Company Name:	XYZ	Prepared by:	
Functional Area/SOW:	installation of a new Air conditioning system	Approved by:	

S/N	What are the hazards?	Who might be harmed and how?	Risk Rating			Existing Controls	What further action is necessary?	Residual Risk			Action by
			P	S	R			P	S	R	
1	Falling from height	Serious or even fatal injury could occur if an operator falls from a height. Others working below are also at risk.	5	5	25	Sufficient Step-Ups to be available, all-in good condition. Where required platforms, with guardrails to be used.	• Where required platforms, with guardrails to be used. • Conduct a PEP talk before loading/unloading. • Proper supervision • Use of safety boots and hard hats	1	5	5	Project Manager/ Engineer Project Supervisor QHSE Officer
2	Slips and trips.	All operators, and tradesmen nearby, may suffer sprains, bruising or fractures if they trip over objects, such as work debris, or slip-on spillages.	5	3	15	All operators wear safety boots – 'no boots, no job' policy. Good housekeeping, e.g., debris put in a skip, brush available to use to keep the work area clear. All trailing cables in the work area were hung up or otherwise kept out of harm's way. Safe route to job agreed with site manager based on on-site health and safety plan.	• All operators wear safety boots – 'no boots, no job' policy. Good housekeeping, e.g., debris • put in a skip, brush available to use to keep the work area clear. • All trailing cables in the work area were hung up or otherwise kept out of harm's way. • Safe route to job agreed with site manager based on on-site health and safety plan. • Manager to check on-site housekeeping during visits.	1	3	3	Project Manager/ Engineer Project Supervisor QHSE Officer

							Include in site induction before beginning work on day one.				
3	Fire/explosion	All operatives in the vicinity could suffer from smoke inhalation or burns.	3	5	15	Suitable fire extinguisher kept in the site office and welfare block. Good housekeeping is monitored by the supervisor.	• Suitable fire extinguisher kept in the site office and welfare block. • Good housekeeping is monitored by the supervisor. • Supervisor to brief all workers on the first day on emergency arrangements agreed with the principal contractor.	1	5	5	Project Manager/ Engineer Project Supervisor QHSE Officer
4	Manual handling	Operators risk injury, particularly to the back, from lifting and handling heavy or awkward objects, e.g., Pipe sections.	5	4	20	Where possible, mechanical means to be used to transport materials. Where the movement requires short distances, operatives will use barrows or where this risk is the minimal passage of materials between numbers of operatives. All materials will be below the recommended guidelines for manual handling lifting the weight of 25kg.	• Where possible, mechanical means to be used to transport materials. • Where the movement requires short distances, operatives will use barrows or where this risk is the minimal passage of materials between numbers of operatives. • All materials will be below the recommended guidelines for manual handling lifting the weight of 25kg. • Remind operatives of the safe system of work at site induction.	1	4	4	Project Manager/ Engineer Project Supervisor QHSE Officer

5	Hot works	Operators and nearby tradesmen are at risk from burns/fire.	3	4	12	Hot works areas are to be cleared of any debris, fire extinguishers are to be always kept close, and fire blankets used where needed. Hot works permits will be in place and hot works guidelines will be adhered to. Smoke alarms are to be isolated locally.	• All hot works areas are to be cleared of any debris, fire extinguishers are to be always kept close, and fire blankets used where needed. Hot works permits will be in place and hot works guidelines will be adhered to. Smoke alarms are to be isolated locally. Firewatcher is to be appointed who will check for smouldering material for no less than 1 hour after hot work is completed	1	4	4	Project Manager/ Engineer Project Supervisor QHSE Officer
6	Use of hand tools – Injuries to hands, feet, body, and eyes	Operatives could suffer injuries when using hand tools.	3	4	12	Management monitor tools for deterioration through use. Tools to be replaced when necessary. Operatives were instructed on the correct method of use and maintenance requirements at induction. Suitable eye protection is to be provided whenever there is a risk of flying objects or pieces of the tool breaking off.	• Management monitor tools for deterioration through use. Tools to be replaced when necessary. • Operatives were instructed on the correct method of use and maintenance requirements at induction. • Suitable eye protection is to be provided whenever there is a risk of flying objects or pieces of the tool breaking off. • Sharp tools to remain sheathed when not in use.	1	4	4	Project Manager/ Engineer Project Supervisor QHSE Officer
7	Electricity	Operatives and others risk potentially fatal injuries if they	4	5	20	Site manager to supply 110 v temporary supplies.	• A pre-use check is conducted by users.	1	5	5	Project Manager/ Engineer

		receive a shock from faulty electrical equipment.				The staff know to check all cables, leads etc. of all powered tools/ equipment before use, and to report all faults to their supervisor.	• All electrical equipment brought to the site must have been electrically tested. • Ensure that workers know how to use the electrical equipment safely. • Ensure there are no trailing cables that can cause people to trip or fall. • Stop using the equipment immediately if it appears faulty – have it checked by a competent person. • Consider using a residual current device				Project Supervisor QHSE Officer
8	Welfare	Good welfare facilities reduce the risk of dermatitis, help with good hygiene etc.	4	3	12	Agreement with site manager that staff may use site welfare facilities – toilets, washing facilities with hot and cold water and mess room/kitchen.	• Careful location • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. • Leads length and rated high enough for the job. • Use of cable covers where cables are a trip hazard. • Use one adaptor per socket only, adaptors should not be plugged into adaptors	1	5	5	

OSH Risk Matrix

Persons at Risk	**Probability**		**Severity**		**5**	**4**	**3**	**2**	**1**	
					L.	Pr.	Po.	R.	Imp.	**1-6 Acceptable**
P – Public	Likely (L.)	5	5	C	**25**	**20**	**15**	**10**	**5**	
E – Employee	Probable (Pr.)	4	4	Ma	**20**	**16**	**12**	**8**	**4**	
C – Contractor	Possible (Po.)	3	3	R	**15**	**12**	**9**	**6**	**3**	**8-25 Not Acceptable**
V – Visitor	Remote (R.)	2	2	S	**10**	**8**	**6**	**4**	**2**	
	Improbable (I.)	1	1	Mi	**5**	**4**	**3**	**2**	**1**	

***P=Probability | S=Severity | R=Risk**

PROBABILITY =	Likely (5)	Probable (4)	Possible (3)	Remote (2)	Improbable (1)
SEVERITY =	Catastrophic (5)	Major (4)	Reportable (3)	Serious (2)	Minor (1) RISK = PROBABILITY x SEVERITY

* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

	Name	**Date:**	**Signature**
Project Manager:			

Project Engineer:			
QHSE Officer:			