

MITRE 10 PARK GENERIC RISK REGISTER

Method of Control: E=Eliminate, S=Substitute I=Isolate, EC=Engineering Controls, AC=Administration Controls, P=Personal Protective Equipment

This risk register is to be used in conjunction with the Event management Plan

L = Likelihood, C = Consequence

Hazards Identified	Potential Harm	Initial Risk Rating L x C	Initial Risk Rating Total	Hazards Control	Method of Control	Residual Risk Rating L x C	Residual Risk Rating Total
Alcohol and Drugs	Respiratory or heart failure, loss of concentration	3 x 4	12	No consumption of drugs or alcohol is permitted while at work. Constitutes an act of Serious Misconduct.	AC	1 x 4	4
Allergies/medical conditions such as chemicals and peanuts	Respiratory or heart failure, seizures	3 x 4	12	Pre-employment - company to be advised of any allergies that could affect work at employment. Advise smangement if you have a condition or illness that could affect your work, let others know if they may be put into the position of having to help you.	AC	1 x 4	4
Chemical handling and storage	Respiratory problems, dermatitis and chemical sensitivity	3 x 4	12	Designated storage area SDS at point of handling Signage in area. Protective clothing as per SDS. Make sure incompatible chemicals are not stored together. Chemical handling training.	EC AC PPE	2 x 4	8
Cleaning, repairing and/or maintenance of machinery	Electrocution, crushing, lacerations and	4 x 4	16	Isolation procedures (Lock Out Tag Out). Train staff on correct isolation procedures. Do not perform these tasks around moving machinery .	EC AC	2 x 4	8
Computer Operator Strain	Discomfort and sprains	3 x 3	9	Ensure workstations are set up to suit the user. Refer www.habitatwork.co.nz for on-line advice in setting up workstation, stretches, and trouble shooting of any discomfort.	EC AC	2 x 2	4
Dogs	Bitten	3 x 4	12	Dogs on lead at all times Pick up dog poo and put into bag, dispose of in rubbish bin Muzzel dogs if if has violent tendenies	EC AC	2 x 4	8

MITRE 10 PARK GENERIC RISK REGISTER

Entrance/ exit to car park	Multi injuries	4 x 4	16	Take extreme care and look many times before pulling out to assess speed of traffic. Check carefully to ensure no pedestrians are in your path, especially children. Obey the parks traffic management plan including speed restrictions.	AC	1 x 4	4
Extension leads	Burns, electric shock	3 x 4	12	Only use if absolutely necessary. Always disconnect the lead before maintaining equipment. Must be inspected by a registered electrician. Visible checks are undertaken to ensure not damaged to leads. Double adaptors are not used in conjunction with extension leads Avoid leads becoming a trip hazard. Leads are protected and signage is in use to avoid vehicles driving over the leads. Earth leakage circuit breakers are always used in damp conditions or for all external work.	EC AC	1 x 4	4
Hockey field	Hitting body part	3 x 4	12	Stay clear of hockey court fence when being played on, as ball may be hit over fence Field spinklers may come on at any time, stay clear of hockey fence (read the sign)	AC	2 x 4	8
Ladders	Fall type injuries such as bruising, strains and laceration	3 x 4	12	Use only comerial rated ladders Check ladder for broken or defective parts. Use ladder correctly (1:4 ratio). Do no over-reach, tie ladders down. Refer to WorkSafe NZ guidelines on the safe use of a ladder	AC	2 x 4	8
Lighting	Eye fatigue, eye strain	3 x 2	6	All working areas adequately illuminated to Standards NZS 6730:1984, AS/NZ 1680.2.4: 1997.	EC AC	1 x 2	2

MITRE 10 PARK GENERIC RISK REGISTER

Manual handling / lifting	Sprain, strain when lifting	3 x 3	9	Do not allow unfit and/or untrained people to lift. Train people on correct lifting procedures. Reduce load if possible. Use two or more people to lift heavier objects (30kgs and above). Use trolleys and lifting devices.	EC AC	2 x 3	6
members of public							
Mobile Phones	Inattention causing harm	3 x 2	6	Make sure that it is a safe environment to use a mobile phone before making or answering a call.	AC	1 x 2	2
Obstruction in walkways / stairways	Strains, sprains, broken bones, lacerations, bruises	3 x 3	9	Ensure obstructions removed and walkways kept clear.	AC	1 x 3	3
Occupational Overuse Syndrome	Potential physical injury to fingers/arms and neck/back etc. OOS is caused by periods of tension in the muscles Stress, Fatigue	3 x 3	9	Ensure each physical work environment is ergonomically designed with people at the centre of the design. Ensure the workflow is designed to avoid overstress of employees. Trained people in risk factors of OOS.	AC	1 x 3	3
Photocopier	Ozone gas	2 x 2	4	Use photocopier in well ventilated area.	EC	1 x 2	2
Poor lighting / visibility	Various	3 x 4	12	Always wear hi viz (well maintained). Do not work when there is insufficient light. Machines use lights.	AC PPE	2 x 4	8
Portable Power Tools	Electrical shock; Cuts; being hit by flying particles	4 x 4	16	All electrics to be checked annually and tagged. Eye and hearing protection worn. Earth leakage unit used. All guards fitted and in working order. Maintain safe work practices.	AC PPE	2 x 4	8
Smoking on site	Fire risk, explosion, flammable gas	3 x 4	12	Smoking only permitted in designated areas.	AC	2 x 4	8

MITRE 10 PARK GENERIC RISK REGISTER

Stress	Mental, emotional or physical incapacity or inability to cope. Loss of concentration,	3 x 3	9	<p>Where employees appear to be experiencing high stress levels, Employee Assistance programmes are available via office manager.</p> <p>Self management in the first instance:</p> <ul style="list-style-type: none"> - Get enough sleep (go to bed earlier); - Try to exercise regularly; - Allow time-out for yourself; - Try to plan as much of the day as possible; - Practice relaxation techniques (and activities such as fishing); - - <p>Make sure you talk to workmates or family - don't bottle things up. If self management is not working and you are feeling exhausted, contact your doctor who can offer confidential advice on where to seek help.</p> <p>Refer to MBIE publication, "Stress and Fatigue".</p>	AC	1 x 3	3
Traffic	Bring down over or hit by vehicle	4 x 5	20	<p>Speed not to exceed 20kmh</p> <p>Follow road marking and signage</p> <p>Beware of children, they are unpredictable</p> <p>Pedritrians have the right of way</p>	AC	2 x 5	10