

HAZARDS IDENTIFICATION PLAN – 6 MIMBA PLACE WURTULLA QLD. 4575

PPE

HAZARD	POTENTIAL RISK	RISK CONTROLS
Exposure to falling objects	Personal injury, death	Safety helmets, steel cap protective footwear and high visibility garments are to be worn on site at all times unless a documented risk assessment has been undertaken to indicate otherwise. Lace up type footwear is preferred over other types as risk of ankle injury/roll can be minimised through use of this footwear.
Exposure to Noise	Personal injury	Substitute the hazard with plant or processes that are quieter modify plant and processes to reduce the noise using engineering controls. Isolate the source of noise from people by using distance, barriers, enclosures and sound-absorbing surfaces. Use safety ear muffs or ear plugs when the risks arising from exposure to noise cannot be eliminated or minimized.
Exposure to heated materials + chemicals	Person injury, death	Safety gloves, masks, glasses are to be readily available for use on sites at all times unless a documented risk assessment has been undertaken to indicate otherwise.

WASTE MATERIALS / HOUSEKEEPING

HAZARD	POTENTIAL RISK	RISK CONTROLS
Slips, trips, falls	Personal injury, death	Ensure an adequate system for collecting, storing and disposing of excess waste materials is provided throughout the entire duration of its construction activities on site. Ensure that there is enough space to safely store materials, plant and equipment on site. Contractors are to monitor their work areas to ensure that they are clear of rubbish and that they keep materials stacked and stored correctly and in designated areas on site. Take measures to ensure amenities are regularly cleaned Ensure appropriate, safe and clear access to and from the workplace at all times. Contractors must ensure that their work areas are maintained in a clean and tidy condition and waste is not allowed to accumulate so it presents a hazard. Ensure that an adequate number of safety signs are safely erected to provide guidance and warnings to contractors and members of the public.

SIGNAGE

HAZARD	POTENTIAL RISK	RISK CONTROLS
Non-identification of an area/activity with inherent risks / exposure to hazards	Personal injury, death Property damage	Display signage to avoid hazards: For example: • Construction Site – Do Not Enter • All Visitors Must First Report to the Site Office • Safety Helmets Must Be Worn • Protective Footwear Must be Worn

		• High Visibility Clothing Must be Worn • First Aid • Site Office • Fire Extinguishers • Footpath Closed • Nailing Gun/Tool • Explosive Power Tool
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LIGHTING

HAZARD	POTENTIAL RISK	RISK CONTROLS
Slips, Trips, Falls Inability to see site hazards	Personal injury, death	Provide lighting on site sufficient and suitable for the illumination of all common areas including stairways, corridors and passageways where persons must frequent, pass or use in the performance of their work or in passage to or from their work area. Wire guards or diffuses are required to be provided to all lighting to prevent damage. Relocatable lighting is not to be placed in a position where it presents a trip hazard Emergency lighting- Sufficient battery powered lighting (minimum 1 hour capacity) is to be installed in stairways, passageways and adjacent to switchboards to allow safe access to and egress from the area if there is insufficient natural "lighting". Lighting levels are to be in accordance with AS1680, Parts 1 and 2.

WORKING ON ROADS / TRAFFIC MANAGEMENT

HAZARD	POTENTIAL RISK	RISK CONTROLS
Inadequate planning	Property damage, personal injury, death	Site investigation undertaken. TMP compiled by accredited traffic management organization. Police and local authority permits received.
Workers being struck by vehicles	Property damage, personal injury, death	All personnel to wear high visibility clothing. Traffic management in place and checked against TMP. Vehicles moving inside work area to move slowly with audio and visual alerts on. Spotters used for vehicles reversing inside work zone.
Collision between plant/vehicles and public vehicles	Property damage, personal injury, death	Traffic controllers to hold and release traffic to allow safe entry/exit. Site / plant vehicles to obey directions from traffic controllers. Operators / drivers to stay alert to public vehicle movement
Pedestrians struck by site plant/vehicles	Property damage, personal injury, death	Alternate footpath arrangements put in place. Traffic controllers manage pedestrian traffic. Operators/drivers stay alert to pedestrian traffic. Operators / drivers obey directions from traffic controllers.

OVERHEAD CABLING & POWER SUPPLY

HAZARD	POTENTIAL RISK	RISK CONTROLS
Overhead Power Lines	Injury or death	Tiger tails to be fitted

Electrical	Electrocution from damaged or wet switchboard	Ensure the switchboard is in good, dry condition before you use it. Look for any damage or moisture prior to plugging in your leads or tools i.e. GPO is secure / no bare wiring
Electrical	Electrocution from wet equipment	Make sure all leads and tools are dry before use – water can seep into brittle plug ends - if in doubt DO NOT USE
Electrical	Electrocution from connecting damaged leads / tools	Make sure all leads and tools are free from damage before plugging into boards – visually inspect plugs and cables – ensure test tag is in date
Electrical	Electrocution from exposed wiring during removal of lead or tool	Switchboards are provided with an insulated or covered tie bar - a means to prevent mechanical strain at plug connections. Make sure the tie bar is used so that wiring does not become exposed if leads are stretched from being caught or pulled during work.
Electrical	Exposed wiring during removal of lead or tool	Always remove plug by pulling on the plug – not yanking on the lead.
Electrical	Electrocution from sparks/slag entering open switchboards	Make sure that the door to switchboards is kept closed except when access is required. Report a broken or damaged door / latch immediately.
Electrical Cuts and bruising	Unplanned movement or toppling of switchboard	Switchboards must be securely attached to a pole, post, wall, floor or other structure unless of a stable, freestanding design that takes into account any external forces that may be exerted on the switchboard, for example, by leads.
Slip trip fall due to poor housekeeping	Various injuries	Switchboards must be located in readily accessible areas with good access – do not place waste or store materials around switchboards

SAFE USE OF LADDERS

HAZARD	POTENTIAL RISK	RISK CONTROLS
Working at Heights	Falling from height	Ladders are not to be used on working platforms or scaffolding or to gain height above a protected edge.
Working at Height	Falling from height	Platform type ladders are preferred to step ladders
Breakage	Falling from height	Ladders are to be of industrial type with the manufacturer's safe work load (i.e. >120kg) clearly visible.
Carrying equipment	Falling from height	To climb a ladder safely, people are required to keep three points of contact at all times.
Slipping	Falling from height	Rungs must be clean and in good condition – not bent or broken
Ladder slip	Falling from height	Ladder must have rubberized footing in good condition. Extension ladders must be tied off top and bottom and at an angle of 1 in 4.
Ladder tilt	Falling from height	All ladders must be set up on a solid, level base in such a way as they cannot move.
Unplanned movement	Falling from height	The base of the ladder must be protected from traffic or anything which could cause the ladder to move or fall.
Working at Heights	Fall from heights	The third rung from the top of the ladder is the limit to what the ladder can be climbed.
Slipping	Falling from height	Ladders must be climbed/descended while facing the ladder.

All the above	Prosecution	The owner / supplier of the ladder is responsible for the safety of those who use it or others that borrow it.
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HAZARDOUS MANUAL TASKS

HAZARD	POTENTIAL RISK	RISK CONTROLS
Lifting heavy objects	Personal injury, muscular strains	Use mechanical lifting aid, team lifts, assess and plan the lift before attempting, keep load close to body, bend knees not the back
Lifting objects from above shoulder height	Personal injury, muscular strains	Always use an approved ladder/device to lift or place objects above shoulder height
Bending the back while lifting	Personal injury, muscular strains	Always bend at the knees while lifting
Twisting while lifting	Personal injury, muscular strains	NEVER twist while lifting, turn lead foot toward direction of travel and bring trailing foot to lead.
Repetitive movement	Personal injury, muscular strains	Take regular breaks on repetitive lifts.
Cluttered walkways	Slips, Trips, Falls	Clear all walkways before moving objects.
Sustained or awkward posture	Personal injury, muscular strains	Ensure posture is balanced and symmetrical.

USING HAZARDOUS CHEMICALS

HAZARD	POTENTIAL RISK	RISK CONTROLS
Inhalation	Respiratory illness poisoning	PPE as stated on SDS. If unsure do not proceed.
Ingestion	Poisoning, Internal injury	PPE as stated on SDS. Labelling of containers. Not to be stored in drink or food containers.
Eye & Skin Contact	Chemical reaction, personal injury, poisoning	PPE as stated on SDS. If unable do not proceed.
Storage & Spills	Property damage, personal injury, environmental damage, incompatible chemicals	Storages as per SDS. Clean up procedure as per SDS.

HAZARDS REPORT PLAN – 6 MIMBA PLACE WURTULLA QLD. 4575

Effective safety management relies on hazards and unsafe work being identified and reported as part of normal work practice, and being rectified as soon as possible. All people at work should be encouraged to participate in hazard identification and reporting. Using this form in the hazard identification and reporting process also promotes consultation on safety issues at the workplace.

HAZARD REPORT			
Reported by			
Contact details			
Date / time hazard identified			
Hazard location			
Details of Hazard and recommended corrective actions			
Have incidents been caused by this hazard	Yes ☐	No ☐	Don't know ☐
Signature.....Print Name.....Date.....			
SITE MANAGER / WORK HEALTH AND SAFETY ADVISER			
Risk priority rating	High ☐	Moderate ☐	Low ☐
	NA / resolved ☐		
Details of corrective action taken			
Further action required?	Yes ☐ No ☐ Details:		
Record kept?	Yes ☐ No ☐		
Signature.....Print Name.....Date.....			

How to complete this form

1. Provide your contact details
2. Provide date and time the hazard was observed
3. Provide the location of the hazard
4. Describe the health and safety hazard/issue observed
5. Record the recommended remedial actions to make the area safe. (Advice listed here is not a directive and the hazard may be rectified in another manner)
6. Sign and date the form; and
7. Ensure the form is provided to Site manager / WHS Adviser immediately so the hazard can be rectified if not already done