

RISK REGISTER - Spaces and Places Master



Updated: 29/05/2024

Category	Hazard	Risk	Raw Risk			Controls	Control Type	Residual Risk			Role Responsible	Initial Assessment	Last Assessment	Review Date
			L	C	Raw Risk			L	C	Risk				
Activity / Task	Driving on Road	Fatality or serious injuries to workers or third parties and members of the public	3	5	Critical	Fleet vehicles have a mandatory 5 star uncap safety rating	Engineering	2	5	High	Advisor: Natural Environment (Mauao)	26/09/2016		
						Reversing sensors fitted	Engineering							
						Current warrant of fitness - Tyres in good condition	Admin/PPE							
						Monitoring driver behaviour - Argus GPS/E-Roads	Admin/PPE							
						Weekly vehicle inspections Planned preventative maintenance by a competent person	Admin/PPE							
						Route planning	Admin/PPE							
						HSW07-PR05 Driving On Road - Standard Operating Procedure	Admin/PPE							
						TCC Fleet Policy	Admin/PPE							
						Driving on-road SOP restricts four-wheel driving at height	Admin/PPE							
						CRITICAL RISK CONTROL HSW07-GL04 DRIVING FOR WORK CONTROLS (A14270528)	Admin/PPE							
						Fleet vehicle induction module	Admin/PPE							
						Class 1 (Full) or Class 2 (Medium Rigid)	Admin/PPE							
						Comply with NZ Code	Admin/PPE							
Fire Extinguisher in Vehicles	Admin/PPE													
First aid kit in Vehicles	Admin/PPE													
Activity / Task	Driving off-Road	Fatality or serious injuries to workers or third parties and members of the public	3	5	Critical	Fleet vehicles have a mandatory 5 star uncap safety rating	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)			
						Weekly vehicle inspections Planned preventative maintenance by a competent person	Admin/PPE							
						Class 1 (Full) or Class 2 (Medium Rigid)	Admin/PPE							
						4WD Training	Admin/PPE							
						Competency assessments for 4WD	Admin/PPE							
						TCC Fleet Policy	Admin/PPE							
						First aid kit in Vehicles	Admin/PPE							
						Fire Extinguisher in Vehicles	Admin/PPE							
Mobile communication equipment	Admin/PPE													
Plant	Noise	Noise induced hearing loss (NIHL), ill-health effects, long-term impairment/disability	3	4	High	Appropriate tool and equipment selection for the task	Admin/PPE	3	2	Moderate	Advisor: Natural Environment (Mauao)			
						Maintenance and servicing regime in place for hand-held equipment/plant	Admin/PPE							
						Workplace noise monitoring, where required	Admin/PPE							
						Annual health monitoring/hearing check	Admin/PPE							
						Hearing protection to be worn appropriate for the level of noise	Admin/PPE							
Plant	Trailers	Personal injury, life changing injuries, fatality	4	5	Critical	Chocks to be used when trailer is stationary	Isolation	2	5	High	Advisor: Natural Environment (Mauao)			
						Trailer fit for purpose (trailer size/vehicle/load)	Admin/PPE							
						Current warrant of fitness	Admin/PPE							
						Class 1 Driver's Licence	Admin/PPE							
						Planned preventative maintenance by a competent person	Admin/PPE							
						Prestart trailer inspection (Job Start)	Admin/PPE							
						Weekly trailer inspections (VAULT Check App)	Admin/PPE							
						Ensure loads are secure before towing	Admin/PPE							
						Ensure tailgate is secure before towing	Admin/PPE							
						HSW07-PR07 Trailer Operation - Standard Operating Procedure	Admin/PPE							
Trailer competency assessment	Admin/PPE													

Plant	Abrasive Power Tools	Faulty electrical equipment, Eye injuries, burns, electric shock, cuts/lacerations, amputations	4	4	Critical	Ensure guards are in place and adjusted correctly	Engineering	2	4	High	Advisor: Natural Environment (Mauao)		
						Work area safety - barriers, signage, walkway closures	Admin/PPE						
						Keep plant well maintained	Admin/PPE						
						Carry out cutting operation so debris are directed away from operator or passers-by	Admin/PPE						
						Keep hands and feet away from moving parts	Admin/PPE						
						Use the right tool for the job	Admin/PPE						
						Check switches and chain brakes operate and do not stick or jam	Admin/PPE						
						Be prepared for possibility of drill bits jamming at end of hole	Admin/PPE						
						Take regular breaks to stretch and exercise	Admin/PPE						
						Pre start inspections	Admin/PPE						
						HSW07-FR08 Hot Work Permit (where applicable)	Admin/PPE						
						Fire extinguisher available within 5 metres of the work area	Admin/PPE						
						Correct PPE to be worn for appropriate abrasive power tool	Admin/PPE						
						Plant	Mobile Plant						
Pre start Inspection on Mobile Plant	Admin/PPE												
Ensure hand brake is engaged	Admin/PPE												
Place chocks behind all of the wheels	Isolation												
Be aware of load and radius limits	Admin/PPE												
Ensure mobile plant is fitted with a warning beacon	Engineering												
When moving plant, plan routes to avoid steep or uneven terrain	Admin/PPE												
Ensure mobile plant is parked on even ground before refuelling	Admin/PPE												
Adhere to safe working loads (SWL) for the machine	Admin/PPE												
Use spotter when reversing/working near edges/where public present	Admin/PPE												
Park machine in gear with wheels turned towards bank	Admin/PPE												
Critical Risk Controls HSW07-GL12 People and Mobile Equipment Controls	Admin/PPE												
SOP applicable to mobile plant	Admin/PPE												
Wheels (W), Tracks (T), Rollers (R) Endorsement	Admin/PPE												
Plant competency assessment	Admin/PPE												
Plant	Ride on Mower	Plant roll-over, run, Entanglement, Impact and cutting injuries, Ergonomics, Noise, Vibration, Being struck by uncontrolled/moving plant	3	4	High	Ensure that ROPS are fitted when required by regulations	Engineering	1	4	Moderate	Advisor: Natural Environment (Mauao)		
						Flashing lights/beacon	Engineering						
						Lock the parking brake when stopped	Engineering						
						Signage for public safety may be required	Admin/PPE						
						Spotters where required	Admin/PPE						
						Operator to inspect work environment for hazards prior to commencing work	Admin/PPE						
						Only operated in suitable conditions and areas	Admin/PPE						
						Avoid mowing on steep or uneven gradients	Admin/PPE						
						Appropriately maintained and serviced regularly in accordance with manufacturer's instructions	Admin/PPE						
						Inspect equipment before operation	Admin/PPE						
						TMP (traffic management plan) must be used when carrying out any mowing on roadsides	Admin/PPE						
						Only operated in suitable conditions and areas	Admin/PPE						
						Seatbelts to be worn at all times	Admin/PPE						

		Plant/pedestrian interaction				Ensure clothing, gloves, hair or other such items are kept clear of moving parts of the ride on mower whilst in operation Admin/PPE								
						A competency assessment for mower operation Admin/PPE								
						HSW07-PR23 Ride on Mower - Standard Operating Procedure (A15135367) Admin/PPE								
						Take regular breaks from continuous operation Admin/PPE								
						First aid kit accessible Admin/PPE								
						Fire extinguisher accessible Admin/PPE								
						Appropriate PPE (Safety glasses, Hearing protection, Safety boots, gloves and Hi Vis to be worn) Admin/PPE								
Plant	Electrical equipment	Electric shock, electrical burns, fire	3	5	Critical	Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Isolation	2	5	High	Advisor: Natural Environment (Mauao)	20/03/2015			
						Guards are fitted to prevent access to any moving parts and nib points that can have contact with the body Engineering								
						Electrical equipment holds current tag and test certificates Admin/PPE								
						Earth leakage devices used where electrical equipment is used outside Admin/PPE								
						Maintenance and servicing regime in place for plant/equipment Admin/PPE								
						Pre-Start checks to all tools/equipment Admin/PPE								
						Competent trained operators Admin/PPE								
						Emergency Response Plan Admin/PPE								
						SOP for Electrical equipment Admin/PPE								
						Appropriate PPE for the type of electrical equipment used Admin/PPE								
Site	Underground services	Contact with live underground services	3	5	Critical	Scanning for underground services prior to excavating/digging Admin/PPE	1	5	High	Advisor: Natural Environment (Mauao)				
						Dial Before you Dig Admin/PPE								
						Excavation works not to exceed 1.5m deep Admin/PPE								
						Check area for warning signage and tape (electrical services) Admin/PPE								
						TCC Permit to Dig/Excavate (where applicable) Admin/PPE								
Activity / Task	Manual Handling	Musculoskeletal disorders, sprains, strains, fractures, soft tissue injuries Abdominal hernias Chronic pain	3	3	High	Do not try to exceed personal ability. If necessary use mechanical lifting equipment or lift with more than one person Substitution	2	3	Moderate	Advisor: Natural Environment (Mauao)	21/05/2013			
						Follow proper lifting procedures - bend your knees Admin/PPE								
						Be aware that repetitive lifting of objects easily lifted can cause injury. Reduce time spent lifting to a minimum Admin/PPE								
						Ensure there is sufficient room to manoeuvre in Admin/PPE								
						Ensure load is stacked appropriately to avoid instability Admin/PPE								
						Ensure load is secure if lifting mechanically, do not exceed lifting limits Admin/PPE								
						Place objects in position, do not let drop into position Admin/PPE								
						Planning with suppliers for vehicle placement at supplier depot and loading/unloading procedures Admin/PPE								
						Manual Handling SOP Admin/PPE								
						Appropriate PPE Admin/PPE								
						Ensure two methods of contact are available, mobile phone and Blackline Safety device Admin/PPE								
						Communicate with Manager prior to leaving and advise work location and activity Admin/PPE								
						Ensure there is sufficient lighting, use portable lights/torches Admin/PPE								
		Ill effects on health, safety and wellbeing				Use two or more people if required (buddy system) Admin/PPE								

Activity / Task	Lone working	Safety and wellbeing, fatigue, stress, hypothermia, injury, fatality	3	5	Critical	Set up a system of regular, scheduled contact with another person or supervisor Health Monitoring First Aid kit available Provide staff with conflict resolution training SOP - Lone working Wear protective footwear with anti-slip soles Wear warm/wet weather clothing	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)			
Activity / Task	Spraying Agrichemicals (by hand an/or boom)	Skin contact/inhalation of spray residues Spraying near waterways Chemical reaction due to incompatibility with other substances Chemical spill	3	4	Critical	Hand pumps installed on all 20L agrichemical containers to eliminate need to lift to pour. Agrichemical should be first be decanted into a small jug, then poured into knapsack/bowser tank and triple rinsed Assess weather and wind conditions before spraying, ensure wind conditions do not exceed 20km/hr, use portable wind meter Complete spray log Pre-Start checks to plant and equipment Maintenance and servicing regime for ATV (including boom) Triple rinse knapsacks/bowser tank in the field away from waterways GrowSafe Basic Certificate (under the supervision of someone with GrowSafe Standard Certificate) Plant pest and weed identification SDS available TCC Online Spray Application HSW07-PR09 Spraying Agrichemicals - Standard Operating Procedure Appropriate PPE for the type od agrichemical used (SDS)	Engineering Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	4	High	Advisor: Natural Environment (Mauao)			
Activity / Task	Chainsaw Operation	Contact with moving machinery/blade Clothing/hair trapped in moving parts Flying debris Contact with electricity Exposure to excessive vibration Exposure to excessive noise Carrying heavy/awkward loads Bending and twisting Petrol Spill	4	5	Critical	Ensure chainsaw has effective chain brakes/controls Maintenance and servicing regime for all chainsaws Weekly inspections to be completed via E Roads/Vault checks Lock out / tag out procedures HSW07-FR06 Permit to Work (if required) External chainsaw training NZQA standards: 6916 - Demonstrate knowledge and rules relating to chainsaw use 6917 - Demonstrate basic chainsaw operation Competency assessments for chainsaw Appropriate first aid provisions available and on site HSW07-PR03 Chainsaw Operation - Standard Operating Procedure High level chainsaw use excluded from SOP Mitt fitted onto chainsaw Wear hearing protection, eye protection, hard hat incl. visor, long sleeve clothing incl. chaps, safety boots	Engineering Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)			
Plant	Hand tools (non-powered)	Being struck by falling tools, Muscular stress, cuts, bruises, lacerations	3	3	High	Tools to be suitably maintained Any hand tool is damaged or unsafe, take it immediately out of service Always ensure hand tools are safe to use, fit for purpose and suitable for the task Use tools of suitable size and application for the job First aid kit available Repetitive activities should be avoided Wear eye protection, foot protection and gloves Lone working is prohibited near waterways	Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)			

Activity / Task	Working Near Waterways	Falls from height into water, drowning, slips/trips/falls, waterway contamination	3	5	Critical	Plan work to consider if whether work needs to done in,on, near or over water	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)		
						Emergency rescue plan in place	Admin/PPE						
						Do not operate mobile plant near unprotected edges	Admin/PPE						
						Maintain a buffer zone next to waterways when spraying agrichemicals, line trimming, blowing etc	Admin/PPE						
						Radio/phone contact must be maintained between all work crew	Admin/PPE						
						First aid Kit accessible	Admin/PPE						
						Critical Risk Controls HSW07-GL14 Working Near Water Controls	Admin/PPE						
						SOP - Working near water	Admin/PPE						
						Wear protective footwear with anti-slip soles	Admin/PPE						
Activity / Task	Traffic Management	Vehicle/pedestrian interaction, vehicle accident, carrying heavy/awkward loads, bending and twisting	3	5	Critical	Warning beacons installed on trucks/plant	Engineering	2	5	High	Advisor: Natural Environment (Mauao)		
						Warning signage and cones in place	Admin/PPE						
						Ensure there is sufficient lighting, use portable lights if required	Admin/PPE						
						Establish exclusion zone	Isolation						
						Have a spotter whilst reversing	Admin/PPE						
						Have operators in position as per traffic management plan	Admin/PPE						
						Traffic Management Plan	Admin/PPE						
						Park in safe areas away from main traffic/pedestrian route	Admin/PPE						
						Wear hi-vis clothing, foot protection	Admin/PPE						
Environmental	Working in Hot Weather	Heat stroke, exhaustion, hyperthermia, skin damage/skin cancer	3	3	High	Take regular breaks	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)		
						Stay hydrated, take ample water bottles and electrolytes out into the field	Admin/PPE						
						Sunscreen available	Admin/PPE						
						Toolbox talks on hot weather / SunSmart	Admin/PPE						
						First Aid Kit accessible	Admin/PPE						
						Wear light long-sleeve layers	Admin/PPE						
Environmental	Working in Adverse Weather	Prolonged exposure to cold temperatures, high winds, insufficient clothing	3	3	High	Work planning, reschedule high risk or non-urgent work where possible	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)		
						Weather forecast is checked before planning work tasks to ensure safe to proceed	Admin/PPE						
						First Aid Kit accessible	Admin/PPE						
						Emergency Response Plan	Admin/PPE						
						Toolbox talks delivered on adverse weather conditions	Admin/PPE						
						Wear wet weather gear	Admin/PPE						
People	Fitness to Work	Chronic ill-health effects, personal injury and injury to others, fatality	3	4	High	Annual health monitoring, pre-employment medical assessment	Admin/PPE	1	4	Moderate	Advisor: Natural Environment (Mauao)		
						Work planning	Admin/PPE						
						EAP programme with provider OCP	Admin/PPE						
						Return to work procedure	Admin/PPE						
						Health Monitoring Guideline	Admin/PPE						
Return to work Guideline	Admin/PPE												
People	Display Screen Equipment (DSE)	Musculoskeletal disorders, sprains and strains, arthritis, back pain, carpal-tunnel syndrome	3	3	High	Workstation (DSE) assessment conducted by Occupational Health Provider in the office, and home working where required	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)	11/08/2015	
						Sufficient Lighting	Admin/PPE						
						Rest break and stretching exercise	Admin/PPE						
						Suitable temperature and humidity	Admin/PPE						
People	Drugs and Alcohol	Impaired function, Personal injury or injury to others, fatality	3	5	Critical	Zero tolerance approach to drug and alcohol use	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)		
						Post-incident drug and alcohol testing as required	Admin/PPE						
						Pre-employment drug and alcohol testing	Admin/PPE						
						Random drug and alcohol testing as required	Admin/PPE						
						TCC Drug and Alcohol Policy and Procedure	Admin/PPE						

						Toolbox talks on drug and alcohol awareness	Admin/PPE										
People	Inadequate Contractor Management	Poor communication between multiple teams and/or contractors	3	5	Critical	Work planning	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)	1/05/2013					
						Review of contractors SSSPS prior to work commencing	Admin/PPE										
						Project manager to coordinate teams	Admin/PPE										
						Regular toolbox talk meetings	Admin/PPE										
						Contractors are required to meet TCC's permit to work standard	Admin/PPE										
						Monitoring to ensure contractors are adhering to SSSP	Admin/PPE										
						HSW07-GL06 Inadequate Contract Management Controls (A14920605)	Admin/PPE										
HSW05-SD01 Contract Management Standard	Admin/PPE																
People	Fatigue and Stress	Personal injury or injury to others	3	3	High	Work planning	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)	5/08/2016					
						Anticipating workload peaks	Admin/PPE										
						Restrictions on the maximum consecutive hours that can be worked	Admin/PPE										
						Fatigue Management Plan	Admin/PPE										
						Toolbox talk fatigue awareness	Admin/PPE										
						Rosters and adequate breaks	Admin/PPE										
						Health monitoring	Admin/PPE										
						Monitoring and adjusting of workloads to match abilities.	Admin/PPE										
People	Mental ill-health	Bullying, sexual harassment, stress, fatigue	3	4	High	Work planning	Admin/PPE	2	4	High	Advisor: Natural Environment (Mauao)	16/03/2015					
						Confidential counselling services available (AEP Programme) with provider OCP	Admin/PPE										
						Regular 1:1 conversations, performance improvement. Goal discussions, training and competency framework (level 3 primary industries)	Admin/PPE										
						Leadership training	Admin/PPE										
						Critical Risk Control HSW07-GL07 Mental Illness Controls	Admin/PPE										
Plant	Power Tools (non-abrasive)	Contact with moving parts, faulty electrical parts, trailing cables, excessive noise, excessive vibration	3	4	High	Battery operated to be used where possible	Substitution	2	4	High	Advisor: Natural Environment (Mauao)						
						Check safety guards are in place and functional	Engineering										
						Pre-Start checks to tools/equipment	Admin/PPE										
						Quarantine procedure for faulty equipment	Admin/PPE										
						When using a generator, RCD is required	Admin/PPE										
						Tools are subject to Portable Appliance Testing (PAT)	Admin/PPE										
						Suitable tool selection for the task	Admin/PPE										
						SOP - Operating power tools (task specific)	Admin/PPE										
						Wear appropriate PPE (eye protection, gloves, safety footwear)	Admin/PPE										
Plant	Hand-held Petrol Powered Equipment (e.g. leaf blower, line trimmer, hedge trimmer)	Contact with moving parts, petrol spill, excessive noise, excessive vibration, public	3	3	High	Quarantine procedure for faulty equipment	Isolation	2	3	Moderate	Advisor: Natural Environment (Mauao)						
						Pre-Start checks to tools/equipment	Engineering										
						Suitable tool selection for the task	Admin/PPE										
						Check safety guards are in place and functional	Admin/PPE										
						Establish exclusion zone around work area	Admin/PPE										
						Warning signage and cones	Admin/PPE										
						Work in a position that you can see pedestrians and STOP to allow them to pass	Admin/PPE										
						SOP - Equipment specific	Admin/PPE										
						No loose clothing and tie up hair	Admin/PPE										
						Wear appropriate PPE (eye protection, gloves, safety footwear, long-sleeves)	Admin/PPE										
Site	Tripping hazards	Slip, trip and falls on same level	3	3	High	Ensure the work area has sufficient lighting	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)						
						Good housekeeping procedures	Admin/PPE										
						Work planning, where possible work in daylight hours	Admin/PPE										
						Keep floors and access routes clear	Admin/PPE										
						Keep operations away from pedestrian routes	Admin/PPE										

					Deal with spills straight away	Admin/PPE								
					Avoid the use of extension cables if possible	Admin/PPE								
					Wear foot protection with ant-slip soles	Admin/PPE								
Substance	Hazardous Substances	Contact with hazardous substances, inhalation, poisoning, Spills, fires	3	5	Critical	Where possible, hazardous substances are substituted for less hazardous substances	Substitution	2	5	High	Advisor: Natural Environment (Mauao)			
						Storage away from incompatible substances	Admin/PPE							
						Storage in approved containers that comply with AS/NZS 2906:2001	Admin/PPE							
						Safety data sheet/Haz chem requirements implemented	Admin/PPE							
						SDS available	Admin/PPE							
						Hazardous substance register	Admin/PPE							
						Health Monitoring	Admin/PPE							
						Spill kit available	Admin/PPE							
						Emergency Response plans	Admin/PPE							
						First Aid kit available	Admin/PPE							
						Fire Extinguisher available	Admin/PPE							
						HSW07-PR25 Hazardous Substances Spill SOP	Admin/PPE							
						Critical Risk Controls HSW07-GL10 Hazardous Substances Controls	Admin/PPE							
						Hazardous Substance Training	Admin/PPE							
						Wear appropriate PPE for the specific Hazardous Substance	Admin/PPE							
Substance	Biohazards	Contact with animal and/or human faeces, bodily fluids, used needles	3	4	High	Hep B blood serology/vaccinations offered	Isolation	1	4	Moderate	Advisor: Natural Environment (Mauao)			
						Equipment to enable clean up (e.g. scoops / litter pickup tool, sharps containers)	Isolation							
						Annual Health Monitoring	Admin/PPE							
						First Aid kit available	Admin/PPE							
						Emergency response plan	Admin/PPE							
						Wear hand protection/gloves	Admin/PPE							
						HSW07-PR18 Needles and Syringes - Standard Operating Procedure	Admin/PPE							
						Critical Risk Controls HSW07-GL11 Pathogens Controls	Admin/PPE							
						Biohazard awareness training	Admin/PPE							
						Wear appropriate PPE	Admin/PPE							
Substance	COVID-19	Medical treatment, hospitalisation and/ or fatality	3	4	High	Staff encouraged to stay home if unwell	Admin/PPE	2	4	High	Advisor: Natural Environment (Mauao)			
						RAT Testing	Admin/PPE							
						Any positive tests to be managed in accordance with MoH guidelines	Admin/PPE							
						Hand washing facilities available or hand sanitiser available	Admin/PPE							
						Wear respiratory protection (face masks)	Admin/PPE							
Site	Fire	Burns, injury, smoke inhalation, entrapment, psychological harm, post-traumatic stress, fatality	3	5	Critical	Fire alarm system/fire detection system installed	Engineering	2	5	High	Advisor: Natural Environment (Mauao)			
						Fire extinguishers available (facilities, vehicles and mobile plant)	Admin/PPE							
						Annual test and tag of all extinguishers are completed by a trained fire equipment company	Admin/PPE							
						Fire equipment maintained	Admin/PPE							
						Good housekeeping	Admin/PPE							
						Quarantine procedure for faulty equipment	Admin/PPE							
						Signage in place (fire action notices, extinguishers, assembly points)	Admin/PPE							
						Training - Fire Extinguisher use	Admin/PPE							
						Critical Risk Controls HSW07-GL05 Fire Controls	Admin/PPE							
						Fire drills performed on a biannual basis	Admin/PPE							
						HSW07-FR08 Hot Work Permit (where applicable)	Admin/PPE							
						Have owners remove or secure animal prior to works	Admin/PPE			M	Advisor: Natural			
						Stand still, no not run	Admin/PPE							
						Signage to advise public dogs not permitted	Admin/PPE							

Site	Dogs/Animals	Bites, lacerations, injury	3	3	High	TDC animal control services respond to situation Do not approach Call the Contact Centre 07 577 7000 so they can notify Dog Control First Aid Kit available Leave the work area if the risk to health and safety remains	Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)		
Activity / Task	Working with Concrete	cement dust Inhalation, reaction of skin contact, Muscle strain and injury from handling heavy materials.	3	3	High	All equipment to be serviced and maintained in line with manufacturers recommendations Use water to control dust when possible Manual handling techniques Hand washing facilities Wash concrete off skin immediately, with water Remove wet clothing if necessary SDS available Adequate ventilation Health Monitoring Health Monitoring Guideline Wear safety glasses or face shields, Dust mask, gloves, safety boots while pouring concrete.	Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)		
Site	Dust	Damage to the lungs and respiratory system, eye irritation, Air pollution	3	3	High	Hazardous dusts workplace exposure limits (WELs) identified where required Exposure controlled to below WELs Dust exposure minimised and controlled Dust suppressed at source or contained to prevent or control exposure Health Monitoring Avoid excessive blasting and scabbling of materials All equipment and controls maintained and regularly inspected to ensure suitable performance and minimise dust exposure Respirators and masks used selected to be suitable for the type of dust Safety Glasses to be worn when required	Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)		
People	Members of the Public	Assault, harassment and verbal abuse resulting in damage. Public approaching to engage in conversation about activity.	3	5	Critical	Traffic Management plan if required Signage and cones where required Monitor public access to site Cell phone must have emergency contacts particular to the site programmed in at all times and cell phone must be fully charged at the beginning of the day. Employ conflict resolution skills Security guards if required First aid kit accessible Emergency response plan Critical Risk Controls HSW07-GL03 Assault and Violence Controls HSW07-PR21 Managing Conflict - Standard Operating Procedure	Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	1	5	High	Advisor: Natural Environment (Mauao)	20/03/2015	
Plant	Use of ladders	Falls from a height resulting in serious injury or death, Making contact with overhead powerlines, falling	3	4	High	Inspect Ladder before use Minimum of two people while using a ladder unless the ladder has been firmly secured Ladder on level ground Use ladders of correct length and type for the job Place straight ladders 1m out at the base for every 4m of height for stability Do not exceed the rated safe working load of the ladder	Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE Admin/PPE	2	4	High	Advisor: Natural Environment (Mauao)		

		power lines, falling objects			High	Carry tools on a tool belt Admin/PPE Ensure all cones, barriers and signage have been put out Admin/PPE Keep three points of contact on the ladder at all times Admin/PPE Ensure the stepladder is at least 4m clear of power lines Admin/PPE HSW07-PR04 Ladder - Standard Operating Procedure Admin/PPE Correct footwear, Safety Boots must be worn Admin/PPE							
Site	Rubbish bins	Cuts, Needles and Crushes	3	3	High	Hepatitis Vaccinations Isolation Handle all rubbish carefully as there are glass and sharp objects in the bins Admin/PPE Bags are heavy so take care not to trap hands while moving the rubbish bags around Admin/PPE Health Monitoring Admin/PPE First aid kit accessible Admin/PPE Use good manual handling techniques Admin/PPE Use the correct PPE (gloves). Admin/PPE Traffic Management Plan - where required, TMP to be in place prior to site set up to meet expected traffic Isolation Management Plan requirements for the day Isolation Implement a proactive maintenance schedule to identify and address potential issues before they escalate into emergencies Admin/PPE Emergency Response Plan Admin/PPE First aid kit available Admin/PPE Fire extinguisher easily available Admin/PPE JobStart to be completed Admin/PPE Undertake work in accordance with the SOP's appropriate to the task(s) to be undertaken Admin/PPE Correct PPE in relation to work/task Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)			
Activity / Task	Reactive Maintenance / Call outs	Ill effects on health, safety and wellbeing, fatigue, stress, hypothermia, injury, fatality	4	5	Critical	Traffic Management Plan as required Admin/PPE Cones, barrier arms and signage Admin/PPE Work at height permit as required when working at height using fall protection equipment Admin/PPE First aid kit available Admin/PPE Take regular breaks Admin/PPE Do not work within 2 metres of a steep slope or waterway where there is a risk of falling from height without a suitable fall protection system in place Admin/PPE HSW07-PR16 Planting & Weeding Technique Admin/PPE Fall protection equipment as required when working at height Admin/PPE Hat and sunblock Admin/PPE Wet weather gear Admin/PPE PPE- Hi Vis vests, safety boots and gloves Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)			
Activity / Task	Planting & Weeding	Musculoskeletal disorders, sprains, strains, fractures, soft tissue injuries, Chronic pain, injury, fatality	3	3	High	Use specialist contractors for heavy vehicles (4.5 tonnes or greater) or where vehicle recovery is considered to be difficult or dangerous Substitution Always inspect recovery equipment to ensure it is not damaged and is fit for purpose Admin/PPE Vehicle recovery equipment (for example, shackles, winches snatch straps) are fit for purpose and have a current inspection tag Admin/PPE Create an exclusion zone around the vehicle or equipment during any recovery activity Admin/PPE Effective communication is maintained at all times during the recovery by use of voice, radio, vehicle horn or hand signals Admin/PPE							
Activity / Task	Plant and Equipment - Vehicle Recovery	Uncontrolled vehicle movement,	3	5	Critical		1	5	High	Advisor: Natural Environment (Mauao)			

					Emergency response plan	Admin/PPE								
					First Aid Kit accessible	Admin/PPE								
					HSW07-PR20 Vehicle Recovery - Standard Operating Procedure	Admin/PPE								
					PPE- Hi Vis vests, safety boots and gloves	Admin/PPE								
Plant	Hire Equipment	Plant roll-over, run away, Being struck by uncontrolled/moving plant Plant/pedestrian interaction	3	5	Critical	Ensure that ROPS/FOPS are fitted when required by regulations	Engineering	2	5	High	Advisor: Natural Environment (Mauao)			
						Ensure mobile plant is fitted with a warning beacon	Engineering							
						Place chocks behind all of the wheels	Isolation							
						Competence assessments for the specific plant and equipment	Admin/PPE							
						Adhere to safe working loads (SWL) for the machine	Admin/PPE							
						Appropriate licences for the required equipment and plant	Admin/PPE							
						Be aware of load and radius limits	Admin/PPE							
						Use spotter when reversing/working near edges/where public present	Admin/PPE							
						Fire extinguisher accessible	Admin/PPE							
						First Aid Kit accessible	Admin/PPE							
						SOP applicable to mobile plant	Admin/PPE							
						Emergency response plan	Admin/PPE							
						Park machine away from track/path when taking breaks. place signage and cones around machine and remove key from ignition	Admin/PPE							
						Traffic Management Plan (where applicable)	Admin/PPE							
Site	Falling rock/Landslide	loss of life, Injury, damage to land and loss of natural resources	3	5	Critical	Implement slope stabilisation measures such as retaining walls, rock bolts, and slope reinforcement where possible	Engineering	1	5	High	Advisor: Natural Environment (Mauao)			
						Regular survey of area	Admin/PPE							
						Removal of unsafe rocks	Admin/PPE							
						First aid kit available	Admin/PPE							
						Restricted access of public to hazardous area	Admin/PPE							
						Signage	Admin/PPE							
						Emergency response plan	Admin/PPE							
Wear hard hat in exposed areas under rockfall/landslides	Admin/PPE													
Site	Pest control – rabbits, rats, cats, possums	Exposure to pesticides and insecticides containing toxic chemicals. Risk of inhalation, dermal contact, or ingestion of hazardous substances by workers and public,	3	3	High	Use suitably qualified contractors to carry out work	Substitution	2	3	Moderate	Advisor: Natural Environment (Mauao)			
						Know when all control is taking place and where	Admin/PPE							
						Increase own knowledge so can monitor contractors	Admin/PPE							
						Signage for controlled substances at all entries	Admin/PPE							
						Train workers on safe handling, application, and disposal of pesticides.	Admin/PPE							
						First aid kit available	Admin/PPE							
						SDS Available	Admin/PPE							
Appropriate PPE	Admin/PPE													
Activity / Task	Refuelling equipment and mobile plant	Fires, Exposure to hazardous substances Environmental contamination Slips / trips / falls	3	3	High	Only refuel machinery or tools in a well-ventilated space	Admin/PPE	2	3	Moderate	Advisor: Natural Environment (Mauao)			
						Spills need to be cleaned up and contained immediately	Admin/PPE							
						All equipment or mobile plant must be turned off while fuelling	Admin/PPE							
						Safety data sheet available	Admin/PPE							
						There is to be no smoking or open flames when refuelling machinery or tools	Admin/PPE							
						Emergency response plans	Admin/PPE							
						Spill kit available	Admin/PPE							
						Fire extinguisher accessible	Admin/PPE							
						HSW07-PR25 Hazardous Substances Spill - Standard Operating Procedure	Admin/PPE							
						Appropriate PPE	Admin/PPE							
Rollover protection (ROPS) fitted	Engineering													
					Flashing beacon fitted	Engineering								

Plant	Light utility vehicle (LUV) / All-terrain vehicle (ATV)	Vehicle / pedestrian interaction Roll over Uneven terrain Burns from hot exhaust/engine part Site disturbance	3	5	Critical	LUV/ATV selection is appropriate to the environment	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)		
						Pre start inspections	Admin/PPE						
						Check the ground conditions before operating	Admin/PPE						
						Stick to the manufacturer's load and towing limits	Admin/PPE						
						Seatbelts fitted and fastened	Admin/PPE						
						Use the cab nets (or doors) while riding	Admin/PPE						
						When stationary ensure the park brake on and leave in gear	Admin/PPE						
						Keep hands, feet and other body parts inside the vehicle at all times	Admin/PPE						
						Obey off road driving laws and regulations	Admin/PPE						
						Operator Manual	Admin/PPE						
						Light Utility Vehicle (LUV) training NZQA unit standards - 24553; 24556; 24558	Admin/PPE						
						4WD training	Admin/PPE						
						Competency assessment	Admin/PPE						
						Fire extinguisher accessible	Admin/PPE						
						First Aid Kit accessible	Admin/PPE						
Emergency Response Plan	Admin/PPE												
Safety Boots and Hi Vis clothing	Admin/PPE												
People	Volunteers	Poor communication between multiple teams and/or volunteers	2	5	High	Induction to be completed with volunteers	Admin/PPE	1	5	High	Advisor: Natural Environment (Mauao)		
						Sign in register	Admin/PPE						
						Only trained and authorised in writing to operate plant and equipment	Admin/PPE						
						Regular monitoring of volunteers	Admin/PPE						
						Emergency response plan	Admin/PPE						
						Fire extinguisher accessible	Admin/PPE						
						First Aid Kit accessible	Admin/PPE						
						Provided information, training and instruction to volunteers	Admin/PPE						
						Provide ALL their own safety equipment	Admin/PPE						
Appropriate personal protective equipment for the task being performed	Admin/PPE												
Activity / Task	Excavations	Slips, trips, and falls, risk of collapse, suffocation, or entrapment, being struck by a falling object, risk of electrical shock or electrocution	3	5	Critical	B4U Digg undertaken	Admin/PPE	2	5	High	Advisor: Natural Environment (Mauao)		
						Identifying all existing overhead and underground services	Admin/PPE						
						Inspect the workplace and assess where someone could get injured by excavation activities	Admin/PPE						
						Manage pedestrians and traffic with a traffic management plan (TMP) if applicable	Admin/PPE						
						If the excavation is more than 1.5m deep, a substantial barrier consisting of a guard rail system and toe boards will be provided around the surface of the workings	Engineering						
						Warning signs and barriers in place	Admin/PPE						
						All plant and equipment operators must be competent	Admin/PPE						
						HSW07-FR06 Permit to Work (if required)	Admin/PPE						
						WorkSafe - Excavation Safety Good Practice Guidelines	Admin/PPE						
						WorkSafe notifications where applicable	Admin/PPE						
						Emergency response plan	Admin/PPE						
						First aid kit accessible	Admin/PPE						
Safety helmet (hard hat), Safety footwear, High visibility vest for those working around mobile plant or near roadways	Admin/PPE												

RISK REGISTER			CONSEQUENCE RATING				
			Less than Minor	Minor	Moderate	Critical	Extreme
			1	2	3	4	5
LIKELIHOOD RATING	Almost Certain	5	Moderate	High	Critical	Critical	Critical
	Likely	4	Moderate	High	High	Critical	Critical
	Possible	3	Low	Moderate	High	High	Critical
	Unlikely	2	Low	Moderate	Moderate	High	High
	Rare	1	Low	Low	Low	Moderate	High

LIKELIHOOD RATING			CONSEQUENCE RATING		
Almost Certain	5	It would be unusual if this didn't happen. It is expected.	Extreme	5	Loss of life Multiple serious injuries Permanent severe disability
Likely	4	Will occur more often than not. It is not a surprise.	Critical	4	Serious injury or illness e.g. broken bones, hospital admission
Possible	3	Not likely, but don't be surprised. It is not a total surprise.	Moderate	3	Medical treatment e.g. Physio, Doctor
Unlikely	2	A surprise, but not beyond the bounds of the imagination. It is unexpected.	Minor	2	First aid or minor treatment e.g. bandage, ice, etc
Rare	1	Will only occur in exceptional circumstances. It is a complete surprise.	Less Than Minor	1	Minor injury – first aid not required

RISK ESCALATION PROCEDURE		
Risk Level	Actions Required	Escalation
Critical	This level of risk requires Executive level attention. Executive level sign-off is mandatory for risks at this level. Risk controls need to be developed and may require close attention by senior/executive management to ensure effective controls are identified and implemented. Risks at this level may require specialist assistance to further treat/reduce risk.	Immediate notification to Executive Team, Risk Owner & HSW Manager 3 monthly review by GM, Risk Owner & HSW Manager
High	This level of risk requires Senior Leadership Group level attention. Senior Leadership Group level sign-off is mandatory for risks at this level. Risk controls need to be developed with clear and timely actions identified to reduce the risk. Senior leadership must maintain close attention to these risks and ensure effective controls are identified and implemented.	Notification to relevant Senior Leadership Group member (Tier 3), Risk Owner & HSW Manager Yearly review by SLG, Risk Owner & HSW Manager
Moderate	This level of risk requires Tier 4 management attention. Risk controls need to be developed with clear and timely actions identified to reduce the risk.	Notification to immediate Manager, Tier 4 Manager, Risk Owner & HSW Business Partner Two yearly review by Tier 4 Manager, Risk Owner & HSW Business Partner
Low	While risk still exist at this level, the impact will be low. Risk Owners are expected to review the factors (consequence & likelihood) and where controls are less than satisfactory, remedial actions should be implemented.	Risk Owner attention Two yearly review by Risk Owner & HSW Business Partner

