



**Workplace Risk Assessment Standard**

**Purpose**

To identify potential hazards, analyze the likelihood of risks of possible harm or mishap that could happen if a hazard occurs in a workplace and control them to an acceptable tolerance or limit by a risk reduction method. This method shall be adopted in all works locations of HSCL.

Risk assessment is a methodical in-depth observation of your workplace to identify those activities, methods, systems, situations, processes that may cause harm, particularly to people. After identification is made, analyze and evaluate how likely and severe the risk is and take measures to eliminate or reduce the potential to harm people. Only trained and competent people will undertake the task of Risk Assessment.

**Scope**

Risk Assessment to be done for all tasks and activities in all manufacturing units, plants, offices, R&D Centres, Warehouses, Laboratories, where employees, contractors/ sub-contractors, visitors, volunteers, stake holders are engaged/ involved.

**Method:**

**Step 1: Identify the Hazards Present in tasks and activities –**

Observe activities to be risk- assessed in standard and Non-standard jobs. Standard jobs are those that are performed regularly and periodically and Non-Standard jobs are those that are done frequently or exceptional. People engaged in such jobs must be involved to strengthen the Risk Assessment process. Look out for the lurking Hazards prevailing in the activity- like:

- Physical Hazards: (slips, trips, falls body stressing, confined spaces, electricity, noise, vibration radiation, heat, cold, fire).
- Chemical Hazards: (asphyxiates, corrosives, irritants, sensitizers, carcinogens, mutagens, reactive, flammable)
- Ergonomic Hazards: (improperly adjusted workstations and chairs, frequent lifting, frequent bending, compression or contact stress, forceful exertions, poor or awkward posture, awkward movements, especially if repetitive, using too much force frequently, noise & vibration, poor illumination & insufficient rest breaks.
- Biological Hazards: (blood and other body fluids, fungi/mold, bacteria and viruses, plants, insect bites, animal and bird droppings).

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