

				SHE RISK REGISTER SHEET		Reference No.: KFY-SR-050																
						Revision: 0																
						Associated Documents: KGA-067																
SHE RISK REGISTER FULL REVIEW AUGUST 2023																						
Id number	Activity / Product / Process / System	Aspect	Hazard / Potential Incident	Impact	Risk Category	Initial Frequency	Initial Probability	Initial Severity	Initial Value	Initial Classification	Mitigation	Legal Requirements	Frequency	Probability	Severity	Final Value	Final Classification	Completed By:	Reviewed By:	Authorised By:	date:	
Although captured in the mitigations below, prior to performing ANY activity, ALWAYS consider the following: HP TOOLS , i.e. self checking, pre-job / post job brief, peer checking, procedure use, place-keeping, questioning attitude, effective communication, coaching, handover and authorisation and knowledge; OTHER CONTROLS , i.e. monitoring, measurement & inspection; Operational control i.e. procedures; SHE programme; Engineering control												Applicable Legal & other requirements & applicable sections (Eg: National Environmental Management Waste Act no. 59 of 2008, Section 19; National water act, Section X; National Environmental Management Act, Section Y)										
						OPERATIONAL/ ENGINEERING CONTROL (i.e. bund wall, equipment, procedures)		MONITORING & MEASUREMENT (i.e. inspection, monitoring)		ADMINISTRATIVE/ PROGRAMME (i.e. training, protective measures)												
Act 001a	Walking around Warehouse areas when offloading.	Bee's.	Bee stings.	Allergic reaction ie. pain, redness, swelling, itching, sweating, anxiety, dizziness or fainting. Possible fatality.	P	1.5	0.5	5.0	7.0	High Risk	Individuals to be aware of their status regarding allergies and inform the rest of the group. In the case of a bee sting, make use of a first aider / medical centre	SHE talks, OE, medical surveillance and situational awareness.	1.5	0	3	4.5	Low Risk	E Tshazi	N Wyngaard	J. Booysen	Aug 23	
Act 001b		Snakes.	Snake bite.	Shock, fever, fainting, rapid pulse, breathing difficulties, fatality.	P	3.0	0.5	5.0	8.5	High Risk	Call for emergency assistance immediately using 4222	SHE talks/OE: It is very important to try and note of what the snake looked like (colour, size etc.) to assist Medical services or treating physician to establish which anti-venom to administer.	1.5	-0.5	3	4.0	Low Risk	E Tshazi	N Wyngaard	J. Booysen	Aug 23	
Act 001c		Insects.	Insect bites.	Experience burning, pain, itching or redness. A deep blue/purple area around the bite, headache, body aches, rash, fever and nausea/vomiting.	P	1.5	0.5	3.0	5.0	Medium Risk	Individuals to be aware of their status regarding allergies and inform the rest of the group. In the case of an insect bite, make use of a first aider / medical centre.	SHE talks, OE, medical surveillance and situational awareness.	1.5	0.0	3.0	4.5	Low Risk	E Tshazi	N Wyngaard	J. Booysen	Aug 23	
Act 002a	Driving of Company vehicles (LMV's & Trucks).	Driving of company vehicles on and site and public roads.	Motor vehicle accidents.	Permanent/ partial disabilities, Fatalities.	P	3.0	1.0	5.0	9.0	High Risk	N/A	Daily & Pre-trip inspection to be performed by Drivers.	Ensure all staff is licensed to drive company vehicles. Vehicles to be in a road worthy condition, all staff to be made aware traffic laws and obeying them.	3	1	0	4.0	Low Risk	E Tshazi	N Wyngaard	J. Booysen	Aug 23
Act 002b				Property Damage.	A	3.0	0.5	2.0	5.5	Medium Risk	N/A	Daily & Pre-trip inspection to be performed by Drivers.	Ensure all staff is licensed to drive company vehicles. Vehicles to be in a road worthy condition, all staff to be made aware of traffic laws and obeying them.	3.0	1.0	0.0	4.0	Low Risk	E Tshazi	N Wyngaard	J. Booysen	Aug 23
Act 003	Ascending & descending from truck	Correct ascending and descending of truck	Tripping and falling hazard	Injuries	P	1.0	1.0	1.0	3.0	Low Risk	Ensure that the steps is clear and rubberised to avoid slip and trips.	Daily vehicle inspections are completed.	SHE Talks	1	2	3	6.0	Low Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 004	Entrance & exit in warehouse, operating roller doors	Opening & closing of doors & gates	Doors or gates injuring persons	Injury	P	1.0	2.0	3.0	6.0	Medium Risk	None	Monthly inspections for unsafe conditions.	On-job taining on roller door operation.	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 005a	Ascending & descending stairs	Carrying vending stock, paper rolls, stationary	Tripping & falling down stairs	Injury	P	1.0	2.0	3.0	6.0	Medium Risk	None	Coach and approach sessions	Employees attend the Materials Handling training provided by FFD.	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 005b		Carrying vending stock, paper rolls, stationary	Falling of equipment	Equipment damage	A	1.0	2.0	3.0	6.0	Medium Risk	None	Coach and approach sessions	Employees attend the Materials Handling training provided by FFD.	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 006	Operating trolley's and pallet jacks.	Manual loading / offloading of spares	Falling objects	Injury	P	2.5	0.0	1.0	3.5	Low Risk	Perform monthly inspections on trolley's and pallet jacks.	All employees to complete the Materials Handling course.	2.5	0	0	2.5	Low Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23	
Act 007a	Operating forklift	Loading / offloading items from truck	Falling objects	Injury	P	1.0	2.0	3.0	6.0	Medium Risk	None	Monthly forklift inspections	LMO forklift training & FFD Fitness for duty	2.0	2.0	2.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 007b		Loading / offloading items from truck	Bumping into objects.	Equipment damage	A	1.0	3.0	2.5	6.5	Medium Risk	None	Monthly forklift inspections	LMO forklift training & FFD Fitness for duty	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 008	Manual lifting of stock & equipment	Incorrect manual lifting techniques	Back & body injuries	Injuries	P	1.0	1.0	1.0	3.0	Medium Risk	Correct body posture techniques should be applied	Coach and approach sessions.	Regular she talks & staff to complete Materials Handling course	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 009	Checking of stock in crates.	Opening & Closing of wooden crates	Protuding nails	Injuries	P	1.0	1.0	1.0	3.0	Medium Risk	Correct PPE (gloves, etc) should be worn	Ensure that all the nails is removed from the crate	She talks	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 010a	Stacking	Stacking of items for storage	Collapsing of stack	Injury	P	1.0	2.0	3.0	6.0	Medium Risk	Barricade area and re-build stack safety	Monthly inspections for unsafe conditions.	Materials Handling training for all staff.	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 010b		Stacking of items for storage	Collapsing of stack	Equipment damage	A	1.0	2.0	3.0	6.0	Medium Risk	Barricade area and re-build stack safety	Monthly inspections for unsafe conditions.	Materials Handling training for all staff.	1.0	2.0	3.0	6.0	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23
Act 011	Hygiene	Using of Kitchen and bathroom facilities	Corona Virus (COVID 19)	Illness (SARS or Pneumonia)	P	3.0	0.5	5.0	8.5	High Risk	Individuals, managers to Monitor quantity / availability of disinfectant or sanitizers in all kitchens	Raise awareness on COVID 19; practice good personal hygiene (hand washing with soap); Ensure that shared utensils are properly and adequately cleaned in warm soapy water.. Encourage employees to avoid use of shared and common kitchen utensils where possible. Ensure that surfaces are regularly cleaned.	1	-0.5	5	5.5	Medium Risk	Elvis Tshazi	N Wyngaard	Jamie-tee Booysen	Aug 23	