| **Hazard/Risk Register - Examples** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Risk Score (Native)** | **Type of Control** | **Hazard Controls** | **Risk Score (with controls)** | **Role** | **Review Date** |
| **General/Club** | | | | | | | |
| Stress | Mental harm |  |  | Refer to the Health and Safety Manual Advise management without delay of your concerns |  |  |  |
| Working at night | Walking to and from your vehicle /transport alone or in the dark |  |  | Use well-lit areas to access car/bus Try to walk in pairs/groups  When working late, avoid working alone If unavoidable, ensure all outside doors are locked |  |  |  |
| General Floor Area | Trips, Slips, Falls Wet Slippery Surface |  |  | Good Housekeeping – Keep areas tidy  – rubbish swept up & place in bin Ensure aisles are free from trip hazards Spills are cleaned up straight away  Place safety signs in area if floor is wet Ensure lighting is adequate and working Wear appropriate footwear around the pool Ensure all unused power cords are wound up |  |  |  |
| Personnel / New Workers or Contractors | Injury  Accidental death |  |  | Full induction Site specific induction Ensure all qualifications/training/supervision are up to date |  |  |  |
| Spectators | Trips, Slips, Falls Wet Slippery Surface |  |  | At large events, ensure housekeeping brief is performed before commencing  Ensure safety signage is displayed in venue  Ensure workers including volunteers are briefed on venue emergency procedures |  |  |  |
| Venues | Serious Harm |  |  | Ensure all venues are sent a venue application to complete and return  Ensure all venue information gathered is communicated to workers on that site |  |  |  |
| Drugs and Alcohol | Inattention to safety Harm to others |  |  | Refer to company Health and Safety Manual |  |  |  |
| Hazardous Substances | Burns  Injuries  Skin Conditions  Poison  Respiratory Illness |  |  | Ensure pool chemicals are securely locked away  Do not store other pool equipment with chemicals  Ensure SDS sheets are stored with the chemicals  Only trained personnel to handle chemicals  Wear appropriate PPE  Ensure First Aid is available to personnel |  |  |  |
| Mobile phones | Inattention to safety Accidental death |  |  | Mobile phones to be switched off during teaching hours  Let calls go to answerphone and call back |  |  |  |
| Fire | Fire Burns |  |  | Make sure there is a process in place to have fire extinguishers serviced on a regular basis Ensure staff are trained in their use Ensure fire extinguishers are accessible and easy to release  All staff must be aware of exits |  |  |  |
| Emergency Management | Crushing Bruising  Broken bones Abrasions & Lacerations Death |  |  | Emergency exits signage and evacuation plan to be displayed throughout the facility Assembly point to have signage Reception sign in register to be in reception A full emergency plan to be documented |  |  |  |
| Weather | Bruising  Broken bones Abrasions & Lacerations Slips and falls |  |  | Ensure signage is in place for wet areas, slippery areas / icy areas Adequate lighting on when minimal light If teaching outside – be aware of weather conditions. Stop if severe rain, winds, thunder or lightening is present |  |  |  |
| Environmental Safety (Water/Waste Water) | Illness, Infections |  |  | Report any illnesses immediately if suspected water borne illness. |  |  |  |
| Hygiene | Illness, Infections |  |  | Ensure appropriate goggles, hats/caps are worn  Ensure pool water quality meets standard NZS5826:2000  Ensure pool filter and chemical treatment is in good working order |  |  |  |
| Faecal Incident | Illness, Infections |  |  | Close the pool to swimmers including all pools on the same filtration system until disinfection process is complete  Remove Faecal matter as much as possible using a net or bucket and dispose of it in a sanitary manner  Clean and disinfect the tool used to remove the Faecal matter  Follow recommended guidelines for disinfection of the pool  Document in the incident register |  |  |  |
| Medical Emergency | Untreated injuries Uncontrolled bleeding  Loss of consciousness  Drowning |  |  | Make sure there is a regular process in place to have the first aid kits checked regularly and product replaced Ensure first aid kits are accessible and easy to open  Ensure first aiders onsite Ensure First Aid Kit is provided and staff are aware of its location Please notify management if you have an accident or use any products from the first aid kit Any injuries requiring first aid should be logged in the accident register  Refer to Health and Safety manual for full incident procedure |  |  |  |
| Manual Handling | Sprains and Strains |  |  | Ensure correct lifting techniques are used |  |  |  |
| Sunburn | Sunburn Skin Cancer Dehydration Headaches Sore Eyes |  |  | Wear sun glasses Wear SPF30 at all times when in sun Wear Sunhat and cover up arms and legs where possible Drink water regularly |  |  |  |
| Excessive yelling | Vocal difficulties |  |  | Use microphone if present  Talk in small groups  Use visual signs and whistles |  |  |  |
| Smoking | Fire Breathing difficulties Cancer |  |  | Smoking is not permitted in buildings or entranceways. Refer Health and Safety Manual section on smoking |  |  |  |
| Waste | Cut and abrasions Infection |  |  | Clean work areas regularly and dispose of waste in the correct manner  Wear gloves and other appropriate PPE to ensure no injuries are incurred Use the correct bins for disposal |  |  |  |
| Working Alone | Serious Harm |  |  | Avoid working in isolation or alone – partner up  Access the physical and mental demands of the work and assess the risks involved in working in isolation Staff to have access to a telephone If afterhours any staff working alone must notify another staff member and advise hours they intend to be in the building Staff member must have authorisation and ability to arm and disarm security system Never work in isolation without notifying Management and ensuring appropriate and regular communication procedures are in place – permits to work include check in arrangements, tests of communication equipment, length of work, first aid, PPE, equipment, emergency procedures Ensure emergency procedures are communicated prior to commencing work First Aid Kits must travel with anyone working in isolation |  |  |  |
| Electrical leads | Electrocution |  |  | Do not use any appliances with faulty or frayed leads Do not use appliances in wet or damp conditions without RCD or transformers Establish good housekeeping procedures Cords should not exceed 50m in length Ensure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010 All electrical work to be carried out by an authorised electrician |  |  |  |
| Club owned plant and equipment | Serious Harm |  |  | Ensure Safe Operating Procedures are written up for all plant and machinery  Only trained personnel to operate  Ensure regular maintenance checks |  |  |  |
| **Office and Educators** | | | | | | | |
| General Floor Area | Trips, Slips, Falls Wet Slippery Surface |  |  | Good Housekeeping – Keep areas tidy  – rubbish swept up & place in bin Ensure aisles are free from rubbish Spills are cleaned up straight away  Place safety signs in area if floor is wet Ensure lighting is adequate and working Wear appropriate footwear Ensure all unused power cords are wound up |  |  |  |
| Heaters | Burns Electrical Shock Falls & Trips |  |  | Use as per manufacturer’s instructions Keep heater a certain distance from person Ensure heater is not in the walkway |  |  |  |
| Manual Handling | Sprains Strains |  |  | Use trollies or manual handling aids Reduce or split load sizes to manageable weights Where possible, use two person or team lifting Bend your knees Rotate your knees and not your back |  |  |  |
| Mats | Slips trips and falls Broken bones Bruising Abrasions |  |  | Replace any frayed mats immediately Replace mats with rolled edges immediately |  |  |  |
| Office Drawers & Filing Cabinet | Left Open – Bruising, Jamming fingers |  |  | Ensure all drawers are closed after use Close all drawers carefully and slowly |  |  |  |
| Office ergonomics | Soft tissue damage Muscle strain Eye strain Repetitive Strain Injury |  |  | Adjust desk and seat to recommended positions as per ACC guidelines [www.acc.govt.nz](http://www.acc.govt.nz) Take regular breaks Change work patterns to eliminate muscle strain |  |  |  |
| Photocopier, Fax, Printers | Burns from clearing jammed paper Bright light damage to eyes |  |  | Follow instructions for clearing jams Ensure copier lid is closed when using copier |  |  |  |
| Shelving & Racks | Broken Bones Falling Stock |  |  | All shelving to be correctly designed, be capable of retaining materials to be placed on them, stable and properly secure Racks & shelves are not to be overload Store heavy items on the lower racks to avoid falls |  |  |  |
| Company vehicles | Motor vehicle accident causing serious harm or death  Crushing and pinching  Entanglement |  |  | Use in accordance with manufacturer’s instructions  Staff must have current licenses/endorsements in order to operate company vehicles  Ensure vehicle is regularly serviced and roadworthy  Ensure all loads are properly fastened and cannot move in the event of an emergency stop |  |  |  |
| Entering Sites (including schools) | Unknown hazards |  |  | Ensure an induction is completed by site management before entering  Wear the appropriate and required PPE, including closed footwear  Follow the site instructions – including police vetting for schools |  |  |  |
| **Epic Swim Event** | | | | | | | |
| ***General*** |  |  |  |  |  |  |  |
| Noise | Disruption in concentration  Interference with communication  Hearing loss |  |  |  |  |  |  |
| Electrical fittings and appliances | Electrocution |  |  | Electrical appliances kept away from water  All appliances to be checked and tagged |  | Event manager |  |
| Inadequate lighting | Reaction times  Impaired vision |  |  |  |  |  |  |
| Temperature extremes | Fatigue |  |  |  |  |  |  |
| Manual handling | Sprains and strains |  |  |  |  |  |  |
| Stress |  |  |  |  |  |  |  |
| Fatigue |  |  |  |  |  |  |  |
| ***Swim*** |  |  |  |  |  |  |  |
| Debris, shoreline rocks, finish gantry and directional buoys | Collision |  |  |  |  |  |  |
| Motorised boat | Collision  Lacerations  Amputations |  |  | Follow Maritime NZ rules  Water safety staff on course  Competitor briefing  Brightly coloured swim caps  Signs at boat ramps showing swim course and times  Follow water safety briefing |  | MNZ  Event Director  Event Safety Committee |  |
| Other swimmers | Collison |  |  | Follow Maritime NZ rules  Water safety staff on course  Competitor briefing  Brightly coloured swim caps |  | MNZ  Event Director  Event Safety Committee |  |
| Lost competitors |  |  |  | Marshals in strategic positions  Course marking  Swim emergency response plan  All participants scanned into and out of the water to help keep track of participants |  | Event Director  Event Safety Committee |  |
| Drowning | Drowning |  |  | Water safety staff  Contingency planning  Competitor briefing |  | Event Director  Event Safety Committee  Competitors |  |
| Temperature extremes | Fatigue  Hyperthermia |  |  | Refer to swim event rules regarding use of wetsuits |  |  |  |
| Access/Egress |  |  |  |  |  |  |  |
| Depth |  |  |  |  |  |  |  |
| Weather conditions including wind |  |  |  |  |  |  |  |
| Water Condition - Biological (bacteria, fungi, viruses) | Infection  Hepatitis  AIDS |  |  |  |  |  |  |
| Course layout |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |
| Visibility |  |  |  |  |  |  |  |
| Number of participants |  |  |  |  |  |  |  |
| Age of participants |  |  |  |  |  |  |  |
| Competence and confidence |  |  |  |  |  |  |  |
| Medical conditions |  |  |  |  |  |  |  |
| Spectators (crowds) and spectator boats |  |  |  |  |  |  |  |
| Beach conditions (broken glass etc) |  |  |  |  |  |  |  |
| Presence of lakeweed |  |  |  |  |  |  |  |
| **Insert another event** | | | | | | | |
|  |  |  |  |  |  |  |  |
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| The above hazards are by no mean an exhaustive list and we suggest that you should always ensure you are using the latest guidelines and safety instructions by visiting the Worksafe website | | | | | | | |

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| **Risk Rating Table** | | | | |
|  | **Seriousness** | | | |
| **Likelihood** | Negligible  (no injuries) | Minor/Moderate  (first aid/medical) | High  (extensive injuries) | Catastrophic  (fatalities) |
| Very likely | High | Extreme | Extreme | Extreme |
| Likely | Moderate | High | Extreme | Extreme |
| Possible | Low | High | Extreme | Extreme |
| Unlikely | Low | Moderate | High | Extreme |
| Very Unlikely (rare) | Low | Moderate | High | High |

**Controls**

Sub Substitute

Iso Isolate

PC Prevent Contact

EC Engineering Controls

AC Administrative Controls

PPE Personal Protective Equipment