



Magic Media Inc. / Jane Smith / 07 Dec 2018

Dynamic Risk Assessment Template

Complete

Failed items	Created actions
0	0
<p>Site Magic Media Inc.</p>	
<p>Conducted on 📅 7th Dec, 2018 ⌚ 1:14 PM +08</p>	
<p>Prepared by Jane Smith</p>	
<p>Location Media One, 6796 Ayala Ave, Legazpi Village, Makati, Metro Manila, Philippines</p>	

Audit

General Details

Description of task or worksite being assessed

Site was actually clean when I arrived. I went to the pantry area for a cup of coffee and noticed an unlabeled brown bottle. I opened it and was surprised with the foul smell, so I asked Sir Diaz about it and he confirmed that it was an acid used to clean tiles in the kitchen sink.

We both proceeded to the storage room to have the bottle labeled and be kept, when we found some small containers in an open locker. Mr. Diaz confirmed these are pesticides and disinfectants, exposed and is within reach of other employees.

I also found wires laid across the floor where someone could trip and fall. I reported this too and asked for assistance from Sir Diaz.

Hazards and Risks

Are there risks? Click "Add"

Details on Risks 1

Description of observed risk

I checked the small containers and bottles laid out on the counters. I opened a few and noticed a very strong smell. I've asked one of the Facilities Team in the office and said that one of the bottle actually contained a chemical, an acid used for cleaning tiles in the kitchen sink. Same goes for the unlabeled containers that were exposed and is within reach of my co-employees. Some were poisonous, some were not - but all dangerous to one's health (ie if inhaled or accidentally added to food/drink).

Attach photos of hazard (optional)

– Photos



Photo 1



Photo 2

Identify type of hazard

Chemical

Identify risk level

High

Risk severity

Undesirable

Likelihood of risk

Very Likely

Persons at risk

All employees (including me) using the kitchen area. Facilities Team could be in danger too as they utilize the Storage Room for supplies and other kept machines.

Details on Risks 2

Description of observed risk

Wires laid out across the floor where someone could trip and fall.

Attach photos of hazard (optional)

– Photos



Photo 3



Photo 4

Identify type of hazard	Safety hazard
Identify risk level	Medium
Risk severity	Undesirable
Likelihood of risk	Very Likely
Persons at risk	Everyone in the office

Safety Systems

Department(s) involved in implementing safety

Facilities Department, Risk and Safety Team

What needs to be done?

Chemicals in bottles and containers, whatever the size, should be properly labelled and must be kept in a cabinet with a proper lock to avoid confusion or accidental usage.

Electrical wires should be stapled or be kept in mini-pipes across the floors or on walls to avoid slips and trips.

Is there a need for extra safety measures?	Yes
Identify needed measure	Other

Specify

Not a formal training per se, but maybe a quick meeting/coaching to remind everyone in the office about the proper labeling and storage of chemicals plus how to lay out electrical wires.

Estimated date of implementation

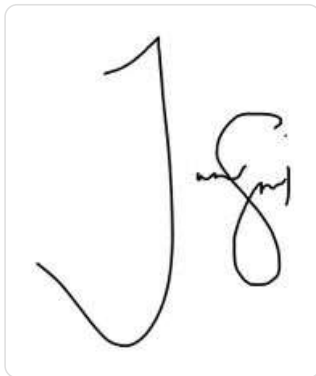
📅 10th Dec, 2018

Completion

Additional comments and recommendations

I assigned an Action to Mr. Diaz about this and offered my help too. We should resolve this ASAP on Monday morning when all of the Facilities Team would be present.

Audited by (Full Name & Signature)

A handwritten signature in black ink, appearing to read 'J Smith', enclosed in a rounded rectangular box.

Jane Smith

7th Dec, 2018 1:32 PM +08

Photos

4 Photos



Photo 1



Photo 2



Photo 3

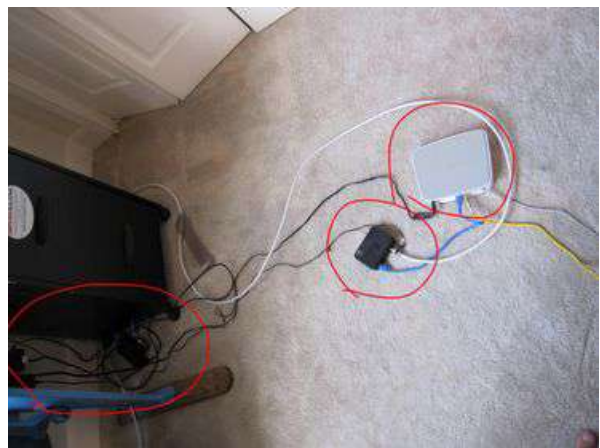


Photo 4