

## Baseline Risk Assessment SARS ORTIA WAREHOUSE



	CATEGORY	RISK IDENTIFICATION			INITIAL RISK RATING <i>(Risk rated based on effectiveness of current controls at the time of the initial risk assessment)</i>		
#	Hazard Description	Potential injury/damage	Persons at Risk	Current Preventative and Protective Measures	Severity	Likelihood	RISK RATING
1	Slip, trips and falls	Staff, visitors and contractors may be injured (e.g. cuts, bruising, sprains, fracture, puncture wound) if they trip over objects or slip on spillage	Employees, visitors, contractors	Safety Inspections and maintenance arrangements General good housekeeping All areas well lit, including stairs Offices cleaned by Domestic Services staff Protective non-slip footwear supplied and worn. Cabinet doors and drawers kept closed when not in use	H	5	High
2	Manual handling of paper, office equipment etc.	Staff risk injuries or back pain from handling heavy/bulky object e.g. deliveries of office paper, equipment	Employees, contractors	H&S Policy	M	3	Medium
		Falling from any height can cause bruising and fractures.	Employees, contractors	H&S Policy General good housekeeping	H	5	High

3	Working at Heights			Safety Inspections and maintenance arrangements			
		Staff or contractors could suffer severe or fatal injuries if they fell while changing light bulbs in the high ceiling.	Employees, contractors	Train maintenance worker to check cage is in good condition and properly secured before each use.	H	5	High
		Staff or contractor could suffer severe or fatal injuries falling through fragile roof when looking for leaks or repairing them	Employees, contractors	Require contractor to provide an assessment before access is allowed if any roof work is required. Put up 'fragile roof' signs, one on each side of the building and at access points to roof.	H	5	High
		Staff or contractors could suffer severe or fatal injuries in they fell while climbing racking, ladders etc.	Employees, contractors	Risk Assessment are done, regular inspections are conducted. Inductions to be conducted.	H	5	High
4	Display Screen Equipment	Employee risk posture problems and pain, discomfort or injuries,e.g. to their arms, hands, from overuse or improper use or from poorly designed workstations or work environment. Headaches or sore eyes can also occur, e.g. poor lighting	Employees, contractors, Visitors	Ergonomic Assessment conducted	L	1	Low

5	Electrical	Electrical shocks or burns from using faulty electrical equipment, overloading of sockets. Electrical faults can also lead to fires	Employees, visitors, contractors	Electrical COC to be received after any work is conducted on Electrical cabling. Inspection conducted on a regular basis	H	5	High
6	Fire	If trapped, staff, visitors, contractors could suffer fatal injuries from smoke inhalation/burns.	Employees, visitors, contractors	Risk Assessment are done, regular inspections are conducted	L	2	Low
7	Walking between buildings of the facility	Uneven surface, slippery surfaces. Not paying attention, use of cellphone while walking, use of inappropriate foot wear, not holding onto hand rails, distraction	Employees, visitors, contractors	General good housekeeping	M	3	Medium
8	Using of Hot Water	Reckless or negligent handling and application of hot water and hazardous substances causing the substance to splash on a person i.e. burns	Employees, visitors, contractors	General good housekeeping	L	2	Low
9	General ventilation and extraction	Poor Ventilation	Employees, visitors, contractors	Safety Inspections and maintenance arrangements	L	2	Low
10	Stacking & Storage	Imporoper stacking and storage	Employees, Contractors	Housekeeping Regular Inspections	L	2	Low
11	Responding to an Emergency evacuaiton drill	Inappropriate response to immediate danger	Employees, visitors, contractors	Regular Evacuation Drill Practices	M	3	Medium
12	Using of ablution and toilet facilities	Poor Hygiene	Employees, visitors, contractors	More regular cleaning of toilets and bathrooms by cleaning contractor, using of antibacterial soap.	L	1	Low

13	Working on Site	Insects, Bees, snakes,	Employees, visitors, contractors	Pest Control Maintenance Arrangement in place	L	1	Low
14	Exposure to glare and sunlight	Damage to eyes, impaired vision, headache	Employees, visitors, contractors	Risk Assessment are done, regular inspections are conducted	L	2	Low
15	Incident Reporting	Employees not reporting incidents,	Employees, visitors, contractors	H&S Policy	M	3	Medium
16	Untrained personnel	No training competency checks done. Forgery of competency certificates. Lack of supervision	Employees, Visitors, Contractors	Regular inspections	M	3	Medium
17	First aider injures or infects themselves	Fatigue -poor training -lack of experience -failure to identify hazard, failure to use PPE	Employees, visitors, contractors	Only certified trainers to be used, Use of PPE. Individuals to be aware of their status regarding allergies and inform rest of group	L	1	Low
18	Operation of fork lifts	<div>Serious injuries or fatalities can be caused by:</div> <div>a) the vehicle crashing into other vehicles and/or other objects</div> <div>b) staff and visitors being hit by forklift</div>	Employees, contractors	<div>Daily inspections to be conducted</div> <div>separate pedestrian entrance(s) with protective barriers rail to be provided next to roller-shutter doors</div> <div>Housekeeping standards and floor condition to be covered by a monthly inspection by manager and brief record kept</div>	H	5	High

		c) objects falling from forklift onto staff and visitors d) forklifts toppling over e) people falling from the forklift f) being crushed by the mast		Strict requirement that only competent drivers may operate forklifts to explained to all staff. Disciplinary action to be taken against anyone involved in breaking this rule			
19	Hazardous substances	Vehicle exhaust fumes may irritate eyes, cause respiratory irritation Bleach and cleaning fluids may irritate cleaner's, contractors skins, or vapour cause eye irritation breating difficulties	Staff, contractors	Only few vehicles delivering os exposure is limited, which prevents build-up fumes Drivers not allowed to leave engines running Roller shutter doors and windows kept open, to assist ventilation Personal protective equipment to be used	M M M M	3 3 3 3	Medium Medium Medium Medium

		Recharging of forklift truck batteries - potential explosion through release of hydrogen, spillage of acid.		Batteries charged in designated bay that is well ventilated. Safe system of work used which includes provision and use of personal protective equipment (goggles and gloves) Potential sources of ignition controlled	M	3	Medium
20	Lighting	Poor lighting is likely to result in higher levels of work error and accidents	Staff, Contractors & visitors	Good quality lighting provided throughout the warehouse	L	1	Low
				Stacking of materials in warehouse on top of racking is restricted to avoid blocking light and creating shadows	L	1	Low
				Inspections to be conducted to check that light units are operating and are replaced by electrician when necessary	L	1	Low
				Floodlighting in the external area.	L	1	Low

## LIKELIHOOD AND CONSEQUENCE DESCRIPTORS FOR RISK ASSESSMENTS

Likelihood	Rating	Criteria	Probability
Almost certain	5	It is expected to happen. Will certainly happen this fiscal year or during the three year period of the Service Plan.	80% to 100% or once a year or more frequently
Likely	4	We expect it to happen. It would be surprising if this did not happen.	61% to 79% or once every 3 yrs
Possible	3	Just as likely to happen as not. We don't expect it to happen, but there is a chance.	40% to 60% or once every 5 yrs
Unlikely	2	Not anticipated. We won't worry about it happening.	11% to 39% or once every 15 years
Almost certain not to happen	1	It would be surprising if this happened. There would have to be a combination of unlikely events for it to happen.	0 to 10% or once every 25 yrs

Consequence	Rating	Criteria / Examples
Catastrophic	5	<ul style="list-style-type: none"> <li>- Major problem from which there is no recovery.</li> <li>- Significant damage to ministry credibility or integrity.</li> <li>- Complete loss of ability to deliver a critical program.</li> </ul>
Major	4	<ul style="list-style-type: none"> <li>- Event that requires a major realignment of how service is delivered.</li> <li>- Significant event which has a long recovery period.</li> <li>- Failure to deliver a major political commitment.</li> </ul>
Moderate	3	<ul style="list-style-type: none"> <li>- Recovery from the event requires cooperation across departments.</li> <li>- May generate media attention.</li> </ul>
Minor	2	<ul style="list-style-type: none"> <li>- Can be dealt with at a department level but requires Executive notification.</li> <li>- Delay in funding or change in funding criteria.</li> <li>- Stakeholder or client would take note.</li> </ul>
Insignificant	1	<ul style="list-style-type: none"> <li>- Can be dealt with internally at the branch level.</li> <li>- No escalation of the issue required.</li> <li>- No media attention.</li> <li>- No or manageable stakeholder or client interest.</li> </ul>

### Risk Rating Matrix

5	LOW	MED	HIGH	EXT	EXT
4	LOW	MED	HIGH	HIGH	EXT
3	LOW	MED	MED	HIGH	HIGH
2	LOW	LOW	MED	MED	MED
1	LOW	LOW	LOW	LOW	LOW
LIKELIHOOD	1	2	3	4	5
CONSEQUENCE					

L x C

Score 0 - 5 = Low

Score 6 - 10 = Medium

Score 12 - 16 = High

Score 20 - 25 = Extreme