

## HAZARD IDENTIFICATION REGISTER

Reviewed Jan/Feb 2014

Read and Understood : Signed :

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

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE	DATE TO BE COMPLETED	REVIEW
<b>SITE HAZARDS</b>						
Presence of Gas  In Trench	Yes	Minimise	Ensure all gas lines are located prior to excavation Get out of trench immediately as gas sinks and could cause asphixiation. If gas is present refer to specific Emergency procedure	Site Manager/ Foreman	Review every 3-6 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Electrical Equipment	Yes	Isolate	Use an Isolating transformer when operating electrical tools. Have all leads checked by a certified tester	Operator  Site Manager	Tagged every 3 months	Foreman to check weekly using checklists 3 monthly checks by a certified tester
Underground Services Power, Gas,Water	Yes	Minimise	Ensure all services are located prior to excavation If services are accidently hit refer to Specific Hazard control for emergency procedures.	Site Manager/ Foreman	Reviewed every 3-6 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Falls	No	Isolate	Check ladders & Scaffolds for Structural security prior to use Refer to Hazard Control for use of Ladders	Operator	Review 3-6 months	
Tripping	No	Minimise	Keep Worksite tidy and walkways clear	Operators	Review 3-6 months	
Lifting Heavy Equipment and Materials	Yes	Minimise	Use machines to lift heavy equipment or get assistance use correct lifting techniques	Operators/ Manager	Review 3- 6months	Carry out 6 monthly staff training regarding lifting techniques and backcare

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Sudden Flooding	Yes	Eliminate	Do not enter Stormwater manholes during heavy rain	Operators	Review 3-6 months	
Noise	Yes	Minimise	Wear grade 5 Ear Muffs when using noisy machinery Eg: Wackers,Kangos,Concrete saws	Operators	Review 3-6 months	Review employees hearing to ensure long term effect not occurring Annual Health monitoring
Previous adjacent Excavations/collapse	Yes	Isolate	Shore trenches or use a shield if any chance of collapse Refer to emergency procedures in Vehicle H & S Manual	Drainlayer on site	Reviewed every 3-6 months	Emergency procedures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Crush injury - By Heavy Equipment	Yes	Minimise	Wear Steel capped boots Check lifting chains & strops prior to use.	Operators	Review 3-6 Months	
Foreign bodies in eyes	Yes	Minimise	Wear Safety glasses if danger of foreign bodies (cutting concrete) Always use Safety glasses when using Concrete saws,Kango's,glue and when working in sandy and windy conditions	Operators	Review every 3 -6 Months	Review incident register to ensure this hazard does not become a trend
Infections	Yes	Minimise	Keep clean   Apply correct first aid to open wounds First Aid kits use disinfectant	Employee	Review 3-6 months	
SunBurn/ Skin Cancer	Yes	Minimise	Apply Sun Smart procedures Use Sunblock/ Hat supplied Staff should also be responsible for ensuring correct clothing is worn Refer to Company H & S policy Page 16	Employees	Review 3-6 months	Review annually may require becoming an issue that is included in the Annual Health Monitoring

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Lifting Chains/strops Hydraulic hoses failing	Yes	Minimise	Check lifting equipment daily prior to use Ensure chains are being checked and certified	Foreman/ Supervisor	Checked and certified regularly	Review every week using check list Annual testing of chains Regular site inspections to ensure chains are used correctly
Trench Collapse- Buried	Yes	Minimise	Shore trenches or use a shield if any chance of collapse As per DOL guidlines and discussion had with DOL's Rob Kemp See Emergency Procedures	Site Manager/ Foreman	Reviewed every 3-6 months	Emergency prodecures in H & S Manual in vehicle Review these procedures regularly Carry out emergency drills to prove competency
Asbestos cement pipe	Yes	Isolate	Isolate area and only cut when pipe is wet , wear all PPE Gear including dust mask	Employees/ Manager		
Medical conditions Illnesses: Asthma High Blood Pressure RSI Injuries	Yes	Minimise	Individual employee to inform management and foreman of any on going health conditions Employee info sheet In some circumstances a Medical may be required	Manager Employees	On going Review 3-6 months	Regularly review employees health and their suitability to work in this employment. Company Annual Health Monitoring
Loading and unloading diggers	Yes	Isloate	Use correct ramps and refer to to specific hazard control	Employees	Review 3-6 months	
Working on roadways/ driveways	Yes	Isolate	Erect barracades, signs to divert traffic ,park truck as barricade Use Traffic Management plan approved by TCC	Foreman/ Supervisor	Review 3-6 months	Regularly Review also checked when Manager does site inspections
Electricution if Digger strikes live cables	Yes	Isolate	Always uncover cables etc by hand, ensure others aren't in contact with digger except for operator	Foreman/ Supervisor	Review 3-6 months	Review Emergency procedures at every Management Meeting
Working under other trades on ladders and scaffolding	Yes	Minimise or Eliminate	In most instances organise drainage work to be done when these trades people are not on site or work away from their scaffolding use PPE	Site Foreman	Review 3-6 months	

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Fire in Vehicles	Yes	Minimise	Carry Fire extinguishers in vehicles	Manager Foreman's	Updated 1/02/2008	Review annually
Digger bucket coming off boom	Yes	Minimise	Check pins & wedges daily Carry spare locking bolts	Operator	On Going	Review regularly ie: weekly check list also
Use of concrete saws	Yes	Minimise	Always use guard-operate below Waist, Arms locked . Use P.P.E and training as per demonstration and recommendations from Lou Black Tga Concrete cutting Limit use - Rotate with others or other tasks Always check blades for wear and tear prior to use	Employee Manager Site Foreman	Ongoing  Review 3- 6months	Review and carry out competency assessments Check when site inspections are carried out.
Confirmed Spaces Entry Manholes	Yes	Minimise Isolate	Follow Confined Space Entry Guidelines Training, Emergency prodeures	Employees Manager Foreman	On going  Review 3-6 months	Staff training 2012 In House training completed annually Review and carry out competency assessments
Use of Kango Hammer	Yes	Minimise	Always wear PPE gear. Goggles, Ear muffs Electrical equipment always use an isolator Check and tag every 3 months Limit use - Rotate with others and tasks	Employee Foreman	Review 3-6 months	

HAZARD	SIG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Company Vehicles	Yes	Minimise	Cab to be kept tidy and all unsecured items to be kept off the floor Ensure items on back of trucks are secured use cargo nets Ensure COF is current Check Tyres weekly	Employees Foreman	On going  Review Regularly	Review when Manager does Site Inspections Weekly checklists
Intoxication/substance use	Yes	Eliminate	All employees are made aware of their responsibility. If any employee arrives to work under the influence of any alcohol/drug they will be sent home and disciplinary action will be taken. Management randomly will test employees for drug use.	Employees Foreman Manager	Review Regularly	
Use of Epoxy Mortar	Yes	Minimise	Always use gloves when using this product	Employees	On Going Review 3-6 months	
Any Noise from machinery	Yes	Minimise	Hearing protection to be worn Ear Muffs Supplied Annual hearing tests will be provided	Operator	On Going Review 3-6 months	Review Annual Health Monitoring
Stacking Shelves	Yes	Minimise	Raised Trolley/Steps/training in lifting techniques	Site Manager	Review 3-6 months	
Sharp edges on PVC and Ceramic pipe	Yes	Minimise	Use gloves when handling take special care needs to be taken 1st aid clean thoroughly plus antiseptic if you are cut	Employees	On going  Review 3-6 Months	
Slippery Surfaces Wet conditions	Yes	Minimise	If ground conditions are wet, muddy and slippery where necessary place metal on ground	Employee	on going  Review 3-6 Months	

HAZARD	S IG HAZARD	ELIMINATE ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Use of glue /primer	Yes	Minimise	Use in open ventalating areas Use PPE gear- Eye protection Gloves - if required Always use to manufactures details	Employee	On going  Review 3-6 months	
Open trenches or holes	Yes	Isolate	Always use barrier tape or company barricade fences Do not leave trenches open unattended	Employs Foreman	Review 3-6 months	Site Specific reports
Moving Diggers/ Buckets	No	Minimise	Keep clear of moving machinery Operator to be aware of others at all times Wear Hi Vis equipment.	Operator Employees	Review 3-6 Months	
Motor Vehicle Accident	Yes	Minimise	Drive defensively & follow traffic safety laws	Employees	Review 3-6 months	
Public  Behaviour Hazards Aggressive Children Neighbours Health issues Traumatic Shock Alcohol / Drug use Motorists	Yes	Isolate	Always Barricade work area Use approved Traffic Managerment Plan -Erect Hazard Signs  In the event you may experience any behavioural hazards from a member of the public you must remain calm and give clear instructions for the person or persons to leave the site ,if they don't leave seek assistance In the event a collegue or any person on the site experiences a traumatic shock - stay calm - arrange for assitance - Do Not allow them to drive at this time.  In the event you experience a member of the public with road rage etc - remain calm - seek help if needed	Employees Manager Foreman	On going  on going  Review 3-6 months	Staff training 2006 ON going In House training

HAZARD	SIG HAZARD	ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Use of ladders	Yes	Minimise	Ladders to be secured at all times or held by a colleague When using ladders you must use the guidelines outlined in the Dept of Labour Construction Industry booklet(copy of Guideline seperately in Vehicle manual)	Employee Site Manager Foreman	On going Review 3-6 months	
Minor Cuts,abrasions caused by sharp edges eg: old earthenware pipe Reo Wire	Yes	Minimise	Use appropriate PPE gear ie: gloves if necessary use machinery to lift object	Employee Site Manager	On going Review 3-6 Months	
Transporting Diesel or Petrol	Yes	Minimise	Use appropriate containers Ensure container is secured on truck Check container for splits and ensure lid is tightly secured Take care when pouring When transporting diesel/petrol check to make sure the containers show the appropriate UN Number	Employee Site manager	On Going Review 3-6 months	
Minor cuts,abrasions from sharp edges on Digger bucket	Yes	Minimise	Grind off sharp edges and use appropriate PPE gear eg : gloves	Employee Site Manager	on going Review 3-6 months	
Cutting pipe	Yes	Isolate	Ensure when cutting pipe that surface is suitable for cutting and equipment being used is maintained	Employee	on going Review 3-6 months	

HAZARD	SIG HAZARD	ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Subcontractors	Yes	Minimise	Ensure subcontractors are aware of all our hazards and also be aware of the hazards they bring to the site	Employee	on going Review annually	Subcontractor evaluation annually
Cement/ Concrete	Yes	Minimise	Wear PPE gear - Full length pants, overlapping boots, gloves, glasses Clean clothing worn before wearing again Wash any skin that comes in contact with cement immediately.	Employee Foreman	on going Review 3-6 months	
Bees / Wasps	Yes	Minimise	Be aware of the possibility of wasp/ bees nests being present on sites If nests are found work a safe distance away if possible , or contact client to arrange removal Any employee who suffers from an allergic reaction must have the required medication available	Employee	on going Review 3-6 Months	
Company employees Health Issues Drug/Alcohol use	Yes	Isolate	Employees must ensure all medical conditions are advised to management and their foreman, any medication must be available if required. Any use of Alcohol/drugs will not be tolerated and may result in instant dismissal	Employee	on going Review 3-6 Months	
Digger rolling	Yes	Minimise	Ensure all operators are trained to operate diggers Refer to specific hazard controls Ensure all diggers have safety features Always establish if ground conditions are suitable	Manager	Reviewed every 3-6 months	Review digger safety features Update specific hazard controls



HAZARD	SIG HAZARD	ISOLATE MINIMISE	HAZARD CONTROL	PERSON RESPONSIBLE		REVIEW
Entering and exiting digger cab/company vehicles	Yes	Minimise	Take your time , Check that no objects are in the way and the ground conditions are suitable , When entering and exiting use the foot step where provided	Employee Operator	on going	review 3-6 months
Chain Trencher	Yes	Minimise	Keep clear of moving chain Operator to be aware of others at all times Al;ways use to manufacturers instructions	Employee Operator	on going	Review 3-6 months
Entering & Exiting manholes	Yes	Minimise	Check manhole ,look for any objects or obstructions in manhole before entering. Keep hands free when entering Lower tools and materials in before entering <b>WATCH YOUR STEP</b>	Employee Opertaor	on going	Review 3-6

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

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



# **DRAINAGE CONTRACTORS**

**W.H.KELLY DRAINAGE CONTRACTORS**

























