281213

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Vehicle use

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	3rd party accidents	4	speeding
2	weather & environmental conditions	5	vehicle failure
3	driver fatigue	6	other drivers

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

It is only after assessing the extent of the risk and the current ways of minimising the risk that consideration may be given to whether the cost associated with additional ways of eliminating or minimising the risk is grossly disproportionate to the risk.

Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

The first question is can this risk be eliminated? If yes, you do not need to proceed further! If no, you need to apply controls in line with the following hierarchy:

1. Substitution - can you substitute a hazard(s) for one that creates a lesser risk? e.g. swapping a toxic chemical with a non-toxic chemical
2. Isolation - can you isolate the person from the hazard(s), or the hazard(s) from the person? e.g. putting a guardrail up to prevent someone falling off a cliff
3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**20.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training	6	four-wheel drive training
2	serviced & maintained vehicle	7	
3	drivers licence	8	
4	speed monitored	9	
5	quality fleet	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1	Defensive driving training if required	3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**15.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Zero Turn Mower operation

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	noise can cause loss of hearing	4	exhaust
2	persons could be run over	5	fatigue
3	could tip over or crash into object	6	terrain, environmental conditions

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**16.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE (ear muffs, eye protection, high vis)	6	wheels and rollers training for all staff using the zero turn mower
2	signage	7	site specific assessment of slope and conditions
3	maintenance	8	
4	training	9	
5	tracks	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Kubota/ATV Use

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	noise can cause loss of hearing	4	exhaust fumes
2	persons could be run over	5	fatigue
3	could tip over or crash into object	6	terrain, environmental conditions

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**15.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training	6	
2	wearing seatbelt	7	
3	correct usage	8	
4	awareness of terrain	9	
5	driving within capabilities of the vehicle and fully closed cab	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**10.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Off-road 4wd vehicle use

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	terrain	4	driver fatigue
2	3rd party accidents	5	other drivers, vehicle failure
3	weather & environmental conditions	6	speeding

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**15.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	New staff training - identify staff required to undertake 4WD training and refresher training	6	
2	suitable vehicle use and condition	7	
3	vehicle maintenance	8	
4	site specific pre-start inspection prior to driving off-road	9	
5	track maintenance and development	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**10.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Trailers tipping

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	persons could be run over	4	terrain
2	could tip over or crash into object	5	environmental conditions
3	fatigue	6	

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Don't overload	6	
2	training	7	
3	maintenance	8	
4	site specific assessment	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Power tools and small machinery (including chainsaws and weedeaters - use and maintenance of)

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	noise, burns, fatigue, restrain	4	third party
2	sharp objects, flying objects from machinery	5	faulty power cord
3	electrical hazards	6	over heating

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training	6	test and tag all tools and machinery
2	PPE (Gloves, air muffs, safety glasses, foot wear, helmet)	7	regular maintenance and servicing of machinary and tools
3	no smoking	8	list of small machinery from McLarens/Cemetery/Mauao to ensure all machinery use is recorded in Vault - some items may need specific risk and competency assessment
4	use caution when refuelling	9	
5	use signs and barriers if necessary	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division - Cemetery and McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Chemical Use and storage - Industrial, Agrichemical and Animal Pest Control Toxins

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Ingestion	4	lead to fire or explosion
2	spillage	5	mixing of chemicals
3	chronic illness over time from exposure	6	

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Controls *to be implemented to eliminate or minimise the risk of harm*

1	Signage	6	secure storage
2	PPE - overalls, rubber gloves while mixing, protective footwear	7	register of chemicals including MSDS sheets
3	only apply in appropriate conditions	8	certified handlers only
4	training - growsafe	9	compliance with the HSNO and HSWA
5	spills response equipment	10	

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1		3	
2		4	

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TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Potential electrocution or gas leak from underground services

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Make contact with live wire while digging leading to shock	4	
2		5	
3		6	

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Controls *to be implemented to eliminate or minimise the risk of harm*

1	Identify services (dial before you dig)	6	
2	don't undertake work unless checks have been made	7	
3		8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Slips, Trips and Falls

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Uneven terrain	4	tree roots
2	holes	5	veins
3	sharp objects	6	trip hazards, slippery surfaces

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE - Footwear	6	
2	Clean up slippery surfaces	7	
3	identify and manage uneven surfaces and trip hazards as they are identified	8	
4	warning signage	9	
5	keeping work areas tidy	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**

TCC Team Task Specific Risk Assessment Worksheet

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Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Manual handling of heavy items

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Poor lifting technic	4	
2	repetitive strain	5	
3	lifting items that require machine lifting	6	

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Correct lifting technique	6	
2	don't attempt to lift anything too heavy	7	
3	Training and PPE (footwear)	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Manual and machine grave digging

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	overexertion	4	
2	falling into open trench	5	
3	potential collapse while digging graves	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

It is only after assessing the extent of the risk and the current ways of minimising the risk that consideration may be given to whether the cost associated with additional ways of eliminating or minimising the risk is grossly disproportionate to the risk.

Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

The first question is can this risk be eliminated? If yes, you do not need to proceed further! If no, you need to apply controls in line with the following hierarchy:

1. Substitution - can you substitute a hazard(s) for one that creates a lesser risk? e.g. swapping a toxic chemical with a non-toxic chemical
2. Isolation - can you isolate the person from the hazard(s), or the hazard(s) from the person? e.g. putting a guardrail up to prevent someone falling off a cliff
3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Good PPE (boots, high vis, use of support frame in soft soils)	6	Staff trained
2	minimum 2 person team	7	filling holes as soon as practicable
3	max 1.5 depth	8	
4	take breaks and rotate	9	
5	shoring graves to prevent collapse	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Contact with infectious waste - cleaning toilets and emptying portable toilets

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Not using correct PPE	4	
2	not being careful with procedure	5	
3	lack of Hep B injection	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE - Gloves, Boots	6	
2	Training	7	
3	inoculation for all staff involved	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLarens Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Learning Through Discovery teaching in an outdoor classroom

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Children getting lost or injured	4	
2	hazards not identified to the teacher or children	5	
3	awareness of medical conditions	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Safety induction	6	
2	first aid trained staff and kit on site	7	
3	parent and teacher supervision	8	
4	minimum 2 person team and emergency vehicle on site	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Working on site alone - potential harm or injury

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	An incident can occur	4	potential to be in danger either in physical environment or aggressive person
2	noone around to ensure safety of person	5	
3	no first aid available	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Cessation of hazardous tasks when working alone and lodging clear intentions for emergency contact	6	
2	all staff working alone have cell-phones	7	
3	carry EPIRB or PLB	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Rock/debris/tree fall incident

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Unforeseen rock or tree fall hitting a person or vehicle	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**8.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Awareness	6	tree priority inspections
2	site induction	7	site visits and inspections after high risk weather conditions
3	hazard identification	8	
4	removal of hazards i.e. tree branches and rock fall	9	
5	rock stability monitoring on Mauao	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery, McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Digger use

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	noise can cause loss of hearing	4	noise, fatigue
2	persons could be run over	5	terrain, environmental conditions
3	could tip over or crash into object, digger arm can hit a casualty within the perimeter	6	exhaust

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE (boots, high vis, hart hats and diggers serviced and maintained)	6	cones and signage in place to isolate working area
2	trained operators only to use the digger	7	
3	all staff inducted for the task	8	
4	spotters where appropriate	9	
5	site barriers	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Tractor use

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	noise can cause loss of hearing	4	noise, fatigue
2	persons could be run over	5	terrain, environmental conditions
3	could tip over or crash into object, Power Take Off (PTO) drive can catch on clothing	6	exhaust

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Trained operators	6	
2	maintenance and service of machine	7	
3	PPE (ear muffs)	8	
4	avoidance of people	9	
5	ensure PTO has guards	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Burns from contact with hot surfaces

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Burns from coming into contact with hot surfaces such as the incinerator	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**6.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE (face mask, gloves and welders jacket)	6	
2	Training	7	
3		8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Cremation of body with pace maker device leading to potential explosion

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	If pace maker is left in the body and then transferred to the incinerator can cause an explosion	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**20.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Funeral directors and staff to check all paper work to ensure removal before any cremation	6	
2		7	
3		8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Crushing injury resulting from body parts being caught in the cremulator

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Getting caught in the moving parts of the machine resulting in injury	4	
2		5	
3		6	

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**6.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training	6	
2	PPE (mask, goggles, hairnet, lab coat, gloves)	7	
3	safety guards around moving machinery parts	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**3.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Air quality, dust, pollution from ineffective burning of bodies

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Making sure the incinerator is the correct temperature to ensure that the body is burnt properly - if not this can lead to air pollution	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

It is only after assessing the extent of the risk and the current ways of minimising the risk that consideration may be given to whether the cost associated with additional ways of eliminating or minimising the risk is grossly disproportionate to the risk.

Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

The first question is can this risk be eliminated? If yes, you do not need to proceed further! If no, you need to apply controls in line with the following hierarchy:

1. Substitution - can you substitute a hazard(s) for one that creates a lesser risk? e.g. swapping a toxic chemical with a non-toxic chemical
2. Isolation - can you isolate the person from the hazard(s), or the hazard(s) from the person? e.g. putting a guardrail up to prevent someone falling off a cliff
3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**6.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	maintenance	6	
2	servicing and inspection of the cremators to ensure they are working effectively	7	
3	back up power supply connections for the event of power cut	8	
4	trained personal	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**2.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Omanawa Falls staff and contractor access through tunnel and on site ladders, Potential tunnel colapse and falling

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Staff or contractors can fall if the appropriate gear is not used and lead to injury	4	
2	not being aware of surroundings can cause slips or collapsing of tunnel	5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

It is only after assessing the extent of the risk and the current ways of minimising the risk that consideration may be given to whether the cost associated with additional ways of eliminating or minimising the risk is grossly disproportionate to the risk.

Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

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4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**15.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Rope and harness training for all staff that needs to access Omanawa Falls	6	
2	PPE - Hart had, high vis, head torch, safety boots	7	
3	minimum 2 person team	8	
4	three yearly inspections of anchor points	9	
5	annual audit of ropes and harness equipment	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**10.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Aggressive Dog Attacks

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Aggressive dog behaviour can cause harm or injury	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

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Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

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2. Isolation - can you isolate the person from the hazard(s), or the hazard(s) from the person? e.g. putting a guardrail up to prevent someone falling off a cliff
3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating **Use the risk matrix (over page), calculate the risk rating with no controls in place**	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Communication device	6	
2	dog aversion training with TCC	7	
3	awareness	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1	Aversion Training with Dog Control TCC, check staff who needs it	3	
2		4	

Residual Risk Rating **using the risk matrix (over page), calculate the risk rating with the controls in place**	**9.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Allergies

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Bee/wasp stings, hayfever, peanut, celiac, spider/insect bites - if these are not known can lead to slow response	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Personal medication	6	
2	awareness and first aid training	7	
3	avoiding known problem areas and seasons	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Steep Terrain, cliffs and banks

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Not being aware of surroundings can lead to falling off cliffs or slipping down banks	4	
2	if footwear is not appropriate this can increase falling possibility	5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
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> what additional controls could be considered to eliminate or minimise the risk?

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Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

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4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Do not access unsafe terrain	6	wet weather gear
2	engage professional contractor if necessary	7	two person team
3	good footwear	8	PPE
4	pre-start briefing	9	Communications
5	awareness	10	site assessment where applicable

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Sharp or infectious objects

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Puncture wound leading to infection or injury if contact is made with a sharp/infected object	4	
2	lack of Hep B or tetanus shot can cause infection in cuts	5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	PPE - Gloves, Boots	6	
2	Awareness of the area and prior use of the area	7	
3		8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Severe weather and exposure to sun

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Exposure to severe weather could lead to harm or illness	4	
2	not having appropriate clothing can increase possibility of harm or illness	5	
3	lack of sun protection and hydration can cause sun stroke or sunburn	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
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Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**5.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Minimising working in severe weather	6	sun protection such as sunscreen and hat
2	preparation for adverse weather	7	avoid working in extreme heat
3	PPE (High vis, wet weather gear, footwear)	8	keep hydrated
4	communications	9	
5	two man teams	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**5.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Irate/abusive /aggressive person/Intoxicated

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Verbal or physical abuse from intoxicated person can occur	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**8.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Awareness and training	6	
2	if necessary back out and walk away	7	
3	if we know person is aggressive pick suitable location to meet i.e. office	8	
4	one or more staff	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1	Conflict resolution training if required by individual person	3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - Cemetery**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Diesel Fuel - potentially flammable and ecotoxic

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Spillage and ignition of fuel leading to fire	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**6.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Trained operators	6	
2	spill kit kept onsite	7	
3	consider further isolation of tanks	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLarens Falls, Kopurererua Valley, Mauao**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Aggressive animals and issues with stock, issues of contamination from faeces & disease

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Injury from contact with an aggressive animal	4	
2	lack of hygiene can lead to contamination and/or illness	5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**4.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Signage	6	
2	awareness of surroundings	7	
3	stock control	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Drowning in waterways

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Slipping down banks can lead to waterways and cause drowning if person is not aware or confident in water	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
> what's the chance the risk occurs? (likelihood)
> how serious could someone be harmed if the risk occurred? (consequence)
> how much is known about the hazard or risk
> how do you minimise the risk currently?
> what additional controls could be considered to eliminate or minimise the risk?

It is only after assessing the extent of the risk and the current ways of minimising the risk that consideration may be given to whether the cost associated with additional ways of eliminating or minimising the risk is grossly disproportionate to the risk.

Hierarchy of Risk Control *we must select controls starting at the top of the hierarchy and apply the RP measure for each, only moving down the hierarchy when deemed RP to do so:*

The first question is can this risk be eliminated? If yes, you do not need to proceed further! If no, you need to apply controls in line with the following hierarchy:

1. Substitution - can you substitute a hazard(s) for one that creates a lesser risk? e.g. swapping a toxic chemical with a non-toxic chemical
2. Isolation - can you isolate the person from the hazard(s), or the hazard(s) from the person? e.g. putting a guardrail up to prevent someone falling off a cliff
3. Engineering solutions - can you design a guard that prevents a person coming into contact with a moving part?
4. Administrative measures - can you write a procedure, train a person to complete a task safely and/or erect signage?
5. Personal Protective Equipment - can you supply equipment that the worker can wear to further minimise the risk? (this is the least favourable control as it is subject to a number of variables: size, comfort, training, qualify, use)

Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**8.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training and awareness	6	
2	safe working practices	7	
3	keep a safe distance from waterways	8	
4		9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Stress

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Mental well-being of employee can be effected by factors such as stress, verbal or physcial abuse, workload pressure, personal stresses	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**9.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Communication with team and other relevant staff	6	Fostering and encouraging positive team culture
2	Maintaining manageable workload	7	Regular catch up with Team Leaders
3	Working manageable hours	8	
4	Access to wellness provisions	9	
5	Professional councilling services	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Damaged/Windblown/Aging Trees failure resulting in injury or harm

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	A damaged or aged tree can cause a falling incident resulting in injury or death	4	
2		5	
3		6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**16.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Tree app improving knowledge of tree assets & conditionl	6	If in doubt do not enter the fall zone - use machinery and ropes to make safe
2	Dealing with reported issues	7	
3	Training regarding	8	
4	Tree Failure (QTRA Training Course)	9	
5	PPE equipment when necessary	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Pest Control - traps and/or toxins

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Poisoning from ingesting bait / chemicals	4	Diseased / decaying animals infectious to other animals or humans
2	Crushing injury by catching hand in a trap	5	Working in isolation in the bush
3	Public accessing the bait	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

To decide what is 'reasonably practicable' to protect people from harm, you must weigh up all relevant matters. Those matters include, but are not limited to:
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Training i.e. Growsafe, CSL	6	Using low toxicity / low risk pesticides
2	Appropriate PPE gear - gloves, footwear	7	Always tell someone where you are working
3	Signage	8	
4	Correct equipment	9	
5	Placing bait in bait stations safely	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Use of gas and electric BBQs

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Gas leaking can cause explosion	4	Not cleaned after use can cause cross contamination
2	Hot elements can cause burning	5	
3	Potential flammable material	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**12.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Signage	6	Service record
2	Timer	7	
3	Shrouds installed	8	
4	Serviced and maintained BBQ's	9	
5	Cleaning	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Gas bottles

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Poisonous gas	4	Flammable gases
2	Compressed gas	5	Accidents caused by falling cylinders
3	Fragmentation of the metal cylinder upon explosion	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**15.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Appropriate storage container	6	
2	Signage	7	
3	No naked flames	8	
4	Sensible lifting	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**5.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Holding tanks

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Falling into the tanks	4	Over flow
2	Lifting tank lids	5	Environmental hazards
3	Bacterial or viral infections	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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> what's the chance the risk occurs? (likelihood)
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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**13.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Maintenance	6	
2	Warning sensors	7	
3	Cleaning	8	
4	Appropriate work wear, gloves, eye protection	9	
5	Medical check ups	10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**6.0**

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Front electric gate

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Electrical faulting	4	
2	Mechanical issue	5	
3	Crushing	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**8.0**	

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Maintenance	6	
2	Manual over ride	7	
3	Cameras monitoring opening and closing	8	
4	Sensors for closure	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**4.0**	

TCC Team Task Specific Risk Assessment Worksheet

Note 1: Once completed this data can be uploaded into the Vault risk register **Note 2**: This worksheet must be completed with involvement from the workers who carry out the task

Team *TCC applicable team*	**Parks and Recreation Division - McLaren Falls**	**Task** *breakdown the task to make it easier to identify what can go wrong with different situations*	Diesel tank

Risk *what unwanted possible event are you trying to prevent or reduce the chance of happening?*

To prevent an injury or death

Hazards *what could cause this event to occur, the source of the problem?*

1	Poisonous liquid	4	Leakage
2	Flammable liquid	5	Environmental issues
3	Fragmentation of the metal cylinder upon explosion	6	

Reasonably Practicable (RP) *when we select controls to reduce this risk we must apply the reasonably practicable measure:*

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Raw Risk Rating Use the risk matrix (over page), calculate the risk rating with no controls in place	**15.0**

Controls *to be implemented to eliminate or minimise the risk of harm*

1	Appropriate storage container	6	
2	Signage	7	
3	No naked flames	8	
4	Spillage tank	9	
5		10	

Risk Controls considered but deemed not RP *if any, include rational for not using*

1		3	
2		4	

Residual Risk Rating using the risk matrix (over page), calculate the risk rating with the controls in place	**8.0**

TCC Team Task Specific Risk Assessment Worksheet

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