



Siu Ho Wan Depot Property Development
Contract 1701 - Oyster Bay Station and Associated Works

MS Reference Number:	CSHK	CET	MS	C	2024	000003
ACC Reference Number:	1701	W	000	CSC	760	000047

METHOD STATEMENT TITLE	Rev.0
Method Statement for Feasibility Study on Temporary Widening at SSK Drive	

	Prepared by:	Checked by:	Reviewed by:			Approved by:
Signature:						
Name:	Anthony He	Howard Siu	Leung Kwok Fung	M H Isa	M H Isa	Eric Fong
Position:	Assistant Construction Manager	Construction Manager	SM/SO	QM/QE	EM/EO	Project Director
Date:	10/1/2024	10/1/2024	10/1/2024	10/1/2024	10/1/2024	10/1/2024



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1. Introduction (Overview of the operation/works)																																					
	<p>This method statement outlines the general method for the feasibility study on temporary widening along the SSK Drive (Works Area W8A, W8B) including but not limited to topography survey inspection, survey result recording and inspection records analysis. The content mainly describes the procedure of the abovementioned survey works, as well as instrumentation and equipment required for carrying out the survey works. Risk and safety precautions are also considered.</p> <p>The principle methods as described in the following sections are subject to review during construction and may be amended if required. The Inspection and Test Plan (ITP) is enclosed to ensure all parties involved are fully aware of the work procedure (See Appendix B).</p>																																				
2. Scope of Works																																					
	<p>The general working procedures outlined in this method statement are applicable to the following scopes of work:</p> <ul style="list-style-type: none">● Topography Survey along SSK Drive for feasibility study on temporary widening (approx. 870m)● Survey of site area occupied by CEDD Contract Contract No. NL/2020/07																																				
3. Responsibilities for Activities described within Method Statement																																					
	<p>CSHK is responsible to inspect and carry out the construction works. The responsible persons are listed below and be responsible for the activities:</p> <table border="1"><thead><tr><th>Company</th><th>Name</th><th>Position</th><th>Contact No.</th></tr></thead><tbody><tr><td rowspan="8">CSHK</td><td>Howard Siu</td><td>Construction Manager</td><td>9495 9399</td></tr><tr><td>CF Chan</td><td>Construction Manager</td><td>9668 7888</td></tr><tr><td>Anthony He</td><td>Assistant Construction Manager</td><td>6822 1099</td></tr><tr><td>Kanson Woo</td><td>Senior Engineer</td><td>6289 0390</td></tr><tr><td>Andrew Lo</td><td>Graduate Engineer</td><td>6764 6649</td></tr><tr><td>Leung Kwok Fung</td><td>Safety Manager</td><td>9683 3846</td></tr><tr><td>Ernest Young</td><td>Assistant Safety Officer</td><td>6055 5319</td></tr><tr><td>Lau Yu Tat</td><td>Surveyor</td><td>9419 0614</td></tr><tr><td rowspan="2">Build King</td><td>Cheung Siu Kei</td><td>Superintendent</td><td>9080 3168</td></tr><tr><td>Vincent Kwan</td><td>Deputy Site Agent</td><td>9833 1313</td></tr></tbody></table> <p>(a) Construction Manager Responsible for overall administration, monitoring, controlling progress and quality of works in a safe manner.</p> <p>(b) Engineer Responsible for developing works procedures, controlling progress and quality of works in a safe manner. They also have to implement safety at works area for workers via guidance from safety officers.</p>	Company	Name	Position	Contact No.	CSHK	Howard Siu	Construction Manager	9495 9399	CF Chan	Construction Manager	9668 7888	Anthony He	Assistant Construction Manager	6822 1099	Kanson Woo	Senior Engineer	6289 0390	Andrew Lo	Graduate Engineer	6764 6649	Leung Kwok Fung	Safety Manager	9683 3846	Ernest Young	Assistant Safety Officer	6055 5319	Lau Yu Tat	Surveyor	9419 0614	Build King	Cheung Siu Kei	Superintendent	9080 3168	Vincent Kwan	Deputy Site Agent	9833 1313
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	<p>(c) Safety Manager / Safety Officer Responsible for assessing working conditions of work areas in safety means. To prepare risk assessment before works, enforce safety works practice and environment in the workplace and work site.</p> <p>(d) Surveyor Responsible for Topography Survey along the SSK Drive, survey result recording, and inspection records analysis.</p> <p>(e) Site Supervisor/Site Foreman Person in charge of the work in the works areas, which are located at various positions of site. Site Supervisor/Site Foreman is also responsible in implementing works control checklist.</p>
4.	Programme and Working Hours <p>The method statement is applicable for the topography survey along the SSK Drive through the access of CEDD Contract Contract No. NL/2020/07 as shown in Appendix A. The work is tentatively scheduled in Mid-January 2024. The general working hours will be from 08:00 – 18:00 daily, from Monday to Saturday and expected to be completed within a week.</p>
5.	Plant, Equipment & Material <p>All equipment will be inspected prior to the mobilization on site to ensure that they are in good working condition and comply with the current regulations. The major equipment will be deployed to carry out the works are as follow:</p> <ul style="list-style-type: none">● Leica Total Station TS15A or equivalent. (Accuracy 1" & 1mm+ 1.5ppm)● Leica Digital Level DNA03 or equivalent. (Accuracy data in Appendix C)● Tripod and prism pole● Barcode invar staff● Target set and prism● Survey nail with marker ring● Spray Paint● Red cloth● Wood peg and nail
6.	Works Methodology <p>For survey activities carrying out for the project, access arrangement through coordination with CEDD Contractor will be arranged to ensure safety for survey work. The layout plan for survey works area are shown in Appendix A.</p>



6.1 Accuracy of Survey Control

Horizontal Control Network	Requirement
Accuracy	1:30,000
Origin	MTRCL Master Control Station
Traverse Leg	Distance to adjacent primary control stations established to be between 300m to 1000m
Vertical Control Network	Requirement
Accuracy	Levelling route shorter than 1km: +/- 1mm \sqrt{N} (where N is number of set-up) Levelling route over 1km: +/- 4mm \sqrt{K} (where K is in Kilometres)
Origin	MTRCL master control stations and benchmarks
Traverse Leg	Distance to adjacent Benchmarks established to be no more than 500m

6.2 Topography Survey

Topography Survey along SSK Drive for the Feasibility Study on Temporary Widening will be carried out along the SSK Drive (approx. 870m) with the planned extent shown in **Appendix A**. In which, the as-built road profile, existing ground level, location of existing features shall be recorded by survey team. The information will be used to determine the extent of temporary widening of SSK Drive.



Figure 6.2 - 1 Existing ELS Works by CEDD Contract Contract No. NL/2020/07 at SSK Drive



Figure 6.2 – 2 Site Container Area by CEDD Contract Contract No. NL/2020/07 at SSK Drive



Figure 6.2 – 3 Material Stockpiling Area by CEDD Contract Contract No. NL/2020/07 at SSK Drive

- Topography Survey at SSK Drive will be carried out and the drawings at a scale of 1:500 with reference to G1.9.1 of the General Specification. For the plotting scale 1:500.
- A quick check of survey instruments before the field work will be carried out. At the starting and end of the topography survey process, two or more back-sight reference controls will be used to ensure that the control stations and entire survey process are stable and trustworthy.
- The topography survey plan should record all original landforms, topography, levels and etc., it also locates or confirms the details and locations of all utility services, carriageway, roadsides furniture, buildings, structures and any construction work adjacent to the site.
- Survey control stations for topography survey shall be established by traverse and comply with standard of accuracy as required in General Specification.
- Clear field notes are required and on-site verification will be carried out to ensure coverage and correctness, it will be assisted by field booking with feature code with reference to CADD Manual, and the drawing sketches on site. All data will be recorded in data logger.

7. Safety

- (a) Coordination between **CEDD Contract Contract No. NL/2020/07** will be arranged prior to arrangement of Topography Survey, including but not limited to the extent of survey work and working period.
- (b) All workers shall be equipped with reflective vests and safety helmets during operation. All workers must go through a briefing by the Construction Manager / Engineer / Safety Officer / Safety Supervisor before commencement of any works.

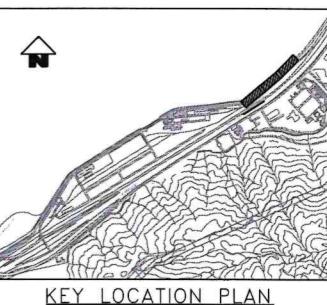
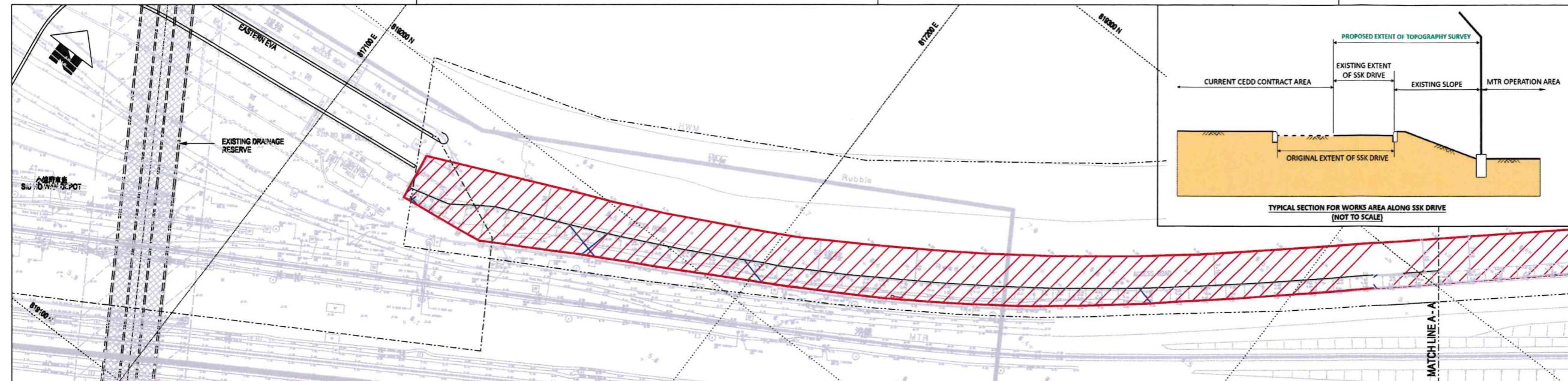


	<p>(c) A pre-meeting will be arranged before commencement of the work among Survey Team, Construction Team and Safety Team to brief the nature of works, the safety aspects and the necessary safety requirements as identified in the Risk Assessment in Appendix D.</p> <p>(d) Safety helmets fitted with chin straps must be worn within the site, safety boots, hearing protectors (if needed), high visibility jackets / sashes, reflective vests, goggles, gloves and full body harnesses for work at height will be provided to all staff working on site. Plastic barriers and reflective traffic cones will be prepared prior to work commencement to demarcate the working area.</p> <p>(e) Particular care needs to be taken when working on or near SSK Drive. Plastic barriers and reflective traffic cones will be prepared prior to work commencement to demarcate the working area.</p> <p>(f) Any emergency situation shall be reported to site supervisors (i.e. Construction Manager/ Engineer/ Foreman, etc.) and Safety Department for prompt response. The emergency contact list is shown in Section 3.</p> <p>The risk for the works shall be assessed and the Risk Assessment Analysis is shown in Appendix D.</p>
8. Environmental	<p>The following mitigation measures will be followed:</p> <p>(a) Noise General works shall be carried out during normal working hours (08:00 to 18:00). However, should the progress demand for the works to be undertaken from 19:00 to 07:00 next day or on public holidays, construction noise permit shall be obtained as necessary.</p> <p>(b) Trees The risk of causing damage to existing trees during survey works is low. If any survey will affect the existing tree, construction team will be informed immediately for resolving.</p>
9. Quality Control	<p>Refer to Appendix B for Inspection and Test Plan.</p> <ul style="list-style-type: none">● Construction works shall be fully complied with Quality Plan. <p>For work activity which is classified as "Quality Hold Point", no subsequent work can be started unless the former work activity was inspected and accepted by MTR's inspectorate.</p>
10. Appendices	<ul style="list-style-type: none">A. Layout plan and typical section of worksB. Inspection and Test Plan (ITP)C. Technical Data of EquipmentD. Risk Assessment

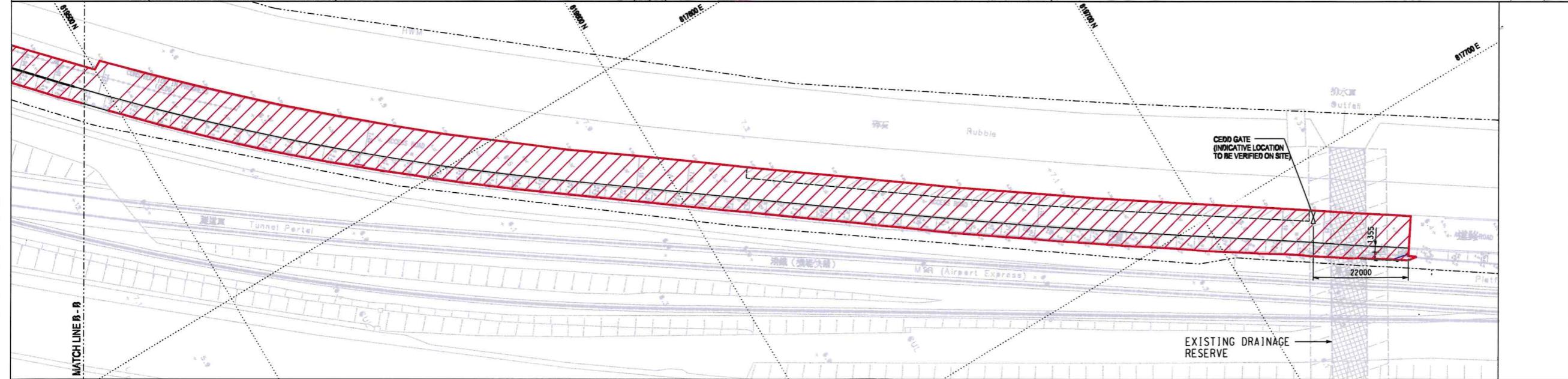
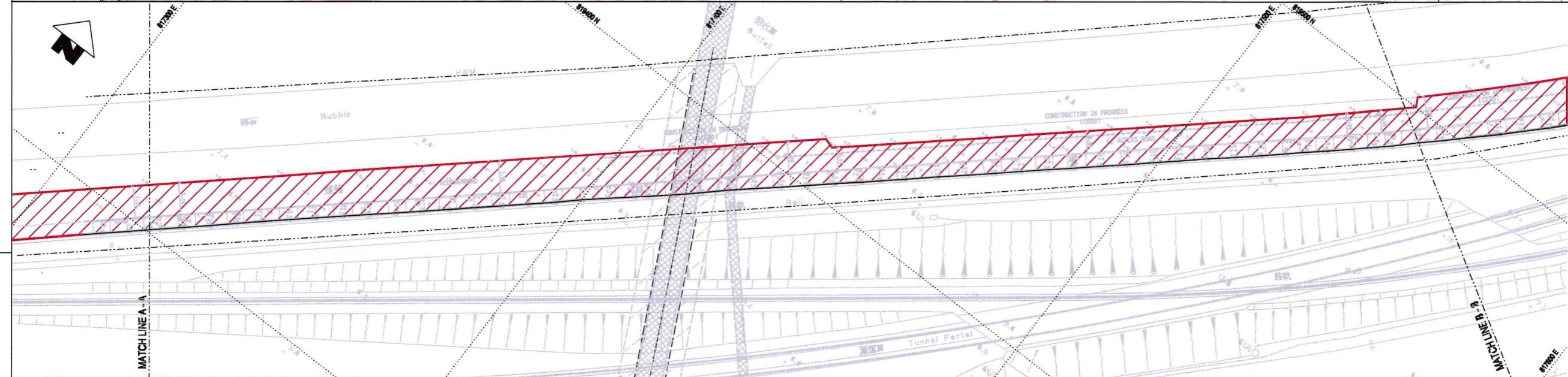
 MTR	Siu Ho Wan Depot Property Development Contract 1701 - Oyster Bay Station and Associated Works	Ref No:	MS/CV/0101
Method Statement for Feasibility Study on Temporary Widening at SSK Drive		Rev:	

Appendix A

Layout plan and typical section of works



LEGEND:
TOPOGRAPHY SURVEY AREA ALONG
SSK DRIVE



PLOT DRAWN BY: \$USER\$ DATE: \$DATE\$
PRINTED BY: \$USER\$ FILENAME: \$FILE\$

					DRAWN BY		MTR		TITLE	
					DESIGNED	AH	SIU HO WAN DEPOT PROPERTY DEVELOPMENT		CONTRACT C1701	
					CHECKED	AH	ORIGINATOR		OYSTER BAY STATION AND ASSOCIATED WORKS	
					APPROVED	EF	CHINA STATE CONSTRUCTION ENGINEERING (HONG KONG) LIMITED		LAYOUT PLAN AND TYPICAL SECTION FOR WORKS AREA	
					DATE	02/JAN/2024	REPRODUCTION OR COPIING OF THIS DRAWING / DOCUMENT IS OWNED BY THE MTR CORPORATION LIMITED. IT MAY NOT BE REPRODUCED OR COPIED IN WHOLE OR IN PART, OR IN ANY MANNER, WITHOUT THE PRIOR WRITTEN CONSENT OF THE MTR CORPORATION LIMITED.		ALONG SSK DRIVE FOR TOPOGRAPHY SURVEY	
REV	DESCRIPTION	BY	DATE	APPROVED	REV		MODEL REF.	\$FILE\$	SCALE	DRAWING NO.
	A1 FIRST ISSUE					AH 02JAN24 EF			1 : 500 (A1)	1701/W/SHD/CSC/SK/0001
	DESCRIPTION	BY	DATE	APPROVED	REV					REV. A1

MTR Siu Ho Wan Depot Property Development Contract 1701 - Oyster Bay Station and Associated Works	Ref No:	MS/CV/0101
Method Statement for Feasibility Study on Temporary Widening at SSK Drive	Rev:	

Appendix B

Inspection and Test Plan (ITP)



China State Construction
Engineering (HK) Ltd.

INSPECTION AND TEST PLAN

PROJECT :		Siu Ho Wan Depot Property Development: Contract No. 1701 Oyster Bay Station and Associated Works						
QUALITY CONTROL REQUIREMENT:		H-QUALITY HOLD POINT, C-QUALITY CONTROL POINT AND DR-DOCUMENT REVIEW						
ITP TITLE:		ITP - METHOD STATEMENT FOR FEASIBILITY STUDY ON TEMPORARY WIDENING AT SSK DRIVE						
NO.	ACTIVITY	ACCEPTANCE CRITERIA/ REF. DOCUMENT	FREQUENCY	VERIFICATION DOCUMENT/ RECORD	RESPONSIBLE PERSON	Q.C. REQUIREMENT		REMARK
						CSHK	MTR	

Section A. Pre-activities submissions (e.g. MS/ITP submission, design submission incl. temp. works, shop drawings, materials submission, etc.)

A1	Method Statement	Submission Approval	Once	Method Statement Submission	CSHK, MTR	A	DR	
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Section B. Materials on-site inspection and test sampling (e.g. rebar, coupler, concrete, etc.)

B1	NA							
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Section C. Construction works in sequence (e.g. setting out, rebar fixing, formwork erection, etc.)

C1	NA							
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Section D. Completion of works (e.g. handover, as-built, termination, etc.)

D1	Topography Survey	-	100%	Topography Survey Record / Report	CSHK, MTR	A	DR	
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Appendix C

Technical Data of Equipment

Accuracy	Standard deviation height measurement per 1km double-run (ISO 17123-2)	
Electronic measurements:		
with Invar staffs	0.3mm	0.9mm
with standard staffs	1.0mm	1.5mm
Optical measurements	2.0mm	2.0mm
Standard deviation distance measurement (electr.)	1cm/20m (500ppm)	
Range		
Electronic measurement	1.8m – 110m	
Optical measurement	from 0.6m	
Electronic measurement		
Resolution height measurement	0.01mm, 0.0001ft, 0.0005inch	0.1mm, 0.001ft
Time for single measurement	typically 3 seconds	
Measurement modes	Single, average, median, repeated single measurements	

TECHNICAL DATA FOR DNA03

 MTR	Siu Ho Wan Depot Property Development Contract 1701 - Oyster Bay Station and Associated Works	Ref No:	MS/CV/0101
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Appendix D

Risk Assessment

Contract No. & Title: 1701 - Oyster Bay Station and Associated Works

Risk Assessment for Topography Survey at SSK Drive for Temporary Widening

Method Statement No.:	1701-W-000-CSC-760-000047	Revision No:	0
Location:	Construction Area with Contract 1701 - Oyster Bay Station and Associated Works	Date of Revision:	4 Jan 2024

Activity	Potential Accidents	Initial Risk Classification			Control Measures	Mitigated Risk Classification			Responsible Person
		Frequency	Consequence	Risk Class		Frequency	Consequence	Risk Class	
1. Initial Land Record Survey	- Impact by vehicle when working on or near live road	4	3	R3	<ul style="list-style-type: none"> - Wear reflective vests - Arrange traffic controller and lookout man when surveyor working along live road, with the provision of barrier to demarcate working area - Arrange the operation to be performed with the person concerned are facing the oncoming traffic as far as possible - Adequate training and supervision should be provided to the persons involved 	2	3	R2	Engineer, Superintendent, Site Foremen
Ditto	- Workers accidentally trespass onto operating railway track during TH or NTH.	3	4	R3	<ul style="list-style-type: none"> - Safety training and briefing to be provided for workers before works commencement. - Deploy site supervisor. - Fence off the work area to prevent any trespassing to the operating railway tracks. - Site supervisor will be assigned to supervise in the worksite to ensure no unauthorized entries. 	2	3	R2	Engineer, Superintendent, Site Foremen
Ditto	- Worker hit by trains due to unauthorized entries to existing SHD/SHO operating area/ test track area	2	4	R4	<ul style="list-style-type: none"> - Safety training and briefing to be provided for workers before works commencement. - Deploy site supervisor. - Fence off the work area to prevent any trespassing to the operating railway tracks. - Site supervisor will be assigned to supervise in the worksite to ensure no unauthorized entries. 	1	4	R2	Engineer, Superintendent, Site Foremen, CP on site, lookout man provided if necessary

Activity	Potential Accidents	Initial Risk Classification			Control Measures	Mitigated Risk Classification			Responsible Person
		Frequency	Consequence	Risk Class		Frequency	Consequence	Risk Class	
Ditto	- Works block EVA/level crossing	3	4	R3	<ul style="list-style-type: none"> - Close supervision to the works - Provide Traffic management plan for approval. TTMS inside depot will be required. - Necessary EVA diversion - Strickly follow the instructions from CP(T)/CP(NT) before commence any task or work. - Lookout man to be arranged throughout the survey to ensure no blockage will be caused due to the work. 	2	4	R2	Engineer, Superintendent, Site Foremen
Ditto	- Fall from height when working at height on a slope	3	4	R3	<ul style="list-style-type: none"> - Provide proper safe access to workers - Distribute safety harness and independent lifeline/ fall arrestor if necessary for worker to use - Ensure good housekeeping - Protect & demarcate slope edge with rigid barriers. - Do not work at height in adverse weather such as strong winds or heavy rain 	2	3	R2	Superintendent, Site foremen
Ditto	- Noise	3	2	R2	<ul style="list-style-type: none"> - Carry out noise assessment - Wear earplugs when noise level considered as First Action Level (85dB) - Use proper ear plugs - Fenced off the noise protection zone if necessary - Use suitable ear protectors if necessary 	2	1	R1	Superintendent, Site foremen
Ditto	- Slipping on ground	3	3	R2	<ul style="list-style-type: none"> - Ensure good housekeeping - Proper material stacking - Set up bund to contain water - Set up proper pedestrian walkway - Works should be under close supervision by supervisor - Provide adequate means of access and egress 	2	2	R1	Superintendent, Site foremen
Ditto	- Crush of hand and finger during manual handling	4	3	R3	<ul style="list-style-type: none"> - Arrange sufficient manpower to carry out manual handling - Identify potential hand trapping zone - Use push sticks/rods to minimize hand contact if possible - Wear suitable gloves 	2	2	R1	Superintendent, Site foremen



Activity	Potential Accidents	Initial Risk Classification			Control Measures	Mitigated Risk Classification			Responsible Person
		Frequency	Consequence	Risk Class		Frequency	Consequence	Risk Class	
Ditto	- Injury due to manual handling of the total station - Body twisted when handling total station	3	3	R2	<ul style="list-style-type: none"> - Ensure proper working posture - Arrange sufficient manpower to carry out manual handling - Maintain good housekeeping - Wear proper gloves - Use mechanical means for transport as first consideration - Ensure sufficient space for manual transport 	2	2	R1	Superintendent, Site foremen
Ditto	- Heat stroke during the installation works	2	3	R2	<ul style="list-style-type: none"> - Take a break/ rest regularly - Attend training: Heat stoke - Provide shaded rest area and drinking water - Site in charge should remind workers to take more rest at abnormally hot 	2	2	R1	Superintendent, Site foremen
2. General Work in Hot Weather	- Heat stroke	2	3	R2	<ul style="list-style-type: none"> - Take a break/ rest regularly - Attend training: Heat stoke - Provide shaded rest area and drinking water - Site in charge should remind workers to take more rest at abnormally hot - Provide sufficient air ventilation 	2	2	R1	Superintendent, Site foremen
3. General Work in Adverse Weather (Typhoon)	- Flooding, property damage, plant overturn or collapse, injury to public	1	4	R2	<ul style="list-style-type: none"> - Provide signage to indicate escape routes and emergency assembly points - Conducted emergency drill regularly - Check and clear site drainage/ channels to prevent blockage and water spillage outside the site hoarding, public area and neighborhood - Stack materials securely to prevent overturning under strong wind condition - Conduct pre- and post - adverse weather checking prior to off duty and resume works respectively - Site Management shall ensure that the following items are attended to prior to hoisting of typhoon signal no. 8. - Wires affixed to structures are checked and tightened. - All temporary structures are reinforced or demolished whichever is appropriate. 	1	3	R1	Site Engineer, Superintendent, Site foremen



Activity	Potential Accidents	Initial Risk Classification			Control Measures	Mitigated Risk Classification			Responsible Person
		Frequency	Consequence	Risk Class		Frequency	Consequence	Risk Class	
					<ul style="list-style-type: none"> - All portable objects such as signs, notices or barriers, are reinforced and/ or weighted - Emergency power suppliers if provided on site are tested - When typhoon signal no. 8 or higher is hoisted during working hours, all site employees shall leave site, emergency team shall stand by in a safe place. Site shall be closed. 				
4. General Work in Adverse Weather (Lightning)	- Serious injury, potential fatal injury	1	4	R2	<ul style="list-style-type: none"> - Avoid outdoor works if lightning alert within 10km - Stop all works and seek shelter immediately if lightning alert within 5 km - Check weather forecast before conducting outdoor activities - Do not wear highly conductive equipment such as headsets - Do not stay near tall structures - Telegram alert was implemented, and site agent is responsible for deciding the stop work and evacuation of outdoor employees to safe area. Stop all activities when thunder is found in a distance of 5km or less once message shown in Telegram. - Employees shall stay indoors and do not touch the metal apparatuses such as antenna, water pipe and wire mesh etc. - Not to stay at area higher than the surrounding landscape such as hilltops. - Not to stay close to trees, lamp posts or discharging steel tower which might be struck by thunder - Not to lay on ground ut crouch for minimizing touching the ground - Not to use plugged-in electrical equipment - Not to hold rod-like or sharp pointed long objects - Safety supervisor has to make judgment to resume work after the inclement weather 	1	3	R1	Site Engineer, Superintendent, Site foremen

Notes : (i) Please number activities, hazards & safeguards as illustrated
(ii) Please attach risk matrix

**Frequency**

		Construction Safety	Safety – Aviation Operation
5	Frequent	≥ 10 incidents in a year	≥ 1 case in a year
4	Likely	2-10 incidents within a year	1 precedent case in past 5 years
3	Possible	1 incident within a year	1 precedent case in past 10 years
2	Unlikely	1 incident within 5 years	1 precedent case since airport in operation
1	Rare	< 1 incident in 5 years	No precedent case

Consequence

Impact Category	Consequence				
	1	2	3	4	5
	Insignificant	Minor	Major	Hazardous / Critical	Catastrophic
Safety	0 injury	≥ 1 first aid injury(ies)	≥ 1 minor injury(ies)	≥ 1 major injury(ies)	≥ 1 fatality(ies)
Safety - Aviation Operation	Minor disruption or inconvenience	- Operating Limitations - Use of emergency procedures	- Safety margins reduced - Operating efficiency impaired	- Terminal/Airfield operation facilities partially closed	- Airfield operation closed - Terminal operation suspended
	System Disruption < 5 mins	System Disruption < 30 mins	System Disruption < 1 hour	System Disruption < 24 hours	System Disruption > 24 hours

Major injury:

- Serious injury with hospitalization required and/or admittance to intensive care
- Unconsciousness;
- Fracture other than fingers, thumbs and toes;
- Amputation of an arm, hand, finger, leg, toe etc.
- Loss of sight;
- Crush injuries leading to internal organ damage;
- Serious burn;
- Medical treatment resulting from exposure to a pathogen

Minor injury (incl. Serious Incident):

- Injury not considered as a major injury
- Injuries with medical treatment but no hospitalization required
- Serious incident

First aid injury (incl. Minor Incident):

- Superficial injuries with only first aid treatment required
- Minor incident

Risk Matrix

Impact Category		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Major	Hazardous / Critical	Catastrophic
5	Frequent	R2	R3	R4	R4	R4
4	Likely	R2	R2	R3	R4	R4
3	Possible	R2	R2	R2	R3	R4
2	Unlikely	R1	R1	R2	R2	R3
1	Rare	R1	R1	R1	R2	R2

Risk Tolerability