



## WORKPLACE RISK/HAZARD REGISTER

10/03/2016

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

Note: DNA Electrical shall ensure that Personal Protective Equipment (PPE) is checked at every team safety meeting and that any required items are supplied/replaced. It is the workers responsibility to ensure they have the supplied PPE with them and if they run out prior to the next team safety meeting replacement PPE supplies are requested and received

Hazard	Risk Assessment	Eliminate	Isolate	Minimise	Control	Person Responsible
Machinery	High	✓			Identify where working and stay well clear of machinery when in operation. DO NOT walk through area where machinery is working. DO NOT work in same work area as machinery	Worker
Noise	Medium			✓	Ear muffs	Worker
Dust & Debris	Medium		✓	✓	Dust mask and eye protection. For work that may generate Silica dust ensure area is dampened to minimise dust, wear disposable overalls, P2 grade dust mask. Use dust bowl catcher if able to	Worker
Flying objects (Grinders, saws etc)	High		✓	✓	Eye protection Machine Guards	Worker
Uneven ground	Medium		✓	✓	Review site prior to entering and avoid. Barricade uneven ground if is near your work area or walk way	Worker
Sharp tools (Knives etc)	Medium			✓	Use caution - cut away from body	Worker
Cell phone calls (distraction)	Low		✓		Stop working while using phone	Worker
Sunburn	Low			✓	Cover up/wear sunscreen	Worker
Glues and solvents	Medium			✓	Wear face mask and gloves	Worker
Asbestos	High	✓	✓	✓	Eliminate by not carrying out any work with Friable type asbestos. Do not work with any asbestos containing materials unless is non-friable type and removal of less than 10 square metres. Always follow the DNA Electrical Asbestos Policy to ensure if non-friable type and less than 10 square metres you are isolating and minimising risk	Worker. Management to maintain and ensure policy followed
Gas	High		✓	✓	Keep away from all sources of ignition Ensure gas torch fully turned off and closed as soon as complete use Buy new canisters when empty - do not refill	Worker
Fumes	Medium			✓	Wear face mask and gloves	Worker
Small spaces in ceilings and under houses	Low			✓	Develop exit plan. Notify someone (preferably on site from DNA Electrical if possible, not always possible as often work alone) of where you are working. Ensure have good form of lighting available (a head torch works well for in ceilings and under houses) Ensure you have communication method available (eg mobile phone or walkie talkie) so you can contact someone if stuck.	Worker
Copper oxide in old TPS	Medium		✓		Wear gloves. Avoid contact with skin, eyes.	Worker
Whitetail spiders	Low			✓	Visual check.	Worker
Vehicles	High		✓	✓	Barricade work area. Ensure vehicle has current Warrant of Fitness, is serviced regularly, and has sufficient tyre tread Drive vehicle in a manner compliant with NZ Road Safety Laws at all times	Worker. Management to ensure vehicles have current WOF and serviced regularly
Dogs	High		✓		Check property prior to entering - check for "Beware of Dogs" notice prior to entering property. Ensure occupant of property is aware of your presence prior to entering the property (ie you are attending a booked job) Ensure you notify any occupants of areas in which you will need access prior to starting work so that any dogs can be tied up safely. If dog(s) present, contact owner prior to entering to secure dogs (tie up) or verify their safety. DNA Electrical office staff with check for "access issues" when taking booking which shall include the presence of dogs If in doubt - DO NOT ENTER.	Worker
Rodents	Low		✓		Rat urine can infect open wounds. If there is a lot of recent rat faeces and urine then you do NOT have to do the work if you do not feel it is safe Ensure you wear gloves and disposable overalls and disposable face mask.	Worker
Hot surfaces	Medium			✓	Ensure any surfaces that conduct heat have cooled prior to commencing work (eg ovens).	Worker
Electricity	Extreme		✓		Ensure all applicable circuits have been isolated at the board according to electrical safety regulations/standards Prove, Test, Prove method. Use tester to test a known live source (prove tester working), test circuit you have isolated, prove again Install lock out tags on circuit breakers to ensure cannot be switched on.	Worker
Damp situations	Medium			✓	Use RCD protected circuits when using power tools. Watch footing and avoid walking through wet slippery areas if possible	Worker
Reinforcing rods/bars	Medium		✓		If working near exposed metal reinforcing rods ensure each rod has protective cap in place or the rod has been bent over	Worker

Hazard	Risk Assessment	Eliminate	Isolate	Minimise	Control	Person Responsible
Height	High		✓	✓	<p>Ensure correct ladder is being used for the required task. Tie off ladder or have co-worker foot ladder.</p> <p>Ensure ladder or scaffold being used according to safe working from heights as detailed in Site Safe Electrical Passport and DNA Electrical Induction and H&amp;S Handbook.</p> <p>When on Construction Site, ensure hand rails have been constructed on high work surfaces.</p>	Worker. Management to ensure ladders tested annually
Power tools	High		✓	✓	<p>Make sure all power tools have been Tested and Tagged. Ensure safety guards are positioned correctly. Follow safe working practices for relevant power tool. Have completed Induction Training and tool specific training for particular power tool.</p>	Worker. Management to ensure Safe Operating Policy in place
Hand tools	Medium			✓	<p>Ensure the correct hand tool is used for the required task. Select appropriate PPE (Personal Protective Equipment) for the task. Have knowledge of proper use of hand tools.</p>	Worker
Open Trenches	Medium		✓		<p>Ensure Electrical Work in Progress sign is used where you are working. Barricade trench and area where working to ensure no public access. Cover trench when not in use. When working on Construction site be aware of any open ground on site, barricade any open trenches, cover trench if possible.</p>	Worker
General Public	Medium		✓		<p>Ensure Electrical Work in Progress sign is used where you are working. If an angry or aggressive person is impacting you then politely excuse yourself from the situation back to the safety or your vehicle. Leave site and contact management Barricade area where working to ensure no public access. Ensure power tools are not connected when not in use.</p>	Worker
Mobile Elevated Work Platforms	High				<p>Ensure operator has current approved training for using MEWP Mechanical Hazards such as crushing, entanglement, cutting, loss of stability, slips and trips Ensure MEWP is not overloaded Wear harness if required for situation Ensure the weather conditions are safe for the use of the MEWP. High winds/wet weather may cause it to be too unsafe to use Ensure all stays and stabilising devices are correctly in position Ensure 4m away from Electrical lines (or more) at all times</p>	<p>Management</p> <p>Worker</p> <p>Worker</p> <p>Worker</p> <p>Worker</p> <p>Worker</p>
Heavy Machinery	High			✓	<p>Wear Hi-Viz clothing when on site, hard hat, and safety boots DO NOT work in work area of heavy machinery If you have to walk through area near heavy machinery ensure you make eye contact with operator and show path you intend to take</p>	Worker
Crane	High			✓	<p>Never walk under load. Make eye contact with driver. Wear hi-viz. Wear hard hat. Wear safety boots.</p>	Worker
Scaffold	High			✓	<p>Check for approved tag. Ensure hand rail is in place on scaffold. For mobile scaffolds ensure feet/wheels are locked Ensure Bracking is correctly in place and Stays (Mobile scaffold) Ensure work platform is clear of obstructions Ensure mobile scaffold is set up on level surface and is plum Ensure toe kick is in place to ensure safety of those below Ensure top rail is no lower than waist height (mobile scaffold) Ensure you are aware of maximum loading and stay at or below this level at all times Never move mobile scaffold while someone is on scaffold Wear hard hat.</p>	Worker
Property occupants	High		✓	✓	<p>Ensure occupants manager is aware of the areas you will be working in so they can advise their employees and clients as necessary. Ensure Electrical Work in Progress sign is used where you are working. Do not leave hand or power tools lying around. Ensure power tools do not remain connected to power while not in use. Follow all required hazard minimisation for Electricity. Park as close as possible to premises to minimise risk of incident walking to and from van for tools. If an occupant is angry or aggressive then politely excuse yourself to the safety or your vehicle. Leave site and contact management Advise adults that any/all children at property must be kept well away from work area and tools etc Ensure vehicle is locked when not inside to prevent anyone other than an employee accessing the tools in the vans. Ensure occupant is aware of the areas you will be working in so they can supervise their children appropriately.</p>	Worker