

Risk / Hazard	Potential Harm	Initial Risk	Control Methods	Residual Risk
Sites				
Alcohol and Drugs	Fatality Harm to others	Yellow	Prohibited on all sites. See Drug & Alcohol Policy for details.	Yellow
Asbestos	Respiratory Future Health Issues	Red	Report presence of asbestos to supervisor and stop all work immediately. Use approved contractors for disposal. Isolate by putting material in water.	Green
Biological	Illness Contamination	Yellow	Ensure correct PPE used e.g. respiratory mask, safety glasses, disposable overalls, gloves. Dispose of contaminated PPE appropriately. Use good hygiene practices e.g. wash hands. Sterilize and/or thoroughly clean all tools and equipment used.	Green
Chemicals/Solvents & Hazardous Substances	Respiratory Allergic Reaction	Yellow	Ensure chemicals are stored and labelled correctly. Use correct protective equipment. Material Safety Data Sheet (MSDS) available. Replace hazardous substances with non-hazardous if possible.	Green
Compressed Air	Various injuries incl. from split hoses, decoupled fitting, dust	Yellow	Check hoses for damage before use, maintain to a safe condition and relieve pressure before disconnecting hoses. Use appropriate PPE e.g. goggles, gloves and earmuffs. Do not direct airflow from people.	Light Green
Contaminated Soil	Illness and skin irritations. Respiratory Future health	Yellow	Check with ECAN on the Listed Land Use Register for details of any contamination. Use correct PPE and disposal techniques. Ensure good hygiene practices. Fence off contaminated areas.	Yellow
Confined Space Entry	Respiratory Falls	Red	Entry restricted to authorised personnel. Minimum 2 persons for communication. Emergency procedures in place. Use approved lifting devices to gain entry. Air out any chamber or space before entry, use gas detector if required. Ensure adequate ventilation maintained.	Green
Concrete Saw	Respiratory Hearing loss Cuts, Bruising Fractures, Fatality	Yellow	Check the service & condition, ensure guards are in good condition, inspect the blade before using, keep area clear of debris, use as per manufactures instructions and wear correct PPE. Best practise two people involved when using the saw.	Green

Cut Off Saw	Eye Damage Lacerations Hearing Damage		Use appropriate PPE e.g. safety goggles, safety boots, gloves, hearing protection. Ensure blade in safe condition before use.	
Dust	Respiratory Eye Damage		Use the correct sizing materials to minimise cutting required. Use alternative cutting tool to minimise dust from power tools. Area should be well ventilated or leave area until safe. If appropriate, wet area regularly. Ensure extraction system fitted on power tools where possible and make sure they are working correctly. Wear appropriate respiratory protection. Be aware of weather conditions that could cause dust.	
Earthquake	Building Damage Falling Debris		Understand evacuation procedure and emergency plan for relevant site. If possible isolate services supply (e.g. gas). Keep exits clear. Stay out of any buildings until all clear. Help others as required.	
Electrical Hazards	Electrocution Burns		Ensure RCD units used to isolate electricity and all equipment has a current test and tag. Inspect equipment at each use for damage. Remove from use damaged/unsafe equipment immediately. Keep all electrical equipment clear of water. Ensure supply is disconnected before any demolition and/or maintenance. Ensure safe isolation of supply as per AS/NZS 4836:2011.	
Elevated Work Platforms	Crushing Electric Shock Falling Trapping		Trained operators only. Use on clear level flooring only. Do not use in high wind. Ensure area below is clear. Use harness as required for the type of EWP (only harness trained persons may operate where required). Refer WorkSafe Best Practice Guidelines for Mobile Elevating Work Platforms.	
Environmental	Sunburn Windburn Dehydration Hyperthermia Cancer		Apply sunblock, cover up with hat, sunglasses, long sleeve and pants. Drink fluids regularly. Monitor weather conditions. Only work when weather permits. Wear appropriate clothing and footwear	
Excavation Work	Trip / Fall / Crush		Fence off excavation areas, identify safe slopes and control work areas. Make eye contact with any machinery operators. >1.5m must be notified to WorkSafe prior to commencement. Ensure shoring is used where applicable (>1.5m or <1.5m where collapse may occur). Locate utility services prior to works beginning. Use a spotter.	
Excessive Noise	Hearing Loss		Hearing protection must be worn. Regularly maintain power tools and machinery.	
Fatigue	Personal Injury Stress Ill Health		Stop work and rest if you have fatigue signs. Take regular breaks every 2-3hrs. Monitor working hours and rest periods. Stay hydrated and eat well and regularly.	
Foot Injuries	Crushing, Lacerations		Ensure use of safety footwear at all times. Keep work areas clear and tidy.	

Fumes	Respiratory		Ensure adequate ventilation. Wear respirator. Cover exposed areas of body. Restrict entry. Remove or isolate any ignition sources.	
General Public	Various		Ensure access to site is limited. Appropriate signage displayed. Isolate areas with cones/barriers. If required Traffic Management in place.	
Grinding Tools	Eye Damage / Lacerations Burns		Ensure tools in safe condition before use. Current test and inspection tag. Contain sparks, have fire extinguisher on standby. Ensure multi positioning locking guards are in place. Ensure 2 nd handle to enable safe two handed use. Use face shield, hearing protection and gloves.	
Hand Tools	Laceration / Cuts Occupational Overuse Trips/Slips		Ensure correct PPE. Check condition before use and maintain regularly. Check guards and shields are in place and in good condition. Ensure using correct tool for the job. Trained operators only. All tools used as per manufacturers specifications. Keep secure when not in use. For prolonged use take regular breaks or share task to avoid overuse.	
High Pressure Fluid	Skin Penetration		Relieve pressure before disconnecting hoses. Check all hoses before use of any equipment. Use correct PPE.	
Hot Water	Burns/Scalds		Turn power off. Ensure hot water cylinders empty. Identify hot water pipes and taps.	
Hot Works (incl. Welding)	Burns		Follow CB-HS-111 Hot Work Procedures. Hot Work Permit issued. Remove flammable material and or wet down area before and after. Fire extinguisher in the area. Flash back arrestors fitted on equipment as required. Ensure flammable materials and any rubbish removed from area. Wear correct PPE as required. Ensure adequate ventilation. Fire watch person may be required. Adhere to any cool down periods as outlined on Hot Work Permit.	
Housekeeping	Trip/Fall Illness		Ensure all items are kept in a tidy and orderly manner. Ensure all smoko and toilet facilities are cleaned regularly and kept tidy. Make sure rubbish is disposed of appropriately,	
Ladders	Fall injuries. Bruising, fractures, head injuries		Ensure ladders are checked before use. Only use on level surfaces. Secure ladders near top, foot at bottom, maintain 3 points of contact whilst climbing ladder. Ladder to extend 1 metre past step off point. Angle for ladder to be 4:1 ratio. Use scaffolding if possible.	
Liquid Petroleum Gas (LPG) (including propane and butane)	Burns Fire Explosion Asphyxiation		Must have a current PGDB Licence for gas fitting. Ensure adequate ventilation. Control all sources of ignition including power tools and static. Ensure gas supply is shut off before commencing work. Ensure cylinders are secured correctly.	
Machinery	Crushing, Lacerations		Ensure operator trained and machine in safe condition before each use. Ensure guards in place and are in good condition, and regularly maintained.	

Manual Handling	Sprains / Strains Cuts / Abrasions Crushing		Ensure correct lifting and work area set up to minimise awkward movements. Use correct lifting technique (bend knees/use legs/don't twist). Limit load sizes. Use 2person lift or lifting equipment. Ensure access/pathways are kept clear.	
Manual Handling of Gas Cylinders			Use suitable mechanical aides e.g. trolley or seek help. Do not drop a gas cylinder and never try to catch a falling cylinder. Cylinders should not be left freestanding. Secure cylinders to a suitable trolley , cylinder support bracket or placed in a cylinder pen.	
Mobile Mechanical Plant	Various Crushing Fall from height Fatality		Competent and trained operators. Maintained in good condition. Ensure any log books are used and up to date. Use spotter. If plant is fitted with seatbelt ensure this is used. Make eye contact with driver/operator before approaching work area.	
Mould	Respiratory Skin/Eye Irritation		Wear respiratory protection & ensure adequate ventilation. Wear disposable overalls and other appropriate PPE (gloves, long clothing). Wash and clean skin thoroughly afterwards and especially before eating.	
Overhead hazards	Various		Isolate area. Use hard hats. Sleeve powerlines where necessary. Use bunting for height. Contact power company if necessary. If at height fit use hard hat with chin strap fitted.	
Pneumatic Tools	Various		Visual inspection prior to use. Operator to be trained in safe use. See details for compressed air on this register.	
Powder actuated fastening tools	Laceration / Cuts Hearing damage		Ensure users are trained and certified. Inspect condition of tools before use. Wear suitable safety glasses and hearing protection. Use signage when tool in use. Alert people in surrounding areas. Refer WorkSafe ACOP for Powder Actuated hand-held Fastening Tools. Ensure work area is isolated from other people.	
Power tools / Leads	Laceration / Cuts Electrocution		Inspect regularly and ensure items hold a current test and tag. Wear Personal Protective Equipment. Keep away from water. Ensure RCD Protection. Ensure cables are not running across access ways, keep close to walls.	
Raw Sewage	Various		Vaccination against Hepatitis & Tetanus. Wear personal protective equipment e.g. gloves, footwear, face visor). Ensure access to clean water, soap, and paper towels for cleaning & washing. Keep any contaminated equipment or clothing separate and contained.	
Restricted Space (Underfloor or ceiling)	Respiratory Getting stuck Bruising Cuts Skin irritation		Visual inspection before entering. Ensure adequate ventilation. Maintain communication with second person or office. Use crawl boards in ceiling spaces, ensure adequate lighting before entering. Wear appropriate PPE. Do not work in restricted spaces in extreme temperatures. Monitor temperature and stay hydrated.	
Roofing Materials	Blown off roof Cuts/Lacerations		Ensure all loose materials are secured at height. Cease work in windy conditions. See working at heights on this register. Heavy or unstable objects not to be held at height.	

Risk Register

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Scaffolds (including mobile)	Falls from heights		Ensure scaffold checked before use for defects. Scaffolds to be certified and checked daily (if required). If fitted ensure stabiliser legs are in place. Use only on level surfaces. Report defects immediately and remove from service.	
Sharp Tiles	Lacerations/Cuts		Use PPE when handling. Store in appropriate area. Keep work area clear and tidy. Ensure all rubbish and offcuts are disposed of immediately.	
Underground Services	Various		Ensure power, communications and water services are identified as per plans. Check site register for information. Use approved locations services.	
Vehicles	Various		Vehicles to be driven in a safe manner. Drivers to hold a current licence. All vehicles maintained and in good condition. Obey speed limits and restrictions at all times. All vehicles to be equipped with fire extinguisher and first aid kit. Only use mobile phones if hands free fitted. Refer company vehicle policy.	
Water Blaster	Lacerations		Ensure correct operating procedures and operator trained. Check condition before use.	
Working at height	Various		Notify WorkSafe where necessary. All workers trained and competent. Ensure rescue plan in place as required. Visually check all harness systems before using. Ensure all tools and equipment are secure to prevent falling. Keep area below clear using barricades and signage. Use edge protections. Refer Best Practice Guidelines for Working at Height.	
Working over or above head	Eye Injuries Tendinitis Rotator cuff tear Neck Strain Bursitis		Use materials or work processes that are less labour intensive so the task takes less time shortening the period required to reach overhead. Limit the amount of time spent working overhead through job planning. Avoid lifting, holding and positioning heavy or awkward objects with raised arms. Consider using bit extensions for drills and screw guns. Use mechanical lifts or hoists to position building materials. Wear sealed eye protection to eliminate dust or particles from entering the eyes.	
<u>Workshop</u>				
Bench Grinder / Cut off Saw	Eye damage Cuts/Lacerations		Use eye protection. Ensure blade and/or disc are in good condition. Use correct size disc for the work intended.	
Chemicals/Solvents & Hazardous Substances	Respiratory Allergic Reaction		Ensure chemicals are stored and labelled correctly. Use correct protective equipment. Material Safety Data Sheet (MSDS) available. Replace hazardous substances with non-hazardous is possible.	
Dust	Respiratory Eye Damage		Use protective equipment, ventilate or leave area until safe, wet area regularly, ensure adequate ventilation. Use extraction on power tools where possible. Be aware weather conditions that could cause dust.	

Electrical Equipment	Electrocution Burns		Ensure RCD units used to isolate electricity and all equipment has a current test and tag. Inspect equipment at each use for damage. Remove from use damaged/unsafe equipment immediately. Ensure supply is disconnected before any demolition. Keep all electrical equipment clear of water.	
Excessive Noise	Hearing Loss		Hearing protection must be worn. Regularly maintain power tools and machinery.	
Flammable Liquids	Burns		Ensure correct storage and Identification. Emergency procedures in place. Have signage on display. Have fire extinguisher nearby. Ensure Material Safety Data Sheet available.	
Foot Injuries	Crushing, Lacerations		Ensure use of safety footwear at all times. Keep work areas clear and tidy.	
Fumes	Respiratory		Ensure adequate ventilation. Wear respirator. Cover exposed areas of body. Restrict entry. Remove or isolate any ignition sources.	
General Public	Various		General Public not allowed in workshop area unless accompanied by staff member. Walkways must be used.	
Grinding Tools	Eye Damage / Lacerations Burns		Ensure tools in safe condition before use. Current test and inspection tag. Contain sparks, have fire extinguisher on standby. Ensure guards are in place. Use 2 hands at all times. Use face shield, hearing protection and gloves.	
Guillotine	Lacerations		Only trained and competent operators. Use foot controls. Keep hands away from blades. Ensure area clear of debris and others before use.	
Hand Tools	Laceration / Cuts Occupational Overuse Trips/Slips		Ensure correct PPE. Check condition before use and maintain regularly. Check guards and shields are in place and in good condition. Ensure using correct tool for the job. Trained operators only. All tools used as per manufacturers specifications. Keep secure when not in use. For prolonged use take regular breaks or share task to avoid overuse.	
High Pressure Fluid	Skin Penetration		Relieve pressure before disconnecting hoses. Check all hoses before use of any equipment. Use correct PPE.	
Ladders	Fall injuries. Bruising, fractures, head injuries		Ensure ladders are checked before use. Only use on level surfaces. Secure ladders near top, foot at bottom, maintain 3 points of contact whilst climbing ladder. Ladder to extend 1 metre past step off point. Angle for ladder to be 4:1 ratio. Use scaffolding if possible.	
Manual Handling	Sprains / Strains Cuts / Abrasions Crushing		Ensure correct lifting and work area set up to minimise awkward movements. Use correct lifting technique (bend knees/use legs/don't twist). Limit load sizes. Use 2person lift or lifting. Ensure access/pathways are kept clear.	

Pipe Racks	Various		Ensure racks are securely stacked. Do not overload racks. Ensure not stacked too high. Be sure nothing sticks out of the racks.	
Power tools / Leads	Laceration / Cuts Electrocution		Inspect regularly and ensure items hold a current test and tag. Wear Personal Protective Equipment. Keep away from water. Ensure RCD Protection.	
Slip / Trip Hazards	Bruising Cuts/Lacerations Fractures		Ensure floor areas kept clear. Use signage to highlight any obstacles. Wipe up all spills. Ensure walkways are used.	
Trolleys	Various		Ensure they are in good condition. Do not over stack. Ensure operator can see where they are going.	
Welding / Gas Cutting	Various		Follow CB-HS-111 Hot Works Procedure. Remove all combustible material from vicinity. Protective clothing and equipment to be used including respiratory equipment. Fire extinguisher available. Provide screens to prevent welding flash. Fire watch person may be required. Ensure adequate ventilation. Use welding equipment within the designated area.	
Office				
Cables, leads on floor	Trip / Fall		Ensure cable not running across access ways, keep close to wall	
Manual Handling	Sprains / Strains Cuts / Abrasions Crushing		Ensure correct lifting and work area set up to minimise awkward movements. Use correct lifting technique (bend knees/use legs/don't twist). Limit load sizes. Use 2person lift or lifting. Ensure access/pathways are kept clear.	
Occupational Overuse Syndrome	Muscle damage		Report discomfort. Take adequate rest breaks. Ensure desk area set up ergonomically.	
Office Machinery	Heat, Noise		Ensure machinery in a well-ventilated area and adequate training provided. Maintain regularly.	
Slip / Trip Hazards	Bruising Cuts/Lacerations Fractures		Ensure floor areas kept clear. Use signage to highlight any obstacles. Wipe up all spills. Ensure walkways are used.	
Storage Areas	Crushing Strain		Ensure storage is secure and not top heavy. To be kept tidy at all times. Do not overreach to access shelving.	
Untidy Office	Trip / Fall		Ensure all items are kept in a tidy and ordered manner	

Risk Assessment Matrix

		Consider the Likelihood of a Hazardous Event Occurring				
		Rare	Unlikely	Moderate	Likely	Almost Certain
How severe could the outcome be if the risk event occurred?	Severe (e.g. Fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g. Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Significant (e.g. Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g. First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant (e.g. No Treatment required)	Very Low	Very Low	Low	Low	Moderate