

Hazard Risk Register

Site Address:	1191 Courtenay Road, Kirwee
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Hazard Identified	Description or consequence of the uncontrolled hazard	Uncontrolled Risk	Hierarchy of Control	HAZARD and RISK MANAGEMENT CONTROLS: Eliminate – if reasonably practicable to do so otherwise: Minimise – substitute, isolate, engineering controls, administrative, PPE	Controlled Risk
<p>PANDEMIC COVID-19 EXPOSURE Respiratory illness which can be mild, severe or cause fatality. Contagious, so can easily be spread to others with same outcome. Common symptoms include: Fever, cough, shortness of breath and breathing difficulties. In severe cases, infection can cause pneumonia, severe respiratory syndrome, and even death. (Notifiable to Ministry of Health)</p>	<p>Transmitted person to person Working in close proximity to others – aerial droplets transmitted such as from cough, sneeze or talking Contact with an object or surface with viral particles on it and touching your mouth, nose or eyes Symptoms may be undetectable (asymptomatic) i.e. workers unaware of being carriers of the virus</p>	H 12	<p>A A I I</p>	<p><i>PPE</i> - Ministry of Health and WorkSafe guidelines are adhered to Exercise good hygiene by coughing or sneezing into your elbow, cleaning surfaces regularly and washing hands regularly Hand sanitiser stations made available in communal areas. Exhibitors encouraged to have sanitiser available at their site. Stay home if feeling unwell or if you have tested positive in the last seven days.</p>	L 4

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Hazardous Substances	Hazardous substance - vapour release, liquid spill or product spill. Risk of harm to individual(s) or environment	H 12	A A A A A	Minimal stocks held on site. Hazardous Substance Register in place – exhibitors to inform of substances on their site Current SDS in place and accessible. Correct PPE worn when handling. Substances secured appropriately in locked areas as required.	L 4
Loading / Unloading	Restricted loading zone space, unstable load, pedestrian unsighted	H 12	I I A A A	Vehicle loading isolation zones established as necessary, such as the use of safety cones or utilising a reversing spotter Designated place to unload vehicles. Caution required, stay alert, eye contact with drivers and/or pedestrians Safe work training procedures for how vehicles are to be unloaded Experienced operator used and inducted into site requirements. Includes designated loading zone and ensuring communication requirements are met.	L 4
Manual Handling	Lifting of a heavy or awkward shaped loads - muscle or back sprains, leg/ foot crush if dropped. Opening stubborn ship container doors. Possible exposure to a hazardous substance - broken or punctured container, box or bag	H 12	E S A A A A	Plan to use forklifts, pallet jacks, trollies or conveyor assist to avoid the need to manually lift wherever possible. Weight or 'awkward factor' recognised. Ask for assistance if required. i.e. two person lift Correct lifting techniques employed - straight back, bend the knees, item close to the body Be alert for broken or punctured contents spill. Report incidents to management Protective clothing, gloves and safety shoes minimum	M 6
Major Adverse Event Earthquake, flood, fire, structural collapse, car park vehicle/ pedestrian accident, robbery, major medical event, other.	See Emergency Response Plan	H 15	A A A	Emergency Response Plan in place Emergency Evacuation Site Map and Emergency Contact Numbers displayed Emergency exit ways kept clear	L 4

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Stress and fatigue	Stress and Fatigue	H 12	A A	Fatigue and stress management principles adopted. Manage work load and organisation	L 4
Electrical Equipment	Electric shock, fatality and/or secondary injuries	H 12	E E I A	Electric Fencing turned off for event Equipment maintained to required standards by registered electrician Isolation lockout, item removed or 'out of order tags' used for items to be repaired/replaced Multi socket power boards at workstations not overloaded, leads tidy and tagged	L 4
Plant & Machinery Multiple injury types possible or fatality	Multiple sources energy loss of control such as kinetic, electrical, pneumatic and hydraulic. Machinery entanglement. Mixing ingredients hazardous substances exposure - liquids or fumes. Burns, respiratory conditions, fatality	H 16	A I A E A	Operating instructions printed on the vehicle, plant or machinery must be followed. A spotter must be used for large plant and machinery. Operators must be trained or competent to use the vehicle, plant or machinery. If requested, vehicles, plant and machinery must be shut down and/ or stopped immediately. All pedestrians must keep a safe distance away from all moving vehicle, plant & equipment.	M 9
Alcohol and Drugs Impaired judgement, erratic behaviour	Company policies not followed, partying night before, poor choices, wilful actions, prescription medicines	H 12	E A I A	Drugs are prohibited onsite at all times. Report to management if you notice someone is showing signs of impaired judgement or erratic behaviour Alcohol for consumption is prohibited to be onsite outside of event hours. All exhibitors providing alcohol onsite during the event must adhere to responsible alcohol guidelines and have management practices for intoxication, minors and checking ID.	L 4

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Tractors/ Quad Bikes/ 2 Wheeled Farm Bike/ Forklifts Crushing Fractures Struck Against Struck By Falls Falling Materials Striking Objects Below Fatality	Tractor roll-over Tractor attachments and accessories – PTOs – 3 point linkages Equipment towed by tractors Falling off tractors Poor maintenance Inexperienced/ untrained Carrying passengers Multi-tasking Carrying loads Towing Personal factors – fatigue, dehydration, under the influence of drugs or alcohol Not paying attention to the terrain Defective lifting equipment Unsecured loads Insufficient set down areas Heavy, high or unsecured loads Truck movements Vehicle movements Children / pedestrians Not operating to conditions Too fast	VH 20	E A E A A E E E A A A A	Speed limit is strictly 20KPH at all times. All operators must wear helmets and appropriate footwear when on quads, side by sides and motorbikes (including passengers on side by sides). Only one person on a quad bike at all times. Work within the manufacturers specifications. Always wear safety belt if the available. Do not tow a trailer or implements too heavy for the tractor. Take steps to improve tractor stability such as counter balances or widen wheel base. Keep cables and chains in good conditions. Bike riders sufficiently trained or under direct supervision. Choose the right vehicle for the job. All operators to be trained and competent, and licensed if required, and 18 or over. Correctly slung/ secured loads. Job safety analysis completed for complex, unorthodox higher risk jobs.	L 4

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<p>Work At Height Fall Serious Injury Permanent Injuries Fatality</p> <p>(Includes: use of ladders, mobile scaffolding, fixed scaffolding, forklift cages, scissor-lifts, cherry pickers, other machinery used for working at heights, loading/unloading trucks)</p>	<p>Impact with objects or ground caused by falling from any height Impact with persons or objects due to work in drop zones Suspension trauma from prolonged suspension Personal protective equipment failure Failing of anchor points for fall protective equipment Lack of or ineffective emergency rescue planning Fall from tractor or equipment</p>	<p>VH 20</p>	<p>A A I A A A</p>	<p>Use of correct PPE such as harness or static line Only trained operators or those under direct supervision to operate (if machinery involved). Set up exclusion zones and/or authorised access only zones. Hard hats to be worn by all workers working underneath height work. Job safety analysis completed as appropriate Take care when working in the vicinity of overhead powerlines.</p>	<p>L 4</p>
<p>Public Physical injury to themselves or others Machinery driven - crushing Property Damage Physical injury to themselves, others or animals</p>	<p>Guidelines for path walkway not adhered to Human error, misunderstandings (such as stray from designated walkway) Deliberate actions, irresponsible behaviour, attempted theft Unauthorised access to site – lack of control Public lack of knowledge regarding hazards</p>	<p>H 10</p>	<p>I A A A A A</p>	<p>Project work fenced off and secured against public entry Keys must not remain in machinery overnight Induction required for onsite as well as hi vis. Process in place to manage visitor's safety and wellbeing when coming to the site Emergency plan in place Clear instructions at entranceway as to where public may or may not go and what they can and can't do Clear signage regarding key hazards that may be encountered</p>	<p>L 4</p>

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Slips, Trips And Falls Strains and sprains Musculoskeletal injuries Grazes Lacerations Concussion	Wet or slippery surface Eyes not on path Inadequate lighting Access to work areas Climbing on and off plant Uneven ground or steep terrain Poor housekeeping Work area design and layout Climbing on and off farm equipment Sudden animal movements Soft and muddy conditions	H 10	A A A A E	Review work area for trip hazards before commencing work and ensure access points clear. Keep laneways clear of obstacles. All personal protective equipment to be inspected before use as per manufacturer requirements. Be aware of others in the area. Three points of contact when dismounting tractors and mobile plant.	L 4
Noise Temporary hearing loss Permanent hearing loss Tinnitus – permanent ringing in the ears	Exposure to noise levels over 85 decibels Exposure to noise levels over prolonged times Permanent hearing loss, unable to hear approaching vehicle in vicinity – crush or strike injury and/or property damage Noise sources such as old tractors, quad bikes, chain saws, milking sheds, woolshed activities, radios, grinders, firearms, air compressors, irrigation pumps	H 10	A A A E E A A	Where possible keep noise levels below 85 decibels Move away from loud noises – work in another area if possible or time operations to avoid exposure Inform persons in work area before noise is created Use mufflers on machinery Regular machine maintenance to reduce noise such as slipping or worn drive belts, worn gears, dry or worn bearings, loose covers on vibrating machinery Hearing protection worn Radio volume controlled	L 4

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Traffic Management Struck by vehicle Damage to property Injury Death	Guidelines for road and traffic access timeframes not adhered to Human error, misunderstandings (such as stray from designated walkway) Deliberate actions, irresponsible behaviour, Unauthorised access to site – lack of control Public lack of knowledge regarding hazards Unauthorised access	VH 20	E E A A E A I A E	Speed limit is strictly 20KPH at all times. Hazard lights must be used. All pedestrians onsite need to wear a hi vis. Vehicles must give way to pedestrians. Mobile phones can only be used when on hands free. Drivers must hold the appropriate class of license to drive vehicle. Removal of all unnecessary vehicles from venue when possible (one car per site and persons prepared for this with alternative delivery methods, such as trolleys). Traffic Management Plan in place and adhered to Committee members or designated volunteers enforcing Traffic Management Plan Road markings and signage where possible	