
13469 - Driving on steep terrain

Potential Harm

Broken Limbs, Crushing, Death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 1 - High and Unacceptable

Administrative Control - Basic kit is carried which includes but not limited to first aid kit, fire extinguisher, wheel changing equipment, including a suitable base for jacking on soft ground, high visibility jacket, Wet weather, and climate-related clothing.

Administrative Control - Drivers of the vehicles have been fully trained in off-road driving techniques

Administrative Control - Existing routes are followed wherever possible

Administrative Control - Vehicles used to drive off road are equipped with Terrain Response.

Administrative Control - Visual inspection of the vehicle is carried out prior to going off-road.

Use of PPE Control - Appropriate PPE for the job

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13558 - Posthole Borer

Potential Harm

Status: Not Yet Controlled

Use of a posthole borer can result in an entanglement which may cause lacerations, amputations, and death to you or others

Inherent Risk (Uncontrolled): 1 - High and Unacceptable

Administrative Control - All guards and safety devices are in place and are kept in good working order

Administrative Control - Loose clothing, dangling jewelery, and unsecured long hair are avoided when using the posthole borer

Administrative Control - People are kept away from the posthole borer while it is in use

Administrative Control - Petrol driven posthole borers are not refuelled while running

Administrative Control - Posthole borer is checked before use, defects are dealt with promptly and unsafe equipment is taken out of use

Administrative Control - Posthole borer is operated only by those who are competent to do so

Administrative Control - Posthole borer is used and maintained in good working order, according to the manufacturer's instructions

Use of PPE Control - Suitable PPE is provided and worn

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13559 - Removal, replacement and inflation of tyres

Potential Harm

Status: Not Yet Controlled

Very serious injury and death from an explosion of the tyre or disintegration of the wheel during - inflation - manual handling of the tyre and wheel - a collapse of an elevated vehicle

Inherent Risk (Uncontrolled): 1 - High and Unacceptable

Administrative Control - Before deflating a tyre, check the pressure and chalk the reading on the tyre wall. Remember, low tyre pressure may have caused tyre wall damage.

Administrative Control - Do not inflate any tyre that has been significantly underinflated until it has been adequately checked.

Administrative Control - Do not use airlines without either a functioning pressure gauge or pressure control device being fitted.

Administrative Control - Effective tyre restraints are used during the inflation of very large tyres.

Administrative Control - Examine wheels and tyres (externally and internally) for signs of damage, such as cracks, 'marbling' (black lines), bulging, soft spots or exposed steel cord in the tyre carcass. If in doubt, DO NOT re-inflate the tyre.

Administrative Control - Extra safety measures are needed for inflating larger, well-based (single-piece) tyres above 15 psi. This includes some light tyres which are inflated to around 70 psi and may cause serious injury in the event of failure. A strong, firmly-secured tyre inflation cage, a secured horizontal stool and associated clamping mechanism and a portable restraint.

Administrative Control - Stay outside the likely explosion trajectory, when reinflating a tyre.

Administrative Control - Training of workers in tyre maintenance

Administrative Control - Watch and listen for signs that might indicate a zipper failure. If you suspect a problem, do not approach the tyre to deflate it – use the quick-release connection at the operator's end of the hose.

Use of PPE Control - To avoid unnecessary injury to body and eyes, safety shoes and eye protection [safety glasses or goggles] must be worn (at a minimum).

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13534 - Compressed gas cylinders

Potential Harm

Status: Not Yet Controlled

Burns and puncture wounds from explosion, severe strain and sprain injuries from inappropriate handling practices. Hearing loss, blunt force trauma, death from oxy bottle explosion.

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Administrative Control - Appropriate signage is in place

Administrative Control - Cylinders and store in cool areas away from sources of radiant heat

Administrative Control - Gas cylinders are stored separately from other hazardous chemicals.

Administrative Control - Good housekeeping practices are in place and are maintained

Administrative Control - There is an emergency plan in place

Administrative Control - Workers have been trained in storage, handling and transportation techniques.

Use of PPE Control - The appropriate PPE is worn.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13493 - Confined spaces

Potential Harm

Status: Not Yet Controlled

Confined spaces have unique hazards, like restricted entries or exits, dangerous atmospheres, or engulfment. The effects of physical or chemical agents acting alone or in combination can be made worse in a confined space. Risk of oxygen deprivation, asphyxiation, or entrapment after entering a confined space.

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Elimination Control - Where possible remove the hazards caused by confined spaces through safe design.

Engineering Control - Atmospheric testing in the confined space is undertaken prior to and throughout entry to ensure safety

Engineering Control - Consider using forced ventilation where hazardous atmospheres are of greater potential risk.

Engineering Control - Machinery is de-energized, locked out, and tagged out where appropriate

Administrative Control - A job safety analysis (JSA) and/or CSE permit is completed and reviewed prior to entry.

Administrative Control - A rescue plan is in place for a "man down" scenario

Administrative Control - A spotter is in place and trained in confined space entry (CSE).

Administrative Control - The confined space entrant and spotter are trained in confined space entry and carrying out atmospheric testing

Use of PPE Control - Appropriate PPE is used and worn.

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 30/09/2021

Controlled Date:

Next Review Date:

13529 - Forklift

Potential Harm

Status: Not Yet Controlled

-Unstable load on forklift falling and striking a pedestrian or causing damage. -Vibration on rough and uneven surfaces causing injury or loss of load. - Slip, trip, or fall from forklift while mounting or dismounting causing injury.-Operator error causing injury or loss of load e.g. misjudged lift.-Load obstructing operators view causing a collision.-Forklift contacting overhead hazards (e.g. live wires).-Carbon monoxide poisoning in enclosed spaces.-Poor driving technique resulting in accident or injury.

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Isolation Control - "Forklift Spotter" used where forklift operating zones cannot be isolated

Isolation Control - Forklift loading zones isolated using cones and/or barriers

Engineering Control - Forklifts fitted with visible and audible warning devices

Administrative Control - Daily visual inspection carried out prior to use

Administrative Control - Forklift Operators trained and refreshed every 3 years.

Administrative Control - Forklift warning signage is visible in areas where forklifts may be operating.

Administrative Control - If the Forklift is fitted with a seat belt it must be worn.

Administrative Control - Pre-start safety check conducted at the beginning of each workweek

Administrative Control - Regular maintenance schedule is in place

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 15/11/2021

Controlled Date:

Next Review Date:

13535 - Hot equipment parts, steam lines, and the release of hot water or steam

Potential Harm

Status: Not Yet Controlled

High pressure (HP) steam can cause severe burns to plant personnel or even fatalities.

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Engineering Control - Drip legs and drains are provided for all low points

Engineering Control - Warmup valves are utilized to equalize pressure and enable an easy opening of larger valves and reduce thermal shock.

Administrative Control - All accessible heated surfaces to be either to be lagged or labeled.

Administrative Control - Emergency procedures are in place

Administrative Control - Piping insulation is checked on a regular basis

Administrative Control - Precheck procedures are in place and carried out prior to starting up a cold system

Administrative Control - Prior to performing work, consider waiting for systems to cool

Administrative Control - Steam and condensate lines are properly labeled

Administrative Control - Trained personnel only to use steam sparge

Administrative Control - Utilize appropriate PPE

Administrative Control - Utilize energy control procedures (lockout/tagout) prior to performing maintenance. repair work.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13560 - Improper use of vehicle jacks

Potential Harm

Serious crushing injuries, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Administrative Control - Cement or cinder blocks are not used because they may shatter under the load.

Administrative Control - Check jack before use to ensure that it can carry the load.

Administrative Control - Discard damaged jacks.

Administrative Control - Do not drop the jack.

Administrative Control - Do not overload the jack.

Administrative Control - Do not use leaking jacks.

Administrative Control - If working on the ground in the outdoors, place a heavy block under the base of the jack.

Administrative Control - Lift only as high as necessary.

Administrative Control - Lubricate with recommended oil as directed.

Administrative Control - Position the jack properly and discontinue lifting if the load shifts.

Administrative Control - Recheck the jack before completing the lift.

Administrative Control - Remove jack handle when lift is completed.

Administrative Control - Stabilize equipment, then set brakes and/or block wheels.

Administrative Control - Stand to the side while jacking to avoid being struck by the handle.

Administrative Control - Support load with blocks or stands.

Administrative Control - Support the lifted load with blocks or a stand.

Administrative Control - Workers are trained in how to use a jack safely

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13537 - Lifting Operations

Potential Harm

Injuries, fatalities, and costly damage to buildings and materials.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Administrative Control - A supervisor is present on-site at all times when cranes are in operation.

Administrative Control - All jobs are properly safety-planned before starting work.

Administrative Control - Clear warning signals are displayed on-site when needed

Administrative Control - Lifting equipment is certified.

Administrative Control - Lifting Operations and Lifting Equipment Regulations are complied with

Administrative Control - Operators are aware of, and management strictly enforces load and lifting limits.

Administrative Control - Routine maintenance and repairs of all on-site equipment is carried out at appropriate intervals.

Administrative Control - Workers know they must not stand under loads and ensure operators never lift a load over a worker

Administrative Control - Workers undertaking lifting operations are fully trained

Use of PPE Control - Workers have been issued and wear the appropriate PPE

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13462 - Underground Services - Power, Gas, Water

Potential Harm

Burns or electrocution Unable to breath, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Isolation Control - Place barriers around work area

Administrative Control - Ensure all people have been adequately trained in the work activities they are undertaking

Administrative Control - Gather all the relevant information about each site to assist in identifying hazards, locations, and the necessary permits.

Administrative Control - Supervisor to complete the "Site Pre-Start Checklist" prior to any new work activity commencing

Use of PPE Control - Correct PPE to be worn

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13468 - Working at height

Potential Harm

Falls leading to sprains, broken limbs, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Engineering Control - Working at height equipment is maintained in accordance with manufactures instructions.

Administrative Control - Job Safety Analysis (JSA) is completed prior to any new working at height activity and communicated to all staff involved.

Administrative Control - Only trained and competent personnel work at height

Administrative Control - Working at heights equipment is inspected biannually by a trained competent person

Use of PPE Control - Appropriate PPE is worn

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13561 - Working under vehicles

Potential Harm

Serious and fatal injuries

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Administrative Control - Cabs and tipping trailers are propped before any work activity is carried out

Administrative Control - Equipment is checked regularly and inspected

Administrative Control - Equipment is used correctly

Administrative Control - Lifting equipment is correctly installed

Administrative Control - Lifting equipment is maintained

Administrative Control - Operators are trained to use lifting equipment correctly

Administrative Control - When working away from the workshop a vehicle is only raised where the ground is firm and level

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13472 - Working with chainsaws

Potential Harm

Cuts, Serious Injury, Death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 2 - High and Unacceptable

Administrative Control - Always ensure you have a clear work area where you have a stable footing and do not have to reach or work off balance

Administrative Control - Check that there are no people or animals in the work area

Administrative Control - Do not work in adverse weather conditions such as heavy rain, snow or high winds

Administrative Control - Only trained staff to operate chainsaws

Administrative Control - Shut the chainsaw off before carrying it. Carry it by the front handle with the bar to the rear - not on your shoulders

Administrative Control - Use the right chainsaw and PPE for the task and maintain it correctly

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13467 - Excessive Noise

Potential Harm

Hearing Loss

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 3 - High and Unacceptable

Engineering Control - Modifying a process or equipment if possible

Administrative Control - Ensure that only people necessary to work on a machine or process are exposed to a noise source

Administrative Control - Reducing the time a person is exposed to a noisy process

Administrative Control - Training and education in noise, its effects, and control policy.

Use of PPE Control - Staff to wear earmuffs

Residual Risk (Controlled): 12 - Medium and Undesirable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13463 - Slips, trips, and falls

Potential Harm

Status: Not Yet Controlled

Strains, cuts, bruising and broken bones

Inherent Risk (Uncontrolled): 3 - High and Unacceptable

Administrative Control - Clean all spills immediately

Administrative Control - Ensure workers wear appropriate footwear with good grip

Administrative Control - Floors and steps are kept in a good condition.

Administrative Control - Handrails are fitted

Administrative Control - Instruct staff on how to carry out certain activities to avoid standing on unstable surfaces

Administrative Control - Keep work and storage areas tidy

Administrative Control - Non-slip matting is installed in wet work areas

Administrative Control - Where tripping hazards cannot be removed, they are highlighted with yellow paint, tape, or safety signs.

Residual Risk (Controlled): 12 - Medium and Undesirable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13471 - Traffic - working alongside roads

Potential Harm

Crushing, lacerations, broken limbs, death.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 3 - High and Unacceptable

Administrative Control - Appropriately trained personnel control traffic where required.

Administrative Control - Erect barriers to isolate vehicle and people from traffic

Administrative Control - Signs/lights (e.g. high-visibility triangles/cones, flashing lights) are provided to warn approaching drivers of work activity

Administrative Control - There is an effective means of two-way communication between staff.

Use of PPE Control - High-visibility, retro-reflective clothing is provided are worn by staff.

Residual Risk (Controlled): 12 - Medium and Undesirable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13522 - Use and storage of chemicals

Potential Harm

Status: Not Yet Controlled

Fire, chemical burn, inhalation of toxic fumes Chemical reaction

Inherent Risk (Uncontrolled): 3 - High and Unacceptable

Administrative Control - A chemical spill kit is available and spill procedures are in place

Administrative Control - Appropriate PPE is available and used when handling chemicals

Administrative Control - People using and exposed to chemicals receive annual health checks

Administrative Control - People using chemicals are trained and competent in storing, handling and disposing of chemicals

Administrative Control - Safety Data Sheets are maintained and available and easy to access

Administrative Control - Signage in place

Administrative Control - The chemical register is kept current

Use of PPE Control - Closed, non-slip footwear worn

Residual Risk (Controlled): 16 - Low and Acceptable

Reported Date: 11/11/2021

Controlled Date:

Next Review Date:

13532 - Boiler operation to generate steam that supplies heat or power for buildings or industrial processes

Potential Harm

Status: Not Yet Controlled

Boilers work at a high heat adjacent to pressurized vessels which puts their operators at risk of burns and explosions; The burning of fuel used in boilers may lead to fires, carbon monoxide poisoning, etc; Boiler operators come into contact with various substances used in boilers (fuel, water additives, etc.) which may lead to eye and skin disorders; Boiler operators work in a noisy, hot, and humid environment that may cause tiredness and general ill-feeling.

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Substitution Control - Hydrazine is replaced with less-hazardous substitutes

Engineering Control - Effective exhaust ventilation is installed to prevent air contamination; add local exhaust ventilation if necessary

Administrative Control - Boilers are maintained and monitored in accordance with the relevant code of Practice for Boilers.

Administrative Control - Only trained operators, who have passed and been passed a Boilers Attendant course are to operate the boilers.

Administrative Control - Operators periodically check and adjust burners operation to prevent carbon monoxide generation

Administrative Control - Operators wear long-sleeve shirts and protect hands with chemical-resistant gloves; if impractical, use a barriercream

Administrative Control - Periodic inspection of boilers, to detect failure of components, metal cracking, etc is undertaken

Use of PPE Control - Operators must wear safety shoes with non-skid soles

Use of PPE Control - Operators wear appropriate eye protection

Use of PPE Control - Operators wear hearing protection appropriate for the noise levels and type of noise

Use of PPE Control - Operators wear respiratory protection during maintenance or other work in which dust may be released into theatmosphere

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13555 - Children and young people on farms

Potential Harm

Minor to serious injury, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Adult supervision is vital – for young children it must be close and active.

Administrative Control - Children should not ride on tractors or on the back of utes.

Administrative Control - Cover tanks and wells with child restraint covers or fill in disused ones.

Administrative Control - Keep doors shut or locked so children can't get in where they shouldn't.

Administrative Control - Make it a rule for older children to always say where they are going.

Administrative Control - Make sure children know what to do in an emergency: what to do, where to go and who to call. Teach children basic first aid.

Administrative Control - Make sure children ride bikes that are appropriate for their age and height, and are in line with manufacturers' specifications.

Administrative Control - Make sure it is safe to reverse farm vehicles. Walk around the vehicle and check that children are a safe distance away before starting the engine.

Administrative Control - Remove keys from doors and vehicles. Never leave vehicles unattended with the motor running.

Administrative Control - Safety fences around play areas, animal pens, work areas, and water spots.

Administrative Control - Store dangerous agri-chemicals safely out of children's reach.

Administrative Control - Teach children the dangers of speeding and uneven ground.

Administrative Control - Teach children to wash and dry their hands after touching animals.

Administrative Control - Tie spare tractor wheels to walls or lie them flat so they can't crush a child.

Administrative Control - Walk around the farm with children and identify hazards together.

Use of PPE Control - Make sure children wear high-visibility clothing when out and about on-farm.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 24/11/2021

Controlled Date:

Next Review Date:

13541 - Crossing Rivers

Potential Harm

Drowning

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Before crossing, wind down the windows and unlock all the doors

Administrative Control - Do not cross the river without knowing the depth of water you'll be driving through.

Administrative Control - Drivers are trained in off-road driving techniques.

Administrative Control - If the water is particularly deep, cover the front of the vehicle with a tarp to stop water from washing in over the engine

Administrative Control - If your engine stalls mid-way through a crossing, don't attempt to restart it.

Administrative Control - Pick a low-range gear, enter slowly, don't change gears, and only drive fast enough to get a small bow wave appearing in front of the vehicle.

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13466 - Driving vehicles / heavy machinery

Potential Harm

Accidents resulting in injury i.e. broken bones, cuts, grazes, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Engineering Control - Vehicles are maintained at appropriate intervals

Administrative Control - Ensure drivers have appropriate class licence

Administrative Control - Ensure vehicles have "hands free" kits fitted for mobile telephones otherwise staff are aware to park on roadside before answering any mobile telephone calls

Administrative Control - Staff not to operate machinery if tired

Administrative Control - Vehicles have working fire extinguisher and fully stocked first aid kit

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13540 - Effluent ponds

Potential Harm

Status: Not Yet Controlled

Increased disease risk from flies and mosquitoes, people falling into ponds resulting in minor to serious injury, death

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Isolation Control - All ponds are fenced off with a netting fence to prevent stock and children from accidentally falling into the pond. Locked gates are essential and electric fences can also be used.

Engineering Control - All ponds have at least one permanently placed ladder or alternative escape means in case a person falls into the pond.

Engineering Control - pontoons have anchor points to improve stability

Administrative Control - Regular inspections are carried out

Administrative Control - Risk management plans and procedures are in place that outlines how workers and other people work in and around the pond areas

Administrative Control - There is direct communication with people about the effluent pond risks (workers, contractors, and visitors)

Administrative Control - Warning signs are in place to keep people out of the area.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13530 - Emergencies such as fire and earthquakes

Potential Harm

Death, crushing injuries, Loss of production

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Emergency evacuation procedures are in place for all sites and practiced at least once every six months

Administrative Control - Fire Wardens have been trained and are in place for all sites

Administrative Control - Insurances in place and up to date

Administrative Control - Regular inspections are carried out

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 15/11/2021

Controlled Date:

Next Review Date:

13567 - Exposure to toxic substances

Potential Harm

Chemical exposure can produce a health effect directly at the site of contact (local) or elsewhere in the body (systemic), and that effect can be either immediate or delayed. Chemical exposure can result in immediate to ongoing health issues, and/or death.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Engineering Control - Appropriate ventilation systems are in place

Administrative Control - Chemicals are stored correctly

Administrative Control - Ventilation systems are maintained

Administrative Control - Workers are trained in the correct use and storage of chemicals

Administrative Control - Workers have annual health monitoring checks

Use of PPE Control - Appropriate PPE is worn when handling chemicals.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 8/12/2021

Controlled Date:

Next Review Date:

13544 - Food and small objects present a choking hazard for children, especially infants and toddlers at the Early Childhood Educational Centre

Potential Harm

May result in cognitive impairment or death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Food prepared for kids is cut into bite-size pieces to prevent choking.

Administrative Control - Toys and games with small pieces are not accessible to young children

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13525 - Infectious diseases can be caused by many pathogens, including bacteria, viruses, fungi, and parasites that may cause illness and disease. For humans, the transmission of pathogens may occur in a variety of ways: spread from person-to-person by direct contact, water or foodborne illness or aerosolisation of infected particles in the environment and through insects (mosquitoes) and ticks

Potential Harm

Status: Not Yet Controlled

Symptoms range from mild to severe. Signs, symptoms, and treatment of infectious diseases depend on the host and the pathogen.

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Coughing/sneezing etiquette - cover your nose and mouth when coughing/sneezing, ideally with a tissue or into the elbow/sleeve

Administrative Control - Hand hygiene - wash hands regularly especially after coughing/sneezing, before and after eating, and after using the toilet or common areas/surfaces

Administrative Control - Provide training and resources on signs and symptoms, modes of transmission and prevention

Administrative Control - Routine cleaning of common areas, surfaces, door handles, computer keyboard, time dock machine, vehicles, plant, and machinery etc

Use of PPE Control - Use of masks, gloves, overalls where required

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 11/11/2021

Controlled Date:

Next Review Date:

13521 - Ladders - step and extension

Potential Harm

Bruises, cuts/lacerations, fractures, head injuries, spinal injuries, death.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - 'Ladder Quick Check' carried out before using a ladder

Administrative Control - 3 points of contact with ladder always

Administrative Control - Cones, barriers and or signage placed around ladders if people or vehicles are passing nearby

Administrative Control - Ladder conforms with AS/NZS 1892 and is industrial rated

Administrative Control - Ladder to be set up at correct angle - 75 degrees or use the 1 in 4 rule (1m out at the base for every 4m vertical)

Administrative Control - Ladders are for access or short-duration tasks only.

Administrative Control - No obstructions either at the foot or head of the ladder

Administrative Control - People have been trained in correct use of ladder

Use of PPE Control - Footwear appropriate to the area is worn

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 11/11/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13533 - Moving vehicles

Potential Harm

Broken Limbs, Crushing, Death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Adequate lighting is in place

Administrative Control - All drivers have the appropriate licence and operational competency for tasks required

Administrative Control - All vehicles are maintained and serviced and are within their Warrant of Fitness and certification period

Administrative Control - Floor/ yard is maintained and has firm, stable, level, well-drained surfaces that are not slippery

Administrative Control - Site speed limit sign is in place

Administrative Control - Use of spotters or dedicated traffic controllers to manage vehicle movements

Administrative Control - Work methods are planned to minimise vehicle-people interactions

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13545 - Playground Equipment and Water Play at the Early Childhood Educational Centre

Potential Harm

Falls or dangerous lacerations and abrasions, drowning

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - All equipment has a clearance of 1.5 metres

Administrative Control - All water activities must be continually supervised.

Administrative Control - Children are supervised when playing on the playground equipment

Administrative Control - Playground equipment is regularly inspected and kept in safe working order

Administrative Control - Teachers are adequately trained for emergency situations.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13564 - Trench Collapse

Potential Harm

Death by suffocation or internal crush injuries.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - A competent person regularly inspects the excavation, at the start of the day or after any event likely to have affected the strength or stability of the excavation)?

Administrative Control - Operators are qualified to operate the heavy machinery/equipment

Administrative Control - Proper barriers or guardrails in place to protect anyone or equipment falling into the excavation or trench

Administrative Control - The air in the excavation has been tested for low oxygen, and hazardous gasses and vapours

Administrative Control - The correct shoring equipment is used as required for the depth of the trench/excavation and type of soil

Administrative Control - There is a competent person stationed at the surface of the trench to warn workers in the trench of danger and to provide emergency help

Administrative Control - There is a safe means of entry/exit provided such as a sufficiently long and secured ladder placed at an appropriate distance

Administrative Control - Workers wear appropriate PPE (e.g., hard hats, respirators, safety boots, hearing protection)

Use of PPE Control - High visibility vests or clothing is provided and worn by all exposed to vehicular traffic

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 1/12/2021

Controlled Date:

Next Review Date:

13547 - Use of electricity and electrical appliances at the Early Childhood Educational Centre

Potential Harm

Status: Not Yet Controlled

Electrocution

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Daily inspections carried out

Administrative Control - Electrical equipment is kept out of reach of children

Administrative Control - Electricity equipment/ sockets are repaired by electricians

Administrative Control - Faulty sockets to be labeled

Administrative Control - Socket covers to be in place when not in use.

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13542 - Use of firearms

Potential Harm

Status: Not Yet Controlled

Minor to serious injury, death

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Alcohol and drugs are not permitted when handling firearms

Administrative Control - Firearms and ammunition are stored safely

Administrative Control - Hunters are given clear instructions of what rules are in place when they hunt on your property.

Administrative Control - Hunters must have permission to hunt. If anyone is on your property without permission phone the Police.

Administrative Control - Person using firearms must have a current firearms licence

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13553 - Use of Mobile Elevated Work Platform (MEWP)

Potential Harm

Status: Not Yet Controlled

Serious Injury, Death

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - MEWP has a current certification.

Administrative Control - MEWP is not used on a slope beyond the limits of the inclinometer or manufacturer's specifications

Administrative Control - MEWP is only used on flat level ground

Administrative Control - MEWP is rated for the load to be carried.

Administrative Control - Only to use MEWP in good weather conditions.

Administrative Control - Outriggers are set out correctly.

Administrative Control - Safety harness to be worn at all times for all work conducted from a cherry picker.

Administrative Control - Spreader plates are used when needed because of the ground conditions.

Administrative Control - Trained operators only to operate and must follow operating instructions

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 22/11/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13491 - Use of Plant/ Machinery / Conveyors

Potential Harm

Minor to serious injury/death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - All machine guarding must comply with AS 4024 Safety of Machinery Series.

Administrative Control - All plant/ machinery /conveyor controls are clearly marked.

Administrative Control - Lockout system in place to ensure faulty equipment is not used.

Administrative Control - Regular maintenance of all plant/ machinery /conveyors according to manufacturer's instructions.

Administrative Control - Workers are trained in use of Plant/ Machinery / Conveyors

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 30/09/2021

Controlled Date:

Next Review Date:

13566 - Use of tools and equipment

Potential Harm

Entanglement, crushing, cuts, amputation and death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Engineering Control - Earth leakage devices are used where electrical equipment is used outside

Engineering Control - Emergency stop systems in place and operational

Engineering Control - Guards are fitted to prevent access to any moving parts and nip points that can have contact with the body

Administrative Control - Adequate warning signs are maintained as a constant reminder to operators and others of the potential hazards associated with the use of tools and machines.

Administrative Control - Electrical equipment holds current test and tag certificates

Administrative Control - Operators do not have loose items of clothing, hair, jewellery etc that may get caught

Administrative Control - Operators provided with adequate training and appropriate supervision prior to and when using tools and machines

Administrative Control - Workers are aware that correct PPE and eye protection when using tools is mandatory

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 3/12/2021

Controlled Date:

Next Review Date:

13473 - Using Post Driver

Potential Harm

Crushing injuries, serious harm and potentially death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - Always call the appropriate utility companies to confirm the locations of all underground lines, pipes and wires. Also, ensure clearance of overhead hazards.

Administrative Control - Appropriate PPE to be worn - safety footwear, eye protection, hearing protection, safety helmet, gloves, hi-vis clothing, no loose clothing, hair or jewellery.

Administrative Control - Complete a pre-use inspection. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.

Administrative Control - Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.

Administrative Control - Do not operate the equipment alone.

Administrative Control - Only trained staff to operate.

Administrative Control - Repairs to the equipment must be performed by qualified personnel, using original equipment manufacturer (OEM) parts or equivalent.

Use of PPE Control - Appropriate PPE to be worn - safety footwear, eye protection, hearing protection, gloves and no loose clothing, hair or jewelry.

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13538 - Waste Water Sumps, Manholes, Drains, chases, Trenches

Potential Harm

Minor to serious injuries, death as a result of falling in

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 4 - High and Unacceptable

Administrative Control - All open holes, pits are barricaded, with warning signage in place

Administrative Control - All sumps, manholes, drains, chases are covered

Administrative Control - Regular site inspections are carried out

Residual Risk (Controlled): 7 - Medium and Unacceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13494 - Animal handling

Potential Harm

Minor to serious injuries resulting from crushing, kicking, butting, or goring.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 5 - High and Unacceptable

Engineering Control - Latches, bolts, and chains on gates are maintained to ensure they work properly.

Engineering Control - Pens or yards are designed so workers can't be trapped or crushed.

Engineering Control - There is sufficient lighting in sheds where workers are working with animals.

Administrative Control - Workers are not permitted to work alone when loading or unloading stock.

Administrative Control - Workers handling animals have been trained in correct handling procedures.

Use of PPE Control - Appropriate PPE is issued and worn by workers.

Residual Risk (Controlled): 12 - Medium and Undesirable

Reported Date: 30/09/2021

Controlled Date:

Next Review Date:

HAZARD REGISTER

13465 - Stress

Potential Harm

Status: Not Yet Controlled

Can lead to physical symptoms including headaches, upset stomach, elevated blood pressure, chest pain, and problems sleeping.

Inherent Risk (Uncontrolled): 5 - High and Unacceptable

Administrative Control - Ensuring people have been trained correctly in their work procedures

Administrative Control - Management ensure staff take their correct work breaks

Administrative Control - Management have an open door communication policy

Administrative Control - Organise work loads to minimise pressure on people

Administrative Control - Team work encouraging communication

Residual Risk (Controlled): 8 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13557 - Trailer Towing

Potential Harm

Status: Not Yet Controlled

OVERLOADING, UNCONTROLLED TILTING OF TRAILER can result in personal injury or equipment damage. INCORRECT TONGUE WEIGHT can cause fishtailing and loss of control of towing vehicle resulting in serious injury and equipment damage.

Inherent Risk (Uncontrolled): 5 - High and Unacceptable

Engineering Control - Always use safety chains when towing

Engineering Control - Use safety chains rated equal to or greater than twice the maximum gross trailer weight rating.

Administrative Control - Carry out precheck of lights, tires, safety chain prior to use

Administrative Control - Cross safety chains under coupling to prevent tongue from dropping to ground

Administrative Control - Do not overload the trailer

Administrative Control - Ensure load is secure and risk of loose materials flying off mitigated

Administrative Control - Tongue weight does not exceed coupler and hitch rating (Tongue weight is the amount of trailer weight that rests on the towing vehicle hitch – that is, the downward pressure on the coupler)

Administrative Control - WHEELS MUST BE CHOCKED when trailer is uncoupled from vehicle.

Administrative Control - Workers are trained in trailer safety

Residual Risk (Controlled): 16 - Low and Acceptable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13539 - Welding

Potential Harm

Burns, strains, sprains

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 5 - High and Unacceptable

Isolation Control - Welding curtains in place when welding

Isolation Control - Welding is carried out in well-ventilated areas or under extraction systems

Administrative Control - Permit to work procedures in place where applicable

Administrative Control - Trained and competent personnel

Use of PPE Control - Safety footwear, high-vis overalls, heat resistant welding gloves, welding helmet is worn, respirator

Residual Risk (Controlled): 12 - Medium and Undesirable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13470 - Working with equipment in the vicinity of overhead and underground lines

Potential Harm

Electrocution, death

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 5 - High and Unacceptable

Substitution Control - Non-conductive tools are used

Engineering Control - Plant movement limited with mechanical stops

Engineering Control - Restricted areas of work defined and communicated to all concerned

Administrative Control - Emergency plan for contact with energized electric lines has been developed

Administrative Control - Inspection for underground services is carried out prior to work activity commencing

Administrative Control - Staff have been trained in how to carry out work activities when working in the vicinity of overhead power wires

Use of PPE Control - Suitable PPE used

Residual Risk (Controlled): 8 - Medium and Unacceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13464 - Manual Handling activities Lifting, carrying, pushing, or pulling heavy loads particularly when: - a load is too heavy, it's difficult to grasp, or it's too large; - the physical effort is too strenuous; - they are required to bend and twist when handling heavy loads

Potential Harm

Status: Not Yet Controlled

- muscle sprains and strains, - injuries to muscles, ligaments, inter-vertebral discs and other structures in the back- injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs-abdominal hernias-chronic pain.

Inherent Risk (Uncontrolled): 6 - High and Unacceptable

Engineering Control - Ensure workers are not exposed to repetitive work for long periods or work that requires a significant amount of high force.

Engineering Control - Provide appropriate mechanical aids and equipment and ensure they are used properly and maintained in accordance with manufacturer specifications.

Administrative Control - Train workers on safe handling methods (eg work is done between shoulder and mid-thigh height and with the elbows close to the body) and how to safely use any mechanical aids and equipment.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13556 - Stinging Insects

Potential Harm

Status: Not Yet Controlled

Most people experience local effects like pain, swelling, itching, and redness around the sting site. Painful stings in the mouth and throat can result if you accidentally swallowed a wasp or bee (e.g., drinking a soft drink from a can that a wasp had entered). Some people will experience swelling in a larger area, not just immediately around the sting site. They may develop hives but no systemic effects (effects in the body away from sting site like effects on breathing and blood flow). This is a mild allergic reaction and can last a few days. The area will be sore and uncomfortable but one should not give in to the temptation to scratch the stung area. Scratching may cause a break in the skin which could lead to an infection. In rare cases, a severe allergic reaction can occur. This situation is serious and can cause "anaphylaxis" or anaphylactic shock.

Inherent Risk (Uncontrolled): 6 - High and Unacceptable

Administrative Control - Be careful when shaking out clothing or towels as the insects could be inside the folds.

Administrative Control - Before working at a site take a look around. Check to see if there are any visible signs of activity or a hive or nest. If you see a number of insects flying around, check to see if they are entering/exiting from the same hole or place. If so, do not commence work in that area. Seek advice from your supervisor.

Administrative Control - If you find a bee or wasp in your car, stop and leave the windows open. You may also take a thick cloth and cover the insect before it gets frightened. Carefully, let the insect back outside through an open window.

Administrative Control - Tie back long hair to avoid bees or wasps from getting entangled in your hair.

Administrative Control - Wear light coloured clothes such as khakis, beige, or blue. Avoid brightly coloured, patterned, or black clothing.

Use of PPE Control - If you cannot avoid working near bees or wasps, wear a bee-keepers style hat with netting to cover your head, neck and shoulders. Tape your pant legs to your boots/socks, and your sleeves to your gloves. You may also wish to wear an extra layer of clothing since wasp stings are long enough to reach through one layer of clothing.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 26/11/2021

Controlled Date:

Next Review Date:

13492 - Electricity

Potential Harm

Status: Not Yet Controlled

Electrocution can kill. Other electrical risks are fire or machinery breakdowns. These risks can cause serious injury, destroy property, damage plant and equipment, and loss of production.

Inherent Risk (Uncontrolled): 8 - Medium and Unacceptable

Isolation Control - Electrical leads are connected to a residual current device (RCD).

Engineering Control - Weatherproof and waterproof switches are installed.

Administrative Control - A dry powder extinguisher is available near the main switchboards.

Administrative Control - A suitable lockout/Tagout procedure is in place and workers are fully trained.

Administrative Control - Electrical leads are not used in wet areas.

Administrative Control - Leads are kept off the floor by using droppers.

Administrative Control - Low overhead wires are kept away from silos or areas where large vehicles go.

Administrative Control - Power appliances and extension leads are checked and tagged by a registered electrician at least once a year.

Administrative Control - Properly earthed power tools are always used and only double-insulated portable electrical tools are used.

Administrative Control - Residual current devices (RCDs) are tested regularly and portable RCDs are tested before each job.

Administrative Control - Workers are trained in the use of fire extinguishers

Residual Risk (Controlled): 11 - Medium and Undesirable

Reported Date: 30/09/2021

Controlled Date:

Next Review Date:

13543 - Falling Objects from shelves at the Early Childhood Educational Centre

Potential Harm

Status: Not Yet Controlled

A blow to a young child's head from a falling object can cause injury to a child's developing brain that leads to lifelong health complications and physical, emotional, or cognitive impairments.

Inherent Risk (Uncontrolled): 8 - Medium and Unacceptable

Administrative Control - Bookcases/ shelving is secured to the wall

Administrative Control - Heavy items are kept at ground level

Administrative Control - Items are stored at an appropriate height for children to reach them

Administrative Control - Regular inspections are carried out to ensure items are stored correctly

Residual Risk (Controlled): 16 - Low and Acceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13490 - Poor farm dairy design

Potential Harm

Status: Not Yet Controlled

Minor to serious injuries from machinery and moving parts, animals, slips, trips, falls, exoskeletal injuries, electrical and chemical hazards, and burns from hot water.

Inherent Risk (Uncontrolled): 8 - Medium and Unacceptable

Isolation Control - Corners or bends are avoided in cow entry points. Cow entry is designed with a slope of less than 6%; with it sloping up to the farm dairy.

Isolation Control - Hot water taps have a two-step process to turn them on. Pipes and hoses are extended deep into drums to reduce splashing. Exposed pipes are insulated to prevent burns. Water pipes and taps are labeled with safety signs saying: very hot water.

Engineering Control - A 'banana' rail is fitted between the rotary platform's backing and kick rails.

Engineering Control - A skirt around the platform is provided or the rotary milking platform rollers are guarded.

Engineering Control - Kick rails are installed. Good-sized personnel escapes or yard refuges are installed.

Engineering Control - Quick-release gate systems are in place to release cows if they go down and/or entering the pit.

Engineering Control - Rapid exits are guarded in the herringbone shed to stop people from getting trapped in the shed and yards.

Engineering Control - The machinery is guarded. Emergency stop mushroom buttons are installed. A lanyard (cord)-operated emergency stop is used instead of the forward/stop reverse lanyard which are never disconnected.

Engineering Control - There are fit for purpose AI/pregnancy testing platforms in place. There is a separate AI/pregnancy test race alongside the farm dairy. When using a trolley or stand for AI and tail painting, the footing wheels are lockable and the floor surface has enough grip.

Engineering Control - Where possible, head-high obstacles are removed, especially pipes and rails.

Residual Risk (Controlled): 16 - Low and Acceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13536 - Use of compressed air

Potential Harm

Status: Not Yet Controlled

Compressed air systems have the potential to cause serious and permanent injuries.

Inherent Risk (Uncontrolled): 8 - Medium and Unacceptable

Administrative Control - Equipment is well maintained and pressure gauges are accurate.

Administrative Control - Information on the use of the air system is clearly displayed.

Administrative Control - Workers are trained in the safe use of equipment

Residual Risk (Controlled): 16 - Low and Acceptable

Reported Date: 17/11/2021

Controlled Date:

Next Review Date:

13474 - Clearing work site of small trees/branches and hazards

Potential Harm

Status: Not Yet Controlled

Eye injuries, broken bones ,scratches

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - Assess the tree for branches under tension before cutting. Avoid being hit by standing away or on the opposite side of the direction of swing.

Administrative Control - Do not leave partially sawn limbs on trees.

Administrative Control - Manually break off small branches. Remove larger branches with proper tools.

Administrative Control - Remove as many branches as possible from ground level.

Use of PPE Control - Wear the appropriate personal protective equipment.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 14/09/2021

Controlled Date:

Next Review Date:

13563 - Contact with Waste Water/Sewage

Potential Harm

Sickness and vulnerability to disease and infections

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - All workers who handle human waste or sewage receive training on disease prevention.

Administrative Control - Current vaccinations against tetanus, diphtheria and hepatitis A as a minimum.

Administrative Control - Wash contaminated work clothing after use.

Administrative Control - Wash hands with soap and water immediately after handling human waste or sewage.

Use of PPE Control - Goggles to protect eyes from splashes of human waste or sewage.

Use of PPE Control - Liquid-repellent coveralls to keep human waste or sewage off clothing.

Use of PPE Control - Protective face mask or splash-proof face shield to protect nose and mouth from splashes of human waste or sewage.

Use of PPE Control - Rubber boots to prevent exposure to human waste or sewage.

Use of PPE Control - Waterproof gloves to prevent exposure to human waste or sewage.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 1/12/2021

Controlled Date:

Next Review Date:

13531 - Exposure to excessive amounts of wood dust

Potential Harm

Status: Not Yet Controlled

May irritate the eyes, nose, and throat. People may also experience shortness of breath, dryness and sore throat, conjunctivitis (inflammation of the mucous membranes of the eye), and rhinitis (runny nose). Dermatitis is common and may be caused by the chemicals in the wood. Toxic effects are specific to the species of wood. The chemicals in the wood may be absorbed into the body through the skin, lungs, or digestive system. When the body absorbs the chemical, the chemical may cause headaches, loss of weight, breathlessness, giddiness, cramps and irregular heartbeat.

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Substitution Control - Substitute with another type of wood with no or fewer known health effects, where possible.

Engineering Control - Keep tools and blades sharp.

Engineering Control - Use an appropriately designed industrial ventilation system, including local ventilation exhaust and the use of high-efficiency particulate (HEPA) filters. The design of the ventilation system will depend on the equipment being used (sanders, shapers, routers, saws, etc.)

Engineering Control - Use on-tool extraction systems.

Administrative Control - Bag and seal dust waste to prevent dust from re-entering the air.

Administrative Control - DO NOT use compressed air to blow dust off of furniture, equipment or clothing.

Administrative Control - Practice good housekeeping. Keep surfaces and floors clear.

Administrative Control - Practice good personal hygiene (e.g., wash or shower to remove dust from skin). Wash hands and face when finished a task, and before eating, drinking or smoking. Clean clothes by washing or using a vacuum when washing facilities are not available.

Administrative Control - Provide appropriate education and training that informs people about the hazards of wood dust exposure, safe work procedures, how to identify when a ventilation system is working appropriately, and the importance of control measures.

Administrative Control - Read, understand, and follow health and safety information on the safety data sheet (where available and applicable).

Administrative Control - To prevent a combustible dust explosion, DO NOT allow wood dust to accumulate, including on ledges, ceiling beams, light fixtures, hidden areas, etc.

Administrative Control - Use cleaning methods that reduce re-introducing the dust into the air. Use wet clean-up methods (e.g., wipe surfaces with a wet rag or mop) or use a vacuum with a HEPA filter.

Use of PPE Control - Use protective clothing and gloves to reduce skin exposure.

Use of PPE Control - Wear respiratory protection when appropriate.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 15/11/2021

Controlled Date:

Next Review Date:

13524 - Poor Housekeeping

Potential Harm

Status: Not Yet Controlled

Slips, Trips, Falls, Cuts, Lacerations, Bruising, Abrasions [Painting, Boilers, Farm]

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Isolation Control - Store excess material and equipment in a suitable place clear of walkways and work areas. Barrier off designated storage areas during project works.

Administrative Control - Clean up as you go, do not allow clutter and waste materials to build up.

Administrative Control - Consider where tasks are being carried out, move to a less frequented area where possible.

Administrative Control - Electrical leads, pipes, and hoses are not to be run across egress paths. If they must be, tape them down or use cable protectors.

Administrative Control - Put tools away as you finish with them.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 11/11/2021

Controlled Date:

Next Review Date:

13548 - Poor Housekeeping at the Early Childhood Education Centre

Potential Harm

Status: Not Yet Controlled

Slips, trips, and falls resulting in cuts, lacerations, bruising, fractures

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - Daily inspections to ensure good housekeeping is being maintained

Administrative Control - Mats are laid out flat

Administrative Control - Spills are cleaned up immediately and signage used as needed

Administrative Control - Staff wear appropriate footwear

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13550 - Poor Hygiene at the Early Childhood Education Centre

Potential Harm

Status: Not Yet Controlled

Cryptosporidiosis (gastrointestinal illness)

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - All teachers are expected to practice a high level of personal hygiene.

Administrative Control - Children's hands are washed when they first arrive at the childcare facility, after they use the toilet, after having their diapers changed, and before eating snacks or meals.

Administrative Control - Good diapering practices are reinforced.

Administrative Control - Staff to wash hands after using the toilet, after helping a child use the toilet, after diapering a child, and before handling or eating food. Note: Where staffing permits, people who change diapers should not prepare or serve food.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13552 - Sun Exposure

Potential Harm

Dehydration, sunburn, skin cancer

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - Avoid prolonged exposure to the sun when possible.

Administrative Control - Drink water

Administrative Control - Take breaks in shaded areas.

Administrative Control - Wear sunscreen with a minimum of SPF 15 (SPF 15 means a person can stay in the sun 15-times longer before burning.)

Administrative Control - Wear wide-brimmed hats and sunglasses with UV protection and side panels.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 22/11/2021

Controlled Date:

Next Review Date:

13526 - Workloads and fatigue

Potential Harm

Status: Not Yet Controlled

Accident or injury resulting from poor concentration, or as a result of working long hours

Inherent Risk (Uncontrolled): 9 - Medium and Unacceptable

Administrative Control - Fit-for-purpose plant, machinery and equipment is used

Administrative Control - Jobs are rotated to minimise exposure to extreme temperature and excessive mental or physical demands

Administrative Control - Tasks are scheduled suitably throughout a work period (eg critical jobs are avoided during the low body clock period of 3 pm to 5 pm)

Administrative Control - Work is scheduled to allow enough time for completion

Administrative Control - Workers take regular, quality rest breaks in their working day

Administrative Control - Working hours are reasonable and not too long. If longer working days are required, start and finish times are staggered, and/or longer rest breaks and periods off work are allowe

Administrative Control - Workloads are practical and manageable, with consideration given to any workflow changes (eg machinery breakdowns or unplanned absences)

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 11/11/2021

Controlled Date:

Next Review Date:

13546 - Contact with cleaning products at the Early Childhood Educational Centre

Potential Harm

Skin irritations, Allergies, Burns, Eye damage.

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 13 - Medium and Undesirable

Administrative Control - Cleaning products are stored out of reach from children

Administrative Control - Staff are trained in the correct use of the cleaning products.

Use of PPE Control - Appropriate PPE is supplied and worn where staff have allergies to the cleaning products

Residual Risk (Controlled): 20 - Low and Desirable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13549 - Exposure to sun when outside at the Early Childhood Education Centre

Potential Harm

Sunburn, Illness

Status: Not Yet Controlled

Inherent Risk (Uncontrolled): 13 - Medium and Undesirable

Administrative Control - Children are kept well hydrated

Administrative Control - Health and Safety for Children Policy is in place

Administrative Control - Sunhats are worn

Administrative Control - Sunscreen is applied to children (in hot weather) when going outside for an extended period of time.

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 20/11/2021

Controlled Date:

Next Review Date:

13565 - Pest Control

Potential Harm

Status: Not Yet Controlled

Respiratory issues from pesticide inhalation, skin irritation and burns after the skin absorbs concentrated pesticides, eye irritation, and potential blindness from concentrated pesticides exposure to the eyes [Farm, Alpine Health, Forest Gold Honey]

Inherent Risk (Uncontrolled): 13 - Medium and Undesirable

Administrative Control - Adequate light is provided while working in dark areas where rodents maybe

Administrative Control - During hot temperatures, routine breaks are taken for water and fresh air

Administrative Control - Workers are always fit tested for the respirators they will use (where applicable)

Administrative Control - Workers are fully trained in the use and storage of pesticides

Use of PPE Control - The correct PPE is worn for the task

Residual Risk (Controlled): 17 - Low and Acceptable

Reported Date: 3/12/2021

Controlled Date:

Next Review Date:

RISK-BASED ASSESSMENT OF HAZARD

- All hazards posing a significant risk to health, safety and/or the environment must be assessed for their risk. This assessment considers the severity of an accident and the likelihood (the risk matrix below can be used for this process).
- The purpose of the analysis is to identify those hazards with a high severity or likelihood of harm and to ensure that sufficiently robust controls are in place/developed to reduce the risks to an acceptable level.
- An initial risk assessment is required per step assuming that no controls are in place resulting in an **inherent risk score**. To carry out the risk assessment, follow the steps below.
 1. Assess the severity of the harm which may occur using the horizontal (top) axis.
 2. Assess the likelihood of the harm occurring using the vertical (left-hand) axis.
 3. The point at which both assessments intersect within the matrix is the risk score.
- Develop, document and/or apply any additional risk controls, being sure to apply the higher controls first (ie eliminate before minimise).
- Once controls are in place, repeat the risk assessment for each step. This will result in a **residual risk score**.

Note that the controls can only change the likelihood and not the severity of the harm occurring therefore both risk assessment numbers must come from the same severity column. If the residual risk score appears in the red quadrant of the matrix below, further hazard controls must be considered to reduce the risk to as low as reasonably practicable (ALARP) and/or a system established to ensure that the controls are monitored for effectiveness.

| RISK MATRIX | | | | SEVERITY | | | | |
|-------------|---|---|----------------------|---|--|---|--|--|
| | | | | Critical | Major | Moderate | Minor | Insignificant |
| Likelihood | Likelihood Descriptor | Chance of Event | Indicative Frequency | Single/Multiple Fatalities Environmental release with detrimental long-term effects Negative national publicity | Serious Injury Environmental release with short term negative effects Negative publicity | Medical Treatment Environmental release cleaned up with specialist assistance Local media attention | First Aid Environmental release cleaned up internally No media attention | No Treatment Injury Environmental release contained in controls No media attention |
| | Almost Certain | The event is expected to occur in most circumstance | ≤ 1 Monthly | High 1 | High 3 | High 6 | Medium 10 | Medium 15 |
| | Likely | The event will occur in most situations | ≤ 3 Monthly | High 2 | High 5 | Medium 9 | Medium 14 | Low 19 |
| | Possible | The event should occur at some time | ≤ 1 Yearly | High 4 | Medium 8 | Medium 13 | Low 18 | Low 22 |
| | Unlikely | The event could occur at some time but improbable | ≤ 2 Yearly | Medium 7 | Medium 12 | Low 17 | Low 21 | Low 24 |
| Rare | The event may occur but only in exceptional circumstances | > 2 Yearly | Medium 11 | Low 16 | Low 20 | Low 23 | Low 25 | |

Note if the **residual** risk score remains in the red zone, inform the General Manager ASAP as immediate action is required. If the residual risk score is in the yellow zone, Inform the General Manager / Management Team as intervention is required. Residual risk in the Green zone is managed by routine processes or procedures as required and is subject to ongoing monitoring.

RISK MATRIX DEFINITIONS

| SEVERITY (Health and Safety = 1 Environmental = 2 Financial = 3) | |
|---|---|
| Critical | <ol style="list-style-type: none"> 1. Single Fatality, Severe health impacts on one or more people 2. Major widespread, long-term environmental harm to significant environment or ecosystem. Catastrophic environmental event. Serious public or media outcry (International coverage) 3. Greater than \$500K |
| Major | <ol style="list-style-type: none"> 1. Major injury to one or more persons – permanent disability, Significant health impact 2. Serious widespread, medium-term environmental harm to local environment, some ecosystem impairment. Major Environmental Event. Significant adverse national media/public attention 3. Could cause major damage \$100K to \$500K |
| Moderate | <ol style="list-style-type: none"> 1. Lost Time Injury – Moderate health impact 2. Moderate widespread short-term impact on local environment of limited significance. Serious Pollution. Attention from media and/or heightened concern by local community. 3. Could cause major damage \$25K to \$100K |
| Minor | <ol style="list-style-type: none"> 1. Reversible Injury/medical treatment, Short term health impact on one or more persons 2. Minor short-term effects on local environment, or small area of limited significance. Significant pollution. Minor, adverse local public or media attention and complaints 3. Could cause moderate damage \$5K to \$25K |
| Insignificant | <ol style="list-style-type: none"> 1. Minor / First Aid injury, Slight negative impact on individual health 2. Environmental nuisance limited temporary damage to immediate, low significance environment. Public concern restricted to local complaints. 3. Could cause minor damage Less than \$5000 |

| ESTIMATION OF LIKELIHOOD | | |
|------------------------------|---|---|
| Category | Chance of Event | Frequency of Event (including near misses) |
| Almost Certain | Is expected to occur in most circumstances | Occurred at least once in the last month within your business |
| Likely | Will probably occur in most circumstances | Occurred at least once in the last 3 months within your trade |
| Possible | Could occur at some time | Occurred at least once in the last year within your trade |
| Unlikely | Could occur at some time, but improbable | Occurred less than yearly within the industry |
| Rare | May occur but only in exceptional circumstances | No known experience within the industry |
| RISK ASSESSMENT NUMBER (RAN) | | |
| RAN 1 – 6 | High and unacceptable | Inform the General Manager ASAP |
| RAN 7 – 10 | Medium and unacceptable | A PREVENTION control is necessary (plus a combination of PROTECTION controls). Inform the Management Team |
| RAN 11 – 15 | Medium and undesirable | Combined PROTECTION controls as a minimum. Inform the Management Team |
| RAN 16 – 19 | Low and acceptable | A PROTECTION control needed as a minimum. Review for opportunities to improve. Ensure ongoing monitoring |
| RAN 20 – 25 | Low and desirable | Controls are currently adequate. Ensure ongoing monitoring |