



HAZARD REGISTER – CONSTRUCTION

Hazards are to be assessed and controlled by eliminating or minimising any risks to health and safety.

Eliminate - Where the risk to health and safety is removed from the workplace.

Minimise - Where the risk cannot be eliminated it should be reduced by one or more of the following; substitution, isolation, and implementing engineering controls (guarding, barriers etc) . If the risk still remains it can be further minimised using administration controls (procedures, documentation etc) and PPE. Where possible use multiple controls.

Hazards	Risks to Health and Safety	Risk Controls Proposed: (in hierarchy order from the most preferred control)	Date of Last Review
<p>Airborne contaminants</p> <ul style="list-style-type: none"> Dust Fumes 	<p>Lung disease or respiratory issues resulting in injury, illness or death</p>	<ul style="list-style-type: none"> Use extraction systems on tools and machinery that create fumes or dust Operate machinery and equipment that creates dust, fumes, sparks etc away from other workers in well ventilated areas Implement strict housekeeping procedures to reduce the impact of dust and filings Ensure adequate PPE (dust masks/respirators) are available and all workers are trained in its proper use and maintenance Consider health monitoring eg lung function tests 	<p> / /</p> <p>day day month month year</p>
<p>Asbestos</p>	<p>Lung disease and respiratory issues resulting in illness or death</p>	<ul style="list-style-type: none"> Anyone involved in asbestos work must be deemed competent prior to the commencement of any work as per the Asbestos Regulations 2016, Approved Code of Practice (ACOP) Management and Removal of Asbestos 2016 and Good Practice Guidelines (GPG) for Conducting Asbestos Surveys 2016 Do not cut, grind, break, drill or damage any asbestos containing materials without authorisation Use a documented asbestos removal and disposal work method 	<p> / /</p> <p>day day month month year</p>



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Confined spaces	Asphyxiation and lung damage from hazardous atmospheres resulting in injury, illness or death	<ul style="list-style-type: none"> Do not enter any confined spaces without authorisation Any staff involved in confined space entry must be trained to an appropriate standard (eg 17599 Plan a Confined Space Entry, 18426 Confined Spaces and 25510 Atmospheric Testing) and be competent in confined space entry and work Use a Confined Space Task Analysis 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>
Demolition	Crush injuries, broken bones, lacerations and burns resulting in injury or death. Lung injuries from dust and hearing loss from noise exposure resulting in injury, illness or death.	<ul style="list-style-type: none"> Anyone involved in demolition work must be competent to carry out a demolition in accordance with the Best Practice Guidelines (BPG) for Demolitions In New Zealand Published October 2013 by the New Zealand Demolition and Asbestos Association (NZDAA) Use a Demolition Task Analysis 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>
Electrical hazards	Electric shock resulting in injury or death	<ul style="list-style-type: none"> Use portable RCDs if not already installed All electrical equipment including RCDs to be tested to AS/NZS 3760:2010 Workers trained and competent in the correct use of all electrical equipment Equipment, sockets and wiring inspected before use Any faulty equipment to be removed from use, sent for repair and reported Avoid overloading power outlets Refer http://www.med.govt.nz/energysafety 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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<p>Environment</p> <ul style="list-style-type: none"> Hot Cold Drafts 	<p>Prolonged exposure to heat or cold resulting in illness</p>	<ul style="list-style-type: none"> Ensure appropriate clothing is worn for the environment Allow for good ventilation Provide a barrier between staff and entranceway to combat drafts, if the door needs to be kept open 	<p> / /</p> <p>day day month month year</p>
<p>Excavations</p> <ul style="list-style-type: none"> Trench collapse Heavy machinery 	<p>Suffocations, crush injuries, broken bones, lacerations, burns etc resulting in injury, illness or death</p>	<ul style="list-style-type: none"> Excavations greater than or equal to 1.5m must be shored Excavations less than 1.5m to be shored if required Shoring must be designed in accordance with sound engineering practice Safe slope requirements to comply with GPG Excavated or loose material stored or retained as per GPG Excavations beside structures to be carried out as per GPG Excavations to be inspected prior to work each day Control surface water drainage All underground services to be located prior to work start Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> Excavation Safety GPG Safety with Underground Services Guide Notify WorkSafe NZ of all notifiable work as outlined at http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work 	<p> / /</p> <p>day day month month year</p>



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<p>Falling objects</p>	<p>Head injuries, broken bones, lacerations etc resulting in injury or death</p>	<ul style="list-style-type: none"> • Ensure toe boards or equivalent protection on scaffolding • Tether tools and equipment • Use fences or barriers to separate or isolate workers and visitors from being below overhead work • Ensure materials, tools and equipment are stored correctly • Provide a safe means of raising and lowering objects eg pulley systems • Only trained or supervised workers to work at height • All workers are to wear appropriate PPE eg hard hats • Ensure site signage is present at all entrances and exits to warn workers and visitors 	<p> / / day day month month year</p>
<p>Flying particles</p> <ul style="list-style-type: none"> • Wood • Metal • Dust • Concrete 	<p>Cuts, punctures, bruises, eye damage or burns resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Ensure all guards are in place before use • Use eye protection around machinery and when working with, or around power tools • Ensure barriers are in place to protect other workers and visitors • Ensure flammable substances are stored away from tools such as grinders 	<p> / / day day month month year</p>
<p>Hand tools</p> <ul style="list-style-type: none"> • Hammers • Saws • Hole punches • Screw-drivers 	<p>Cuts, punctures, bruises, strains, sprains etc resulting in injury</p>	<ul style="list-style-type: none"> • Identify all tools that are hazardous and list in the Plant, Machinery and Equipment Register • Develop safe working procedures and instruct all workers and contractors • All workers to be trained and competent in the safe use of all tools • Appropriate PPE to be provided and workers to be trained in the correct use and maintenance 	<p> / / day day month month year</p>



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<p><i>Hazardous substances</i></p> <ul style="list-style-type: none"> • Chemicals • Glues • Paints • Solvents 	<p>Poisoning, chemical burns, dermatitis, eye injuries and respiratory problems (from contact or handling) resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Identify high risk or toxic substances and list on the Hazardous Substance Register • Ensure correct storage and labeling • Safety Data Sheets (SDS) are to be readily available for all hazardous substances being used • Ensure incompatible chemicals are not stored together • Flammable chemicals not to be used near machinery • Chemicals to be stored in earthquake proof shelving • Workers to be trained in the safe handling and disposal of all hazardous substances • Appropriate PPE to be provided and used for handling any hazardous substance • Workers to be trained in the correct use and maintenance of PPE • Adequate ventilation systems and breathing apparatus to be provided • Emergency procedures to be developed and staff to be trained in their implementation • Appropriate signage to be displayed • Comply with the Hazardous Substances and New Organisms Amendment Act 2015 • Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> 1. Management of Substances Hazardous to Health ACOP 2. Management of Lead Based Paints Guideline 3. Repainting Lead Based Paints pamphlet 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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<p>Hot works and welding</p> <ul style="list-style-type: none"> • Fire and explosion • Burns • Fumes • Compressed gases 	<p>Burns, eye damage, respiratory issues etc resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Only qualified and experienced staff to carry out any hot works • Ensure adequate PPE is available and all workers are trained in its proper use • Ensure a first aid kit and a trained first aider are available • Adequate ventilation systems and breathing apparatus to be provided • Emergency procedures to be developed and staff to be trained in their implementation • Appropriate signage to be displayed • Ensure flammable substances are stored away from work area • List all tools/equipment on the Plant, Machinery and Equipment Register • Ensure blow back and safety valves are in place on equipment prior to use • Gas bottles to be stored upright and securely in accordance with the Hazardous Substances and New Organisms Amendment Act 2015 • Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> 1. Health and Safety in Welding 2. Hot Works on Drums and Tanks 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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<p>Lone worker</p> <ul style="list-style-type: none"> No method of communication Unknown location Unknown if accident or incident occurs 	<p>No communication in an event (injury or incident) resulting in injury or death</p>	<ul style="list-style-type: none"> Do not have workers performing jobs or tasks where they are working alone Ensure communication plans are in place with regular check-in times Always have 1 or more communication devices available eg mobile phone, personal locator beacon, GPS etc Ensure lone workers are first aid trained Only fully trained workers to work alone Ensure a detailed emergency plan is in place and fully understood Ensure appropriate and maintained plant, machinery and equipment is provided Where applicable, have Standard Operating Procedures (SOP) in place to ensure tasks are done correctly Regularly monitor and review a lone worker to ensure they are following all training and SOPs 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>
<p>Manual handling and occupational overuse syndrome</p> <ul style="list-style-type: none"> Ergonomics Equipment placement Storage heights 	<p>Back injury, muscle injury, occupational overuse etc resulting in injury or illness</p>	<ul style="list-style-type: none"> Use lifting appliances instead of manual handling eg forklifts, trolleys Ensure staff are trained in proper manual handling techniques Use two person lift for heavy or awkward items Ensure heavy items are stored between knee and shoulder height Ensure work stations are set up correctly and are adjustable for different workers Be familiar with and follow the Code of Practice for Manual Handling, available on www.business.govt.nz/worksafe/ 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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Noise	Headaches or noise induced hearing loss resulting in injury or illness	<ul style="list-style-type: none"> • Ensure all workers have access to appropriate hearing protection and have been properly trained in its correct use • Monitor noise levels and ensure no prolonged exposure to noise levels above 85dB without the appropriate hearing protection in place • Implement yearly hearing tests for workers exposed to high noise levels • Ensure appropriate signage is in place to warn workers and visitors of high noise areas • Be familiar with and follow the ACOP for the Management of Noise in the Workplace on www.business.govt.nz/worksafe/ 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>
Plant, machinery and equipment	Burns, crush injuries, broken bones, lacerations etc resulting in injury or death	<ul style="list-style-type: none"> • Use fences or barriers to separate or isolate workers and visitors • Operate according to the manufacturer's instructions • Keep all plant, machinery and equipment maintained in good condition • Only trained or supervised workers to operate plant, machinery and equipment • Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> 1. Cranes ACOP 2. Load-Lifting Rigging ACOP 3. Operator Protective Structures on Self Propelled Mobile Mechanical Plant ACOP 4. Pre Cast Concrete ACOP 5. Forklifts ACOP 6. Concrete Pumping GPG 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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<p>Power tools and equipment</p> <ul style="list-style-type: none"> • Circular saw • Nails guns • Grinders • Sanders • Bench saws 	<p>Amputations, cuts, punctures, eye damage, bruises, strains, sprains, hearing loss, eye damage, or nerve damage (through vibration) resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Guarding in place and regular checks of equipment before use • Trained and competent workers only to use tools/equipment or to be directly supervised • Correct PPE to be provided and used by workers • Tag and tested RCDs to be used if not part of the supply • All tools and equipment to be tagged and tested to AS/NZS 3760:2010 • List all tools and equipment on the Plant, Machinery and Equipment Register • No loose clothing, hair or ties including hoddies • Safety cut off switches to be in place and regularly tested • Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> 1. Safe Use of Machinery GPG 2. Power Actuated Hand Held Fastening Tools ACOP 3. Nailers and Staplers Guidelines 4. Working Safer and Smarter with Power Cut-Off Saws pamphlet 	<p> / /</p> <p>day day month month year</p>
<p>Slips, trips and falls</p> <ul style="list-style-type: none"> • Slippery floors • Power cords • Poor storage 	<p>Broken bones, cuts, punctures, bruises, strains or sprains (from same level falls) resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Ensure walkways and pedestrian areas are clearly marked and kept clear of equipment and materials • Use non-slip surfaces on floors • Clean up spills immediately • When replacing flooring use anti-slip variety • Place warning signs in wet or slippery areas • Ensure no power or extension cords are run across walkways • Keep all exits clear at all times 	<p> / /</p> <p>day day month month year</p>



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<p>Stacked materials</p> <ul style="list-style-type: none"> • Equipment • Tools • Materials 	<p>Crush injuries, broken bones and lacerations from falling objects resulting in injury or death.</p> <p>Sprains or strains from manual handling resulting in injury or illness.</p>	<ul style="list-style-type: none"> • Do not lean materials eg plaster board, against walls • Ensure defined storage areas that are away from walkways/access ways • Isolate delivery areas using fences or barriers to prevent non essential workers and visitors entering, when unloading • Ensure shelving is secure and earthquake resistant • Use guarded platforms to access high shelving and storage areas • Ensure all materials are stored as to not cause a tripping hazard • Do not store flammable chemicals close to possible ignition sources • Store heavy objects between knee and shoulder height 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>
<p>Underground services</p> <ul style="list-style-type: none"> • Electricity • Gas • Water 	<p>Electrocution, explosion, burns etc resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Confirm the position of all services with local authorities before work starts • Ensure all services are clearly marked • Hand dig if unsure of service locations • Ensure all services are isolated at the source prior to work commencing 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> / / <small>day day month month year</small> </div>



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<p>Vehicles</p> <ul style="list-style-type: none"> • Driver behaviour • Driver fatigue • Distraction 	<p>Vehicle crashes resulting in injury or death</p>	<ul style="list-style-type: none"> • Use fences or barriers to separate or isolate workers and visitors • Use audible reversing alarms, flashing lights and reversing cameras • Use spotters or dedicated traffic controllers to manage traffic movement • Only trained and supervised operators to operate vehicles/machinery • Be familiar with and follow the Code of Practice for Temporary Traffic Management (if relevant), available on http://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html/ • Ensure log book and commercial driving laws are followed (if relevant), available on http://www.nzta.govt.nz/commercial/assistance/index.html • Ensure NZ road rules are followed at all times, available on http://www.nzta.govt.nz/resources/roadcode/index.html/ 	<p> / /</p> <p>day day month month year</p>
<p>Visitors and public</p> <ul style="list-style-type: none"> • Children • Clients • Visitors • General public • Deliveries 	<p>Uncontrolled persons being exposed to construction hazards resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • Fence off the site in accordance with clause F5 of the building code • No persons under the age of 15 to be allowed access to site • All visitors to be inducted to site and must sign the induction register • All visitors to be escorted on site at all times • Walkways and no-go areas to be clearly marked out and signposted • Delivery areas clearly marked out and separated from work areas 	<p> / /</p> <p>day day month month year</p>
<p>Workload</p>	<p>Stress, fatigue, concentration loss resulting in injury or illness</p>	<ul style="list-style-type: none"> • Ensure adequate staffing • Ensure all staff are trained and competent to complete the work required • Make sure job descriptions are clear 	<p> / /</p> <p>day day month month year</p>



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<p>Workers and contractors</p> <ul style="list-style-type: none"> • Unsafe behaviors • English as a second language 	<p>Uncontrolled persons being exposed to construction hazards resulting in injury, illness or death</p>	<ul style="list-style-type: none"> • All workers to be inducted and must sign the Induction Register • All workers to be trained and deemed competent to carry out their work • Workers with limited English have rules explained to them by an interpreter • All contractors prequalified as competent in health and safety 	<div style="text-align: center;"> <input type="text"/> / <input type="text"/> / <input type="text"/> <small>day day month month year</small> </div>
<p>Working at height</p>	<p>Fall from height resulting in injury or death</p>	<ul style="list-style-type: none"> • Use appropriate fall protection eg scaffolding, edge protection, guarded work platforms, MEWP's, safety mesh etc • If above not possible, use total restraint systems eg harnesses, platform (podium) ladders or mobile guarding systems • As a last resort, use, safety nets, soft landing systems, fall arrest systems or platforms • Ensure all staff are trained in fall prevention or are directly supervised by someone who is • All work to be carried out in accordance with Best Practice Guidelines (BPG) for Work at Height in New Zealand • Ladders to be used for short duration work only or as access to a working platform • Always follow manufacturers' instructions • Be familiar with and follow these WorkSafe NZ publications on www.business.govt.nz/worksafe/ <ol style="list-style-type: none"> 1. Working at Height 2. Working on Roofs 3. Scaffolding 4. Mobile Elevating Work Platforms 5. Soft Landing Systems 6. Safe Use of Safety Nets 7. Industrial Rope Access • Notify WorkSafe NZ of all notifiable work as outlined at http://www.worksafe.govt.nz/worksafe 	<div style="text-align: center;"> <input type="text"/> / <input type="text"/> / <input type="text"/> <small>day day month month year</small> </div>



HAZARD REGISTER – ADDITIONAL HAZARDS

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