

# Hazard Register

## Toilets and Cleaning Hazards

AREA	HAZARD	RISK TYPE	CONTROLS TO MINIMISE RISK
All Areas	Electrical Plugs Extension Cords/Leads Electrical Appliances	Electrocution Fire	<ul style="list-style-type: none"> <li>All electrical installations conform to AS/NZ Standards.</li> <li>Ensure all equipment has a current electrical compliance tag.</li> <li>Keep power points dry and report any faults immediately.</li> <li>Turn heaters etc off when not in use or overnight.</li> <li>Advise staff and isolate area if exposed wires are found. Unplug any faulty appliances.</li> <li>Leads shall be kept out of traffic ways wherever possible practicable to prevent trips and falls.</li> <li>Use RCD device in wet areas.</li> </ul>
All Areas	Use of Vacuum Cleaners	Unsafe to use - risk of injury Electrocution Trip/fall	<ul style="list-style-type: none"> <li>Ensure all damaged or faulty equipment is reported and removed from use.</li> <li>Equipment is tested and tagged.</li> <li>Staff trained in correct use of equipment.</li> </ul>
All Areas	Hot Water	Burns/scalds	<ul style="list-style-type: none"> <li>Exercise care when handling hot water at all times.</li> <li>Do not overfill buckets.</li> <li>Use a hose to pour hot water from tap to bucket. Bucket will become heavy to lift from sink.</li> </ul>
All Areas	Slippery Floors	Slips/trips/falls	<ul style="list-style-type: none"> <li>Ensure all spills are cleaned up immediately.</li> <li>Put out "Wet Floor" signs to warn others of wet or damp floors.</li> <li>Wear non-slip shoes.</li> </ul>
All Areas	Cleaning Chemicals	Chemical burns Eye injury Skin irritation Inhalation	<ul style="list-style-type: none"> <li>Wear rubber gloves and eye protection when pouring and handling cleaning products.</li> <li>Clean up spills immediately.</li> <li>Ensure doors are open and air flow is sufficient to avoid fumes.</li> </ul>
All Areas	Public Access	Injury Privacy violation	<ul style="list-style-type: none"> <li>Put signs out when cleaning is in progress.</li> <li>Announce arrival if facilities in use.</li> <li>Sign in and out where there is a visitor log.</li> </ul>
All Areas	Working in Isolation	Injury Emergency Personal attack	<ul style="list-style-type: none"> <li>Have a cell phone with you or ensure someone is aware of your whereabouts and scheduled time of return.</li> <li>Have an emergency contact programmed into your phone.</li> <li>Avoid working in areas with public access outside of daylight hours.</li> <li>Check surrounds for suspicious activities before entering.</li> </ul>
All Areas	Sharp Objects	Cuts Infections	<ul style="list-style-type: none"> <li>Exercise extreme care when removing rubbish from containers.</li> <li>Wear thick gloves and carry rubbish bags by the top.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Visually look at bags to ensure no sharp objects are protruding.</li> <li>• Be mindful of syringes and the like in public access areas.</li> </ul>
<b>All Areas</b>	<b>Poor Hygiene</b>	Illness	<ul style="list-style-type: none"> <li>• Ensure hands are washed after cleaning.</li> <li>• Avoid hand to mouth contact while cleaning.</li> <li>• Vaccinations where appropriate.</li> </ul>

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(Name/Company Name)

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Signed as Read and Understood

\_\_\_\_\_  
Date