

Hazard Register

Workplace / Location: Office / Administration Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Regular Check of Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED ✓	Date Checked	Date Checked	Date Checked
Visual Display units (computers)	Occupational Overuse Syndrome (OOS) Stress Fatigue	X				X	<ul style="list-style-type: none"> ■ Ensure Approved Code of Practice for Safe Use of VDU's is being complied with. ■ Assessment and correction of work station. ■ Training and Information on OOS and prevention ■ Alternate administration and computer workloads ■ 	✓			
Storage of files books and records	Laceration or bruising	X				X	<ul style="list-style-type: none"> ■ Ensure goods are filed on shelf correctly ■ Ensure safe means of access and egress. ■ 				
Armed robbery		X				X	<ul style="list-style-type: none"> ■ Do as directed - do not put yourself nor others in an unsafe or dangerous situation ■ Alert police when you are in a safe position to do so 	✓			
Manual Handling, i.e. lifting, bending ,stretching	Sprains, Strains, pain, discomfort.	X				X	<ul style="list-style-type: none"> ■ Identify high risk activities. ■ Use trolleys or manual handling aids ■ Reduce or split loads to manageable weight and/or size ■ Two person or team lifting 				
Electrical Equipment/leads	Electrocution, possibly death.	X			X	X	<ul style="list-style-type: none"> ■ Use electrical appliance close to power source ■ Use isolating transformers or residual current device (where necessary) 				
Outside area of the Office/Administration building	Falls	X				X	<ul style="list-style-type: none"> ■ Decking has been put around the building to minimise falls 				

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location: Workshop Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Bench Grinder	-Eye damage -Facial Injury	X			X	X	<ul style="list-style-type: none"> ■ Full face mask to be worn ■ Bench Grinder is isolated ■ Staff are skilled tradesman ■ Safety Glasses 				
Skill Saw	-Eye injury -Lacerations -Dismemberment of body parts -Hearing loss	X			X	X	<ul style="list-style-type: none"> ■ Safety Glasses ■ Keep hands clear of blades ■ Skilled tradesman ■ Ear plugs 				
Drill	Eye Damage	X			X	X	<ul style="list-style-type: none"> ■ Safety Glasses 				
Dust Particles	Eye injury	X				X	<ul style="list-style-type: none"> ■ Keep work area clear of saw dust ■ Keep area clean 				
Cleaning Chemicals Paint Fuel	Toxic smells Burns Eye injury	X				X	<ul style="list-style-type: none"> ■ Protective Gear ■ Ensure MSDS Sheets are available 	X			
Bench grinders	Eye , facial injuries	X				X	<ul style="list-style-type: none"> ■ Wear eye protection at all times ■ Ensure grinding wheel is correct specification for machine ■ Ensure tongue and side guards fitted. ■ Ensure tool rest correctly positioned. ■ 				
Electrical	Electrocution	X				X	<ul style="list-style-type: none"> ■ All electrics to be checked and tagged in accordance with "In-service safety inspection and testing of electrical equipment". Standard AS/NZS 3760:1996. 				

Health and Safety Manual

							■ ■				
Lighting	General (including visual defects)						■ All working areas adequately illuminated to Standards NZS 6703: 1984 / AS/NZS 1680.2.4: 1997 ■				
Noise	Deafness; 85 dB(A) for 8 hours standard	X			X	X	■ Reduce noise at source. ■ Enclose source of noise. ■ Wear appropriate hearing protection. ■ Annual hearing tests. ■				
Vehicles	Physical Injury Damage to property	X				X	■ Ensure all employees have the appropriate licence ■ Vehicle maintenance ■ ■	✓			

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Housekeeping / Facilities

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Emergency evacuation							<ul style="list-style-type: none"> ■ Is date of last emergency evacuation, within 12 months? 	✓			
Housekeeping							<ul style="list-style-type: none"> ■ All areas properly cleaned? ■ Are all goods stored safely? ■ Hot water, soap and drying means available? ■ Clean up spills. 				
Facilities							<ul style="list-style-type: none"> ■ Kept clean and tidy. ■ Rubbish bin with lid. ■ Hot and cold water. 				
Ventilation							<ul style="list-style-type: none"> ■ Sufficient fresh air. ■ Extraction of contaminated air/steam 				
Contractors and/or Sub-contractors							<ul style="list-style-type: none"> ■ Ensure preferred contractors maintain health and safety standards. 				
First Aid Kit							<ul style="list-style-type: none"> ■ Ensure first aid kit is kept accessible. ■ Ensure kit is stocked and maintained in accordance with First Aid Regulations. 				
Accident Register							<ul style="list-style-type: none"> ■ Are all accidents/incidents recorded in the register? 				
Fire Extinguishers							<ul style="list-style-type: none"> ■ Are they fully charged? ■ Are they within their service period? 				
Other people in the place of work							<ul style="list-style-type: none"> ■ Restrict access. 				

Health and Safety Manual

Stress and Fatigue							■ Refer to OSH publication, "Stress and Fatigue"			
--------------------	--	--	--	--	--	--	--	--	--	--

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Concert/Hangi Pitt Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Concert shelter	Unsafe Structure Collapse Fire	X		X			<ul style="list-style-type: none"> ■ Built new structure ■ Fire resistant materials used ■ Three exits used ■ Staff training for fire evacuation 				
Hangi Pitt	Hygiene Burns Fatal Strains Falls		X	X			<ul style="list-style-type: none"> ■ Rebuilt pit with fire brick wall ■ Clean regularly ■ Replace Hangi Rocks ■ Cobbled stones around pitt ■ Built new shelter ■ Protective wear ■ Signage ■ Rails/Chains ■ Two person/Team work ■ 				
Hangi Pitt Shelter	Fire hazard Burns	X		X			<ul style="list-style-type: none"> ■ Built new shelter with fire resistant materials ■ Vented well ■ Fire hose reel near by 				

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Marquee's-Mako/Kina

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Flooring	Slip/Falls	X				X	<ul style="list-style-type: none"> ■ New floor cladding laid 				
Hygiene	Health risk	X		X			<ul style="list-style-type: none"> ■ Walls ■ Sink with running Hot water ■ Cleaned daily ■ Bar Managers licenses are held by managers ■ Uniforms ■ Food Hygiene training/certificates ■ 				
Entrance	Exposed to weather Falls	X		X			<ul style="list-style-type: none"> ■ Built sheltered entrances & cobbled paths ■ 				

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Kitchen/Hangi prep area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Flooring	Slip/Falls	X		X			<ul style="list-style-type: none"> ■ Slip proof flooring ■ Tiled ■ 				
Hygiene	Food Hygiene Staff Hygiene	X		X			<ul style="list-style-type: none"> ■ Area is cleaned daily with hot water ■ Gloves are worn ■ Uniforms, hats, gloves ■ Storage is at certain temperatures as required by health regulations. Food hygiene manuals retained by staff members ■ Certified staff working with and around the food ■ Senetor Fluro tube units and Expra Spray in and around food areas ■ Chiller and Freezer maintained by Hi-tech refrigeration ■ Door screens ■ 		5/11/07		
HP roof rafters exposed	Hygiene	X		X			<ul style="list-style-type: none"> ■ Fitted seratone ceiling 				
Insects	Hygiene	X				X	<ul style="list-style-type: none"> ■ Senetor Units ■ Expra Spray ■ Controlled by Rentokil 		5/11/07		

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Toilet/Bush Tracks

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Toilet Block	Hygiene Discomfort		X	X			<ul style="list-style-type: none"> ■ Tiled Floors ■ Cleaned daily ■ NZTS sanitary units ■ New Modcom toilet block ■ Disabled toilet x 2 ■ Accessible ■ 				
Tracks/Bush walk	Sprains Falls Slips Eye damage Bruising	X				X	<ul style="list-style-type: none"> ■ Laid & compacted Bluestone gravel ■ Railing ■ Trimming of flora & fauna ■ Widened path way ■ Made more paths ■ Paths are cleared of debris daily ■ Trees are checked for loose branches ■ Lighting of paths ■ Torches are given to guests 				

							<ul style="list-style-type: none"> ■ Guides are first aid certified ■ All guests are accompanied by a staff member at all times 				
--	--	--	--	--	--	--	---	--	--	--	--

E = Eliminate

I = Isolate

M = Minimise

Hazard Register

Workplace / Location: Complex/Car Park/Drive Way

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place			
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked
Ride on mower	Eye damage Bruising Strains Crushing Dismemberment of limbs	X				X	<ul style="list-style-type: none"> ■ Safety gear-Hi vis vest ■ Protective eye wear ■ Trained and skilled operators ■ Ear plugs 		20/9/07	01/10/07 Repairs	
Blower	Noise Dust Eye damage		X			X	<ul style="list-style-type: none"> ■ Face Mask ■ Ear plugs ■ Protective eye wear ■ 				
Weed Eater	Noise Bruising	X				X	<ul style="list-style-type: none"> ■ Protective eye wear 				

Health and Safety Manual

	Cuts Eye damage						<ul style="list-style-type: none"> ■ Safety gear-Hi vi vest ■ Trained and skilled operator ■ Ear plugs ■ 				
Car Park	Run over Theft Eye damage	X				X	<ul style="list-style-type: none"> ■ Security cameras are operating at all times ■ Lighting ■ Tar sealed ■ 				

E = Eliminate

I = Isolate

M = Minimise

Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled <input checked="" type="checkbox"/>	MSDS available <input checked="" type="checkbox"/>	Safety Equipment Required [please state]
Fuel	Petrol	25 lt	Mower, weed eater, blower	✓	✓	Heater Guards
LPG	Propane	5 x 45kg bottles	Heaters, Hot water	✓	✓	Chained trolley
Cleaners					✓	
Powder	Sterohos 1001	4.5 kg	Glass/Cuttlery/Buf Dishes/Cups	✓	✓	
Dish Washer Liquid	CDD	20L	Dish Washers	✓	✓	

