

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

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