Muscle sprains and strains resulting in back pain and/or shoulder pains)	The activity is for a short time. Employees were provided with an awareness programme on ergonomics.	2	B	III	Mostly effective	Assume rest/work cycles if extensive work is undertaken.	Checking incident rate or near misses	Supervisor	OHSAct	Mar 22		
Admin work	R	1	Working on the computer for extended period (Physical ergonomics)	1	Musculoskeletal disorder (Muscle sprains and strains resulting in back, neck, wrist pain and/or shoulder pains)	Health	Sitting on the chair and use of computer. Reaching for incorrect thing position, twisting of neck, etc.	Employees	Manager	6.8hrs/day	Musculoskeletal disorder (Muscle sprains and strains resulting in back, neck, wrist pain and/or shoulder pains)	Awareness on ergonomics. Chairs that are provided in offices. New armrests. Back supports, can be from front and back and have arm rests. Equipment in offices are within reach with no extended reaches.	1	A	III	Mostly effective	Maintenance and enforcement of the current controls.	Checking incident rate or near misses	Supervisor	OHSAct	Mar 22		
	R	2	Working on the computer for extended period (Cognitive ergonomics)	2	Mental fatigue, Eye strain, Stress, Absenteeism increase.	Health	Sitting on the chair and use of computer for an extended time.	Employees	Manager	6.8hrs/day	Mental fatigue, Eye strain, Stress, Absenteeism increase.	Rest /work cycles are implemented. New computers are available for lighting requirements.	2	B	III	Mostly effective	Maintenance and enforcement of the current controls.	Checking incident rate or near misses	Supervisor	OHSAct	Mar 22		
	R	3	Insufficient Illumination	3	Exposure to insufficient Illumination could lead to Eye strains and headache	Health	Much time on computer	Employees	Manager	6.8hrs/day	Eye strains and headache	Take regular breaks. The lights are on a maintenance programme.	1	A	III	Mostly effective	Maintenance and enforcement of the current controls.	Checking incident rate or near misses. Occupational hygiene survey reports.	Supervisor	OHSAct	Mar 22		
	R	4	Unfavourable indoor air quality	4	Exposure to unfavourable indoor air quality could lead to Headaches, drowsiness, blocked noses etc.	Health	Failure of the air conditioning unit resulting in build up of carbon dioxide. Insufficient humidity and release of chemicals from noses etc.	Employees	Manager	6.8hrs/day	Headaches, drowsiness, blocked noses etc.	The offices are air-conditioned. Smoking is prohibited in offices. There are ventilation systems to allow for natural ventilation. The air conditioning units are on a maintenance programme.	2	B	III	Mostly effective	Maintenance and enforcement of the current controls.	Checking incident rate or near misses. Occupational hygiene survey reports.	Supervisor	OHSAct	Mar 22		
	R	5	Handling sharp edges on paper	5	Exposure to sharp edges on paper could lead to Finger cuts	Safety	Mis-handling of paper	Employees	Manager	6.8hrs/day	Finger cuts	Awareness on paper handling	2	B	III	Mostly effective	Maintenance and enforcement of the current controls.	Checking incident rate or near misses.	Supervisor	OHSAct	Mar 22		
	R	6	Loose cables due to poor housekeeping	6	Exposure to loose cables could lead to Trips and falls that will result in injuries	Safety	Contact with loose wires	Employees	Manager	6.8hrs/day	Injuries	All cables to be put at the side where employees are not walking	2	B	III	Mostly effective	Awareness - Toolbox talk	Checking incident rate or near misses	Supervisor	OHS Act	Mar 22		
	R	7	Handling electrical appliances like tape cassettes, microwave and others.	7	Exposure to electrical could lead to electrocution, shocks, burns	Safety	Contact with faulty unswitched equipment, loose wires and connections	Employees & Visitors	Manager	1hr./day	Electrocution that will result in burns	Safety inspections PM and survey, awareness, Signs and posters.	3	B	II	Mostly effective	Maintain and enforce existing controls	Safety signs SHE Risk Inspections, BSO.	BA Manager	OHS Act PSR	Mar 22		
	R	8	Handling excessive Paper/wood/plastic	8	Exposure to excessive Paper/wood/plastic could lead to Occurrence/Exposure of fire that will result in personal injuries and property damage.	Safety	Ignition of fire	Employees & Visitors	Manager	6hrs/day	Occurrence/Exposure of fire that will result in personal injuries and property damage.	Awareness on basic fire training provided. Fire extinguishers are installed. The emergency plan is displayed and there is a team that deals with emergency situation. First aid kit is available on site.	3	B	II	Mostly effective	Maintain and enforce existing controls	Safety signs SHE Risk Inspections, BSO.	BA Manager	OHS Act	Mar 22		
Performing tasks in the offi	R	1	Human factors (work load, stress, long working hours, lack of resources, monotony)	1	Incorrect planning and allocation of resources. Increased number of damaged vehicles, injuries, absenteeism, if death	Health and safety	Inability to think properly due to stress. Judge risk knowledge resulting under pressure, lack of team work, distraction due to monotony	Employees, contractors	Manager	Daily	Injuries , work overheat ,plant damages	Recruitment process. Talent based on job training ,JOP , health and welfare. Employee awareness programme , Supervision , Work team sessions.	4	B	II	Mostly effective	Manager to maintain a good working relationship with the team. Maintain and enforce existing controls	medical surveillance ,supervision	Line Manager	RCSEA/ESOM CODE OF CONDUCT OR GOOD PRACTICE/OSHACT	Mar 22	In Progress	
	R	2	Human factors (sexual harassment, bullying, abuse, assault)	2	Sex employee moral, incidents, absenteeism, if death	Health and safety	Lack of knowledge, lack of good working ethics and organisational culture	Employees, contractors	Manager	Daily	Injuries, Mental Stress	RCOE acts, Eskom values, Eskom SHEQ policy, Harassment awareness, employee awareness programme , Supervision , Work team sessions.	4	B	II	Mostly effective	Manager to maintain a good working relationship with the team. Maintain and enforce existing controls	medical surveillance ,supervision	Line Manager	RCSEA/ESOM CODE OF CONDUCT OR GOOD PRACTICE/OSHACT	Mar 22	In Progress	
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Consequences	6	IV	II	I	I	I
	5	IV	II	II	I	I
	4	IV	III	II	I	I
	3	IV	III	II	II	I
	2	IV	IV	III	II	II
	1	IV	IV	IV	IV	III
Likelihood						

R	Safety	1	A	Fully effective	I
N	Health	2	B	Mostly effective	II
		3	C	Mostly ineffective	III
		4	D	None	IV
		5	E		
		6			

