

al Health and Safety Baseline Risk Assessment Template

Business/Operating unit

Kendal Refurbishment

Department

GCD Kendal Refurbishment and Construction Project - Continuous Ash Disposal Facility Project

Next Review Date (every 2 years)

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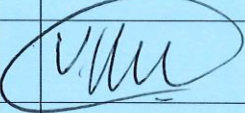
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al Health and Safety Risk assessment procedure 32-520

List activity	Activity type (Routine/Non-routine)	Hazard ref	Hazard Identification	Risk Nr	Associated risk	Risk type	Cause(s) of the risk	OHS opportunities	Exposed group/employees	Risk Owner	Exposure patterns	What are the possible consequences?	Existing Controls	Consequence	Likelihood	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 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 create hazards through day to day operations and normal work activities.	#	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?	OHS opportunities that can enhance OHS performance and lead to hazard elimination and risk reduction.	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 worst case scenario without controls?	Include - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - Residual Controls (controls implemented to reduce the immediate impact of the risk occurrence).				Include - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - Residual Controls (controls implemented to reduce the immediate impact of the risk occurrence).	How we know if we are succeeding. Includes corrective actions effectiveness. This may include i.e. measurements, inspections, supervision where necessary.	Person allocated the responsibility 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 cannot be changed.	Pending In Progress, Complete	Where applicable, add IRM system reference number for tracking of treatment actions.	
Cleaning	R	1	Wet and slippery surface	1	Slip & Fall	Safety	Floor wet from cleaning water, spillage of oil (plant checks)	Maintaining existing controls	Cleaners	Supervision/Manager/Em- ployees	Monthly	LTI	Two Man Rule & Slippery floor Signs	4	2	High	Fully effective	Maintain existing controls	Behavioural observations, incident records, inspections	Supervision/Manager	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)		Ongoing	
		2	Cleaning chemical agents	2	Skin irritation	Health	Not wearing PPE, not referring to MSDS's	Maintaining existing controls	Cleaners	Supervision/Manager/Em- ployees	Monthly	Medical	PPE, MSDS's, Toolbox talks, behavioural observations	3	2	High	Fully effective	Maintain existing controls	Behavioural observations, incident records inspections	Supervision/Manager	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)		Ongoing	
		3	Biological hazardous substance	3	Contracting hepatitis A or B disease	Health	Contact with biological hazardous substance	Maintaining existing controls	Cleaners	Supervision/Manager/Em- ployees	Monthly	Medical	PPE, toolbox talks	3	2	High	Fully effective	Maintain existing controls	Behavioural observations, incident records, inspections	Supervision/Manager	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)		Ongoing	
Manual Handling in the Office Building	R	4	Employees making use of incorrect methods to manually carry heavy objects	4	Employees sustain injuries from lifting objects	Health	Employees were not trained on the correct lifting techniques to be used when lifting objects	An awareness training refresher must be conducted to refresh employees' memories w.r.t lifting techniques	Cleaners	Site Manager, Safety Officer	On occurrence	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	Awareness training has been conducted and flyers communicated w.r.t lifting techniques within Eskom	4	C	High	Mostly effective	An awareness training refresher must be conducted to refresh employees' memories w.r.t lifting techniques	No incidents are reported during working hours	Safety Officer	CR 2014 regulations 9 & 27, Client SHE Specification, Contractor SHE Plan		Ongoing	
		5	Employees slip on wet floors after being cleaned by the cleaning staff	5	Employees sustain injuries from slipping and falling	Safety	No "Caution Wet Floor" sign was placed on either side of the area that was washed and cleaned	Employees must be motivated to walk around areas where signage indicates wet floors	Cleaners	Site Manager, Safety Officer	On occurrence	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	Cleaning staff have been issued with safety signed indicating "Caution Wet Floor"	4	C	High	Mostly effective	Employees must be motivated to walk around areas where signage indicates wet floors	Audits and inspection reveal that cleaning staff are correctly placing safety signage other side of the area being washed and cleaned. No incidents reported during working hours	Safety Officer, Cleaning Staff	CR 2014 regulations 9 & 27 & 30, Facilities Regulations 03 August 2004 regulation 9, Client Specification, Contractor SHE Plan		Ongoing	
		6	Employee showers are not kept clean and hygienic	6	Employees sustain foot diseases from dirty contaminated showers	Health	Showers are not cleaned at regular intervals	Employees must be educated in person hygiene when making use of the shower facilities at the project office building	Cleaners	Site Manager, Safety Officer	On occurrence	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	Cleaning staff have been contracted to the project and clean the entire building on a daily basis	4	B	High	Fully effective	Employees must be educated in person hygiene when making use of the shower facilities at the project office building	No incidents are reported during working hours	Safety Officer, Cleaning Staff	CR 2014 regulations 9 & 30, Facilities Regulations 03 August 2004 regulation 9, Client Specification, Contractor SHE Plan		Ongoing	
Managing Risks	R	7	Risk assessments not adequate for the size and nature of the construction activities	7	Risks will not be effectively mitigated & managed	Safety	Incompetent & or Untrained Risk Assessor utilized to conduct risk assessments, Risk assessment not include a site visit, Risk assessments are generic	Safety officer to check risk assessments, sign them off and coach the personnel when necessary	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer, Risk Assessor	Daily	Multiple fatalities; Lost time injuries; medicals; first aid incidents; near miss incidents, property damage	Employees participate in Pre-task risk identification before commencing with work, Regulations and the Client SHE Specification require that a Baseline Risk Assessment be conducted. The Client Baseline Risk Assessment gets submitted to the D.E.L. on each day as a Construction Mark Sheet	6	A	High	Mostly effective	Risk assessments are to be conducted by a competent risk assessor and encompass the full scope of the construction works	Audits on risk assessments indicate they are adequate and address the task risks sufficiently	Supervisor, Safety Officers, Risk Specialist	OHS Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
		8	Employees do not conduct risk assessments for new tasks to be performed on site	8	Employees are exposed to unknown risks whilst performing their tasks	Safety	No competent person is available to conduct risk assessments, Employees ignore the requirement	The process and activities that trigger the need for a risk assessment must be defined and documented and all employees made aware thereof	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer, Risk Assessor	Daily	Multiple fatalities; Lost time injuries; medicals; first aid incidents; near miss incidents, property damage	Employees participate in Pre-task risk identification before commencing with work, Regulations and the Client SHE Specification require that a Baseline Risk Assessment be conducted. The Client Baseline Risk Assessment gets submitted to the D.E.L. on each day as a Construction Mark Sheet	6	A	High	Mostly effective	The process and activities that trigger the need for a risk assessment must be defined and documented and all employees made aware thereof	Evaluations are conducted on risk assessments according to the method statements and regular audits or pre-task risk assessments are conducted	Supervisors, Safety Officers, Risk Officers	OHS Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
		9	Employees unaware of the hazards & risks on site	9	Hazards and risks not identified and or effectively communicated to all employees	Safety	Risk assessments are not communicated to employees, No risk assessments are conducted for work to be done, Non-compliance to legal & Eskom requirements	Employees to participate during toolbox talks to be aware of the controls and what they are acknowledging	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer, Risk Assessor	Daily	Multiple fatalities; Lost time injuries; medicals; first aid incidents; near miss incidents, property damage	Pre-task assessments are required to be conducted prior to a task commencing	6	C	High	Mostly effective	Employees are to be made aware of the risks they will be exposed to and the remedial actions to be taken in order to avoid them during Toolbox talks	Evaluations are conducted on risk assessments according to the method statements and regular audits or pre-task risk assessments are conducted	Supervisors & Safety Officers	OHS Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
		10	Employees not participating in risk assessments conducted on the work to be done	10	Risk assessments do not include specialist information obtained from the entire team	Safety	Risk assessments are conducted by a limited few, Non-compliance to legal & Eskom requirements, Risk assessments are generic	Employees to participate during toolbox talks to get all the required information	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer, Risk Assessor	Daily	Multiple fatalities; Lost time injuries; medicals; first aid incidents; near miss incidents, property damage	Pre-task assessments are required to be conducted prior to a task commencing and be a team consolidated activity	6	C	High	Mostly effective	The team of employees involved in the specific activity are to be represented when all risk assessments conducted for the project	Evaluations are conducted on risk assessments according to the method statements and regular audits or pre-task risk assessments are conducted	Supervisors & Safety Officers	OHS Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
		11	Medical screening done without a risk based person job specification	11	Employees medical status is not fully assessed per employee risk exposures	Health	Medical screening process not stipulated, Non-compliance to Eskom medical screening requirements	No findings are found during audits	Cleaners	Project Manager (Eskom & Contractor), Safety Manager/Safety Officer (Eskom & Contractor)	Annually (site based employees) & every 3 years (office based employees)	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	The Safety Department manages the issuing of Person Job Specifications prior to an employee attending the medical examinations and in addition a GA-14 is issued for the medical; Annexure 3 to be submitted for Contractors	5	C	High	Mostly effective	Medical verification to be conducted by an Eskom Occupational Health Nurse or Practitioner, No findings are found during audits	The project maintains a medical examination database and filing system with all Person Job Specifications, GA-14 Forms & Annexure 3	Safety Department (Eskom and Contractors)	Occupational Health & Safety Act, 32-202 - Eskom Procedure for Medical surveillance, Client Safety Specification, Contractor Safety Plan		Ongoing	
		12	Employee medical restrictions not declared	12	Employees unable to manage medical restrictions on site	Health	Non declaration of medical restriction by the employee, OHP, Generic person job specification doesn't identify restrictions	Employees to disclose of other medical conditions that are not identified by the occupation practitioner	Cleaners	Project Manager (Eskom & Contractor), Safety Manager/Safety Officer (Eskom & Contractor)	Annually (site based employees) & every 3 years (office based employees)	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	The medical clinic declares a medical restriction when discovered during medical examinations	5	C	High	Mostly effective	Medical Verification to be conducted by an Eskom Occupational Health Nurse or Practitioner	The project maintains an updated medical restrictions database	Occupational Health Nurse and Safety department	Occupational Health & Safety Act, Regulations for Hazardous Biological Agents reg 8, 32-282 - Eskom Medical Surveillance Procedure)		Ongoing	
		13	Excessive noise on site	13	Employees exposed to a level of noise exceeding the legal threshold limits	Health	Noise levels not determined or assessed, Effective & appropriate PPE not worn, Non-compliance to legal & Eskom requirements	An Occupational Hygienist to be appointed for Gx Coal Project to assist with Hygiene monitoring	Cleaners	Project Manager, Safety Manager/Safety Officer, Occupational Hygienist	Daily	Lost Time Injury. Irreversible health effects/occupational disease with permanent consequence	Annual & Bi-annual Hygiene Assessments are conducted to determine noise exposure levels and the required PPE is determined according to the worst case scenario	4	C	High	Mostly effective	An Occupational Hygienist is appointed to Gx Coal Project to assist with Hygiene monitoring	Audits & Inspections indicate Hygiene Assessments have been conducted and the appropriate PPE is being utilized by all employees on-site	Occupational Hygienist, Employees	NHL Regulations, Eskom PPE Standard, Client Safety Specification, Contractor Safety Plan		Ongoing	

Managing Occupational Health & Hygiene	R	14	Poor illumination	14	Employees working in poor lighting conditions	Health	Lighting unavailable, Lighting damaged	A lighting standard to be set and maintenance programme to be implemented, Damaged or fused lights to be replaced making use of the defect management system	Cleaners	Project Manager, Supervisor	Daily	Fatality, Lost time injury or life threatening health effects	Illumination assessments or surveys are conducted to determine illumination levels & appropriate lighting requirements. Use of mobile lighting, Supervise employees, Conduct pre-job inspections	5	C	II	Mostly effective	Illumination surveys to be conducted to determine the correct lighting lux required for each working area. A lighting standard to be set and maintenance programme to be implemented. Damaged or fused lights are replaced making use of the defect management system.	Audits & inspections indicate Hygiene Assessments have been conducted and no all working areas are adequately illuminated.	Occupational Hygienist, Supervisors	OH&S Act section 8, Environmental Regulations for Workplaces regulation 3, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	15	Appropriate PPE not being utilized when performing tasks	15	Employees are exposed to higher levels of injuries & Occupational Diseases	Health	PPE unavailable, PPE not defined, Poor supervision, PPE uncomfortable	PPE inspections to be included in the toolbox talks session. A sufficient supply of PPE is to be available. Employees to be trained on how to use PPE	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer	Daily	Lost Time Injury, Medical or near miss incidents; Irreversible health effects/occupational disease with permanent consequences	PPE is issued to all employees in compliance with legislation and Eskom procedures	4	B	II	Mostly effective	PPE inspections to be included in the toolbox talks session. A sufficient supply of PPE is to be available. Employees to be trained on how to use PPE	Inspections & Audits indicate an effective system is in place for the issuing of PPE and all employees have the appropriate PPE whilst working.	Safety Officer, Supervisor, Employee	General Safety Regulations regulation 2, Eskom PPE Standard	Ongoing	
	R	16	Excessive levels of vibration prevail on site	16	Employees exposed to excessive (high) levels of vibration	Health	Vibration levels unknown, Poor supervision	OEM requirements are analyzed to determine appropriate remedial actions required for mitigation of vibration	Cleaners	Project Manager, Supervisor, Safety Officer, Occupational Hygienist	Daily	Medical treatment case; Occupational disease with reversible/non-permanent effect; Ergonomic illness	Vibration assessments are conducted to determine the source & level of vibrations that employees are exposed to	3	B	II	Mostly effective	OEM requirements are analyzed to determine appropriate remedial actions required for mitigation of vibration	Audits & inspections indicate Vibration Assessments have been conducted and the appropriate mitigating measures have been implemented.	Occupational Hygienist	OH&S Act section 8, Client SHE Specification	Ongoing	
	R	17	No health & hygiene assessments conducted to highlight risks employees will be exposed to	17	Health risks are unknown or poorly managed	Health	No skilled hygienist available, Assumption that the project is covered by the Kendal Power Station Health Assessment. Non-compliance to legal & Eskom requirements	Contractors to conduct Hygiene Assessments on their projects to ensure risks are adequately identified and mitigated.	Cleaners	Project Manager, Safety Manager/Safety Officer, Supervisor, Hygienist	Every 2 years	Lost Time Injury, Medical; Irreversible health effects/occupational disease with permanent consequences	An Occupational Hygienist to be appointed for Gx Coal Projects to facilitate the execution of Hygiene Assessments on projects	4	B	II	Mostly effective	Contractors conduct Hygiene Assessments on their projects to ensure risks are adequately identified and mitigated.	Audit indicate the Hygiene Assessments are conducted and risks identified have been adequately mitigated	Occupational Hygienist	OH&S Act section 8, HCS Regulations, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	18	Airborne pollutants are above the legal threshold limit	18	Employees are exposed to airborne pollutants above the legal threshold	Health	Airborne pollutant levels not determined or assessed. No or insufficient airborne particles control. Not wearing the appropriate PPE. Non-compliance to legal & Eskom requirements	Appropriate PPE is provided where necessary in order to ensure employees are protected where exposure limits are unable to be control sufficiently enough	Cleaners	Project Manager, Safety Manager/Safety Officer, Supervisor, Occupational Hygienist	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	An Occupational Hygienist to be appointed for Gx Coal Projects to facilitate the execution of Hygiene Assessments on projects in order to determine the extent if any, of airborne pollutants	4	B	II	Mostly effective	Appropriate PPE is provided where necessary in order to ensure employees are protected where exposure limits are unable to be control sufficiently enough	Hygiene Assessments, Audits and inspections indicate that airborne pollutants have been adequately mitigated	Occupational Hygienist	OH&S Act section 8, HCS Regulations, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	19	Excessive levels of dust prevail during construction	19	Dust inhalation and poor visibility	Safety	Dust suppression not conducted or insufficient	Dust suppression to be applied and evaluate its effectiveness.	Cleaners	Project Manager, Supervisor, Safety Officer	Daily	Fatality, Lost time Incident, Medical Incident; life threatening health effects	An Occupational Hygienist to be appointed for Gx Coal Projects to facilitate the execution of Hygiene Assessments on projects in order to determine the extent if any, of airborne pollutants of exposure to airborne silica dust	5	C	II	Mostly effective	Dust suppression to be applied and evaluate its effectiveness.	Dust samples taken indicate an exposure limit below OEM levels. No public complaint are received due to excessive airborne dust	Occupational Hygienist, Environmental Manager/Officer	OH&S Act section 8, HCS Regulations, Dust Control Management 0048517, Client Safety Specification, Contractor Safety Plan	Ongoing	
	N	20	Work station design (control panel - computer)	20	Muscular Skeletal Disorders, lower back pain	Health	Inadequately designed workstation.	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Muscular Skeletal Disorders	Ergonomics chairs	3	B	II	Mostly effective	Engineering controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	N	21	Awkward body (or body-part) position	21	Injury (Muscular Skeletal Disorders, back pains), discomfort, muscle sprains	Health	Task demands, repetitive task, divided attention, complex/unfamiliar task	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Injury (Muscular Skeletal Disorders, back pains), discomfort, muscle sprains	Rest breaks workplace tasks	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	N	22	Poorly designed tools/tools not fit for purpose	22	Injury, discomfort, fatigue, poor performance	Health	Divided attention, lack of inspections	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Injury, discomfort, fatigue, poor performance	Inspections, Method statements	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	N	23	Lifting heavy load, bending	23	Lower back pains, muscle sprains	Health	wrong lifting technique, lone work	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Lower back pains, muscle sprains	Method statements (Safe work procedures)	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
Managing the Office Work Environment	N	24	Forceful exertions, reaching	24	Lower back pains, muscle sprains	Health	Not following safe work procedures	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Lower back pains, muscle sprains	Method statements (Safe work procedures)	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	N	25	Pushing and pulling heavy loads	25	Lower back pains, muscle sprains	Health	Not following safe work procedures	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Lower back pains, muscle sprains	Method statements (Safe work procedures)	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	N	26	Repetitive motions	26	Injury (Muscular Skeletal Disorders, back pains), discomfort, muscle sprains	Health	Insufficient rest breaks	Awareness, Survey	Cleaners	Project Manager, SHE Manager/SHE Officer, Supervisor, Hygienist	Daily	Injury (Muscular Skeletal Disorders, back pains), discomfort, muscle sprains	Method statements (Safe work procedures)	3	B	II	Mostly effective	Administrative controls	Monitoring	Occupational Hygienist	Ergonomics Regulations	Ongoing	
	R	27	Wet & slippery floor conditions prevail after cleaning or raining	27	Persons can slip and fall	Safety	Wet floors, Wearing heels/shoes without rubber sole (that slips), No safety signage warning persons of the risk	Employees to comply to cleaning signages and Cleaners to place signages at all times when cleaning. Shoes restriction at the workplace (no heels)	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	Cleaning Signages, Supervision, Training, Wear safety shoes or flat shoes, Safety warning signs	4	C	II	Mostly effective	Employees to comply to cleaning signages and Cleaners to place signages at all times when cleaning. Shoes restriction at the workplace (no heels)	Inspections & observations indicate compliance to the intended requirements	Project Manager, Cleaners, Individuals	OH&S Act section 8, ERW regulation 6, Eskom PPE Standard, Client Safety specification, Contractor Safety Plan	Ongoing	
	R	28	Cleaning substances and chemicals not labelled or stored correctly	28	Digesting chemicals, Using wrong substance for wrong use	Safety	Unknown content (assumption what is the content), Poor discipline, Non-compliance to legislation & Eskom requirements	Label all chemical containers, MSDS copy of all chemical substance to be available. Employees to be made aware of the risks of these chemical substances	Cleaners	Project Manager, Safety Officer, Supervisor, Hygienist	On occurrence	Fatality or life threatening health effects	Safety signs are displayed warning employees to be aware and cautious of wet floors	5	C	II	Mostly effective	Label all chemical containers, MSDS copy of all chemical substance to be available. Employees to be made aware of the risks of these chemical substances	All cleaning substances are clearly marked and employees inducted into the risks thereof	Safety Officer, Hygienist	Safety specification, HCS regulations, Client Safety specification, Contractor Safety Plan, MSDS Safetysets	Ongoing	
	R	29	Poor illumination/ bright light or glare	29	Protruding objects are not clearly visible, Eyes are under strain	Safety	Lighting unavailable, Lighting damaged, Power failures	Occupational hygiene surveys, Portable lights, Maintenance schedules & Defects report systems	Cleaners	Project Manager, Safety Officer, Supervisor, Occupational Hygienist, Environmental Officer	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	A defects reporting system has been implemented to ensure that all damaged or blown lights are replaced to ensure adequate lighting prevails in offices	4	C	II	Mostly effective	Occupational hygiene surveys, Portable lights, Maintenance schedules & Defects report systems	All lighting is working and lux levels are in accordance with the ERW schedule	Project Manager, Safety Officers, Hygienist	Safety specification, ERW regulation 3 & Lux schedules, Client Safety specification, Contractor Safety Plan	Ongoing	
	R	30	Poor stacking and storage of materials, substances	30	Employees can bump against or slip, trip & fall over materials & objects lying in walkways	Safety	Poor housekeeping standards, Non-compliance to Legislation & Eskom requirements, Poor knowledge of housekeeping requirements	Appoint a competent person responsible for stacking & storage of materials & equipment	Cleaners	Project Manager, Supervisor	On occurrence	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	Office inspections are conducted and BBS observations are done to ensure compliance to creating a safe working environment	4	C	II	Mostly effective	Appoint a competent person responsible for stacking & storage of materials & equipment	Observations & inspections indicate that all materials, substances and documents are correctly stored and the work place is clear of clutter.	Project Manager, Safety Officers	Stacking and storage standard 240-93411424, OHS Act section 8, CR 2014 regulation 28(a)	Ongoing	
	R	31	Incorrect use of office equipment e.g. Microwave oven, Kettle, etc (Exposure to 220V domestic circuits)	31	Electric shock, Exposure to microwave energy, Exposure to hot water from the hydroboil	Safety	Not following instructions on use of office equipment, Not reporting defective/ unsafe electrical office equipment	Follow instructions on use of office equipment, Report unsafe electrical office equipment, Monthly Safety representative inspections	Cleaners	Project Manager	Daily	Fatality or life threatening health effects	Safety Representative inspections, Awareness and training, OEM requirements	5	B	II	Mostly effective	Follow instructions on use of office equipment, Report unsafe electrical office equipment, Monthly Safety representative inspections	Awareness training material is to be distributed to all employees highlighting the incorrect and correct use of kitchen appliances	Project Manager, Safety Officers, Health & Safety Representatives, Employees	OH&S Act section 10, OH&S Act section 14, OEM requirements, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	32	Utilizing buildings equipped with a central HVAC system	32	Poor inadequate air flow	Health	Inadequate supply of fresh air indoor environment and accumulation of gases and dust in offices (Using air conditioning units that do not ventilate air to the atmosphere)	Increased awareness training to be conducted regarding ambient air temperatures & legionnaires disease	Cleaners	Project Manager, Safety Officer, Occupational Hygienist	On occurrence	Medical treatment case; occupational disease with reversible/non-permanent effect	Airconditioners are regularly maintained and when dysfunctional, a defect raised for repairs	3	B	II	Mostly effective	Increased awareness training to be conducted regarding ambient air temperatures & legionnaires disease	All air-conditioners are correct operating and set to the correct temperatures	Project Manager, Safety representative, Hygienist	OH&S Act section 8, ERW Regulations, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	33	Bad working position (office ergonomic)	33	Poor seating posture, repetitive motions, strain on employees body	Health	Poorly designed work areas, Wear and tear of furniture, Sitting in a wrong position or with an incorrect posture	Employees to ensure that they adjust their chairs according to their height, Re-evaluate ergonomic awareness, Designers to take ergonomics into consideration when designing	Cleaners	Project Manager	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	Ergonomic awareness training, Risk assessment, Ergonomic surveys	4	B	II	Mostly effective	Employees to ensure that they adjust their chairs according to their height, Re-evaluate ergonomic awareness, Designers to take ergonomics into consideration when designing	Employees are correct seated and no injury reports have been submitted	Safety Officer, Hygienist, Employees	OH&S Act section 8, Facilities Regulations regulation 8, Project Health Risk Assessment, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	34	Not paying attention or working under pressure while handling papers	34	Paper cuts	Safety	Improper handling of paper, Not focusing on the job	Time management (not to work in pressure) and time management training	Cleaners	Project Manager	Daily	First-aid treatment case, and temporary discomfort case	Awareness training, First aid box and first aid availability	2	C	II	Mostly effective	Time management (not to work in pressure) and time management training	No incidents are reported during working hours	Safety Officers, Employees	OH&S Act section 14, GSR regulation 3, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	35	Not applying the three point contact when ascending and descending steps	35	Employees can slip, trip and fall	Safety	Steps not marked as per OHS Act, Facilities Regulation 4, No signages displayed, Employees forgetting or neglecting the stairway with full hands	Communicate hazards with employees (Toolbox talk)	Cleaners	Project Manager and Safety Officer	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	Display appropriate signage, Procedures, Awareness training	4	C	II	Mostly effective	Communicate hazards with employees (Toolbox talk)	No incidents are reported during working hours	Project Manager, Safety Officers, Employees	OH&S Act section 8, Facilities Regulation 4, Client Safety Specification, Contractor Safety Plan	Ongoing	
	R	36	Employees removing paper jammed in the printer whilst the printer is on	36	Fingers can get caught in moving parts	Safety	Employees not trained on printer safety	The OEM is to conduct basic awareness training on how to safely removed jammed paper from a printer	Cleaners	Safety Officer	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequences	Employees to undergo printer safety awareness training	4	C	II	Mostly effective	The OEM is to conduct basic awareness training on how to safely removed jammed paper from a printer	No incidents are reported during working hours	Project Manager, Safety Officers, Employees	OH&S Act section 8, Facilities Regulation 4, Client Safety Specification, Contractor Safety Plan	Ongoing	

Managing Emergencies and Evacuations	R	37	Buildings access and parking area not accommodating disabled people	37	Disabled persons unable to access or leave the premises safely	Safety	Floor planning, Undertaken access for disabled people	Parking space to be designated for disabled persons	Cleaners	Project Manager, Designer, CH&S Agent/Safety Manager	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequence	Access for disabled people to the office area and disabled parking to be provided	4	C	II	Fully effective	Parking space to be designated for disabled persons	Disabled persons are parked in designated parking spaces and are able to freely egress and access their vehicles	Safety Officers, Individuals	Basic condition of employment Act, Health risk assessment, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	38	Employees heat up clean water in the microwave	38	Water heats up to a supernova status and is not visible to the naked eye	Safety	Employees are not trained on the risks of heating water in a microwave	Awareness training to be refreshed to create a greater awareness w.r.t the heating of water in a microwave	Cleaners	Project Site Manager, Safety Officer	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequence	A flyer was communicated throughout Eskom regarding the risk of heating water in a microwave	4	C	II	Mostly effective	Awareness training to be refreshed to create a greater awareness w.r.t the heating of water in a microwave	No incidents are reported during working hours	Safety Officer, Employees	QH&S Act section 8, Facilities Regulation 4, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	39	Air-conditioners are not regularly serviced	39	Employees contract Legionnaires sickness	Health	Bacteria builds up in the filters	Awareness training must be refreshed to create a greater awareness w.r.t Legionnaires sickness and prevention measures	Cleaners	Site Manager, Fire Master, Safety Officer, Occupational Health & Safety Representative	Daily	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequence	Air-conditioners are serviced on a regular basis	4	B	III	Fully effective	Awareness training must be refreshed to create a greater awareness w.r.t Legionnaires sickness and prevention measures	No incidents are reported during working hours	Safety Officers, Employees and visitors	Basic condition of employment Act, Health risk assessment, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	40	Fire-fighting equipment is inadequate for the building	40	Fire fighters are unable to extinguish a fire	Safety	A fire risk assessment was not conducted to identify the types of fire extinguishers required for the office building	The Fire Warden and Safety Officer for the project is to check all fire extinguishers on a regular basis, but no less than monthly and notify the Kendal PS Fire Department should any be found empty or expired in the next 24 hours	Cleaners	Site Manager, Fire Master, Safety Officer, Occupational Health & Safety Representative	Daily	Multiple fatalities	The Fire Master and the fire fighting team has been appointed for the Kendal Power Station and construction project, to inspect and maintain all fire-fighting equipment	6	B	I	Mostly effective	The Fire Warden and Safety Officer for the project is to check all fire extinguishers on a regular basis, but no less than monthly and notify the Kendal PS Fire Department should any be found empty or expired in the next 24 hours	No incidents are reported during working hours	Fire Master, Fire Warden, Safety Officer	CR 2014 regulations 9 & 29, Kendal PS EMR Procedure 004 4626 Emergency Preparedness Plan Rev 07, Client SHE Specification, Contractor SHE Plan		Ongoing	
	R	41	Fire extinguishers are empty or needle pointing in the red	41	Fire fighters are unable to extinguish a fire	Safety	Fire extinguishers are not inspected on a monthly or regular basis	Fire Warden and the project Fire Warden are to inspect all fire extinguishers in the building to ensure it is in good order and full charged	Cleaners	Site Manager, Fire Master, Safety Officer, Occupational Health & Safety Representative	Daily	Multiple fatalities	The project has appointed a Fire Warden and has conducted basic fire fighting training	6	B	I	Mostly effective	Safety officers and the project Fire Warden are to inspect all fire extinguishers in the building to ensure it is in good order and full charged	No incidents are reported during working hours	Fire Warden, Safety Officer	CR 2014 regulations 9 & 29, Kendal PS EMR Procedure 004 4626 Emergency Preparedness Plan Rev 07, Client SHE Specification, Contractor SHE Plan		Ongoing	
	R	42	Employees are unable to fight fires	42	Fire spreads and causes more damage than necessary	Safety	Employees are not trained in basic fire fighting skills	Regular awareness training must be conducted to ensure that fire fighters remain fully aware of the procedures to follow when attempting to extinguish a fire	Cleaners	Site Manager, Fire Master, Safety Officer, Occupational Health & Safety Representative	On occurrence	Multiple fatalities	The project has appointed a Fire Warden and has conducted basic fire fighting training	6	B	I	Mostly effective	Regular awareness training must be conducted to ensure that fire fighters remain fully aware of the procedures to follow when attempting to extinguish a fire	No incidents are reported during working hours	Fire Warden, Safety Officer	CR 2014 regulations 9 & 29, Kendal PS EMR Procedure 004 4626 Emergency Preparedness Plan Rev 07, Client SHE Specification, Contractor SHE Plan		Ongoing	
	R	43	Employees are unaware of the emergency evacuation procedures for the office buildings	43	Employees are unable to evacuate the building safely	Safety	Employees are not trained in emergency evacuation procedures	Emergency evacuation posters are to be developed and posted conspicuously throughout the office building	Cleaners	Site Manager, Fire Master, Safety Officer, Occupational Health & Safety Representative	On occurrence	Multiple fatalities	The project has appointed a Fire Warden and has conducted basic emergency evacuation training, Emergency evacuation procedures are discussed at each meeting held in the office building boardroom	6	B	I	Mostly effective	Emergency evacuation posters are to be developed and posted conspicuously throughout the office building	No incidents are reported during working hours	Safety Officer	CR 2014 regulations 9 & 29, Kendal PS EMR Procedure 004 6000 Emergency Evacuation Plan Rev 03, Client SHE Specification, Contractor SHE Plan		Ongoing	
Managing Skills & Resources	R	44	Employees are unaware of who the fire warden and evacuation wardens are	44	Employees are unable to notify the fire warden of a fire and will be unable to identify who the evacuation warden is to follow instructions from	Safety	The appointed Fire Warden and Evacuation Warden have not been communicated to the staff	Posters identifying the key appointees responsible for emergencies must be developed and posted throughout the office building	Cleaners	Site Manager, Safety Officer	On occurrence	Multiple fatalities	A Fire Warden and Evacuation Warden has been identified for the office building	6	B	I	Mostly effective	Posters identifying the key appointees responsible for emergencies must be developed and posted throughout the office building	No incidents are reported during working hours	Safety Officer	CR 2014 regulations 9 & 29, Kendal PS EMR Procedure 004 6000 Emergency Evacuation Plan Rev 03, Client SHE Specification, Contractor SHE Plan		Ongoing	
	R	45	Little or no skilled resources available	45	Incompetent & or Unskilled employees employed by the contractor	Safety	ensure compliance to the Legal & Contractual obligations, Local municipal requirements, other construction activities in surrounding area	Adequate controls in place towards safety officers and the project	Cleaners	Project Manager, Contracts Manager, Supervisor	Daily	Fatality, Lost time incident, Medical incident, life threatening health effects	Relevant training interventions are conducted to ensure employees are competent in their duties in a safe manner	5	C	II	Mostly effective	Training Matrix's are developed to ensure that employees undergo the minimum Safety requirements for their jobs to be performed, Minimum Safety Competencies are defined for key personnel	Audits conclude that all employees have undergone all relevant Safety training	Safety Department	CR 2014 regulations 5 & 7, SQA requirements, Client Safety Specification, Contractor Safety Plan		Ongoing	
Communication & Consultation	R	46	Toolbox talks not held before work commences each day	46	Employees poorly informed of the daily tasks and risks they are exposed to	Safety	Employees start work late, Poor supervision, Non-compliance to legal & Eskom requirements, Production pressure to start early	Safety Officers are to attend Toolbox talks on a daily basis	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer	Daily	Multiple fatalities, Lost time injuries, medicals, first aid incidents, near miss incidents, property damage	Supervisors are appointed to ensure the entire team attends and participates in Toolbox talk sessions	6	C	I	Mostly effective	Safety Officers are to attend Toolbox talks on a daily basis	Audits are conducted on Toolbox talks to ensure that the team had participated and Safety Officers have counter-signed	Safety Officers & Supervisors	QH&S Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety Specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
	R	47	Toolbox talks not addressing work hazards & risks or not job specific	47	Employees unaware of the risks they are exposed to whilst performing their tasks	Safety	Poor supervision, Non-compliance to legal & Eskom requirements, Employees & Supervisors are not trained in the identification of risks	Employees to participate during toolbox talks to be aware of the controls and what they are acknowledging	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer	Daily	Multiple fatalities, Lost time injuries, medicals, first aid incidents, near miss incidents, property damage	Supervisors are appointed to ensure the entire team attends and participates in Toolbox talk sessions	6	C	I	Mostly effective	Toolbox talks are to include risks identified during the risk assessment for all tasks to be conducted that day, All employees to be trained in HIRA techniques and the identification of task specific risks	Audits are conducted on Toolbox talks to ensure that the team had participated and Safety Officers have counter-signed	Safety Officers & Supervisors	QH&S Act, CR 2014 regulation 9, Eskom Procedure for Risk Assessments, Client Safety Specification, Contractor Safety Plan, Pre-task DSTI		Ongoing	
Administration or Treatment of Injuries	R	48	First aid kit does not using surgical gloves while administering first aid	48	First aid kit exposes him or herself to possible infections	Health	Ignorance in not using surgical gloves, No surgical gloves available	Refresher training to highlight the use of the appropriate PPE	Cleaners	First aid kit, Safety Officer	On occurrence	Fatality or life threatening health effects	First aid kit to be checked on a monthly basis for completeness of contents	5	C	II	Mostly effective	Refresher training to highlight the use of the appropriate PPE	Clinic Sister examines the first aid kit on a monthly basis and all the required contents are present	Safety Officers and First aiders	GSR regulation 3, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	49	Employees are not trained on the emergency preparedness plan	49	Employees unable to execute or comply with emergency response activities	Safety	There is no emergency preparedness plan available, Ignorance towards training employees on the EMR Plan	Employees are to be trained on the requirements for compliance towards the emergency response plan, and regular drills are to be conducted to ensure constant awareness thereof	Cleaners	Project Manager, Supervisor, Safety Manager/Safety Officer, Fire Chief, Evacuation Wardens	Daily	Fatality or life threatening health effects	Induction & EMR Training, Emergency preparedness plan, Emergency drills	5	C	II	Mostly effective	Employees are to be trained on the requirements for compliance towards the emergency response plan, and regular drills are to be conducted to ensure constant awareness thereof	Quarterly drills are conducted to highlight employees awareness in preparation for times of an emergency	Gx Medical Station, Project Manager, Evacuation wardens, Kendal PS Fire Chief	Emergency planning procedure 32-123, Client Safety Specification, Contractor Safety Plan (include Gx EMR Plans)		Ongoing	
	R	50	An injured person is not attended to immediately	50	Delays in treatment can cause an increase in the severity of the injury	Health	Delayed reporting of injury, No trained First aid kit present, No medical supplies available	First aid kit to comply to emergency response procedure at all times	Cleaners	First aid kit, Safety Officer	On occurrence	Fatality or life threatening health effects	More than one first aid kit to be appointed, First aid kit to be kept where work is carried out at all times	5	C	II	Mostly effective	First aid kit to comply to emergency response procedure at all times	Multiple first aiders are appointed to the team and first aid boxes are regularly checked and restocked if need be	Safety Officers and First aiders	QH&S Act, GSR regulation 3, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	51	There is a shortage of first aid equipment in the first aid box	51	The First Aid kit is unable to treat injuries effectively	Health	First aid kit not regularly inspected	The First Aid kit is to be inspected on a monthly basis to conduct a joint inspection and if necessary, replenishment of supplies of the first aid kit	Cleaners	First aid kit, Safety Officer	On occurrence	Fatality or life threatening health effects	First Aid registers require a monthly inspection and documentation thereof to be placed in the first aid box	5	C	II	Mostly effective	The First Aid kit is to be inspected on a monthly basis to conduct a joint inspection and if necessary, replenishment of supplies of the first aid kit	Audits and inspection reveal that the first aid kit is inspected and if necessary, replenishment of supplies of the first aid kit	First Aid kit, Safety Officer	QH&S Act, GSR regulation 3, Client Safety Specification, Contractor Safety Plan		Ongoing	
Managing Pregnant Employees	R	52	Pregnant employees are exposed to hygiene stressors	52	Unborn fetus is miscarried	Safety	Pregnant employees do not declare their pregnancies, Pregnant employees are expected to perform under normal conditions and effort	Pregnancies are to be managed by the Occupational Health Nurse of the Power Station clinic	Cleaners	Line Manager, Occupational Health Nurse	On occurrence	Fatality or life threatening health effects	Eskom has implemented a procedure which governs the management of Pregnancies	5	C	II	Mostly effective	Pregnancies are to be managed by the Occupational Health Nurse of the Power Station clinic	Regular check ups with the Occupational Health Nurse declares the pregnancy as normal	Line Manager, Occupational Health Nurse	QH&S Act section 8 & 14, Eskom Procedure for Managing Pregnancies, Client Safety Specification, Contractor Safety Plan		Ongoing	
Managing Employees after a Child Birth	R	53	New-born babies drink contaminated breast milk	53	Deformities can set on due to effect of HCS on new born babies	Safety	An employee who has just given birth, is exposed to HCS above the threshold limits	Line Managers are to take the post birth period into consideration when issuing the employee with work	Cleaners	Line Manager, Occupational Health Nurse	On occurrence	Fatality or life threatening health effects	Employees are granted paternity leave	5	C	II	Mostly effective	Line Managers are to take the post birth period into consideration when issuing the employee with work	Employees who have recently given birth are healthy and the new born child is healthy too	Line Manager, Occupational Health Nurse	QH&S Act section 8 & 14, Eskom Procedure for Managing Pregnancies, Client Safety Specification, Contractor Safety Plan		Ongoing	
Transporting Employees Home-work-home	R	54	Reckless driving	54	Offsite road accidents	Safety	Drivers not adhering to the Road Traffic rules	Awareness training is conducted seasonally and regular toolbox talks cover the subject of road traffic conditions and the dangers of travelling	Cleaners	Drivers	On occurrence	Multiple fatalities	All drivers transport employees to undergo advance driving, Risk assessment to be done to determine appropriate routes	6	C	I	Mostly effective	Awareness training is conducted seasonally and regular toolbox talks cover the subject of road traffic conditions and the dangers of travelling	No incidents involving motor vehicles are reported	Driver	National Road Traffic Act, Eskom Drivers Permit		Ongoing	
Contract Suspension, Early Termination and Contracts Nearing Completion	R	55	Employees deliberately cause injuries to prolong employment or benefit financially from an injury	55	Injuries and loss of income if found to be guilty of an offense	Safety	Loss of income due to insufficient job creation in the local municipal area	Regular meetings are held between management and employees of the contractor to highlight project timelines and contractual obligations	Cleaners	Project Manager, Contracts Manager	On occurrence	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequence	Contract negotiations and employees are made aware of the fact that employment ends when the project is completed	4	C	II	Mostly effective	Regular meetings are held between management and employees of the contractor to highlight project timelines and contractual obligations	Audits are conducted between the Client and the Contractor discussing HR related matters	Project Manager, Construction Manager, Contracts Manager	QH&S Act section 14, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	56	Employees are pre-occupied with employment security and not focussed on work being conducted	56	Employees can expose themselves to unnecessary risks	Safety	Loss of income due to insufficient job creation in the local municipal area	Employees are to be inducted into the Safety Culture of Gx Coal Projects and should be tested regularly to ensure they understand the importance of compliance to the QH&S Act section 14 and also ensuring they focus on the task at hand and not worry about the future	Cleaners	Project Manager, Contracts Manager	On occurrence	Fatality or life threatening health effects	Safety meetings are held to discuss work related risks and motivate employees to ensure that they go home safely to their families, as per the Gx Coal Safety Culture	5	C	II	Mostly effective	Employees are to be inducted into the Safety Culture of Gx Coal Projects and should be tested regularly to ensure they understand the importance of compliance to the QH&S Act section 14 and also ensuring they focus on the task at hand and not worry about the future	Audits are conducted between the Client and the Contractor discussing HR related matters	Project Manager, Construction Manager, Contracts Manager	QH&S Act section 14, Client Safety Specification, Contractor Safety Plan		Ongoing	
	R	57	Employees deliberately sabotage plant, equipment or the works as a result of the project nearing to an end	57	Loss of revenue, project delays and enforcement to violence	Safety	Loss of income due to insufficient job creation in the local municipal area	Employees are employed on a contract basis and are given a contract start date and a contract ending date	Cleaners	Project Manager, Contracts Manager	On occurrence	Multiple fatalities	Security is present and prohibits the construction site to ensure that no tampering with plant and machinery takes place	6	C	I	Mostly effective	Employees are employed on a contract basis and are given a contract start date and a contract ending date	Audits are conducted between the Client and the Contractor discussing HR related matters	Project Manager, Construction Manager, Contracts Manager	QH&S Act section 14, Client Safety Specification, Contractor Safety Plan		Ongoing	

COVID-19 BASELINE RISK ASSESSMENT																								
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	Ratings			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
														Consequence	Likelihood	Risk Priority Rating								
List specific activities to be performed taking into consideration the equipment 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	#	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 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 occurrence)					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 occurrence)	How we know if we are succeeding. Include comments on effectiveness. This may include i.e. measurements, inspections, supervision	Person allocated the responsibility 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
Travelling or Transporting employees to the work place and back home	R	1	People seating too close together when being transported	1.1	The virus can easily spread from one person to another	Health	Non adhere to the 70% allowable limit during transportation		Employees,Visitors, Family members, People in the public	Project Manager, Each Driver of vehicle	Daily for 2 hrs	Hospitalised, Infecting other (unknowningly), Fined	Adhere to 70% of approved capacity when transporting employees in private vehicles / buses / taxis.	4	E	I	Mostly effective	Sanitizing of buses before boarding and after off-loading. Sanitizers to be available for passenger usage. Social distance should be maintained. All passengers should wear masks at all times.	A register of employees per bus should be kept daily for all commuters. Project Manager to ensure they adhere to the rules.	SHE Dept., Project Managers, Driver(s) of fleet and individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020	March	Ongoing	
	R	2	People talking to each other, while sitting close together without masks on	2.1	The virus can easily spread from one person to another	Health	Non adherence to the rules		Employees,Visitors, Family members, People in the public	Project Manager, Each Driver of vehicle	Daily for 2 hrs	Hospitalised, Infecting other (unknowningly), Fined	Ensure employees wear masks while being transported. Ensure social distance is adhere when transported	3	E	I	Mostly effective	Social distance should be maintained. All passengers should wear masks at all times.	A register of employees per bus should be kept daily for all commuters. Project Manager to ensure they adhere to the rules.	SHE Dept., Project Managers, Driver(s) of fleet and individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020	March	Ongoing	
	R	3	Other people coughing and sneezing	3.1	The virus can easily spread from one person to another	Health	Non disclosure when filling in the COVID-19 Travel / Access Questionnaire		Employees,Visitors, Family members, People in the public	Project Manager, Each Driver of vehicle	Daily for 2 hrs	Hospitalised, Infecting other (unknowningly), Fined	Ensure employees wear masks while being transported. Ensure social distance is adhere when transported	5	E	I	Mostly effective	Social distance should be maintained. All passengers should wear masks at all times.	A register of employees per bus should be kept daily for all commuters. Project Manager to ensure they adhere to the rules.	SHE Dept., Project Managers, Driver(s) of fleet and individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2021	March	Ongoing	
	R	4	Transporting a lot of employee with the same vehicle	4.1	The virus can easily spread from one person to another	Health	Not adhering to the rules by sanitising the vehicle before and after each drop off		Employees,Visitors, Family members, People in the public	Project Manager, Each Driver of vehicle	Daily for 12 hrs	Hospitalised, Infecting other (unknowningly), Fined	All own and contracted transport companies are to adhere to site rules risk assessment to ensure that a reasonably practicable sanitation plan is in place	5	E	I	Mostly effective	Sanitizing of buses before boarding and after off-loading. Sanitizers to be available for passenger usage. Social distance should be maintained. All passengers should wear masks at all times.	Checklist and register to be kept when sanitisation was done.	SHE Dept., Project Managers, Driver(s) of fleet and individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
Breathanalysing	R	5	Most sites use the Lion Alcoholow system, which has a front funnel face and is swabbed with alcohol wipes. These instruments pose a risk to cross contamination with a previous infected user and to the person conducting the test	5.1	The virus can easily spread from one person to another	Health	Cross contamination through: touching or inhaling where an infected person droplets fell or touching contaminated surface		Employees,Visitors, Contractors	Project Manager, Security Personnel	Daily for 30 min	Hospitalised, Infecting other (unknowningly)	The use of the breathalyser for alcohol testing is considered as low risk in relation to the high risk of alcohol-related incidents. It has therefore been decided that alcohol testing will continue to be used in the current situation underconditions.	4	D	I	Mostly effective	All testers will receive refresher training on the standard operating conditions of the breathalysers by 20 March 2020. - Managers and supervisors must be conversant with the Eskom Management of Substance Abuse in the Workplace Procedure to ensure the well-being and safety of all not in suit rough or	In order to ensure safe and hygienic testing, employees are requested to adhere to the following while being tested: - not to spit, cough or	SHE Dept. and Line management, Individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	January & June	Ongoing	
Biometric Access System	R	6	Temporary suspended the use of biometric access system due to PPE shortage	6.1	Cross Contamination	Health	Cross contamination through: touching where an infected person droplets fell or contaminated surface		Employees, Visitors, Contractors	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowningly)	Awareness; Inductions; Communications	4	D	I	Mostly effective	Correct PPE to be used, Access cards to be produced at the gate.	Observations	SHE Dept. and Line management, Individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	240-100092892 Outbreak, Pandemic or Epidemic Disaster Management Plan
Gate Access	R	7	Gatherings at security gate to enter the site	7.1	Lack of knowledge; Start-up plan not followed; non adherence to rule and regulations	Health	Non adherence to Gx Kendal requirements. Cross contamination when too many people are gathered at the Security gate for access. Non adherence of social distancing of 1-1.5m		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowningly)	Awareness; Toolbox talks; Limit gatherings at the gate by implementing certain time's people need to be at the gate to enter (Just for the first time and there after they need to Manage the gatherings). Access cards to be readily available before entering gate.	4	E	I	Mostly effective	a) Keep the employees informed and to calm the fear; b) Develop education messages to provide employees with information about recognising the confirmed disease (signs and symptoms), its mode of transmission, how to treat the disease c) disinfect work services and surroundings with detergent d) disinfect phones with appropriate wipes; e) use hand sanitizers or wash your hands regularly after contact with surfaces; f) avoid touching your face; g) Ensure you have your own pen as you need to sign the register	Observations	SHE Dept. and Line management, Individual responsibility; Security	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	8	Non disinfection of security office and surroundings	8.1	Contaminated surfaces and objects	Health	Cross contamination when touching handrails, door handle, pen, book etc.		Employees, Visitors, Contractors and members of public	Security, Cleaning Company	Daily for 12 hrs	Hospitalised, Infecting other (unknowningly)	Disinfecting of Security Office on regular basis Employees to ensure they have their own pen with them to sign into the register. Do not touch any surfaces; Doors to be kept open to minimise touching other surfaces	4	E	I	Mostly effective	Checklist of cleaning company doing disinfection	SHE Dept. and Line management, Individual responsibility; Security	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing		
Gathering in the morning to discuss tool box talks and DSTIs.	R	9	People standing close to each other in a large group	9.1	Cross contamination when standing too close to each other;	Health	Virus can spread to other workers when coughing. Virus can spread through handshakes. The virus can be transmitted from one person to another through the usage of one pen circulation within a group of people		Visitors	Individuals	Daily for 30 min	Lost Time Injury, Irreversible health effects/occupational disease with permanent consequence	Awareness, posters	4	C	II	Mostly effective	All Guardians traveling in their personal capacity to China and/or affected countries with confirmed COVID-2019 cases are advised to suspend their trips until the outbreak is declared contained by the World Health Organisation (WHO) and the National Department of Health (NDOH)	Observations, Supervisor discretion	SHE Dept. and Line management, individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	10	People coughing and sneezing.	10.1	The virus can easily spread from one person to another	Health	People not wearing masks which are coughing and sneezing.		Employees,Visitors, Family members, People in the public	Project Manager, Each Driver of vehicle	Daily for 2 hrs	Hospitalised, Infecting other (unknowningly),	Ensure employees wear masks while attending the toolbox talks. Ensure social distance is adhere during toolbox talks. People with flu symptoms to stay at home until they are better.	4	C	II	Mostly effective	Ensure people have enough masks. Masks should only be worn by people that are having flu symptoms.	Checklist, Observation	SHE Dept. and Line management, Individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	11	Greeting each other with hands	11.1	The virus can easily spread from one person to another	Health	Not adhering to the rules by sanitising and wash hands. Also no greeting to take part with hands.		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 2 hrs	Hospitalised, Infecting other (unknowningly)	Hand sanitizers to be readily available for people. Awareness, toolbox talks	4	C	II	Mostly effective	Greet with elbows and just a head knot to avoid making contact with people	Awareness	SHE Dept. and Line management, individual responsibility	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	12	Using the same pen to sign DSTI and tool box talk	12.1	The virus can easily spread from one person to another	Health	No every person has his/her own pen		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 30 min	Hospitalised, Infecting other (unknowningly)	Ensure each employee use their own pen to sign.	4	B	III	Mostly effective	Print a list with their names on and the employees can only sign their signatures.	Observations	Site Project Manager , Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
Taking of lunch breaks	R	17	People sitting close to each other at the eating facility	17.1	The virus can easily spread from one person to another	Health	No proper plan in place to ensure people keep to social distancing.		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 1 hr	Hospitalised, Infecting other (unknowningly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Ensure there is enough eating facilities to cater for all employees while adhering to the social distance of 1,5m	Observations	Site Project Manager , Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	18	Kitchen flooded with people to warm up food and make tea/coffee	18.1	The virus can easily spread from one person to another	Health	No proper plan in place to ensure there is enough microwaves for employees		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 1 hr	Hospitalised, Infecting other (unknowningly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Ensure there are enough microwaves to prevent people to gather in one place. Have eating intervals for teams to minimize the number of employees at ones at the eating area	Observations	Site Project Manager , Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	19	Sharing utensils	19.1	The virus can easily spread from one person to another	Health	Non adherence of rules		Employees, Visitors, Contractors and members of public	Project Manager	Daily for 1 hr	Hospitalised, Infecting other (unknowningly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Preferably every person must have cutlery that is specifically assigned to them. As far as practicable, crockery and eating utensils should be disposable.	Observations	Site Project Manager , Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	

Attending of meetings during working hours	R	20	Boardroom being over populated by people, People sitting too close to each other	20.1	The virus can easily spread from one person to another	Health	Non adherence to social distancing and not more than 50 people in a boardroom	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 4 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	C	II	Mostly effective	Make use of MS Team instead of sitting around boardroom table. If a boardroom is used, ensure social distance of 1.5m is adhere to.	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	21	Signing of the attendance register	21.1	The virus can easily spread from one person to another	Health	No proper measures in place to prevent cross contamination	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 4 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Print register with names on already and each employee to sign with their own pen.	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	22	Cleaning of Boardroom furniture	22.1	The virus can easily spread from one person to another	Health	Cleaning of boardroom furniture is not done often.	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 4 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Disinfection of all boardrooms and furniture to be done on a regular basis. Appoint permanent cleaners for the duration of the Project.	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
Working within the site offices	R	23	People working closer to each other in the office	23.1	The virus can easily spread from one person to another	Health	Social distancing not adhere to	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	C	II	Mostly effective	Wear masks as per Gx Kendal rules. Avoid going to their office's, rather give them a call.	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	24	Workers visiting each other during working hours due to work related purposes	24.1	The virus can easily spread from one person to another	Health	Non adherence to social distancing and Disaster Management Plan	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 1 hr	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	C	II	Mostly effective	Teleconference, MS Team, Skype to be used	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	25	Housekeeping and Hygiene of office and toilets	25.1	The virus can easily spread from one person to another	Health	No housekeeping done in the office's and toilets pose is serious hygiene matter	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Disinfecting of all office's, kitchen's, boardrooms to be done by the Cleaning personnel	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	26	Sharing the printing facilities	26.1	The virus can easily spread from one person to another	Health	Printing area is not disinfected regularly	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	Disinfecting of printer area to be done more regularly	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
	R	27	People coughing and sneezing	27.1	The virus can easily spread from one person to another	Health	Non adherence to COVID19 Regulations	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowingly)	Inductions, Awareness, Toolbox talks	3	B	III	Mostly effective	When an person has a flu they need to inform the SHE Manager, Supervisor immediately. The employee need to stay at home until he/she is better.	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	
If an employee is experiencing any Covid19 symptoms	R	28	Dry Coughing or sneezing, Shortness of breath, runny nose, headaches or fever	28.1	The virus can easily spread from one person to another	Health	This could possibly mean more than one person is likely to have the virus, based on how many people were in contact with the person who was experiencing symptoms.	Employees, Visitors, Contractors and members of public	Project Manager	Daily for 12 hrs	Hospitalised, Infecting other (unknowingly)	Inform SHE Manager, Inform Medical staff at Gx Kendal. Necessary tests will be done and person will be isolated for 14 days or till results are back. Share recent travel history. Avoid travel. Avoid contact with others. A temperature screening device will be used to check the temperature of the	4	E	I	Mostly effective	If a person suspects that he has contracted COVID-19, SHE Manager, Client SHE Manager and Contracts Manager to be informed immediately. Employee to stay at home, do not go to the medical centre. Contact the WHO to visit you at home. Isolate yourself. Any employees with flu symptoms, needs to stay at	Observations	Site Project Manager, Team leaders	COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2022	March	Ongoing	