

RISK ASSESSMENT

Document No:	COR-OHS-TAF-002-001
Revision No:	09
Effective Date:	20-Jul-2020

Assessment Type	Health / Safety / Environment / Quality	Location	OSC, Saudi Arabia
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Ref No.	EFS-002
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Description of Work	Carpet Cleaning (Vacuum & Shampoo)	Prepared by	HSEQ Officer	Date	26-Jul-2020
		Reviewed by	Facility Account Manager	Date	26-Jul-2020

Risk Matrix						Risk Value legend – (Risk Level)	
Severity	Likelihood (L)					Severity X Likelihood = Risk Level	Risk Level
	Very Unlikely (1)	Unlikely (2)	Moderate (3)	Likely (4)	Very Likely (5)		
Fatalities (5)	5	10	15	20	25	Low	1-3
Major (4)	4	8	12	16	20	Medium	4-6
Serious (3)	3	6	9	12	15	High	8-12
Minor (2)	2	4	6	8	10	Extreme Risk	15-25
Negligible (1)	1	2	3	4	5		

No.	Hazards Identified	Who might be at harm and how	Present Risk Level				What else needs to be done to manage the risk? (Additional Controls)	Residual Risk Level			
			SE V	LI K	PR L	Risk		SEV	LIK	RSL	Risk
1.	Vacuum Cleaner	EFS Staff, operator others in vicinity, <ul style="list-style-type: none"> Electricity Ergonomics Slips/trips/falls Other (dust) 	3	3	9	High	<ul style="list-style-type: none"> All the equipment/Machines are subject to initial inspections and checks. All maintenance records to be monitored and maintained by competent person Ensure all electrical connections are safeguarded and adequate Electrical Appliances (Vacuum Cleaners, Electrical Extension cords) are PAT tested Cleaning staff to report any unsafe conditions to supervisor These conditions can be badly damaged carpets/floors, excessive wear to carpets, floors and vandalised equipment. Staff to ensure that the hard-shiny surface is dry and appropriate safety footwear is worn. 	3	1	3	Low

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							<ul style="list-style-type: none"> Machine provided must be the right machine for the job. Before any cleaning operation is undertaken the operator must be proven to be competent in controlling & trained in the safe use of machines. Any defect or electrical problem must be reported Personal Protection Equipment must be worn. Use warning signs. Barricade the cleaning area (if required). 				
2	Ergonomics	The use of the vacuum cleaner may involve repetitive body movements and awkward positions.	3	3	9	High	<ul style="list-style-type: none"> Take regular breaks if the task entails long duration time. Undertake task during times of low pedestrian traffic. (e.g. service hours). 	3	1	3	Low
3	Slip/Trip/Fall	Staff and others in vicinity. The electrical cord may introduce a slip trip or fall hazard to the work environment. Wet floors or object in work site may pose a slip, trip or fall hazard	3	3	9	High	<ul style="list-style-type: none"> Operator to inspect work environment for hazards prior to commencing work. Operator to ensure electric lead is appropriately placed to avoid creating a trip hazard. Undertake task during times of low pedestrian traffic. (e.g. outside school hours). 	3	1	3	Low
4.	Use of Chemicals- Carpet Shampoo	Staff and others in vicinity could be affected by exposure to chemical vapors when handling &	4	3	12	High	<ul style="list-style-type: none"> Only Client approved chemicals will be used for all cleaning activities. All chemicals are listed in hazardous substance register prepared for SLB. COSHH Register to be communicated to each staff. Avoid inhalation of vapours or dust, employ 	3	1	3	Low

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		diluting harmful chemicals						<p>sufficient ventilation to dilute vapours, refer & follow to COSHH/MSDS recommendations. Arrange forced ventilation where necessary, respiratory protection to be used as per MSDS specifications. Employee health surveillance program to be implemented. Job Specific PPE to be provided e.g. chemical resistant gloves, splash proof eye gear, N 95 mask, safety shoes etc</p> <ul style="list-style-type: none"> • Hand wash after each use to be done as per Hand hygiene procedure • Do not store food near chemicals • All staff must undergo pre job safety briefing and job specific SOP. • Provision of Spill kit is mandatory to avoid minor or major spillage and damage to environment. • Secondary Containment to be provided for large quantity of chemicals stored 				
5.	Work Environment	Staff and others in vicinity affected by work environment, Wet floor, uneven surfaces, in adequate lighting etc	3	3	9	High	<ul style="list-style-type: none"> • Caution & Warning signs to be displayed and posted on the working area for work in progress, wet floor etc. • Proper PPEs to be worn e.g. protected eye glasses, dust masks, hand gloves, safety shoes etc. 	3	1	3	Low	
6.	Training & Competency	Staff and others in vicinity- Un trained staff	2	3	6	Medium	<ul style="list-style-type: none"> • All staff must go BICSc training • All staff must be trained on the SOPs • All staff must be trained on using the tools and equipment • All staff must know the waste segregation policy at site • All staff must know the emergency procedures at site 	3	1	3	Low	
	Lack of	Staff and others					<ul style="list-style-type: none"> • Full time supervision required, tool box talk to be 					

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7.	Supervision	in vicinity could be affected by hazardous substance, Chemical burns, Environmental impact, Property damage, Injury, Disability	2	3	6	Medium	<p>given by supervisor/team leader prior to applying or start of hazardous jobs e.g. chemical works. Working in heat, etc</p> <ul style="list-style-type: none"> • MSDS to be explained to the end users in their own language. • All significant hazards to be communicated to the staff working in the area. 	3	1	3	Low
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