HAZARD AND RISK REGISTER

Introduction

THE <<BUSINESS NAME>> HAZARD AND RISK REGISTER

The following information is acknowledged and has been obtained from Hasmate Ltd and forms the basis for the development and improvement of the company's hazard and risk management process. The hazard and identified risks have been added to and from the knowledge and experience of the directors and involvement of employees.

TRAINING

The documented controls in this register can also be used as a training process for existing and any new employee.

HAZARD RISK ASSESSMENTS

To achieve the requirements of section 22 of the 2015 HEALTH AND SAFETY AT WORK ACT, risk assessments will be undertaken on all identified hazards using the following decision-making risk matrix. From this determination, these will be assessed for the most practicable control using the hierarchy of hazard/risk controls as set out below.

MONITORING AND ASSESSMENT

The assessment of the hazard/risk registers will take place on an annual basis, or as and when required, e.g., following an incident, or a change on codes of practice, or a change in legislation.

HAZARD RISK ASSESSMENT AND DECISION MATRIX

RISK MATRIX CHART		LIKELIHOOD				
		1	2	3	4	5
CONSEQUENCES What is the actual or potential impact of the event?		RARE Hasn't happened before	UNLIKELY Has happened before	POSSIBLE Check accident and near miss records	LIKELY The event may probably occur in most circumstances	ALMOST CERTAIN The event or hazard/risk is expected to happen
1	INSIGNIFICANT Minor injury or temporary illness which requires first aid	LOW	LOW	LOW	LOW	LOW
2	MINOR Injury or illness requiring medical assistance	LOW	LOW	LOW	MODERATE	MODERATE
3	MODERATE Notifiable event, serious harm, or illness	LOW	LOW	MODERATE	MODERATE	HIGH
4	MAJOR (Notifiable) Permanent disability or disease	LOW	MODERATE	MODERATE	HIGH	CRITICAL

Review dates V1			

5	CRITICAL (Notifiable) Potential fatalities	LOW	MODERATE	HIGH	CRITICAL	CRITICAL

RISK RATING ACTION PRIORITY SCALE

RISK LEVEL		RISK DETERMINATION CHART
D	LOW/MINOR RISK	Acceptable risk and no further action required as long as risk has been minimised as far as possible. Action: The risk needs to be reviewed periodically.
C	MODERATE/ MEDIUM RISK	Tolerable with further action required to minimise the risk. Action: The risk needs to be reviewed on a scheduled basis.
B	HIGH RISK	Unacceptable risk and further action is required immediately to eliminate or to minimise the risk. Action: Review for effectiveness and monitor until the risk controls are proven.
A	CRITICAL RISK	Unacceptably high risk. Stop the work immediately and control the scene until corrective action has been completed, reviewed for effectiveness, and monitored until the risk controls are proven.

THE HIERARCHY OF RISK/HAZARD CONTROLS

ELIMINATION OF THE RISK/HAZARD

Eliminating the hazard/risk by physically removing it is the first priority for effective hazard/risk control and must always be considered as your first option. If the hazard/risk cannot be eliminated, it is recommended that your reason for your decision to apply a lesser control option is documented.

MINIMISATION CONTROLS FOR RISKS/HAZARDS

1. SUBSTITUTION

The 1st of the **"Minimisation"** controls involves replacing something that produces a hazard (similar to elimination) with something that does not produce a hazard - e.g., water-based paint as opposed to isocyanate-based paints.

2. ENGINEERING CONTROLS

The 2nd option for minimizing and controlling hazards/risks is **"engineering"** controls. These do not eliminate the hazards/risks, but rather isolate people by guarding, replacement of machinery, etc.

3. ADMINISTRATIVE CONTROLS

The 3rd option of control. These are changes to the way people work - better planning, induction, and training procedure. Administrative controls do not remove hazards/risks but create an awareness to limit or prevent people's exposure to them.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The 4th or last option, and least effective means of controlling hazards.

Q: Will the controls I am planning to implement, be "fit for purpose"? Will they achieve the required outcome for the health and safety of myself, my workmates, visitors, customers, and for the protection of the business?

IF NO, RE-ASSESS THE CONTROLS, AND OBTAIN EXPERT OR PROFESSIONAL ADVICE.

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Contract/site specific hazards and risks	Review dates		
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Generic Hazard and risks	Review dates		
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2. Weather conditions			
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4. Fire control			
5. Access tracks and general road conditions			
6. Manual handling			
7. Chainsaw work			
8. Scrub bars			
9. Fatigue and dehydration			
10. Transporting equipment			
11. Bees and wasps			
12. Crossing rivers and streams			
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14. Chemical handling			
15. Working around helicopters			

CONTRACT/SITE SPECIFIC HAZARDS AND RISKS

Initial assessment by…… Date Assessed /

Hazard review dates						
By whom?						

Identified actual or potential hazards and/or risks	Actual or potential harm or illness	Causal factors What can cause the harm?	Risk rating			Recommended practicable controls	Control method/s	Responsibility
			Likelihood	Consequence	Risk rating (Inherent)	**Note**: These recommended controls can also be used for the training of your employees. ***Refer to the different controls of elimination or minimisation through substitution, engineering, administration, and/or PPE.***		

GENERIC HAZARDS AND RISKS

Initial assessment by…… Date Assessed /

Hazard review dates						
By whom?						

Identified actual or potential hazards and/or risks	**Actual or potential harm or illness**	**Causal factors What can cause the harm?**	**Risk rating**			**Recommended practicable controls** **Note**: These recommended controls can also be used for the training of your employees. ***Refer to the different controls of elimination or minimisation through substitution, engineering, administration, and/or PPE.***	**Control method/s**	**Responsibility**
			Likelihood	**Consequence**	**Risk rating (Inherent)**			
1) Planting operations	1. Fatality. 2. Back strain. 3. Repetitive strain/carpal tunnel. 4. Broken leg. 5. Lacerations. 6. Burns.	1. Falling over bluffs and/or steep terrain. 2. Attempting to cross swollen rivers. 3. Hyperthermia in hot weather. 4. Hypothermia in cold weather. 5. Planting bags overloaded. 6. Slipping on steep terrain. 7. Repetitive use of the planting spade. 8. Stepping into holes on old skid sites. 9. Sticks poking out of the ground. 10. Old skid sites. 11. Underground heat/hot spots collapsing. 12. Working around helicopters.				1. Develop a Safe Operating Procedure for staff on the safe methods and procedures for planting pine trees, and to train all staff prior to them starting planting. **Refer to Planting SOP.** 2. Provide all the appropriate PPE to staff.		