

Occupational Health and Safety Baseline risk assessment template								
Business/Operating unit:	Kendal Power Station			Supply of Catering Services			Next Review Date (every 2 years):	Template identifier:
Date: March 2021 Authorised by: Name: Yvonne Makgaga Designation: Supervisor Signed: Date: Document identifier Revision number: 1 Revision date: 31-May-24								
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		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. 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	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	Person allocated the responsibility for implementing the agreed controls	Where relevant, list the relevant legislative and or Eskom requirements that prescribe the control.
Food preparation	Use of sharp objects (eg Knives)	Cut by or punctured by sharp utensils such as knives	Safety	Amputation. Finger and hand cut injuries and punture injuries	Prejob brief, First aid box provided and maintained, tool box talk that covers safe use of sharp utensils. Knives are stored properly when not in use	Mostly effective	Manager & Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	Cutting of non-defrosted fish	Finger cuts and amputations	Safety	Amputation. Finger and hand cut injuries and punture injuries	Toolbox talk and hazard awareness.	Mostly effective	Manager & Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Food handling	Exposure to micro organisms	Food poisoning, Stomach aches	Health	Food poisoning	Cutting boards are non porous, They coded i.e. different colours for different food stuffs, Housekeeping rules in place (clean as you go/after every use), samitisation of the boards and surfaces	Fully effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Cooking	Exposure to hot surfaces, hot water, steam, hot oils, hot food	Contact with Hot food/surfaces/contact Burns, scalding	Safety	Burns and scalding	Hazard awareness, Toolbox talks, proper PPE i.e. oven gloves, use of trolleys to transport hot food.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	Electric equipment and cables	Defective cables, exposed wires left unattended, contact with water, tripping and falling over unsecured cables	Safety	Explosions, fire, burns, electric shock and serious injuries	SHE Rep Inspections, Defect system in place and Hazard awareness.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	High temperatures (in the cooking area)	Exposure to high temperatures in the kitchen.	Safety	Suffocation, heat stress/heat stroke and dizziness.	Hazard awareness, employees are encouraged to take regular breaks away from the hot environment, water breaks	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act, Electrical Regs
Serving food	Cross contamination	Food poisoning, Stomach aches	Safety	Suffocation, heat stress/heat stroke and dizziness.	Food served as quickly as possible after cooking, Clean serving utensils used, hands are washed before serving, adequate PPE i.e. jackets, disposable gloves and hair nets	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Food deliveries	Moving up and down the stairs with food when delivering food to departments that do not have a lift	Slip, trip and fall	Safety	slip, trip Fall from the stairs, Fractures, bruises, ankle and arm twists	Deliveries are made to departments only when lift is operating. No deliveries are done by hand i.e. not carried by but delivered by trolley. If hand delivery is necessary, two-man rule is applied, 3-point Contact rule always enforced when using the stairs.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	Noise (exposure during delivery of food to departments in the plant)	Exposure to high noise levels	Health	Short irritation to the ears (ears may feel stuffed up for a short period)	Hazard awareness, Hearing protection use is mandatory when going into plant areas, signage is posted and adequate wearing of hearing protection is adhered to.	Mostly effective	Manager/ Supervisor	OHS Act, Health Act
	Dust	Inhalation of and Exposure to ash dust	Health	Irritation to respiratory tract (nose, throat and lungs), irritation to the eyes	Hazard awareness, Wearing of dust mask and eye protection is encouraged while doing deliveries during windy days or when there are high dust levels coming from the plant.	Mostly effective	Manager/ Supervisor	OHS Act, Health Act
	Lifting heavy items, ergonomics	Muscle sprains and strains, back pains	Safety	Muscular discomfort, strain and overexertion.	Use of trolleys, train employees on correct lifting methods. Hazard awareness	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Cleaning of floors	Slippery floors	slipping and falling	Safety	Muscular discomfort, strain and overexertion.	Floor is cleaned immediately after a spill, Clean as you go policy applies, Safety boots are worn, cautionary signs used when floors are being cleaned or there is a spillage.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act

	Mixing of cleaning chemicals eg bleach, domestos, handy andy etc	Contact with chemicals, mixing of chemicals that may result in chemical reactions	Health	Skin irritation, eye irritation and nasal/sinus irritation	Hazard awareness, toolbox talks, proper PPE i.e. gloves, overalls, use of push-on buckets to avoid wringing mop with hands.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	Improper storage of cleaning chemicals	Contact with chemicals, inhalation of chemical vapours	Health	Skin irritation, eye irritation and nasal/sinus irritation	MSDS are provided. Chemicals are kept closed and stored in designated cupboards	Mostly effective	Manager/ Supervisor/ Contractor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Washing the dishes	Sharp knives and forks, chipped plates, broken plates during washing	Contact with sharp utensils and crockery	Health	Finger cuts and other hand injuries.	Dish washing machine is used. Use of PVC gloves during washing of dishes. Hazard awareness	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
	Use of dish washing chemical	Contact with chemical	Health	Skin irritation	MSDS are provided. Containers are clearly labelled, Gloves provided to employees, Dish washer is used for washing dishes. Hazard awareness	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Cleaning of ovens	Oven Cleaner (Chemical)	Contact with and inhalation chemicals	Safety	Skin Irritation and contact dermatitis, irritation to the nasal area and eye irritation.	MSDS is provided. Containers are clearly labelled, hazard awareness and PPE is worn i.e. gloves and long sleeved overalls, goggles and masks.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
Issuing the lite meal pack and take aways	Prolonged Standing	Fatigue, lower body muscle strain	Safety	Muscle Fatigue, Joint compression, Induced leg veins (Varicose veins), Cardiovascular disorder	Chairs are provide in the issuing area, wearing appropriate shoes, Awareness/toolbox talk, employees take turns when issuing	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, cosmetics and disinfectants act, Health Act
completing daily duties	Corona Virus	Contracting the disease	Health	Respiratory irritation and infections	Hazard awareness, employees and customer are required to: do daily self assessment and stay home if they feel sick, sanitize hands/wash hands with soap and water and wear masks. Entry to collection area is limited to one person at a time as well ensuring that the 1 meter following distance is adhered when queuing. In the dinning hall, sitting limited to 3 people per table Further to be referred to Bow tie risk assessments.	Mostly effective	Manager/ Supervisor	OHS Act, Foodstuffs, Health Act
Driving, Transport employees	Unfavourable road conditions	Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.		Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.	Awareness during SHEQ meetings/ tool box talks/ lessons learned/ road safety campaigns/ Driver risk evaluation/Defensive & advance driving training.	Mostly effective	Manager	Road traffic act, OHS Act. Vehicle Safety 240-69945
	Exposure to night time driving	Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.		Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.	Awareness during SHEQ meetings/ tool box talks/ lessons learned/ road safety campaigns/ Driver risk evaluation/Defensive & advance driving training	Mostly effective	Manager	Road traffic act, OHS Act. Vehicle Safety 240-69946
	Exposure to unfavourable weather conditions due to Mist/Fog/heavy rain	Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.		Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.	Awareness during SHEQ meetings/ tool box talks/ lessons learned/ road safety campaigns/ Driver risk evaluation/Defensive & advance driving training	Mostly effective	Manager	Road traffic act, OHS Act. Vehicle Safety 240-69947
	Exposure to potholes on the road.	Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.		Vehicle accidents which will result in multiple injuries and/or fatalities as well as property damage.	Awareness during SHEQ meetings/ tool box talks/ lessons learned/ road safety campaigns/ Driver risk evaluation/Defensive & advance driving training	Mostly effective	Manager	Road traffic act, OHS Act. Vehicle Safety 240-69948
	Unfit road users, pedestrians, stray animals	Collision that result in accidents with multiple injuries and/or fatalities.		Collision that result in accidents with multiple injuries and/or fatalities.	Awareness during SHEQ meetings/ tool box talks/ lessons learned/ road safety campaigns/ Driver risk evaluation/Defensive & advance driving training	Mostly effective	Manager	Road traffic act, OHS Act. Vehicle Safety 240-69949