

	RISK ASSESSMENT	Doc No:	TBA
		Revision No:	00
	Baseline Risk assessment	Date:	10 July 2019
Page 1 of 9			

Site:	KEKKEL & KRAAI CRECHE BORCHARDS	Section:	ALL	Unit:	ALL
Task:	EXTENTION TO EXISTING BUILDING MIANTENACE AND UPGRADING	Date:	17 August 2020	Revision Date:	17 August 2021
Risk Assessment No:	KEK-BUILD-BASELINE-001			Method Statement No:	N/A

Document History			
Issue Number	Revision	Effective Date	Section (s) Amended
01	00	17 August 2020	

Risk Assessment Group			
Name	Designation	Signature	Date
Jacques van Graan	OHS Consultant for George Municipality		17 August 2020
	Contractor Representative		

INTERNAL REVIEW AND APPROVAL

Company	N/A	Signature	Date	Company	N/A	Signature	Date
Name	N/A			Name	N/A		
Designation	N/A			Designation	N/A		

EXTERNAL REVIEW AND APPROVAL

Company	N/A	Signature	Date	Company	N/A	Signature	Date
Name				Name			
Designation				Designation			

COMMENTS

	RISK ASSESSMENT	Doc No:	TBA
		Revision No:	00
	Baseline Risk assessment	Date:	10 July 2019

Page 2 of 9

RISK RATING MATRIX

SEVERITY: The seriousness of an incident when it occurs		EXPOSURE : How often and period of time will the hazardous exposure exist		PROBABILITY: The chance of loss or harm during the exposed period	
CATASTROPHIC – Many fatalities or damage	100	CONTINUOUS – 24 hours per day or total work shift	10	MIGHT WELL BE EXPECTED Happens very often	10
DISASTER – Few fatalities or damage	60	FREQUENT Daily	6	QUITE POSSIBLE Happens often	6
VERY SERIOUS – One fatality or damage	30	OFTEN – Weekly	3	UNUSUAL BUT POSSIBLE Happens from time to time	3
SERIOUS – Serious injury leading to LWDC or damage	20	UNUSUAL Monthly	2	ONLY REMOTELY POSSIBLE Has happened somewhere	2
IMPORTANT – Temporarily disability or damage	10	VERY UNUSUAL A few times a year	1	CONCEIVABLE BUT HIGHLY UNLIKELY – Hasn't happened yet	1
OF CONCERN – Minor injury or damage	5	RARE Once per year or less than once per year	0.5	PRACTICALLY IMPOSSIBLE One in a million chance	0.5

RISK RESULT

1 800 to 10 000	Very high risk, consider discontinuing
720 to 1 799	High risk, immediate correction required
360 to 719	Substantial Risk, correction required
180 to 359	Possible risk, attention required
0 to 179	Risk tolerable

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		Revision No:	00
	Baseline Risk assessment	Date:	10 July 2019

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1. Site Establishment	1.1 Members of community exposed to moving machinery, loading and offloading activities					1.1.1 Area where site will be established must be barricaded and safety warning signs displayed. 1.1.2 All areas must be made safe to ensure that no person entering area can get injured					
2. Use of uniformed employees	2.1 Employees not aware of hazards and risks on site. Serious injury/property damage or fatalities	20	6	3	360	2.1.1 All employees that will work on this project must be trained on the risk assessment as well as safe work procedures identified 2.1.2 Employees must undergo internal induction regarding tasks that will be performed as per OHS Act section 13 requirements.	20	6	1	120	Supervisor Employees
3. Use of medically unfit employees	3.1 Employees with medical restrictions working on site developing medical conditions while working Serious injury/property damage or fatalities	20	6	3	360	3.1.1 All employees that will be working on site must have a valid pre-employment medical certificate stating fitness to conduct work employed for . 3.1.2 Any medical restrictions identified during pre-employment medical must be managed by the supervisor as identified on the medical report	20	6	1	120	Supervisor Employees
4. Access Control (Members of Public)	4.1 Untrained and uninformed people entering site Fatality, serious injuries	20	6	6	720	4.1.1 No member of the public may enter the work site accept when they are accompanied by the construction Manager or supervisors 4.1.2 All work areas must always be barricaded and controlled by the responsible Supervisor. 4.1.3 Clear warning safety signs relevant to the work being conducted must be displayed at all work areas Visitors may only enter site after attending a formal induction session.	20	6	1	120	Supervisor Employees
5. Pre-use inspections	5.1 Sub-standard tools and equipment. Injury to personnel, property damage	20	3	2	120	3.1.1 Ensure that all hand tools and other plant/equipment are inspected daily by the user and verified by the supervisor. 3.1.2 No handmade tools will be allowed on site. 3.1.3 Use tools only for the purpose they were designed for. 3.1.4 All tools and equipment must be inspected by a competent person monthly and proof of inspections (registers) must be available. 3.1.5 Correct Personal Protective equipment must be	20	3	1	60	Supervisor Employees

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		Revision No:	00
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						used at all times, Safety glasses, safety shoes, overalls and hearing protection					
6. Working Next to Public Road	6.1 Moving vehicles Serious injuries	30	6	2	360	6.1.1 All work areas next to public roads where vehicles are traveling must be clearly barricaded and correct road safety signs displayed. 6.1.2 Workers must be instructed to stay clear of areas where vehicles are moving. 6.1.3 Flagman must be used to warn and guide traffic. 6.1.4 Speed limit at work area must be lowered to 40 km/h	30	6	1	180	Construction Manager/ Supervisors Employees
7. Movement of machinery, equipment and materials through residential area to site	7.1 Trucks and delivery vehicles moving through areas can bump or knock over pedestrians	30	6	2	360	7.1.1 All vehicles that will be used for the purpose of construction or deliveries must be operated by a licensed appointed operator. 7.1.2 All drivers must be instructed to take special care when driving through residential areas, do not assume that a pedestrian knows you are there act as if they are not aware of your presence	30	6	1	180	Construction Manager/ Supervisors Employees
8. Use of Construction Plant and Equipment.						8.1.1 All construction plant and equipment must be operated by a competent and appointed operator. 8.1.2 All plant and equipment must be inspected daily before use by the user 8.1.3 Only use plant and equipment for the purpose they have been manufactured for.					
9. Receiving pipes delivery offloading	9.1 Use of truck mounted crane, load can fall, crane can break. Fatality, serious injury and property damage	30	2	2	120	9.1.1 Ensure all employees not involved in task are removed from the offloading area. 9.1.2 No person may stand close to a load being offloaded or under load being offloaded 9.1.3 Items must be stacked correctly and safely to prevent unnecessary manual handling by employees, and load moving 9.1.4 Keep hand clear of pinching points. 9.1.5 Offloading must be conducted in such a manner that the potential of and injury occurring is eliminated	30	2	1	60	Construction Manager/ Supervisors Employees

	RISK ASSESSMENT			Doc No:	TBA
	Baseline Risk assessment			Revision No:	00
				Date:	10 July 2019
Page 5 of 9					

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10. Working on scaffold	10.1 Unsafe scaffolding	20	6	3	360	10.1.1 Scaffold erected correctly according to (SANS 10085) and inspected by competent Scaffolding Supervisor on a daily basis. 10.1.2 Safe to work tag to be displayed and signed daily by the Scaffolding Supervisor/inspector. 10.1.3 Stop work if scaffold or platform is unsafe / verify that kick boards around entire platform are safe and secure 10.1.4 Inspected daily and prior to use 10.1.5 No working on wet scaffold platforms. 10.1.6 Safety harnesses to be worn and tied off above 2 m. 10.1.7 Scaffold platforms are designed to safely carry a load of 160 Kg/m ² or when advised otherwise as per the tag.	10	6	2	120	Scaffold Supervisor Safety Officer / Safety Rep
11. Working at heights	11.1 Falls from Height	20	6	3	360	11.1.1 Task specific risk assessment and DSTI to identify safe anchoring points. 11.1.2 All workers trained on working at heights, verify validity of training records and certificates of fitness. 11.1.3 Always hook up when working at heights 11.1.4 Only full body double lanyard safety harnesses allowed to be used 11.1.5 Supervisors to inspect and test all edge protection before allowing workers to continue with work. 11.1.6 Monthly and pre use inspections to be conducted on safety harnesses, colour coded for the relevant month by a qualified Rigger and recorded on a register	10	6	2	120	Supervisors Safety Officer / Safety Rep
12. Fire.	10.1 Fire, caused by grinding sparks	30	6	3	540	10.1.1 All employees to be able to identify emergency situations. 10.1.2 All employees must attend safety Induction 10.1.3 Ensure fire extinguisher are available on site at all times 10.1.4 Emergency numbers must be displayed at work area. 10.1.5 Basic training on the use of fire extinguishers to be provided to employees. (Toolbox talks)	10	6	3	180	Supervisor Employees

		RISK ASSESSMENT			Doc No:	TBA
					Revision No:	00
		Baseline Risk assessment			Date:	10 July 2019

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13. Use of Hand tools	13.1 Use of defective hand tools	10	6	3	180	13.1.1 All hand tools must be inspected daily before use by the user. 13.1.2 All hand tools must be inspected once a month by a competent person and inspection noted on an inspection register	10	6	1	60	Supervisor Employees
	13.2 Using hand tools incorrectly	10	6	3	180	14.2.1 All hand tools must only be used only for the purpose it is manufactured and as indicated by the manufacturer's instructions. 14.2.2 No homemade tools will be allowed in site	10	6	1	60	Supervisor Employees
14. Manual Handling of General Items	17.1 Lifting loads manually Injuries and property damage	10	6	3	180	17.1.1 When performing manual handling loads must be placed between the feet, employee must squad and pick up load with his/her legs and not with his/her back. 17.1.2 Employees may not pick up more than 25 kg males 12 kg females, other employees should assist when load weighs more than 25 kg or mechanical means must be used. 17.1.3 Route that will be used to move items must be planned and cleared of tripping hazards.	10	6	1	60	Supervisor Employees
15. Manual Excavations	18.1 Employees standing to close to each other when using picks and shovels, excess soil placed too close to the edge, not wearing correct PPE Serious & minor injuries	20	6	3	360	18.1.1 When manual excavations are conducted employees must ensure at least 1,5 meter gap between each other to prevent employees getting injured by picks or shovels. 18.1.2 All excess soil removed from excavated hole must be placed at least 500mm away from the edge of the hole. 18.1.3 All employees using picks and shovels must wear gloves to protect hands	20	6	1	120	Supervisor Employees
16. Existing Services	19.1 Electrical cables, water and sewage pipes underground damaged while excavating Electrical shock, fatality and serious injuries	30	3	3	270	16.1.1 Contractor must ensure that they are aware of all existing services located in the area of work. 16.1.2 In the event of contact with electrical cables all employees must be removed from the area and contact made with municipal services. Do not attempt to fix the damaged cables 16.1.3 In the event of contact with water or sewage pipes make contact with municipality immediately do not try to fix the damage	30	3	1	90	Supervisor Employees

	RISK ASSESSMENT		Doc No:	TBA
			Revision No:	00
	Baseline Risk assessment		Date:	10 July 2019
Page 7 of 9				

Activity	Hazard/Risk	S	E	P	Raw Risk Rating	Control Measures	S	E	P	Residual Risk Rating	Responsible Person
17. Stacking and storage of materials in work areas.	17.1.1 Incorrect stacked items causing tripping hazards or stacked materials falling over causing injuries and property damages					17.1.1 All stacking areas must be clearly identified with safety signs. 17.1.2 Material must be stored and barricade to ensure that walkways are not affected by the stacking / storing. A responsible person must be allocated to each stacking / storage area to ensure that all area kept clean, barricaded, inspected and controlled. All material like pipes that can roll (round / circle) must be wedged properly to ensure that material can not cause injury to any person who works, move or remove material					
18. Snakes and other positions insects	18.1 Reptiles and insects	20	6	6	720	18.1.1 Care must be taken by employees when material is being relocated or lifted, ensure that eye protection, gloves and safety boots are worn 18.1.2 Ensure employees are made aware of poisonous snakes and insects in area	10	6	2	120	Supervisor Employees
19. Portable Electrical equipment (Grinders and Drills)	23.1 Defective grinder (electrocution, guards removed) Defective cutting blade Not wearing correct PPE. (Rotating machinery) Injuries to workers caused by flying debris Unauthorised use of grinders	30	6	3	540	19.1.1 Ensure guards are in place. (No guards to be removed from grinder.) 19.1.2 Grinder to be on registers and inspected monthly by a competent person. 19.1.3 Visual pre-use inspections to be done on all grinders by user. 19.1.4 Users of grinders must wear the following PPE Gloves, safety glasses, hearing protection and safety shoes 19.1.5 Check all discs before use, for any visual cracks and damage 19.1.6 Ensure grinder is switched of and unplugged before removing or changing cutting discs 19.1.7 No loose clothing or jewellery to be worn when operating a grinder, persons with long hair must wear in a hair net or tied down. 19.1.8 No employee to work directly in front or behind employee using a grinder (Line of fire) 19.1.9 Only trained and authorised persons to operate power tools.	30	6	1	180	Supervisor Employees

	RISK ASSESSMENT	Doc No:	TBA
		Revision No:	00
	Baseline Risk assessment	Date:	10 July 2019

Page 8 of 9

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20. Electrical Cutting Equipment Angle Grinders	20.1 Defective grinder (electrocution, guards removed) Defective cutting blade Not wearing correct PPE. (Rotating machinery) Injuries to workers caused by flying debris Unauthorised use of grinders	30	6	3	540	20.1.1 Ensure guards are in place. (No guards to be removed from grinder.) 20.1.2 Grinder to be on registers and inspected monthly by a competent person. 20.1.3 Visual pre-use inspections to be done on all grinders by user. 20.1.4 Users of grinders must wear the following PPE Gloves, safety glasses, hearing protection and safety shoes 20.1.5 Check all discs before use, for any visual cracks and damage 20.1.6 Ensure grinder is switched of and unplugged before removing or changing cutting discs 20.1.7 No loose clothing or jewellery to be worn when operating a grinder, persons with long hair must wear in a hair net or tied down. 20.1.8 No employee to work directly in front or behind employee using a grinder (Line of fire) 20.1.9 Only trained and authorised persons to operate power tools.	30	6	1	180	Supervisor Employees
21. Welding	21.1 Hot slag and hot surfaces and combustible materials	30	6	3	540	21.1.1 Contain your slag as far as possible when welding overhead. Barricade an exclusion zone if applicable and required. 21.1.2 Always have a serviced fire extinguisher at hand. 21.1.3 Always wear correct gloves when welding	20	6	1	120	Welding Supervisors / Safety Reps / Safety Officers
	21.2 Arc flashing/arc eyes/lack of spark containment/Sparks	30	6	3	540	21.2.1 Screen off the work area where necessary or practicable. 21.2.2 All workers working near welding to wear anti - flash glasses. 21.2.3 Welding helmet, apron, spats, overall, safety boots and gloves to be worn	20	6	2	240	Welding Supervisors / Safety Reps / Safety Officers
	21.3 Flying particles / foreign particles in eyes	30	6	6	1080	21.3.1 Ensure clear glass in helmet present when chipping or use full clip-on face shield with a normal eye goggle used underneath.	20	6	2	240	Supervisors / Safety Reps / Safety Officers

	RISK ASSESSMENT	Doc No:	TBA
		Revision No:	00
	Baseline Risk assessment	Date:	10 July 2019

Page 9 of 9

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22. Emergencies	22.1 Protest Actions Injuries & Property damages	10	1	3	30	22.1.1 Supervision at the work area needs to ensure that they are aware of any situations that may develop in the area during the contract period 22.1.2 Emergency response plan and procedure must be discussed with all employees on site and emergency assembly points identified and communicated. 22.1.3 All work must be stopped immediately should protest action occur close to the work area. 22.1.4 All employees must be removed from the area until protest actions are completed.	10	1	3	30	Supervisor Employees
23. General	23.1 Hearing Conservation	30	6	6	1080	23.1.1 Employees exposed to noise levels exceeding 85 dBA are required to wear the proper hearing protection that must be issued to them.	20	6	2	240	Supervisors Employees
	23.2 Ergonomics	20	6	6	720	23.2.1 Prevent working in uncomfortable positions for long periods of time. 23.2.2 No work allowed above shoulder level 23.2.3 No twisting back to front, turn whole body around	10	6	2	120	Supervisor Employees
	23.3 Excessive heat or cold	20	6	6	720	23.3.1 Regular water breaks to be taken by employees in excessively warm conditions 23.3.2 Ensure that employees working in extremely cold conditions are dressed suitably 23.3.3 Workers to drink at least 600 ml water per hour in warm conditions	10	6	2	120	Supervisor Employees
	23.4 Drug and alcohol abuse	20	6	6	720	23.4.1 Random drug and alcohol tests to be conducted	10	6	2	120	Supervisor Employees