

Risk Assessment

Task Description: Sales Representatives visits to Customer sites

Frequency: Daily

| | | | | | |
|----------------|---------------|---------------------|--|--------------|-------------------|
| Ser No. | WH 009 | Assessed by: | Judith Evans BEng(HONS) TechIOSH AIIRSM | Date: | 02/06/2011 |
|----------------|---------------|---------------------|--|--------------|-------------------|

| Activity | Hazard | Those at Risk | Risk Rating | | | Existing Risk Controls | Additional Risk Controls | Residual Risk | | |
|--|--|--|-------------|---|----|--|--|---------------|---|----|
| | | | P | S | RR | | | P | S | RR |
| Driving to and from customer sites. | Road traffic accident leading to personal injury | Employees. Passengers. Other road users. Pedestrians. | 2 | 5 | 10 | Comply with: - All relevant driving legislation. - Wurth UK driving policy. | Comply with: - HSI 017 'Driving on Company Business'. | 1 | 5 | 5 |
| Handling of material and equipment | Manual handling injury | Employees | 2 | 3 | 6 | All employees attend Manual handling training as part of the Wurth UK training course. Comply with EHSI 011 Manual handling Operations. | Ensure all employees attend refresher training in manual handling at appropriate frequency | 1 | 3 | 3 |
| Demonstration of product samples to customers. | Exposure to Chemicals. | Employees. Customers | 2 | 4 | 8 | Reps informed of safe method of use during Wurth UK training course. MSDS for all chemicals on the internet. | Reps should carry MSDS for chemicals carried in the sample bags | 1 | 4 | 4 |
| Use of hand tools and electrical equipment | Physical injury / electrocution | Employees Customers | 3 | 3 | 9 | All electrical equipments are cordless or 110 volts. Tools to be maintained in good condition. All employees attend Wurth UK training course including use of tools and equipment. | | 1 | 3 | 3 |
| Exposure to excessive noise at customer sites | Noise induced Hearing loss | Employees | 2 | 4 | 8 | Suitable ear plugs are available to all employees. If possible employees to move away from area until noisy activity has ceased. | Very unlikely that employees are exposed but if voice has to be raised to talk to someone 2m away, noise level is generally excessive. | 1 | 4 | 4 |

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|---|--|---------------|-------------|---|----|---|--|---------------|---|----|
| | | | P | S | RR | | | P | S | RR |
| Exposure to Violence & aggression | Physical assault. Psychological trauma | Employees | 2 | 4 | 8 | | Include exposure to violence and aggression during Wurth UK training. All reps to be issued with indg 69 "Violence at work" | 1 | 4 | 4 |
| Lone working | Lack of assistance following accident or illness | Employees | 2 | 5 | 10 | All employees maintain regular contact with office, area managers or training managers. | All reps to be issued with copy of indg 73 "Lone Working" | 1 | 5 | 5 |
| Exposure to dust in carpentry workshops | Dust related diseases | Employees | 3 | 5 | 15 | | Ensure all employees aware of the risks regarding dust. Suitable dust masks should be made available to all employees with the potential of exposure | 1 | 5 | 5 |
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Risk Assessment Matrix. Multiply scores to arrive at risk rating (RR)

| | | Probability | | | | | |
|----------|---------------------|-------------|----------|----------|----------|-------------|---------|
| | | Remote | Unlikely | Possible | Probable | Very Likely | Certain |
| Severity | No Injury | 0 | 1 | 2 | 3 | 4 | 5 |
| | Minor Injury | 1 | 1 | 2 | 3 | 4 | 5 |
| | First Aid Injury | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 Day Injury | 3 | 3 | 6 | 9 | 12 | 15 |
| | Major Injury | 4 | 4 | 8 | 12 | 16 | 20 |
| | Fatality/Disability | 5 | 5 | 10 | 15 | 20 | 25 |

| | | | |
|------|--------|------------------|--|
| Low | 1 – 6 | Monitor | Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work. |
| Med | 8 – 12 | Improvement | Action required to further reduce risk to acceptable level. Review of process or activity. |
| High | 15+ | Immediate Action | Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Safety Coordinator. Possible withdrawal of process or activity. |

Monitoring and Review

| Review Date | Assessed by: | Job Title: | Signature: | Date: | Approved by: |
|-------------|--------------|------------|------------|-------|--------------|
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