ENVIRONMENTAL RISK ASSESSMENT FORM

Process / Location:	**Admin Department including Conference & Meeting Rooms**	**Revision No:**	***2/23***	***Review Date:***	***30 October 2023***
Assessment Team:	**LFY, JI**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

Score	**1**	**2**	**3**	**4**
Detectability (D)	Always	Often	Seldom	Almost Never
Severity (S)	Negligible	Minor	Moderate	Major
Likelihood (L)	Rare	Seldom	Often	Almost Certain

Total Score	**1**	**2- 4**	**8 - 9**	**12-18**	**27-32**	**48-64**
Risk Level (RL)	Negligible Risk	Trivial Risk	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
Action	Maintain Existing Risk Control Measure & Monitor Risk Control Measure			Need Additional Risk Control Measure		

S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
1	General Office Activities	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off lights during lunch and after work ▪ Do not switch on individual air con breaks down	1	4	1	4	Nil	JI	Nil
		▪ Use of natural resources (paper)	▪ Depletion of Natural Resources	▪ Use recycled paper for draft and internal correspondences ▪ Send soft copies to clients as much as possible ▪ Send internal circulars through soft copies ▪ Designate area for recycled papers	1	4	1	4	Nil	JI	Nil

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1	General Office Activities	▪ Use of natural resources (paper)	▪ Depletion of Natural Resources	▪ Generate recycled papers from archived files once stock is low	1	4	1	4	Nil	JI	Nil
		▪ Disposal of waste paper	▪ Increase of loading on landfill site	▪ Sell recycled papers to paper recycling collectors	1	4	2	8	Nil	*JI*	Environmental Public Health (General Waste Collection) Regulations
2	Printers and Photocopy machines operation	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off machines after work ▪ Auto sleep mode after 30 min of inactivation	1	4	1	4	Nil	JI	Nil

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	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
2	Printers and Photocopy machines operation	▪ Use of natural resources (paper and ink)	▪ Depletion of Natural Resources	▪ Designate trays for recycled papers	1	4	2	8	▪ Label trays for recycled papers ▪ Program trays for recycled paper as default	JI	Nil
		▪ Disposal of ink cartridge and toner	▪ Increase of loading on landfill site	▪ Dispose at general waste bin provided by landlord	1	4	2	8	Nil	JI	Environmental Public Health (General Waste Collection) Regulations
		▪ Inhalation during changing of toners	▪ Nuisance leading to health hazard	▪ Toner remain capped / covered when changing	2	1	3	6	Nil	JI	Nil

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S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
3	Using computers	▪ Use of energy (Electricity)	▪ Depletion of natural resources	▪ Auto sleep mode after 10 to 15 min of inactivation ▪ Switch off computer after work	1	4	1	4	Nil	**JI**	Nil

D – Detectability L – Likelihood S – Severity Risk Level = D x L x S

ENVIRONMENTAL RISK ASSESSMENT FORM

Process / Location:	**CAD Department**	**Revision No:**	***2/23***	***Review Date:***	***30 October 2023***
Assessment Team:	**GSH, RBS, RA, AAR**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

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S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
1	General Office Activities	• Disposal of waste paper	• Increase of loading on landfill site	• Sell waste/used papers to paper recycling collectors	1	4	2	8	Nil	*JI*	Environmental Public Health (General Waste Collection) Regulations
2	Plotters operation	• Use of energy (Electricity)	• Depletion of Natural Resources	• Switch off machines after work • Auto sleep mode after 30 min of inactivation	1	4	1	4	Nil	RA	Nil

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	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
2	Plotters operation	• Use of natural resources (paper and ink)	• Depletion of Natural Resources	• Use recycled paper when printing for internal review • Designate area for placing used papers for recycling	1	4	2	8	• Encourage staff to view on computer during design phase and only print out during measurement as much as possible • Limit printing of drafts to not more than 2 per project basis	RA	Nil
		• Disposal of ink cartridge and toner	• Increase of loading on landfill site	• Dispose at general waste bin provided by landlord	1	4	2	8	Nil	RA	Environmental Public Health (General Waste Collection) Regulations

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	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
2	Plotters operation	• Inhalation during changing of toners	• Nuisance leading to health hazard	• In/Toner remain capped covered when changing	2	1	3	6	Nil	RA	Nil
3	Using computers	• Use of energy (Electricity)	• Depletion of Natural Resources	• Auto sleep mode after 10 to 15 min of inactivation • Switch off computer after work	1	4	1	4	Nil	RA	Nil
		• Power failure	• Loss of resources (information	• Program auto save after every 5 to 10 min • Daily server backup	1	2	2	4	Nil	***GSH***	Nil

D – Detectability L – Likelihood S – Severity Risk Level = D x L x S

ENVIRONMENTAL RISK ASSESSMENT FORM

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Assessment Team:	**LFY, YYF**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

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Action	Maintain Existing Risk Control Measure & Monitor Risk Control Measure			Need Additional Risk Control Measure		

S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
1	Design activities	▪ Environmental considerations as part of design process	▪ Energy efficiency ▪ Water efficiency ▪ Good Indoor air quality	▪ Design control procedure – M3 ▪ Project Quality Plan	1	4	1	4	Nil	Project Managers	Code of Practices (green mark, energy efficiency, indoor lighting)
2	Checking compliance to design intent at site	▪ Contractors not complying with design, jeopardizing environmental considerations	▪ Pollution (Air, Water, Land) ▪ Depletion of Natural Resources	▪ Construction Process Control procedure – M7 ▪ Regular site visits ▪ Feedback to main contractor when encountering deviations ▪ Correct or stop work immediately when deviations to design intent observed	2	1	4	8	Nil	Project Managers	Environmental Pollution Control Act Sewerage & Drainage Act Environmental Public Health Act BCA Code of Practices (green mark, energy efficiency, indoor lighting)

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2	Checking compliance to design intent at site	▪ Contractors not complying with site environmental requirements	▪ Pollution (Air, Noise, Water, Land) ▪ Depletion of Natural Resources ▪ Inappropriate waste disposal ▪ Inappropriate handling of hazardous substances	▪ Feedback to main contractor when encountering such deviations	2	1	3	6	Nil	Project Managers	Environmental Pollution Control Act Sewerage & Drainage Act Environmental Public Health Act
		▪ Exposure to environmental and health aspects	▪ Pollution (Air, Noise, Water, Land) ▪ Health hazards when exposed to dust, hazardous substances, etc.	▪ Alpha personnel to be equipped with appropriate PPE on site, provided by main contractor/company	2	1	3	6	Nil	Project Managers	Environmental Pollution Control Act Sewerage & Drainage Act Environmental Public Health Act

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	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
3	Testing and commissioning	▪ Design does not comply with intended criteria/feature	▪ Depletion of Natural Resources due to energy inefficiency	▪ Testing and Commissioning Procedure – M8	2	1	3	6	Nil	Project managers	Code of Practices (green mark, energy efficiency, indoor lighting)
4	General Office Activities	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off lights during lunch and after work ▪ Do not switch on individual air con units unless centralized air con breaks down	1	4	1	4	Nil	JI	Nil
		▪ Use of natural resources (paper)	▪ Depletion of Natural Resources	▪ Use recycled paper for draft and internal correspondences ▪ Use soft copies as much as possible	1	4	1	4	Designate areas/boxes for recycled papers	JI	Nil

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4	General Office Activities	▪ Disposal of paper waste	▪ Increase of loading on landfill site	▪ Sell papers to paper recycling collectors	1	4	2	8	Nil	***JI***	Environmental Public Health (General Waste Collection) Regulations
5	Printers and Photocopy machines operation	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off machines after work ▪ Auto sleep mode after 30 mins of inactivation	1	4	1	4	Nil	JI	Nil
		▪ Use of natural resources (paper and ink)	▪ Depletion of Natural Resources	Designate trays for recycled papers	1	4	2	8	▪ Label trays for recycled papers ▪ Program trays for recycled paper as default	JI	Nil

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5	Printers and Photocopy machines operation	▪ Inhalation during changing of toners	▪ Nuisance leading to health hazard	▪ Toner remain capped/covered when changing	2	1	3	6	Nil	JI	Nil
6	Using computers	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Auto sleep mode after 10 to 15 min of inactivation ▪ Switch off computer after work	1	4	1	4	Nil	***GSH***	Nil
		▪ Power Failure	▪ Loss of resources (information)	▪ Program auto save after every 5 to 10 min	1	2	2	4	Nil	***GSH***	Nil

D – Detectability L – Likelihood S – Severity Risk Level = D x L x S

Alpha
Consulting Engineers Pte Ltd

ENVIRONMENTAL RISK ASSESSMENT FORM

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Assessment Team:	**GA**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

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1	General Office Activities	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off lights during lunch and after work ▪ Do not switch on individual air con units unless centralized air con is inadequate	1	4	1	4	Nil	*GA*	Nil
		▪ Use of natural resources (paper)	▪ Depletion of Natural Resources	▪ Use recycled paper for draft and internal correspondences ▪ Send soft copies to clients as much as possible ▪ Send internal circulars through soft copies	1	4	1	4	Nil	*GA*	Nil

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1	General Office Activities	▪ Disposal of paper waste	▪ Increase of loading on landfill site	▪ Sell recycled papers to paper recycling collectors	1	4	2	8	Nil	***GA***	Environmental Public Health (General Waste Collection Regulations)
2	Shredder machine operation	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off machine when not in use	1	4	1	4	Nil	***GA***	Nil
		▪ Disposal of paper waste	▪ Increase of loading on landfill site	▪ Sell shredded papers to paper recycling collectors	1	4	2	8	Nil	***GA***	Environmental Public Health (General Waste Collection Regulations)

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3	Printers operation	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off machines after work ▪ Auto sleep mode after 30 min of inactivation	1	4	1	4	Nil	***GA***	Nil
		▪ Use of natural resources (paper and ink)	▪ Depletion of Natural resources	▪ Designate trays for recycled papers	1	4	2	8	▪ Label trays for recycled papers ▪ Program trays for recycled paper as default	***GA***	Nil
		▪ Disposal of ink cartridge and toner	▪ Increase of loading on landfill site	▪ Dispose at general waste bin provided by landlord	1	4	2	8	Nil	***GA***	Environmental Public Health (General Waste Collection Regulations)

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	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
3	Printers operation	▪ Inhalation during changing of toners	▪ Nuisance leading to health hazard	▪ Toner remain capped/covered when changing	2	1	3	6	Nil	*GA*	Nil
4	Using computers	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Auto sleep mode after 10 to 15 min of inactivation ▪ Switch off computer after work	1	4	1	4	Nil	*GA*	Nil
		▪ Power failure	▪ Loss of resources (information	▪ Program auto save after every 5 to 10 min	1	2	2	4	Nil	*GSH*	Nil

ENVIRONMENTAL RISK ASSESSMENT FORM

Process / Location:	**Pantry**	**Revision No:**	***2/23***	***Review Date:***	***30 October 2023***
Assessment Team:	**GA**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

Score	**1**	**2**	**3**	**4**
Detectability (D)	Always	Often	Seldom	Almost Never
Severity (S)	Negligible	Minor	Moderate	Major
Likelihood (L)	Rare	Seldom	Often	Almost Certain

Total Score	**1**	**2- 4**	**8 - 9**	**12-18**	**27-32**	**48-64**
Risk Level (RL)	Negligible Risk	Trivial Risk	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
Action	Maintain Existing Risk Control Measure & Monitor Risk Control Measure			Need Additional Risk Control Measure		

S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
1	General pantry activities (e.g. cleaning, cutting, weeping, vacuum, etc.)	▪ Insects and pests	▪ Odour	▪ Ensure rubbish are cleared daily ▪ Practice good hygiene	2	1	1	2	Nil	*JI*	Control of Vectors and Pesticides Act
		▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off lights when not in use	1	4	1	4	Nil	*JI*	Nil
		▪ Use of natural resource (Water)	▪ Depletion of Natural Resources	▪ Ensure taps are turn off when not in use	1	4	1	4	Nil	*JI*	Nil

ENVIRONMENTAL RISK ASSESSMENT FORM

Process / Location:	**Pantry**	**Revision No:**	***2/23***	***Review Date:***	***30 October 2023***
Assessment Team:	**GA**	**Approved By:**	**CCG**	***Next Review Date:***	***30 October 2026***

Score	**1**	**2**	**3**	**4**
Detectability (D)	Always	Often	Seldom	Almost Never
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Total Score	**1**	**2- 4**	**8 - 9**	**12-18**	**27-32**	**48-64**
Risk Level (RL)	Negligible Risk	Trivial Risk	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
Action	Maintain Existing Risk Control Measure & Monitor Risk Control Measure			Need Additional Risk Control Measure		

S/N	**Aspect Identification**			**Risk Evaluation**					**Risk Control**		
	List of Activity / Product / Services	**Aspect**	**Possible Impact**	**Existing Risk Control**	**D**	**L**	**S**	**Risk Level**	**Additional Risk Control**	**Action Officer, Designation**	**Applicable Legal & Other Requirements**
2	General pantry activities (e.g. cleaning, cutting, weeping, vacuum, etc.)	▪ Disposal of food waste	▪ Increase of loading at Incineration ▪ Odour	▪ Designate bin for food waste disposal at Pantry ▪ Dispose at general waste bin provided by landlord	1	4	2	8	Nil	*JI*	Environmental Public Health (General Waste Collection Regulations)
3	Using Microwave oven/beverage/water dispenser/fridge at pantry	▪ Use of energy (Electricity)	▪ Depletion of Natural Resources	▪ Switch off microwave oven when not in use	1	4	1	4	Nil	*JI*	Nil

D – Detectability L – Likelihood S – Severity Risk Level = D x L x S