

Workplace Environment

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--------------------------|-------------------|-------------|----------|----|--|--|
| 1 | Suitable floor covering | All employees | 2 | 2 | 4 | Employer to ensure that all floors and stairs, are of suitable construction. | Select suitable floor type and ensure regular maintenance. Maintain appropriate records. |
| | | | | | | Employer to ensure adequate structure and solidity of work place building | Select suitable floor type and ensure regular maintenance. Maintain appropriate records. |
| 2 | Appropriate microclimate | All employees | 2 | 2 | 4 | Employer to ensure adequate workplace temperature | Ensure regular maintenance of air-conditioning systems. Maintain appropriate records. |

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| 3 | Adequate air circulation | All employees | 2 | 2 | 4 | Employer to ensure adequate ventilation of the work place | Ensure regular maintenance of air circulation systems. Maintain appropriate records. |
| 4 | Adequate size of room / dimensions of work area | All employees | 2 | 2 | 4 | Employer to ensure adequate workplace dimensions | Ensure adequate workplace dimensions |
| 5 | Presence of natural lighting | All employees | 1 | 1 | 1 | Ensure presence of natural lighting | Ensure presence of natural lighting |
| 6 | Light sources reflect on screens | All employees | 2 | 2 | 4 | Possible disturbing glare and reflections on the screen or other equipment should be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources. | Ensure adequate provision of shades |

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| 7 | Wires and/or cables obstruct employees in their free movements or pose a danger of tripping | All employees | 2 | 3 | 6 | Employer to ensure regular maintenance of all work equipment/machinery | Devise a programme of regular maintenance and maintain adequate records. |
| 8 | Sufficient space for employees to alter their posture | All employees | 2 | 2 | 4 | Ensure that workstations are arranged so that work can be carried out safely and comfortably | Ensure adequate workplace dimensions |
| 9 | Proper cleaning and maintenance of building | All employees | 2 | 2 | 4 | Ensure an adequate level of hygiene and cleanliness | Establish a regular cleaning and maintenance programme and maintain adequate records. |

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| 10 | Availability of first aid equipment | All employees | 3 | 3 | 9 | An employer is bound to take the necessary measures to provide for first aid materials and emergency assistance relevant to the activities of the company/industry. | Provide adequate first aid resources. Maintain appropriate records. |
| | | | | | | The employer is duty bound to identify a number of employees who will be made responsible to initiate first aid procedures as necessary. | Identify employees and ensure that they are trained to become first aiders. Maintain appropriate records. |
| | | | | | | All employees are to have rapid access to first aid facilities whenever required. | Provide adequate first aid resources. Maintain appropriate records. |
| | | | | | | A first aid box should be made a suitable material and designed to protect the contents from damp and dust. | Provide adequate first aid resources. Maintain appropriate records. |

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| | | | | | | A first aid box should be clearly identified by means of a white cross on a green background. | Provide adequate first aid resources |
| | | | | | | The employer is to ensure the presence at all time of such a number of first aiders as is adequate and appropriate in the circumstances for rendering first aid to his employees if they are injured or become ill. | Identify employees and ensure that they are trained to become first aiders. Maintain appropriate records. |
| 11 | Escape and emergency routes free from obstacles | All employees | 5 | 2 | 10 | Provide and maintain suitable emergency routes and exits | Select suitable emergency routes and exits |
| | | | | | | Ensure provision of adequate emergency doors | Install emergency doors in appropriate locations |

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| | | | | | | Employer should ensure the maintenance of health and, or safety signs installed at the place of work | Ensure provision of adequate health and, or safety signs. Maintain appropriate records. |
| 12 | Adequate provision of emergency lighting | All employees | 2 | 2 | 4 | Employer is to ensure that adequate emergency lights are installed | Install emergency lights in appropriate locations |
| 13 | Smoking | All employees | 5 | 5 | 25 | Employer obliged to ban smoking at place of work | Ban smoking at workplace |
| 14 | Sanitary facilities | All employees | 2 | 4 | 8 | Employer obliged to provide sufficient and suitable sanitary conveniences | Provide and maintain suitable sanitary facilities |
| 15 | Lifts / hoists | All employees | 3 | 3 | 9 | Employer to ensure the proper functioning of lifts/hoists | Ensure regular maintenance of lifts/hoists and maintain adequate records and certificates |

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| | | | | | | Lift/hoists to be of good mechanical construction, sound material and adequate strength. | Ensure regular maintenance of lifts/hoists and maintain adequate records and certificates |
| | | | | | | To be properly maintained. | Ensure regular maintenance of lifts/hoists and maintain adequate records and certificates |
| | | | | | | To be examined by a competent person once every 6 months. | Engage a competent person to inspect lifts/hoists every 6 months and maintain adequate records and certificates |
| | | | | | | Report to be submitted to the OHSA. | Send report prepared by competent person to the OHSA |
| | | | | | | Lift to be fitted with substantial enclosure fitted with gates to prevent any person falling down or | Ensure that lift/hoist is equipped with proper closure mechanism |

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| | | | | | | coming into contact with any moving parts. | |
| 16 | Health Surveillance | All employees | 2 | 3 | 6 | A worker is entitled to undergo health surveillance at regular intervals, and for this purpose an employer should ensure that workers are provided with health surveillance appropriate to the health and safety risks at work, and shall make all arrangements as are required. | Establish a programme for regular health surveillance of employees and maintain adequate records and certificates |
| 17 | Presence of dust | All employees | 4 | 3 | 12 | Employer is to ensure an adequate level of hygiene and cleanliness | Establish a regular cleaning and maintenance programme and maintain adequate records |
| 18 | Accumulation of waste (office environment) | All employees | 1 | 1 | 1 | Employer is to ensure an adequate level of hygiene and cleanliness | Establish a regular cleaning and maintenance programme including regular waste collection and maintain adequate |

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| 19 | Accumulation of waste (yard space, as a result of daily operations of the company) | All employees | 5 | 2 | 10 | Employer is to ensure adequate separation of waste materials during storage and efficient/regular treatment of waste fractions using all necessary precautions | Establish a regular cleaning and maintenance programme for these stores and maintain adequate records |
| 20 | Presence of glass panes | All employees | 2 | 2 | 4 | Employer to ensure that all glass panes are marked | Mark all glass panes such that they are visible |
| 21 | Over confident employees | All employees | 4 | 3 | 12 | <p>It is the duty of a worker to:</p> <p>(i) make correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.</p> <p>(ii) make correct use of the personal protective equipment supplied to him and, after use, return it to its proper place.</p> | Provide training to employees and maintain adequate records |

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| | | | | | | <p>(iii) refrain from disconnecting, changing or removing arbitrarily safety devices fitted to machinery, apparatus, tools, plant and buildings, and to use such safety devices correctly.</p> <p>(iv) immediately inform the employer and, or the workers with specific responsibility for the safety and health of workers of any work situation he has reasonable grounds for considering that it represents a serious and immediate danger to safety and health and of any shortcomings in the protection arrangements.</p> <p>(v) cooperate with the employer and with workers having a specific responsibility for the</p> | |
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| | | | | | | <p>safety and health of workers, for as long as may be necessary to enable to be carried out any tasks or requirements imposed to protect the safety and health of workers at work.</p> <p>(vi) cooperate with the employer and, or workers with specific responsibility for the safety and health of workers, for as long as may be necessary to enable the employer to ensure that the working environment and working conditions are safe and pose no risk to safety and health within their field of activity.</p> | |
| 22 | Responsibility of individual employees | All employees | 5 | 5 | 25 | <p>It is the duty of a worker to:</p> <p>(i) make correct use of machinery, apparatus, tools, dangerous substances, transport</p> | Provide training to employees and maintain adequate records |

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| | | | | | | <p>equipment and other means of production.</p> <p>(ii) make correct use of the personal protective equipment supplied to him and, after use, return it to its proper place.</p> <p>(iii) refrain from disconnecting, changing or removing arbitrarily safety devices fitted to machinery, apparatus, tools, plant and buildings, and to use such safety devices correctly.</p> <p>(iv) immediately inform the employer and, or the workers with specific responsibility for the safety and health of workers of any work situation he has reasonable grounds for considering that it represents a serious and immediate danger to safety and health and of any</p> | |
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| | | | | | | <p>shortcomings in the protection arrangements.</p> <p>(v) cooperate with the employer and with workers having a specific responsibility for the safety and health of workers, for as long as may be necessary to enable to be carried out any tasks or requirements imposed to protect the safety and health of workers at work.</p> <p>(vi) cooperate with the employer and, or workers with specific responsibility for the safety and health of workers, for as long as may be necessary to enable the employer to ensure that the working environment and working conditions are safe and pose no risk to safety and health within their field of activity.</p> | |
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| 23 | Responsibility of employer | All employees | 5 | 2 | 10 | <p>Duties of employer:</p> <p>Ensure health and safety of workers</p> <p>Identify hazards and avoid risks</p> <p>Evaluate risks to workers</p> <p>Adapt work to individual</p> <p>Designate a worker to assist him in undertaking health and safety measures</p> <p>Conduct risk assessment</p> <p>Provide information</p> <p>Consult with workers and encourage them</p> <p>Train workers and representatives</p> | Carrying out regular risk assessment, ensure health and safety of employees, conduct training and maintain adequate records |
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| 24 | Competent person to advise and conduct on health and safety | All employees | 4 | 3 | 12 | Consult with competent person | Maintain adequate records |
| 25 | Distribution of health and safety manual/procedures | All employees | 4 | 3 | 12 | Train workers and representatives | Maintain adequate records |

Stockpiles

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|-----------------------|-------------------|-------------|----------|----|---|--|
| 26 | Exposed edges | All employees | 4 | 3 | 12 | <p>Employer to ensure that no machine/vehicle to run close to exposed edges.</p> <p>Employer to provide adequate training to employees and maintain adequate records.</p> | No machine/vehicle to run close to exposed edges. |
| 27 | Tipping on stockpiles | All employees | 4 | 3 | 12 | <p>Employer to provide adequate training to employees and maintain adequate records.</p> | <p>All tipping to be carried out away from edges of stockpile and as far as practicably possible on a level surface.</p> <p>Machine/vehicle bodies to be lowered before moving off after tipping.</p> <p>Machine/vehicle bodies to be down at all times whilst travelling.</p> |

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| | | | | | | | <p>When reversing or tipping, all on board aids i.e.: mirrors, cameras to be used to ensure that it is safe to reverse or tip.</p> <p>No tipping to take place when pedestrians are in the vicinity.</p> |
| 28 | Ramp usage | All employees | 4 | 3 | 12 | Employer to provide adequate training to employees and maintain adequate records. | <p>Single file traffic on ramps.</p> <p>Machines/vehicles to run in centre of ramps</p> |

Stockpiles Flammable

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|-------------------|-------------------|-------------|----------|----|---|---|
| 29 | Exposed Edges | All employees | 4 | 3 | 12 | <p>Employer to ensure that no machine/vehicle to run close to exposed edges.</p> <p>Employer to provide adequate training to employees and maintain adequate records.</p> | <p>No machine/vehicle to run close to exposed edges.</p> <p>Training of employees. Retain adequate records.</p> |
| 30 | Fire | All employees | 4 | 3 | 12 | <p>Employer obliged to control at source and prevent risks which cannot be avoided.</p> <p>Ensure adequate fire detection, fire fighting and evacuation of workers if required.</p> <p>Employer to ensure that fire fighting equipment is accessible.</p> | <p>In case of fire activate all emergency procedures immediately.</p> <p>Provide fire extinguishers and maintain them regularly. Retain adequate records.</p> <p>Place fire extinguishers in appropriate locations.</p> |

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| | | | | | | Employer obliged to train workers and representatives. | Training of employees. Retain adequate records. |
| 31 | Tipping on Stockpiles | All employees | 4 | 3 | 12 | Employer to provide adequate training to employees and maintain adequate records. | <p>All tipping to be carried out away from edges of stockpile and as far as practicably possible on a level surface.</p> <p>Machine/vehicle bodies to be lowered before moving off after tipping. Machine/vehicle bodies to be down at all times whilst travelling.</p> <p>When reversing or tipping, all on board aids i.e.: mirrors, cameras to be used to ensure that it is safe to reverse or tip.</p> <p>No tipping to take place when pedestrians are in the vicinity.</p> |

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| 32 | Ramp Usage | All employees | 4 | 3 | 12 | Employer to provide adequate training to employees and maintain adequate records. | Single file traffic on ramps. Machines/vehicles to run in centre of ramps. |
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Access to / exit from site

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
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| 33 | Collision of haulage vehicles or site based mobile plant with persons or structures. | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Wherever possible, one way systems should be established. Pedestrian routes should be clearly segregated on site from vehicular/plant routes. Speed restrictions should be clearly with appropriate signs. |
| 34 | Obstruction of assigned emergency access/exit routes. | All employees | 4 | 4 | 16 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Physical barriers should be installed. Procedures in place regarding the parking of delivery vehicles in and around the site. |

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| 35 | Slips, trips and falls from pavement/road surface. | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Pedestrian routes should be clearly segregated on site from vehicular/plant routes. |
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Fire

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--|-------------------|-------------|----------|----|---|---|
| 36 | Sources of ignition | All employees | 4 | 4 | 16 | Employer obliged to control at source and prevent risks which cannot be avoided | Preventing or eliminating sources of ignition (including prohibition of smoking). Ensuring that electrical equipment is checked regularly. Maintain adequate records and certificates. Ensuring appropriate choice of fire-fighting equipment. Installing fire alarm equipment. |
| 37 | Fire-hazard areas appropriately signed | All employees | 4 | 4 | 16 | An employer is obliged to ensure the provision of adequate health and, or safety signs at the workplace | Place signs in appropriate locations |

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| 38 | Fire-fighting equipment in place | All employees | 4 | 4 | 16 | Ensure adequate fire detection, fire fighting and evacuation of workers if required | Provide fire extinguishers (to be selected depending on the combustible material and the size of the workplace). |
| 39 | Fire-fighting equipment serviceable and serviced regularly | All employees | 4 | 4 | 16 | Ensure adequate fire detection, fire fighting and evacuation of workers if required | Checking and servicing fire-fighting equipment regularly and maintain adequate records and certificates. |
| 40 | Fire-fighting equipment easily accessible | All employees | 4 | 4 | 16 | Employer to ensure that fire fighting equipment is accessible | Place fire extinguishers in appropriate locations |
| 41 | Emergency and escape plans | All employees | 4 | 5 | 20 | Employer to provide and maintain suitable emergency routes and exits | Select appropriate escape routes and exits |

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| 42 | Escape routes marked | All employees | 4 | 4 | 16 | An employer is obliged to ensure the provision of adequate health and, or safety signs at the workplace | Mark escape and rescue routes, keeping escape and rescue routes clean. |
| | | | | | | Ensure the maintenance of health and, or safety signs installed at the place of work | Mark escape and rescue routes, keeping escape and rescue routes clean. |
| 43 | Fire alarms | All employees | 4 | 4 | 16 | Ensure adequate fire detection equipment | Install adequate fire alarm system. |
| 44 | Fire-fighting and alarm drills | All employees | 4 | 4 | 16 | Employer obliged to train workers and representatives | Conduct emergency drills every 6 months and maintain adequate records. |
| 45 | Fire-fighting training | All employees | 4 | 4 | 16 | Employer obliged to train workers and representatives | Training of employees. Retain adequate records. |

Injury

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Actions |
|-----|---------------------------------------|-------------------|-------------|----------|----|---|---|
| 46 | Injury by moving obstacles | All employees | 4 | 5 | 20 | Employer obliged to train workers and representatives | Establish a regular training programme for employees. Retain adequate records. |
| 47 | Injury by stationary obstacles | All employees | 4 | 4 | 16 | Employer obliged to train workers and representatives | Establish a regular training programme for employees. Retain adequate records. |
| 48 | Injury by falling objects from height | All employees | 4 | 4 | 16 | Employer obliged to train workers and representatives | Establish a regular training programme for employees. Retain adequate records. |
| 49 | Injury by falling objects from hands | All employees | 4 | 3 | 12 | Employer obliged to train workers and representatives | Provide adequate personal protective equipment and retain adequate records. PPE to include: Hi-visibility jacket Heavy duty gloves Safety shoes/boots Safety helmet Overalls/boiler suit |

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| 50 | Falls from height | All employees | 4 | 3 | 12 | The employer is obliged to provide Personal Protective Equipment free of charge and to provide the worker with adequate information on the use of such equipment. | Provide adequate personal protective equipment and retain adequate records. PPE to include: Hi-visibility jacket Heavy duty gloves Safety shoes/boots Safety helmet Overalls/boiler suit |
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Uneven or Slippery Flat Surfaces

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Actions |
|-----|--|-------------------|-------------|----------|----|--|---|
| 51 | Presence of floors with uneven areas, loose finishes, holes, spills etc. | All employees | 3 | 3 | 9 | Ensure that all floors and stairs are of suitable construction | Establish a regular maintenance programme; Ensure regular checking of the floor and traffic routes. Retain adequate records. |
| 52 | Presence of slippery floors e.g., when they are wet due to cleaning, spilling of liquids (e. g., oil), rain or mud, or dusty due to work processes | All employees | 3 | 3 | 9 | Employer obliged to train workers and representatives | Establish a regular training programme for employees; Select flooring carefully, especially if it is likely to become wet or dusty due to work processes; keep surfaces dry. Retain adequate records. |

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| 53 | Presence of changes in floor levels | All employees | 3 | 4 | 12 | Ensure that all floors and stairs are of suitable construction | Establish a regular maintenance programme; Ensure regular checking of the floor and traffic routes. Retain adequate records. |
| 54 | Presence of trailing cables on the floor | All employees | 3 | 3 | 9 | Employer obliged to train workers and representatives | Establish a regular maintenance programme; Remove holes, cracks, worn carpets, or rugs, etc.; keep floors and traffic routes clear. Retain adequate records. |
| 55 | Falls or slip due to unsuitable footwear | All employees | 3 | 3 | 9 | Employer obliged to train workers and representatives | Establish a regular maintenance programme; Retain adequate records Provide workers with suitable footwear. |
| 56 | Tidiness of floors | All employees | 3 | 3 | 9 | Employer obliged to train workers and representatives | Establish a regular training programme for employees. Retain adequate records. |

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| 57 | Obstructions and objects (excluding those which cannot be removed) left lying around in work areas | All employees | 3 | 3 | 9 | Employer obliged to train workers and representatives | Establish a regular training programme for employees. Retain adequate records, |
| 58 | Obstructions that cannot be removed | All employees | 3 | 4 | 12 | Ensure that suitable and sufficient means of access to the workplace is provided | Establish access routes into the establishment and ensure proper maintenance of same. Retain adequate records. |

Hand Tools

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
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| 59 | Use of sharp edged hand tools | Employees conducting maintenance | 4 | 4 | 16 | Employer obliged to train workers and representatives | Establish a regular training programme during which information is given to employees. Retain adequate records. |
| 60 | Use of electrically powered hand tools | Employees conducting maintenance | 3 | 4 | 12 | Employer obliged to allow usage of safe electrical installations | Establish a regular training programme during which information is given to employees. Retain adequate records. |

Electrical Installations and Equipment

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|-----------------------------|-------------------|-------------|----------|----|--|---|
| 61 | Lack of safety devices | All employees | 3 | 4 | 12 | Employer obliged to allow usage of safe electrical installations | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. Use only equipment with the EC mark. |
| 62 | Damaged insulation on lines | All employees | 4 | 4 | 16 | Employer obliged to allow usage of safe electrical installations | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. Ensure that defects are repaired by a certified electrical expert. |

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| 63 | Damaged electrical equipment housing | All employees | 4 | 4 | 16 | Employer obliged to allow usage of safe electrical installations | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. Ensure that defects are repaired by a certified electrical expert. |
| 64 | Electrical equipment housing without sign IEC – 60417-5036 | All employees | 4 | 4 | 16 | Employer obliged to allow usage of safe electrical installations | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. Use only equipment with the EC mark. |

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| 65 | Damaged plugs or sockets | All employees | 4 | 4 | 16 | Employer obliged to allow usage of safe electrical installations | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. Ensure that defects are repaired by a certified electrical expert. |
| 66 | Possible to use electrical equipment in an improper way | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Provide training to employees; Retain adequate records; Employees to carry out work according to instructions. |
| 67 | Possible to use damp electrical equipment or to use electrical equipment with wet hands or in damp clothing' | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Provide training to employees; Retain adequate records; Employees to carry out work according to instructions. |

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| 68 | Possible to work in dangerous proximity to electrical systems | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Provide training to employees; Retain adequate records; Employees to carry out work according to instructions. |
| 69 | Live parts near work areas | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Provide training to employees. Retain adequate records. |
| 70 | Exposed conductive parts not connected to the earthing system | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Ensure regular maintenance every 12 months by a certified competent electrician. Retain adequate records and request certificates. |
| 71 | Presence of electrostatic charges | All employees | 3 | 3 | 9 | Employer to inform all employees of the occupational health and safety measures to be taken at their place of work | Provide training to employees; Retain adequate records; use earth wires. |

Noise

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|---|-------------------|---|----------|----|--|---|
| 72 | High noise levels as a result of work processes | All employees | <p>During the assessment high noise levels were not observed. Noise could only be attributed to the entry and exit of vehicles.</p> <p>The company possesses machinery which can be a source of noise; this plant is not used frequently on a daily basis. On average if used, it is used for an average of 30 minutes. In several instances this machinery is not even operated on site but hired out to clients for use in third party establishments.</p> <p>If the noise levels change due to changes in work practices, this risk needs to be re-assessed.</p> | | | Employer is obliged to determine and assess the risks resulting from exposure to noise (risk assessment to be updated on a regular basis). | Determine workers' exposure; check compliance with the limits established in legal requirements |
| | | | | | | If necessary noise is to be measured. | Determine workers' exposure; |
| | | | | | | Employer should take measures to reduce or eliminate the risk arising from exposure to noise | Introduce engineering controls which can reduce noise emission (e. g., isolating vibrating machinery or components from their surroundings, fitting air exhausts with silencers). |

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| | | | | Employer to provide hearing protectors if risks from exposure to noise cannot be prevented by other means | Provide appropriate hearing protection (in consultation with employees or their representatives). |
| 73 | High noise levels as a result of ambient noise which penetrates buildings | All employees | | Employer is obliged to determine and assess the risks resulting from exposure to noise (risk assessment to be updated on a regular basis). | Determine workers' exposure; check compliance with the limits established in legal requirements |
| | | | | Employer is obliged to determine and assess the risks resulting from exposure to noise (risk assessment to be updated on a regular basis). | Determine workers' exposure; check compliance with the limits established in legal requirements |

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| | | | | If necessary noise is to be measured. | Determine workers' exposure; check compliance with the limits established in legal requirements |
| 74 | Operating noise mask alarm signals | All employees | | Employer is obliged to determine and assess the risks resulting from exposure to noise (risk assessment to be updated on a regular basis). | Determine workers' exposure; check compliance with the limits established in legal requirements |
| 75 | Noise so loud that one would have to raise voice to talk to people at workplace | All employees | | Employer is obliged to determine and assess the risks resulting from exposure to noise (risk assessment to be updated on a regular basis). | Determine workers' exposure; check compliance with the limits established in legal requirements |

Vibration

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
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| 76 | Work done in conditions in which clearly perceptible vibrations can be felt when standing or sitting | All employees | <p>During the assessment sources of vibrations were not observed.</p> <p>The company possesses machinery which can be a source of vibrations; this plant is not used frequently on a daily basis. On average if used, it is used for an average of 30 minutes. In several instances this machinery is not even operated on site but hired out to clients for use in third party establishments.</p> <p>If the vibration levels change due to changes in work practices, this risk needs to be re-assessed.</p> | | | Employer is obliged to determine and assess the risks resulting from exposure to vibrations (risk assessment to be updated on a regular basis). | Determine workers' personal exposure to vibration; check compliance with the limits established by law. |
| | | | | | | Employer should take measures to reduce or eliminate the risk arising from exposure to vibrations. | Determine workers' personal exposure to vibration; check compliance with the limits established by law. |

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| 77 | Work done using hand-held power tools and equipment which can generate vibration | All employees | | Employer is obliged to determine and assess the risks resulting from exposure to vibrations (risk assessment to be updated on a regular basis). | Determine workers' personal exposure to vibration; check compliance with the limits established by law. Provide protective gloves to ensure protection from hand-arm vibration. |
| | | | | Employer should take measures to reduce or eliminate the risk arising from exposure to vibrations. | Using the right tools (equipped with insulated or low-impact hand grips, etc.) and ensuring that they are properly maintained. Following the instructions for use of equipment and tools. Provide protective gloves to ensure protection from hand-arm vibration. |

Lighting

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--|-------------------|-------------|----------|----|---|---|
| 78 | Lighting at the workplace sufficient to perform tasks efficiently and accurately | All employees | 3 | 3 | 9 | Employer obliged to ensure proper lighting conditions | Use additional local or localised lighting at the workplace where high levels of lighting are required. |
| 79 | Visible shadows in the task area which may affect efficiency and accuracy of work | All employees | 3 | 3 | 9 | Employer obliged to ensure proper lighting conditions | Use more indirect lighting and local lighting to eliminate shadows in the task area. |
| 80 | Lighting of circulation areas, corridors, stairs, storage rooms, etc., adequate to move safely and to notice any obstacles | All employees | 3 | 3 | 9 | Employer obliged to ensure proper lighting conditions | Use additional local or localised lighting at the workplace where high levels of lighting are required. |

Manual Handling

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|-------------------|-------------------|-------------|----------|----|---|---|
| 81 | Pushing of loads | All employees | 3 | 3 | 9 | <p><i>An employer has the duty to:</i></p> <p>Avoid the need for hazardous manual handling, so far as is reasonably practicable;</p> <p>Assess the risk of injury from any hazardous manual handling that cannot be avoided;</p> <p>Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.</p> | Assess risks from pushing of loads; provide adequate equipment if pushing of loads cannot be avoided; training to employees and maintain adequate records |

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| | | | | | | <p><i>Employees have duties too. They should:</i></p> <p>Follow appropriate systems of work laid down for their safety; Make proper use of equipment provided for their safety; Co-operate with their employer on health and safety matters; In form the employer if they identify hazardous handling activities; Take care to ensure that their activities do not put others at risk.</p> | <p>Use adequate equipment for pushing of loads and conduct tasks as instructed</p> |
| 82 | Pulling of loads | All employees | 3 | 3 | 9 | <p><i>An employer has the duty to:</i></p> <p>Avoid the need for hazardous manual handling, so far as is reasonably practicable; Assess the risk of injury from any hazardous manual handling that cannot be avoided;</p> | <p>Assess risks from pulling of loads; provide adequate equipment if pulling of loads cannot be avoided; training to employees and maintain adequate records</p> |

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| | | | | | | Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable. | |
| | | | | | | <p><i>Employees have duties too. They should:</i></p> <p>Follow appropriate systems of work laid down for their safety; Make proper use of equipment provided for their safety; Co-operate with their employer on health and safety matters; Inform the employer if they identify hazardous handling activities; Take care to ensure that their activities do not put others at risk.</p> | Use adequate equipment for pulling of loads and conduct tasks as instructed |

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| 83 | Lifting of loads | All employees | 3 | 3 | 9 | <p><i>An employer has the duty to:</i></p> <p>Avoid the need for hazardous manual handling, so far as is reasonably practicable; Assess the risk of injury from any hazardous manual handling that cannot be avoided; Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.</p> | <p>Assess risks from lifting of loads; provide adequate equipment if lifting of loads cannot be avoided; training to employees and maintain adequate records</p> |
| | | | | | | <p><i>Employees have duties too. They should:</i></p> <p>Follow appropriate systems of work laid down for their safety; Make proper use of equipment provided for their safety; Co-operate with their employer on health and safety matters; In form the employer if they identify</p> | <p>Use adequate equipment for lifting of loads and conduct tasks as instructed.</p> |

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| | | | | | | hazardous handling activities; Take care to ensure that their activities do not put others at risk. | |
| 84 | Muscle strains | All employees | 3 | 3 | 9 | <p><i>An employer has the duty to:</i></p> <p>Avoid the need for hazardous manual handling, so far as is reasonably practicable; Assess the risk of injury from any hazardous manual handling that cannot be avoided; Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.</p> | Assess risks from manual handling; provide adequate equipment to avoid manual handling; training to employees and maintain adequate records |

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| | | | | | | <p><i>Employees have duties too. They should:</i></p> <p>Follow appropriate systems of work laid down for their safety; Make proper use of equipment provided for their safety; Co-operate with their employer on health and safety matters; In form the employer if they identify hazardous handling activities; Take care to ensure that their activities do not put others at risk.</p> | <p>Use adequate equipment for manual handling and conduct tasks as instructed</p> |
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Visual Display Units (VDUS) and PCs

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--|-----------------------------------|-------------|----------|----|--|---|
| 85 | Images on VDUs well-defined, clearly formed and of suitable size with suitable line spacing | Employees conducting office tasks | 2 | 3 | 6 | The characters on the screen should be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines. | Ensure that appropriate equipment is used for each type of work activity. |
| 86 | Images on VDUs free from vibration (no blurring or trembling) | Employees conducting office tasks | 2 | 3 | 6 | The image on the screen should be stable, with no flickering or other forms of instability. | Ensure that appropriate equipment is used for each type of work activity. |
| 87 | User can easily adjust the brightness and contrast between the characters and the background | Employees conducting office tasks | 2 | 3 | 6 | The brightness and/or the contrast between the characters and the background should be easily adjustable by the worker, and also be easily adjustable to ambient conditions. | Ensure that appropriate equipment is used for each type of work activity. |

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| 88 | VDUs can be moved according to the requirements of the user (turned, tilted, etc.) and fixed in the required positions | Employees conducting office tasks | 2 | 3 | 6 | The screen must swivel and tilt easily and freely to suit the needs of the worker. It should be possible to use a separate base for the screen or an adjustable table. | Take ergonomic aspects into consideration when designing (or refurbishing) workplaces. |
| 89 | General and local lighting ensure satisfactory light and contrast between the screen and the background of the VDUs | Employees conducting office tasks | 2 | 3 | 6 | Room lighting and/or spot lighting (work lamps) should ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the worker's vision requirements. Possible disturbing glare and reflections on the screen or other equipment should be prevented by co-ordinating workplace and workstation layout with the positioning and technical | Ensure that appropriate equipment is used for each type of work activity. |

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| | | | | | | characteristics of the artificial light sources. | |
| 90 | Distance between the eyes and the screen 50 - 80 cm | Employees conducting office tasks | 2 | 3 | 6 | Ergonomic aspects should be taken into consideration when designing work station | Take ergonomic aspects into consideration when designing (or refurbishing) workplaces. |
| 91 | Screen free from reflections that may disturb vision | Employees conducting office tasks | 2 | 3 | 6 | The screen should be free of reflective glare and reflections liable to cause discomfort to the worker. | Ensure that appropriate equipment is used for each type of work activity. |
| 92 | Keyboard separate from the monitor. Comfortable posture of the trunk, arms, and hands possible. | Employees conducting office tasks | 2 | 3 | 6 | The keyboard should be tilt able and separate from the screen so as to allow the worker to find a comfortable working position avoiding fatigue in the arms or hands. | Ensure that appropriate equipment is used for each type of work activity. |
| 93 | Space in front of the keyboard and the mouse sufficient for | Employees conducting office tasks | 2 | 3 | 6 | The space in front of the keyboard should be sufficient to provide support for | Take ergonomic aspects into consideration when designing (or |

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| | supporting the user's wrists | | | | | the hands and arms of the worker. | refurbishing) workplaces. |
| 94 | Symbols on the keys be distinguished easily | Employees conducting office tasks | 2 | 3 | 6 | The symbols on the keys should be adequately contrasted and legible from the design working position. | Ensure that appropriate equipment is used for each type of work activity. |

Workplace Equipment

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--|-----------------------------------|-------------|----------|----|---|--|
| 95 | Chair stable and allows free movement and a comfortable body posture | Employees conducting office tasks | 2 | 3 | 6 | The work chair should be stable and allow the operator easy freedom of movement and a comfortable position. | Maintaining equipment regularly. Retain appropriate records. Rearranging work area (ergonomic intervention). |
| 96 | Height of the chair easily adjustable | Employees conducting office tasks | 2 | 3 | 6 | The seat should be adjustable in height. | Maintaining equipment regularly. Retain appropriate records. Rearranging work area (ergonomic intervention). |
| 97 | Height of the back of the chair adjustable | Employees conducting office tasks | 2 | 3 | 6 | The seat back should be adjustable in both height and tilt. | Maintaining equipment regularly. Retain appropriate records. Rearranging work area (ergonomic intervention). |

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| 98 | Arm support available | Employees conducting office tasks | 2 | 3 | 6 | | Rearranging work area (ergonomic intervention). |
| 99 | Foot support available | Employees conducting office tasks | 2 | 3 | 6 | A footrest should be made available to any one who wishes for one. | Rearranging work area (ergonomic intervention). |
| 100 | Most frequently used equipment and other objects at the workplace be reached without turning the head and trunk | Employees conducting office tasks | 2 | 3 | 6 | The work desk or work surface should have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment. | Maintaining equipment regularly. Retain appropriate records. Rearranging work area (ergonomic intervention). |
| 101 | Height of the desk ensure the mobility of the legs (and thighs) | Employees conducting office tasks | 2 | 3 | 6 | The work chair should be stable and allow the operator easy freedom of movement and a comfortable position. | Maintaining equipment regularly. Rearranging work area (ergonomic intervention). |

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| 102 | Page-holder adjustable; can it be fixed in a position which ensures comfortable readability for the user? | Employees conducting office tasks | 2 | 3 | 6 | The document holder should be stable and adjustable and should be positioned so as to minimise the need for uncomfortable head and eye movements. | Maintaining equipment regularly. Retain appropriate records. Rearranging work area (ergonomic intervention). |
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Moving Vehicles and Machines

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|---|-------------------|-------------|----------|----|--|---|
| 103 | Use of means of transport in spite of failures and malfunctions | All employees | 3 | 4 | 12 | Employer to ensure regular maintenance of all work equipment/machinery | Using work equipment according to manufacturers' information and manuals. Carrying out regular technical inspection of work equipment. Carrying out regular technical inspection of work equipment. |
| 104 | Overloading of means of transport and work equipment | All employees | 3 | 4 | 12 | Employer to ensure that employees receive adequate training | Using work equipment according to manufacturers' information and manuals. Provide adequate training and retain adequate records. |
| 105 | Obstruction in transport routes | All employees | 3 | 4 | 12 | Employer to ensure that employees receive adequate | Ensure that all traffic routes are suitably located |

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| | | | | | | training | |
| 106 | Reduced field of vision on transport routes | All employees | 3 | 4 | 12 | Employer to ensure that employees receive adequate training | Ensuring that transport routes are appropriately marked and kept tidy. |
| 107 | Use of means of transport by unauthorised people | All employees | 4 | 4 | 16 | Employer to ensure that employees receive adequate training | Ensuring that workers are adequately trained and retain adequate records. |
| 108 | Secure load e.g. vehicle movement when containers are not properly secured | All employees | 4 | 4 | 16 | Employer to ensure that employees receive adequate training | Ensuring that workers are adequately trained and retain adequate records. Ensuring that loads are placed and secured properly. |
| 109 | Field of vision reduced by bulky loads | All employees | 2 | 2 | 4 | Employer to ensure that employees receive adequate training | Ensuring that transport routes are appropriately marked and kept tidy. |

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| 110 | Overtuning vehicles | All employees | 3 | 4 | 12 | Employer to ensure that employees receive adequate training | Ensuring that workers are adequately trained and retain adequate records. Using work equipment according to manufacturers' information and manuals. |
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Unloading of vehicles

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
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| 111 | Being struck by a manoeuvring vehicle. | All employees | 3 | 4 | 12 | <p>Employer obliged to ensure health and safety of employees.</p> <p>Employer obliged to provide safe working systems.</p> <p>Employees to be provided with adequate personal protective equipment.</p> | <p>Wherever possible, minimise human involvement by using mechanical handling methods.</p> <p>Minimise number of people in off loading areas.</p> <p>High visibility clothing to be worn by all involved. Keep up to date records of all personal protective equipment issued.</p> |
| 112 | Falling objects. | All employees | 3 | 4 | 12 | <p>Employer obliged to ensure health and safety of employees.</p> <p>Employer obliged to provide safe working systems.</p> | <p>Ensure safety at all times.</p> <p>Follow safe system for release of all load restraints and sequence of unloading.</p> <p>Inspect for load shift prior to release.</p> |

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| | | | | | | Employees to be provided with adequate personal protective equipment. | Keep up to date records of all personal protective equipment issued. |
| 113 | Site plant operations. | All employees | 3 | 4 | 12 | <p>Employer obliged to ensure health and safety of employees.</p> <p>Employer obliged to provide safe working systems.</p> | <p>Ensure safety at all times.</p> <p>If unloading area is sloping, extra care must be taken with whole sequence of events. Ensure off loading area is as level as possible.</p> |
| 114 | Falls from vehicles during unloading of material | All employees | 3 | 4 | 12 | <p>Employer obliged to ensure health and safety of employees.</p> <p>Employer obliged to provide safe working systems.</p> | <p>Keep up to date records of all personal protective equipment issued.</p> <p>Use automated sheeting systems. Use sheeting platforms. Use harness.</p> |
| 115 | Falls from vehicles during sheeting | All employees | 3 | 4 | 12 | Employer obliged to ensure health and safety of employees. | Use automated sheeting systems. Use sheeting |

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| | | | | | | Employer obliged to provide safe working systems. | platforms. Use harness. Ensure safety at all times. Keep up to date records of all personal protective equipment issued. |
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Moving Parts of Machines

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|---|-------------------|-------------|----------|----|---|---|
| 116 | Hazardous moving parts in machines without safeguards | All employees | 4 | 4 | 16 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> <p>Ensuring that that all necessary guards are in place before starting any machine. Providing appropriate personal protective equipment.</p> |

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| 117 | Securing of machine guards | All employees | 3 | 4 | 12 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> <p>Ensuring that that all necessary guards are in place before starting any machine.</p> |
| 118 | Falling objects onto the moving parts of a machine | All employees | 3 | 4 | 12 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | Ensuring that machines are operated by trained and authorised workers. |

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| 119 | Oiling of machine without removing the safeguard | All employees | 3 | 4 | 12 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> |
| 120 | Removal of safeguards without stopping dangerous movements | All employees | 4 | 4 | 16 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work. Using posters and signs to remind workers of the need to use guards.</p> |

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| 121 | Unguarded gears, sprockets, pulleys, or fly wheels | All employees | 4 | 4 | 16 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> |
| 122 | Exposed belts or chain drives | All employees | 4 | 4 | 16 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> |

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| 123 | Exposed set screws, key ways, collars, etc. | All employees | 4 | 4 | 16 | Employer is obliged to ensure regular maintenance of all work equipment/machinery | <p>Ensuring that machines are operated by trained and authorised workers.</p> <p>Ensuring that all proper guards are in place and that they work.</p> <p>Using posters and signs to remind workers of the need to use guards.</p> |
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Chemical substances

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|--|-------------------|-------------|----------|----|--|---|
| 124 | Presence and handling of hazardous chemical substances | All employees | 5 | 4 | 20 | An employer is obliged to determine whether any hazardous chemical agents are present in the workplace. | Keep adequate records of all materials stored on site |
| | | | | | | He should assess any risk to the health and safety of workers from the presence of chemical agents. | Conduct risk assessment |
| | | | | | | He should obtain additional information required for the risk assessment from the supplier or from other readily available sources | Request waste producers to provide all relevant information |
| | | | | | | He should conduct an assessment of the risks associated with the presence and / or the use of chemicals | Conduct risk assessment |

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| | | | | | | (Control of Substances Hazardous to Health Assessment). | |
| | | | | | | Procedures and action plans should be devised for emergency situations. | Use information provided to amend emergency plans |
| | | | | | | Employees should be trained on the use of chemicals and should be provided with all the relevant information. | Conduct adequate training and retain records |
| | | | | | | Health surveillance of workers exposed to chemicals should be conducted. | Provide facilities for health surveillance and retain records |
| 125 | Material Safety Data Sheets available for all the hazardous chemicals that are used | All employees | 5 | 4 | 20 | An employer is obliged to determine whether any hazardous chemical agents are present in the workplace. | Request waste producers to provide all relevant information |

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| | | | | | | He should assess any risk to the health and safety of workers from the presence of chemical agents. | Conduct risk assessment |
| | | | | | | He should obtain additional information required for the risk assessment from the supplier or from other readily available sources. | Request waste producers to provide all relevant information |
| | | | | | | He should conduct an assessment of the risks associated with the presence and / or the use of chemicals (Control of Substances Hazardous to Health Assessment). | Conduct risk assessment |
| 126 | Hazardous chemicals properly labelled | All employees | 5 | 4 | 20 | Employer is to ensure proper labelling of hazardous materials | Employees to undergo adequate training and retain adequate records |

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| 127 | Hazardous chemicals properly handled | All employees | 5 | 4 | 20 | Employees should be trained on the use of chemicals and should be provided with all the relevant information. | Employees to undergo adequate training and retain adequate records |
| 128 | Workers who use hazardous chemical substances regularly informed about the dangerous properties of these chemicals | All employees | 5 | 4 | 20 | Employees should be trained on the use of chemicals and should be provided with all the relevant information. | Employees to undergo adequate training and retain adequate records |
| 129 | Provision of personal protective equipment | All employees | 5 | 4 | 20 | The employer is obliged to provide Personal Protective Equipment free of charge and to provide the worker with adequate information on the use of such equipment. | Ensuring that workers are equipped with personal protective equipment. |
| 130 | Regular medical examinations | All employees | 5 | 4 | 20 | Health surveillance of workers exposed to chemicals should be conducted. | Ensuring regular medical examinations for workers exposed to hazardous |

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| | | | | | | | chemical substances, especially to carcinogenic or mutagenic ones. |
| 131 | Workers trained in the proper way of using and handling hazardous chemical substances or preparations | All employees | 5 | 4 | 20 | Employees should be trained on the use of chemicals and should be provided with all the relevant information. | Regular training of workers about risk posed by hazardous chemical substances and safe work with them. |

Emergencies and evacuation

| No. | Hazards and Risks | Personnel at risk | Probability | Severity | RR | Actions to Reduce Risk | Follow up Action |
|-----|-------------------|-------------------|-------------|----------|----|---|---|
| 132 | Fire | All employees | 4 | 5 | 20 | <p>Ensure adequate fire detection, fire fighting and evacuation of workers if required</p> <p>Employer to provide and maintain suitable emergency routes and exits.</p> <p>Employer should provide adequate training.</p> | All personnel to be made aware of emergency procedures. |
| 133 | Explosion | All employees | 3 | 4 | 12 | <p>Employer to provide and maintain suitable emergency routes and exits.</p> <p>Employer should provide adequate training.</p> | All personnel to be made aware of emergency procedures. |
| 134 | Machine accident | All employees | 4 | 4 | 16 | <p>Employer to ensure regular maintenance of all work equipment/machinery.</p> <p>Employer should provide adequate training.</p> | All personnel to be made aware of emergency procedures. |

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| 135 | Traffic accident | All employees | 4 | 5 | 20 | <p>Employer to ensure regular maintenance of all work equipment/machinery.</p> <p>Employer should provide adequate training.</p> | All personnel to be made aware of emergency procedures. |
| 136 | Flammable gases | All employees | 4 | 4 | 16 | <p>Employer to provide and maintain suitable emergency routes and exits.</p> <p>Employer should provide adequate training.</p> | <p>In the case of flammable gases all personnel to be immediately removed from the vicinity.</p> <p>All personnel to be made aware of emergency procedures.</p> |