

HAZARD MANAGEMENT PLAN



HOW WELL ARE YOU DOING WITH HAZARD MANAGEMENT?

To see how well you are going with hazard management, ask yourself, health and safety representatives, and your staff the following questions.

| | YES | NO | N/A |
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| Do you have a record of workplace hazards and how you are dealing with them? | | | |
| Are health and safety representatives and staff actively involved in hazard management on an ongoing basis? | | | |
| Have you and your staff identified hazards relating to: <ul style="list-style-type: none"> - Plant - eg, vehicles properly maintained, machinery is guarded, loads secured. - People - eg, lifting, carrying, pulling or pushing loads. - Locations/ environment - eg, housekeeping, ventilation and extraction systems. - Chemicals - eg, storage, labelling. - Tasks - eg, working alone, driving or away from base. | | | |
| Have you and your staff decided which hazards are significant (see the next page for a definition), and which are of a lesser concern? | | | |
| Have you and your staff worked out how you will deal with hazards and taken action? | | | |
| Do you check regularly to see that you have dealt with hazards effectively? | | | |
| Do you and your staff identify hazards and adapt processes as new things, equipment or people are brought into the workplace? | | | |
| Do you monitor the workplace and staff for exposure to: <ul style="list-style-type: none"> - Noise. - Exposure and contact with hazardous materials. | | | |
| Do you tell contractors and visitors about relevant hazards and how they can keep safe? | | | |
| Do you find out from contractors what hazards they bring into your workplace and how to keep your staff and visitors safe? | | | |
| Do you make sure that contractors have the right knowledge and skills to do the job safely? | | | |

If you could not answer YES to all these questions, note down below the action you and your staff need to take.

DEFINITION : HAZARD

a) means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and

(b) includes:

(i) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and

(ii) without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

WHAT DO YOU NEED TO IMPROVE?

| | WHO | WHEN |
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WHAT DO YOU NEED TO IMPROVE?

WHO

WHEN

| WHAT DO YOU NEED TO IMPROVE? | WHO | WHEN |
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IS THIS HAZARD SIGNIFICANT?

The HSE Act defines significant hazard and serious harm as follows:

SIGNIFICANT HAZARD

"Significant hazard" means a hazard that is an actual or potential cause or source of -

- Serious harm; or
- Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

SERIOUS HARM

- Death.
- Any of the following conditions that amounts to or results in death, permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

HOW TO MANAGE HAZARDS

The law says you must have a systematic approach for dealing with hazards.

There are three parts to this:

- Identify all the hazards in your workplace.
- Identify the significant hazards. Then work out which ones need immediate attention and which are of a lesser concern.
- Take action to deal with the hazards - remove them or at least reduce their impact.

When these things have been done you will need to:

- Review the situation regularly.
- Adapt processes as new things/equipment and people are brought into the workplace.