

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/RA/002	Drilling Risk Assessment	
Implementation Date	03.12.2018		
Revision Number	0		
Revision Date	03.12.2018		

List Risk Assessment Team Names			Training Required	Task to be Performed	
Initials and Surname	Position	Company			
			Drivers Licence		
			Site Induction		
			Medical	Date of original issue	
			Hand Tool Training	Revision Date	
			Safe Ladder use	Site Manager Name	
				Site Manager -Signature	
				Client Responsible Person Name	
				Client Responsible Person Signature	

Assessment Matrix

CONSEQUENCE (C)			INCREASING PROBABILITY (P)						
			A	B	C	D	E		
Employees	Environment		Never heard of in industry	Heard of the in the industry	Has happened in the organization or more that once per year in industry	Has happened at the location or more than once in the organization	Has happened more than once per year at the location		
1	Slight Health effect / Injury	Slight impact	1A	1B	1C	1D	1E		
2	Minor Health effect / Injury	Minor impact	2A	2B	2C Low Risk	2D	2E		
3	Major Health effect / Injury	Moderate impact	3A	3B	3C Medium Risk	3D	3E		
4	Fatality	Major impact	4A	4B	4C	4D High Risk	4E		
5	More than 3 fatalities	Massive damage	5A	5B	5C Significant	5D	5E		
Task Steps	HAZARD IDENTIFIED	RISK ASSOCIATED WITH HAZARD	CURRENT RISK			REMEDIAL		RISIDUAL	
			C	P	Rating	HOW IS HAZARD TO BE DEALT WITH		C	P

Usage of hand tools	<ul style="list-style-type: none"> • Usage of substandard/broken hand tools. • Usage of hand tools by unskilled personnel • Slippage of the screwdriver from the screw • Impact between hammer and bodily parts • Flying fragments or chips from impact • Slipping of grip with grasped object • Pinching of skin/ body parts • Risk of injury from damaged tools caused by improper storage 	• could lead to Multiple physical injuries	2	C	2C	<ul style="list-style-type: none"> • All tools to be checked before work can commence • All employees must be made aware of the correct usage of tools by means of a toolbox talk prove must be kept on file. • Inspection to be done by a competent person. • Inspection registers to be signed off by a competent supervisor. 	1	A	1A
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Use of Hand Drill	The use of wrong or faulty equipment	Time delays in order to obtain the correct equipment	3	C	3C	Supervisor to plan the task in hand in advance to ensure the availability of the correct equipment and trained employees	2	B	2B
	Drill not inspected, tagged and on register Contact with water.	Drill not approved or tagged to be used on site resulting in work force to use defective grinder, electrocution	3	C	3C	Before using any drills ensure, a) Tagged b) Pre-use inspected c) On register Keep electrical tools dry at all time.	2	B	2B
	Using the wrong drill bit for the task	Breaking of the bit can result in hand injuries	4	C	4C	Ensure that the correct bit (Type and size, sharpness) is used by doing inspections, use thinner drill bit to drill a pilot hole if possible.	2	B	2B
	Fail to isolate	Serious injuries to the users fingers or hands, Accidental starting of the drill.	3	C	3C	Ensure to un plug power supply after use and during bit change.	2	C	2C
	Over apply pressure on drill	Breaking of the bit can result in hand injuries Drill bit can bite and bind on low speed	3	C	3C	Ensure the correct use of a the drill and allow only trained person to use the drill, ensure the use of the required PPE such as goggles and face shield fitted to the hard hat	2	C	2C
	Falling of the drill	Damage to equipment or serious injuries to people	3	D	3D	Use tie rope to secure drill to structure not person	2	C	2C
	Failure to secure	Will result in material to be drilled to move and allow bit to break Serious Injuries to persons and or property damage	4	C	4C	Ensure that loose material are properly secured using G- Clamp, vice grip, welding or vice, do not secure by hand or foot.	2	B	2B
	Forcing the drill onto the material to be drilled, clean shavings by hand, lose clothing	Drill bit can get trapped or stuck in the material and shatter, cuts or burns by sharp and hot shavings, lose clothing caught in moving parts.	4	C	4C	Ensure the correct use of a drill and allow only trained person to use the drill. Use cutting oil if required ensure container contents clearly identified, Only clear shavings by means of brush while wearing leather gloves, take note surface and shavings will be hot, keep clear and allow to cool down, no lose clothing to be worn while drilling.	2	C	2C
Failure to report any defects	Fellow employees use defective grinder	3	B	3B	Ensure to report the defect and log the defect in the Register	2	B	2B	
Housekeeping	• Walkways obstructed. Signage lying around and causing a trip and fall Hazard	• may cause first aid injuries and or medical treaded injuries.	2	C	2C	All walkways to be clear of obstructions. Any employee entering the area must be aware of the implication of the hazards. Walkways will be maintained a meter (where Possible) apart from each other to prevent any person from slipping or falling. Signage to be stored neatly on top of each other.	1	A	1A