

Hazard/Risk Register

Hazard	Potential Consequences	Raw Risk	Controls	Residual Risk	Person/s responsible	Review date
Contractors	Exposure to introduced hazards	High	<ul style="list-style-type: none"> - Ensure effective selection and approval - Ensure induction process for Contractors is completed before commencing work - Regular reviews and assessments regarding their H&S performance 	Low	James & Contractors	30.04.18
Electricity	Electric shock, burns	Extreme	<ul style="list-style-type: none"> - Check cables, plugs, sockets etc. for damage before use - Ensure electrical appliances are tested and tagged - Only registered electricians to carry out electrical installations, maintenance and repairs 	Moderate	All	30.04.18
Fire	Burns, smoke inhalation, explosion	Extreme	<ul style="list-style-type: none"> - Ensure fire extinguishers are available - Ensure fire extinguishers are serviced annually or replaced - Remove material or items that could ignite or explode - Implement fire emergency procedures - Do not block fire exits or access to firefighting equipment 	Low	James & Staff	30.04.18
Housekeeping	Trips, slips, falls	High	<ul style="list-style-type: none"> - Keep work area and access tidy - Keep walkways clear of obstructions - Stack material in a secure way - Mop up spills as soon as possible 	Low	All	30.04.18
Ladders	Falls	High	<ul style="list-style-type: none"> - Ladders to be industrial or trade rated - Ensure ladder is in good condition and long enough for the job - Keep area around the base clear - Secure top of extension ladders - Maintain three points of contact - Observe NZ Good practice guidelines for working at height 	Moderate	All	30.04.18
Manual handling	Sprains, strains, MSDs	High	<ul style="list-style-type: none"> - Assess demands (weight, awkwardness etc.) prior to manual handling activity - Team lift where necessary - Use mechanical lifting aid where practicable - Avoid rapid movements - Do not twist, turn the whole body - Bend the knees, keep the back straight - Keep objects as close to your body as possible 	Moderate	All	30.04.18
Moving vehicles	Getting hit/crushed by moving vehicles	High	<ul style="list-style-type: none"> - Drivers to ensure that no other person is behind the vehicle before reversing - Drivers to watch out for any person in their vicinity before moving the vehicle - Ensure drivers of vehicles are aware of you 	Low	All	30.04.18

Noise	Damage to hearing, Noise induced hearing loss	High	<ul style="list-style-type: none"> - Carry out noise level monitoring if in doubt - Wear hearing-protection where required 	Low	James & Staff	30.04.18
Occupational Overuse Syndrome (OOS)	Long term joint pain, carpal tunnel syndrome	Moderate	<ul style="list-style-type: none"> - Ensure correct setup of workstations/equipment - Take regular breaks/micropauses - Do regular hand and wrist exercises - Structure the work load - Mix tasks according to comfort level - Inform management about any signs of discomfort or pain 	Low	All	30.04.18
Office Environment	Strains, sprains, slips, trips, falls	Moderate	<ul style="list-style-type: none"> - Remove junk/rubbish from around/underneath desks - Ensure correct setup of workstations - Ensure correct chair adjustment - Take regular breaks 	Low	Office staff	30.04.18
Stress/Fatigue	Lack of concentration	Moderate	<ul style="list-style-type: none"> - Ensure regular breaks - Supply sufficient drinking water - Allow sufficient time for the task, don't put pressure on 	Low	All	30.04.18
Visual Display Units	Eyestrain, headaches, neck/shoulder tension, OOS	Moderate	<ul style="list-style-type: none"> - Observe the COP 'Visual Display Units' - Take micro pauses and perform suitable stretch-exercises - Ensure lighting is adequate - Ensure VDU is set to correct height - Report any early symptoms to management as soon as they occur 	Low	Office Staff	30.04.18
Work alone	No help if injury occurs	High	<ul style="list-style-type: none"> - Ensure management knows where staff is working if alone - Ensure phone contact is possible if needed 	Low	Management & Staff	30.04.18