



HAZARD REGISTER - OFFICE & WORKSHOP

22/04/2016

The Health and Safety of yourself, your colleagues, our clients, and other parties is vitally important. Take time to consider the risks you may encounter before commencing work. Should you identify a risk/hazard, take action to minimise, isolate, or eliminate, and the risk/hazard is still an issue ensure you escalate this to the project manager or Health & Safety Co-ordinator immediately

Hazard	Risk Assessment	Eliminate	Isolate	Minimise	Control	Person Responsible
Location: Upstairs Office						
Boxes on floor (Trip Hazard)	Medium	✓		✓	Ensure all boxes are moved tidily to the side of the room and out of walkways. If boxes are stacked ensure only three document storage boxes high maximum, or correctly stored on shelf	Person receiving boxes into office must store safely
Cords/Cabling (Trip Hazard)	Medium	✓			Ensure all cords and cabling is tied and out of foot traffic areas	Worker who is using that cabling
Electrical Equipment	Medium			✓	Ensure all electrical equipment is test and tagged as per AS/NZS3760	H&S Administrator
Shelving (falls, crushing)	Medium			✓	Ensure all shelving in office is placed on level footing	Person installing shelving, any worker using shelving
				✓	Ensure weight on shelving is towards the bottom of the shelf so shelving is not top heavy	
				✓	Ensure items on shelf are not too large for the shelf and secure on the shelf	
Computer Use	Low	✓			Use monitor risers to ensure monitor at eye height	H&S Administrator must ensure worker has assessment of work position and order appropriate equipment. Worker must take breaks
		✓			Use Footrest to keep spine in good position	
		✓		✓	Ensure arms parallel to work desk when using keyboard and wrists are straight Take regular work breaks	
Lighting/Eye Strain	Low	✓			Ensure all lighting in office area is functioning so space is well lit. Ensure blinds are operational to remove glare	Worker & H&S Administrator
Furniture (trips)	Low	✓			Ensure all furniture is in its proper location and in good working order	Those using. All workers in area
Stairs	Medium			✓	Ensure hand rail in place. Do not store any items on stairs	H&S Administrator
Location: Downstairs Office						
Furniture (trips)	Low	✓			Ensure all furniture is in its proper location and in good working order	Those using. All workers in area
Cords/Cabling (Trip Hazard)	Medium	✓			Ensure all cords and cabling is tied and out of foot traffic areas	Worker who is using that cabling
Boxes on floor (Trip Hazard)	Medium	✓		✓	Ensure all boxes are moved tidily to the side of the room and out of walkways. If boxes are stacked ensure only three document storage boxes high maximum, or correctly stored on shelf	Person receiving boxes into office must store safely
Hot Water	Medium				Ensure when using kettle for hot water that crockery is in sturdy position and not at edge of bench	Worker/User
Electrical Equipment	Medium			✓	Ensure all electrical equipment is test and tagged as per AS/NZS3760	H&S Administrator
Shelving (falls, crushing)	Medium			✓	Ensure all shelving in office is placed on level footing	Person installing shelving, any worker using shelving
				✓	Ensure weight on shelving is towards the bottom of the shelf so shelving is not top heavy	
				✓	Ensure items on shelf are not too large for the shelf and secure on the shelf	
Location: Workshop						
Shelving (falls, crushing)	Medium			✓	Ensure all shelving in office is placed on level footing Do not stack items on top shelf more than one item high.	Person installing shelving, any worker using shelving
				✓	Ensure weight on shelving is towards the bottom of the shelf so shelving is not top heavy	
				✓	Ensure items on shelf are not too large for the shelf and secure on the shelf	
Electrical Equipment	Medium			✓	Ensure all electrical equipment is test and tagged as per AS/NZS3760	H&S Administrator
Machinery (drill press, bench grinder)	High		✓		Ensure all machine guards are in place	Worker/User
Hot Water	Medium				Ensure when using kettle for hot water that crockery is in sturdy position and not at edge of bench	Worker/User
Boxes on floor (Trip Hazard)	Medium	✓		✓	Ensure all boxes are moved tidily to the side of the room and out of walkways. If boxes are stacked ensure only three document storage boxes high maximum, or correctly stored on shelf	Person receiving boxes into office must store safely
Tall items	Medium		✓		Ensure all tall items are stacked at safe angle against wall and behind safety chains to prevent toppling over	Worker/User
Roller Door	Medium	✓			Ensure door can only be operated when pressure on switch so cannot close on people	Management
Switchboard	High		✓		Ensure switchboard is locked and can only be opened with proper key	Management