

Hazard Register - Office				
Significant Hazards are to be Underlined				Date Last Updated: May 2016
Task/Item/Process	What Can Cause Harm	Possible Outcomes	E I M	Controls (Actions to Reduce Risk)
<u>Electricity</u> <u>Electrical Equipment</u>	Electricity Faulty equipment Broken plugs	Electrocution	M	Check equipment Check leads Report any issues to H&S Officer
<u>Racking and Storage</u>	Collapse	Crushing Broken Bones	M	Check Racking on workplace inspection Do not over load racking Ensure product is secure on racking Report any broken or faulty racking to manager
Cleaning Chemicals & Rodent/Pest control	Contact Breathing Reaction with other chemicals	Poisoning Burns	M	Ensure correct labelling Chemicals are stored in cleaners storage cupboard Verify where traps are located
Slippery or uneven surfaces	The surface	Sprains and Strains Bruises	M	Report any issues to H&S officer/Property Manager Take care in wet Signage
Falling Objects	The object	Bruising & Crushing	M	Ensure books or records areas stacked correctly Check immediate work area Regular inspection of shelving
<u>Manual Handling</u>	Incorrect lifting	Sprains and Strains	M	Warm up Check that you can lift it safely Face in correct direction Legs slightly apart Bend knees

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Use of ladders	Falling	Crushing Break bone Death	M	Ensure ladder is secure/locked Do not climb on shelves Do not climb on top of boxes Do not use unsafe ladders & report defects Check ladder has non-skid feet
<u>Use of computers</u>	Incorrect posture Repetitive work	Occupational Overuse Syndrome Sore neck or back Sore tendons	M	Warm up Check computer is ergonomically set up Take micropauses Take breaks hourly Report any discomfort
<u>Filing Cabinets falling over</u>	Cabinet falling over	Bruising Entrapment	M	Don't open two draws at once
Shredder	Entrapment of ties, scarves, hair etc	Strangulation	M	Secure loose clothing or hair Ensure STOP button is correctly located
Use of Guillotine	The blade	Lacerations	M	Follow SOP Ensure guard is in place
<u>Driving Motor Vehicles</u>	Collision	Crushing Broken Bones Death	M	Current NZ Drivers Licence Vehicle is safe i.e. current Rego & WOF Comply with NZ Road Code Drive to the conditions Do not use your cellphone for calls or texting

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Temperature	Overly hot and cold temperatures	Heat Stress, chills and colds	M	Provide adequate heating and cooling
Working Alone	Security breach, accident or emergency	Accident or attack	M	No lone working is advised before 7am and after 9pm Lone workers must ensure that the building is secure to prevent others wandering in Work undertaken should be low risk i.e. not using a ladder or moving heavy objects
Stress & Fatigue	Mental Stress / Fatigue	Headaches and irritability; mood swings; sleeplessness; heart condition	M	Remember stress is different to pressure; Maintain manageable workloads; Maintain fitness and healthy eating; If symptoms occur, report to your manager