

CREW DETAILS

IN AN EMERGENCY CALL:

Crew Leader:	Project Phone Number:
Crew:	

PROJECT OVERVIEW

Purpose of Project:	Date of Project:
<p>Benefit of Project: Enhances brand visibility and recognition for businesses. Ensures durability and weather resistance of signage materials. Facilitates compliance with signage regulations and guidelines. Improves navigation and wayfinding in public and private spaces. Provides clear and effective communication of information. Supports aesthetic consistency and design standards.</p>	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electrical hazards	Electrical shock, electrocution, burns	Minimizing electrical hazards prevents accidents and downtime, ensuring continuous operation and reliability of sign making and installation processes.	Ensure all electrical equipment is regularly inspected and maintained, use lockout/tagout procedures during maintenance, provide proper training on electrical safety, and install residual current devices (RCDs) to prevent electrical shocks. (ALL)	Workers handling electrical equipment	Before Measure: High After Measure: Med
Exposure to biological hazards	Infections, allergic reactions, illnesses	Mitigating biological risks maintains a healthy workforce, reducing absenteeism and ensuring consistent productivity throughout the project.	Identify potential biological hazards, provide appropriate PPE, ensure proper hygiene practices, and implement protocols for dealing with biological contaminants to protect worker health. (ALL)	Workers exposed to biological agents	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Exposure to chemicals	Chemical burns, respiratory issues, poisoning	Proper chemical management protects worker health, reducing absenteeism and maintaining a productive workforce.	Use appropriate ventilation systems, provide PPE such as gloves and masks, store chemicals safely in labeled containers, and train workers on the safe handling and disposal of hazardous substances. (ALL)	Workers handling chemicals	Before Measure: High After Measure: Med
Exposure to dust	Respiratory problems, eye irritation, skin issues	Reducing dust exposure maintains air quality, safeguarding respiratory health and ensuring a more comfortable and safe working environment.	Use dust extraction systems, provide respiratory protection, implement wet cutting techniques, and regularly clean work areas to minimize airborne dust particles and protect worker health. (ALL)	Workers exposed to dust	Before Measure: High After Measure: Med
Exposure to ultraviolet radiation	Skin cancer, sunburn, cataracts	Protecting against UV radiation reduces the risk of skin damage and heat-related illnesses, promoting a healthier and more resilient workforce.	Provide UV-protective clothing and eyewear, schedule work to avoid peak sun hours, apply sunscreen, and offer shaded rest areas to protect workers from harmful UV exposure. (ALL)	Workers exposed to sunlight	Before Measure: High After Measure: Med
Falls from height	Fatal falls, broken bones, head injuries	Reducing fall risks ensures a safer work environment, increasing worker confidence and morale, which can lead to higher quality workmanship.	Provide and enforce the use of appropriate fall protection equipment such as harnesses and guardrails, conduct regular safety inspections of elevated work areas, and train workers on safe climbing and working practices. (ALL)	Workers working at heights	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fire risks	Burns, smoke inhalation, property damage	Effective fire risk management safeguards property and lives, ensuring that projects can continue with minimal interruption in case of fire incidents.	Install fire detection and suppression systems, ensure proper storage of flammable materials, conduct regular fire drills, and provide training on fire prevention and response procedures. (ALL)	All workers on site	Before Measure: High After Measure: Med
Improper storage of materials	Accidents, injuries, material damage	Organized storage enhances efficiency, reduces the time spent searching for materials, and minimizes the risk of accidents caused by cluttered or unstable storage setups.	Store materials in designated areas, use appropriate shelving and storage solutions, label all items clearly, and ensure that storage practices comply with safety standards to prevent accidents and damage. (ALL)	All workers on site	Before Measure: High After Measure: Med
Inadequate first aid	Prolonged injuries, increased severity, lower recovery rates	Having adequate first aid measures in place minimizes the severity of injuries, promotes faster recovery, and demonstrates a commitment to worker health, which can improve morale and trust within the team.	Ensure that first aid kits are fully stocked and easily accessible on all sites, provide comprehensive first aid training to designated personnel, conduct regular first aid drills, and establish clear procedures for responding to injuries promptly and effectively. (ALL)	All workers	Before Measure: High After Measure: Med
Inadequate lighting	Accidents, errors, eye strain	Adequate lighting improves visibility, reduces errors, and enhances overall safety, leading to more precise and efficient work processes.	Install sufficient lighting in all work areas, conduct regular maintenance of lighting fixtures, use portable lighting solutions when necessary, and ensure that lighting meets safety standards to prevent accidents. (ALL)	All workers on site	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate training	Accidents, errors, inefficiency	Well-trained workers perform tasks more efficiently and safely, reducing the likelihood of accidents and enhancing overall project quality.	Develop comprehensive training programs covering all aspects of sign making and installation, provide ongoing education opportunities, assess worker competencies regularly, and ensure access to up-to-date safety information. (ALL)	All workers	Before Measure: High After Measure: Med
Lone working	Lack of immediate assistance, increased risk of accidents, mental stress	Enhancing lone working safety ensures that workers feel secure, reduces the risk of unnoticed accidents, and fosters a supportive work environment, thereby maintaining productivity and worker well-being.	Implement a lone worker policy that includes regular check-ins via communication devices, provide training on lone working safety, ensure access to emergency contacts, and use personal alarms or GPS tracking systems to monitor workers' whereabouts and respond promptly if assistance is needed. (ALL)	Workers working alone	Before Measure: High After Measure: Med
Manual handling	Musculoskeletal injuries, back strain, repetitive motion injuries	Efficient manual handling improves worker productivity and reduces downtime caused by injuries, enhancing overall project timelines.	Implement training programs on proper lifting techniques, use mechanical aids like hoists and trolleys, ensure loads are within safe limits, and conduct regular assessments of manual handling tasks to minimize strain and injury risks. (ALL)	Workers involved in manual handling	Before Measure: High After Measure: Med
Noise exposure	Hearing loss, tinnitus, stress	Reducing noise exposure enhances communication on site and protects worker hearing, leading to a more comfortable and efficient working environment.	Provide hearing protection such as earplugs or earmuffs, implement noise control measures like barriers or silencers, conduct regular noise level assessments, and limit exposure time in high-noise areas. (ALL)	Workers exposed to high noise levels	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Poor communication on site	Accidents, delays, misunderstandings	Effective communication prevents misunderstandings and errors, fostering a collaborative environment that enhances productivity and safety.	Establish clear communication channels, use signage and signals for key information, hold regular safety meetings, and encourage open dialogue among team members to ensure everyone is informed and coordinated. (ALL)	All workers	Before Measure: High After Measure: Med
Risk of cuts and abrasions	Lacerations, puncture wounds, infections	Minimizing cuts and abrasions reduces medical costs and downtime, allowing workers to remain productive and focused on their tasks.	Provide cut-resistant gloves and protective clothing, ensure sharp tools are properly maintained and stored, train workers on safe handling techniques, and implement barriers or guards where necessary. (ALL)	Workers using sharp tools	Before Measure: High After Measure: Med
Risk of electrocution	Death, severe injuries, burns	Preventing electrocution incidents safeguards lives and maintains workforce morale, ensuring that projects proceed without tragic interruptions.	De-energize electrical systems before maintenance, use insulated tools, provide training on electrical safety, and enforce the use of PPE to prevent accidental contact with live wires. (ALL)	Workers handling electrical systems	Before Measure: High After Measure: Med
Risk of project delays affecting safety	Rushed work, unsafe practices, increased accidents	Managing project timelines effectively ensures that safety is not compromised, maintaining a secure work environment and upholding the quality and integrity of the project.	Implement realistic project timelines, monitor progress regularly, allocate resources efficiently, and address potential delays proactively to maintain safety standards and prevent rushed or unsafe work practices. (ALL)	All workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Risk of theft or vandalism	Property loss, project delays, financial loss	Enhanced security reduces losses and project delays, ensuring that resources are available when needed and maintaining project integrity.	Implement security measures such as fencing, surveillance cameras, and secure storage for materials, conduct regular site patrols, and establish protocols for reporting suspicious activities to protect assets. (ALL)	All workers on site	Before Measure: High After Measure: Med
Scaffolding	Falls, collapses, equipment failure	Safe scaffolding practices prevent falls and structural accidents, allowing workers to perform elevated tasks confidently and efficiently, thereby maintaining project schedules and ensuring high-quality installations.	Use scaffolding systems that comply with safety standards, ensure proper assembly and regular inspections, provide training for workers on safe scaffolding practices, and secure scaffolding to prevent collapse or tipping by using stabilizers and guardrails. (ALL)	Workers using scaffolding	Before Measure: High After Measure: Med
Slips, trips, and falls	Sprains, fractures, concussions	A clutter-free and well-maintained workspace minimizes disruptions, allowing for smoother project progression and fewer injury-related delays.	Maintain clean and dry work areas, ensure proper lighting, remove obstacles from walkways, use non-slip flooring materials, and promptly address spills or hazards to prevent accidents. (ALL)	All workers on site	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Use of power tools	Injuries, equipment malfunctions, electrical hazards	Safe use of power tools reduces the likelihood of injuries and equipment malfunctions, enhancing worker confidence and efficiency, and ensuring that sign making and installation tasks are completed accurately and safely.	Provide training on the correct and safe use of all power tools, ensure regular maintenance and inspection of equipment, supply appropriate personal protective equipment (PPE) such as gloves and eye protection, and enforce the use of safety guards and proper handling techniques to prevent accidents. (ALL)	Workers using power tools	Before Measure: High After Measure: Med
Vehicular traffic	Collisions, struck-by injuries, fatalities	Effective traffic management reduces the likelihood of accidents, ensuring smooth movement of materials and personnel, which enhances overall site safety and productivity.	Establish designated traffic routes, use barriers and signage to control vehicle movement, provide training on site traffic management, and ensure clear communication between drivers and workers to prevent collisions. (ALL)	All site workers and drivers	Before Measure: High After Measure: Med
Working at night	Reduced visibility accidents, fatigue, increased risk of errors	Safe night operations maintain project schedules without compromising worker safety, allowing for increased flexibility and efficiency in project timelines.	Ensure adequate lighting in all work areas, implement fatigue management strategies, provide high-visibility clothing, and conduct regular safety checks to address any hazards associated with low-light conditions. (ALL)	Workers working at night	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Working in adverse weather	Heat stroke, hypothermia, dehydration	Adapting to weather conditions maintains worker safety and project continuity, reducing the risk of weather-related delays and enhancing reliability.	Monitor weather forecasts, provide appropriate clothing and gear, implement work schedules that avoid extreme conditions, and ensure safe shelter options are available for workers during adverse weather. (ALL)	All workers exposed to weather	Before Measure: High After Measure: Med
Working in confined spaces	Asphyxiation, entrapment, exposure to toxic substances	Safe confined space operations prevent accidents and ensure that projects proceed without unexpected interruptions, maintaining overall efficiency.	Conduct risk assessments before entry, ensure proper ventilation, provide necessary PPE, establish clear communication protocols, and train workers on confined space entry and rescue procedures. (ALL)	Workers entering confined spaces	Before Measure: High After Measure: Med
Working near power lines	Electrocution, burns, arc flash injuries	Preventing electrical incidents ensures uninterrupted work progress and protects workers from potentially fatal accidents, fostering a secure work environment.	Maintain a safe distance from power lines, use insulating tools and equipment, provide training on electrical safety, and implement protocols for working near energized lines to prevent electrocution. (ALL)	Workers working near power lines	Before Measure: High After Measure: Med
Working near water sources	Drowning, slips, equipment damage	Safe operations near water sources prevent slip hazards and equipment failures, ensuring continuous and reliable project progress.	Implement waterproofing measures, provide non-slip surfaces, ensure proper drainage, and train workers on water-related safety protocols to prevent accidents and equipment damage. (ALL)	Workers near water sources	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Working on unstable surfaces	Falls, equipment damage, collapse	Ensuring stable work surfaces prevents accidents and maintains a safe environment, allowing workers to perform tasks confidently and efficiently.	Assess and stabilize all work surfaces before use, use appropriate support structures, provide training on identifying and mitigating unstable conditions, and regularly inspect surfaces for integrity during projects. (ALL)	Workers on unstable surfaces	Before Measure: High After Measure: Med
Working with heavy materials	Back injuries, crush injuries, lifting-related strains	Safe handling of heavy materials prevents injuries and enhances the efficiency of material movement, supporting timely project completion.	Utilize mechanical lifting equipment, ensure proper training in handling heavy loads, implement team lifting procedures, and assess load weights to prevent overexertion and related injuries. (ALL)	Workers handling heavy materials	Before Measure: High After Measure: Med
Working with machinery	Accidents, entanglement, amputations	Safe machinery use enhances operational efficiency and reduces the likelihood of costly repairs and work stoppages due to accidents.	Provide comprehensive training on machinery operation, enforce the use of personal protective equipment (PPE), conduct regular maintenance and safety checks, and implement clear operational procedures to prevent accidents. (ALL)	Workers operating machinery	Before Measure: High After Measure: Med
Working with sharp tools	Cuts, lacerations, puncture wounds	Safe tool handling minimizes the risk of cuts and injuries, allowing workers to perform tasks efficiently and confidently.	Provide training on the safe use of sharp tools, ensure tools are properly maintained and stored, supply appropriate PPE like cut-resistant gloves, and implement protocols for handling and disposing of sharp objects. (ALL)	Workers using sharp tools	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Ergonomic risks	Repetitive strain injuries, back pain, carpal tunnel syndrome	Addressing ergonomic issues enhances worker comfort and reduces fatigue, leading to increased productivity and lower injury rates.	Design workstations to promote good posture, provide adjustable equipment, encourage regular breaks, and conduct ergonomic assessments to identify and mitigate strain or repetitive motion injuries. (ALL)	Workers with repetitive tasks	Before Measure: Med After Measure: Low
Stress and fatigue	Decreased concentration, accidents, mental health issues	Managing stress and fatigue improves mental well-being, enhances focus and productivity, and reduces the risk of errors and accidents on site.	Promote a balanced work schedule, provide access to rest areas, encourage open communication, offer support resources, and monitor workloads to prevent excessive stress and fatigue among workers. (ALL)	All workers	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date