

### Council's Health and Safety Hazard and Risk Register

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Asset failures	Failures in the design, construction and integrity of assets, e.g. buildings, structures, public art, parks, pontoons, roads, pedestrian access, infrastructure, play equipment, fountains, etc.	<ul style="list-style-type: none"> <li>• Inadequate safety in design</li> <li>• Collapse or deterioration (full or partial)</li> <li>• Temporary works failure</li> <li>• Inadequate long-term asset maintenance programmes</li> <li>• Wear and tear and extended use</li> <li>• Vandalism</li> <li>• Natural disasters</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Applicable safety in design principles and practices shall be used during the design of Council assets to cover the complete life cycle of Council assets.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering controls</u></p> <ul style="list-style-type: none"> <li>• Mechanisms engineered so that critical systems only run at 75% (or thereabouts) as per agreed fail safe e.g. server room air conditioning.</li> <li>• All design/modifications should be independently verified and assessed as suitable.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• WCC shall ensure it meets relevant industry building regulations and standards relevant to the asset, e.g. buildings, structures, public art, parks, pontoons, play equipment, fountains, etc.</li> <li>• WCC shall ensure that it meets applicable earthquake standards as required by the Building Act, (<a href="http://www.building.govt.nz/bomd-earthquake-prone-buildings">http://www.building.govt.nz/bomd-earthquake-prone-buildings</a>) and set out in its Earthquake-prone buildings policy (<a href="http://wellington.govt.nz/services/rates-and-property/earthquake-prone-buildings/role-of-local-and-central-government/earthquake-prone-buildings-policy">http://wellington.govt.nz/services/rates-and-property/earthquake-prone-buildings/role-of-local-and-central-government/earthquake-prone-buildings-policy</a>).</li> <li>• WCC shall use the National Guidelines for the Prevention of Crime through Environmental Design, (<a href="http://www.justice.govt.nz/policy/crime-prevention/environmental-design">http://www.justice.govt.nz/policy/crime-prevention/environmental-design</a>) when designing new facilities.</li> <li>• WCC shall maintain its assets according to the requirements of its <a href="#">Service Plan</a>, including all life cycle phases and repairs as required.</li> <li>• WCC shall maintain emergency evacuation plans for its assets (as applicable), and shall ensure that drills for the requirements of these plans occur regularly.</li> <li>• WCC shall ensure that it meets all relevant parts of the WCC Code of Practice for Land Development <a href="http://wellington.govt.nz/services/environment-and-waste/urban-development/code-of-practice-for-land-development">http://wellington.govt.nz/services/environment-and-waste/urban-development/code-of-practice-for-land-development</a></li> <li>• Regular inspections of work areas / office areas e.g. six monthly checks.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Major	Rare	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Being near, on or in water	Work or public presence in any situation in which a person could lose consciousness or drown as a result of immersion in water	<ul style="list-style-type: none"> <li>Loss of consciousness</li> <li>Drowning</li> <li>Exposure to contamination causing illness</li> <li>Electrocution</li> <li>Crushing or trapping under wharves or other structural assets over water</li> <li>Vessel hazards</li> <li>Dehydration from spa/sauna</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Options for eliminating any work near, on or in water shall be considered and adopted whenever reasonably practicable.</li> <li>Applicable safety in design principles and practices shall be used during the design and layout of Council assets to cover the complete life cycle of Council assets.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Fences and other barriers shall be used around water where practicable and where necessary through regulatory requirements.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Swimming pools shall be managed in accordance with the requirements of <a href="http://www.nzrecreation.org.nz/index.php/standards/standards-poolsafe">http://www.nzrecreation.org.nz/index.php/standards/standards-poolsafe</a></li> <li>Adherence to Standards New Zealand published standards for <a href="#">pool water quality</a> and <a href="#">swimming pool design</a>.</li> <li>A Job Safety Analysis or safe work methodology shall be prepared for any work near, in or on water. This shall include arrangements for emergencies and a standby person where practicable.</li> <li>Workers required to work near, in or on water shall be trained and competent.</li> <li>Workers required to work on or in open water shall inform the harbour master (GWRC Harbour Rangers) where relevant, and shall obtain a tide and weather report prior to work starting.</li> <li>Monitoring use of spa pools / saunas to ensure members of the public and workers are using the spa/sauna safely</li> <li>Diving shall be carried out in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-occupational-diving">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-occupational-diving</a></li> <li>Any use of boats shall be carried out in accordance with <a href="http://www.maritimenz.govt.nz/Publications-and-forms/Commercial-operations/Shipping-safety/Health-and-safety/Health-and-safety-MNZ-guide.pdf">http://www.maritimenz.govt.nz/Publications-and-forms/Commercial-operations/Shipping-safety/Health-and-safety/Health-and-safety-MNZ-guide.pdf</a> <a href="http://www.maritimenz.govt.nz/Publications-and-forms/Recreational-boating/Safer-Boating-an-essential-guide-2014.pdf">http://www.maritimenz.govt.nz/Publications-and-forms/Recreational-boating/Safer-Boating-an-essential-guide-2014.pdf</a>.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Fit-for-purpose illness/injury prevention and life-saving equipment shall be maintained and available for work near, on or in water.</li> </ul>	Extreme	Rare	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Biological agents	Situations in which there is harm to health as a result of exposure to biological agents. The harm may be immediate, or may be a long-term consequence of prolonged or repeated exposures.	<ul style="list-style-type: none"> <li>Inhalation/ ingestion/ injection/ absorption of biological hazard</li> <li>Skin contact with biological hazard</li> <li>Foreign material in eye</li> <li>Infections / injuries from living / non-living animals.</li> <li>Infections from contaminated water.</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Work areas shall be isolated when appropriate.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Standard Operating Procedures shall be prepared for all categories of work that contain the potential for exposure to biological agents. Workers shall be consulted during the preparation of these plans. These plans shall provide the basis for training and inductions.</li> <li>Emergency response plans shall be communicated to all workers potentially exposed to biological agents.</li> <li>Approved bins shall be provided for the disposal of needles and sharps.</li> <li>Immediate medical treatment shall be obtained following any potential risk of contamination to a worker. The WCC <a href="#">Crisis Response</a> shall be used to determine the response provided.</li> <li>Occupational health monitoring as required.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Appropriate PPE and clothing (e.g. gloves, masks, aprons, sharps containers, long arm pincers) shall be provided to workers and required to be worn and/or used when risk of exposure to biological material is present.</li> <li>A laundering service shall be used for contaminated personal protective clothing.</li> </ul>	Minor	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Dust, asbestos and silica	Situations in which there is harm to health as a result of exposure to dust, asbestos or silica. The harm may be immediate, or may be a long-term consequence of prolonged or repeated exposures.	<ul style="list-style-type: none"> <li>Dust / silica inhalation /ingestion</li> <li>Exposure to asbestos fibres</li> <li>Foreign material in eye</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Work areas with the risk of exposure to asbestos fibres shall be isolated.</li> <li>Work areas with the risk of exposure to dust or silica shall be isolated when practicable.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>An asbestos register must be held for all WCC properties, and a copy provided to workers if there is a risk of exposure.</li> <li>All workers carrying out work in which there is a risk of exposure to asbestos fibres or dust shall receive appropriate training in the hazards associated with these, and the risk controls required.</li> <li>All work carried out associated with or in proximity to asbestos-containing materials shall be in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/new-zealand-guidelines-for-the-management-and-removal-of-asbestos-3rd-edition">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/new-zealand-guidelines-for-the-management-and-removal-of-asbestos-3rd-edition</a> and <a href="http://www.legislation.co.nz/regulation/public/1998/0443/latest/DLM269298.html?src=qs">http://www.legislation.co.nz/regulation/public/1998/0443/latest/DLM269298.html?src=qs</a></li> <li>All work carried out in which there is a risk of exposure to dust, including silica dust shall be carried out in work environments that do not exceed workplace exposure standards <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/workplace-exposure-standards-and-biological-exposure-indices/workplace-exposure-standards-and-biological-indices-2013.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/workplace-exposure-standards-and-biological-exposure-indices/workplace-exposure-standards-and-biological-indices-2013.pdf</a>.</li> <li>Water suppression and/or other dust suppression techniques and good housekeeping shall be undertaken by workers where reasonably practicable.</li> <li>Occupational health monitoring as required.</li> <li>Environmental monitoring shall be carried out where Work Exposure Standards apply.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Workers carrying out work associated with asbestos-containing materials shall be provided with personal protective equipment and clothing in accordance with the Asbestos Guidelines (above).</li> <li>Workers carrying out work associated with dust, including silica dust, shall be provided with personal protective equipment, including fit-for-purpose breathing apparatus and training for the safe use of it.</li> </ul>	Mod	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Electrical appliances and internal outlets	Work carried out in any situation where a worker would be subjected to an unsafe exposure to electricity.	<ul style="list-style-type: none"> <li>Electrical shock / burn</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Electrical repairs must only be done by a qualified person, and the power source deactivated if reasonably practicable.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>A procurement and maintenance programme and safety checklists are in place to ensure appropriate equipment is used including Residual Current Devices.</li> <li>WCC shall maintain emergency response plans.</li> <li>Persons responsible for the maintenance of electrical equipment shall ensure that appliances and leads are used, maintained, stored and checked according to the requirements of <a href="http://www.med.govt.nz/energysafety/appliances-fittings/electrical-appliances-fittings/operational-safety/safe-use-of-appliances-and-tools">http://www.med.govt.nz/energysafety/appliances-fittings/electrical-appliances-fittings/operational-safety/safe-use-of-appliances-and-tools</a>.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Minor	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Events in Council facilities or on Council-owned land	This covers potential sources of harm to members of the public and workers at events at which the Council is able to influence health and safety management.	<ul style="list-style-type: none"> <li>Activities</li> <li>Electrical, sound and lighting</li> <li>Excessive noise</li> <li>Staging and structures</li> <li>Waste management</li> <li>Set up / pack down</li> <li>Traffic</li> <li>Crowds</li> <li>Alcohol management</li> <li>Water safety management</li> <li>Amusement rides and devices, including inflatables</li> <li>Weather</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>WCC shall not accept events in which the operator cannot demonstrate that risks have been reduced to as low as reasonably practicable.</li> <li>WCC will not accept events where it cannot be demonstrated that key personnel such as site managers have appropriate experience levels.</li> <li>Roads shall be closed where reasonably practicable.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>The first step of any significant event build and/pack down should be isolating the site with appropriate barriers/fencing</li> <li>Where possible temporary power should be 'flown' e.g. strung between two poles at a sufficiently safe height above ground (see NZECP 34:2001 &amp; AS/NZS 3002:2008)'. Where flying is not practical power cables should be protected by 'yellow jacket' and placed in 'low traffic' areas only</li> <li>Power supply shall be placed below the surface where reasonably practicable e.g. permanently at frequently used locations.</li> </ul> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Event planning and risk assessment undertaken, including Council Event Request Form.</li> <li><a href="#">Event Hazard Management Plan</a> completed and relevant consents obtained.</li> <li><a href="#">Traffic Management Plan</a> completed (if necessary)</li> <li>Plans shall be completed by event organisers and provided to Council contact person, prior to event commencing for acceptance.</li> <li>WCC shall notify event organisers of any site-specific hazards.</li> <li>On-site monitoring shall be carried out during events - measuring performance against the Event Hazard Management Plan.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>PPE will be provided and used as outlined in the Event Hazard Management Plan.</li> </ul>	Major	Rare	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Excavations	Situations in which workers or the public are exposed to injury, if excavations fail	<ul style="list-style-type: none"> <li>Collapse of excavated space / face</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u> Avoid entry into excavations through the use of hydro-vac or horizontal drilling through the excavation.</p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Work practices shall be carried out according to the requirements of the Approved Code of Practice for Excavation and Shafts for Foundations, <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-excavation-and-shafts-for-foundations/excavation-acop.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-excavation-and-shafts-for-foundations/excavation-acop.pdf</a>. <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/getting-started/safety-around-excavations">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/getting-started/safety-around-excavations</a></li> <li>Geotechnical reports shall be obtained prior to the design of excavations and shafts where appropriate.</li> <li>An emergency response plan shall be prepared prior to work associated with excavations and shafts.</li> <li>Weather reports shall be obtained prior to works associated with excavations and shafts.</li> <li>Air/gas monitoring shall be carried out as required by the Approved Code of Practice for Excavation and Shafts for Foundations.</li> <li>Greater Wellington Regional Council contaminated SLUR register referred to as applicable. <a href="http://www.gw.govt.nz/selected-land-use-register-slur-register-search/">http://www.gw.govt.nz/selected-land-use-register-slur-register-search/</a></li> <li>A Job Safety Analysis or safe work methodology shall be prepared for any excavation work prior to work commencing.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Minimum PPE and other recovery equipment shall be provided as required by the Approved Code of Practice for Excavation and Shafts for Foundations.</li> </ul>	Minor	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Exposure to criminal activity	Situations where Council workers or the public are at risk as a result of criminal activities or sabotage.	<ul style="list-style-type: none"> <li>• Theft from facilities / work sites</li> <li>• Vandalism</li> <li>• Potential abuse of children or vulnerable adults</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Remove valuable items / equipment from vehicles or areas when left unattended – never leave anything on display.</li> <li>• Use Safety in Design principles to prevent / deter vandalism.</li> <li>• Pre-employment checks include criminal conviction checks if staff will be working around children and/or vulnerable adults.</li> </ul> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>• Use finishes on assets that can be easily cleaned.</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>• Provide areas in public facilities where valuables can be locked away safely where practicable.</li> <li>• Isolate work sites with security fencing to prevent unauthorised access where practicable.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• Armed robbery training provided to workers as required.</li> <li>• Reports of theft and sabotage referred to the Police to investigate.</li> <li>• Work with security team to identify practicable deterrents e.g. alarms, CCTV in some areas, effective lighting, and security checks/patrolling.</li> <li>• Signage installed in high theft areas warning people not to leave their valuables unattended.</li> <li>• Park in areas where vandalism or theft is not opportunistic e.g. in full sight</li> <li>• Consider fitting a vehicle tracking device, locking petrol cap and wheel nuts. Security mark all valuables in vehicles, such as radios and Sat Nav systems. Ensure these are bolted in</li> <li>• Lock all windows, doors and sunroofs whenever you leave a vehicle or building unattended, even for just a few minutes</li> <li>• Never leave keys in a vehicle ignition or a door.</li> <li>• WCC shall use the National Guidelines for the Prevention of Crime through Environmental Design, (<a href="http://www.justice.govt.nz/policy/crime-prevention/environmental-design">http://www.justice.govt.nz/policy/crime-prevention/environmental-design</a>) when designing new facilities.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Insignificant	Possible	Low	Accept



Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Extreme natural events	Situations in which workers are responding to emergencies resulting from extreme weather events and earthquakes, tsunamis, etc.	<ul style="list-style-type: none"> <li>Exposure to extreme weather / natural events</li> <li>Exposure to extreme temperatures</li> <li>Reduced visibility</li> <li>Asset damage</li> <li>Exposure to damaged services</li> <li>Environmental hazards e.g. fallen trees, landslides, flooding</li> <li>Fatigue, lack of resource</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Only emergency works shall be carried out during extreme natural events.</li> <li>Do not proceed if assessed as critical.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>There shall be appropriate (fit-for-purpose) and safe use of equipment to isolate workers from hazards as far as is reasonably practicable.</li> </ul> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>A <a href="#">Situational Risk Assessment</a> (task analysis) shall be completed prior to work commencing.</li> <li>The Emergency Operations Centre (EOC) is activated as necessary.</li> <li>The WCC <a href="#">Crisis Management Team</a> is activated as necessary.</li> <li><a href="#">Business Units activate their BCPs</a> as necessary.</li> <li>All workers exposed to risks shall have received emergency management and response training.</li> <li>Escalation and oversight of responders, including worker resources.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Appropriate PPE and clothing (e.g. sunscreen, wide brimmed hats, long sleeved shirts, wet weather gear) shall be provided to workers and required to be worn and / or used when there is risk of exposure to sun, wind, or rain.</li> </ul>	Mod	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Fire arms	Situations in which there is a risk of harm to members of the public and workers as a consequence of firearm discharge.	<ul style="list-style-type: none"> <li>Gun shot</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>Alternative options considered where practical</li> <li>Use suppressed firearms where possible.</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Use of firearms on WCC land is restricted to authorised workers only.</li> <li>Firearms may only be used as per the conditions for use agreed with WCC.</li> </ul> <p><u>Engineering Controls</u></p> <ul style="list-style-type: none"> <li>Firearms must have all safety features in operating order.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>All operators shall be licenced and competent to use the fire arm safely. Records of licencing shall be maintained by WCC.</li> <li>Operators must follow the firearm safety rules outlined in The Arms Code at all times <a href="http://www.police.govt.nz/about-us/publication/arms-code/what-you-must-know-about-firearms">http://www.police.govt.nz/about-us/publication/arms-code/what-you-must-know-about-firearms</a> and clause 7.21 of the Land Transport (Road User) Rule 2004 <a href="https://www.nzta.govt.nz/assets/resources/rules/docs/road-user-2004.pdf">https://www.nzta.govt.nz/assets/resources/rules/docs/road-user-2004.pdf</a></li> <li>When transporting firearms they must be kept in a locked carry bag or immobilised through the use of a trigger lock or similar device, and kept out of public view as much as practicable.</li> <li>Notification to Police and WCC prior to firearm use on WCC land.</li> <li>Signage must be displayed at all relevant locations in the work area to warn people.</li> <li>Use correct ammunition.</li> <li>Occupational health monitoring as required.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Personal Protective Equipment required will be as outlined in the particular firearm's operating manual.</li> <li>Hi-vis vests must be worn at all times.</li> </ul>	Extreme	Rare	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Fixed plant	Plant such as the equipment at Council facilities, for which either exposure to moving parts or incorrect operation / failure creates the potential for injury.	<ul style="list-style-type: none"> <li>Entanglement/ trapped</li> <li>Struck by projectile</li> <li>Uncontrolled release or inrush of pressure / energy source</li> <li>Fixed plant failure</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Applicable safety in design principles and practices shall be used during the design of Council assets to cover the complete life cycle of Council assets.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>When fixed plant is procured or modified it must meet the WorkSafe Best Practice Guidelines 'Safe Use of Machinery' and AS/NZ 4024.1 - <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery</a> <a href="http://www.business.govt.nz/worksafe/information-guidance/national-programmes/safe-use-of-machinery-in-manufacturing">http://www.business.govt.nz/worksafe/information-guidance/national-programmes/safe-use-of-machinery-in-manufacturing</a></li> <li>Managers shall use the assessment process contained in <a href="http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit/isolate-2013-choose-the-right-guard">http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit/isolate-2013-choose-the-right-guard</a> to ensure that fixed plant is adequately guarded and controlled.</li> </ul> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Managers shall use this checklist to develop a safe system of work and ensure relevant training and competency is attained <a href="http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit/control-2013-safe-system-of-work-checklist">http://www.business.govt.nz/worksafe/tools-resources/safe-use-of-machinery-toolkit/control-2013-safe-system-of-work-checklist</a>.</li> <li>Maintenance schedules.....</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>PPE shall be provided that is suitable for the particular hazards associated with the fixed plant.</li> </ul>	Minor	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Hazardous substances</b>	Chemicals that have the potential to cause injury or illness through inhalation, absorption, ingestion, or corrosion or through fire or explosion.	<ul style="list-style-type: none"> <li>Inhalation, ingestion, corrosion and absorption of hazardous substances</li> <li>Fire (potential or actual)</li> <li>Explosion (potential or actual)</li> <li>Illness through long term exposure</li> <li>Foreign material in eye</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Alternative non-hazardous substance/practice to be considered.</li> </ul> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>Where practicable, hazardous substances shall be substituted with less hazardous substances.</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Storage facilities shall comply with HSNO legislation</li> <li>Work areas shall be isolated when preparing hazardous substances and shall take account of weather conditions.</li> <li>Transport shall comply with NZTA requirements (<a href="http://nzta.thomsonreuters.co.nz/DLEG-NZL-LTSA-T.LTR-45001_1.pdf">http://nzta.thomsonreuters.co.nz/DLEG-NZL-LTSA-T.LTR-45001_1.pdf</a>).</li> </ul> <p><u>Engineering Controls</u></p> <ul style="list-style-type: none"> <li>Ventilation / exhaust systems must be in place as required and maintained.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Only WCC-approved substance transporters shall be used.</li> <li>Practices must adhere with relevant Greater Wellington Regional Environmental Plans <a href="http://www.gw.govt.nz/regional-plans-policies-and-strategies/">http://www.gw.govt.nz/regional-plans-policies-and-strategies/</a></li> <li>Practices must align with WCC <a href="#">Chemical Safety Management Guidelines</a> and the NZ Agrichemical Safety Guideline</li> <li>The controls within SDS (safety data sheets) shall be available and communicated to everyone using hazardous substances.</li> <li>Workers working with hazardous substances shall be trained, for example, <a href="#">GrowSafe, HSNO Approved Handlers, Controlled Substance Licence</a></li> <li>Managers shall develop a safe system of work and ensure relevant training and competency is attained. The system must follow <a href="http://www.hazardoussubstances.govt.nz/">http://www.hazardoussubstances.govt.nz/</a> and the organic solvent factsheet</li> <li>Staff and contractors potentially exposed to clan labs must be familiarised with the information available on the WorkSafe website - <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/ clandestine-laboratories">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/ clandestine-laboratories</a></li> <li>Occupational health monitoring as required, and environmental monitoring shall be carried out where Work Exposure Standards apply.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Minimum PPE shall be as required on an SDS.</li> </ul>	Minor	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Health and impairment	Situations in which there is a risk of harm to the physical and mental health of workers as a consequence of the way in which work is carried out, or factors that affect work.	<ul style="list-style-type: none"> <li>• Work postures</li> <li>• Sedentary behaviour Work planning and demands</li> <li>• Fatigue</li> <li>• Impairment from drugs or alcohol</li> <li>• Not physically or emotionally fit for task</li> <li>• Team culture</li> <li>• Responding to medical emergencies</li> <li>• Non-work injuries or health complications</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Safety-sensitive pre-employment checks shall be carried out to ensure that workers are able to perform the tasks that are required by their positions.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• WCC shall ensure that all workers receive the appropriate resources required to perform the tasks required by their positions. Work planning/scheduling shall be carried out to enable this.</li> <li>• Managers shall monitor the leave balances of their workers and ensure that adequate leave is being taken.</li> <li>• Ergonomically correct equipment and furniture (e.g. computer monitors and keyboards, chairs, desks, monitors, hand tools, power tools, machinery) shall be provided and set up so that they provide an ergonomically appropriate workstation.</li> <li>• Managers shall ensure that workers review the <a href="#">Work Station DVD</a></li> <li>• Managers shall ensure that WCC workers are aware of the WCC <a href="#">Stress Management Guideline</a>, the <a href="#">Wellness Strategy</a> and the <a href="#">Drug and Alcohol Policy</a>.</li> <li>• Managers shall ensure that workloads are regularly reviewed with their workers.</li> <li>• Managers shall ensure that workers are aware of the processes for early reporting of work stressors (eg excessive deadlines).</li> <li>• The WCC <a href="#">Early Intervention Physiotherapy Programme For Pain And Discomfort</a> shall be provided for WCC workers as appropriate.</li> <li>• Managers shall ensure that WCC workers are aware of the services provided by its <a href="#">EAP partner</a> Stratos.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Minor	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Helicopters / drones and other powered aviation equipment	Situations in which there is a risk of harm to members of the public and workers as a consequence aviation use.	<ul style="list-style-type: none"> <li>Entanglement/ trapping/ projectiles</li> <li>Failure of equipment</li> <li>Collision or potential collision</li> <li>Failure of Load Restraint / Loss of load</li> <li>Loss of control</li> <li>Inappropriate use of parts and attachments</li> <li>Getting on/off or in/ out of aviation equipment</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>WCC will not permit aviation activities in which the operator cannot demonstrate that risks have been reduced to as low as reasonably practicable.</li> <li>WCC will not permit aviation activities where it cannot be demonstrated that key personnel have appropriate experience levels.</li> </ul> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>Alternative options considered where practical</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Areas where aviation equipment is in use may require cordoning off and/or security workers to prevent unauthorised access to the site.</li> </ul> <p><u>Engineering Controls</u></p> <ul style="list-style-type: none"> <li>Aviation equipment must have all safety features in operating order.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>A Helicopter Permit must be completed and approved by WCC prior to any use of helicopters on WCC property.</li> <li>The Helicopter Permit must be used as a guide on what to cover off in any other aviation equipment applications.</li> <li>All operators shall be licenced and competent to use the aviation equipment safely and records of licencing are maintained, where relevant.</li> <li>Operators must follow New Zealand Civil Aviation legislation and rules at all times <a href="https://www.caa.govt.nz/">https://www.caa.govt.nz/</a> and <a href="https://www.airshare.co.nz/">https://www.airshare.co.nz/</a></li> <li>Signage must be displayed at all relevant locations in the work area to warn people.</li> <li>Emergency communication options must be in place.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Personal Protective Equipment required will be as outlined in the particular aviation equipment's operating manual.</li> <li>Hi-vis vests must be worn at all times, including by workers/other people on site where relevant.</li> </ul>	Extreme	Rare	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Ignition sources	Any situation (other than hazardous substances) where there is an ignition source that could lead to a fire at a Council-owned or operated fixed / mobile asset or environment.	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Explosion</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Applicable safety in design principles and practices shall be used during the design of Council assets to cover the complete life cycle of Council assets.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• WCC shall adhere to the Electricity and Gas legislation, standards and codes of Practice <a href="http://www.med.govt.nz/energysafety">http://www.med.govt.nz/energysafety</a></li> <li>• WCC shall use the National Guidelines for the Prevention of Crime through Environmental Design, (<a href="http://www.justice.govt.nz/policy/crime-prevention/environmental-design">http://www.justice.govt.nz/policy/crime-prevention/environmental-design</a>) when designing new facilities.</li> <li>• WCC shall maintain its assets in accordance with the requirements of the Fire Safety in Buildings Regulations (<a href="http://www.legislation.govt.nz/regulation/public/2006/0123/latest/DLM382016.html">http://www.legislation.govt.nz/regulation/public/2006/0123/latest/DLM382016.html</a>)</li> <li>• WCC shall maintain its assets according to the requirements of its <a href="#">Service Plan</a>, including repairs as required.</li> <li>• WCC shall maintain emergency evacuation plans for its assets, and shall ensure that drills for the requirements of these plans occur regularly.</li> <li>• WCC shall ensure that appropriate and compliant fire safety equipment is available for use.</li> <li>• WCC shall ensure that appropriate training in the safe use of fire safety equipment is provided to workers.</li> <li>• Any work commissioned by WCC must have all relevant certifications from certified providers</li> <li>• Monitoring of environment to determine appropriateness of work activities and level of risk.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Mod	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Manual handling	Any situation in which a task exposes a worker to the risk of a musculo-skeletal injury, as a consequence of a mis-match between the task, or the way the task is performed, and the physical capability of the person for that task.	<ul style="list-style-type: none"> <li>One off strain / sprain</li> <li>Repetitive activity</li> <li>Mishandling of material(s)</li> <li>Design/purchase of equipment that is too heavy/awkward.</li> <li>Poor design of an area i.e. benches wrong height, or uneasy access leading to not being able to do a task safely</li> <li>Incorrect use of tools/equipment</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Workplaces and operational vehicles shall be designed so that the height of shelves, benches and storage areas eliminate, as far as reasonably practicable, the manual lifting of loads.</li> </ul> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>Procurement decisions shall take into account weight and other manual handling factors for items designed to be handled by workers. High risk items shall be substituted for lower risk items where reasonably practicable.</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Manual handling shall be carried out in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice-for</a></li> <li>Except during an emergency, mechanical lifting aids and trolleys and/or two person lifts shall be used for loads &gt;25 kg.</li> <li>Methods for safe lifting shall be documented and made available to workers.</li> <li>Training shall be provided for workers who are regularly required to lift and carry loads, using documented safe methods for lifting and carrying.</li> <li>Workplace processes that require regular lifting and carrying shall be designed to enable variation and rotation.</li> <li>Pre-employment assessment for some roles to identify potential issues and ensure people are fit and capable for the role applied for.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Minor	Possible	Mod	Accept



Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Noise	Situations in which there is harm to health as a result of exposure to noise. The harm may be immediate, or may be a long-term consequence of prolonged or repeated exposures.	<ul style="list-style-type: none"> <li>Exposure to noise</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Workplace noise sources that have the potential to result in noise levels above 85dBA shall be eliminated where practical.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Work areas with the risk of exposure to noise shall be isolated where practicable.</li> </ul> <p><u>Engineering Controls</u></p> <ul style="list-style-type: none"> <li>Noise levels shall be engineered out or reduced where reasonably practicable. Consider the use of baffles / sound proof rooms.</li> </ul> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>All work carried out associated with potential exposure to noise shall be in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-%20noise-in-the-workplace/workplace-noise-acop-pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/acop-%20noise-in-the-workplace/workplace-noise-acop-pdf</a>.</li> <li>Occupational health monitoring, e.g. hearing conservation programmes including testing of employees hearing where exposure to excessive exposure to noise is a hazard.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Workers carrying out work in which they are exposed to noise shall be provided with personal protective equipment, including fit-for-purpose hearing protection, according to the requirements of the Code of Practice above.</li> </ul>	Minor	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Other mobile equipment	Other types of mobile equipment, (fork-lifts, specialist road working equipment, brush chippers, diggers, rollers, tractors, mobile elevated work platforms).	<ul style="list-style-type: none"> <li>Collision or potential collision</li> <li>Failure of Load Restraint / Loss of load</li> <li>Loss of control</li> <li>Entanglement/trapping/projectiles</li> <li>Failure of mobile equipment</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>A <a href="#">procurement and maintenance programme and mobile equipment safety checklists</a> shall be used to ensure purchased, hired and leased mobile equipment is safe and fit for purpose.</li> <li>When plant is procured, hired, leased or modified it must meet AS/NZ 4024.1 and the WorkSafe Best Practice Guidelines for Safe Use of Machinery  <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery</a>  <a href="http://www.business.govt.nz/worksafe/information-guidance/guidance-by-hazard-type/machinery">http://www.business.govt.nz/worksafe/information-guidance/guidance-by-hazard-type/machinery</a>  <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/mewp">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/mewp</a>  <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/keeping-safe-around-moving-plant-fact-sheet">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/keeping-safe-around-moving-plant-fact-sheet</a></li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Operator competency checks specific to the vehicle / equipment being used shall be completed for all new operators</li> <li>All workers driving Council equipment shall have a current and valid drivers' licence appropriate for the type of vehicle.</li> <li>Any modifications shall be independently certified as being safe and suitable.</li> <li>Special purpose vehicles shall comply with applicable industry standards. They shall include safety equipment such as reversing beepers in accordance with these standards.</li> <li>Loads shall be secured in accordance with NZTA requirements (<a href="https://www.nzta.govt.nz/resources/roadcode/heavy-vehicle-road-code/tlc-general-requirements/load-securing-equipment/">https://www.nzta.govt.nz/resources/roadcode/heavy-vehicle-road-code/tlc-general-requirements/load-securing-equipment/</a>).</li> <li>Standard operating procedures shall be prepared for mobile equipment. These shall provide for the use of signs and spotters, security, storage, cleaning where practicable.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Moderate	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Personal confrontation	Any situation where a worker is exposed to verbal / psychological abuse or threats, or actual or potential violence.	<ul style="list-style-type: none"> <li>Public confrontation – physical and/or verbal</li> <li>Bullying / harassment</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Where possible, WCC shall eliminate the need to expose workers to personal confrontation, e.g. by making information available to the public remotely through digitising records.</li> <li>In extreme cases where repetitive behaviour is involved consider trespassing, in consultation with the Issues Resolution Office.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Workplaces shall be configured to create natural barriers and separation using seating arrangements, furniture, clear access/egress areas, and visible evidence of CCTV cameras.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Workers shall have the discretion to not enter a property or area if they have a safety concern.</li> <li>Reports of personal confrontation, in particular any physical assaults or personal threats made, must be referred to the Police to record and investigate if the situation warrants it.</li> <li>A lone worker device shall be provided to workers potentially exposed to confrontation.</li> <li>Site Alert Lists shall be maintained and communicated to workers. These shall identify at-risk properties, clients, public, and dogs.</li> <li>Standard Operating Procedures shall be prepared for all categories of work that contain the potential for exposure to personal confrontation. Workers shall be consulted during the preparation of these plans. These plans shall provide the basis for training and inductions. Reference to <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/violence-at-work-a-guide-for-employers-and-employees-on-dealing-with/violence.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/violence-at-work-a-guide-for-employers-and-employees-on-dealing-with/violence.pdf</a> may assist.</li> <li>A tracking system and means of communication for workers potentially exposed to personal confrontation away from their offices, shall be established, for example using office in/out boards, outlook calendars, texting supervisor arriving/departing sites, RT/cellphone communications, GPS fleet tracking, lone worker devices, and tailgate meetings at start of working day with team.</li> <li>Workers shall receive training in customer service, dealing with difficult situations, non-violent crisis intervention, armed robbery and dealing with aggressive dogs.</li> <li>Security personnel shall provide assistance with assessment of premises, if requested.</li> <li>If a worker is at risk of serious injury or being detained, while working alone, the WCC <a href="#">Crisis Response (Serious Incident Protocol)</a> shall be used to determine the response provided.</li> <li>Bullying shall be prevented and managed in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/bullying-guidelines/workplace-bullying">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/bullying-guidelines/workplace-bullying</a> and <a href="#">Council's guidelines for Workplace Harassment and Bullying</a>.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Workers shall be provided with a lone worker device if required.</li> </ul>	Mod	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Stacking, racking and material storage</b>	Material that is stored in either racks (archived documents, tools and equipment), as well as stockpiles and storage of natural materials, waste and logs. Inadequate set up and maintenance of racking and storage systems.	<ul style="list-style-type: none"> <li>• Fall of materials from storage</li> <li>• Collapse of a product/material stockpile</li> <li>• Racking failure</li> <li>• Blocked access / exit</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Applicable safety in design principles and practices shall be used during the design of Council assets to cover the complete life cycle of Council assets.</li> <li>• Where possible, WCC shall eliminate the need to stack materials, for example through digitising records or discarding redundant items.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>• Where possible, materials shall be stored in locations where they are isolated from other workers or the public.</li> <li>• Mobile ladders / platforms guarded to prevent falls where practicable.</li> </ul> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• WCC shall maintain its assets according to the requirements of its <a href="#">Service Plan</a>, including repairs as required.</li> <li>• All materials shall be stacked and/or racked in accordance with <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/disaster-recovery-stacking-and-shelving-hazards/stacking-shelving-hazards.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/disaster-recovery-stacking-and-shelving-hazards/stacking-shelving-hazards.pdf</a></li> <li>• WCC shall use signs to notify workers and other people of hazards arising from stored materials and areas to be kept clear.</li> <li>• Audits, inspections, building WOF, <a href="#">office hazard checklist</a> are undertaken to ensure access/egress areas are kept clear at all times.</li> </ul> <p><u>Personal Protective Equipment</u></p>	Mod	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Surface conditions	Situations in which there is a risk of injury as a consequence of uneven, or slippery surfaces, or obstacles in the environment	<ul style="list-style-type: none"> <li>Slips, trips or falls from uneven surface</li> <li>Slips, trips or falls from slippery surface</li> <li>Slips, trips and falls caused by obstacles</li> <li>Trips or falls into holes/dips</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Replace or cover slippery surfaces with non-slip solutions.</li> <li>Repair uneven surfaces to eliminate trip hazards.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>Areas where there are slip, trip or fall hazards shall be isolated where reasonably practicable.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Areas where there are slip, trip or fall hazards and it is not reasonably practicable to isolate these, shall have signs.</li> <li>Keep access ways clear and good housekeeping practices.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>Safety footwear shall be worn in outside environments where there are slip, trip or fall hazards.</li> </ul>	Mod	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Tools and equipment</b>	The use of tools and equipment by workers, leading to actual or potential injury.	<ul style="list-style-type: none"> <li>• Equipment failure</li> <li>• Wrong or inadequate tool for task</li> <li>• Incorrect use of tool / poor positioning</li> <li>• Inadequate securing of tools from unauthorised use or access</li> <li>• Exposure to vibration</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <ul style="list-style-type: none"> <li>• Where practicable, tools and equipment shall be substituted with less hazardous tools or equipment e.g. quieter or more ergonomic equipment.</li> </ul> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>• Tools and equipment shall be fitted with appropriate guards, barriers, lock out/tag out and safety devices, and these shall be maintained in good working order.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• A procurement and maintenance programme and safety checklists are in place to ensure tools and equipment are safe and fit for purpose.</li> <li>• All operators shall be trained and competent to use the tools/equipment safely and records of training are maintained.</li> <li>• Standard operating procedures shall be prepared for the use of all powered tools and equipment. These shall incorporate safe use requirements contained in suppliers operating manuals, industry standards or similar.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>• Appropriate personal protective equipment shall be provided in accordance with manufacturer's instructions and hazard assessment.</li> </ul>	Mod	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Traffic and pedestrian movement during work activities</b>	This covers potential sources of harm to members of the public and workers when work activities are being undertaken. This may include on WCC premises where public or worker exclusion is required.	<ul style="list-style-type: none"> <li>• Vehicle collision or potential collision, other vehicle</li> <li>• Vehicle collision or potential collision, pedestrian</li> <li>• Breach of exclusion zone</li> <li>• Loss of control of vehicles and / or equipment</li> <li>• Loss of load from vehicle and / or machinery</li> <li>• Slips, trips and falls from uneven surface or into exposed voids/chambers</li> <li>• Slips, trips and falls from slippery surface</li> <li>• Slips, trips and falls caused by obstacles</li> </ul>	<p><u>Eliminate</u></p> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>• Traffic Management practices shall be provided for as required by the Code of Practice for Temporary Traffic Management, (<a href="http://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html">http://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html</a>). Exceptions to this may only permitted by the Road Controlling Authority and must be in writing e.g. community garden work on berm.</li> <li>• Always ensure safe travel routes for traffic, pedestrians and cyclists.</li> </ul> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• All road corridor activities shall be set up and operated in accordance with an approved <a href="#">Traffic Management Plan(s)</a>.</li> <li>• Workers shall have appropriate training and competency in temporary traffic management and site traffic management supervision.</li> <li>• Housekeeping maintained at all times</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>• Minimum PPE shall be according to the requirements of the Code of Practice for Temporary Traffic Management.</li> </ul>	Mod	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Vehicles on/off roads (including bicycles)</b>	Two or four-wheeled vehicles and bicycles that are permitted for use on public roads. These may also be used off-road.	<ul style="list-style-type: none"> <li>Collision or potential collision</li> <li>Failure of Load Restraint / Loss of load</li> <li>Loss of control</li> <li>Inappropriate use of vehicle parts and attachments</li> <li>Getting on/off or in/out of vehicles</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>WCC workers shall walk or use public transport, where practicable and efficient.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>A <a href="#">procurement and maintenance programme</a> and <a href="#">vehicle safety checklists</a> shall be used to ensure purchased, hired and leased vehicles are safe and fit for purpose. This shall be used to ensure that vehicles have correct tyre specifications, in particular for vehicles that may be used off-road. GPS tracking devices may be required.</li> <li>Drivers shall comply with the WCC <a href="#">Policy for Vehicle Use</a>.</li> <li>All workers driving Council vehicles shall have a current and valid drivers' licence appropriate for the type of vehicle.</li> <li>Drivers shall be trained and competent for trailer use before towing a trailer.</li> <li>Drivers towing loads shall comply with the NZTA Guidelines <a href="http://www.nzta.govt.nz/assets/resources/glovebox-guide-safe-loading-towing/docs/guide-safe-loading-towing.pdf">http://www.nzta.govt.nz/assets/resources/glovebox-guide-safe-loading-towing/docs/guide-safe-loading-towing.pdf</a>.</li> <li>Drivers shall be trained and competent for off-road use before using any vehicle off-road.</li> <li>Drivers shall only operate on approved routes/areas off-road.</li> <li>Monitor driver behaviour (speeding etc.) using fleet tracking reports where relevant.</li> <li>Drivers will be reported and monitored in the NZTA Driver Check system</li> </ul> <p><u>Personal Protective Equipment</u></p>	Major	Rare	Mod	Accept



Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Work at height	<ul style="list-style-type: none"> <li>Work carried out in any situation in which a worker could fall.</li> <li>Work carried out in any situation where people in the vicinity could be injured by falling objects.</li> </ul>	<ul style="list-style-type: none"> <li>Fall from elevated location – above ground</li> <li>Fall from ground level to below</li> <li>Fall through penetration covers</li> <li>Falling objects</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Alternative options that eliminate the need to work at height shall be considered and adopted whenever reasonably practicable.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <ul style="list-style-type: none"> <li>If work at height is required, workers shall utilise suitable safe work at height equipment, (excluding ladders and harnesses) and comply with the requirements in <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand</a></li> <li>Controls shall be in place to prevent the fall of objects from height e.g. toe boards, safety nets, exterior scaffold cloth</li> <li>Scaffolding shall comply with the requirements in <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/scaffolding-best-practice-guideline-for-scaffolding-in-new-zealand">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/scaffolding-best-practice-guideline-for-scaffolding-in-new-zealand</a>.</li> <li>Elevated work platforms shall be used in accordance with the requirements of <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/mewp">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/mewp</a></li> <li>Work on roofs shall comply with the requirements in <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-on-roofs">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-on-roofs</a></li> <li>Scaffolding must be left in a safe state when workers are not on site – with methods for preventing public access actioned e.g. area cordoned off with fence, removal of ladders.</li> <li>Roof access restricted to authorised people only where reasonably practical eg civic complex.</li> </ul> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>A Job Safety Analysis or safe work methodology shall be prepared for any work at height.</li> <li>Workers required to work at height shall be trained and competent.</li> <li>Ladders shall be used for short duration work (minutes not hours) or access only. Use shall comply with the requirements of <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-working-with-ladders-and-stepladders/factsheet-safe-working-ladders-stepladders.pdf5">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-working-with-ladders-and-stepladders/factsheet-safe-working-ladders-stepladders.pdf5</a>.</li> <li>All floor penetration covers shall be fit for purpose and secured.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>All workers who are required to work at height shall have fall prevention equipment as specified in <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf</a> and be trained and competent in its use.</li> </ul>	Moderate	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
<b>Working alone / remote work</b>	Work carried out in any situation in which a worker could be injured as a consequence of working alone or in remote areas.	<ul style="list-style-type: none"> <li>• Prolonged exposure to weather</li> <li>• Inability to access help</li> <li>• Vulnerability to attack / threatening behaviour</li> <li>• Mental stress and fatigue</li> <li>• Remote/isolated areas</li> <li>• Dense/restricted access to bush/WCC estate</li> <li>• Working at night including closing facilities</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>• Where practicable, any remote or high risk hazardous work shall be carried out in pairs.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>• A tracking system for workers working alone shall be established, for example using office in/out boards, outlook calendars, texting supervisor arriving/departing sites, RT/cellphone communications, GPS fleet tracking, lone worker devices, and tailgate meetings at start of working day with team.</li> <li>• Emergency response plans shall be prepared and communicated to workers. Plans shall include activation of duress alarms, calling ICE (in case of emergency) number, notifying emergency services, access to emergency equipment and supplies, and notifying security.</li> <li>• If a worker is injured while working alone, the WCC <a href="#">Crisis Response</a> shall be used to determine the response provided.</li> <li>• Workers required to work alone or in remote locations shall be trained and competent.</li> <li>• Site co-ordinates mapped and available.</li> </ul> <p><u>Personal Protective Equipment</u></p> <ul style="list-style-type: none"> <li>• Lone workers shall be provided with a means of emergency communication.</li> <li>• Remote workers shall be provided with adequate clothing for the range of weather conditions that could be encountered.</li> </ul>	Mod	Unlikely	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Work in confined spaces	<p>Work carried out in any situation in which a worker could be injured or become ill, as a result of conditions that occur as a result of the work area being restricted.</p> <p><i>Note: A confined space means an enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person; and is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and is or is likely to be a risk to health and safety from: an atmosphere that does not have a safe oxygen level, or contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or harmful concentrations of any airborne contaminants, or engulfment.</i></p>	<ul style="list-style-type: none"> <li>Exposed to hazardous energy / substance</li> <li>Exposure to gases / Fumes</li> <li>Engulfed</li> <li>Trapped</li> <li>Inrush of water / mud / debris</li> <li>Oxygen depletion</li> <li>Impact with confined space walls or ceiling</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Options for eliminating any work in confined spaces shall be considered and adopted whenever reasonably practicable.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Except in emergencies, no work shall carried out at times during which the air temperature is too great and poses health risks to the worker –air temperature measures must be undertaken on regular frequencies .</li> <li>All work in a confined space must comply with the requirements in AS 2865:2009.</li> <li>An Entry Permit / Job Safety Analysis shall be prepared for any work in confined spaces. This shall include arrangements for a standby person and for evacuation and emergency response plans.</li> <li>Air testing shall be carried out to verify that the environment within a confined space is suitable for entry, and then monitored for safe occupation as required.</li> <li>Workers required to work in confined spaces, and as standby’s shall be trained and competent.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>PPE for work in confined spaces shall comply with the PPE requirements in AS 2865:2009</li> </ul>	Mod	Rare	Low	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Working outside	Work undertaken in the outside environment in which a worker could be injured or suffer health effects as a consequence of working in prolonged sun, heat, humidity, rainfall or cold.	<ul style="list-style-type: none"> <li>Exposure to UV light / radiation / lasers</li> <li>Weather conditions</li> <li>Exposure to broken glass and litter</li> <li>Exposure to poisonous or hazardous plants</li> <li>Exposure to debris blown by wind</li> <li>Dense/restricted access to bush/WCC estate</li> <li>Working at night – reduced visibility, antisocial behaviour</li> <li>Steep terrain</li> <li>Unsecure banks/rocks</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Only emergency works shall be carried out during extreme weather.</li> </ul> <p><u>Substitute</u></p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering Controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>Job safety analyses or safe work methodologies for external work shall include assessment and controls for exposure to weather conditions and outdoor hazards</li> <li>Work schedules shall be set up to reduce the duration of work in direct weather conditions where reasonably practicable e.g. shaded areas during peak hours of the day, work in sheltered areas in moderate wind.</li> <li>Occupational health monitoring as required</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Appropriate PPE and clothing (e.g. sunscreen, wide brimmed hats, long sleeved shirts, wet weather gear) shall be provided to workers and required to be worn and / or used when there is risk of exposure to sun, wind, or rain.</li> <li>Personal protective equipment and clothing shall be provided to ensure that workers are not injured or made ill by exposure to hazardous plants and litter.</li> </ul>	Minor	Possible	Mod	Accept

Hazard Category	Hazard Description	Injury Mechanisms	Controls	Consequence	Likelihood	Risk	Treat / Accept
Work with or in the vicinity of services	Situations in which workers or the public are exposed to injury, if Council work contacts or damages services, in particular gas and electricity.	<ul style="list-style-type: none"> <li>Service strike during underground works</li> <li>Service strikes during above ground works</li> <li>Outage impacts e.g. power/gas/water cut to critical service facility</li> </ul>	<p><u>Eliminate</u></p> <ul style="list-style-type: none"> <li>Applicable safety in design principles and practices shall be used during the design of Council assets to cover the complete life cycle of Council assets.</li> <li>Where practicable, risk should be eliminated before works are carried out, for example turning power off.</li> </ul> <p><u>Substitute</u></p> <p>Consider use of hydro-vac or threading items to reduce damage to services.</p> <p><u>Isolate / Prevent Contact</u></p> <p><u>Engineering controls</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> <li>WCC shall adhere to 'Think Safe, Work Safe, Home Safe' booklet 'Your Guide to Working on the Road and Staying Alive, published by the NZ Utilities Advisory Group <a href="http://www.powerco.co.nz/uploaded_files/Safety/NZUAGRoadWorkersBookletWeb.pdf">http://www.powerco.co.nz/uploaded_files/Safety/NZUAGRoadWorkersBookletWeb.pdf</a></li> <li>Corridor Access Request or alternative land owner approval received from WCC</li> <li>WCC shall use the Before U Dig service <a href="http://www.beforeudig.co.nz/#">http://www.beforeudig.co.nz/#</a> an online service enabling anyone undertaking excavation works to obtain information on location of underground pipes and cables.</li> <li>Work shall be carried out according to the requirements of WorkSafe Guide for Safety with Underground Services, (<a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/underground-services-guide-for-safety-with/underground.pdf">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/underground-services-guide-for-safety-with/underground.pdf</a>).</li> <li>Comply with ECP34 Electrical Safe Distances <a href="http://www.energysafety.govt.nz/legislation-policy/electricity-acts-regulations-codes/standards-and-codes-of-practice/new-zealand-electrical-codes-of-practice">http://www.energysafety.govt.nz/legislation-policy/electricity-acts-regulations-codes/standards-and-codes-of-practice/new-zealand-electrical-codes-of-practice</a></li> <li>A Job Safety Analysis or safe work methodology shall be prepared for any work with or in the vicinity of services prior to work commencing.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>Appropriate PPE and clothing shall be provided to workers and required to be worn and / or used when there is the risk of exposure to services.</li> </ul>	Mod	Unlikely	Mod	Accept