

Occupational Health and Safety Baseline risk assessment template										
Business/Operating unit:	Kendal Power Station				Next Review Date (every 2 years):		Template identifier:			
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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	Consequence	Likelihood	Risk Priority Rating	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 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: - Proactive 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	Where relevant, list the relevant legislation and/or Eskom requirements that prescribe the control.
Driving	Employees drive unsafely & recklessly	Possible collision and damage to mobile vehicles Possible injuries/fatalities, Work stoppages	Safety	Possible collision and damage to mobile vehicle, Possible injuries, Work stoppages	Eskom driving permit, Advanced driving training, 32-345 procedure, SHE specification, traffic signages, induction awareness prior access	5	D	I	Fully effective	Occupational Health and Safety Act 85 of 1993, Sec 8 General duties of employers to their employees, Sec 14- General duties of employees at work, Risk Assessment CR (9), 32-93 Vehicle and Driver Safety Management
	Driver falls asleep while driving	Loss of vehicle control, lack of concentration which could lead to incidents	Health	Possible MVA, injuries, fatality	PM approves all trips prior, Take breaks when tired, 32-345 Procedure, Medical screening	5	D	I	Fully effective	Occupational Health and Safety Act 85 of 1993 General duties of employees at work, Risk Assessment CR (9), 32-93 Vehicle and Driver Safety Management, 32-282 (medical surveillance)
Site establishment	Unsafe methods utilized for the loading (Supplier/source) & offloading of office buildings and containers	Mobile office buildings slewing or being dropped	Safety	Damage to office buildings & containers, Injury to employees	Legislation, Training, Supervision, Procedures, SHE specification, Risk assessment	4	C	II	Mostly effective	39-96(Safe use of lifting machines and lifting tackles), OHS Act 85 of 1993 (Lift, escalator & passenger conveyor reg, DMR & CR8&9); OHS Act
	Insufficient laydown areas or space designated for project purposes	Congestion of buildings & vehicles at the site office.	Safety	Restricted working spaces & Collisions	Legislation, Procedures, Method statements, SHE specification, Planning & design of laydown areas	3	B	II	Mostly effective	Designer
	Location of services unknown	Damage to existing services (water, sewerage & electricity)	Safety	Power failures, Electrocutation of employees and damage of property	SHE specification & Permit	5	C	II	Mostly effective	Supervisors
	No electrician available to authorized electrical connections	Electrical supply utilized without C.O.C.'s, which could lead to electrical system being faulty and explode	Safety	Electrocutation of employees	Legislation (EIR), Supervision, Training, Procedures, SHE specification, Appointed & authorized electricians	5	C	II	Mostly effective	Electrician & Supervisors
Demolition and site De-establishment	Electrical points not de-energized before disconnecting supply points (Lock-out permit etc)	Employees can come into contact with live electrical points	Safety	Non-compliance to legal & Eskom requirements, Possible electrocution	Legislation, Training, Supervision, Procedures, SHE specification	5	B	II	Mostly effective	Project Manager
	Unsafe methods utilized for the loading and offloading of office buildings, parkhouses for removal from current site to a new site	Mobile office buildings can slew out of control or strike observers standing close by	Safety	Damage to mobile offices & containers, Possible injuries	Legislation, Rigging study, Training, Supervision, Procedures, Method statements, SHE specification	5	C	II	Fully effective	Rigger and Safety department
	Insufficient or no safety signage posted as required by legal & Eskom requirements	Person accessing site not informed about site rules.	Safety	Possible injuries, Work stoppages	Legislation, Training, SHE specification	5	C	II	Fully effective	Safety Department
Managing Occupational health & hygiene	Medical screening done without man job specification	Employees medical status is not fully assessed	Health	Medical status of employees are unknown, Legal contravention, Possible injuries or aggravation of existing injuries/diseases	Legislation, Training, SHE specification, Health risk assessment	4	B	II	Fully effective	Occupational Health Nurse and Safety department
	Employee medical restrictions not declared	Employers unable to manage medical restrictions on site	Health	Aggravation of existing illness, Work stoppages	Legislation, Training, Procedures, SHE specification	4	C	II	Fully effective	Occupational Health Nurse and Safety department
	Excessive noise on site	Employees exposed to a level of noise exceeding the legal threshold limits	Health	Noise induced hearing loss, Compensation claims, Loss of employee production, possible injuries	SHE specification, OHS 85 of 1993 (NIHL reg), Supervision, Engineering control measures	4	B	II	Fully effective	Occupational Hygienist & Individual
	Appropriate PPE not being utilized when performing tasks	Employees are exposed to higher levels of injuries	Health	Legal contravention, Possible injuries	Legislation, Training, Procedures, SHE specification, supervision	3	B	II	Fully effective	Individuals
	Excessive levels of vibration prevail on site	Employees exposed to excessive (high) levels of vibration	Health	Possible injuries/illness	Legislation, Training, Procedures, SHE specification, supervision	3	C	II	Mostly effective	occupational Hygienist
	No health & hygiene assessments conducted to highlight risks employees will be exposed to	Health risks are unknown or poorly managed	Health	Increased health risks, Work stoppages	Legislation, Training, Procedures, SHE specification	4	C	II	Mostly effective	Occupational Health & Safety Department
	Airborne pollutants above the legal threshold limit/ Dust	Employees are exposed to airborne pollutants above the legal threshold	Health	Increased health risks, Work stoppages	Legislation, Awareness Training, Procedures, SHE specification	4	C	II	Mostly effective	occupational Hygienist
	Activities conducted without the necessary legal permits & authorizations (Environmental/ Fuels/ Construction work permit/ Notification of construction work etc)	Legal contravention if construction work activities are conducted without the necessary permits	Environment	Legal liability	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	Contract and Project Manager/ Safety Department
Managing Skills and resources	Skills and competency levels of employees and contractor employees	Incompetent & or unskilled employees employed	Safety	Possible injuries, Damage to equipment, Work stoppages	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	Safety Department
Enforce Legal requirements	The required legal appointments are not in place during construction activities	Construction delays and or construction work commencing outside the parameters of legislation	Safety	Legal Contraventions, Work stoppages and possible incidents	Legislation, Training, Procedures, SHE specification compliance.	5	C	II	Fully effective	Project Managers and Safety department
	Employees not complying with the necessary acts & regulations during tasks being performed.	Employees can be injured, and work stoppages can occur	Safety	Legal Liability, Possible injuries and work stoppages	Legislation, Training, Procedures, SHE specification, BBS Observation process, VFL Inspections, Disciplinary action process	5	C	II	Mostly effective	Safety department
	Activities conducted without the necessary legal permits & authorizations (Environmental/ Fuels/ Construction work permit/ Notification of construction work etc)	Legal contravention if construction work activities are conducted without the necessary permits	Environment	Legal Liability, Possible injuries and work stoppages	Legal training, legislation and procedure as well as SHE specification	5	C	II	Fully effective	Safety department
	The contractor, SHE personnel are not registered with professional council authorized by the Principal Director of the Department of Labour	Legal non-compliance to Construction Regulations of 2014	Safety	Project execution delay, Legal liability, Possible injuries	Legislation, SHE specification, SHE competency is Audited during Tender evaluation process. Proof of competency to be in the SHE file.	5	C	II	Mostly effective	Safety department
Working at heights	Employees not hooking up when working at elevated positions	Employees can fall from heights	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification, fall protection plan.	5	C	II	Mostly effective	Supervisors and Safety Department
	Employees not psychologically fit to work at heights	Employees can fall from heights	Safety	Possible injuries, Work stoppages	Life saving rules, alcohol testing, Fall protection plan, pre-job medicals, housekeeping, risk assessments, BBS and VFL inspections, direct supervision	5	C	II	Mostly effective	Supervisors and Safety Department
	Employees not appropriately trained to work at heights	Employees can fall from heights	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	Project Manager and Safety Department
	Inappropriate usage of and/or incorrect safety harnesses utilized on site	Employees can fall from heights	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, Direct supervision	5	C	II	Mostly effective	Supervisors and Safety Department
working on the scaffolding	use of hand tools	tools & equipment can slip and fall or dropped from heights	Safety	Possible injuries, Work stoppages	Awareness, Direct supervision and task specific risk assessments, SHE inspection	5	C	II	Mostly effective	Safety Officer & Supervisors
	No drop zone designated during work being conducted from an elevated position	Employees can be struck by falling objects from above	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification, task specific risk assessment	5	C	II	Mostly effective	Supervisors, Riggers, and Safety Department
Stacking & Storage	Materials & equipment are not stored safely or according to legal requirements	Legal contravention, Collapse of stacked or stored materials, Possible injuries, Work stoppages	Safety	Legal contravention, Collapse of stacked or stored materials, Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification	4	C	II	Mostly effective	safety and supervisor
	Storage of fuels on site does not comply with legal requirements	Legal contravention, Theft of fuel, Environmental contamination, Work stoppages	Safety	Legal contravention, Theft of fuel, Environmental contamination, Work stoppages	Legislation, Training, Procedures, SHE specification	4	C	II	Mostly effective	safety and supervisor
	Fuel is stored on site without an authorization permit to do so	Legal contravention, Work stoppages	Safety	Legal contravention, Work stoppages	Legislation, Training, Procedures, SHE specification	3	C	II	Mostly effective	safety and supervisor
Stacking & Storage	Storage of hazardous chemicals	Environmental contamination as a result of hazardous chemicals/oils/fuels/poor maintenance spillage.	Environment	Legal contraventions, Work stoppages	Legislation, Training, Procedures, SHE specification	3	C	II	Mostly effective	safety and supervisor
	Materials & equipment are not stored safely or according to legal requirements	collapse of material or structure	Safety	Injuries, Property damage.	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	safety and supervisor
Risk Assessment development	Risks assessments not adequate for the size and nature of the construction activities	Risks will not be effectively mitigated & managed	Safety	Possible injuries, Work stoppages	Training, Pre-Task specific risk assessment, Supervision	5	C	II	Mostly effective	Supervisor and Safety Officers
	Employees not conducting risk assessments for new tasks to be performed on site	Legal contravention, Exposure to unknown risks, Possible injuries, Work stoppages	Safety	Legal contravention, Exposure to unknown risks, Possible injuries, Work stoppages	Training, Procedures, SHE specification	5	C	II	Mostly effective	Supervisors and Safety Officers
	Poor communication	Employees unaware of the hazards & risks on site. Employees will be exposed to unknown risks whilst performing construction activities	Safety	Possible injuries, Work stoppages	Training, Procedures, SHE specification	5	C	II	Mostly effective	Supervisors and Safety Officers
	Employees not participating in risk assessments conducted on the work to be done	poor identification or hazards which lead into unforeseen events or incidents	Safety	Exposure to unknown risks, Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification	6	C	II	Mostly effective	Supervisors and Safety Officers
Communication & consultation	Toolbox talks not held before work commences each day	Employees poorly informed of the daily tasks and risks exposed to	Safety	Possible injuries, Work stoppages	Training, Procedures, SHE specification	5	C	II	Mostly effective	Safety Officers and Supervisors
	Toolbox talks not addressing work hazards & risks or not job specific	Employees unaware of the risks they are exposed to whilst performing their tasks	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	Safety Officers and Supervisors
Working time management	Employees under pressure to perform at higher production rates than allows for safe execution of activities	Working at an unsafe manner	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification, Pre-task risk assessment	5	C	II	Mostly effective	Project Manager and Safety Officers
	Employees expected to work extended hours without sufficient breaks in between	Employees become fatigued when working extended hours	Safety	Possible injuries, Work stoppages	Legislation, Training, Procedures, SHE specification	5	C	II	Mostly effective	Project Manager and Safety Officers
Working environment	Slippery floor conditions	Slip, trip and fall	Safety	Possible injuries	Cleaning Signages : Supervisor, training, wear safety shoes or flat shoes	4	D	I	Mostly effective	Project Manager, Cleaners, Individual
	Uneven ground surfaces	Employees & visitors can trip and fall	Safety	Possible injuries, Work stoppages	Legislation, Awareness Training, use of flat closed shoes as well as safety shoes/boots.	3	B	II	Mostly effective	Project Manager
	Poor illumination/ bright light or glare	Bump against, trip and fall	Safety	Possible injuries	Procedures, supervision and training	3	C	II	Mostly effective	Project Manager, Safety Officers, Environmental Officer
	Poor stacking and storage	Bump against/into, trip and fall and falling objects	Safety	Property damage, possible injuries	Procedures, supervision, training, assign responsibility (appoint a person for stacking and storage)	4	C	II	Fully effective	Project Manager, Safety Officers
	Employees spend 95% of their time in the office exposed to glare and poor ergonomics.	Eye and muscle strain	Health	Possible injuries, Aggravation of injuries	Procedures, Awareness, periodic Medical testing	4	C	II	Fully effective	Project Manager, Safety Officers and Individuals
	Incorrect use of office equipment e.g. Microwave oven, Kettle, etc (Exposure to 220V domestic circuits)	Electric shock, exposure to microwave energy	Safety	Burns, fatality	SHE rep inspections, awareness and training	4	C	II	Mostly effective	Project Manager, Safety Officers and Individuals
	Utilizing buildings equipped with HVAC system	Poor inadequate air flow	Health	Occupational diseases, medical condition aggravation, Financial loss and Production loss	Awareness, Procedure, Hygiene surveys, Inspections, Risk assessment	3	C	II	Mostly effective	Project Manager, SHE rep
	Bad working position (office ergonomics)	Poor seating posture, repetitive motions, strain on employees body	Health	Back injuries	Ergonomic awareness, risk assessment, Ergonomic surveys, adhere to procedure	4	C	II	Mostly effective	Safety Officer, Individuals
	Not paying attention or working under pressure while handling papers	Paper cuts	Safety	Fingers and hands cut/injuries	Awareness, first aid box and first aider availability	2	C	II	Mostly effective	Individuals & Safety Officers
	Not applying the three point contact when ascending and descending steps	Slip, trip and fall	Safety	Possible injuries	Mark steps as per OHS Act 85 of 1993-Facilities Reg 4, displayed signages, Procedure	3	C	II	Mostly effective	Project Manager, Safety Officers and Individuals