



government
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Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA



BASELINE RISK ASSESSMENT FOR PROJECT:

REFURBISHMENT TO THE GOVERNMENT PRINTING WORKS ADMINISTRATIVE HEADQUARTERS OF ABSA BUILDING

AT:

389 SOPHIE DE BRUYN, PRETORIA

16 -20 March 2023

REFURBISHMENT OF ABSA BUILDING PROJECT: GPW/HQ/20



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REFURBISHMENT OF ABSA BUILDING PROJECT: GPW/HQ/2018/01



ANNEXURE: A

GENERIC / BASELINE RISK ASSESSMENT TEMPLATE FOR RECORDING OF FINDINGS:

RISK ASSESSMENT				REFERENCE: GPW/HQ/2018/01						
SITE: GPW 389 GPW Building, Sophie de Bruyn Street, Pretoria	WORK ACTIVITY: GPW/HQ/2018/01: REFURBISHMENT TO THE GOVERNMENT PRINTING WORKS ADMINISTRATIVE HEADQUARTERS TO HOUSE THE GPW PERSONNEL			ASSESSOR(S) 1.OHS AGENT: TSHOLOFELO NDLOVU 2. CONTRACTORS OHS REPRESENTATIVES' INTERVIEWS ON SITE: KHOLOFELO MAELA KHANYISO CHAUKE			DATE: 16 - 20/03/2023			
TASK	HAZARD	WHO MIGHT BE HARMED AND HOW? (i.e Risk)	EXISTING/RECOMMENDED CONTROLS	EVALUATE RISK			ADDITIONAL CONTROLS REQUIRED	RESIDUAL RISK		
				L	S	RF		L	S	RF
1. Traffic on the main roads/streets	Busy road with Speeding cars	Injuries to Security personnel and anyone near the gate including damage to property like cars coming into site, the gate, perimeter fence and guard house	Drivers of the cars coming to site be allowed into the yard to sign in from inside the gate/yard. Project Information	1	3	3	Contractors/Tenderers to familiarise themselves with the site to determine routes for site access, restrictions and proximity to existing structures	1	1	1



		when there is collision/motor accident	board informing road users about the construction site along the road.							
2. Paving	Uneven paving surface	Pedestrians/The Public and labourers' trip and fall causing injuries	Communication with the councilor and the municipal office	2	3	6	Continuous reporting and follow up on the communication with the Councilor and the municipal office	1	2	2
3. Pavement	Unreported overgrowth, litter and fallen bollards	Attraction of illegal dumping causing soar eye to the passers-by and occupants of this building and other neighboring premises.	Report to the municipal office	2	2	4	Regular reporting and Follow-up with the councilor and municipal office.	1	2	2
4. Manhole cover at the pavement	Cover/Lid raised, elevated and uneven with the paving surface posing a trip hazard	Trip and fall causing injuries to pavement users	Report to the councilor and municipal office to replace the lid	2	3	6	Regular reporting and Follow-up with the councilor and municipal office.	1	2	2
5. Manhole outside the gate	Litter trapped in when the grit/cover was installed	Blockage causing a nuisance	Remove the grit and clean the manhole and replace the grit	1	2	2	Clean the manhole at regular intervals using a tool that can go through the gaps of the grit picking litter from inside the manhole	1	1	1
6. Face-lift of Perimeter Fencing (brick wall) and building external walls	Smell of paint or vanish and skin contact	Lung problems due to inhalation of paint or vanish	Use of PPE: masks, overalls and goggles	2	1	2	Monitoring Supervision	1	1	1

		fumes. Skin irritation due to contact with paint and vanish.								
7. Security Gate	Protruding rod at the small/ pedestrian gate to block the main gate as it moves on the rail when closing.	Trip hazard	Injuries from tripping and falling	2	3	6	Cut/remove it from the small gate and put it towards the side of the main gate			
	Rusted big gate rail causing the security personnel to pull and push the gate with too much strength as there is no electricity/power supply on site.	Ergonomic risk factors	Buddy System pushing and pulling the gate in pairs to prevent exposure ergonomic risk factors causing back sprain/strain injuries. Provide electricity/Power supply	2	2	4	Fixed gate. Electricity/Power supply	1	2	2
	Continuous spraying of the rail with a lubricant causing eye , nose/lung and skin contact	Irritation in the eyes, nose/lungs and on the skin	PPE Supervision Monitoring	1	1	1	Fixed gate. Electricity/Power supply	1	1	1



8. Security Office/ Guard House and furniture	Defective furniture like chairs	Risk of falling causing injuries like fractures	Provision of furniture in a good state of repair	2	2	4		1	2	2
9. Access Control	Unauthorized access to construction site.	injuries to the public and community gaining access to site	implementation of the procedure. Regular access control	2	2	4		1	1	1
	Not signing in of delivery vehicles, visitors and workers	No accountability for what is coming into site or leaving site posing a risk of theft	Provision of access control procedure and its implementation	2	2	4	Monitoring Searching vehicles, visitors and workers	1	2	2
	No occurrence book	Unreported incidents	Provision of occurrence book and incidents procedure and their implementation	3	3	9	Continual reporting and auditing	1	2	2
	No permission letter for movement of goods outside the site	Theft and missing items from the inventory	Compiled inventory and continual updating of the inventory	2	3	6	Searching of people and vehicles before gaining access and when leaving site. Declaration of goods at the security gate when coming in.	2	1	2
	Lack of tools hand cuffs, batons and 2-way radios	Poor communication. Late reporting of	Provision of 2-way radios. Training of	2	3	6	Maintenance of tools Monitoring Supervision	1	2	2

		incidents. Delayed response to incidents. Unprotected and overpowered security personnel.	personnel on their usage. Servicing the radios. Training on the use of other tools				Refresher training.			
	Lack of welfare facilities : Toilets, drinking water, refuse bins, electricity, shaded eating area,	Illnesses due to unhygienic conditions. Absenteeism due to ill-health and putting strain on the available personnel. Decreased moral and dignity	Provision of facilities. Maintenance of facilities. Awareness on the importance of keeping them in a good state of repair	3	2	6	Maintenance Awareness Monitoring Supervision Inspections Reporting	2	2	4
	Unregulated working hours	Fatigued and overworked personnel. Lack of concentration. Delayed response due to tiredness and drowsiness leading to accidents. Disruptions with family life leading to psycho-social factors. Poor work Performance	Encouraging balanced life for the workers. Employing adequate personnel to allow rotation process in all the shifts	2	3	6	Increased employee assistance from the employer and support system for employee welfare	1	2	2

10. Site Establishment	Yard	Lack of maintenance schedule	Thorough cleaning done once a week	1	2	2	Monitoring	1	1	1
	Car Port	In adequate turning space for delivery vehicles.	Four parking bays on the left and on the right to be pillar to allow vehicles to turn using the carport area as a traffic circle on the	2	3	6	Monitoring Supervision	2	2	4
	Parking	Inadequate parking leading to cars parking outside exposing project team members' cars to theft	Designation of parking bays	2	1	2	Monitoring	1	1	1
	Store rooms	Poor stacking an storage leading to items falling and causing injuries	Stacking and storage inspection at intervals	2	2	4	Monitoring Supervision	1	1	1
	Refuse area	Nuisance caused by overflowing bins	Provision of skip and refuse bags Collection at regular intervals	1	2	2	Provision of adequate refuse receptacles. Regular collection of refuse for disposal	1	1	1
	Electrictity/power supply for lighting	Dark walking and working areas	Accidents leading to injuries due to poor visibility	2	3	6	Provision of generator, flood lights or electricity supply.	2	2	4

	Welfare Facilities									
	TOILETS Not flushing with damaged doors	Unclean and smelling toilets posing health risks and nuisance to the workers	Restore water supply OR Fix the doors and KEEP THEM UNDER LOCK and provide additional toilets for the project, positioned at the current toilets positioning facing the wall on the west and no longer on the south to allow space for additional toilets should there be a need to exceed two toilets due to the allowed ratio as per Construction Regulations, 2014. Establish cleaning roster	3	3	9	Maintain cleaning roster. MONITORING. Increase servicing frequency from once to twice a week to prevent the toilets from smelling causing a nuisance on site. KEEP SERVICE SLIPS IN THE HEALTH AND SAFETY FILE.	1	2	2
	SHOWERS No water supply	Workers end up going home without freshening up properly causing a nuisance to other commuters in the	Restore water supply OR Provide a make-shift shower facility for each gender OR provide basins for freshening up.	3	2	6	Monitoring Maintenance Supervision Inspections	1	2	2

		public transport and taking residues of dust from work to their homes exposing the families to hazards.	Establish cleaning roster. Adequate water supply							
	Drinking Water Supply Lack of reticulated water supply on site	Unhygienic conditions if the source of water that the contractor relies on is not an approved source leading to ill-health of the workers.	Provide clean scoops/container with lids and tap for the collection of water from an approved source. Provide disposable cups for the workers and encourage them to bring clean water bottles with lids to decant.	3	3	9	Monitoring Supervision Provide a bigger container to cater for a bigger number of people on site.	2	2	4
	Washing/Hand Washing Water Supply	Unhygienic conditions if the source of water that the contractor relies on is not an approved source leading to ill-health of the workers.	Using water sparingly without wastage. Getting water from an approved source. Mixing water with soap in a scoop with a tap with a basin under neath to contain used water and prevent water	3	3	9	Monitoring. Supervision. Provide a bigger container to cater for a bigger number of people on site.	2	2	4



			runoff causing nuisance on site.							
	Change rooms	Unsafe storage of personal belongings in the change room without lockers at a risk of being stolen	Provide Lockers with locks for the workers	2	3	6	Monitoring Inspections Communication	1	2	2
	Shaded eating area	Uncomfortable workers when on lunch breaks due to unavailability of shaded areas for them to rest	Refreshed workers to face another lap of the shift	2	3	6	Monitoring Inspections Communication	1	2	2
11. Deliveries	Restricted movement of delivery vehicles due to traffic jam on site/ in the yard	Congestion of delivery vehicles on site due to poor planning of work and delivery times as per process flow of the project	Effective delivery plan of material	3	3	9	Continual adherence to the delivery plan	3	2	6
12. Faulty Robots and/or robots not working due to load shedding	Restricted movement of delivery vehicles due to traffic jam on the road.	Delayed deliveries causing delay in the project	Delivery plan to be in such a way that the contractor does not wait for material due to this kind of delays	3	2	6	Continual adherence to the delivery plan	1	2	2
13. Electrical Boards	Missing removed wire/cables	Ergonomic risk factors during re-wiring	Proper Planning of the work	2	1	2	Monitoring Supervision	1	1	1

14.	Room between 5th floor and the roof	Dirty, needs to be cleaned. Exposure to miscellaneous debris	Cut injuries Back pain	Inspection before cleaning and PPE usage	3	2	6	Monitoring Supervision	2	2	4
15.	Rooms at the basement Generator room Transformer Room HT Room	Dirty, needs to be cleaned. Exposure to miscellaneous debris	Cut injuries Back Pain	Inspection before cleaning and PPE usage	3	2	6	Monitoring Supervision	2	2	4
16.	Closed lift doors	To be opened with care	Risk of falling into	Inspection before opening	2	2	4	Monitoring Supervision	1	2	2
17. 18. 19. 20.	LIGHTING Ventilation Dust TEMPERATURE EXTREMES	IT IS DARK NO ADEQUATE VENTILATION. IT IS DUSTY, HOT ON THE GROUND FLOOR, BASEMENT, STAIRS, EVACUATION ROUTES, AT EXIT DOOR AND OTHER ROOMS, TOILETS, KITCHENS AND SMOKING AREAS	FALL FROM TRIPPING DUE TO POOR VISIBILITY AND UNEVEN FLOOR SURFACES. LUNG PROBLEM FROM DUST INHALATION.	PROVIDE FANS WHEN DOING CONSTRUCTION WORK. OPEN ALL OPENNABLE WINDOWS TO IMPROVE AIR MOVEMENT	2	3	6	MONITORING SUPERVISION INSPECTION	1	2	2
21.	UNEVEN FLOORS	LOOSE ELECTRIC PORTS POSING WORKERS TO A TRIP HAZARD	LEG/FOOT SPRAINS OR STRAINS	RENDER THE FLOORS SMOOTH							



22.	WINDOW FRAMES WITH SHARP OBJECTS	TO BE RENDERED SMOOTH	CUTS FROM SHARP OBJECTS	INSPECTION BEFORE WORKING							
23.	DEFECTIVE FIRE FIGHTING SYSTEM	FIRE HAZARD	RISK OF BUILDING CATCHING FIRE	PROVIDE FIRE EXTINGUISHERS DURING CONSTRUCTION WORK.							
24.	LOOSE GRIT COVERING HOLE FROM 5 TH TO 2 ND FLOOR IN THE ELECTRICAL BOXES ROOM	FALL HAZARD	RISK OF FALLING THROUGH THE HOLE TO THE LOWER LEVELS IF STEPPING ON THIS GRIT								
25.	ESCAPE ROUTE HANDRAILS	NOT SMOOTH	SKIN CUTS	SIGNAGE COMMUNICATION							
26.	FEW ELECTRICAL CABLES THAT ARE LEFT.	REMOVAL OF CABLES.	SKIN CUTS								
27.	WALLS	NOTHING LOOSE EXCEPT SOME SHARP RODS	SKIN CUTS	TO BE RENDERED SMOOTH TO BE REMOVED SAFELY.							

28.	DOOR FRAMES	WITH SOME SHARP OBJECTS	SKIN CUTS	INSPECTION BEFORE COMMENCEMENT OF WORK. COMMUNICATION.							
29.	WINDOW PANES	NO BROKEN WINDOW PANES									
30.	OPENABLE WINDOWS	ONE WINDOW OPENING DIFFERENTLY FROM THE OTHERS	-	TO BE REMOVED SAFELY.							
31.	ROOFWORK	RAIN WATER SEEPED THROUGH THE ROOF TO THE 5 TH , 4 TH AND 3 RD FLOOR SLABS DURING EARLY WORKS PROJECT.	INTERFERENCE WITH THE STRENGTH OF THE SLABS/FLOORS	-							
32.	OLD AIR CONDITIONING EQUIPMENT, RISK OF FALLING ON THE WORKERS AND POLLUTING THE WATER COURSES DUE TO OIL LEAKAGE FROM THESE COMPONENTS.	WASHED INTO THE STORMWATER DRAINAGE	IMPACTING THE ENVIRONMENT BY CAUSING WATER POLLUTION	STRUCTURAL ENGINEER TO ASSESS THE IMPACT. AIRCON COMPONENTS TO BE CHECKED AND EMPTIED OF ANY OIL RESIDUES BEFORE COMMENCEMENT OF HVAC PROJECT							

33. BUILDERS WORKS ALTERATIONS as per the scope of EARLY WORKS for RFQ 105 2022 - 1082022	Residual hazards From early works	Residual risks from early work	Recommended controls							
	SHARP OBJECTS ON THE WALLS, FLOORS AND OTHER ADHOC SURFACES PROTRUDING NAILS OR RODS ON THE EXTERNAL WALLS	CUTS AND PRICKS	INSPECT THE PREMISES BEFORE COMMENCEMENT OF THE PROJECT. REMOVE ANY HIDDEN OR REMAINING PARTS OR OFF-CUTS OF THE BROKEN, DISMANTLED, STRIPPED MATERIAL/ITEMS CUT OR REMOVE OR COMMUNICATE TO THE WORKFORCES TO BE AWARE OF THESE TILL THEY ARE USED TO HANG SIGNAGE	2	3	6	Communication and awareness	2	2	4



<p>carpet tiles and suspended floor coverings</p> <ul style="list-style-type: none"> • Take up and remove vinyl sheeting, carpets and wallpaper wall coverings • Take out and remove toilet paper holders, soap dispensers, hand dryers, paper towel dispensers and paper towel bins • Take out and remove metal grab rails, bump rails, balustrades, gates, shelving, cages 										
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<p>vault doors, cash deposit boxes, cashiers' booths and turnstiles</p> <ul style="list-style-type: none"> • Hack up and remove ceramic, porcelain and mosaic floor and wall tiles • Take out and remove wash hand basins, water closet, urinals and steel sinks • Take out and remove mirrors • Hack up and remove roof waterproofing • Take out and removal of blinds • Take out and removal of ironmongery <p>34. BUILDERS WORK</p> <p>High pressure clean</p>										
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external face brick
façade

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<p>35. PROJECT CONSTRUCTION ACTIVITIES</p> <ul style="list-style-type: none"> - In the Scope of work - BROKEN INTO CHUNKS OF WORK ACTIVITIES: <p>GPW/HQ/2018/01</p> <p>SEQUENCE OF TASKS</p> <ol style="list-style-type: none"> 1. Project Specific Health and Safety Specification / Client's Health and Safety Guidelines and Checklist. 2. Project Baseline Risk Assessment 3. Project Specific Risk Assessment by the contractors 4. Response to RFQ 5. Health and Safety File preparation and submission to address the hazards and risks arising from project activities 6. Health and Safety File Evaluation and Approval 7. Kick-Off Meeting 8. Site Handover 9. Site Establishment 10. PROGRAMMES:- <p>Induction Site Start- up checklist Implementation Evaluation</p>	<p>POOR CONSTRUCTION PROJECT DOCUMENTATION DESIGN/DEVELOPMENT /PREPARATION AND IMPLEMENTATION, MONITORING AS WELL AS THE USE OF UNINFORMED WORKERS/LABOURES AND DEFECTIVE TOOLS AND EQUIPMENT.</p> <p>LACK OF CONTRACTORS' TASK SPECIFIC RISK ASSESSMENT</p>	<p>CONFUSION CAUSING:</p> <ul style="list-style-type: none"> -PREVENTION OF SMOOTH RUNNING /PROCESS FLOW OF THE PROJECT. -WASTING OF TIME. -REWORK CALLING FOR EXTENSION OF TIME -INJURIES: CUTS ABRASSIONS, FALLS, ETC. <p>CONTRACTOR TO LIST HAZARDS AND RISKS PERTAINING TO EACH TASK, EVALUATE THEM AND INDICATE HOW THEY WILL CONTROL AND MANAGE THEM DURING PROJECT IMPLEMENTATION STAGE.</p>	<p>PROVISION OF CLEAR AND PROJECT SPECIFIC GUIDELINES FROM THE CLIENT.</p> <p>CLEARLY COMMUNICATED PROJECT SPECIFIC GUIDELINES TO THE CONTRACTORS.</p> <p>WELL DESIGNED PROJECT PROGRAMME, ALLOWING SMOOTH PROCESS FLOW DURING IMPLEMENTATION AND ENABLING CO-ORDINATION WITH OTHER CONTRACTORS ON SITE FOR AGREED SEQUENCE OF EVENTS ON SITE ENSURING COMPLIANCE WITH THE CLIENT'S SPECIFICATIONS.</p> <p>PROJECT SPECIFIC DOCUMENT COMPILATION: POLICIES AND SAFE WORK PROCEDURES FOR PROJECT ACTIVITIES.</p> <p>INDUCTED WORK FORCE.</p> <p>COMPETENT</p>	2	2	4	<p>SUPERVISION</p> <p>OBSERVATIONS</p> <p>INSPECTIONS</p> <p>MONITORING</p> <p>HEALTH AND SAFETY FILE ADMINISTRATION</p> <p>REFRESHER TRAINING</p> <p>REFRESHER INDUCTION</p> <p>AUDITING TO ENSURE THAT THE CONTRACTORS' SYSTEM STILL ADDRESSES THE HAZARDS AND THE RISK.</p> <p>CONTINUAL FOLLOWING OF THE CLIENT'S HEALTH AND SAFETY GUIDELINES</p>	1	2	2
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Monitoring Reporting			WORKERS WHERE REQUIRED BY LEGISLATION							
			PROVISION OF PROPER TOOLS AND EQUIPMENTS.							
			CORRECT PPE USAGE. CLEAR COMMUNICATION. JOB OBSERVATION.							
			MEDICAL FITNESS CERTIFICATES OF WORKERS INCLUDING OPERATORS AND WORKERS WORKING AT HEIGHT							
			METHOD STATEMENT							
			SAFE WORK PROCEDURE. MSDS FOR CHEMICALS USED IN THE PROJECT							
			SAFE WORK PROCEDURES (SWP) AND STANDARD OPERATING PROCEDURES.							
			SWP, SITE RULES AND ADHERANCE TO CONSTRUCTION REGULATIONS AND OTHER APPLICABLE LEGISLATION							



1. HANDTOOLS AND ELECTRICAL TOOLS 2.1 USE OF HAND TOOLS	INCORRECT OR DEFECTIVE TOOLS	INJURIES: CUTS, PRICKS, BACKACHE	USE CORRECT TOOLS FOR THE JOB, TRAINING ON HOW TO USE TOOLS, TOOLBOX TALKS, PRE-USE INSPECTION, SUPERVISION	1	1	1	NONE	1	1	1
	POOR POSTURE	ERGONOMIC RISK INJURY, POOR QUALITY OF WORK	USE CORRECT TOOLS FOR THE JOB; TRAINING ON HOW TO USE TOOLS; TOOLBOX TALKS; PRE-USE INSPECTION; SUPERVISION	1	1	1	NONE	1	1	1
2.2 USE OF POWER TOOLS	UNTRAINED WORKERS,	ERGONOMIC RISK INJURY, POOR QUALITY OF WORK	TRAINING ON HOW TO USE TOOLS; TOOLBOX TALKS; PRE-USE INSPECTION; SUPERVISION	1	2	2	NONE	1	2	2
	CABLES LYING AROUND	TRIPPING	TIE /SECURE CABLES TO THE FLOOR WITH A TAPE	1	2	2	NONE	1	2	2
	POOR COMMUNICATION	POOR QUALITY OF WORK	SUPERVISION; TRAINING	1	3	3	NONE	1	3	3
	POOR COMMUNICATION	POOR QUALITY OF WORK	SUPERVISION; TRAINING	1	3	3	NONE	1	3	3
2. MANUAL HANDLING OF CONSTRUCTION EQUIPMENT / TOOLS & VEHICLES/ PLANT	1.FAILURE TO USE PPE 2.EXCESSIVE HEAT / COLD 3.SHARP EDGES	1.NOT USING PPE – GLOVES, SAFETY BOOTS 2.NOT CALLING FOR ASSISTANCE – HEAVY	1.APPOINTMENT OF COMPETENT PERSON 2.RISK ASSESSMENT TRAINING	1	3	3	SUPERVISION	1	3	3



	4.UNBALANCED ITEMS 5.BACK INJURIES – LIFTING 6.FALLING OVER, ONTO ITEMS 7.DAMAGED HAND TOOLS 8.DAMAGED WHEEL BARROWS 9.MISSING GUARDS TRIPS / FALLS	ITEMS 3.NOT STACKING ON EVEN FLOOR – NOT TO EXCEED 3M NARROWEST BASE 4.NOT MAINTAINING GOOD HOUSEKEEPING 5.NOT INSPECTING TOOLS BEFORE USE 6.NOT SERVICING AND OPERATING TOOLS AND EQUIPMENTS BY COMPETENT PERSON 7. NOT SERVICING IN WELL VENTILATED AREA	3.TOOLBOX TALKS 4.PRE USE INSPECTION – CHECKLIST 5.MAINTAIN INSPECTION REGISTERS 6. BASIC PPE TO BE USED 7.APPOINT STACKING SUPERVISOR 8. PROVIDE FIRE PROTECTION 9. ERGONOMIC SURVEY							
3. REGULAR PLANNED TASK OBSERVATIONS TO BE CARRIED OUT.	<ul style="list-style-type: none"> •FAILURE TO IDENTIFY AT RISK BEHAVIOUR OF WORKERS. •FAILURE TO IDENTIFY UNDERLYING PROBLEMS. •MULTIPLE INJURIES •DISABLEMENT •FATALITY •PROPERTY DAMAGE •PROJECT INTERRUPTION •FINANCIAL LOSS •LEGAL LIABILITY CLAIMS 	INJURIES LOSS DAMAGE TO PROPERTY	<ul style="list-style-type: none"> •DAILY PLANNED TASK OBSERVATIONS MUST BE CARRIED OUT. •AT RISK BEHAVIOUR MUST BE IMMEDIATELY ADDRESSED WHEN OBSERVED. •COMPLETED PLANNED TASK OBSERVATIONS TO BE KEPT ON RECORD FOR FUTURE REFERENCE. SUPERVISION. 	2	2	4	CORRECTIVE ACTION TAKEN	1	2	2



GPW/HQ/2018/01 SEQUENCE OF TASKS CONT... Scabbling of existing floors to receive new floor finishes • Servicing roller shutter doors, vault doors, gate motors and windows • New concrete column bases, strip footings, surface beds, plinths, columns and beams • New half & one brick plastered walls • Waterproofing under surface beds and joint sealing • New timber skirting's, doors, frames, fire doors and ironmongery • New steel and transformer doors	EXPOSURE TO ERGONOMIC RISK FACTORS: HEAT, DUST, POOR VENTILATION AND LIGHTING, LIFTING OF SHARP AND HEAVY OBJECTS.	BACK PROBLEMS CAUSED BY LIFTING HEAVY OBJECTS INJURIES, CUTS, ABRASSIONS, LUNG PROBLEMS FROM DUST INHALATION DUE TO INADEQUATE VENTILATION, EYE PROBLEMS FROM DUST AND FLYING PARTICLES/ MATERIAL GETTING INTO THE EYES, ETC. FROM CLEARING THE SITE, TRIPS AND FALLS CAUSING INJURIES, INJURIES FROM TOOLS DUE THEIR INAPPROPRIATENESS AND TO POOR LIGHTING.	LIFTING TECHNIQUES AWARENESS SAFETY INDUCTION. JOB SPECIFIC INDUCTION. PROVISION OF PROPER TOOLS AND EQUIPMENTS. CORRECT PPE USAGE. PROVISION OF PROPER TOOLS AND EQUIPMENT IN GOOD WORKING ORDER. PROVISION OF ADEQUATE LGHTING.	2	2	4	SUPERVISION BUDDY SYSTEM PROVISION OF APPROPRIATE TOOLS AND REGULAR INSPECTIONS. TOOL INVENTORY REGULAR CLEARING OF SITE OF ACCUMULATION OF WASTE MATERIAL.	1	1	1
	DEFECTIVE TOOLS AND EQUIPMENTS WORKING AT HEIGHT	FALLS DUE TO INADEQUATE FALL PROTECTION PLAN.	DEVELOPED FALL PROTECTION PLAN COVERING FALL ARREST AND RESCUE.	2	2	4	REGULAR TOOLBOX TALKS ON THE FALL PROTECTION PLAN.	1	1	1

<p>including ironmongery</p> <ul style="list-style-type: none"> • New screed to floors, plaster and gypsum plaster to walls • New wall & floor tiling • Concrete coring • Paint to plaster surfaces, concrete surfaces, plasterboard surfaces, metal surfaces and wood surfaces 										
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<p>General</p> <p>Repairs to glazed façade</p> <p>New roof feature</p> <p>Waterproofing</p> <p>Waterproofing to flat roofs & turnups</p> <p>Protective roof paint</p> <p>Joinery</p> <p>New built-in floor & wall cupboards</p> <p>New kitchen counters</p> <p>New reception counter</p> <p>• New toilet vanity cupboards</p>										

<p>Ceilings & Partitions</p> <p>New suspended acoustic tile including grid work</p> <ul style="list-style-type: none"> • New plasterboard ceilings including grid work • New plasterboard bulkheads including framework • New cornices & shadowline trims • New drywall partitions <p>Floor Coverings</p> <p>Strip and seal existing vinyl tile floor coverings</p> <ul style="list-style-type: none"> • New flexible vinyl tile floor coverings including screeds • New vinyl sheeting floor coverings including screeds • New carpet tile floor coverings including screeds 										
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<ul style="list-style-type: none"> • New stainproof carpets including screeds • New access flooring including substructure • New aluminium division trims • Ceramic, porcelain & mosaic floor tile <p>Window Treatment</p> <ul style="list-style-type: none"> • New blinds <p>Metal Work</p> <ul style="list-style-type: none"> • New aluminum doors • New aluminum windows • New aluminum shopfronts • New toilet cubicle system • New roller shutter doors 										
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<ul style="list-style-type: none"> • New shopfront trims <p>Plumbing & Drainage</p> <ul style="list-style-type: none"> • New sanitaryware including taps, traps, waste etc. • New hot & cold-water reticulation including all fittings • New sewer reticulation including all fittings • New hydroboil water heaters • New booster, circulation and heat pumps • Refurbishment and sterilization of existing water tanks 										
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<p>Fire</p> <ul style="list-style-type: none"> • New fire hydrants • New fire hose reels • New fire extinguishers • New fire signage <p>Sanitary Accessories</p> <ul style="list-style-type: none"> • New sanitary accessories including soap trays, dispensers, toilet roll holders, paper dispensers, paper bins, towel rails, mirrors etc. <p>Paperhanging</p> <ul style="list-style-type: none"> • New wallpaper installation <p>Signage</p> <ul style="list-style-type: none"> • New building and directional signage <p>External works</p> <ul style="list-style-type: none"> • All ancillary works 										
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<p>ELECTRICAL AND MECHANICAL SUBCONTRACT WORK</p> <p>Electrical & Electronic Work</p> <p>Break down the work into chunks of activities and risk rate them.</p> <p>New electrical installation including lighting, small power, generators, etc. • New smoke detection installation • New public address evacuation installation • CCTV & access control installation</p> <p>Mechanical Work New HVAC installation Break the task into chunks of activities and risk evaluate every</p>			<p>Implementation of Occupational Health and Safety Management System</p> <p>Risk Assessment Policies Safe Work Procedures</p>				<p>Monitoring</p> <p>Compliance with legislation</p>			
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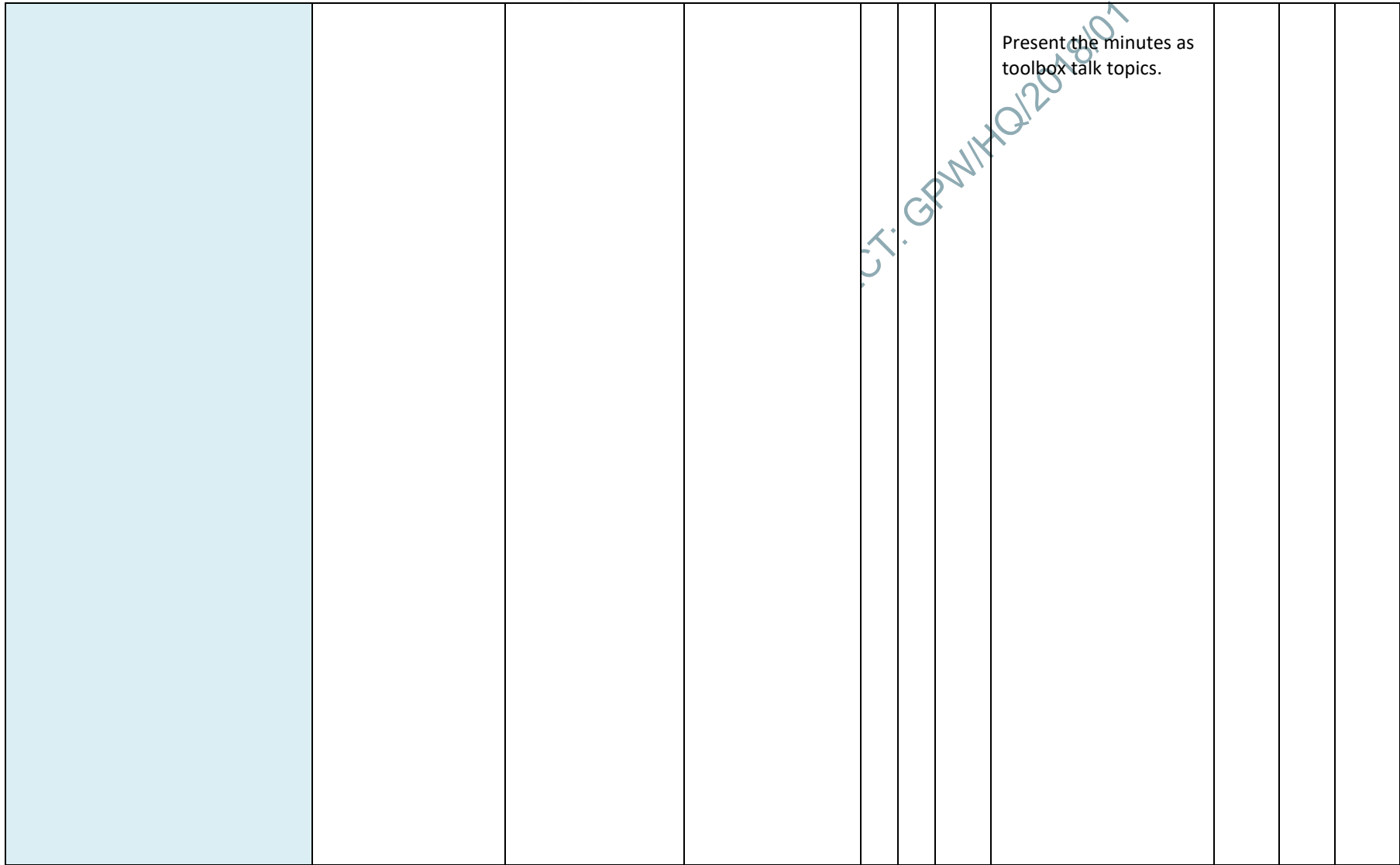


activity from site establishment to commissioning of the lifts and hand over to client.										
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REFURBISHMENT OF ABSA BUILDING PROJECT: GPW/HQ/2018/01



<p>• New lift Installation</p> <p>Break the task into chunks of activities and risk evaluate every activity from site establishment to commissioning of the lifts and hand over to client.</p>	<p>Failure to make notice of installation with The Provincial Executive Manager: DoEL</p>	<p>Risk of Unknown name of building, Address of building, lift type, Name of manufacturer, Country of origin, Design standard, Manufacturer's serial number, Year of manufacture, Register person, Location of lift, Year of installation, Maximum number of persons, related load in kg, Number of landings, Total travel distance, related speed</p> <p>MAKING IT DIFFICULT TO FINALISE ACCIDENTS AND INCIDENTS INVESTIGATIONS.</p>	<p>The contractor's Health and Safety file to have:</p> <p>Elevated work Risk Assessment, OHS Plan Fall Protection Plan, Medicals, compliance with lift, Escalator and Passenger Conveyor Regulations, 2009 with regard to the Design and Construction Particulars of lifts, Inspections and Tests Maintenance Record Keeping AIA.</p> <p>Contractor to design and implement Occupational Health and Safety Management System. MSDS for chemicals</p>	1	3	3	<p>Have a responsible person on site at all times to Monitor Compliance with the Regulations and incorporated Standards, SANS 1545-1 The Specification for lifts: Safety rules for the construction and installation of lifts Part1: Electric lift and other applicable Standards and legislation.</p> <p>Risk Management Barricading, Scaffolding Hand tools maintenance, Power tools maintenance, Lifting equipment, Hot work Permit before any cutting, grinding and welding. Work performed by competent person. DATI.</p> <p>Attend Client's Safety meetings.</p>	1	2	2
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<p>Bridge link</p> <p>Break the task into chunks of activities and risk evaluate every activity from site establishment to handing over to client.</p>	<p>Working at height. Lifting heavy material. Material hoisting Overhead work Absence of method statement, SWP and RA. Traffic interruption.</p> <p>Falls from heights Items falling down Unsafe access Weak unstable scaffolding Fall from floors or deck Scared of heights</p>	<p>Injury due to falls. Struck by metals. Traffic jam due to inadequate traffic management plan</p>	<p>Design of adequate project construction management documentation. Proper traffic Management Plan</p> <p>Appoint competent construction supervisor</p> <p>Risk Assessment training</p> <p>Toolbox talks</p> <p>Pre use inspection –checklist</p> <p>Must have medical fitness certificate</p> <p>Maintain harness inspection register</p>	2	3	6	<p>Communication Training Monitoring Competency</p>	2	2	4
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Temporary Car Port / parking Break the task into chunks of activities and risk evaluate every activity from site establishment to handing over to client.	DEFECTIVE TOOLS AND EQUIPMENTS	INJURIES: CUTS ABRASSIONS, ETC.	PROVISION OF PROPER TOOLS AND EQUIPMENTS. CORRECT PPE USAGE. COMPETENT WORKERS CLEAR COMMUNICATION JOB OBSERVATION MEDICAL FITNESS CERTIFICATES OF OPERATORS METHOD STATEMENT SAFE WORK PROCEDURE MSDS SAFE WORK PROCEDURES (SWP) AND STANDARD OPERATING PROCEDURE SWP, SITE RULES AND ADHERANCE TO CONSTRUCTION REGULATIONS AND OTHER APPLICABLE LEGISLATION	2	2	4	SUPERVISION OBSERVATIONS INSPECTIONS MONITORING HEALTH AND SAFETY FILE ADMINISTRATION REFRESHER TRAINING REFRESHER INDUCTION AUDITING	1	2	2
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CT: GPW/HQ/2018/01

36. ACCESS TO SITE TO COMMENCE WITH THE PROJECT. (SITE/BUILDING SAFETY FOR OCCUPATION FOR CONSTRUCTION WORK)	ABSENCE OF A REPORT FROM THE STRUCTURAL ENGINEER INDICATE THAT THE BUILDING IS SAFE TO BE OCCUPIED AS A CONSTRUCTION SITE	BUILDING COLLAPSE CAUSING INJURIES AND FATALITIES	BUILDING ASSESSMENT WAS DONE INDICATING THAT THE BUILDING IS SAFE FOR ACCESS/OCCUPATION FOR CONSTRUCTION WORK.	2	2	4	FOLLOW-UP WITH THE DEPARTMENT TILL CLOSURE OF THE HAZARD NOTICE. ALLOWANCE OF EASY ACCESS FOR ALL BUILDING ASSESSMENT TO BE DONE AGAIN DURING THE PROJECT IMPLEMENTATION.	1	2	2
37. PROJECT CONDITION ASSESSMENT AND RISK PROFILING. -NO ELECTRICITY SUPPLY ON SITE CAUSING POOR LIGHTING OR NON-EXISTENCE OF LIGHTING. -NO WATER SUPPLY -NO ADEQUATE VENTILATION. MOST OF THE WINDOWS ARE NOT OPENABLE, HINDERING NATURAL VENTILATION AND DUST CONTROL.	UNTRAINED AND UNINDUCTED WORKERS ON PROJECT'S HAZARDS AND RISKS, EXPOSURE, EFFECTS AND HOW TO CONTROL THEM. ELECTRIC SHOCK POOR VISION PROVIDE SAFE, CLEAN AND PORTABLE WATER ON SITE. INADEQUATE DUST CONTROL MEASURES CAUSING	LACK OF AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK. ENSURE THAT THERE IS NO LIVE ELECTRICAL WIRE BEFORE COMMENCEMENT OF WORK ON SITE. PROVISION OF ADEQUATE AND SAFE LIGHTING PORTABLE WATER FOR WORK, ABLUTIONS AND DRINKING PURPOSES. LUNGS AND EYE PROBLEMS	INCREASED AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK. CERTIFICATE OR LETTER FROM AN ELECTRICAL ENGINEER. APPROVED SOURCE OF WATER SUPPLY APPROVED MEANS OF VENTILATION	2	2	4	ON-GOING AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK. APPROVAL OF LIGHTING MEANS PROVIDED BY THE CONTRACTORS. MONITORING OF WATER SUPPLY MEANS PROVIDED BY THE CONTRACTORS. MONITORING OF VENTILATION MECHANISM PROVIDED BY THE CONTRACTORS. MONITOR WEARING OF DUST MASKS FREQUENT DRINKING OF WATER REGULAR HAND WASHING WITH SOAP AND CLEAN WATER PROVIDE ANY FORM OF A FOUNTAIN FOR FACE	1	2	2

OVERHEAD WORK LITTER, STRIPPED BUILDING MATERIAL AND OTHER DEBRIS ON THE FLOOR PARKING MATERIAL DELIVERY ON SITE WASTE MANAGEMENT	HANGING OBJECTS IN THE CEILING	FALLING OBJECTS FROM THE CEILING CAUSING HEAD INJURIES	HEAD PROTECTION BY WEAR HARD HATS NO ONE TO WORK UNDER OVERHEAD ACTIVITIES.	2	2	4	WASHING AT INTERVALS	1	2	2
	TRIP HAZARDS	FALL AND GET INJURED, CUTS AND ABRASION.	CLEAR ALL LOOSE DEBRIS ALREADY ON THE FLOOR FROM STRIPPING OF THE BUILDING	1	2	2	MONITORING OF WEARING HARD HATS	1	1	1
	DAMAGE TO CARS	BUILDING MATERIAL SCRATCHING THE PROJECT TEAM AND VISITORS' CARS.	PARK AT DESIGNATED AREAS	1	2	2	PROVISION OF SAFE PARKING MONITORING	1	1	1
	IMPROPER LOADING AND NON-OBSERVANCE OF TRAFFIC MANAGEMENT PLAN	SPILLAGE DUE TO ACCIDENTS	DRIVER AWARENESS AND PROPER LOADING OF MATERIAL	1	2	4	AWARENESS MONITORING SUPERVISION	1	2	2
	ABSENCE OF SKIPS	IMPROPER STORAGE IMPACTING NEGATIVELY ON THE ENVIRONMENT	WASTE MANAGEMENT PLAN	2	2	4	SUBMISSION OF DISPOSAL CERTIFICATE FROM DISPOSAL SITE	1	1	1
38. NEIGHBOURING COMMUNITY'S HEALTH AND SAFETY AND UNAESTHETIC/UNSIGHTLY VIEW TO NEIGHBOURING LAND USERS/BUSINESSES	NUISANCE CAUSED BY CONSTRUCTION ACTIVITIES	ANNOYANCE AND DISTURBANCE OF BUSINESS ACTIVITIES OF THE NEIGHBOURS DUE TO UNSIGHTLY SITE	INCREASED AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK AND COMPLIANCE WITH MUNICIPAL BY-LAWS. CONSTANT AND REGULAR REMOVAL OF WASTE	2	2	4	ON-GOING AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK. SUPERVISION	1	1	1

39. SITE WASTE MANAGEMENT	PUBLIC GAINING ACCESS TO ACCUMULATED /UNCOLLECTED RUBBLE	CONSTANT AND REGULAR REMOVAL OF WASTE	IMPLEMENTATION OF THE WASTE MANAGEMENT PROCEDURE. GENERAL WASTE PUT IN THE REFUSE BAGS AND PUT ON THE PAVEMENT EVERY MONDAY FOR COLLECTION BY THE MUNICIPAL TRUCK FOR DISPOSAL. REFUSE STORAGE, COLLECTION AND DISPOSAL TO BE DONE LIKE IN THE EARLY WORKS OF THIS PROJECT	2	2	4	SUPERVISION DISPOSAL SLIPS FROM THE REFUSE DISPOSAL SITE BE SUBMITTED BY THE SERVICE PROVIDER AND PUT IN THE HEALTH AND SAFETY FILE ON SITE.	1	1	1
40. DEMARCATION AND BARRICADING DURING CONSTRUCTION	ACCESS TO SITE	INJURIES TO THE PUBLIC AND WORKERS	INCREASED COMMUNICATION	2	3	6	INCREASED COMMUNICATION	2	2	4
41. INDUCTION	MEDIUM OF COMMUNICATION. IRRELEVANT CONTENT TO THE TARGET GROUP	COMMUNICATION BREAKDOWN DUE TO MISINTERPRETATION	ESTABLISH WHO THE TARGET IS AND THEIR LANGUAGE EFFICIENCY	1	2	2	APPOINT TRAINED PEOPLE	1	1	1
42. SITE ESTABLISHED BY CONTRACTOR THAT NEEDS CLEARANCE AS WELL PROVISION OF WELFARE FACILITIES	DEFECTIVE TOOLS AND EQUIPMENTS	INJURIES: CUTS ABRASSIONS, ETC. FROM CLEARING THE SITE	PROVISION OF PROPER TOOLS AND EQUIPMENTS. CORRECT PPE USAGE.	1	2	2	SUPERVISION	1	1	1

REFURBISHMENT

	EXPOSURE ERGONOMIC RISK FACTORS: HEAT, COLD, HEAVY OBJECTS. CARPORT BEING USED AS SITE OFFICE	BACK PROBLEMS CAUSED BY LIFTING HEAVY OBJECTS	LIFTING TECHNIQUES AWARENESS SAFETY INDUCTION. JOB SPECIFIC INDUCTION.	2	2	4	SUPERVISION BUDDY SYSTEM CARPORT NOT TO BE USED AS SITE OFFICE	1	1	1
	UNTRAINED AND UNINDUCTED WORKERS	LACK OF AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK	INCREASED AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK	2	2	4	ON-GOING AWARENESS ON SAFE WORK PROCEDURES TO BE FOLLOWED WHEN DOING THE WORK	1	1	1
43.	SITE OFFICE OPERATION									
• TOILET FACILITIES/ABLUTIONS	SEWAGE WATER	INGESTION OF WATER AND SEWAGE, EXPOSURE TO SKIN AND FACIAL AREA	CORRECT PPE TO BE WORN IN THE FORM OF GOGGLES, GLOVES AND DUST MASKS WHERE SPLATTERING IS A FACTOR	1	2	2	ALL TOILET FACILITIES TO BE MANAGED BY AN EXTERNAL COMPANY WHOSE PROCEDURES WILL BE AUDITED TO ENSURE RESPONSIBLE AND ENVIRONMENTALLY FRIENDLY MEANS OF DISPOSAL METHOD USAGE. CONNECTION TO MUNICIPAL SEWER LINE SHOULD BE CONSIDERED	1	1	1
	SPILLAGE OF SEWAGE WATER	EXPOSURE, INGESTION AND INHALATION	CORRECT PPE TO BE WORN IN THE FORM OF DUST MASKS	1	2	2	ENSURE THAT SEWAGE WHICH HAS COME INTO CONTACT WITH A SOIL SOURCE IS REMOVED AND DISPOSED OF AT A SUITABLE LANDFILL SITE	1	1	1

• MEDICAL WASTE FROM FIRST AID TREATMENT	IMPROPER DISPOSAL OF MEDICAL WASTE	INFECTIONS DUE TO EXPOSURE TO SKIN AND FACIAL AREA AND OTHER BODILY PARTS	GLOVES TO BE WORN AT ALL TIMES AND WHERE NECESSARY MASKS APPOINTED FIRST AIDER	1	2	2	AN ALLOCATED CLOSED, CONTAINED AND SEALABLE BIN MUST BE IDENTIFIED AND KEPT IN MAIN SITE OFFICE, BE LABELLED AND THE CONTENTS REMOVED AND DOUBLE BAGGED AS REQUIRED.	1	1	1
4. FURNISHING OF LABOUR	UNTRAINED PERSONNEL	INJURIES DUE TO LACK OF TRAINING	PERSONNEL RECRUITMENT, SELECTION AND PLACEMENT TO BE DONE CORRECTLY. MAN JOB SPECIFICATIONS BE DESIGNED AND USED FOR MEDICAL FITNESS EXAMINATION FOR ACQUIRING MEDICAL FITNESS CERTIFICATES.	2	2	4	FURTHER TRAINING ON JOB CONTENT BE ARRANGED	1	1	1
5. CLEANING UP OF SITE COLLECTION, REMOVAL, TRANSPORTATION AND DISPOSAL OF WASTE (CLEANING & DISPOSAL DISPOSE ALL WASTE OFFSITE)	DEFECTIVE CLEANING TOOLS	INJURIES POOR CLEANING	PROVISION OF PROPER BROOMS; TRAINING; PPE ERGONOMICS RISK ASSESSMENT	1	1	1	NONE	1	1	1
	DUST	INHALATION OF DUST DUST GETTING INTO THE EYES	PROVISION OF PPE: DUST MASKS; EYE PROTECTION; GLOVES	2	2	4	MORE SUPERVISION MONITORING AWARENESS	1	1	1
	SPILLAGE OF WASTE MATERIAL/RUBBLE CAUSING REFUSE BAGS TO BREAK	LITTERING AND POLLUTION OF THE LAND	REFUSE BAGS ARE TIED BEFORE LOADING ON THE TRUCK FOR DISPOSAL. PROVISION OF PPE: DUST MASKS; EYE PROTECTION; GLOVES TRAINING,	1	2	2	PUT A NET TO COVER WASTE DURING TRANSPORTATION TO PREVENT SPILLAGE	1	1	1



			SUPERVISION,PROVISION OF PROPER TOOLS							
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L: LIKELIHOOD

S: SEVERITY

RF: RISK FACTOR

REFURBISHMENT OF ABSA BUILDING PROJECT: GPW/HQ/20



ANNEXURE: B

RISK EVALUATION MATRIX

SEVERITY OF HARM

LIKELIHOOD
OF
HARM

	SLIGHT (1)	SERIOUS (2)	MAJOR (3)
LOW (1)	1	2	3
MEDIUM (2)	2	4	6
HIGH (3)	3	6	9



ANNEXURE: C

RISK RATING CONCLUSIONS

6 OR 9	HIGH RISK AND MAY REQUIRE CONSIDERABLE RESOURCES, e.g. SPECIAL EQUIPMENT, TRAINING, HIGH LEVELS OF SUPERVISION, AND CONSIDERATION OF THE MOST EFFECTIVE METHODS OF ELIMINATING OR CONTROLLING HAZARDS.
2, 3 OR 4	SIGNIFICANT RISK AND WILL REQUIRE AN APPROPRIATE LEVEL OF RESOURCES TO CONTROL THE RISK.
1	LOW RISK BUT REASONABLE ACTIONS SHOULD STILL BE TAKEN TO TRY TO FURTHER REDUCE THESE RISKS, IF POSSIBLE

Effective Date: 2023

Review Date: 2023



CONSTRUCTION ACTIVITIES PRE-EMPTIVE RISK ASSESSMENT RECORDING SHEET

AREA		TEAM MEMBERS	LEGEND
SUB-AREA			RISK-RATE
ACTIVITY/FUNCTION	Elevated position: any work above 2m		1)LOW 2)MEDIUM LOW 3)MEDIUM 4)MEDIUM HIGH 5)HIGH
DATE			

COLUMN "A"	COLUMN"B"	COLUMN"C"	COLUMN"D"		
What can cause injuries or health hazards?	Step by step how job must be done	Control measures that will be implemented	Risk Rating		
<div>1. Falls from heights</div> <div>2. Items falling down</div> <div>3. Unsafe access</div> <div>4. Weak unstable scaffolding</div> <div>5. Fall from floors or deck</div> <div>6. Scared of heights</div>	<div>1. Full working platform</div> <div>2. Hand rails / life line for roofs</div> <div>3. Toe boards / working platform</div> <div>4. Safety harness connected</div> <div>5. Pouches for tools</div> <div>6. Tongs when applicable</div> <div>7. Normal PPE</div> <div>8. Provide safe access to tower, floor or scaffolding</div>	<div>1. Appoint competent construction supervisor</div> <div>2. Risk Assessment training</div> <div>3. Toolbox talks</div> <div>4. Pre use inspection – checklist</div> <div>5. Must have medical fitness certificate</div> <div>6. Maintain harness inspection register</div>	Risk ratings		
			Safety	Health	Enviro
			3	1	1
			RECOMMENDATIONS		
			1. Additional Risk Assessment on high risk positions		

Developed by:.....Signature.....Date..... Approved by:.....Signature.....Date.....



RISK ASSESSMENT: SAFE USE OF HAND TOOLS

PROJECT NAME:

DATE:

No.	Activity Rules	What can cause injury/ damage	Result of cause (injury/ damage)	Preventative measures (tools, PPE, equipment)	Controls (test, checks)
1	Always use the correct personal protective equipment suitable for the type of tool or job being done.	Flying foreign objects; Employee unprotected	Injury to an employee	Use the prescribed personal protective equipment for the tool or job- goggles, gloves, dust masks etc.	Ensure PPE is worn Ensure PPE is safe to use Ensure PPE is available
2	Always use the right tool for the job	Incorrect use of tool Poor quality work	Injury to employee Re-do -work	Supervisor must ensure that the right tool is used for the right job	Supervisor/ Foreman to ensure
3	Keep all hand tools in good conditions	Mushroom head chisel Broken handle Blunt end	Injury to an employee	Tools must be maintained on a regular basis Supervisor must ensure all tools are kept safe to use	Tools to be registered and inspected regularly
4	Warn others working in your area of any potential hazards	Flying foreign objects	Injury to an employee	Induct all employees to take care of their health and safety and of others working in the area.	Supervisor/ Foreman to ensure
5	Always keep tools clean and store after use	Dirty tools, tools lying around cause a tripping hazard	Poor quality of work. Injury to an employee	Employee to be inducted regarding hand tools	Supervisor/ Foreman to ensure



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