

**Tauranga City Council**  
**Detailed Hazards - All Hazards**  
**All Groups**  
**Report Period All Records**



### Falling Rock or Debris

Hazard ID 92

Alert Number

Category Site

Reported By s 7(2)(f)(ii)

Significant Hazard Yes

Group City Services

Date 09/04/2009

Status Completed

Team Parks &amp; Leisure

Review Date 09/04/2012

Compiled by

Description Injury to body or head, impact, crush



#### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Uneven surfaces	Flora impact
Physical	Facility	Blocked access / egress	Serious injury

#### Risks Identified

Risk	Risk Score
Property Damage	4.5
Personal Injury	12

#### Current Controls

#### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Awareness	Completed	Be aware of surroundings
Personal Protective Equipment	Hard hat	Completed	Wear hard hat in exposed areas while away from tracks
Engineering Controls	Survey of Site - Mauao	Completed	Regular survey of areas
Elimination	Removal of Rocks	Completed	Removal of unsafe rocks
Administrative Controls	First Aid	Completed	First Aid facilities available
Isolation	Restricted access	Completed	Restricted access of public to hazardous area
Engineering Controls	Take your time	Completed	Do not rush - consider the terrain and take your time
Personal Protective Equipment	Mobile Phone	Completed	Carry mobile phone at all times and have numbers programmed in

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

### Reviews

Date	Person	Findings	Actions	Status
09/04/2009		Controls adequate		Completed
09/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Steep Uneven Terrain

Hazard ID 96	Alert Number		
Category Site	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	14/04/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Injury, slip, trip, fall, strain, sprain, fracture



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Facility	Blocked access / egress	Serious injury
Physical	Facility	Construction	Slips, trips & falls
Environment	External	Uneven surfaces	Serious injury
Environment	External	Weather	Sunstroke
Environment	External	Weather	Hyperthermia

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Personal Protective Equipment	Suitable protective gear	Completed	Wear suitable protective gear i.e shoes, HiViz Jacket
Administrative Controls	Walk Safely	Completed	Walk carefully in steep areas
Administrative Controls	Carrying Items	Completed	If carrying a load/items make sure it is balanced properly
Administrative Controls	Restricted Areas	Completed	Do not go into restricted areas i.e areas that need ropes without ropes
Isolation	Restricted access	Completed	Restricted access of public to hazardous areas
Administrative Controls	Inspections	Completed	Regular inspection and maintenacne of walking tracks
Administrative Controls	First Aid	Completed	First Aid facilities available
Personal Protective Equipment	Mobile Phone	Completed	Carry mobile phone at all times and have numbers programmed in

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009		Controls adequate		Completed
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010		Controls adequate		Completed

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

12/04/2010	[REDACTED] s 7(2)(f)(ii)	Contrlrs adequate		Completed
01/06/2011		Added weather conditions to hazards identified. All other controls adequate		Completed
01/06/2011		Added weather conditions to hazards identified. All other controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Working Alone

Hazard ID 99 Alert Number  
 Category Site Reported By § 7(2)(f)(ii) Significant Hazard Yes  
 Group City Services Date 14/04/2009 Status Completed  
 Team Parks & Leisure Review Date 12/04/2012  
 Compiled by  
 Description Not being found in emergency situation if injured. Assault, harassment, verbal threats



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Public	Aggression	Assault
Psychosocial	General	Harrassment	Minor injury
Environment	External	Falling Objects	Serious injury
Environment	External	Weather	Hypothermia
Environment	External	Weather	Serious injury

### Risks Identified

Risk	Risk Score
Business Operation	8
Public Relations	8
Personal Injury	4.5

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Working off track	Completed	Do not work "off the beaten track" with out letting someone know where you are
Administrative Controls	Mobile Phone	Completed	Carry mobile phone with numbers programmed in at all times
Personal Protective Equipment	Day Glow	Completed	Wear day glow vest if working off tracks alone
Administrative Controls	Machinery	Completed	If using machinery try to have someone else around
Administrative Controls	Dealing with public	Completed	Conflict resolution skill when dealing with members of public who are abusive/threatening
Administrative Controls	First Aid Kit	Completed	First aid kit in vehicle
Personal Protective Equipment	Personal Locator Beacon	Completed	406 Beacon with GPS

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Cost Justification

Risk	Risk Score	Cost Justification Score
Post Corrective Action	3	22

## Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate. Changed overall score from 12 to 3.		Completed
01/06/2011		Controls adequate. Changed overall score from 12 to 3.		Completed





## Chemical Use

Hazard ID 105	Alert Number		
Category Site	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	14/04/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Spray poisoning of self, the environment and others. Exposure to chemical vapours, health risk, skin irritation, eye irritation/damage, poisoning



### Current Controls

**Overall Score 3**

Control Type	Control Name	Status	Description
Personal Protective Equipment	Appropriate PPE Gear	Completed	Always wear appropriate protective equipment, respiratory protection, gloves, clothing
Administrative Controls	Certification	Completed	Hold Growsafe qualification
Administrative Controls	Disposal	Completed	Use and disposal of chemicals only as directed
Administrative Controls	Councils Policy	Completed	Comply with use of toxic agrichemical for vegetation management policy.
Isolation	Storage	Completed	Appropriate, secure storage facility for chemicals
Administrative Controls	Material Safety Data Sheets	Completed	Material Safety Data Sheets readily available for all chemicals
Personal Protective Equipment	Spill Response Equipment	Completed	Spill response equipment available
Administrative Controls	First Aid	Completed	First aid kit and eye wash available
Administrative Controls	Register chemicals	Completed	Register of all chemicals on site

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Amended control - Councils Policy, to reflect new policy. All other controls adequate.		Completed
01/06/2011	s 7(2)(f)(ii)	Amended control - Councils Policy, to reflect new policy. All other controls adequate.		Completed

## Weedeating

Hazard ID 107	Alert Number	
Category Site	Reported By	§ 7(2)(f)(ii)
Group City Services	Date	14/04/2009
Team Parks & Leisure	Review Date	25/03/2012
Compiled by		
Description	Body injury, eye, ear damage, impact, crush, entanglement	

Significant Hazard Yes  
Status Completed



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Unserviceable equipment	Entanglement
Physical	Equipment	Unserviceable equipment	Struck by objects
Physical	Equipment	Misuse of equipment	Cuts
Physical	Equipment	Refuelling	Combustion

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Engineering Controls	Maintaining equipment	Completed	Keep all equipment well maintained
Engineering Controls	Tools	Completed	Ensure tools are sharp
Personal Protective Equipment	Appropriate Safety Gear	Completed	Wear all appropriate safety equipment - hearing protection, eye protection, body protection
Administrative Controls	Techniques of tools	Completed	Know correct techniques to use tools
Administrative Controls	Right tool for task	Completed	Always use right tool for task
Administrative Controls	Appropriate Equipment	Completed	Appropriate equipment, will have necessary guarding and safety devices
Administrative Controls	Awareness	Completed	Be aware of surroundings
Administrative Controls	Awareness	Completed	Be aware of where others (people) are.
Administrative Controls	Awareness	Completed	Care to be taken when refuelling

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

14/04/2009	[Redacted]		Controls adequate	Completed
25/03/2010			Controls adequate	Completed
10/03/2011		ck	Controls adequate	Completed
01/06/2011			Added refuelling to hazards identified and added awareness when refuelling to the current controls.	Completed
		s 7(2)(f)(ii)	All other controls adequate.	
01/06/2011		Added refuelling to hazards identified and added awareness when refuelling to the current controls.	Completed	
		All other controls adequate.		

## Sharp Tools -Spades, Grubbers,Files, Crowbars etc

Hazard ID 110	Alert Number		
Category Site	Reported By	§ 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	14/04/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Cuts to body, self and others



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Poor maintenance	Serious injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Maintenance of tools	Completed	Maintain tools correctly
Administrative Controls	Appropriate use of tools	Completed	Use tools appropriately
Personal Protective Equipment	Appropriate footwear	Completed	Wear appropriate foot wear
Administrative Controls	Awareness	Completed	Be aware of where others are
Administrative Controls	Right tools	Completed	Use right tool for task
Engineering Controls	Storage of tools	Completed	Store tools in secure place when not in use. Keep tools out of vehicle cabs where able, put them in the tray or boot.
Administrative Controls	First Aid	Completed	First aid facilities

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

01/06/2011	s 7(2)(f)(ii)	Controls adeqaute		Completed
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## Members of Public

Hazard ID 116	Alert Number	
Category Site	Reported By	§ 7(2)(f)(ii)
Group City Services	Date	14/04/2009
Team Parks & Leisure	Review Date	12/04/2012
Compiled by		
Description	Personal danger, attack, assault, verbal abuse	

Significant Hazard Yes

Status Completed



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Public	Aggression	Assault
Psychosocial	General	Disagreement	Minor injury
Psychosocial	General	Harrassment	Minor injury
Psychosocial	General	Violence	Minor injury

### Risks Identified

Risk	Risk Score
Personal Injury	2

### Current Controls

### Overall Score 2

Control Type	Control Name	Status	Description
Administrative Controls	Awareness	Completed	Do not go anywhere you feel uncomfortable, be aware of who is around
Administrative Controls	Looking for People	Completed	Do not go looking for people alone - If you receive reports of anyone lurking in the bush, call the police or get someone else to go with you
Administrative Controls	Work habits	Completed	Do not have set work habits
Administrative Controls	Security	Completed	If feeling insecure leave the area immediately
Administrative Controls	Call police	Completed	Call police if there are members of the public who may pose a risk around
Administrative Controls	Mobile phone	Completed	Carry mobile phone with numbers programmed in at all times
Administrative Controls	Wear Uniform	Completed	Wear uniform or name badge at all times to look professional and official
Administrative Controls	Conflict training	Completed	Attend conflict resolution training
Administrative Controls	Staff knowing where abouts	Completed	Staff to diarise all appointments

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Added staff knowing where abouts to current controls. All other controls adequate.		Completed
01/06/2011		Added staff knowing where abouts to current controls. All other controls adequate.		Completed

## Tree felling

Hazard ID 119	Alert Number	
Category Site	Reported By	Significant Hazard Yes
Group City Services	Date 14/04/2009	Status Completed
Team Parks & Leisure	Review Date 12/04/2012	

Compiled by  
Description Tree felling (chainsaw), impact, crush



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Poor maintenance	Serious injury
Environment	External	Falling Objects	Serious injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Specialist	Completed	Specialist engaged to perform work
Isolation	Barricade area	Completed	Barricade area off
Isolation	Signage	Completed	Use appropriate signage
Administrative Controls	Appropriate safety equipment	Completed	Use of appropriate safety equipment and procedures
Administrative Controls	Hazard Assessment	Completed	Hazard assessment of job

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed



## Cliff Face

Hazard ID 122	Alert Number	
Category Site	Reported By	s 7(2)(f)(ii)
Group City Services	Date	14/03/2009
Team Parks & Leisure	Review Date	12/04/2012

Significant Hazard Yes  
Status Completed

Compiled by  
Description Fall, fracture, broken bone, death from fall from cliff



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Uneven surfaces	Serious injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Isolation	Use of barriers	Completed	Use of barriers
Isolation	Restricted access	Completed	Restricted access to public
Isolation	Use of signs	Completed	Appropriate use of signage

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Rock Removal

Hazard ID 125	Alert Number		
Category Site	Reported By	§ 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	09/04/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	
Compiled by			
Description Removing those rocks identified as hazardous			



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Falling Objects	Minor injury
Environment	External	Falling Objects	Serious injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Management of Plan	Completed	Management plan / task analysis for work
Engineering Controls	Specialist People	Completed	Specialist personnel engaged to perform work
Isolation	Secure Site	Completed	Secure site from public

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Dogs

Hazard ID 127 Alert Number  
 Category Site Reported By § 7(2)(f)(ii) Significant Hazard Yes  
 Group City Services Date 14/04/2009 Status Completed  
 Team Parks & Leisure Review Date 12/04/2012  
 Compiled by  
 Description Unauthorised dogs. Bite, attack from animal, abuse from owner



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Public	Aggression	Assault
Psychosocial	General	Harrassment	Minor injury

### Risks Identified

Risk	Risk Score
Personal Injury	2

### Current Controls

### Overall Score 2

Control Type	Control Name	Status	Description
Administrative Controls	Signage	Completed	Signage to advise public dogs are not permitted
Administrative Controls	TCC Animal Services	Completed	TCC animal control services respond to situation
Administrative Controls	Do not approach	Completed	Do not approach

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed

## Pest Control

Hazard ID 130	Alert Number	
Category Site	Reported By s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date 09/04/2009	Status Completed
Team Parks & Leisure	Review Date 12/04/2012	

Compiled by

Description Control of rabbits, rats, cats, stoats etc. Use of fire arms - being shot, exposure to poison's, trapping - bitten by caged animal



### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

**Overall Score 3**

Control Type	Control Name	Status	Description
Administrative Controls	Know when control is taking place	Completed	Know when pest control is taking place and where
Administrative Controls	Appropriate Contractors	Completed	Use suitably qualified contractors to carry out work

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009	s 7(2)(f)(ii)	Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Quad Bikes

Hazard ID 133	Alert Number	
Category Site	Reported By	Significant Hazard Yes
Group City Services	Date 09/04/2009	Status Completed
Team Parks & Leisure	Review Date 14/04/2012	

Compiled by

Description Use of Quad Bikes on narrow, and/or steep, and/or slippery gravel and/or grass slopes, increases the risk of accident or roll over. These are borrowed from the Surf Club.



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Vehicles	Motor Vehicle Accident	Serious Injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Quad bike best practice guidelines	Completed	Review and implement the guidelines
Administrative Controls	Appropriate Training	Completed	Ensure appropriate training for staff is completed and vehicles are used in a safe manner, consistent with the drivers ability and training.

### Reviews

Date	Person	Findings	Actions	Status
14/04/2009		Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Fire Fighting

Hazard ID 136	Alert Number		
Category Site	Reported By	§ 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	09/04/2009	Status Completed
Team Parks & Leisure	Review Date	14/04/2012	

Compiled by

Description Risk of staff injuring themselves during the 'response' to the fire



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Heat	Respiratory conditions

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Personal Protective Equipment	Communications Devices	Completed	Ensure 'field staff' have suitable communications devices (eg mobile RT) to notify authorities if fire is indetnified, and to provide communication on appropriate escape route.
Administrative Controls	Appropriate Training	Completed	Appropriate training of staff on Rual Fire Fighting tehniques.
Personal Protective Equipment	Appropriate PPE Gear	Completed	Have appropriated PPE gear on hand

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Reviews

Date	Person	Findings	Actions	Status
14/04/2009		Controls adequate		Completed
14/04/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Maintenance of Plant or Equipment

Hazard ID 236	Alert Number		
Category Plant	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	08/05/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by  
Description Maintenance of Plant or Equipment



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Poor maintenance	Serious injury
Physical	Electrical	Live wires	Electrocution
Physical	Mechanical	Moving parts	Serious injury
Physical	Work practices	Lack of training	Serious injury
Physical	Work processes	Operating procedures not f	Serious injury
Physical	Work practices	Misuse of equipment	Serious injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Trained and authorised personnel only to perform maintenance	Completed	Staff to receive and sign for training
Administrative Controls	Permit to work required	Completed	TCC sites will either require a permit to work from TCC staff before work commences, and/or the person performing the maintenance to conduct a safe task analysis prior to commencing
Isolation	Plant/ Machinery isolated before maintenance	Completed	To be isolated by lock-out and tag

### Reviews

Date	Person	Findings	Actions	Status
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

12/04/2010		Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## BBQs

Hazard ID 382 Alert Number  
 Category Site Reported By s 7(2)(f)(ii) Significant Hazard Yes  
 Group City Services Date 15/10/2009 Status Completed  
 Team Parks & Leisure Review Date 12/04/2012  
 Compiled by  
 Description Hazards when bbqs are in use - burns



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Electricity	Electric shock
Physical	Equipment	Gas	Leaks

### Risks Identified

Risk	Risk Score
Personal Injury	1.5

### Current Controls

### Overall Score 2

Control Type	Control Name	Status	Description
Administrative Controls	Operating Procedures	Completed	Correct Operating Procedures, when bbqs are in use.
Administrative Controls	Clean and Checked	Completed	BBQs are cleaned and checked 2 times a week from 1 November to the end of March and once a week from 1 April to 31 October.
Administrative Controls	Technical Inspection	Completed	Annual technical and condition inspection for function and safety

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Reviews

Date	Person	Findings	Actions	Status	
19/10/2009	[REDACTED]	Controls adequate		Completed	
19/10/2009		Controls adequate		Completed	
12/04/2010		Controls adequate		Completed	
12/04/2010		Controls adequate		Completed	
01/06/2011		s 7(2)(f)(ii)	Added electricity and gas to hazards identified and added technical inspection to current controls. All other controls adequate.		Completed
01/06/2011			Added electricity and gas to hazards identified and added technical inspection to current controls. All other controls adequate.		Completed

## Fire Pit

Hazard ID 383	Alert Number		
Category Site	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	13/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Burns and out of control fire



### Risks Identified

Risk	Risk Score
Personal Injury	1.5

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Fire Permit	Completed	Obtain a fire permit from Western Bay of Plenty Council when needed
Administrative Controls	Training	Completed	Fire training is current
Administrative Controls	Mobile Phone	Completed	When lighting pit, make sure someone has a mobile phone
Personal Protective Equipment	Correct PPE	Completed	Use correct PPE
Personal Protective Equipment	Fire Extinguishers	Completed	Have Fire extinguishers at site
Administrative Controls	Weather Conditions	Completed	Only use fire pit when there is no wind and drizzle

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Water Troughs

Hazard ID 385	Alert Number	
Category Site	Reported By	§ 7(2)(f)(ii) [Redacted] Significant Hazard Yes
Group City Services	Date	15/10/2009 Status Completed
Team Parks & Leisure	Review Date	12/04/2012
Compiled by		
Description	Drowning	



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Facility	Water	Drowning

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Awareness	Completed	Public aware of open water troughs
Administrative Controls	Low Water Troughs	Completed	Only low water troughs used at McLaren Falls and Mauao
Administrative Controls	Rocks	Completed	Rocks are placed in water troughs

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	[Redacted]	Controls adequate		Completed
20/10/2009	[Redacted]	Controls adequate		Completed
12/04/2010	[Redacted]	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	[Redacted]	Controls adequate		Completed
01/06/2011	[Redacted]	Controls adequate		Completed

## Animals

Hazard ID 386	Alert Number		
Category Site	Reported By s 7(2)(f)(ii)	Significant Hazard Yes	
Group City Services	Date 20/10/2009	Status Completed	
Team Parks & Leisure	Review Date 12/04/2012		

Compiled by

Description Animals that are grazing on the Mount or McLaren Falls vs vehicles and angry animals



### Risks Identified

Risk	Risk Score
Personal Injury	1.5

### Current Controls

**Overall Score 1.5**

Control Type	Control Name	Status	Description
Administrative Controls	Awareness	Completed	Be aware of animals Do not take animals home

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Water Ways - Lakes & Streams

Hazard ID 387	Alert Number		
Category Site	Reported By	§ 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	20/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by  
Description Flooding and drowning on Lake



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Facility	Water	Drowning

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Personal Protective Equipment	Rescue	Completed	Park Rangers able to swim
Personal Protective Equipment	Rescue equipment	Completed	Polypropolyene ropes available.

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

### Reviews

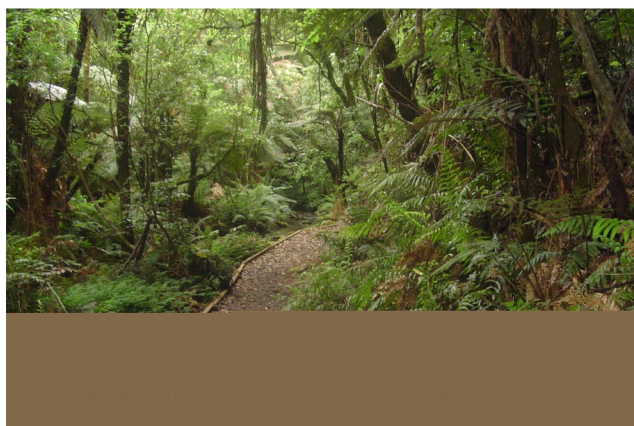
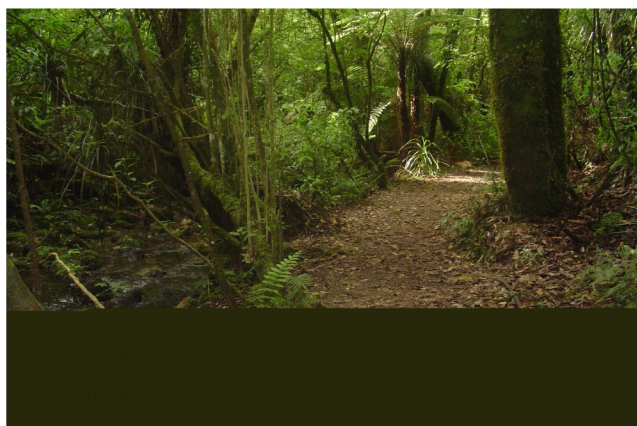
Date	Person	Findings	Actions	Status
13/11/2009		Controls Adequate		Completed
13/11/2009		Controls Adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Walking Tracks

Hazard ID 388	Alert Number		
Category Site	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	20/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Slip, trip, fall, uneven surfaces, tree roots



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Uneven surfaces	Minor injury
Environment	External	Uneven surfaces	Serious injury
Environment	External	Weather	Sunstroke

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Personal Protective Equipment	Footwear	Completed	Wear correct footwear
Administrative Controls	Awareness	Completed	Be aware of surroundings, including the weather

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	s 7(2)(f)(ii)	Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed



## Mig Welder

Hazard ID 390	Alert Number	
Category Task	Reported By s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date 20/10/2009	Status Completed
Team Parks & Leisure	Review Date 12/04/2012	
Compiled by		
Description Burns		



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Burns

### Risks Identified

Risk	Risk Score
Personal Injury	2

### Current Controls

**Overall Score 2**

Control Type	Control Name	Status	Description
Personal Protective Equipment	Correct PPE	Completed	Wear correct PPE gear at all times
Administrative Controls	Training	Completed	Training on using welder
Administrative Controls	Safe Operating Procedures	Completed	

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	s 7(2)(f)(ii)	Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Air Compressor

Hazard ID 391	Alert Number	
Category Task	Reported By <span style="background-color: black; color: white;">§ 7(2)(f)(ii)</span>	Significant Hazard Yes
Group City Services	Date 20/10/2009	Status Completed
Team Parks & Leisure	Review Date 12/04/2012	
Compiled by		
Description Air compressor use		



### Risks Identified

Risk	Risk Score
Personal Injury	1.5

### Current Controls

**Overall Score 1.5**

Control Type	Control Name	Status	Description
Administrative Controls	Safe Operating Procedures	Completed	
Personal Protective Equipment	PPE	Completed	Correct PPE to be worn at all times
Administrative Controls	Training	Completed	Training on correct use

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Angle Grinders

Hazard ID 392	Alert Number		
Category Task	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	20/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Ues of small and large angle grinder.  
Cuts



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Cuts

### Current Controls

**Overall Score 1.5**

Control Type	Control Name	Status	Description
Administrative Controls	Safe Operating Procedures	Completed	
Personal Protective Equipment	PPE	Completed	Correct PPE gear worn at all times

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Jigsaw

Hazard ID 393 Alert Number  
 Category Task Reported By s 7(2)(f)(ii) Significant Hazard Yes  
 Group City Services Date 20/10/2009 Status Completed  
 Team Parks & Leisure Review Date 12/04/2012  
 Compiled by  
 Description Cuts



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Cuts

### Risks Identified

Risk	Risk Score
Personal Illness	1.5

### Current Controls

**Overall Score 1.5**

Control Type	Control Name	Status	Description
Administrative Controls	Training	Completed	Training on using jigsaw
Administrative Controls	Safe Operating Procedures	Completed	
Personal Protective Equipment	PPE	Completed	Correct PPE gear worn at all times

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Circular Saw

Hazard ID 394	Alert Number		
Category Task	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	20/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	
Compiled by			
Description Cuts, Amputation			



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Cuts
Physical	Equipment	Welders, grinders, lathes et	Amputation

### Risks Identified

Risk	Risk Score
Personal Injury	4

### Current Controls

### Overall Score 4

Control Type	Control Name	Status	Description
Administrative Controls	Training	Completed	Only trained persons allowed to use circular saw
Administrative Controls	Correct Operating Procedures	Completed	
Personal Protective Equipment	PPE	Completed	Correct PPE gear worn at all times

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Chainsaw Use

Hazard ID 395	Alert Number	
Category Task	Reported By s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date 20/10/2009	Status Completed
Team Parks & Leisure	Review Date 12/04/2012	
Compiled by		
Description Cuts, Amputation		



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Amputation
Physical	Equipment	Welders, grinders, lathes et	Cuts

### Risks Identified

Risk	Risk Score
Personal Injury	4

### Current Controls

### Overall Score 4

Control Type	Control Name	Status	Description
Personal Protective Equipment	PPE Gear	Completed	Correct PPE gear to be worn at all times
Administrative Controls	Correct Operating Procedures	Completed	
Administrative Controls	Training	Completed	Only trained/qualified persons to use chainsaw
Administrative Controls	Maintenance	Completed	Chainsaw is maintained and chain sharpened

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls Adequate		Completed
20/10/2009		Controls Adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed



## Ride on Mower - McLaren Falls

Hazard ID 396	Alert Number		
Category Task	Reported By	§ 7(2)(f)(i)	Significant Hazard Yes
Group City Services	Date	20/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Use of mower on narrow, and/or steep, and/or slippery grass slopes, increase the risk of accident or roll over



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Vehicles	Motor Vehicle Accident	Serious Injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Appropriate Training	Completed	Ensure appropriate training for staff is completed and vehicles are used in a safe manner consistent with the drivers ability and training.
Personal Protective Equipment	PPE Gear	Completed	Correct PPE gear to be worn

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	§ 7(2)(f)(i)	Controls adequate		Completed
20/10/2009	§ 7(2)(f)(i)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed

## Belt Sander

Hazard ID 397	Alert Number		
Category Task	Reported By	§ 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	13/10/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	
Compiled by			
Description Cuts			



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Equipment	Welders, grinders, lathes et	Cuts

### Risks Identified

Risk	Risk Score
Personal Injury	1.5

### Current Controls

### Overall Score

Control Type	Control Name	Status	Description
Personal Protective Equipment	PPE	Completed	Correct PPE Gear to be worn
Administrative Controls	Training	Completed	Trained persons to operate
Administrative Controls	Safet Operating Procedures	Completed	

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
20/10/2009	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	§ 7(2)(f)(ii)	Controls adequate		Completed

# Detailed Hazards - All Hazards All Groups Report Period All Records Continued

## Kubota

Hazard ID 398 Alert Number  
 Category Site Reported By s 7(2)(f)(ii) Significant Hazard Yes  
 Group City Services Date 14/10/2010 Status Completed  
 Team Parks & Leisure Review Date 12/04/2012  
 Compiled by  
 Description Use of Kubota on narrow, and/or steep, and/or slippery gravel and/or grass slopes, increases the risk of accident or roll over



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Vehicles	Motor Vehicle Accident	Serious Injury

### Risks Identified

Risk	Risk Score
Personal Injury	3

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Administrative Controls	Kubota best practice guidelines	Completed	Review and implement the guidelines
Administrative Controls	Appropriate Training	Completed	Ensure appropriate training for staff is completed and vehicles are used in a safe manner, consistent with the drivers ability and training.

### Reviews

Date	Person	Findings	Actions	Status
20/10/2009		Controls adequate		Completed
20/10/2009		Controls adequate		Completed
12/04/2010		Controls adequate		Completed
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Removal of Sea Lettuce

Hazard ID 409	Alert Number		
Category Environment	Reported By s 7(2)(f)(ii)	Significant Hazard Yes	
Group City Services	Date 04/12/2009	Status Completed	
Team Parks & Leisure	Review Date 01/10/2012		

Compiled by

Description Risks presented by hydrogen sulphide gas being produced when clearing sea lettuce from Tauranga Harbour



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Gas Emissions	Respiratory conditions
Environment	External	Gas Emissions	Serious injury
Environment	Internal	Low oxygen levels	Death
Environment	External	Gas Emissions	PR issues

### Risks Identified

Risk	Risk Score
Personal Injury	5

### Current Controls

### Overall Score 4

Control Type	Control Name	Status	Description
Administrative Controls	Sea lettuce removal controls	Completed	<ul style="list-style-type: none"> <li>- Hydrogen sulphide is the most toxic of the naturally occurring gases.</li> <li>- Extremely flammable so no smoking or naked lights</li> <li>- Work upwind of the sea lettuce being disturbed/ collected. It is strongly recommended that sea lettuce not be collected on days with no wind.</li> <li>-Be cautious around sea lettuce that has turned black or "soupy" in consistency.</li> <li>-Work in pairs and monitor each other for eye irritation and respiratory effects.</li> <li>-Use H2S monitors or sensors to detect when H2S levels are approaching dangerous levels. The Department of Labour requires a maximum of 10 parts per million (ppm) be present for an 8-hour work day and 15 ppm for a 15 minute exposure to H2S.</li> <li>-Remember that H2S gas is denser than air so it</li> </ul>

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

Administrative Controls	Sea lettuce removal controls		will hug the ground (or its source) unless dispersed. Therefore avoid exposure in confined spaces or where there is no dispersion.
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### Corrective Controls

### Overall Score

Type	Control Type	Control Name	Status	Description
New	Administrative Controls	Further advice from EBOP	Completed	EBOP to provide further advice

### Reviews

Date	Person	Findings	Actions	Status
07/12/2009	s 7(2)(f)(ii)	Adequate, further advice to come from EBOP	EBOP to send further advice	Completed
16/12/2009		Updated to include data from EBOP and DoL		Completed
01/10/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Tauranga City Council Reserves General Hazards

Hazard ID 415	Alert Number	
Category Site	Reported By	s 7(2)(f)(ii)
Group City Services	Date	03/02/2010
Team Parks & Leisure	Review Date	12/04/2012
Compiled by		Significant Hazard Yes
Description	Describes hazards on city reserves and parks	Status Completed



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Uneven surfaces	Serious injury
Environment	External	Falling Objects	Serious injury
Environment	External	Oxidation ponds/Wetlands	Drowning
Environment	External	Weather	Minor injury
Biological	Vector Borne Diseases	Viruses	Acute Illness
Environment	Internal	Open Channels	Drowning
Environment	Internal	Storm water drains	Drowning
Environment	External	Overspray	Contamination
Chemical	Use	Toxic Substances	Absorption
Physical	Manual handling	Heavy loads	Musculoskeletal injury
Psychosocial	General	Disagreement	Minor injury
Physical	Equipment	Misuse of equipment	Serious injury
Chemical	Use	Chronic exposure	Chronic Illness
Physical	Public	Aggression	Assault
Environment	Internal	Open Channels	Serious injury
Environment	External	Vehicles	Serious injury
Physical	Housekeeping	Litter / needles / glass	Serious injury
Physical	Housekeeping	Litter / needles / glass	Diseases

### Risks Identified

Risk	Risk Score
Personal Injury	4.5
Business Operation	2
Environment	4.5
Public Relations	3

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

### Current Controls

### Overall Score 2

Control Type	Control Name	Status	Description
Engineering Controls	Boardwalks	Completed	Boardwalks may cause slips, trips, or falls. Inspect condition of boardwalk, keep alert for uneven surfaces, keep away from edge.
Administrative Controls	Steep banks	Completed	Banks may be steep, slippery, or unstable Exercise care Consider alternate access methods Plan entry and exit routes Consider the use of fall restraint lines
Administrative Controls	Dirt/ rock slips and slides	Completed	Terrain may be unstable. Check surface for security Do not work below unstable slopes, particularly in poor weather Inspect rocks in work area for stability.
Administrative Controls	Falling trees/branches	Completed	Inspect trees for poor (e.g. hanging) branches or roots Avoid working under trees, particularly in high winds Restrain trees/branches when felling to prevent them falling on you.
Administrative Controls	Site Hazard Identification	Completed	Complete a site hazard identification before beginning work, take 5 minutes out of your day to stop yourself being hurt. Look for hazards that may cause harm and determine controls for them.
Administrative Controls	Working Alone	Completed	What will happen if you are hurt/ trapped? Consider cellphone coverage/ battery life Use a call-in procedure so help is sent if you do not check-in. Tell people where you will be working and for how long. Carry a personal first aid kit.
Administrative Controls	Members of the Public	Completed	If a member of the public confronts you: Do not respond confrontationally. Hear them out. Call police if feeling threatened. Leave the scene. Report the incident.
Administrative Controls	Use of machinery	Completed	Machinery to be operated and maintained in accordance with manufacturer's manual. PPE to be used when required. Traffic management to be implemented when required Examine site for terrain hazards (e.g. slope, surface, holes, tree roots, power lines). Trained and authorised operator only.
Administrative Controls	Other People in the Place of Work	Completed	Control visitors/other workers by using a Visitor Register and inductions. Plan work in consultation with others on site. Clear mark-outs of work area. Clear work planning with sub-contractors. Sub-contractor safety systems verified and monitored. Control and communicate site-specific hazards to all.

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

Engineering Controls	Use of Chemicals	Completed	Trained and authorised Safe Handler. Use lowest strength chemical to do task, consider safer and more environmentally friendly alternates. Minimum quantities of chemicals held and used. Use PPE as required. Procedures and equipment on site to contain spills.
Engineering Controls	Excavations	Completed	Department of Labour 'Approved Code of Practice - Excavation and Shafts for Foundations" to be complied with.
Personal Protective Equipment	PPE	Completed	PPE suitable for task to be used

### Reviews

Date	Person	Findings	Actions	Status
12/04/2010	s 7(2)(f)(i)	Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Added vehciles and litter to hazards identified and added PPE to controls. ALL other controls adequate.		Completed
01/06/2011		Added vehciles and litter to hazards identified and added PPE to controls. ALL other controls adequate.		Completed

## Fire Debris & Broken Glass on Beach

Hazard ID 437	Alert Number		
Category Site	Reported By s 7(2)(f)(ii)	Significant Hazard	No
Group City Services	Date 01/04/2010	Status	Completed
Team Parks & Leisure	Review Date 04/04/2012		

Compiled by

Description Unaware of broken glass and fire debris located on the beach or sand dunes



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Heat	Minor injury

### Current Controls

### Overall Score 3

Control Type	Control Name	Status	Description
Personal Protective Equipment	PPE	Completed	PPE suitable for task to be used
Personal Protective Equipment	First Aid Kit	Completed	Current first aid kit in vehicle
Administrative Controls	Awareness of Surroundings	Completed	Be aware of surroundings

### Reviews

Date	Person	Findings	Actions	Status
09/04/2010	s 7(2)(f)(ii)	Controls Adequate		Completed
09/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed

## Working Outdoors

Hazard ID 438	Alert Number		
Category Site	Reported By	s 7(2)(f)(ii)	Significant Hazard Yes
Group City Services	Date	14/04/2009	Status Completed
Team Parks & Leisure	Review Date	12/04/2012	

Compiled by

Description Sunburn, windburn, rain, pollen, cold exposure, glare, stings, bites, cuts, abrasions, slips, trips, falls



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Cold	Hyperthermia
Environment	External	Dust	Respiratory conditions
Environment	External	Weather	Sunstroke
Biological	Airborne	Pollen	Acute Illness
Biological	Vector Borne Diseases	Insects	Acute Illness
Environment	External	Heat	Exposure
Environment	External	Uneven surfaces	Minor injury
Ergonomic	Work Processes	Awkward posture	Back injury
Ergonomic	Work Processes	Gripping hand held tools	Back injury
Ergonomic	Work setup	Glare from sunshine	Minor injury

### Risks Identified

Risk	Risk Score
Personal Injury	2

### Current Controls

### Overall Score 2

Control Type	Control Name	Status	Description
Administrative Controls	Protection in Summer	Completed	Wear sun block and sunglasses when outside in summer
Administrative Controls	Spare clothes	Completed	Keep spare warm clothes on hand
Administrative Controls	Correct PPE Gear	Completed	Wear suitable footwear and clothing
Administrative Controls	Carry Mobile Phone	Completed	Carry mobile phone at all times and have numbers programmed in
Administrative Controls	Working off track	Completed	Do not work "off the beaten track" with out letting someone know where you are
Administrative Controls	Check grass path	Completed	Check long grass before working for insects/bees
Personal Protective Equipment	Wet Weather Gear	Completed	Have wet weather gear on hand

## Detailed Hazards - All Hazards All Groups Report Period All Records Continued

Personal Protective Equipment	First Aid Kit	Completed	Current first aid kit in vehicle
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### Reviews

Date	Person	Findings	Actions	Status
12/04/2010	s 7(2)(f)(ii)	Controls adequate		Completed
12/04/2010		Controls adequate		Completed
01/06/2011		Controls adequate		Completed
01/06/2011		Controls adequate		Completed

## Tree Climbing - Live to Play - Parks & Leisure

Hazard ID 480	Alert Number		
Category Activity	Reported By s 7(2)(f)(ii)	Significant Hazard No	
Group City Services	Date 18/10/2010	Status Completed	
Team Parks & Leisure	Review Date 01/06/2012		

Compiled by

Description Live to Play event in October where children climb trees



### Hazards Identified

Classification	Category	Hazard	Risk
Environment	External	Falling Objects	Minor injury
Physical	Heights	Falls	Serious Injury

### Corrective Controls

### Overall Score

Type	Control Type	Control Name	Status	Description
New	Administrative Controls	Safety equipment checked	Completed	All safety equipment checked and tested before Live to Play month
New	Administrative Controls	Storage	Completed	Ensure equipment is stored in a tidy manner
New	Administrative Controls	Check trees	Completed	Identify and remove dead wood from trees being used
New	Personal Protective Equipment	Check PPE	Completed	All participants must wear helmets when climbing trees, check harness is appropriate size

### Reviews

Date	Person	Findings	Actions	Status
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed

## Low Chains at Park Reserves

Hazard ID 514	Alert Number		
Category Site	Reported By s 7(2)(f)(i)	Significant Hazard Yes	
Group City Services	Date 28/03/2011	Status Completed	
Team Parks & Leisure	Review Date 28/03/2012		

Compiled by

Description Low chains between bollards at Park reserves



### Hazards Identified

Classification	Category	Hazard	Risk
Physical	Facility	Walkways / floor surfaces u	Slips, trips & falls

### Current Controls

### Overall Score 1

Control Type	Control Name	Status	Description
Administrative Controls	Awareness	Completed	Awareness at Parks where there are low chains

### Reviews

Date	Person	Findings	Actions	Status
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed
01/06/2011	s 7(2)(f)(ii)	Controls adequate		Completed