| **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 ManualAdvise 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/busTry to walk in pairs/groups When working late, avoid working aloneIf unavoidable, ensure all outside doors are locked |  |  |  |
| General Floor Area | Trips, Slips, FallsWet Slippery Surface |  |  | Good Housekeeping – Keep areas tidy – rubbish swept up & place in binEnsure aisles are free from trip hazardsSpills are cleaned up straight awayPlace safety signs in area if floor is wetEnsure lighting is adequate and workingWear appropriate footwear around the poolEnsure all unused power cords are wound up |  |  |  |
| Personnel / New Workers or Contractors | Injury Accidental death |  |  | Full inductionSite specific inductionEnsure all qualifications/training/supervision are up to date |  |  |  |
| Spectators | Trips, Slips, FallsWet Slippery Surface |  |  | At large events, ensure housekeeping brief is performed before commencingEnsure safety signage is displayed in venueEnsure workers including volunteers are briefed on venue emergency procedures  |  |  |  |
| Venues | Serious Harm |  |  | Ensure all venues are sent a venue application to complete and returnEnsure all venue information gathered is communicated to workers on that site |  |  |  |
| Drugs and Alcohol  | Inattention to safetyHarm to others |  |  | Refer to company Health and Safety Manual  |  |  |  |
| Hazardous Substances | BurnsInjuriesSkin ConditionsPoisonRespiratory Illness |  |  | Ensure pool chemicals are securely locked awayDo not store other pool equipment with chemicalsEnsure SDS sheets are stored with the chemicalsOnly trained personnel to handle chemicalsWear appropriate PPEEnsure First Aid is available to personnel |  |  |  |
| Mobile phones | Inattention to safetyAccidental death |  |  | Mobile phones to be switched off during teaching hours Let calls go to answerphone and call back |  |  |  |
| Fire  | FireBurns |  |  | Make sure there is a process in place to have fire extinguishers serviced on a regular basisEnsure staff are trained in their useEnsure fire extinguishers are accessible and easy to release All staff must be aware of exits  |  |  |  |
| Emergency Management | CrushingBruising Broken bonesAbrasions & LacerationsDeath |  |  | Emergency exits signage and evacuation plan to be displayed throughout the facilityAssembly point to have signageReception sign in register to be in receptionA full emergency plan to be documented |  |  |  |
| Weather | Bruising Broken bonesAbrasions & LacerationsSlips and falls |  |  | Ensure signage is in place for wet areas, slippery areas / icy areasAdequate lighting on when minimal lightIf 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 wornEnsure pool water quality meets standard NZS5826:2000Ensure 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 completeRemove Faecal matter as much as possible using a net or bucket and dispose of it in a sanitary mannerClean and disinfect the tool used to remove the Faecal matterFollow recommended guidelines for disinfection of the poolDocument in the incident register |  |  |  |
| Medical Emergency | Untreated injuriesUncontrolled bleedingLoss of consciousnessDrowning |  |  | Make sure there is a regular process in place to have the first aid kits checked regularly and product replacedEnsure first aid kits are accessible and easy to openEnsure first aiders onsiteEnsure First Aid Kit is provided and staff are aware of its locationPlease notify management if you have an accident or use any products from the first aid kitAny injuries requiring first aid should be logged in the accident registerRefer to Health and Safety manual for full incident procedure |  |  |  |
| Manual Handling | Sprains and Strains |  |  | Ensure correct lifting techniques are used |  |  |  |
| Sunburn | SunburnSkin CancerDehydrationHeadachesSore Eyes |  |  | Wear sun glassesWear SPF30 at all times when in sunWear Sunhat and cover up arms and legs where possibleDrink water regularly |  |  |  |
| Excessive yelling | Vocal difficulties |  |  | Use microphone if presentTalk in small groups Use visual signs and whistles |  |  |  |
| Smoking | FireBreathing difficultiesCancer |  |  | Smoking is not permitted in buildings or entranceways.Refer Health and Safety Manual section on smoking |  |  |  |
| Waste | Cut and abrasionsInfection |  |  | Clean work areas regularly and dispose of waste in the correct manner Wear gloves and other appropriate PPE to ensure no injuries are incurredUse 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 isolationStaff to have access to a telephoneIf afterhours any staff working alone must notify another staff member and advise hours they intend to be in the buildingStaff member must have authorisation and ability to arm and disarm security systemNever 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 proceduresEnsure emergency procedures are communicated prior to commencing workFirst Aid Kits must travel with anyone working in isolation |  |  |  |
| Electrical leads | Electrocution |  |  | Do not use any appliances with faulty or frayed leadsDo not use appliances in wet or damp conditions without RCD or transformersEstablish good housekeeping proceduresCords should not exceed 50m in lengthEnsure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010All 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 machineryOnly trained personnel to operateEnsure regular maintenance checks |  |  |  |
| **Office and Educators** |
| General Floor Area | Trips, Slips, FallsWet Slippery Surface |  |  | Good Housekeeping – Keep areas tidy – rubbish swept up & place in binEnsure aisles are free from rubbishSpills are cleaned up straight awayPlace safety signs in area if floor is wetEnsure lighting is adequate and workingWear appropriate footwearEnsure all unused power cords are wound up |  |  |  |
| Heaters | BurnsElectrical ShockFalls & Trips |  |  | Use as per manufacturer’s instructionsKeep heater a certain distance from personEnsure heater is not in the walkway |  |  |  |
| Manual Handling | SprainsStrains |  |  | Use trollies or manual handling aidsReduce or split load sizes to manageable weightsWhere possible, use two person or team liftingBend your kneesRotate your knees and not your back |  |  |  |
| Mats | Slips trips and fallsBroken bonesBruisingAbrasions |  |  | Replace any frayed mats immediatelyReplace mats with rolled edges immediately |  |  |  |
| Office Drawers & Filing Cabinet | Left Open – Bruising, Jamming fingers |  |  | Ensure all drawers are closed after useClose all drawers carefully and slowly |  |  |  |
| Office ergonomics | Soft tissue damageMuscle strainEye strainRepetitive Strain Injury |  |  | Adjust desk and seat to recommended positions as per ACC guidelines [www.acc.govt.nz](http://www.acc.govt.nz)Take regular breaksChange work patterns to eliminate muscle strain |  |  |  |
| Photocopier, Fax, Printers | Burns from clearing jammed paperBright light damage to eyes |  |  | Follow instructions for clearing jamsEnsure copier lid is closed when using copier |  |  |  |
| Shelving & Racks | Broken BonesFalling Stock |  |  | All shelving to be correctly designed, be capable of retaining materials to be placed on them, stable and properly secureRacks & shelves are not to be overloadStore heavy items on the lower racks to avoid falls |  |  |  |
| Company vehicles  | Motor vehicle accident causing serious harm or deathCrushing and pinchingEntanglement |  |  | Use in accordance with manufacturer’s instructionsStaff must have current licenses/endorsements in order to operate company vehiclesEnsure vehicle is regularly serviced and roadworthyEnsure 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 enteringWear the appropriate and required PPE, including closed footwearFollow the site instructions – including police vetting for schools |  |  |  |
| **Epic Swim Event** |
| ***General*** |  |  |  |  |  |  |  |
| Noise | Disruption in concentrationInterference with communicationHearing loss |  |  |  |  |  |  |
| Electrical fittings and appliances | Electrocution |  |  | Electrical appliances kept away from waterAll appliances to be checked and tagged  |  | Event manager |  |
| Inadequate lighting | Reaction timesImpaired vision |  |  |  |  |  |  |
| Temperature extremes | Fatigue |  |  |  |  |  |  |
| Manual handling | Sprains and strains |  |  |  |  |  |  |
| Stress |  |  |  |  |  |  |  |
| Fatigue |  |  |  |  |  |  |  |
| ***Swim*** |  |  |  |  |  |  |  |
| Debris, shoreline rocks, finish gantry and directional buoys | Collision |  |  |  |  |  |  |
| Motorised boat | CollisionLacerationsAmputations |  |  | Follow Maritime NZ rulesWater safety staff on courseCompetitor briefingBrightly coloured swim capsSigns at boat ramps showing swim course and timesFollow water safety briefing |  | MNZEvent DirectorEvent Safety Committee |  |
| Other swimmers | Collison |  |  | Follow Maritime NZ rulesWater safety staff on courseCompetitor briefingBrightly coloured swim caps |  | MNZEvent DirectorEvent Safety Committee |  |
| Lost competitors |  |  |  | Marshals in strategic positionsCourse markingSwim emergency response planAll participants scanned into and out of the water to help keep track of participants |  | Event DirectorEvent Safety Committee |  |
| Drowning | Drowning |  |  | Water safety staffContingency planningCompetitor briefing |  | Event DirectorEvent Safety CommitteeCompetitors |  |
| Temperature extremes | FatigueHyperthermia |  |  | Refer to swim event rules regarding use of wetsuits |  |  |  |
| Access/Egress |  |  |  |  |  |  |  |
| Depth |  |  |  |  |  |  |  |
| Weather conditions including wind |  |  |  |  |  |  |  |
| Water Condition - Biological (bacteria, fungi, viruses) | InfectionHepatitisAIDS |  |  |  |  |  |  |
| 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** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 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 |

|  |
| --- |
| **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