

Hazard Register

Office, Libraries, Halls and Community Housing Hazards

AREA	HAZARD	RISK TYPE	CONTROLS TO MINIMISE RISK
All Areas	Fire, Earthquake – other Emergencies	Potential risk of injury to staff	<ul style="list-style-type: none"> 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	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	<ul style="list-style-type: none"> Ensure manual handling principles are followed at all times. Staff to be trained in the correct use of all equipment. Know your limits, seek help when lifting over 20 kg. 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.
All Areas	Electrical Plugs Extension Cords/Leads	Electrocution Energy	<ul style="list-style-type: none"> All electrical installations conform to AS/NZ Standards. Keep power points dry and report any faults immediately. All leads to have electrical inspection tags. Leads shall be kept out of traffic-ways wherever possibly practicable to prevent trips and falls.
All Areas	Use of Vacuum Cleaners	Unsafe to use - risk of injury	<ul style="list-style-type: none"> Ensure all damaged or faulty equipment is reported and removed from use. Equipment is tested and tagged. Staff trained in correct use of equipment.
All Areas	Dangerous/un known packages Bomb Threat	Explosion Contamination	<ul style="list-style-type: none"> If staff find any unknown packages they must notify persons in charge of site. Evacuation of site may be required. Be familiar with emergency procedures.
All Areas	Armed Robbery	Risk of harm from unauthorised persons wanting to gain entry to building for money or property	<ul style="list-style-type: none"> Observe all site security measures. Ensure your safety by locking doors. Cooperate as much as possible if accosted, without putting yourself in danger. Refer to site emergency procedures. Do not aggravate situation. Do not try and be a hero. Cooperate and assist Police.

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All Areas	Abusive/Violent People	Risk of injury	<ul style="list-style-type: none"> 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	Repetitive, Forceful Work	Discomfort, sprains and strains	<ul style="list-style-type: none"> 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	Book Shelves	Potential risk of injury to staff/public Earthquakes Injury falling objects	<ul style="list-style-type: none"> Maintain safe level of shelf height. Maintain maximum space between shelf units. Assess risk of falling, overhead hazards. Secure unstable shelves and filing cabinets to the wall.
Boiler Room	Diesel Burner/Diesel Tank	Burns Explosion/contamination Machinery environmental	<ul style="list-style-type: none"> Operate as per Operating Manual. Annual service. Current diesel tank certification compliance.
All Areas	Ladders/Steppers	Working at heights falls Potential to fall or slip while using ladders/ steppers	<ul style="list-style-type: none"> 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	Hot Water	Burns/scalds	<ul style="list-style-type: none"> Exercise care when handling hot water at all times. Use a hose to pour hot water from tap to bucket. Bucket will become heavy to lift from sink.

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All Areas	Slippery Floors	Slips/trips/falls	<ul style="list-style-type: none"> • Ensure all spills are cleaned up immediately. • Put out “Wet Floor” signs to warn others of wet or damp floors.
All Areas	Air Quality Working Temperature	Illness	<ul style="list-style-type: none"> • Ensure air conditioning units are serviced regularly. • Temperature ideally between 19 to 22 degrees for sedentary positions. • Increase airflow eg fan to help even out thermal distribution.

(Name/Company Name)

Signed as Read and Understood

Date