Occupational Health and Safety Baseline Risk Assessment: Provision of Space Planners

Business Operating unit:	Eskom Real Estate: Various Corporate Sites	Department:	Space Planning and Asset Management			Next Review Date (every 3 years):	Jun-24	Template Identifier:	3457004448832
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Refer to Occupational Health and Safety Risk assessment procedure 23 520

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 consequences?	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 equipments 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 (ie. 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 worst 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	How we know if we are succeeding. Include comments on effectiveness. This may include i.e. measurements, inspections, supervision where necessary.	Person who is the responsible for implementing the agreed controls	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	Pending In Progress, Complete.	Where applicable, add IRM system reference number for tracking of treatment actions.
1. OFFICE WORK ENVIRONMENT																							
Office work environment	R	1.1	Office Ergonomics	1.1.1	Musculoskeletal disorder Neck and backaches	Health	Seats that are not ergonomically designed e.g. No armrests, not adjustable, no foot rests, no support. Tables not ergonomically designed. No manual lifting techniques	Employees	Principle Contractor	Daily for 8hours	Musculoskeletal disorder Neck and backaches Fatigue	No Controls	8	E	5	None							
Using office Electronics	R	1.2	Electricity	1.2.1	Electrical Shock	Safety	Inadequate risk assessment. Lack of knowledge regarding the usage.	Employees	Principle Contractor	Daily for 8hours	Burn Injuries	No Controls	8	E	5	None							
Office work environment	R	1.3	Insufficient illumination/Inadequate light distribution on desks	1.3.1	Exposure to glare Accidents Eye strain	Health	Broken lights lights with no sufficient intensity Malfunctioning lights Too much light Poor work design.	Employees		Daily for 8hours	Eye strains	No Controls	8	E	5	None							
	R	1.4	Inadequate indoor air quality. Exposure to air contaminants in offices	1.4.1	Breathing difficulties Respiratory disorders headache fatigue	Health	Mouldy growing in buildings Dirty carpets Inadequate ventilation causing build up of gases Air contaminants	Employees		Daily for 8hours	Fatigue	No Controls	8	E	5	None							
Cross Transmission /contamination Management	R	1.5	Infected Persons	1.5.1	Cross transmission to other persons	Health	Through bad hygiene etiquette, when coughing, blowing nose	Employees		Daily for 8hours	Wide spread infection & transmission with the Covid19 viruses to persons Lost time due to employees being booked off Fatalities	No Controls	8	E	5	None							
Security	R	1.6	Overspeeding of vehicles on the premises. Driving without safety belt buckled on.	1.6.1	Risk of personnel being hit by overspeeding vehicles. Drivers loose control of vehicle.		Ignorance of H&S rules and speed limit by drivers	Employees		Daily for 8hours	Lost Time, Medical treatment, production loss	No Controls											
	R	1.7	Personal movement and vehicle within the premises	1.7.1	Personnel are at risk of being hit by vehicles		Failure of observation by drivers and unavailability of pedestrian crossing	Employees		Daily for 8hours	Lost Time, Medical treatment, production loss	No Controls											

Risk Rating Matrix

5	
4	
3	
2	
1	

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

Consequences						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		A	B	C	D	E
		Likelihood				

Sensitivity: Eskom Internal Disclosure