



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

Company Name:

Permit Type:

Work Description:

Date:

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
1	Carpentry works (include fixing of internal/external wooden elements, doors, wall panel & gypsum boards)	Injury from tools, flying nails or wooden pieces	3	3	9	Toolbox talk prior to start work. Cotton gloves, goggles, safety shoes, long-sleeve coverall & helmet are provided as Personal Protective Equipment (PPE). Use approved tools only. No home-made or damage tools allowed.
		Injury from wood working machines.	4	4	16	Only trained personnel to operate. All moving parts to be guarded. Switched off machines when not in use. PPE (gloves, safety glasses, helmet, safety shoes, & coverall) are provided. Good ventilation & lighting.
		Exposure to wood dust and wood glue/adhesive.	3	3	9	Use dust mask & work at ventilated area. Use rubber gloves while applying wood glue & follow the instruction from Material Safety Data Sheet (MSDS).
		Release of noise.	3	4	12	Machinery to be maintained properly. Inspections to be carried out. Use of earplugs.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Carpentry works (include fixing of internal/external wooden elements, doors, wall panel & gypsum boards)	Waste generation may lead to pollution & contamination.	2	3	6	Skips/bins for collection & sorting wood waste from other wastes to be provided in the area. Waste to be removed from the area to designated area before it overflows. Toolbox talk before work starts to be conducted.
2	Painting & polishing	Chemical hazards such as inhalation & exposure to paints & chemicals vapors & mists, which may cause health implications (respiratory system & eyes related).	3	3	9	Training & toolbox talk to be provided. Proper PPE for hand, foot, body & respiratory protection are provided. Chemical containers must be covered if not in use & stored in suitable chemical store.
		Paints /chemicals spillage, which may leads to soil pollution & contamination.	2	2	4	Cleaning of any excess or spilled paints/chemicals immediately. Spill kits to be provided. Paints/chemicals should be kept to minimum quantity at site, & must be stored in tight & proper containers or drums. Provision of dripping trays where applicable.
3	Grinding/cutting	Disc breaking / flying fragments caught in eye or cause injury or wounds. Flying- off sparks may cause injury or fire.	2	4	8	Carry out periodical inspection for machine, disc, extension cables & connections. Wear face shield & safety glass,



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Grinding/cutting					leather gloves, safety shoes, fire retardant clothing & safety helmet. Grinding wheels stored on hangers. Do not place machine down. Provision of fire extinguisher.
		Electric shock or burns.	3	5	15	Cable protectors to be used while crossing pathway (if no other route can not be found). Earth Leakage Circuit Breaker (ELCB) to be provided & ensure proper earthing. Operator to use gloves. Maintain follow-up & checks. Toolbox talks to be conducted before work starts.
		Vibration which may lead to white finger (Hand Arm Vibration Syndrome, HAVS)	3	4	12	Full personal protective equipment to be used at all times (i.e. gloves), breaks to be taken as & when required. Toolbox talks should be convened before work starts.
		Exposure to fumes and dust in case of paint removal which may lead to health hazards.	2	3	6	Provision of suitable respiratory protective equipment, i.e. air fed face shield or mask (with cartridge). Where necessary, work area shall be enclosed to protect other workers/vicinity or



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Grinding/cutting					barriers shall be erected around the work area to prevent access.
		Slip, trip & fall due to improper arrangement of electrical cables/leads.	2	3	6	Cables/leads shall be tied , secured & fixed properly.
4	Welding and flame cutting	Flying particles & slags may cause eyes or skin injuries. Emitted ultra-violet ray and arc will lead to eyes irritation.	3	4	12	Welders to wear full face welding mask (welding hood) with dark eye protection. Dark safety glasses for helpers. Toolbox talks should be conducted before job starts.
		Inhalation of toxic fumes & gases may lead to health implications.	3	4	12	Extractors shall be used at all times for any welding and cutting activities. Welding hood & cartridge mask should be used.
		Electric shock, or electrocution.	3	5	15	Periodical inspection for electrical welding equipment. ELCB to be provided and ensure proper earthing & testing to be conducted. Electrode holders are to be properly insulated & have no bare parts except electrode itself. Welding cables are to be connected properly.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Welding and flame cutting	Skin burns and fire	2	4	8	leather gloves & safety boot. Only trained & authorized personnel to use welding machine. Enclose welding area as possible & use fire blanket/fire extinguisher as required. Use of hot work permit. Toolbox talks should be conducted before job starts.
		Gas leakage, fire or explosion (from acetylene /propane cylinders when using flame cutting).	3	5	15	Oxygen, acetylene and/or propane cylinders shall be secured & provided with regulator & flash back arrestor. Allocation of suitable fire extinguisher.
5	Use of scaffolding and platforms (cradles)	Fall from height may lead to injury or fractures.	2	4	8	All scaffolding/platforms material to be of sound materials. Provision of edges protection & life- line. Training & toolbox talk to be conducted. Only trained scaffolders/specialists to be used on the job. Use appropriate PPE. Only certified body harnesses to be used. Use of appropriate tools.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Use of scaffolding and platforms (cradles)	Scaffolds/platforms collapsing can cause injury, fatality or damage.	2	4	8	Scaffolding/platforms to be erected as per applicable standards. Manual handling as per procedure. Continuous supervision on the job. Scaff tag system to be adopted. Provide adequate warning signs. Scaffolding/platforms to be inspected by certified inspectors prior of usage. Toolbox talks before job starts.
		Falling of materials may lead to injury or fractures.	3	4	12	Equipped with fully boarded platforms that are wide enough for the work and access. Equipped with appropriate protective measures to prevent people or objects falling from height. Guardrails and toe boards. Provided with a safe means of access.
6	Use of ladders	Fall from height may lead to injury or fractures.	3	4	12	Ladders to be tied on top & bottom. Home-made ladders are not allowed. Safe landing distance (1 meter) on the top of the ladder should be maintained. Toolbox talk about proper use of suitable ladders to be provided.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
		Electrocution when unsuitable ladder (metallic) used on electrical work.	3	5	15	Only fiber glass-made ladder or inspected wooden manufactured ladder to be used. Proper isolation of the electrical source. Toolbox talks before job commences.
7	Electrical works (installation, & maintenance).	Electrical shocks, burns or electrocution and fire.	3	5	15	Required safety equipments to be used in DBs (e.g. Breakers, ELCB). Applying work permit, lockout/tagout procedure & isolation. Provision of suitable PPE. Allocation of suitable fire extinguisher. Training and toolbox talk to be provided.
		Cuts, laceration & bruises in case of termination cables and wires.	2	3	6	Provision of suitable PPE (gloves, long-sleeve coverall. Appropriate tools should be used. Toolbox talks should be provided.
8	Working with chemicals and solvents.	Inhalation of vapors and fumes may lead to health effects (upper & lower respiratory system. Splash into eyes may lead to irritation and harm. Suffocation in case of poor ventilation	3	4	12	Suitable Personal Protective Equipment (PPE) must be worn, e.g. mask, goggles, gloves, long sleeve coverall, safety shoes. MSDS (Material Safety Data Sheet) should be obtained and read carefully. Arranging of toolbox talk before work begins.
		Exposure, contact & absorption through skin may cause burns & dermatitis	3	3	9	



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
	Working with chemicals and solvents.	Fire	2	5	10	Provision of suitable fire extinguisher close-by. Smoking in not allowed in working area.
		Leakage and spillage may lead to soil pollution	2	2	4	Cleaning of any excess or spilled chemicals immediately. Spill kits to be provided. Chemicals should be kept to minimum quantity at site, & must be stored in tight & proper containers or drums. Provision of dripping trays where applicable.
9	Plumbing, fixing toilets set and sanitary wares, ceramics and tiles.	Cuts and laceration caused by using hand tools.	2	3	6	Proper tools should be used. Suitable PPE to be provided. Toolbox talk to be conducted regularly.
		Suffocation caused by using glues, silicon and solvents.	2	4	8	Proper ventilation & provision of suitable PPE (mask, of face shield)
		Trips and falls which may lead to injury.	2	3	6	Good sorting & storing of materials. Appropriate housekeeping.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
10	Plastering	Inhalation of odors, vapors & fumes may lead to health effects (respiratory system). Splash into eyes may lead to irritation.	3	4	12	Suitable Personal Protective Equipment (PPE) must be worn, e.g. mask, goggles, gloves, safety shoes/boot, and long-sleeve coveralls. Good ventilation must be maintained. MSDS (Material Safety Data Sheet) should be obtained and read carefully. Arranging of tool box talk before work begins.
		Exposure & contact into skin may cause inflammation & dermatitis.	2	3	6	
11	Using concrete and cement mortar.	Inhalation & contact with cement & powder may cause skin dermatitis, eyes and respiratory system inflammation.	3	4	12	
		Health hazard related to the skin contact with concrete may cause skin inflammation.	2	3	6	



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

S/N	Activity	Hazard	Risk			Control Measures
			Probability (P)	Severity (S)	Risk Rating (PXS)	
12	Manual handling	Health hazards such as muscles Strains/sprains and back pain.	3	4	12	Any high risk task should be identified and mechanized. Package size must be reduced, lifting aid is used, and load is secured. Access routes shall be kept clear at all times. Suitable PPE shall be worn to protect feet, legs and hands. Toolbox talk should be conducted before work starts.
		Slips, trips & falls which may lead to injury or harm.	2	3	6	
		Fall of load which may lead to body injury or fracture.	3	4	12	
13	All activities	Generation of wastes and debris which may lead to contamination and pollution.	3	3	9	Skips/bins for collection and segregation of waste and debris must be provided in the site. Waste & debris to be removed from the site to designated approved disposal area. Toolbox talk about proper collection and segregation of waste should be conducted.



DIVISION PROCESSES & PROCEDURES MANUAL

Model of Risk Assessment

Risk Grading Matrix Risk Grading Matrix

PROBABILITY	SEVERITY				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent/Almost Certain (5)	5	10	15	20	25

15 - 25	Extreme Risk	Absolutely Unacceptably High Activity or industry should not proceed in current form
8 - 12	High Risk	Unacceptably High Activity or industry should be modified to include remedial planning and action and be subject to detailed HSE assessment
4 - 6	Moderate Risk	Acceptable but must be managed at "As Low As Reasonably Practicable" (ALARP) Activity or industry can operate subject to management and / or modification
1 - 3	Low Risk	Acceptable without required further action No action required unless escalation of risk is possible

Hierarchy of Control (Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure)

- | | |
|-----------------------------|---|
| Elimination | Eliminate the hazard. |
| Substitution | Provide an alternative that is capable of performing the same task and is safer to use. |
| Engineering Controls | Provide or construct a physical barrier or guard or technical measures |

Document No: ADM – EHSD – GL – 02	Issue No.: 04	Issue Date: 03.01.2020	Page: 11 of 12
All rights reserved. This document is the proprietary to Abu Dhabi City Municipality. This document or part of it should not be reproduced, copied, & published in any form by any means (electronic or mechanical), nor should the document be disclosed to external party without expressing written authorization from Abu Dhabi City Municipality Management Representative.			



DIVISION PROCESSES & PROCEDURES MANUAL Model of Risk Assessment

Administrative Controls

Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk.
Provide training, instruction and supervision about the hazard.

Personal Protective Equipment

Personal equipment designed to protect the individual from the hazard.

Prepared By:

Approved By:

Designation:

Designation:

Signature:

Signature:

Company's Stamp:

Document No: ADM – EHSD – GL – 02

Issue No.: 04

Issue Date: 03.01.2020

Page: 12 of 12

All rights reserved. This document is the proprietary to Abu Dhabi City Municipality. This document or part of it should not be reproduced, copied, & published in any form by any means (electronic or mechanical), nor should the document be disclosed to external party without expressing written authorization from Abu Dhabi City Municipality Management Representative.