

Standard Operating Procedure

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Standard Operating Procedure

Reference	ECG-SOP-SHE-002
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Date	22/05/2026
Author	GM/SHE
Approved by	DMD/E&O

Document Information

DOCUMENT REFERENCE	ECG-SOP-SHE-002
DOCUMENT TITLE	STANDARD OPERATING PROCEDURE FOR RISK ASSESSMENT
DOCUMENT CLASSIFICATION	RESTRICTED
OWNER	DMD/E&O
RESPONSIBILITY	GM/SHE
TARGET AUDIENCE	ALL ECG SAFETY OFFICERS, DISTRICT AND DIRECTORATE SAFETY COORDINATORS
PURPOSE	THIS DOCUMENT IS A REQUIRED DOCUMENT WHICH COMMITS ECG TO ENSURING ADEQUATE INFORMATION SECURITY, BUSINESS CONTINUITY, RISK AND IT SERVICE MANAGEMENT

Revision History

VERSION DETAIL	DATE	SUMMARY OF CHANGES	CHANGES BY
0.1	MAY 22, 2025	INITIAL DRAFT	GM, SHE
1.0	MAY 22, 2026	REVIEW OF DOCUMENT FOR APPROVAL	GM, SHE

Document Review

DATE OF NEXT SCHEDULED REVIEW
TBD

Document Approval

APPROVED BY	ING. KWADWO AYENSU OBENG	APPROVAL DATE
SIGNATURE		

22/05/2026



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1 Risk Assessment

1.1 Brief Description

This Standard Operating Procedure (SOP) outlines the standardized process for identification of risks and impacts arising from ECG operations and activities. Risks shall be evaluated based on the likelihood and severity of their impact and determine appropriate control measures to eliminate or minimize the associated risks. It serves as a proactive tool for ensuring the health, safety, and environmental integrity of workplace activities, and the suitable control measures put in place to prevent or reduce harm to staff, contractors, visitors, public and environment.

1.2 Process Objectives/Purposes

The objective of this process is to:

To establish a systematic approach for identifying, assessing, mitigating, and monitoring risks associated with ECG's daily operations, projects, and infrastructure activities. This SOP aims to ensure all risks are effectively managed to safeguard personnel, assets, and the environment.

1.3 Expected Outcome

The process should ultimately result in a documented record of all risks and hazards associated with ECG's daily operations, along with appropriate mitigation measures designed to prevent incidents during the execution of those activities.

1.4 Process Impact

High

1.5 Process Scope

This SOP applies to:

This process applies to all ECG departments, project sites, and operational facilities; every ECG employee, supervising engineer, and third-party contractor involved in ECG activities; and all phases of work including planning, execution, change management, and decommissioning.



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2 Procedure

- i. Look around your workplace and think about what may cause harm (these are called hazards). Think about:
 - a. How people work and how plant and equipment is used.
 - b. What chemicals and substances are used.
 - c. What safe or unsafe work practices exist.
 - d. The general state of your premises.
- ii. Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be by using the Risk Assessment Matrix (Appendix 1). This is assessing the level of risk.
- iii. The table below indicates action requirements for all work being undertaken within ECG premises:

ASSESSED RISK LEVEL	DESCRIPTION OF RISK LEVEL	ACTIONS
Low (0 – 4)	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium (5 – 10)	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
High (11 – 16)	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme (20+)	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

- iv. Control the risk: Detail the control measures you will implement to eliminate or minimise the risk. Note: Control measures should be implemented in accordance with the preferred hierarchy of control. If lower-level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.
 - a. Elimination: remove the hazard completely from the workplace or activity
 - b. Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)



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- c. Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
 - d. Isolation: separate people from the hazard (e.g. safety barrier)
 - e. Administration: putting rules, signage or training in place to make a workplace safer
 - f. (e.g. induction training, highlighting trip hazards)
 - g. Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)
- v. Monitor and review Controls
- a. Are the planned control measures sufficient and effective in minimising the level of risk?
 - b. Have there been any changes to the planned control measures?
 - c. Are further control measures required in future?

2.1 Process Frequency and Trigger

Process Frequency	Process Trigger
As and when	Anytime a new activity is to be undertaken

3 Key Risks

- i. Incident may deliberately not be reported
- ii. Timelines may not be complied

4 Visual process flow of the (Risk Assessment)



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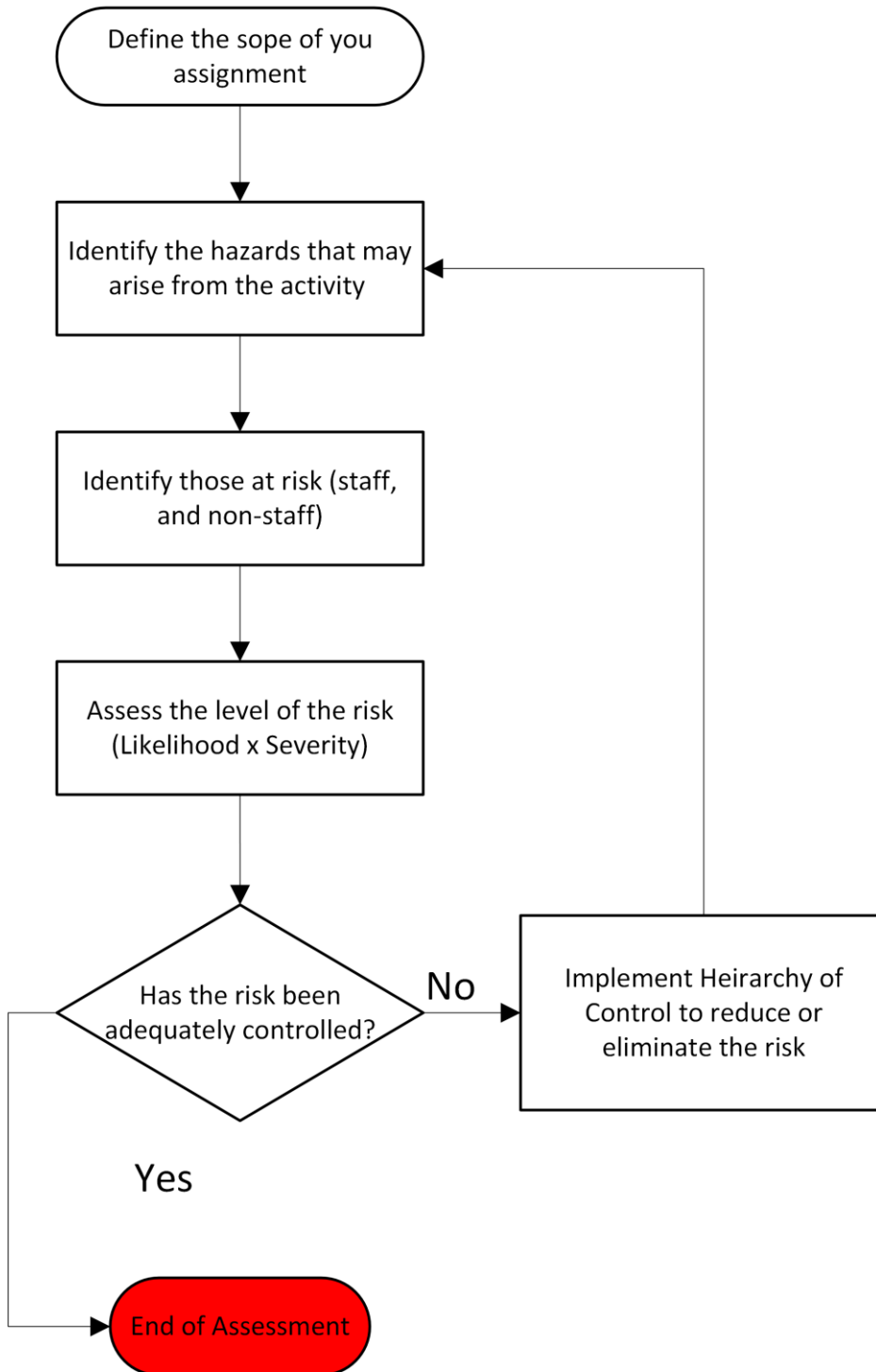


Figure 1: Flow Chart for Risk Assessment Procedure



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5 Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Almost certain (5)	Medium (5)	Medium (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Medium (6)	High (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Consequence

Item	Consequence	Description of Consequence
1	Insignificant	No treatment required
2	Minor	Minor injury requiring First Aid treatment
3	Moderate	Injury requiring medical treatment or lost
4	Major	Serious injury (injuries) requiring specialist
5	Critical	Loss of life, permanent disability or multiple

Description of Likelihood

Item	Consequence	Description of Consequence
1	Rare	Will only occur in exceptional circumstances
2	Unlikely	Not likely to occur within the foreseeable
3	Possible	May occur within the foreseeable future, or within the activity lifecycle
4	Likely	Likely to occur within the foreseeable future, or within the activity lifecycle
5	Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

6 Risk Assessment Template

RISK ASSESSMENT FORM	
Location/Workplace:	
Assessment No:	Assessment Date:
What is being Assessment:	
Assessor(s) Name:	
Others Consulted:	



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RISK ASSESSMENT FORM

Hazard Identification to People, Property or the Environment. Tick (T) the Applicable Hazards

General Environment	Work	T	Health & Security	T	Vehicles & Equipment	T
Restricted Access or Egress			Work related Health Hazards		Vehicles	
Confined Spaces			Water		Powered Equipment	
Air Quality			Dehydration		Non-Powered Equipment	
Air-Conditioning (Thermal Comfort)			Violence		Elevated Work Platforms	
Noise			Working in isolation		Electrical Equipment	
Outdoors (Sun/heat Exposure)			Malaria		Traffic Control and Management	
Uneven Walking Surfaces			HIV/AIDS		Vibration	
Working at Height			Night work		Ladders	
Lighting			Bush work		Cranes	
			Lightning		Forklift	
			Roads and Highways		Hand and Power Tools	
					Mechanized Equipment	
Ergonomic/Manual Handling	T		Chemical	T	Temperature/weather Effects	T
Workstation Setup			Hazardous Chemicals (PCBs, SF6)		Heat	
Poor Posture			Hazardous Materials		Rain/Flood	
Lifting/Carrying			Gas Cylinders		Lightning	
Pushing/Pulling			Fuel/Petrol		Smoke	
Reaching/Outstretching			Diesel		Wind	
Repetitive Movement						



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RISK ASSESSMENT FORM

Bending					
Eye Strain					
Workplace Issues & Management	T	Radiation	T	Other Hazards Specify	T
Fatigue		Ionizing Radiation		Fire Outbreak/Fire Hazards	
Stress/Mental Stress		Ultraviolet (UV) Radiation		Electric Shocks	
Organizational Change		Infrared Radiation		Electrocution	
Work violent or Bullying		Static magnetic fields		Exhaust and dust emissions	
Harassment		Electromagnetic exposure fields			
Intimidation					
Any Specific Circumstance (Describe):					
Persons at Risk					
ECG Employee		Contractor/Site Workers		General Public	
Visitors		Drivers			



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RISK ASSESSMENT AND RISK CONTROLS					
Controls to be Considered (Hierarchy of Control)					
1. Elimination (If possible) 2. Substitution 3. Isolation (Restricted Access) 4. Engineering (Guarding, Redesign) 5. Administration (Training, Induction, SOPs) 6. PPEs					
Identified Hazards/Exposure (List)	Risk Assessment		Risk Rating	Required Controls	Implemented Controls (Yes/No)
	Consequences	Likelihood			
Is the Risk (Tick applicable One or Highlight)	1. Adequately controlled. No further action required 2. Inadequately controlled. Further Action/Investigation required				



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Implementation Plan (For Controls not in place)

Control Option	Resources	Peron (s) Responsible	Proposed Implementation Date

Any Comments:

Name:

Date:

Assessment Approval

I am satisfied that the risk are not significant and/or adequately controlled and that resources required will be provided.

Name:

Signature:

Position/Title:

Date:.....



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