Southland District Council Hazard Register

General

Area	Significant Hazard	Risk Type	Controls To Minimise Hazard
All Areas	**Fire, Earthquake - other Emergencies**	Potential risk of injury to staff	• All staff and contractors are to be aware of and trained in the evacuation procedures for any building they are working in.
All Areas	**Manual Handling and Repetitive Work**	Injuries to staff while moving, lifting, carrying rubbish bins, bags or other waste receptacles. General equipment use and repetitive nature of some tasks can cause pain and discomfort in some individuals.	• Ensure manual handling principles are followed at all times. Staff to be trained in the correct use of all equipment. • Staff to be encouraged to report any pain and discomfort to their managers. • Especially those new staff members or staff new to a task. • Try to rotate tasks to avoid prolonged positions being held for long periods of time. • Break repetitive tasks with micro pauses whenever a change of tasks is not an option. • Know your limits, seek help when lifting over 20 kg.
All Areas	**Repetitive, Forceful Work**	Discomfort, sprains and strains	• Staff to be trained in the correct use of all equipment. • Staff to be encouraged to report any pain and discomfort to their managers. • Especially those new staff members or staff new to a task. • Try to rotate tasks to avoid prolonged positions being held for long periods of time. • Break repetitive tasks with micro pauses whenever a change of tasks is not an option. • Ensure staff are observed using correct postures while carrying out tasks.
All Areas	**Poor Housekeeping**	Slips/trips/falls Fire risks Access/egress Hygiene	• Poor housekeeping causes slips, trips and falls. All staff and visitors must clean up any messes they create. • Keep fire exits and walkways clear of debris at all times. • Keep work areas clean and clear of clutter. • Clean up spills immediately.
All Areas	**Not Wearing PPE (Personal Protective Equipment)**	Damaged eyes Hearing loss Skin problems Lung damage Vehicle impact	• Follow all mandatory PPE signs (signs usually blue in colour). • Always wear eye protection and gloves as a minimum when handling chemicals. • Wear appropriate respirators when exposed to fumes, chemicals or dust. • Wear earmuffs when exposed to load noise. • When out of the office environment always be seen, wear a Hi Viz vest that is zipped up.

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All Areas	**Restricted Work and Notifiable Work**	Working at heights Confined space Hot work	• Notified work requirements refer Section 9 Contractors Health and Safety Booklet. • Obtain permission from SDC site staff to gain access to roof areas. • Consider weather conditions. • Use trained and competent workers. • Assess risk of falling, overhead hazards and alternative methods of working at heights. • Advise the Council of any confined space work and the permit system being applied. Any permit system must include a provision for monitoring and a rescue plan. • Notify SDC of any hot work needed and permit system being applied. • Assess surrounding area for potential fires and put in place a fire watch plan before commencing any hot work such as welding, grinding, paint removal. • Follow Code of Practices (eg working at heights, confined spaces).
All Areas	**Stairs**	Falls	• Use hand rails. • Avoid using stairs when carrying items. • Emergency lighting. • Step illumination strips.
All Areas	**Ladders/Steppers**	Working at heights Falls	• SDC buys industrial strength ladders. • Ladder checklists and visual inspections in Building Control vehicles. • Discard damaged ladders. • Refer to “Portable Ladder Safety Guide”. • Staff to be trained and adequately supervised in correct safe work procedures.
All Areas	**Ladders/Steppers**	Working at heights Falls Potential to fall or slip while using ladders/steppers	• Staff to be trained and adequately supervised in correct safe work procedures. • All ladders to be inspected and certified on an annual basis. • Where incorrect or unsafe use of ladders is observed, remedial and training action is to be taken. • Observe safety rules at all times. • Ask for assistance when moving heavy or awkward equipment. • Put up signs to warn people that someone is working from the ladder.
All Areas	**Slippery Floors/ Surfaces**	Slips/trips/falls	• Ensure all spills are cleaned up immediately. • Put out “Wet Floor” signs to warn others of wet or damp floors.
Roading, Outdoor Services	**Traffic Management**	Vehicle accidents, pedestrian and roadside workers in firing line	• Ensure staff and contractors are trained to Traffic Management Plan Standards CoPTTM 4th Edition.

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All Areas	**Vehicles/Mobile Plant**	Collision person or other vehicles Property damage Injury Crushing	• All drivers of vehicles and industrial equipment must have the appropriate current licences and certificates in order to operate any mobile plant. • Where outside contractors are driving SDC owned equipment copies of the relevant licence or certificate must be submitted to Council and approval given before operation commences. • Vehicles must be registered and warranted appropriately and fit for purpose. • Be aware that mobile plant is operating in the area. • Hi Viz vests must be worn when operating around the mobile plant. • Signage to warn public of industrial traffic. • Communication systems (eg two way radios) to be used between operators. • Flashing beacons to be used on vehicles where they are fitted.
All Areas	**Electricity**	Electrocution Fire	• Ensure all equipment has a current electrical compliance tag. • Advise staff and isolate area if exposed wires are found. Unplug any faulty appliances. • Turn heaters etc off when not in use or overnight. • All electrical installations conform to AS/NZ standards. • Keep power points dry and report any faults immediately. • Leads shall be kept out of traffic ways wherever possible practicable to prevent trips and falls. • Use RCD device in wet areas.
All Areas	**Equipment and Tools**	Personal injury	• All hand operated tools must be in good condition and fit for purpose. • All electrical tools must have current electrical compliance tags. • Unplug electric powered tools when not in use.
All Areas	**Hazardous Substances and Chemicals**	Environmental Chemical Burns	• Storage - All chemicals must be stored and handled in accordance with HSNO and dangerous goods storage requirements. • Skin contact - Always wear face shield, overalls, gloves as a minimum when handling chemicals. • Spills - Secure/cordon off area, notify SDC supervisors, spill containment kits are available where chemicals are stored. • MSDS sheets are available on Intranet or hard copy.
All Areas	**Drugs and Alcohol**	Harm to self or others	• Do not work under the influence of any drugs or alcohol. • Report to your manager if you have reason to suspect someone is working in an impaired state.

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			• Impaired people will be required to leave the workplace.
All Areas	**Abusive/Violent People**	Risk of injury	• Assist management to identify risk areas. • Report all site security measures. • Report all incidents of violence to you or your colleagues. • Do not provoke violence. • Treat customers, clients etc in a friendly manner at all times. • If you work alone, take steps to ensure your safety - night workers park near and keep to well-lit areas.
All Areas	**Dog Attacks**	Bites, mauling	• Check surrounds before entering any property. • Do not stare at the dog, look down and be submissive. • Back away slowly. • First aid kits in vehicles.
All Buildings	**Boilers, Heaters and Burners**	Burns Explosion/ contamination Machinery environmental	• Operate as per Operating Manual. • Follow "Boilers - Approved Code of Practice". • Do not touch hot surfaces, pipework elements etc. • Annual service. • Current diesel tank certification compliance. • Electrical safety certificates.
All Areas	**Temperature Extremes (Heat and/or Cold)**	Sunburn Heat stroke Hypothermia Illness	• Wear sunscreen. • Wear hats. • Air conditioning servicing. • Layer clothing.
All Areas	**Overhead Hazards**	Head injury Electrocution	• Always wear a hard hat on building and excavation sites. • Inspect sites for overhead hazards eg power lines, damaged trees. • Exercise care in high winds. • Exercise extra care around cranes and suspended loads. • Do not walk under cordoned off hazardous area (Drop Zone).
All Areas	**Fatigue**	Vehicle accidents Increased stress	• Staff training. • Do not drive when tired. • Pull over if tired when driving. • Provision is made for SDC employees to stay overnight if necessary (refer Vehicle Policy).
All Areas	**Public**	Injury Death	• Be aware that public safety is a responsibility of the Council on Council controlled sites. • Restrict uncontrolled access to hazardous situations. • Ensure hazardous areas are identified eg hazard tape, signage, barriers etc. • Communicate hazards eg to group managers,

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			public notices and community boards. • Implement appropriate traffic management plans in accordance with CoPTTM 4th Edition.
All Areas	**Noise**	Hearing loss	• Wear hearing protection when exposed to loud noise. • Care with volume levels when using headphones in the workplace.
All Areas	**Poor Lighting**	Injury Eye strain	• Ensure lighting is sufficient to do your work. • Organise temporary lighting sources. • Request light replacement/repair through SDC.
All Areas	**Public Health Risks**	Virus Disease	• Inoculations if appropriate. • Wear appropriate PPE like gloves, masks. • Practice good hygiene. • Take precautions when dealing with septic tanks or mobile dump stations sites.
All Areas	**Office Equipment**	Electrocution Strangulation Cuts Poisons	• Do not wear loose clothing around shredder. • Be aware of plugs or dangerous cords. • Ink toner wash hands immediately.
All Areas	**Asbestos**	Respiratory Disease	• Refer to Worksafe guidelines. • Cease work and notify SDC immediately.

_____
(Name/Company Name)

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Signed as Read and Understood Date