



HSE Office Risk Assessment Template

conducted for

The Alcazar

Location

Jalan Berembang - Kg Gua, Kampung Telemin, 27100 Padang Tengku, Pahang, Malaysia

Conducted on

14 Dec 2018 04:05 PM

Prepared by

Marco Gumabaw

Completed on

14 Dec 2018 04:14 PM

Score

0/0.0 - 0.00%

Actions

#1. Kindly work on this.

Assignee: manager@thealcazar.com
Priority: MEDIUM
Due Date: 14 Dec 2018 04:06 PM
Audit: The Alcazar / 14 Dec 2018 / Marco Gumabaw
Linked to item: What further action is necessary?
Status: To Do


#2. Please remove this in service

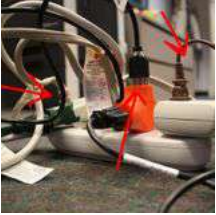

Assignee: officeadmin@thealcazar.com
Priority: MEDIUM
Due Date: 14 Dec 2018 04:10 PM
Audit: The Alcazar / 14 Dec 2018 / Marco Gumabaw
Linked to item: What further action is necessary?
Status: To Do




#3. Please inform your employees about their wrong ergonomic practices.

Assignee: manager@thealcazar.com
Priority: HIGH
Due Date: 14 Dec 2018 04:10 PM
Audit: The Alcazar / 14 Dec 2018 / Marco Gumabaw
Linked to item: Take photos (optional)
Status: To Do

Audit

Question	Response	Details
HSE Office Risk Assessment		
Click + to list hazards identified		
Hazard 1		
Please select the hazard identified	Slips and Trips	
Who might be harmed and how?	Staff and visitors may be injured if they trip over objects or slip on spillages.	
What are you already doing?	<ul style="list-style-type: none"> ■ General good housekeeping. ■ All areas well lit, including stairs. ■ No trailing leads or cables. ■ Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. ■ Offices cleaned every evening. 	
What further action is necessary?	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	
Take photos (optional)		
		
Appendix 1		
Hazard 2		
Please select the hazard identified	Electrical	
Who might be harmed and how?	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	
What are you already doing?	<ul style="list-style-type: none"> ■ Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. ■ Defective equipment taken out of use safely and promptly replaced. ■ Staff told not to bring in their own appliances, toasters, fans etc. 	

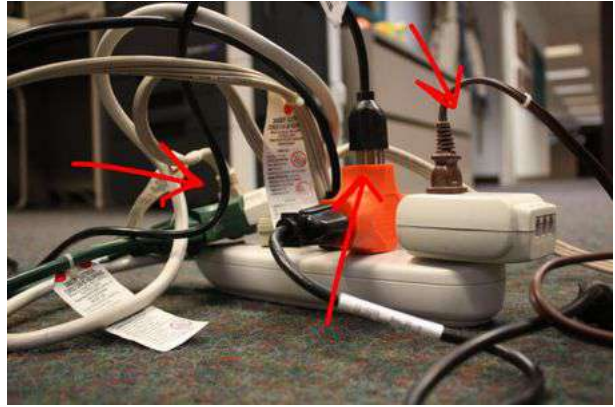
Question	Response	Details
What further action is necessary?		Confirm the system for making safe any damage to building installation electrics, eg broken light switches or sockets
Take photos (optional) <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; align-items: center;"> Appendix 2 Appendix 3 </div>		
Hazard 3		
Please select the hazard identified		Ergonomics
Who might be harmed and how?		Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.
What are you already doing?		<ul style="list-style-type: none"> ■ Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. ■ Shared workstations are assessed for all users. ■ Work planned to include regular breaks or change of activity. ■ Lighting and temperature suitably controlled. ■ Adjustable blinds at window to control natural light on screen ■ Noise levels controlled. ■ Eye tests provided for those who need them, duty holder to pay for basic spectacles specific for VDU use (or portion of the cost in other cases). ■ Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse.
What further action is necessary?		Check that identified actions from selfassessments are followed up ASAP.

Question	Response	Details	
<p>Take photos (optional)</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Appendix 4</p> </div> <div style="text-align: center;">  <p>Appendix 5</p> </div> </div>			
<p>Completion</p>			
<p>This is to confirm that all hazards identified have been mitigated and are subject for monitoring.</p>			
<p>Full Name and Signature of Inspector/Manager</p>	<p>Mark Gumabaw</p>		

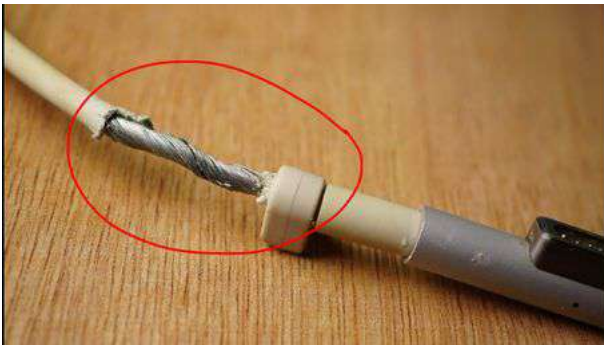
Media



Appendix 1



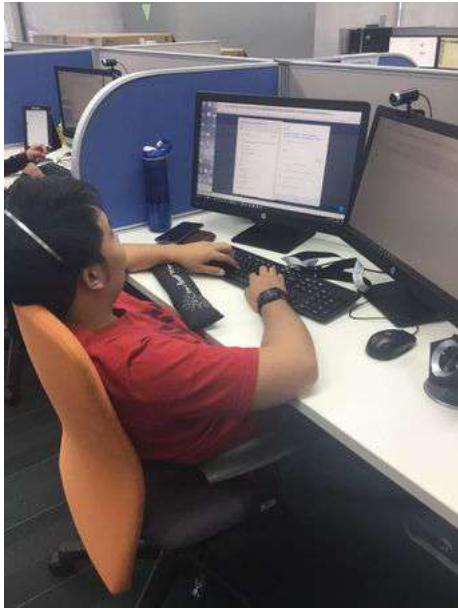
Appendix 2



Appendix 3



Appendix 4



Appendix 5