

Workplace Hazard Register

Location / Area / Department

Offices, Meeting Rooms and Amenities, Remote sites, offices and "Pit" areas.

Hazard Identification | **Hierarchy of Controls**

Hazard Name	Significant	Risk	1. Eliminate 2. Minimise	Practicable Steps / Suggested Control	By When	Review date
Office Safety						
Glare	No	Eyestrain, stress	1	<ul style="list-style-type: none"> Ensure glare levels satisfactory for tasks. Ensure screen based equipment adjusted to reduce effect from glare. 		
Lack of suitable ventilation	No	Tiredness, stress, infection	1	Ensure adequacy of ventilation		
Occupational discomfort and pain	Yes	Permanent disability	2	<ul style="list-style-type: none"> Install Measures to prevent (Discomfort & Pain). Monitor protection and install system of regular checks against the Approved code of practice. 		
Low light levels	No	Eyestrain, stress	1	Ensure adequacy and suitability of lighting		
Temperature	No	Stress, infection	1	Ensure temperature range comfortable		
Air quality / Air conditioners	Yes	Sickness / infection	2	Ensure air conditioning systems maintained and cleaned regularly		
Slippery floors and walkways	Yes	Slip, trip and fall risk	1	Identify possible slip risk areas and install stable non-slip floor coverings		
Noise	Yes	Hearing loss	1	Ensure noise at or below acceptable levels		
Walkways / Floors	Yes	Slip, trip and fall risk	1	<ul style="list-style-type: none"> Walkways adequately and clearly marked Unobstructed vision at intersections Stairs and risers are in good repair Floor surfaces even and uncluttered 		
Ergonomics and Manual Handling						
Insufficient leg room at workstation	Yes	Knee, leg injury / OOS	2	Ensure there is sufficient leg room available		
Inadequate work space (congested)	Yes	Stress bump and trip hazard	2	Ensure there is adequate work space available		

Forced to work in a fixed position for long periods.	Yes	Stress and Discomfort & pain potential	2	Ensure working in a fixed position for long periods is avoided		
Manual handling	Yes	Back, neck, arm injury	2	<ul style="list-style-type: none"> • Frequent lifting, pulling, pushing, dragging of light loads is avoided. • Awkward and constrained postures are avoided. • Lifting, pulling, pushing, dragging of heavy loads is avoided. • Repetitive movements avoided. • Procedures for safe team lifts in place. • Bending or reaching above shoulder height and twisting of the back is avoided <p>REFER APPROVED CODE OF PRACTICE "Manual Handling"</p>		
Housekeeping						
General housekeeping	Yes	Hygiene risk, slip, trip and fall	1	<ul style="list-style-type: none"> • Ensure floors - cleanliness and condition • Ensure windows - cleanliness • Ensure tidiness - storage areas • Ensure tidiness - work areas • Ensure tidiness - tea making / rest areas • Ensure provision of waste disposal 		
Fire & Emergency						
No Fire wardens appointed	Yes	Panic during evacuation and possible loss of life	2	<ul style="list-style-type: none"> • Ensure participants have a fire extinguisher is present when re-fuelling 		
Non maintained fire extinguishers and hoses	Yes	Possible failure when needed, loss of life and property	2	<ul style="list-style-type: none"> • Ensure fire extinguishers recently serviced and tagged • Suitable fire extinguishers available for all flammable substances in the site 		
Exits	Yes	Loss of life	2	<ul style="list-style-type: none"> • Exits clearly marked • Exit doors easily opened • Exits clear of obstructions 		
Non maintained fire alarm system	Yes	Possible failure when needed, loss of life and property	2	Fire alarm system functioning correctly and tested regularly		
Lack of training in emergency procedures	Yes	Loss of life	2	Ensure all employees advised of emergency procedures		
No documented emergency instructions	Yes	Loss of life	2	Ensure fire and emergency instructions documented and clearly displayed		

No emergency practices	Yes	Loss of life	2	Ensure emergency evacuation procedures practiced regularly (twice a year)		
First Aid & Hygiene						
Badly stocked and maintained First Aid facilities. Or lack of any!	Yes	Infection risk, bleeding etc	2	<ul style="list-style-type: none"> • Ensure contents of first aid kits are clean and orderly • Ensure contents regularly checked to see if adequate for the event • Ensure contents not past expiry date • Ensure kits clearly labelled 		
No first aid information given i.e.: <ul style="list-style-type: none"> • No Emergency phone numbers • A lack of first-aiders • Not available at all times 	Yes	Risk to health and possible life	2	<ul style="list-style-type: none"> • Ensure participants aware of the location of first aid treatment • Ensure emergency phone numbers displayed • Ensure first aid officer(s) accessible to all participants and areas • Ensure a trained first-aiders is on the premises at all times 		
Ablutions						
Lack of suitable facilities	Yes	Infection risk	1	Ensure there are adequate toilets, running water, soap, towels, etc.		
Electrical Safety						
Portable equipment	Yes	Electrocution	2	Ensure portable equipment and leads tested and tagged		
Broken plugs, sockets or switches	Yes	Electrocution	1	<ul style="list-style-type: none"> • Ensure no broken plugs, sockets or switches • Earth leakage circuit breakers installed • Emergency shutdown procedures in place 		
Frayed or damaged leads	Yes	Electrocution	1	<ul style="list-style-type: none"> • Ensure no frayed or damaged leads • Earth leakage circuit breakers installed • Emergency shutdown procedures in place 		
Temporary leads on floor	Yes	Trip hazard	2	Ensure no temporary leads on floor		
Strained leads	Yes	Electrocution	1	Ensure no strained leads		
Personal Protective Equipment ('PPE')						

Availability of PPE	Yes	Serious injury / death	2	<ul style="list-style-type: none"> • Correct and appropriate PPE supplied • PPE checked and maintained regularly • members trained in correct use of PPE • PPE used in the correct manner • PPE worn by members when required 		
Storage Areas						
Stacking / storage	Yes	Manual handling risk. Serious injury, trip, slip risk	2	<ul style="list-style-type: none"> • Ensure commonly used and heavy items stored between mid thigh and shoulder height • Ensure floors around racks, shelves etc. clear of rubbish • Ensure racks, shelves, etc. kept in good condition 		
Cleaning Areas						
Unsecured cleaning products	Yes	Poisoning, chemical burn etc.	2	<ul style="list-style-type: none"> • Ensure secure storage of cleaning fluids / products • Ensure secure storage of disposal waste • Availability of Safety Procedures 		
Security						
Violence – event place and public	Yes	Serious injury / death	2	<ul style="list-style-type: none"> • Ensure risk assessment for occupational violence completed where necessary • Identify security measures that need to be in place • Ensure counselling and support services available for affected participants • Ensure members not working alone or in isolation where possible • Ensure car parks well lit and secure 		
Training						

Untrained staff	Yes	Serious injury to selves and others even death	2	<ul style="list-style-type: none"> • Training program documented and records maintained • Event place-specific induction training provided for all members, participants, and visitors • Members trained in emergency procedures • Members trained in the correct use of PPE 		
Remote sites						
Safety on remote sites	Yes	Serious injury to selves and others even death	2	<ul style="list-style-type: none"> • Training needs identified. • Correct PPE supplied and always worn when visiting remote sites • Ensure the sites safety rules and requirements are adhered to. • Ensure somebody knows you are on site (sign in) 		
Contractors	Yes	Injury to themselves and Clients	2	<ul style="list-style-type: none"> • Ensure contractors are pre qualified. • Ensure hazards are identified at each site and induct contractors into that asset • Ensure contractors activities are monitored • Ensure post contract evaluations are carried out. 		
Vehicle Safety						
Use of company vehicles and own vehicles on company business	Yes	Injury to self and others, even death	2	<ul style="list-style-type: none"> • Ensure all members have current drivers licences • Create policy on use of vehicles for business use. • Install drink driving policy with vehicle use. • Install policy on the use of mobile phones while driving. 		
General						
Adequacy of policies and procedures	Yes	Injury to contractors, members and visitors if no controls in place	2	Ensure adequacy of policies and procedures, eg. visitors, contractors		

Emergency drills	Yes	No practice could mean serious injury or death if an emergency arises.	2	Ensure likely emergency situations are identified and emergency drills practiced		
Vehicle speed on boat ramps & reversing trailers	Yes	Serious injury or death	2	Ensure vehicle speed limited, place caution signs up at the boat ramp areas to identify a vehicle movement hazard		