

HAZARD IDENTIFICATION REGISTER

UPDATED Dec 08

Signed :

W H Kelly Management Committee is responsible for reviewing this Hazard register at every Management Meeting and updating after these reviews or at any time that a significant hazard is identified

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE	DATE TO BE COMPLETED	REVIEW
SITE HAZARDS						
Presence of Gas In Trench	Yes	Minimise	Ensure all gas lines are located prior to excavation Get out of trench immediately as gas sinks and could cause asphixiation. If gas is present refer to specific Emergency procedure	Site Manager/ Foreman	Review every 3-4 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Electrical Equipment	Yes	Isolate	Use an Isolating transformer when operating electrical tools. Have all leads checked by a certified tester	Operator Site Manager	Tagged every 3 months	Foreman to check equipment every week . 3 monthly checks by a certified tester
Underground Services Power, Gas,Water	Yes	Minimise	Ensure all services are located prior to excavation If services are accidently hit refer to Specific Hazard control for emergency procedures.	Site Manager/ Foreman	Reviewed every 3-4 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Falls	No	Isolate	Check ladders & Scaffolds for Structural security	Operator	Review 3-4 months	
Tripping	No	Minimise	Keep Worksite tidy and walkways clear	Operators	Review 3-4 months	
Lifting Heavy Equipment	Yes	Minimise	Use machines to lift heavy equipment or get assistance use correct lifting techniques	Operators/ Manager	Review 3-4 months	
Moving Diggers/ Buckets	No	Minimise	Keep clear of moving machinery Operator to be aware of others at all times Wear Hi Vis equipment.	Operator Employees	Review 3-4 Months	

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Sudden Flooding	Yes	Eliminate	Do not enter Stormwater manholes during heavy rain	Operators	Review 3-4 months	
Noise	Yes	Minimise	Wear grade 5 Ear Muffs when using noisy machinery Eg: Wackers, Kangos, Concrete saws	Operators	Review 3-4 months	Review employees hearing to ensure long term effect not occurring
Previous adjacent Excavations/collapse	Yes	Isolate	Shore trenches or use a shield if any chance of collapse refer to emergency procedures in Vehicle H & S Manual	Drainlayer on site	Reviewed every 3-4 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Crush injury - By Heavy Equipment	Yes	Minimise	Wear Steel capped boots Check lifting chains & strps daily	Operators	Review 3-4 Months	
Foreign bodies in eyes	Yes	Minimise	Wear Safety glasses if danger of foreign bodies (cutting concrete) Always use Safety glasses when using Concrete saws, Kango's	Operators	Review every 3 -4 Months	
Infections	Yes	Minimise	Apply correct first aid to open wounds First Aid kits use disinfectant	Employee	Review 3-4 months	
SunBurn/ Skin Cancer	Yes	Minimise	Apply sun Smart procedures Use Sunblock supplied Staff should also be responsible for ensuring correct clothing is worn	Employees	Review 3-4 months	
Motor Vehicle Accident	Yes	Minimise	Drive defensively & follow traffic safety laws	Employees	Review 3-4 months	
Digger rolling	Yes	Minimise	Ensure all operators are trained to operate diggers Refer to specific hazard controls Ensure all diggers have safety features	Manager	Reviewed every 3-4 months	Review digger safety features Update specific hazard controls

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Lifting Chains/strops Hydraulic hoses failing	Yes	Minimise	Check lifting equipment daily Ensure chains are being checked and certified	Foreman/ Supervisor	Checked and certified regularly	Review every Management meeting
Trench Collapse- Buried	Yes	Minimise	Shore trenches or use a shield if any chance of collapse As per DOL guidlines and discussion had with DOL's Rob Kemp See Emergency Procedures	Site Manager/ Foreman	Reviewed every 3-4 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Asbestos pipe	Yes	Isolate	Contact OSH if asbestos pipe is found.	Employees/ Manager		
Medical conditions	Yes	Minimise	Individual employee to inform others Employee info sheet In some circumstances a Medical may be required	Manager Employees	On going Review 3-4 months	Regularly review employees health and their suitability to work in this employment.
Loading and unloading diggers	Yes	Isolate	Use correct ramps and refer to specific hazard control	Employees	Review 3-4 months	
Working on roadways/ driveways	Yes	Isolate	Erect barricades, signs to divert traffic ,park truck as barricade Use Traffic Management plan approved by TCC	Foreman/ Supervisor	Review 3-4 months	Regularly Review also checked when Manager does site inspections
Electricution if Digger strikes live cables	Yes	Isolate	Always uncover cables etc by hand, ensure others aren't in contact with digger except for operator	Foreman/ Supervisor	Review 3-4 months	Review Emergency procedures at every Management Meeting
Working under other trades on ladders and scaffolding	Yes	Minimise	In most instances organise drainage work to be done when these trades people are not on site	Site Manager	Review 3-4 months	

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Loading & Unloading Boxing onto truck	Yes	Eliminate	Purchase trailer for boxing	Manager	Done 21/12/01	
Fire in Vehicles	Yes	Minimise	Carry Fire extinguishers in vehicles	Manager	Updated 01/02/08	Review annually
Digger bucket coming off boom	Yes	Minimise	Check pins & wedges daily	Operator	On Going	Review regularly ie: weekly check list also
Use of concrete saws	Yes	Minimise	Always use guard-operate below Waist, Arms locked . Use P.P.E and training as per demonstration and reccommendations from Lou Black Tga Concrete cutting	Employee Manager Site Mnager	Ongoing Review 3-4 months	Review and carry out competency assessments Check when site inspections are carried out.
Confirmed Spaces Entry Manholes	Yes	Minimise Isloate	Follow Confined Space Entry Guidelines Training, Emergency prodeures	Employees Manager Site Manager	On going Review 3-4 months	Staff training 2006 Develop inhouse training Review and carry out competency assessments to ensure level of competency is achieved
Use of Kango Hammer	Yes	Minimise	Always wear PPE gear. Googles, Ear muffs Electrical equipment always use an isolator Check and tag every 3 months	Employee Site Manager	Review 3-4 months	Review carry out competency assessments Check when site inspections carried out
Open trenches or holes	Yes	Isolate	Alwats use barrier tape or company barricade fences Do not leave trenches open unattended	Employss Site manager	Review 3-4 months	Site Specific reports

HAZARD	S IG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Vehicles	Yes	Elimiate	Cab to be kept tidy and all unsecured items to be kept off the floor . Ensure items on back of trucks are secured use cargo nets	Employees Site Manager	On going Review Regularly	Review when Manager does Site Inspections
Intoxication/substance use	Yes	Eliminate	All employees are made aware of their responsibility. If any employee arrives to work under the influence of any alcohol/drug they will be sent home and disciplinary action will be taken. Management randomly will test employees for drug use.	Employees Site Manager Manager	Review Regularly	
Use of Epoxy Mortar	Yes	Minimise	Always use gloves when using this product	Employees	On Going Review 3-4 months	
Electrical Turbine Noise	Yes	Minimise	Hearing protection to be worn Ear Muffs Supplied Annual hearing tests will be provided	Operator	On Going Review 3-4 months	
Caustic Soda	Yes	Eliminate	Substitute with Non- Toxic Cleaner	Site Manager		
Stacking Shelves	Yes	Minimise	Raised Trolley/Steps/training in lifting techniques	Site Manager	Review 3-4 months	
Sharp edges on PVC and Ceramic pipe	No	Minimise	Use gloves when handling take special care needs to be taken	Employees	On going	
Public	Yes	Isolate	Always Barricade work area Use approved Traffic Management Plan -Erect Hazard Signs	Employees Site Manager	On going	Staff training 2006 ON going In House training
Use of glue	Yes	Minimise	Use in open ventalating areas Always use to manufactures details	Employee Site Manager	On going	

HAZARD	SIG HAZARD	ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Use of ladders	Yes	Minimise	Ladders to be secured at all times or held by a colleague When using ladders you must use the guidelines outlined in the Dept of Labour Construction Industry booklet(copy of Guideline seperately in Vehicle manual)	Employee Site Manager	On going Review 3-4 months	
Minor Cuts,abrasions caused by sharp edges	Yes	Minimise	Use appropriate PPE gear ie: gloves if necessary use machinery to lift object	Employee Site Manager	On going Review 3-4 Months	
Transporting Diesel	Yes	Minimise	Use appropriate containers Ensure container is secured on truck Check container for splits and ensure lid is tightly secured Take care when pouring	Employee Site manager	On Going Review 3-4 months	

HAZARD	SIG HAZARD	ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
<i>Workshop /Yard Hazards</i>						
Storage Items	Yes	Isolate	Ensure all items are stacked correctly	Employees	on going	
Vehicles	Yes	Isolate	Ensure vehicles are parked correctly all drivers to drive in yard at a minimum speed and always be aware of people in Yard	Employees Site Manager	on going	
Broken Glass/ Pieces of Pipe	Yes	Isolate	Ensure any items are picked up immediately	Employees Site Manager	on going	
Water/ Oil Spills	Yes	Isolate	Ensure all spills are mopped up immediately	Employees Site Manager	on going	
Equipment	Yes	Isolate	Ensure all equipment is stored safely in storage cupboard	Employees Site Manager	on going	
Diesel Tank	Yes	Minimise	Ensure extreme care is used when handling diesel. Check diesel tank to ensure no leaks DO NOT use naked flames or equipment that can cause sparks near diesel tank.	Employees/ Site Manager/ Office Staff	on going	

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
<i>Office Hazards</i>						
Storage Items	Yes	Isolate	Ensure all items in Storage cupboard are stowed correctly	Office Manager		
Electrical Cords	Yes	Isolate	Ensure all cords are kept away from the thoroughfare	Office Manager		
Water Spills	Yes	Isolate	Ensure all spills are mopped up immediately	Office Manager		
Office Hygiene	Yes	Isolate	Ensure Office amenities are kept clean	Office Manager		
Equipment	Yes	Isolate	Ensure office equipment is maintained regularly to ensure they are operating correctly so no hazards would result.	Office Manager		



DRAINAGE CONTRACTORS

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