

Hazard Management Register – [Insert name of NGO]

Date:

<p>Hazard</p> <p>Threats of Physical Harm & Verbal Abuse</p> <p>Client/s and other parties become aggressive and threaten physical violence</p>	<p>Is this Hazard Significant? Yes/No</p> <p>Isolated / Minimised / Eliminated</p>
<p>Countermeasures</p> <p>Security mirror in Reception to view dead spots in waiting area.</p> <p>Code-lock doors into main office and back of building to provide safe areas for staff and clients who may be threatened.</p> <p>Always maintain a minimum staffing level of 2 persons in the office.</p> <p>If staff believe any situation may get out of hand, remove themselves from the situation.</p> <p>Utilise “panic” buttons in interview rooms when necessary</p> <p>Signs in reception area outlining “Zero Tolerance” policy.</p>	<p>Date of Review</p>

Hazard Management Register – [Insert name of NGO]

Date:

<p>Hazard</p> <p>Hazardous Driving Conditions</p> <p>Travelling to and from appointments/venues/training and/or travelling in adverse weather conditions</p>	<p>Is this Hazard Significant? Yes/No</p> <p>Isolated / Minimised / Eliminated</p>
<p>Countermeasures</p> <p>Always obey all road rules with regard to speed of travel and wearing safety belt</p> <p>If weather conditions are extreme, check the AA website before leaving the office to ascertain safety of planned journey. If the weather conditions are adverse to safe driving, reschedule the appointment.</p> <p>Ensure that the work cell phone is uplifted from the Manager when going on an extended journey (pre-programmed with office number) making sure it is charged up !</p> <p>If driving for hours telephone the office when you arrive at your destination and when you leave with an expected arrival time so that staff know when to expect you back.</p> <p>If staff have not returned within ½ and hour of expected return time, the office will ring the work cell phone to ascertain safety. If no response the police will be called for assistance.</p> <p>Usage of the cell phone while driving is not recommended. At all times staff should pull over and park when using the cell phone for calls or texts.</p>	<p>Date of Review</p>

Hazard Management Register – [Insert name of NGO]

Date:

<p>Hazard</p> <p>Environmental (Office site)</p> <p>Outlay of office and unnatural environment</p>	<p>Is this Hazard Significant? Yes/No</p> <p>Isolated ≠ Minimised / Eliminated</p>
<p>Countermeasures</p> <p>Ventilation in the office – to counter the lack of sufficient natural ventilation utilization of the exhaust fan mechanism.</p> <p>Light in the office/interview rooms – to counter the lack of effective natural lighting in the office suitable fluorescent lighting is supplied with the addition of halogen desk lamps where necessary.</p> <p>Heating – as the office space has no central heating, electric heaters are supplied to all staff as well as being placed in the interview rooms.</p> <p>Air fresheners are supplied for Interview rooms.</p>	<p>Date of Review</p>

Hazard Management Register – [Insert name of NGO]

Date:

Hazard Fire/Earthquake/Terrorism	Is this Hazard Significant? Yes/No Isolated / Minimised / Eliminated
Details of Hazard and Countermeasures The office site has xxx exit/entry door/s. All staff are made aware of evacuation policy and how to exit building safely with clients if necessary in an emergency. Smoke alarms and sprinklers have been fitted. Fire extinguishers and hoses available throughout the office. Please see Fire and Evacuation Policy	Date of Review

Hazard Management Register – [Insert name of NGO]

Date:

Hazard Stress Of Work Content/Contact/Constant Changes in Legislation etc	Is this Hazard Significant? Yes/No Isolated / Minimised / Eliminated
Details of Hazard and Countermeasures Due to the nature of some of the issues [insert name of NGO] deals with staff are encouraged to “debrief” with each other, access external supervision and discuss any concerns they have with the Manager. Training by relevant agencies is available to all staff in addition to training sessions being organised on-site. Discussion amongst staff is encouraged as a “self training” tool for all employees.	Date of Review

Hazard Management Register – [Insert name of NGO]

Date:

Hazard Equipment (non ergonomic built-in workstations)	Is this Hazard Significant? Yes/No Isolated / Minimised / Eliminated
Details of Hazard and Countermeasures The hazard/s of Repetitive Strain Injury (RSI) are minimised with the provision of approved furniture (chairs/desks). Each staff member must report any problems they are experiencing with the Manager as they arise. Staff are not to spend extended periods doing keyboard work. Regular rest breaks must be built into daily activities. Foot rests and ergonomic standard seating is supplied. If an injury to any staff member occurs, where RSI is suspected, a full workplace assessment will take place with measures to minimise risk being undertaken immediately.	Date of Review

Template author – Community Law Centres o Aotearoa 2016
Distributed by Hui E! Community Aotearoa