

Active Locksmiths

Health and Safety Policy

This policy has been approved by:

Name: _____

Title: _____

Date: _____

Signature: _____

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1. Policy Statements and Procedures

Health and Safety Policy Statement

Active Locksmiths is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, Active Locksmiths will provide healthy and safe working conditions for all staff, contractors, visitors and members of the public at this or any other company-controlled site.

This is to be achieved through commitments to:

- Consultation between management/owner, any employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Determining the scope of the OH&S management system, assessing boundaries and applicability; considering external and internal issues, requirements and work-related activities performed.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management/owner and any staff members, to present and review any issues. (In the case of a notifiable event see Incidents section cover page).
- Annual reviews or self-assessment of performance against health and safety responsibilities.
- Providing the appropriate training for management/owner and any staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks and to provide all personal protective equipment for any staff to wear, where applicable.
- Providing a safe working environment for staff and others who encounter Active Locksmiths or their activities.
- An annual self-assessment of the Health and Safety System, setting objectives, plans and performance measures with targets, so that there are continuous improvements to the system.
- Being committed to health and safety and aware of the responsibility to provide a safe work environment.
- Accurately reporting and recording of all workplace incidents and near misses and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Ensuring that the manager/owner has specific responsibility to coordinate health and safety in the workplace.
- Provision of resources to accomplish these goals.

Name: _____

Title: _____

Date: _____

Signature: _____

Company Commitment to Health and Safety

A PCBU is defined as follows:

“a **person conducting a business or undertaking** or **PCBU**— means a person conducting a business or undertaking—

- (i) whether the person conducts a business or undertaking alone or with others; and
- (ii) whether or not the business or undertaking is conducted for profit or gain”

Health and Safety at Work Act 2015 Part 1, s18, ss17

A **Representative** is the Representative of the PCBU.

An **Officer** is defined as follows:

In this Act, unless the context otherwise requires, **officer**, in relation to a PCBU,

(a) means, if the PCBU is -

- a company, any person occupying the position of a director of Active Locksmiths by whatever name called:
- a partnership (other than a limited partnership), any partner:
- a limited partnership, any general partner:

A **Worker** is defined as follows:

“a **Worker**— means a person who carries out work in any capacity for a PCBU, including work as:

- An employee, a contractor or subcontractor, an employee of a contractor or subcontractor
- An employee of a labour hire company or an outworker
- An apprentice or trainee, or a person gaining work experience
- A volunteer worker”

Health and Safety at Work Act 2015 Part 1, s19

PCBU is responsible for: (For the purposes of this policy, it includes Managers, Directors and CEOs)

- Taking overall responsibility and accountability for the protection of workers’ work-related health and safety.
- Promoting safe work practices, with the aim of prevention of incidents as its goal, communicating the importance of conforming to the OH&S management system.
- Supporting the safe and early return to work of any injured employee.
- Annually review of Health and Safety systems for adequacy, effectiveness and changes required to achieve this.
- Commitment to annual self-assessment of our Health and Safety, so we can make continuous improvements.
- The overall development and implementation of Active Locksmiths Health and Safety System, ensuring and promoting continual improvement, by systematically identifying and taking actions to address nonconformities, opportunities, and work-related hazards and risks, including system deficiencies.
- Directing and supporting workers to contribute to the effectiveness of the OH&S management system.
- Ensuring full compliance with HSWA, Codes of Practices, and relevant Standards, Guidelines or Legislation.
- Ensuring policy and objectives are established and compatible with the strategic direction of the business.
- Ensuring integration of the OH&S management system processes and requirements into the business processes.
- Supporting other management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Communicating or facilitating communication between Active Locksmiths and other PCBUs, clients and workers, by way of attendance or delegation of attendees at meetings, to promote active two-way interaction.
- Ensuring accurate reporting and recording of health and safety issues.
- Risk identification and controls.
- Provision of resources to achieve objectives set (results to be achieved), which can be strategic, tactical or operational. They can relate to different disciplines such as financial, Health and Safety or environmental goals and can apply at different levels (such as strategic, organisation-wise, project, product and process).
- Ensure responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information.

Information and Communication:

Active Locksmiths will determine the need for internal and external information and communications relevant to the OH&S management system, including:

- On what it will inform about and communicate
- When to inform and communicate
- Who to inform and with whom to communicate
 - Internally among the various levels and functions of the organisation
 - With contractors and visitors to the workplace
 - With other external or interested parties
- How to inform and communicate
- How it will receive, maintain documented information on, and respond to relevant communications

Active Locksmiths will define the objectives to be achieved by informing and communicating and will evaluate whether those objectives have been met.

They will consider the diversity aspects (for example language, culture, literacy, disability), where they exist, when considering its information and communication needs.

Active Locksmiths will ensure that, when appropriate, the views of relevant external interested parties about matters pertinent to the OH&S management system are considered.

The Organisation is responsible for:

Determining external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its OH&S management system.

It will determine:

- The other interested parties, in addition to its workers, that are relevant to the OH&S management system;
- The relevant needs and expectations (i.e. requirements) of workers and these other parties;
- If any of these needs and expectations may become legal (or other) requirements.
- Note: it is important to determine the needs and expectations of managerial and non-managerial workers.

The organisation will determine the boundaries and applicability of the OH&S management system to establish its scope.

Once the scope is defined, the OH&S will include activities, products and services within the organisation's control or influence that can impact the organisation's OH&S performance.

WorkSafe Particular Hazardous Work Notification

Active Locksmiths will notify WorkSafe NZ of any particularly hazardous work they are carrying out:

- Notice will be given at least 24 hours before work is to begin
- A staff member will be made responsible for ensuring this happens
- A notification form will be completed at <https://worksafe.govt.nz/notifications/hazardous-work/>
- A copy will be sent to any other PCBUs involved in the work

Issue Resolution

Specialised Structures will ensure an issue resolution procedure is in place.

The issue resolution has three components –

1. **An Issue Register** – where all issues raised are recorded and exchanged between management and the worker or customer.
2. **Communication for Resolving the Issues** – in addition to the Issue Register, emails, teleconferences, video conferences, and face-to-face meetings will assist in issue resolution.
3. **Escalation Mechanism** – to raise the level when either the resolution is not forthcoming or if the resolution offered is not practical or satisfactory.

The Health and Safety Representative (HSR) is responsible for:

- Ensuring that each job progresses safely.
- Providing a basic level of OH&S training to all employees
- Overall safety. They have a specific responsibility and have received special training, sufficient to do the job.
- The development, review and implementation of Active Locksmiths Health and Safety System.
- Direct two-way line of communication and promotion of the Health and Safety System, within or outside of Active Locksmiths structure. Monitoring any measures taken by management, regarding Health and Safety.
- Providing access to staff, and ensuring that codes of practice, standards, WorkSafe NZ issues and other health and safety legal requirements are current.
- Risk identification and controls.
- Health and safety induction and training.
- Ensuring that the incident and near miss reporting procedure is followed accurately.
- Ensuring reporting and recording procedures are adhered to.
- Collation of incident data, to establish any trends.
- Communicating to all staff any health and safety related changes which may affect them.
- Informing staff of whom their safety management and staff representatives are.

Each employee/temporary employee/contractor/sub-contractor is responsible for:

- Being familiar with and complying with all health and safety conditions of their employment contract, if applicable, and Active Locksmiths Health and Safety Policy. This includes using all personal protective equipment provided, and other safety equipment and devices as required.
- Completing basic OH&S training, as provided by Active Locksmiths.
- Ensuring the health and safety of themselves and others.
- Being actively involved in promoting the Health and Safety System, which includes:
 - Identifying and reporting potential risks in the workplace.
 - Identifying OH&S opportunities; a circumstance or set of circumstances that can lead to improvement of OH&S performance (performance being a measurable result, related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces).
 - Prompt reporting of all incidents and near misses to the appropriate person.
 - Discouraging and preventing other workers from working in an unsafe manner, if necessary.
 - Taking an active role in Active Locksmiths rehabilitation plan, and if applicable participating in health and safety training.
 - Being involved in the development of the policies and in risk identification which affects them.
 - Nominating a safety Representative to represent them.

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2. Meetings, Reviews and Objectives



Safety Meetings

Introduction

The general purpose of health and safety meetings is to create and provide a forum whereby issues and incidents involving health and safety can be discussed by staff members at all levels of Active Locksmiths, to ensure that those issues are managed to a standard which complies with the HSWA.

There are two types of safety meeting: Health and Safety Committee meetings and Toolbox meetings.

The attendance at and topics discussed in both cases must be recorded and documented. The HSWA in Section 66 requires businesses to establish and maintain a Health and Safety Committee and hold regular meetings at no greater than three monthly intervals, in certain situations:

“The following persons may request that the PCBU at a workplace establish a health and safety committee for the business or undertaking or part of the business or undertaking:

- (a) a health and safety representative for a work group of workers carrying out work at that workplace; or
- (b) 5 or more workers at that workplace.

The PCBU must, within 2 months of receiving a request, decide whether to establish a health and safety committee for the business or undertaking or part of the business or undertaking.”

Health and Safety at Work Act 2015 Part 3 s66 ss1

Health and Safety Committee Meetings

The structure of a normal Health and Safety Committee includes:

- The Health and Safety Representative - They are responsible for running the meeting. It is also their responsibility to monitor any measures taken by management, regarding Health and Safety.
- Management Representative(s) - Their role is to ensure the management’s business objectives are included in the discussions and decisions of the committee. They are also required to ensure that adequate resources are available for health and safety. This role is generally appointed by the management of Active Locksmiths.
- Staff Representatives - Their role is to bring staff health and safety related issues for discussion and resolution at the meeting. Ideally, these people are volunteers or are nominated and elected by the staff, however in the absence of volunteers they can be invited to attend by the management.
- Union Representatives (if applicable) - They must be included in the meeting to further represent staff. Health and safety professionals may also be included in the committee membership, at the approval of the committee members.

All meetings must be recorded, and those minutes freely circulated to the staff.

Use the form on Page 2.2 to record the meeting.

Meetings should be held at regular intervals e.g. the third Thursday of the month at 10:30am, and may be held monthly, bi-monthly or at the very least quarterly. Frequency may depend on items for discussion. **All employees and (sub)contractors must attend regular safety meetings to discuss OH&S issues.**

When working on other company’s sites, a safety meeting should be held prior to commencement of work, and then weekly. Should there be any significant event within the project, this would also require an additional meeting. These are generally referred to as Toolbox meetings. Use the safety meeting sheet for there. **All employees and (sub)contractors must attend regular toolbox, pre-start and safety meetings where OH&S issues can be communicated.**

Incidents are to be discussed at safety meetings (for incident reporting and investigation see page 3.1/2) to review how they happened, did they involve a significant risk and has the situation been resolved? Incident data is to be collated during each meeting (or at least annually) to see if there have been any trends, and if so to implement initiatives for injury prevention, where applicable.

It is important that these meetings are held in an environment where the overriding objective is to find solutions which make the workplace safer.

Safety Meeting Minutes

Site:		Location:	
Attendees Name	Attendees Name	Attendees Name	
Previous Meeting Minutes: Brought Forward/Objectives			Completion Date
New Business/Issues/Recent Training/General Safety/Objectives			Assigned to
Risk/s Reviewed. (Task Analysis, SOP, JSA, or Risk Control(s) from Register)			Action Required
Incidents/Near Miss (Discuss all incidents & investigations)			
Injury Type	Machine/Process Involved	Investigated	Actioned
Time		Chaired by	
Date		Signature	

**Add any objectives brought forward during the safety meeting to the annual review form*

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3. Incidents



Incident Reporting and Investigation Procedures

An incident is an occurrence(s) arising out of or during work that could or does result in injury or ill health (also called an accident). An incident where no injury and ill health occurs, but has the potential to do so, may be referred to as a “near-miss”, “near-hit” or “close-call”.

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer’s site.

Investigation is carried out immediately or as soon as possible after the occurrence. There may be one or more non-conformities (non-fulfillment of a requirement), or there may be no non-conformity.

The immediate supervisor and or Health and Safety Representative will carry out the initial investigation to:

- Establish the cause. Assess whether serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events and people present or who were involved in the accident, incident or near miss. Interview all witnesses and collect written statements.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define action, responsibility and measures to prevent reoccurrence, within a predetermined time frame.
- Update the risk register, where necessary. Ensure it is reviewed for new risks identified because of the accident/incident/near miss and also existing risk contributing factor(s) and management controls.
- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Representative is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form [worksafe.govt.nz/notify-worksafe](https://www.worksafe.govt.nz/notify-worksafe)
- Make enquiries as to the extent of the injuries and of the potential of any long-term effects.

We will also notify other relevant PCBUs where required, when an incident occurs on their site and we are involved. We will do this by making telephone contact with the designated staff member or their supervisor, if unavailable.

Process to Review a Critical Event and/or a Change in Work Procedures or Policy

- Ensure that the investigation has identified the contributing risks whose management controls are to be reviewed, or that any newly identified risks are added to the risk register with their respective management controls defined.
- Verify that the corrective actions have been effective following the changes. If not, reassess what needs to happen to ensure effectiveness.
- Make enquiries as to the extent of the injuries to the employee and of the potential of any long-term effects. Evidence that the risk register has been reviewed because of the investigation, with links of time and date of review which match the event that triggered the investigation.
- A review of any further training required is to be completed.
- All staff to be made aware of the event and reason for changes to the policies, processes, equipment and/or the risk register. They are to be given the opportunity to discuss the event, to prevent reoccurrence.

Notifiable Event Definitions

Notifiable Event Definitions

Meaning of notifiable injury or illness

“Unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

- (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid).
The amputation of any part of his or her body, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function, serious lacerations
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
with micro-organisms; or that involves providing treatment or care to a person; or that involves contact with human blood or bodily substances; or that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or that involves handling or contact with fish or marine mammals
- (e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.”

Meaning of notifiable incident

“Unless the context otherwise requires, a **notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—

An escape, a spillage, or a leakage of a substance; or an implosion, explosion, or fire; or an escape of gas or steam; or an escape of a pressurised substance; or an electric shock; or the fall or release from a height of any plant, substance, or thing; or the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or the collapse or partial collapse of a structure; or the collapse or failure of an excavation or any shoring supporting an excavation;
or the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or the interruption of the main system of ventilation in an underground excavation or tunnel; or a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or any other incident declared by regulations to be a notifiable incident for the purposes of this section.”

Meaning of notifiable event

“In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.”

Health and Safety at Work Act 2015 Part 1, s23-25

First Aid Kits

Suggested minimum contents for a workplace first aid kit

Here is a list of recommended contents for first aid kits for workplaces with no special risk:

- a manual, giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work in question. Dressings may be of a specific type, for food handlers
- two sterile eye pads
- two individually wrapped triangular bandages (sterile) and clasps or safety pins to secure bandages
- two stretch bandages
- six medium-sized, individually wrapped unmedicated wound dressings – approximately 12cm x 12 cm
- two large, sterile, individually wrapped unmedicated wound dressings – approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask

This is a suggested contents list only. You may want to use equivalent items.

When you do your Needs Assessment you may identify a need for additional items. These could include:

- scissors
- adhesive strips or Band-Aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- hand sanitiser

Ideally, these items are stored inside the first aid kit. But if necessary, they may be stored separately so long as they are available for use as required.

Suggested minimum contents for vehicle or lone worker's first aid kit

- a leaflet giving general guidance on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- two individually wrapped triangular bandages (sterile)
- one stretch bandage
- clasps or safety pins to secure bandages
- one large, sterile, individually wrapped unmedicated wound dressing – approximately 18cm x 18cm
- one pair of disposable gloves
- one resuscitation mask

This is only a suggested contents list; equivalent items will be considered acceptable. This kit can be carried in individual belt pouches by people working alone.

The contents of vehicle or lone worker first aid kits should be stocked from backup stock at the main work site.

Non-Notifiable Event Form

Complete in the case of an event which is non-notifiable i.e. incident or near miss					
Complete the following form in the case of a Notifiable Event worksafe.govt.nz/notify-worksafe					
Particulars of event					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
Name		Date of Birth		Sex (M/F)	
Address					
Occupation		Period of employment		Hours worked since arrival	
The incident					
Description					
Describe what happened					
Body Part affected					
<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Trunk	<input type="checkbox"/> Upper Limb	<input type="checkbox"/> Multiple location	<input type="checkbox"/> Lower Limb
Nature of injury/disease					
<input type="checkbox"/> Superficial	<input type="checkbox"/> Wound	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Bruise/crushing	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Burn
<input type="checkbox"/> Other -					
Treatment					
<input type="checkbox"/> None	<input type="checkbox"/> First Aid only	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> N/A	
If hospitalisation is required, you will need to complete an online Notifiable Event form (see website link above)					
Mechanism of incident					
<input type="checkbox"/> Fall, trip, slip	<input type="checkbox"/> Heat, energy	<input type="checkbox"/> Radiation	<input type="checkbox"/> Sound, pressure	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Substances
<input type="checkbox"/> Hitting object	<input type="checkbox"/> Body stress	<input type="checkbox"/> Mental stress	<input type="checkbox"/> Biological	<input type="checkbox"/> Other	
Agency of incident					
<input type="checkbox"/> Machinery	<input type="checkbox"/> Mobile plant	<input type="checkbox"/> Transport	<input type="checkbox"/> Tool - Powered	<input type="checkbox"/> Non-powered	<input type="checkbox"/> Chemical
<input type="checkbox"/> Material	<input type="checkbox"/> Substance	<input type="checkbox"/> Environment	<input type="checkbox"/> Biological	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Other
Investigation of incident					
Investigated by		Signature		Date	

Incident Investigation

Particulars of incident					
Date of incident	Time	Reported by	Location	Date reported	
The injured person					
For details on injured parties refer to page 3.4					
The incident					
Description					
Describe what happened					
Analysis					
What were the causes of the incident?					
Potential severity of the incident			Chance of a reoccurrence		
<input type="checkbox"/> Serious	<input type="checkbox"/> Potential Harm	<input type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Occasional	<input type="checkbox"/> Rare
Prevention					
Actions taken to prevent a recurrence? Tick items already actioned				By whom	When
Risk register updated Y/N			Effectiveness of corrective actions taken is approved Y/N		
Treatment and investigation of incident					
Investigated by		Signature		Position	
Type of treatment given		Doctor/Hospital		WORKSAFE NZ notified Y/N	Date

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4. Emergency Procedures



Emergency Plan and Procedures

Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at: _____
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles – Use a water-based extinguisher (Hose or Stored Pressure).
- Type B – Liquids (Oil, Petrol, Chemicals) – Use a Dry Powder or CO2 extinguisher.
- Type E – Electrical Equipment – Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F – Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red – Water/water-based
- White – Dry powder
- Black – CO2 (Carbon dioxide)
- Blue – Foams
- Beige – Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

Heat + Oxygen + Fuel = FIRE

N.B. Trial Evacuations are to be conducted at 6-month intervals or 6 months from the previous evacuation (real or trial)

Tsunami

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

Volcanic Eruption

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

Medical Emergency

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call ambulance if required.

Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of: **"Drop – Cover - Hold"**.
- Know how to turn off water, electricity and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation.

Emergency Personnel and Contacts

Safety Representatives		Fire Wardens	
Name	Area	Name	Area
	Management Representative		
	Staff Representative		
First Aiders		Other	
Name	Area	Name	Area
Emergency Locations			
Locations		Locations	
First Aid Kit			
First Aid Kit			
Evacuation Point			
Emergency Contacts			
Contacts		Contacts	
Civil Defence	Ph. _____ www.civildefence.govt.nz	WorkSafe NZ	0800 030 040 www.worksafe.govt.nz
EPA	0800 429 7827 www.epa.govt.nz	National poisons Centre	0800 764 766
Dial Out Prefix		Power Supplier	
Ambulance	111	Gas Supplier	
Police	111	Fire	111
Local or Regional Authority		Doctor	

First Aiders: Adequate first aid equipment and trained staff are required to be provided by the PCBU.

A guide might be one first aider for every ten staff members/ site crew. Two per 25 workers in moderate risk workplaces.

Assess company size and composition, nature of work, size and location of workplace, level of risk in workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so and prior qualifications and experience. They must hold a current first aid certificate.

Kits required: at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

Hazardous Substances

Active Locksmiths is committed to ensuring full compliance with all hazardous substances requirements and will:

1. Keep an **Inventory** – Hazardous Substances Register (Policy page 4.6) and ensure that it is readily available in the workplace.
2. Use and Share **Safety Data Sheets (SDS)** – formerly referred to as MSDS, these should be sourced from your hazardous substance supplier, at the time of purchase. Read each document and note down important information about each; properties, how to store it, PPE requirements, and first aid information. Anyone who uses that substance must be familiar with the SDS and it must be easily accessible to all staff in the workplace. Document the SDS date on your Hazardous Substances Register.
3. Conduct a **Risk Assessment** (Policy page 4.7) – can you substitute another substance for the same job? How can you reduce exposure to risks caused?
4. Inform and Train your Workers – complete the **Staff Skill Level Training Sheet** to show this has been done.
5. Prepare for **Emergencies** – have a plan outlining how you will deal with a hazardous substances emergency e.g. someone is burned or poisoned, a fire or leak occurs.
6. Correctly **Label** Hazardous Substance Containers, including Waste
7. Install **Warning Signs** – Place signs where substances are used and stored e.g. entrance to property, building and rooms where it is located and used. Signs must be clearly visible and state; hazardous substances present, general type of hazard, what to do in an emergency.
8. Make sure **Storage Areas and Containers** are Safe – Store only what you need, keep incompatible substances separate, use appropriate containers and label everything clearly. Depending on the substances you use, you may need special storage cabinets and a compliance certificate.
9. Take Care with **Hazardous Waste** – If waste is hazardous e.g. toxic or corrosive, you must treat the waste in the same way as you treat any other hazardous substance with similar properties. Including: recording it in inventory, correctly storing and labelling, ensuring staff working with it have the knowledge, experience and supervision to do so safely.
10. Provide **Protective Gear** – You must make sure workers have the correct clothing and equipment, to use the substance. You must also ensure they know how to correctly use and maintain it
11. Ensure that any containers used for **Decanting** or the transfer of hazardous substances are labelled correctly.
12. Health surveillance is provided to a worker if there is a significant risk to health from exposure.
13. Health monitoring records will be kept in a secure system for at least 30 years.

For further information on hazardous substances refer to www.hazardoussubstances.govt.nz

Active Locksmiths

5. Contractors & Subcontractors



Contractor Management

In general, the HSWA regards the health and safety of all people working at a place or site to be the responsibility of the primary PCBU of that site. This means there should be no distinction between staff, visitors or a person visiting that site for the purposes of their business; be they a cleaner, an air-conditioning repairman, or a computer system support technician. Their health and safety on this site is your responsibility.

In the HSWA, it is specifically noted that PCBUs are required to take all reasonably practicable steps to ensure the safety of all non-company people, while on site.

This section sets out the procedures which need to be completed by a PCBU, to ensure compliance with the above Act and Standard. Remember that there is no point in having a contractor sign the Contractor's Acknowledgement if you are not going to then correctly induct them onto the site and regularly monitor and evaluate whether they have complied with the agreement that you have both signed.

Contractor Prequalification

A key step in contractor management is to understand the health and safety competency of our contractors and ensure they have the required systems and capability to keep people safe.

Contractors must complete the Contractor's Acknowledgement document on Page 5.4 before commencing work. They must provide Active Locksmiths with a copy of their own health and safety policy.

When selecting contractors, their Health and Safety practices should be considered, as well as their ability, experience, qualifications, training, work history, costs, etc.

Past Health and Safety performance-based statistics used for assessment might include looking at past three years for the number of safety or environmental violations, lost-time injuries etc.

Contractor Minimum Requirements

Minimum Standards are an agreement between Active Locksmiths and our contractors, outlining the expectations and the minimum standards we will accept from contractors. This will include adherence to legislative requirements and our health and safety systems and other procedures.

We will use the Contractors Acknowledgement process to ensure the Contractor meets our standards.

Inducting Contractors

The Contractor's Site Induction Form on Page 5.5 can be used for individuals or groups, to induct them to a specific site.

All (sub)contractors are to be actively involved in emergency preparedness and response processes, where appropriate. This is included in the Contractor's Acknowledgement.

Contractor Acknowledgement

Prior to the commencement of any project on a Active Locksmiths site this form must be completed, signed and the criteria as stated below must be met. I/we will abide by and follow any health and safety management initiatives implemented by Active Locksmiths whilst working on the site.

When working on another site (e.g. Active Locksmiths is doing contract work), the Contractor/Sub-Contractor must be inducted to that site by the site Manager/Controller, so that they are made aware of any specific site risks.

Definition of: **“The Contractor”** is to include any of the contractor’s workers, sub-contractors or their subsequent workers.

“Active Locksmiths” being management, supervisor or a nominated representative.

Site			
1.	Submission to Active Locksmiths of your health and safety policy (reviewed and updated within 2 years) and/or any further relevant documentation showing risk controls, task analysis, licences, certificates, etc. required.		
2.	The contractor will participate in the induction process of the site and be made aware of the risks of the site, emergency procedures and the personal protective equipment staff are required to wear.		
3.	Any sub-contractors (or subsequent sub-contractor’s workers) contracted to you have provided the appropriate documentation (as per point 1) and are to be inducted and will comply with the conditions noted in this document.		
4.	Any plant/equipment that you bring onto Active Locksmiths site will meet safety and compliance requirements, be correctly maintained, and be suitable for the purpose it is to be used for and may be inspected upon request.		
5.	The contractor understands their obligations under the Health and Safety at Work Act (2015) and will comply with their duties under the Act.		
6.	Prior to commencement of work, the contractor will advise Active Locksmiths of any risks which may be created during the contract (Task Analysis and Risk Assessment Controls). If unexpected risks are created Active Locksmiths will be informed immediately, so appropriate actions can be taken, and documentation amended.		
7.	The contractor will not undertake any tasks or duties that will adversely affect the safety of themselves or others, and work may be suspended if Active Locksmiths is not satisfied that all reasonably practicable steps are being taken.		
8.	Active Locksmiths will audit the contractor’s health and safety performance periodically during the contract using the review form on page 5.6		
9.	The contractor will monitor, audit and report on Health and Safety issues relevant to the work involved and on Environmental Matters specifically. This will be provided to Active Locksmiths weekly.		
10.	The contractor understands their obligations to report any serious incidents involving themselves or their subcontractors to WorkSafe NZ as well as Active Locksmiths.		
11.	The contractor will report to Active Locksmiths immediately if any incidents occur and will cooperate with all requirements for them, during any investigation.		
12.	The contractor will advise Active Locksmiths of any other emergency procedures identified and will comply with any existing site requirements.		
13.	The contractor may be required to provide a “Task Analysis” or “Job Safety Analysis” for all jobs they are going to carry out, as requested by Active Locksmiths or the Site Manager, and the contractor will adhere to them.		
14.	The contract is for the period of the job to be done, commencing from the date the acknowledgement is signed unless stated otherwise. Or for the term of the contract of working on external sites for Active Locksmiths		
15.	The contractor will ensure any subcontractor they use while working for Active Locksmiths will comply with all requirements in this acknowledgement and will have undergone their own induction/acknowledgement process.		
Contractor		Company	Active Locksmiths
Name		Name	
Date		Date	
Signed		Signed	

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6. Induction

Workplace Induction

Whenever a person first begins working at this site, whether they be a new employee, an existing employee transferring to this site, a temporary person employed via an agency or a person working on the site as a specialist contract employee (long or fixed term), they must all be informed of the special nature of the site and of the particular function within the business.

This section does not apply to those people who are working on site as part of their business skills e.g. a plumber making repairs in a bathroom. This is covered in the section entitled "Contractors".

Any worker beginning at Active Locksmiths must be fit to work.

This task should generally be carried out by a current staff member to whom the new person would report to or work alongside. The HSWA requires that the PCBU ensures that all reasonably practicable steps are taken, to advise employees of any risks that exist or may be created in the workplace during normal work activities, plus any special actions that must be taken in the event of an emergency.

The appropriate form on Page 6.2 must be used on every occasion a person begins work at this site for the first time.

Health Monitoring Requirements

Occupational health monitoring is required to be conducted for those workers identified to have a health risk by factors in their work environment. These individuals must be notified of this and accept the process, before joining Active Locksmiths.

The worker should be aware that the records of workers' health monitoring results are to be maintained for at least 30 years.

Inducting New Employees

The checklist below is a requirement for the induction of all new employees or existing employees transferring to this site. This is to ensure that all new employees are made aware of any risks they may incur, training that may be required and other information requested before starting in their new position. The employee is not to start work until the checklist has been completed, ticked off and signed by the trainer and employee. Training is to be done by the appropriate supervisor or appointed person.

In the case of working on another site (e.g. Active Locksmiths is doing contract work), the employee must be inducted to the site they are working on, to be made aware of specific risks by the Site Manager/Controller.

Site		
Checklist	Tick	
A guided tour of the site has been given and introductions to area supervisors and relevant other staff members i.e. the person(s) who will be training them.		
All areas that the employee is required to work in or go to have been identified and all no-go areas have been explained. This includes toilets, lunchroom, and any other area that the employee may be required to use.		
The employee has read Active Locksmiths health and safety systems risks relevant to their area and has had the risk identification process explained, and the actions to take.		
Active Locksmiths emergency procedures have been shown to the new employee, including the assembly point location. They are aware of their potential role in emergency preparedness and response processes.		
The employee has read and understood the definition and responsibilities of the PCBU (page 1.3) and their own responsibilities (page 1.4)		
Active Locksmiths Drug and Alcohol Policy has been explained to the employee.		
The employee has been made aware of any relevant legislation they need to follow in their position (including Codes of Practice, Acts and Regulations).		
All personal protective equipment (PPE) required to perform the job has been provided and an explanation has been given on when and where it must be worn. Also, how and/or where to get more or replacement PPE as required.		
Incident and Injury reporting has been explained, and the names of Active Locksmiths first aid trained staff have been given.		
The employee has been made aware of the work injury claims process and Active Locksmiths rehabilitation responsibilities and procedures.		
The safety meetings process and frequency has been explained and the employee has been introduced to the relevant site safety representatives.		
It has been explained that if they have any health and safety concerns, they can discuss it with either their supervisor or safety representatives.		
Arrangements have been made to provide training for the staff member, until such a time that the trainer is confident that the employee can perform the task in a safe and competent manner.		
The employee has read Active Locksmiths policy statement and has been made aware of the PCBU and employee responsibilities.		
The Employee has provided any certificates, licences etc. pertinent to the job he/she is required to do, and these have been added to training renewals/reviews (page 7.2).		
The Employee has been added to the training chart (page 7.4) and will be reviewed and updated as required.		

I have received training in the above areas and have a clear understanding of the points noted.

Employee		Trainer	
Date		Date	
Signed		Signed	

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7. Training



Training

Effective training is a crucial component of any successful business and part of that effectiveness is recording that training. These records, when fully implemented, cover the requirements of the HSWA.

A training needs analysis should be completed when an employee begins work with Active Locksmiths and this should be reassessed on an annual basis.

There are two types of training that should be recorded by any PCBU. The first is that of job competency, the other is of training that is associated with an employee's role but may not directly be part of their daily work.

A worker who does not have the relevant knowledge and experience or licence for a role must be supervised by a licensed person whilst work is undertaken.

The range of training for workers will include, but is not limited to:

Role-Specific Training

This is the record of training that directly relates to the ability of an employee to perform their role, as defined in their job description e.g. fitter/welder or accountant. These records must also show the level to which the employee has been trained, in terms of whether they require supervision, can work unsupervised, or are perhaps suitably experienced or qualified to be a staff trainer.

This training that will be usually be done internally, by a staff member who has been assessed as being suitably experienced to train other staff members. This range of training can include learning to use machinery, equipment, tools, processes, and involves how to use/do these tasks safely and correctly. This process covers from job preparation through to clean-up/shut-down.

Internal trainers are to be selected based on skill level, experience, competency, responsibility and relevant qualifications, where applicable.

The form we recommend for these records can be found on Page 7.4. This format allows for the recording of an employee's development as their skill level grows.

External Training

External Specific Training

This is training for specialised job-related tasks, requiring certification, licences etc. This training cannot usually be done internally e.g. Height and harness training, forklift, etc.

External General Training

These are the records of training undertaken by staff members that, while not directly influencing the ability of the staff member to do their job, may in part be a requirement of the role.

E.g. Site Safe Building Construction Passport, Working at Heights, Health and Safety Representative or Workplace First Aid.

We recommend the use of the form found on Page 7.2 to record the training certification dates for each worker and each qualification. We also suggest adding these reminder dates to an online calendar or app, with an email alert to ensure this training does not lapse. All training records are to be assessed during each site inspection, this process guarantees all training remains current.

External trainers are to be selected via skill level, experience, competency, responsibility and relevant qualifications where applicable. Contact information for these professionals can be found on page 7.3.

Note: An external organisation is outside the scope of the management system, although the outsourced function or process is within the scope.

Competence is the ability to apply knowledge and skills to achieve intended results.

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8. Inspections



Inspections

Six-monthly Inspections

Regular inspections of the workplace are an integral part of the process, to ensure workplace safety. The HSWA requires all PCBUs to regularly assess all risks and determine whether they are (still) a significant risk. As the word “Regularly” is used, it infers that there must be more than one initial inspection, and so ongoing inspections must be carried out.

These inspections will cover the general workplace appearance, risks (including vehicles, equipment, maintenance and other workplace procedures which involve significant risks) and the completion of procedures. They will include among other topics; incident reporting, safety meetings, emergency procedure drills and the various forms of training and licensing. All inspection records will be documented and maintained.

The inspection process (page 8.2) is to be carried out at a maximum of six monthly intervals or sooner if there is significant change to the workplace. These inspections will be carried out by a Health and Safety consultant or a suitably trained safety or management representative, to minimise the potential of risks new or existing being ignored because “they are always there.” it does not mean that issues that affect health and safety should wait until the next meeting or inspection before being corrected.

Issues found during inspections are to be assigned to a specific staff member(s) and signed off when completed. These are to be followed up at each toolbox/safety meeting, or sooner if the corrective action needs to be immediate.

It is also worth considering that this process is also a way of showing how well you and your employees are performing in this important business process.

The importance of regular maintenance and servicing of machinery and equipment also cannot be overestimated, to have safe and efficient equipment at your disposal. The form on page 8.4 can be used to keep track of these events.

Site Inspections

When working on other’s sites, an inspection is to be done prior to commencement of the contract, and then completed weekly.

Operating equipment must be inspected prior to use. Please include the pre-use inspection requirements for equipment (mechanical, powered or portable machinery and equipment).

All non-compliance items identified during the inspection of equipment/machinery must be rectified. Defective or damaged operating equipment and/or machinery shall be removed and/or tagged, quarantined, and sent out for repair or destroyed.

See Page 9.3 and 9.4 for the process and forms for locking out and rectifying non-compliance equipment and/or machinery.

PPE, Maintenance and Permit to Work

Personal Protective Equipment (PPE)

This section contains a form for recording the allocation of personal PPE to staff, as part of Active Locksmiths commitment to our employees for conducting their tasks in the safest possible manner.

Training will be given for any equipment that requires it and equipment supplied will comply with relevant New Zealand Standards/OEM requirements or equivalent. Damaged or worn equipment will be replaced, is not to be used. Report this to the supervisor. Employees/contractors not wearing required equipment for a task are not permitted to work.

PPE can include gear such as High viz vest, Gloves, Masks, Safety Shoes, Respirator, Protective Coveralls, Safety Glasses, Hard Hat. It must be kept in a clean and hygienic condition. Workers must not misuse or damage equipment. Any worker doing so will be spoken to and stopped from doing so.

PPE must be well fitting and be checked frequently and replaced if damaged; disposable wear is replaced each use; and ALL PPE is ideally replaced every two years. This includes PPE used by contractors.

Harnesses or other specialised gear should be maintained by keeping them in the specifically designed bag they arrive in, not thrown into a tool box where it could be damaged. If there are any issues, send immediately for repair.

Respirator masks are to be cleaned after each job. Filters must be replaced if damaged or obviously dirty, or if breathing becomes difficult. You are required to dispose of them after 40 hours of use (or a month if that happens sooner), regardless of how they look.

Use the form on Page 8.4 to keep PPE current and for ordering replacements.

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9. Miscellaneous



Useful Information

Links

Health and Safety at Work Act 2015	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
WorkSafe NZ Ltd	https://worksafe.govt.nz
Hazardous Work Notification	https://worksafe.govt.nz/notifications/hazardous-work
Standards NZ	https://www.standards.govt.nz
Environmental Protection Agency	http://www.epa.govt.nz
Fire and Emergency	https://fireandemergency.nz/business-and-landlords
Hazardous Substances	https://worksafe.govt.nz/topic-and-industry/hazardous-substances
Commercial Driving	http://www.nzta.govt.nz/commercial-driving
MBIE	https://www.business.govt.nz/#risks-and-operations/health-and-safety

Please note that as companies update their websites, these links may change.

Electrical Testing Requirements

Specifications							
Type of Environment and/or Equipment	Interval Between Inspection and Tests						
	Class of Equipment		Residual Current Devices (RCDs)				Cord sets and power boards
	Class I (protectively earthed)	Class II (double insulated)	Push-button test – by user		Operating time and push-button test		
			Portable	Fixed	Portable	Fixed	
1. Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months	12 months	Daily or before every use	6 months	12 months	12 months	6 months
2. Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3. Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4. Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years
5. Equipment for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months
6. Hire equipment: Inspection	Prior to hire	Included push-button test by hirer, prior to hire	N/A	N/A	Prior to hire		
Hire equipment: Test and Tag	3 months	N/A	3 months	12 months	3 months		
7. Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service						

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10.Risks



Risk Identification, Assessment and Management

An occupational health and safety risk (or hazard) is a combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of injury and ill health that can be caused by the event or exposures.

An occupational Health and Safety opportunity is a (set of) circumstance(s) which can lead to improvement of OH&S performance.

Active Locksmiths is committed to the identifying, understanding and controlling risks in the workplace, including the active management of any existing risks and risks associated with any new or modified equipment, materials or work processes. This is to be done with the aid of relevant/affected staff, management, suppliers of equipment and contractors (where applicable).

Where specialist advice is necessary, they will be contacted to aid in the process (e.g. noise level monitoring, hazardous substance management). With the aid of these relevant people, significant risks are to be controlled and the process to either Eliminate or Minimise the risk is to be actioned.

The Risk Management Process:

1. The top section of the Risk ID form on Page 10.2 is to be completed by whomever first identifies the risk. Fill in the Name, Location and Description of the risk and your Recommendation on what needs to be done (if any), and your Name, Signature and Date.
2. Either give the form to the Health and Safety Representative or put in Active Locksmiths designated place for completed Risk ID forms. If you consider this to be potentially serious, discuss with your H&S Rep., Manager or PCBU immediately, to determine if immediate action is required.
3. The H&S Rep. and/or Manager then investigate the Risk, first assessing the Initial Risk Rating and adding this to the original Risk ID form. The Risk Rating is calculated by considering the likelihood of the incident occurring again and the potential consequences, as illustrated by the formula on page 10.6
4. A meeting is required with appropriate staff in attendance, for this Risk ID:
 - An action plan is to be made and added to the Risk ID form, outlining what will be done, by when and by whom. This section is signed off and dated by each person as each action point is complete.
 - Discuss whether this risk shows that new or increased Health Monitoring is required.
 - The meeting also needs to assess whether the issue and any machinery/process changes must be added to the Risk Register. Or any new ones.
 - The Residual Risk Rating is assessed once any changes have been made, and this new rating is added to the register.
 - Signed and dated by the Senior Manager at the meeting, approving the action plan.
5. From then until the Risk has been addressed and any permanent changes made, progress on this risk is to be discussed at each staff meeting. And the action points signed off as done.
6. The Risk Management Process for this Risk ID form is only complete when the bottom section Risk Management Process Complete has been signed off by a Senior Manager/PCBU.
7. All Risks are to be reviewed annually.

Initial and Residual Risk Ratings

Initial Risk Rating Assessed on first identifying a risk/change to a risk

Residual Risk Rating Assessed after the controls have been applied

The aim is to reduce the risk rating with this process, however we must always consider the unexpected. For example, with a Traffic Management control, we initially rate it at Extreme, then this reduces to Moderate after controls have been put into place. This is because we need to allow for uncontrollable events in traffic management situations e.g. drunk driver, so cannot rate it as Low.

Disclaimer

While all professional care has been taken in the preparation and production of this Risk Register, Industry Standards are continually changing, and Risk Controls used in your industry may alter over time.

Standard Operating Procedure (SOP)

Process/Machine							
Purpose of Machine/ Process							
Licence, Certification or Training required							
Risks							
Preparation Check							
Procedure							
In Case of Emergency or Breakdown							
Persons Trained and Permitted for Process/Machine Use							
Name		Signature		Name		Signature	
Personal Protective Equipment Required (Cross out any that are not applicable)							
 Gloves	 Hearing Protection	 Safety Boots	 Welding Mask	 Mask	 Overalls	 Eye Protection	Other:
Authorised by				Signature		Date	

- To plan regular breaks and rotate jobs, if possible

Understand the Risk Rating

Significance of the Risk

The Consequences of a potential risk are rated from Negligible to Severe.

The Likelihood of a potential risk occurring is rated from Rare to Almost Certain.

Consequences	How severely could someone be hurt?	Likelihood	How likely are the consequences?
Severe	Death or permanent disability	Almost Certain	High Probability of an incident
Significant	Serious injury, hospital treatment required	Likely	Likely Probability of an Incident
Moderate	Injury requiring medical treatment and some lost time	Possible	Possible Probability of an Incident
Minor	Minor injury, first aid only required	Unlikely	Unlikely Probability of an Incident
Negligible	Unlikely to result in an injury	Rare	Rare Probability of an Incident

Risk Rating Matrix

The Risk Factor is calculated by considering the Likelihood of the incident occurring and the Consequences of the possible resulting injury. For example, if something is Likely to happen and the Consequences are considered to be Moderate, then the Risk Factor is High.

Likelihood/Consequences	Negligible	Minor	Moderate	Significant	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Actions Required

Once the significance of the risk and the appropriate controls have been assessed, the level of required action can be ascertained. This ranges from Extreme (immediate action required) to Low (action within a reasonable timeframe).

Risk Factor	Required Action
Extreme	Immediate action needed. Access to the risk should be restricted until the risk can be lowered to an acceptable level. Short term action may be required, to lower the risk level. Medium and long-term plans are to control the risk to as low-risk as reasonably practicable, using the Hierarchy of Controls.
High	Action needed quickly (within 1-2 days). The task should not proceed unless the risk is assessed, and control options selected, based on the Hierarchy of Controls.
Moderate	Action required this week to eliminate or minimise the risk, using the Hierarchy of Controls.
Low	Action required within a reasonable timeframe (2-4 weeks) to eliminate or minimise the risk, using the Hierarchy of Controls.

Initial Risk Rating

Assessed on first identifying a risk/change to a risk

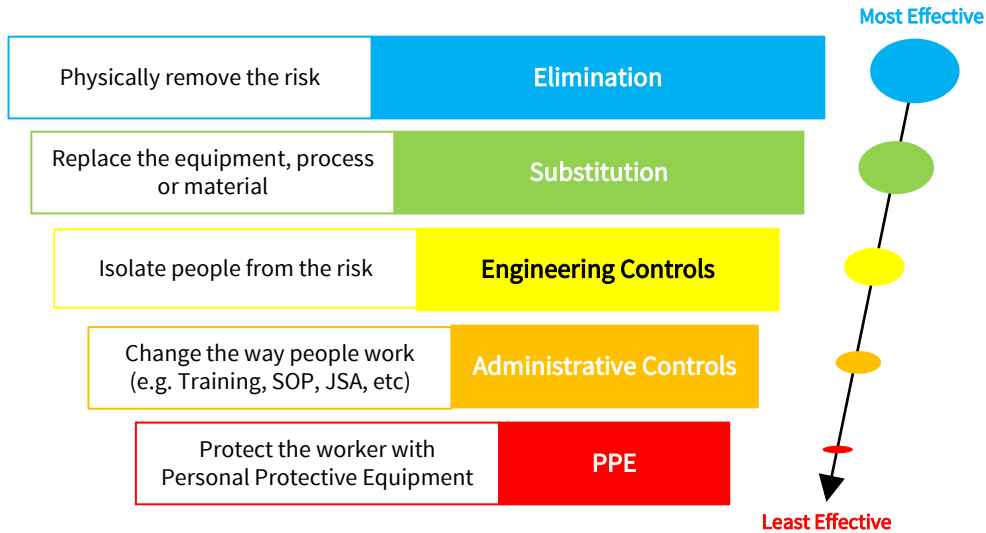
Residual Risk Rating

Assessed after the controls have been applied

Controlling the Risk

The hierarchy of controls ranges from the most effective Elimination (removing the risk), through Substitution (replacing the risk), Engineering Controls (isolating people), Administrative Controls (changing work habits), to PPE.

Hierarchy of Controls



Monitoring the Control Measures

Control measures should remain effective, be fit-for-purpose, be suitable for the nature and duration of the work and be implemented by workers correctly. Monitoring the performance of control measures will show you if your control measures are working effectively.

You should: – implement the appropriate means for workers to report incidents, near misses, or health and safety concerns – encourage appropriate reporting – avoid processes that may encourage under-reporting.

You must monitor workplace conditions and worker health so far as is reasonably practicable.

Monitoring can show you if your control measures are working effectively to reduce worker exposure: – Exposure monitoring can be used to find out if workers are potentially being exposed to a hazard at harmful levels. – Health monitoring is a way to check if the health of workers is being harmed from exposure to hazards while carrying out work and aims to detect early signs of ill-health or disease.

Seek the views of your workers and their representatives when making decisions about procedures for monitoring.

The findings of the monitoring are used in the following 'ACT' step to ensure the control measures in place are continually improved.

Act: Take Action on Lessons Learnt

You must regularly review the effectiveness of your control measures at scheduled times. All policies, processes and systems need a regular review date and review/audit process to check they're followed and are still fit-for-purpose.

Investigate incidents and near misses to identify causes and what needs to change to prevent them from reoccurring.

Talk to your workers regularly to check if the control measures are effectively eliminating/minimising work risks.

Use the results of your ongoing worker conversations, reviews/audits, investigations and workplace/worker health monitoring to help you to continually improve the effectiveness of the control measures.

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Significant Risk Register

General Risks

General Index

Risk Type	Page
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2 Allergies	3
3 Amenities	3
4 Broken Glass	3
5 Changing Attachments on Tools or Equipment	3
6 Chemicals, Sprays, Paints, Poisons and Solvents	4
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10 Dehydration	5
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12 Electrical Equipment & Small Tools	5
13 Equipment Maintenance, Repairs and Servicing	6
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1 Alcohol, Drugs or Medication			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Alcohol of any type must not be consumed on the premises unless it is a Company approved function. If you are over the legal driving alcohol limit you must find an alternative means of getting home. If you are on prescribed medication which may affect your performance, you must inform management of this fact before you begin work. Any employee who causes an accident injuring another person due to drugs or alcohol will be instantly dismissed and could face serious prosecution under the Health & Safety at Work Act (2015). Drug testing may be required on various sites. Refer to the Drug and Alcohol section of the H&S policy and testing for further information (section 1). 			
Initial Risk:	High	Residual Risk:	Low
2 Allergies			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> If you suffer from allergies, then you must make management aware of this, before you undertake any work which may create an allergic reaction. Should your allergy be severe enough to require medication or similar, always have it available e.g. Asthma inhaler for asthma, antihistamines for bee stings etc. 			
Initial Risk:	Moderate	Residual Risk:	Low
3 Amenities			
Controlling the Risk:		Administrative	
<ul style="list-style-type: none"> Toilets must be kept clean and well serviced. Lunchrooms are to be clean, tidy and hygienic. If any amenities are unclean or not hygienic, contact the appropriate person. 			
Initial Risk:	Moderate	Residual Risk:	Low
4 Broken Glass			
Controlling the Risk:		Elimination	
<ul style="list-style-type: none"> Clean up broken glass immediately. Large pieces may be picked up by hand if this can be done safely and without cutting the person. The remainder should be swept up with a brush and pan. Dispose of glass in the correct recycling container. It is recommended that closed in shoes and gloves are worn when cleaning up broken glass. 			
Initial Risk:	High	Residual Risk:	Moderate
5 Changing Attachments on Tools or Equipment			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> When changing attachments on tools or equipment that could cause and injury during the process unplug it first. Never replace with an attachment not designed for the tool. Do not leave a tool without the attachment change not completed. On machinery (generally bigger fixed machinery) where the process may take time, follow the "Lock Out" procedure if you must leave an uncompleted change. 			
Initial Risk:	Moderate	Residual Risk:	Low

6 Chemicals, Sprays, Paints, Poisons and Solvents			
Controlling the Risk:	Substitution	Engineering	Administrative
PPE			
<ul style="list-style-type: none"> • All chemicals etc. must be kept in correctly marked, well-sealed containers. • If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform the site supervisor and have them removed. • If you need to use Chemicals, Poisons, Paints, Sprays or Solvents: <ul style="list-style-type: none"> ○ Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided. ○ Have Safety Data Sheets (SDS) available at all. ○ Ensure that there is sufficient ventilation and no ignition points. ○ If you interact with a substance you don't recognise, inform your supervisor immediately. ○ Do not allow oils, chemicals and fuels to run away into drains or waterways. ○ Chemicals are to be stored as per HAZNO regulations. <p>For chemical spill information & procedures, refer to Chemical Emergency Response in Emergency Procedures section of the policy.</p>			
Initial Risk:	High	Residual Risk:	Moderate
7 Children in the Workplace			
Controlling the Risk:	Elimination		Engineering
<ul style="list-style-type: none"> • For their own safety, children must always be supervised while on site or be in a child approved area. • Do not allow children to play with or climb on anything. • Children ARE NOT permitted in areas with machinery/vehicles operating. • Always be aware of children and if they enter a work area which may be hazardous and could cause injury to themselves or others, stop what you are doing and ask them to leave, or ask their parents to remove them from the area. 			
Initial Risk:	Extreme	Residual Risk:	Moderate
8 Company Vehicles			
Controlling the Risk:	Engineering		Administrative
<ul style="list-style-type: none"> • Only drive company vehicles you are familiar with and are licensed and/or certified to drive. • Ensure that the vehicle is in good order and is registered and warranted. • Always wear a safety belt. • Vehicles should be equipped with a current first aid kit and a fire extinguisher. • Keep the vehicle tidy. Ensure everything is secure so should heavy braking or an accident occur, tools, materials and other items will not be thrown around the vehicle and injure any occupants. • Do not carry loose articles in the cabs of vehicles, as they could jam the pedals of the clutch, brake or accelerator and distract the driver, causing an accident. • Never drive a company vehicle after drinking alcohol, taking drugs or prescription medication that could affect your ability to drive. • If driving long distances, take regular breaks and if you feel tired, pull over. • Only authorised personnel approved by management are permitted in company vehicles. • Pets are not permitted in company vehicles. • You are not permitted to carry hitchhikers when driving a company vehicle. • Do not make calls on a cell phone while driving unless your vehicle is equipped with a hands-free kit, or you have an ear piece or similar and voice control is available. Otherwise pull over and ring the person back when it is safe to do so. • Never read or do texts, emails or anything that takes your attention off driving under any circumstances. 			
Initial Risk:	High	Residual Risk:	Moderate

9 Contractors, Subcontractors			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> All contractors are to be inducted and made aware of the risks on the site. Ensure all contractors are inducted with the appropriate forms from section 5 of this policy. Stay away from contractor's work areas and equipment. Do not alter or interfere with any work done by a contractor. Do not assist a contractor in their work, unless it is part of your job description and you're trained to. 			
Initial Risk:	High	Residual Risk:	Moderate
10 Dehydration			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> Keep well hydrated when working during warmer months of the year. Wearing PPE and working in hot sun can cause dehydration. Dehydration causes fatigue and can impair judgement, especially when operating machinery. If you feel thirsty, you are already becoming dehydrated. Water is the best. 			
Initial Risk:	Moderate	Residual Risk:	Low
11 Dust			
Controlling the Risk:		Engineering	PPE
<ul style="list-style-type: none"> Keep your work area as clean as possible to eliminate dust build-up and keep dust levels to a minimum. You should always wear dust masks in any area where dust is a problem. If the dust is affecting you, then you should inform your supervisor immediately. 			
Initial Risk:	Moderate	Low	Residual Risk:
Low			Low
12 Electrical Equipment & Small Tools			
Controlling the Risk:		Elimination	Substitution
<ul style="list-style-type: none"> Only use a device if you are trained and authorised to. Do not use portable electric equipment if the equipment itself could become dangerously wet. Use RCDs (Residual Current Devices) wherever practicable when using mains powered equipment. Do not attempt to repair any faulty equipment yourself. Ensure any guards required are in place, before use. If the leads of equipment become damaged, DO NOT use the equipment until after it has been repaired. Never pull the plug out from the socket by pulling on the cord. Blades, discs, cutting edges and bits etc. are to be of the correct type for the tool and fitted correctly. All portable electric equipment must be checked and certified in accordance with AS/NZS 3760. Do not unplug any equipment while you have wet hands. Dry your hands first. Turn switch off before unplugging. Ensure all electrical equipment has been added to your Maintenance Schedule and the dates for upcoming maintenance are recorded in a reminder system (diary etc.). 			
Initial Risk:	High	Residual Risk:	Moderate

13 Equipment Maintenance, Repairs and Servicing			
Controlling the Risk:		Elimination	Substitution
		Engineering	Administrative
<ul style="list-style-type: none"> All equipment and machinery must be serviced and maintained according to the manufacturer's instructions or in accordance with your maintenance schedule. The maintenance schedule/report must be completed by a designated person on completion of service. All new equipment must be added to the maintenance schedule within one month of being installed/commissioned. If you discover any equipment or machinery that has not been serviced, is faulty or has been serviced incorrectly, report this to your supervisor. Do not attempt to repair or service equipment unless you have been trained and/or a qualified to do so. If a machine or equipment is to be stopped for service or repair, it must be "locked out". This means preventing it from starting e.g. unplugged or physically prevented from being activated and a lockout tag or the like placed on it. 			
Initial Risk:	High	Residual Risk:	Low
14 Eye Damage			
Controlling the Risk:			PPE
<ul style="list-style-type: none"> Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could encounter your eyes. If dust is a problem, then wear eye protection. 			
Initial Risk:	Moderate	Residual Risk:	Low
15 Fire Fighting Equipment and Exits			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Make sure that fire exits are clear and accessible. If you see anything blocking a fire exit, extinguisher or hose reel remove it immediately. Ensure that all fire extinguishers and hose reels are visible and accessible. Never use extinguishers or hose reels as hangers or hooks to place other items on. 			
Initial Risk:	Moderate	Residual Risk:	Low
16 Flammable Substances			
Controlling the Risk:		Elimination	Engineering
		Administrative	
<ul style="list-style-type: none"> Keep flammable materials or substances away from exits and entrances. Never store any flammable items where they may be at risk of catching fire. Use appropriate storage containers as required by the Hazardous Goods (HSNO) regulations, considering the quantity of products held on premises. 			
Initial Risk:	Moderate	Residual Risk:	Low
17 Foot Injuries			
Controlling the Risk:			PPE
<ul style="list-style-type: none"> You must wear the appropriate safety footwear when on site, or if required on any site you visit. This includes contractors or visitors, where applicable. 			
Initial Risk:	Moderate	Residual Risk:	Low

18 General Public and Visitors			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> All visitors who are visiting a specific staff member are to sign the Visitors Book on arrival and sign out when leaving, where applicable. The public are not allowed in work areas that machinery or vehicles are operating unless there is a reason to be there and only if accompanied by a staff member. If you are to take a person through a work area ensure you provide them with any required personal protective equipment required, you inform them of hazards in the area and stay within designated areas, walkways, etc. Their safety is your responsibility. If you see anyone you do not know in the workplace, ask them to leave. 			PPE
Initial Risk:	High	Residual Risk:	Moderate
19 Ladders			
Controlling the Risk:		Substitution	Administrative
<ul style="list-style-type: none"> Only use ladders as they are designed to be used. All ladders shall be set up on a firm level surface, unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame. All "A-frame" ladders must lock across the two uprights. Ladders, unless specifically designed, are only to be used for access to an area, not for working off. Only industrial approved ladders are permitted to be used on site - NZS 5233:1986 or NZS 3609:1978. Only use non-conducting ladders when doing electrical work. Ensure the feet of the ladder are placed on clear, level ground and positioned so it can't slip or topple. Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall. Never climb any ladder unless you feel completely safe doing so. Leaning ladders must be tied and secured at the top if the operator is working above three metres. When engaging in electrical work non-conducting ladders must be used. Before using any ladder, ask yourself: <ul style="list-style-type: none"> Is using a ladder the safest and best work method for the job? Is the ladder in good condition and suitable for the type and height of work? While using a ladder: <ul style="list-style-type: none"> Do not carry a load that will prevent both hands from being able to hold or grab the rungs. Do not over-reach — the waist should always remain within the confines of the stiles. Unless there is a secure handhold, do not stand on a rung/step closer than 0.9 metres from the top. Always ensure all loose tools or other items are removed from steps/rungs before moving ladder. Where the ladder encroaches onto a passage/roadway, place cones or barricades around the base. Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as: <ul style="list-style-type: none"> Bent or twisted stiles; Loose, bent, worn, or split rungs or steps; Loose, bent or disconnected braces between steps and stiles or back frame; Damaged or missing locking bars; Missing rivets or non-slip feet. 			
Initial Risk:	High	Residual Risk:	Moderate
20 Manual Handling			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Lift by keeping your back straight and bending your knees, reduce twisting from side to side. Do not lift anything that is too heavy for you and could cause you an injury. If something is too heavy use a mechanical lifting device if available or ask for assistance. 			
Initial Risk:	Moderate	Residual Risk:	Low

21 Noise					
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Loud and/or long term moderate noise can cause hearing loss. As a guide, if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection. If after using hearing protection you can still hear a lot of noise, you should wear a higher rated grade. Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection. Consider others around you, if you are going to be creating loud noise, isolate people from this if possible. 					
Initial Risk:	High			Residual Risk:	Low
22 OOS/RSI					
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative	
<ul style="list-style-type: none"> OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury). Do not continue doing the same activity if you are suffering from any pain or discomfort. Have a change of work after 40 minutes of repetitive activity, or at any time if you are uncomfortable with the work you are doing. Set yourself up in a comfortable position if doing repetitive work. Take micro breaks and do the exercises in the office module (pages 8-9). If you find yourself showing signs of OOS/RSI report it to the H&S Officer. 					
Initial Risk:	Moderate			Residual Risk:	Low
23 Pathways, Stairwells and Exits					
Controlling the Risk:			Elimination	Administrative	
<ul style="list-style-type: none"> Pathways, stairwells and exits are to be kept clear. Never leave items on stairways or in pathways as it will create a trip risk to other people using them. Be constantly alert for stock, goods, materials, rubbish and other items which may be blocking walkways and remove them from the area. Handrails on staircases must be sturdy and able to support the people who use them. Always be cautious when carrying items up or down stairs, ensure you can see where you are walking. Do not speak to others when using the stairs, as they may turn and fall. 					
Initial Risk:	Moderate			Residual Risk:	Low
24 Power Leads					
Controlling the Risk:	Elimination	Substitution	Engineering	Administrative	
<ul style="list-style-type: none"> Ensure that all power leads are in good condition, without nicks or exposed wires. Faulty leads must be tagged out and repaired by a qualified person. Always use an RCD if the main power supply does not have an RCD or isolation switch built into it. Avoid trailing power leads across the floor of the working area, where they may create a trip risk. Leads in workshop, factory environments etc. are to be tested biannually. Leads in office environments are to be tested every two years. All electric leads, tools and equipment used on construction sites or similar must be checked before use and tagged every 3 months. As per AS/NZS 3760. 					
Initial Risk:	High			Residual Risk:	Low

25 Practical Jokes in the Workplace			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Practical jokes that could cause injury are forbidden and could result in immediate dismissal. If, due to a practical joke, a fellow employee is injured, it is very likely you could also be faced with a prosecution from WorkSafe NZ. 			
Initial Risk:	Extreme	Residual Risk:	Moderate
26 Retractable Blades/Box Cutters			
Controlling the Risk:		Engineering	Administrative
<ul style="list-style-type: none"> Never carry a box cutter or similar without retracting the blade. Always retract the blade as soon as you have finished an action. When cutting, don't put any part of your body in front of the blade i.e. stand to the side. Use caution when using retractable blades. <p>Note: Many sites do not permit retractable blade knives unless the blade is spring loaded and is auto retractable. With these knives, you must hold your finger on the button for the blade to remain out, so minimises the chances of cutting yourself. Other options are knives with a form of guard over the blade. Either of these types of knives are a preferable and safer option.</p>			
Initial Risk:	Moderate	Residual Risk:	Low
27 Rushing Jobs			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Employees must never be pressured into rushing a task that could compromise their health & safety. Always allow time for the task to be completed in a safe manner. A rushed task causing injury will take far longer in the end than a task done at a safe speed. 			
Initial Risk:	High	Residual Risk:	Low
28 Skin Cancer (Working Outside)			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Melanoma can be caused by the sun's ultraviolet rays. Protect yourself from sunburn. Seek jobs in the shade during the middle of the day and early afternoons (11am-3pm) when possible. Wear clothing such as hats, long-sleeved shirts and long pants to protect your skin. Sunglasses should be worn to protect your eyes from the sun. Take care on windy and cloudy days. Although you remain cool, you can still burn. Consult your doctor if a freckly spot or mole changes shape, colour or size. Use a broad-spectrum high-level (30+) sunscreen on any skin that is not protected with clothing. 			
Initial Risk:	High	Residual Risk:	Moderate
29 Slippery/Wet Floors			
Controlling the Risk:		Elimination	Administrative
<ul style="list-style-type: none"> Slippery floors and spillages need to be cleaned up immediately, whenever possible. Otherwise put up a sign or tape off the area until the spillage can be dealt with. Install non-slip or anti-fatigue matting to improve staff safety and comfort where practicable or provide specialised footwear where necessary. 			
Initial Risk:	Moderate	Residual Risk:	Low

30 Stress and Fatigue			
Controlling the Risk:	Elimination	Substitution	Administrative
<ul style="list-style-type: none"> Stress and fatigue can be caused by time pressures, issues at home, long hours etc. If you are feeling stressed, talk to the Health and Safety Officer or PCBU. Do not ignore it. 			
Initial Risk:	High	Residual Risk:	Moderate
31 Training			
Controlling the Risk:			Administrative
<ul style="list-style-type: none"> Do not do any task that you are not trained or authorised to do. If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage. Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague. It is better to ask and get training than pretend you know how to do a task and end up injured. 			
Initial Risk:	Extreme	Residual Risk:	Low
32 Trip Risks			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> Keep bins, mats, power leads and other items that can create trip risks out of foot traffic areas. Keep items off the ground where possible or stack them in an area that won't create a direct risk. If you see something that could be a trip risk, remove it. 			
Initial Risk:	Moderate	Residual Risk:	Low
33 Unfamiliar Sites (Engaging in Contract Work)			
Controlling the Risk:		Administrative	PPE
<ul style="list-style-type: none"> Unfamiliar sites could have a variety of risks you are not familiar with, so be cautious. Report to the person in charge, to be inducted and made aware of risks or conditions you may encounter. Follow all on site instructions about risks. If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor before proceeding any further. 			
Initial Risk:	High	Residual Risk:	Low
34 Vehicles on Site (General)			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Always stay away from areas where vehicles are being loaded/unloaded unless necessary to be there. If you are required to approach a vehicle on site do it in a manner so you can be clearly seen approaching. In the carpark area, always be aware of vehicles backing out driving forwards as often the driver is looking for a car park and not looking ahead. Stay on the footpath and use the designated crossing areas whenever practicable. 			
Initial Risk:	High	Residual Risk:	Low
35 Working Alone and at Night			
Controlling the Risk:	Elimination	Engineering	Administrative
<ul style="list-style-type: none"> If you are working alone after standard work hours, do welfare checks at least hourly or as required. Do not use any machinery or equipment which could put yourself at risk of injury. Always have a torch available and be made aware of light switches and lighting. Avoid going in to unlit areas whenever possible. 			
Initial Risk:	High	Residual Risk:	Moderate

36 Work Left in an Unsafe Condition			
Controlling the Risk:		Elimination	Engineering
<ul style="list-style-type: none"> Ensure your work is left in safe condition whenever possible or put up signage, tape/barriers, etc. to protect and warn people of the risk. Ensure all work is stable and cannot be affected by adverse weather or injure any other person. 			
Initial Risk:	High	Residual Risk:	Low
37 Workplace Aggression/Harassment			
Controlling the Risk:		Elimination	Engineering Administrative
<ul style="list-style-type: none"> If confronted by an aggressive person, be polite and leave the area. Report events of aggression or harassment to your supervisor and avoid physical confrontation. Make a record of specific events which you feel are inappropriate. Include the date, time and place and who was present, what was said, how you felt, how you responded, and what other people said and did. If a workmate/manager's ongoing behaviour makes you feel uncomfortable, stressed or threatened and you are unable to change this situation yourself, speak to someone senior about the issue. 			
Initial Risk:	Moderate	Residual Risk:	Moderate

Active Locksmiths

Significant Risk Register

Locksmith Risks

General Index

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1 Accidents			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Risk controls over vehicle accident sites are controlled by the emergency services when on the scene i.e. Police, Fire Department etc. However, there are some basic procedures to follow when driving company vehicles on company business. If you are involved in a motor vehicle accident under these circumstances, then you must: <ul style="list-style-type: none"> Give all practical first aid to any injured persons. Unless it is necessary to do so (i.e. fire) you should never attempt to move an injured person. Ensure that someone has called the emergency services. Give the police any information you can, to assist them in their enquiries. Try to ensure that the road is cleared of all debris, where possible. Contact your base/office as soon as possible. Wear a Hi-Visibility vest or clothing to maximise your visibility. 			
Initial Risk:	High	Residual Risk:	Moderate
2 Aggressive Dogs and Animals			
High		Elimination	Administrative
<ul style="list-style-type: none"> Always use caution around unfamiliar dogs, animals etc. Before arriving on site, check with owner about any animals that will be there and request that they are tied up, if appropriate. If you are unsure, do not leave your vehicle and contact the owner. If around an aggressive dog. If it is not possible to calm the situation, you should stand still and avoid all eye contact. Look down and keep your arms still and folded in front of you, then slowly and calmly start moving away without turning your back on the dog. 			
3 Batteries and Chargers for Tools			
Controlling the Risk:	Elimination	Administrative	PPE
<ul style="list-style-type: none"> Always follow manufacturer's instructions for charging and storage. Battery chargers should be plugged into an RCD. Use and store your battery within the temperature limits stated by the manufacturer. Do not store in a closed location where sunlight may cause elevated temperatures, such as near a window inside a vehicle. When recharging batteries, always use chargers which are suitable for the battery type. With lithium batteries take extra care to avoid getting them wet. If a battery is not working dispose of it correctly and do not dispose of it amongst flammable substances. 			
Initial Risk:	Moderate	Residual Risk:	Low
4 Bench Grinders/Key Cutting Machine			
Moderate	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Wear safety glasses and hearing protection Do not remove the guards Check all fixtures are secured before operation Ensure the key is secured before commencing cutting Use the appropriate disc for the job being done. 			

5 Breakdowns or Flat Tyres			
Controlling the Risk:	Engineering	Administrative	PPE
<ul style="list-style-type: none"> In the event of a breakdown or flat tyre, always ensure that you move the vehicle over to the side of the road as far as possible. Keep out of the way of traffic. Contact the office to get a mobile mechanic or heavy haulage to tow the vehicle or a roadside vehicle repair service. Use warning devices such as reflective triangles or cones, hazard lights, to give other road users plenty of warning of your situation and location. Wear a Hi-Visibility vest or clothing to maximise your visibility. 			
Initial Risk:	Moderate	Residual Risk:	Low
6 Drilling or Penetrating into Existing Areas			
Extreme		Elimination	Administrative
<ul style="list-style-type: none"> Drilling or penetrating areas which contain or may contain energised electrical conductors is considered "working near". Such work requires extreme caution and good planning. Drills or penetrating equipment must be grounded, so that accidental contact with an unexpected energized electrical conductor will be cleared quickly by the circuit protective device. Double insulated equipment cannot be counted on to provide protection when accidental contact is made with energized circuits. A drill bit stop should be used to limit the distance of any penetration. Enclosures, cableways/trunking/tray, compartments, walls, ceilings, floors or underground areas where energized electrical conductors are or may be hidden from direct view must be thoroughly investigated, before penetrating them. 			
7 Drills			
Moderate	Engineering	Administrative	PPE
<ul style="list-style-type: none"> Ensure that all material is properly restrained. Do not lock the trigger switch on, unless you have a second handle on the drill. Wear hearing and eye protection. Keep hands clear of the drill bit when in operation. Do not put too much pressure on the drill to avoid snapping the drill bit. 			
8 Faulty Vehicles			
Controlling the Risk:	Elimination	Substitution	Administrative
<ul style="list-style-type: none"> Before using any vehicle, do a thorough check for any sign of faults. Move the vehicle and check the ground for oil or fluid leaks. Check the brake, clutch and transmission fluid. Check tyre pressure and for bulges, cuts or any other tell-tale signs of damage. Generally, check the entire vehicle over and do not use it unless completely satisfied that it is in good working order. 			
Initial Risk:	High	Residual Risk:	Low
9 Hand Tools			
Moderate	Elimination	Substitution	Administrative
<ul style="list-style-type: none"> Use the correct tools for the job. All hand tools should be in good condition. Do not exert too much pressure on tools or put extra leverage onto them. 			

10 Loss of Driver's Licence			
Controlling the Risk:			Elimination
<ul style="list-style-type: none"> If you lose your driver's licence or it is suspended for any reason, you must not operate any vehicle. You must advise your manager of this situation as soon as it happens or if it is pending. 			
Initial Risk:	Moderate	Residual Risk:	Low
11 Router			
Moderate		Administrative	PPE
<ul style="list-style-type: none"> Only trained operators are permitted to use routers. Ensure tooling is fitted into correctly. Keep tooling sharp and run at the correct spindle speed. Ensure all material is restrained or fixed before routing. Wear hearing and eye protection. 			
12 Working on Customers Sites			
Moderate	Elimination	Engineering	Administrative
<ul style="list-style-type: none"> If at a business, report to reception and sign in. Do not forget to sign out. If at a private residence do not enter the building unless invited by householder/customer. Ensure you vehicle does not block the access of other users of the area. If there are children present, ask to have them kept away from the work area. If there are any animals present in your work area that give you cause for concern, ask the owner to restrain or remove them and do not antagonise, tease or bait the animal. If you are concerned for your safety, leave the site. 			