

# THENJIWE SUPPLIES & REPAIRS

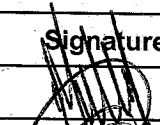

Reference Number	TSR/PROC/002
Implementation Date	03.12.2018
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## RISK ASSESSMENT PROCEDURE



**THENJIWE**  
SUPPLIES & REPAIRS

## RISK ASSESSMENT PROCEDURE

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### 1. PURPOSE

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The purpose of this procedure is for the ongoing identification of hazards, the assessment of the level of risk associated with worker exposure to the hazards and the implementation of control measures to eliminate or minimise the level of risk to tolerable levels of exposure.

### 2. SCOPE

**THENJIWE SUPPLIES & REPAIRS** shall include all routine and non-routine activities of all persons having access to the workplace and processes under the control of **THENJIWE SUPPLIES & REPAIRS**. Where working on projects and Clients request to use their System, their system shall take preference if the system meets all the requirements set out in this documented procedure

### 3. EXEMPTIONS

No exemptions shall be accepted apart from working on clients Risk assessment methodology.

### 4. RESPONSIBILITIES & IMPLEMENTATION

#### RISK ASSESSMENT TEAM

The risk assessment teams shall be responsible for conducting on-site assessments for each area of work, to identify potential hazards and the associated risks which may require the implementation of control measures to eliminate or reduce the level of exposure to employees.

The teams will consist of:

- **HIRA Practitioner**  
Will ensure that all identified hazards identified are evaluated in terms of this methodology.
- **Artisans**  
Will provide in-depth information on all process within his/her duties and responsibilities.
- **Supervisors**  
Will provide in-depth information on all process within the company and provide access to all areas, required documentation and information within the company.
- **Legal Consultant**  
Legal consultant shall provide legal guidance throughout the evaluation of the Hazards and develop a Legal register.

### 5. ABBREVIATIONS

**HIRA;**  
Hazard Identification and Risk Assessment.

**PPE**  
Personal Protective Equipment

**SWP**  
Safe working procedure

### 6. DEFINITIONS

#### Acceptable level of risk;

Risk that has been reduced to a level that can be tolerated, having regard to its legal obligations and its own Occupational Health and Safety protection policies and objectives.

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### **Corrective Action**

Identified actions or plan of action to correct sub-standard performances.

### **Danger**

Anything, which may or can cause injury or damage to persons or property.

### **Incident**

Is an unplanned, undesired event that will result in or could have resulted in injury, illness, damage, product loss, and interruption of work or has a detrimental impacted on the environment?

### **Hazard;**

A source of or exposure to danger.

### **Hazard identification;**

Process of recognizing that a hazard exists and defining its characteristics

### **HIRA Register;**

This is a register to identify all tasks, equipment, material and processes which the Company is involved with and to evaluate the risks involved.

### **Risk;**

The probability and exposure that an injury or damage will occur.

### **Risk assessment;**

Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.

### **Residual Risk**

Exposure to loss remaining after other known risks have been countered, factored in, or eliminated.

### **PPE;**

Personal Protective Equipment (PPE): Equipment that is provided to employees to assist them to control the risks attached to the task that they are required to carry out.

### **PPE Assessment;**

An evaluation of the workplace and the tasks that have to be carried out in order to establish whether the use of PPE would reduce and control the risk attached

### **Safe;**

Free from any hazards.

### **Method Statement;**

Documented instructions identifying a systematic procedure of performing an activity which when followed will lessen the likelihood of injury, illness and damage to property; may include work instructions.

### **Tolerable Risk;**

Risk that has been reduced to a level that can be endured by the organization having regard to its legal obligation and its own OH&S policy.

### **SWP's Safe Work Procedures;**

SWP's are operating procedures to ensure the employees are trained in the safe working and shall be conducted where there is no formal training which can be conducted and where tasks are critical or high when evaluated.

**Baseline / HIRA** is an overall register of potential Hazards and Risks associated with common tasks, activities, processes and equipment used. This document is generic and needs to be made site specific

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for each project by the Risk assessment team on site.

**Issue Based Risk Assessments** are in depth Risks assessment of the identified processes, tasks, activities and equipment used and is aimed at ensuring each risk is properly eliminated or mitigated.

**Continuous Risk Assessments** are checklists, registers, Daily Safe Task Instruction, Toolbox Talks, Awareness campaigns, Inspections, Audits, Accident / Incident / NCR investigations to ensure all risks are monitored and continuously evaluated for effectiveness.

## 7. GENERAL

Not applicable.

## 8. PROCEDURE

### 8.1 HIRA RISK ASSESSMENT REGISTER

A catalogue of hazards identified per area of activity is compiled and recorded on the Hazard Identification and Risk Assessment Register. Hazards would be related to both task/activity and product. The following sources of hazards would be considered:

- **Inventory of raw materials**

The purpose of an inventory is to identify and control significant and potential exposures to hazardous raw materials accepted onto or used at the premises. An inventory of all raw materials is kept by the stores along with the Material Safety Data Sheets from suppliers. The stores control procedure will involve signing of material in and out to keep an updated inventory of material on site.

Incoming material is also checked by site safety to verify that it is in a safe and useable condition. The material safety data sheets provide critical information to site safety and the storeman on the potential hazards; control measures such as first aid or fire-fighting; exposure controls and personal protection; material properties; disposal considerations; transport information and regulatory details.

**The following will be considered as per the above hazard:**

- Chemical, toxic, corrosive, flammable or explosive
- Dusts, irritation, respirable
- Solids, heavy, wet, awkward to handle
- Cleaning materials

- **Inventory of machinery/ tools and equipment**

Consider all equipment used directly or indirectly within the construction process. Consider hazards from;

- Fixed machine energy
- Hand held powered tools
- Electrical energy
- Thermal and acoustical hazards
- Compressed air or gases

- **Inventory of tasks**

The above hazards related to materials and machinery/tools and equipment could give rise to:

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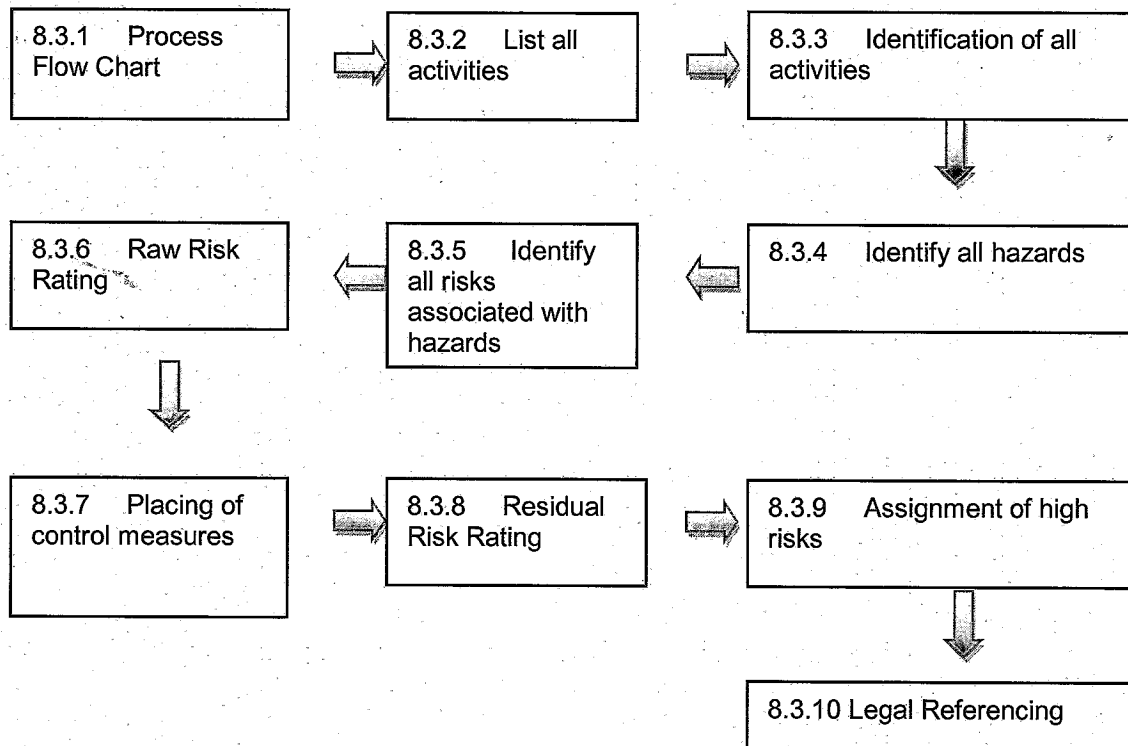
- Slips, trips and falls
- Struck by – falling/flying objects
- Caught between moving objects
- Inhalation of dusts, fumes or vapours
- Exposure to, caustic, corrosive or irritation causing substances
- Routine and Non-Routine work

### 8.2 SAFETY EFFECTS

After completion of the inventories the source of hazards must be analysed to determine the effect and significance of this hazard.

- Any control measures that are already in place, e.g. Machine guards, permits to work and protective clothing will not be taken into account unless they address the risk at source thus making the hazard less dangerous without factors such as human error, wilful removal or neglect affecting the hazard.
- Regard past incidents to determine factors such as severity, likelihood and frequency of exposures to hazards.
- Consider company, national and international incident frequency rates to determine likelihood and frequency of exposures.
- Record all control measures currently in place, such as engineering controls, personal protective equipment, or training. Successful implementation of these control measures will determine if adequate controls are available.

### 8.3 HIRA Flow Chart



#### 8.3.1 Process Flow Chart

The first step of conducting the HIRA a process flow chart shall be developed by the process owner. The process flow chart shall consist of all activities for the specified job/work to be conducted. The process flow chart shall include the following:

- Input
- Activity

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- Output

### Input

Under the input section on the process flow chart all items used to conduct the activity shall be listed.

### Activity

All steps related to the task at hand shall be listed under the activity section.

### Output

Output shall be the result of each step mentioned within the activity section.

#### 8.3.2 List all activities

All activities identified on the process flow chart under the activity section shall automatically form part under the activity heading on the HIRA.

#### 8.3.3 Identification of all activities

All activities shall be numbered in line with each unique departmental number as per Document and Data Control Procedure.

#### 8.3.4 Identify all hazards

The risk assessment team shall consist of the following members:

- HOD
- Risk Assessor
- Supervisor
- Employees

The risk assessment team shall identify all hazards associated with the activity.

#### 8.3.5 Identify all risks associated with hazards

The risk assessment team shall identify each hazard associated with each step of the activity to ensure that all activities are accurately evaluated.

#### 8.3.6 Raw Risk Rating

Raw risk rating is the first calculation of the HIRA before any controls have been put in place to evaluate whether the risks are low, medium, significant or high risk.

The risk rating consists of 2 sections namely consequence and increasing probability.

### Potential

Potential is an act or instance of something as an effect, result, or outcome of activities occurring.

Potential is furthermore broken up into 2 sections, employees and environment as indicated on the table below. Potential as indicated on the risk matrix shall be numbered from 1 to 5;

#### Employees:

- 1 – Slight Health effect/Injury
- 2 – Minor Health effect/injury
- 3 – Major Health effect/injury
- 4 – Fatality
- 5 – Multiple fatalities

#### Increasing Probability

Increasing probability is the likelihood of an incident occurring from the risks identified on the HIRA as indicated as per the matrix below. Increasing probability as indicated on the risk matrix shall be numbered from A to E;

- A – Never heard of in industry
- B – Heard of the in the industry

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- C – Has happened in the organization or more that once per year in industry
- D – Has happened at the location or more than once in the organization
- E – Has happened more than once per year at the location

POTENTIAL		INCREASING PROBABILITY				
		A	B	C	D	E
Employees		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	1A	1B	1C	1D	1E
2	Minor Health effect / Injury	2A	2B	2C Low Risk	2D	2E
3	Major Health effect / Injury	3A	3B	3C Medium Risk	3D	3E
4	Fatality	4A	4B	4C	4D High Risk	4E
5	More than 3 fatalities	5A	5B	5C Significant	5D	5E

### Consequence

Consequence is the result of the potential and probability meeting each other on the matrix (⇒ ↓)

### Low Risk

Low risks as identified through the blue section on the matrix must be controlled through the control section as indicated on the HIRA and shall not require SOP's / SWP's to be conducted.

### Medium Risk

Medium risks as identified through the yellow section on the matrix shall require each department to develop their own SOP's / SWP's for the specific task at hand as indicated through the HIRA.

### Significant Risk

Significant risks as identified through the orange section on the matrix shall require each department to develop their own SOP's / SWP's for the specific task at hand as indicated through the HIRA and the task shall be assigned to the supervisor whom shall be present at all times during the task.

### High Risk

High risks as identified through the red section on the matrix shall require each department to develop their own SOP's / SWP's for the specific task at hand as indicated through the HIRA and the task shall be assigned to the supervisor whom shall be present at all times during the task. A separate risk assessment shall be conducted and communicated prior to the activity being done.

### 8.3.7 Placing of control measures

Note all current control measures in place to determine levels that the assessed hazards are reduced. Only where the control adequately addresses the risk at source, that is to reduce the level of exposure, is it considered to reduce the effect of the hazard. Where the level of control is dependent on human behaviour, maintenance or service levels then the level of the hazard may not reduce.



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### Elimination

All risks identified shall first be evaluated to see if the elimination of the risk is possible.

### Substitution

Could the risk not be eliminated a substitution should be put in place to prevent the severity of the risk.

### Engineering controls

Physical controls should include;

- Visible and audible alarms
- Design considerations
- Fixed and interlocked guards
- Ventilation and lighting systems

### Administrative controls Include;

- Maintenance schedules
- Operator certification
- Permit and lock out systems
- Codes of practice and design standards
- Safe Work Procedures
- Medical surveillance and employee rotation

### Appropriate Personal Protective Equipment (PPE)

Take existing equipment that is available into consideration;

- Suitability of the equipment, assess against equipment standards e.g.; SABS and BSI
- On the job usage of PPE - Levels of compliance.
- Employee acceptance of existing PPE.

It is the policy of **THENJIWE SUPPLIES & REPAIRS** to provide a place of employment, free from recognized hazards that cause or are likely to cause death or physical harm to employees or the public. PPE shall be specified, appropriate to the hazard, only after engineering practices, administrative practices, and safe work practices have been implemented to control the hazard(s).

The use of PPE to eliminate injuries is an important component of the **THENJIWE SUPPLIES & REPAIRS** health and safety program. PPE includes all clothing and accessories designed to create a barrier against workplace hazards.

It is the responsibility of **THENJIWE SUPPLIES & REPAIRS** to ensure that the correct PPE is available for employees to do their job and that they understand **WHY** they have to use it and **HOW** to use it safely.

### The assessments must take into account the following for comprehensive identification of training needs:

- Activities involved
- Potential hazards
- Level of risk
- Possible effects
- PPE
- Training intervals

### Training on PPE

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Training is required on all PPE provided prior to the commencement of on-site activities. The following areas need to be covered during such training:

- What PPE is required for the particular tasks?
- When is it necessary to use the PPE provided?
- How do you adjust and wear your PPE?
- What are the limitations of the PPE?
- The proper care, decontamination and maintenance of PPE
- The proper disposal of the PPE

#### **Additional training will be needed when:**

Changes occur in the duties of the employee requiring different PPE

Changes in the type of PPE used, possibly as a result of an incident or accident indicating an inadequacy of the PPE

An incident or accident has occurred which indicates the affected employee has not retained the training on the proper use of the PPE.

The employee is observed incorrectly using the assigned PPE.

A training certificate must be kept for each employee in the SHE File as evidence.

#### **8.3.8 Tolerable Risk Rating**

Step 6 to be repeated to evaluate whether the control measures has reduced the risk rating.

#### **8.3.9 Assignment of High Risks**

All significant and high risks as identified through the matrix shall be assigned to the various process supervisors to supervise throughout the completion of task at hand.

#### **8.3.10 Legal Referencing**

Where applicable each step associated with the legislation shall be referenced accordingly.

#### **8.4 Planned Task Observations (PTO's)**

PTO's shall be conducted on all new staff members, contractors and in any change of management. PTO's to be conducted on all employees once every 3 months.

#### **PTO's can be done in 2 ways:**

##### **Scheduled PTO**

Scheduled PTO's are done whereby the employee knows of the observation done on them. This can show out any faults directly to the employee as the observer discusses the operational procedure with the employee during the whole observation.

##### **Unscheduled PTO**

This is done without the employee knowing of the observation. This is done in this matter to ensure the employees conduct the work safely at all times in accordance with the Risk Assessment and associated procedures.

All PTO's must be discussed with the employee after the observation and all shortfalls must be actioned. Proof of PTO's must be kept in the departmental SHE file.

#### **8.5 Change of Management**

Planned or new developments or major modifications will be carried out in accordance with documentation of **THENJIWE SUPPLIES & REPAIRS** who will be responsible for the required HIRA. Minor modifications will be carried out within the Continuous Improvement Process wherein the necessary flagging of SHE risks will get early attention.

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### 8.6 Risk Assessment Monitoring

**THENJIWE SUPPLIES & REPAIRS** employs a very active approach towards risk assessments by creating a HIRA Document specific to each section of an entity. The risk assessments are considered as "live documents" and must be monitored, reviewed and analysed on a continual basis by a qualified risk practitioner.

### 9. RECORDS

Not applicable.

### 10. REFERENCE

ISO 31000:2009  
Occupational Health and Safety Act 85 of 1993  
Construction Regulation 2014

### 11. SUPPORTING DOCUMENTS

Document Name
Health, Safety and Environmental Risk Analysis
SWP Register
PTO

### 12. APPENDICES

Not applicable.