



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Ffennell Road Training Centre
PROJECT DESCR:	Procurement of 3 new air conditioners

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Task	Hazard	Risk	Consequence	Rating	Controls
Climbing on a ladder to reach the AC unit	✓ Incorrect ladder	✓ Overreaching	✓ Back pain	L	✓ Ensure that a proper ladder is used
	✓ Improperly placed ladder	✓ Slipping of the ladder	✓ Injuries	M	✓ Ensure that ladders are firmly placed and secured. ✓ Inspect ladders prior to use ✓ Ensure that proper housekeeping is maintained where the ladder is place
	✓ Hand tools	✓ Falling down ✓ Slipping from hands	✓ Hitting other people	L	✓ Hand tools to be properly secured in a tool bag while not in use. ✓ Proper handling of hand tools while in use
	✓ Hand tools	✓ Chipped edges ✓ Damaged tools ✓ Wrong tools	✓ Injuries	L	✓ All tools must be visually inspected before use. ✓ Faulty tools must be replaced. ✓ Use the right tool for the job ✓ Use tools according to manufacturer's specifications ✓ Training in the use of hand tools
	✓ Dust from filters	✓ Inhalation ✓ Contact with eyes	✓ Respiratory tract irritation ✓ Eye irritation	L	✓ Provide employee/s with dust masks where necessary ✓ While removing dust from the aircon /filters, ensure that it is away from the face
	✓ Electricity	✓ Contact with live electricity	✓ Electric shock	H	✓ Ensure that the AC is disconnected from the electrical supply before and while working on it.



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Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Ensure that only trained technicians work on the AC unit.
Installation of the air conditioners	✓ Working at height	✓ Falling from ✓ Tools falling	✓ Injuries/ Death	M	✓ Chairs or desks must not be used for reaching heights; step stools should be used instead
	✓ Manual handling	✓ Lifting of heavy Objects ✓ Incorrect lifting	✓ Back pains ✓ Muscle strains	M	✓ Follow proper lifting techniques ✓ All employees must be trained in the correct and safe manual handling techniques ✓ Weights must be kept in a levels reasonable practicable
	✓ Unit activation	✓ Auto start	✓ Electric shock	M	✓ Tag out
	✓ Poor house keeping	✓ Trip and fall	✓ Injuries	M	✓ Good housekeeping to be maintained
	✓ Combustible materials	✓ Fire/ burning of property	✓ Damages/ Death	M	✓ The storage of empty cardboard boxes should be kept to an absolute minimum
	✓ Employees working alone	✓ Injuries not noticed immediately	✓ Serious injuries	M	✓ Practice buddy system ✓ Ensure that employees are always supervised, especially when working at heights
Gassing the air conditioner	✓ Use of gas	✓ Inhalation ✓ Enter into eyes, ✓ Contact with skin ✓ Contact with sparks	✓ Respiratory problems ✓ Eye irritation ✓ Skin burn	M	✓ Gassing should be done in a controlled environment. ✓ Only trained employees to fill the gas ✓ Follow manufacturer's instructions.
	✓ Nearby sparks or flames	✓ Fire ✓ Explosion	✓ Fatalities ✓ Property damages	H	✓ Gassing should be done in a controlled environment. ✓ Only trained employees to fill the gas ✓ No smoking policy to be enforced



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RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High