HAZARD REGISTER FOR: ………………

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| SECTION A - KEY ELEMENTS OF MANAGING HEALTH & SAFETY | |
| 1. **Hazard Management**   Identifying, assessing and controlling significant hazards is essential to prevent injuries. Good hazard management requires a proactive approach, staff involvement and regularly reviewing the effectiveness of the controls. | |
| Question | Response |
| **1.1. How do you identify significant hazards?**  A significant hazard is a hazard that could cause:   * Serious harm (can be an illness or injury) including death, amputation, fractures or serious burns; or * Harm that occurs when someone is repeatedly exposed to a hazard, or exposed to high-levels of a hazard, such as noise or chemical exposure; or * Harm that isn't detectable until a long time after exposure, such as asbestosis.   Proactively identifying significant hazards must include feedback from staff and be done on a regular basis.  Ways of systematically identifying significant hazards includes thinking about hazards in particular work areas, specific tasks and processes, even before you start work. This process must be ongoing, as a change of any sort on your site can mean a new hazard is created. Regularly check and [investigate](http://www.dol.govt.nz/infozone/businessessentials/safety/incidents/) staff reports of injuries, near-hits, and reports of pain and discomfort to identify and manage the hazards involved. |  |
| **1.2. Describe how you decide on the best method to control a significant hazard?**   * Significant hazards should be eliminated, e.g. by building a roof on the ground and lifting it onto a structure with a crane, eliminates the hazard of falling. * If that is not possible, significant hazards should be isolated, e.g. install guards or covers over dangerous machinery parts. * If you cannot achieve either of these options, then your last option will be to minimise the significant hazard, e.g. in noisy workshops, provide ear muffs to protect people's hearing. * [Health monitoring](http://www.dol.govt.nz/infozone/businessessentials/safety/hazards/monitor.asp) may be required when you minimise significant hazards, e.g. hearing tests to ensure that ear muffs provided are effective in a noisy workshop. * You should always take "[all practicable steps](http://www.dol.govt.nz/infozone/businessessentials/safety/manage/)" towards managing significant hazards. This means doing what is reasonably able to be done to control those hazards, taking into account a number of factors including the likelihood and severity of any harm that might occur, and the availability and costs of ways to prevent harm. |  |
| **1.3. What steps do you take to ensure that the controls you have put in place for significant hazards are effective?**  Regularly check the hazard controls you put in place are working:   * Talk to staff * Do safety audits.   Every employer must provide must provide reasonable opportunities for their [employees to participate](http://www.dol.govt.nz/infozone/businessessentials/safety/plan/participation.asp) in ongoing processes for improvement of health and safety in their workplace. It is a legal requirement for there to be a system that allows for the participation for employees in health and safety if the employer employs:   * 30 or more employees * Less than 30 employees, but an employee or union representative asks for such a system.   Regardless of the size of your organisation, a staff health and safety representative who has appropriate experience or training in implementing health and safety procedures relevant to your workplace is very important.  More information on employee participation is available [here](http://www.dol.govt.nz/infozone/businessessentials/safety/plan/participation.asp). |  |
| **2. Incident Investigation**  When an incident or injury occurs, it can reveal that a hazard has not been successfully controlled. It is vital that the incident or injury is thoroughly investigated and that hazards are identified, controlled and made part of your regular hazard management process. | |
| **2.1. How do you go about the investigation of incidents and injuries in your workplace?**  When investigating incidents and injuries (including illnesses), it is important not to place blame. Focus on the facts - note down what happened. Then ask yourself:   * Why did it happen? * What was the hazard involved? * What control did we have in place to manage that hazard? * Why did our control not work? |  |
| **2.2. How do you investigate to ensure that any identified hazards are adequately controlled?**  When you investigate incidents and injuries you may discover a hazard that has not previously been identified or perhaps, not successfully controlled. This hazard must now be included in your hazard management system, and further investigation about why the hazard was not identified is recommended.  An incident also includes a near miss event that in different circumstances could have caused injury or illness. |  |
| **3. Emergency Readiness**  When an emergency occurs it is too late to make new plans. Well-practised plans will help keep you, your staff, customers and visitors safe should an emergency occur. | |
| **3.1. What are the emergencies you have prepared for?**  The emergencies that you prepare for will very much depend on the nature of your business, but as a starting point you might like to consider:   * Medical emergency * Working alone * Adverse weather conditions * Fire * Aggressive behaviour * Communication or technology failure * Earthquakes * Armed robbery * Chemical spills.   It is very important to involve workers in the development of your emergency procedures. |  |
| **3.2. What preparations have you made to ensure you can cope with emergencies?**  Preparations you can make to cope with emergencies could include:   * Evacuation exits, plans and drills * Emergency equipment such as first aid supplies, fire extinguishers, smoke detectors and civil defence supplies * Trained first-aiders * Procedures for dealing with aggressive behaviour or an armed robbery * Involving local emergency services in the development of your plan. |  |
| **4. Training & Supervision**  New staff will not know about the hazards in your business and so they need an induction, supervision, and training to work safely. Existing staff need training when new procedures or equipment are introduced, as well as ongoing training to keep their skills current. A key factor in all of this is deciding when a staff member is safe to work unsupervised. | |
| **4.1. What kind of information do you give to your staff about workplace hazards?**  Before they start on a new job, new equipment or a new process, the people doing the job must know what hazards they are exposed to and the controls that are in place. Controls that might require training include:   * Safe work procedures * [Personal protective equipment](http://www.dol.govt.nz/infozone/businessessentials/safety/hazards/ppe.asp) and safety equipment required * Early warning signs of injuries that occur over time e.g. noise induced hearing loss. |  |
| **4.2. How do you decide what training your staff need to complete their work safely?**   * Give new staff an induction or orientation. Go over things that seem common sense to you. You can't assume people know how to do things in your workplace, because your equipment, tools and layout may be different. * Show and tell people [how to do tasks](http://www.dol.govt.nz/infozone/businessessentials/safety/staff/seven-steps.asp). * Pace training so that people do not get too much information at once. * Ensure you provide training on all equipment, machinery and vehicles.   People will be safe to do some tasks unsupervised but not others. Do not assume that people will work safely, just because they have received training - observe them doing each task before you leave them to work on that task unsupervised. In deciding whether or not someone is safe to work unsupervised on a task, consider the following:   * Do they use the required safe work procedures, personal protective equipment and safety equipment? * Think about any mistakes they made when you observed them. |  |
| **4.3. How do you decide when staff are skilled enough to work unsupervised?**  The person is not ready to work unsupervised on that task if:   * They made lots of mistakes * They made one or two serious mistakes * The task has changed to include other risk factors (e.g. high volume traffic), and you are not sure they can manage the other risk factors safely.   Below are some resources that may be useful when thinking about how to manage health and safety in your workplace:   * [Flowcharts - How to implement safer workplace practices](http://www.acc.co.nz/publications/index.htm?ssNextRow=61&ssBrowseTitle=&ssBrowseCategory=&ssBrowseSubCategory=At%20work&wsmSortNumber=true) * [Injury cost calculator](http://www.acc.co.nz/preventing-injuries/at-work/injury-cost-calculator/PI00079) |  |

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| SECTION B - SPECIFIC HAZARDS | | | | | |
| **Slips, Trips & Falls**  Falls are commonplace, are a leading cause of injury hospitalisation and are one of the top three causes of injury-related death in New Zealand. The severity of the injury could be reduced or the fall prevented if the work environment was safer and the worker was aware of the risks and what they could do to reduce them. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| Walking across a variety of different surfaces that may be slippery, wet, rough or smooth while doing work greatly increases the chance of a fall. How do you manage this significant hazard? | E, I or M |  | * Footwear that helps protect you from a fall on one surface may be useless on another surface. * Try to organise your work so you work on one type of surface as much as possible (e.g. do not keep crossing from one surface to another to do a task). * Having proper footwear is a good start towards reducing falls, but the footwear must be in good condition. Footwear will often have lost its slip protection long before it is deemed worn out. |  |  |
| Carrying loads and climbing stairs or ladders all increase the risk of a fall. In your opinion what are some of the things you can do to reduce these risks? | E, I or M |  | * Handrails can help prevent slips and falls on stairs. * Good lighting reduces the chance of a fall. * Ladders should not be used as a work platform, except for minor repair work of a short duration. * Always ensure you have 3 points of body contact when using a ladder.   For more information refer to the [Prevention of Falls](http://www.dol.govt.nz/prevent-falls/index.asp) resource. |  |  |
| Good housekeeping will reduce the number of significant hazards likely to cause a fall. What things do you do to maintain a tidy workplace? | E, I or M |  | * Good housekeeping is only possible if there is enough storage space where you can put things. * Keep walkways and corridors clear. * If you are to keep tripping hazards (e.g. extension cords) off walkways, there must be somewhere to put them when they are not in use. |  |  |
| **Manual Handling**  Manual handling is defined as: "any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate, or inanimate, object". This includes many activities - for example, packing in an apple shed or supermarket, lifting boxes from a conveyor to a pallet, cleaning or operating machinery. Injuries associated with these types of activities are common at work. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| You can reduce the chances of an injury through lifting and straining by assessing the significant lifting hazards on the site and deciding how they are to be managed. What steps do you take to identify high-risk manual handling tasks? | E, I or M |  | Moving material by hand is labour intensive and time consuming. Always consider mechanical solutions first.  If your load handling involves any of these factors, there is a much greater risk that you will be injured:   * Twisted, stooped, awkward or asymmetrical postures. * Fixed, sustained, rigid, prolonged postures. * Unvaried, repetitive movements. * Sudden, uncontrolled or jerky movements. * Handling or reaching away from the body. * Using high or sustained force. * Handling heavy or awkward loads. * Handling that goes on for too long without a break. |  |  |
| Loads that are heavy, bulky, unpredictable, that block your view, or are difficult to hold, increase the chance of an injury. What sorts of things could you do to loads to make them safer to handle? | E, I or M |  | * Breaking heavy loads down into lighter loads * Putting handles on containers to improve grip * Ensuring that there are always enough people on hand to lift a load safely. |  |  |
| Confined areas, awkward postures and stretching high or wide put you more at risk of an injury when handling loads. Outline the things you think are important to reduce the risk when storing goods. | E, I or M |  | * The best height to store heavy items that have to be carried is between shoulder and knee height at the front of shelving. In this position they are easiest for someone to pick up. * Heavier objects should be stored on lower shelves.   For more information refer to the [Code of Practice for Manual Handling](http://www.osh.dol.govt.nz/order/catalogue/68.shtml). |  |  |
| **Robbery**  Any business handling cash is at risk from robbery. This is also true of premises which store drugs, or easily convertible items such as liquor and cigarettes. It is essential that effective measures are in place to minimise the risk posed by robbery to staff and customers. It is essential that all staff understand how they should conduct themselves during a robbery. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| The security measures needed for the safety of staff on your premises will vary according to your type of business. What steps have you taken at your premises to minimise the risk of robbery? | E, I or M |  | * Doors fitted with tamper-resistant locks, catches and hinges * Windows locked and barred * Security lighting * Signage indicating that a minimal amount of cash/drugs is held on site * Closed circuit television or still camera surveillance * Physical protection of the cash area * Changing the combination for the safe at frequent intervals * Controlled entry procedures * Security guards * Where an alarm system is in place, this should be either prominently sited and give an audible warning of intrusion, or be the silent type designed to advise the remote monitoring (security) service of the intrusion * Ensure that doors can be readily opened from the inside, to enable an emergency exit * Staff should receive specialist training on how to respond/behave in the event of robbery. |  |  |
| Staff must be aware of procedures that minimise the risk of robbery. How do you ensure that staff are aware of these? | E, I or M |  | * Procedures should be established for training staff, including temporary and casual staff. * Monitoring systems should check that procedures are adhered to. * Wherever practicable, staff should have the opportunity to contribute to the development of these procedures. * Where appropriate, job descriptions should incorporate safety and security procedures, and adherence to these procedures should be monitored. * Instructions should emphasise the importance of all daily security procedures being carried out at irregular periods, and not to a set timetable. * Managers and supervisors should ensure that all staff involved in cash handling (including temporary or casual staff) are aware of the importance of adhering to procedures, and should check regularly that these procedures are carried out. * Staff should be involved in determining the most effective way to operate procedures within the workplace. * Staff should be encouraged to suggest ways of improving procedures. |  |  |
| How do you safely transport cash when doing your businesses banking? | E, I or M |  | Contract cash transportation to a licensed security firm.  If banking is done by a member of staff:   * Use an unmarked bag to carry cash * Vary the time and day when banking is done * Vary the route taken to the bank.   For more information refer to the [Guidelines for the Safety of Staff from the Threat of Armed Robbery](http://www.osh.dol.govt.nz/order/catalogue/24.shtml). |  |  |
| **Forklift Trucks**  There are a variety of forklift truck types, including front loading forklifts, order pickers, side loaders, reach trucks, pallet trucks, platform trucks, lateral stacking trucks, straddle trucks and carriers. A large number of the serious and fatal accidents involving forklift trucks could have been prevented. The main causes of the incidents include a lack of knowledge or skill, operator inattentiveness, operators taking chances with full knowledge of possible consequences, and poor maintenance. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| How do you ensure that your forklift trucks are being operated safely by trained operators? | E, I or M |  | * Forklift trucks are to be driven only by trained, competent and authorised operators. * Forklift truck operators must have an F Endorsement on their Driver's Licence if operating a forklift truck on a public road. * Forklift truck operators must hold a current Operator's Certificate of Competence issued by a registered forklift truck training provider. * Forklift truck operators must renew their Operator's Certificate of Competence at least every 3 years. * Monitor and assess forklift truck operators at regular intervals to ensure the operator maintains the required standards. Where the operator's performance has deteriorated, retraining should take place to prevent accidents. |  |  |
| How do you ensure that your forklift truck is in a safe operating condition? | E, I or M |  | * Maintain forklift trucks as per the manufacturer's recommendations. * Have your forklift truck maintained by a competent forklift truck service provider. * Forklift truck operators must conduct daily pre-operation checks of their machines. * If at any time the forklift truck develops a fault, or if there is reason to think it unsafe, stop and report the fault immediately and do not use it until repairs have been made.   For more information about the safe use of forklift trucks, including maintenance and sample operator checklists for LPG, diesel and electric forklift trucks, refer to the [Fork Lift Safety Code](http://www.osh.dol.govt.nz/order/catalogue/144.shtml). |  |  |
| LPG and diesel powered Forklift trucks emit exhaust gases containing carbon monoxide (CO) and this is a significant hazard in poorly ventilated areas. How do you manage CO exposure? | E, I or M |  | * Where possible, eliminate the risk of CO exposure by using an electric forklift truck. * Restrict the use of LPG or diesel powered forklift trucks in poorly ventilated spaces to very brief periods, e.g. moving in and out rather than sustained activity inside. * Ensure that forklift trucks are regularly tuned and tested to ensure the lowest possible CO emissions. * Fit catalytic converters to reduce CO emissions. * Where LPG or diesel forklift trucks are used in poorly ventilated areas, there should be effective mechanical ventilation and regular monitoring of CO levels to ensure safe levels are maintained. * CO exposure should not exceed 25ppm over an 8 hour period; however, there are guidelines about higher concentrations over short term exposures. These are contained within the Workplace Exposure Standards, available on the Department of Labour's website, www.dol.govt.nz. * Training and information on the hazards associated with CO exposure is provided to forklift truck operators. * A clear policy on forklift truck usage and CO monitoring should be developed.   For more information about general forklift truck safety refer to the [Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift trucks](http://www.osh.dol.govt.nz/order/catalogue/527.shtml). |  |  |
| **Noise**  Noise induced hearing loss is caused by exposure to too much noise for too long. Noise is a significant hazard in many New Zealand workplaces. Not only does excessive noise cause hearing loss, it can also cause stress related health problems and increase the risk of accidents. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| What steps have you taken to identify and assess noise exposure as a hazard in your workplace? | E, I or M |  | Identify and assess noise in your workplace by:   * Conducting a preliminary noise survey (the Department of Labour's publication, Approved Code of Practice for the Management of Noise in the Workplace, contains a preliminary noise survey checklist) * Having a noise survey completed by an Occupational Health professional, if potential noise hazards are identified * Ensuring noise does not exceed the Workplace Exposure Standard of 85 dB (A) over an 8 hour day, or a single peak sound pressure level of 140 dB * Identifying work areas and machinery that need attention to reduce noise exposure and noise levels. |  |  |
| Once you have identified significant noise exposure hazards, how have you managed them? | E, I or M |  | Manage noise by quietening the source. This can be achieved by:   * Purchasing equipment with a low noise rating * Where practical, installing vibration isolators to reduce noise * Ensuring equipment is properly maintained and operated * Checking that any measures introduced are effective in reducing noise exposure.   Manage noise through isolating or insulating the process that causes excessive noise by:   * Increasing the distance between the noise source and exposed workers * Installing sound reducing barriers between the noise source and exposed workers * Decreasing the time workers are exposed to the noise * Checking that any measures introduced are effective in reducing noise exposure.   Where the above methods of managing noise are impractical, always:   * Provide workers with suitable hearing protection equipment * Provide hearing (audiometry) tests for workers through an Occupational Health Professional.   Remember to involve workers by providing information about the noise hazards in their workplace and involve them in the discussion of how to manage those hazards. |  |  |
| When management of a noise exposure hazard can only be practically achieved by the use of hearing protection equipment, how do you ensure that the hearing protection equipment is effective? | E, I or M |  | * Hearing protection equipment manufactured to a recognised standard and that is a suitable grade for the level of noise exposure * Hearing protection equipment that fits workers correctly * Instruction for workers in the correct use and care of their hearing protection equipment * A baseline or reference audiometry test for each worker * Regular audiometry tests for each worker (at intervals of no more than 12 months) * New workers with the recommended audiometry test after the initial 3 months of employment * Discussion of hearing test results with individual workers * Regular checks that workers are wearing their hearing protection equipment when required and that equipment is being worn correctly.   For more information refer to the [Approved Code of Practice for the Management of Noise in the Workplace](http://www.osh.dol.govt.nz/order/catalogue/15.shtml). |  |  |
| **Machinery**  Your workplace may contain a wide variety of machinery that makes your everyday work more efficient. However, this machinery can be dangerous if used incorrectly, or arranged in a dangerous manner. Many workers have received serious injuries from seemingly innocent machinery, usually after coming into contact with moving parts that should have been guarded. Guarding can be constructed cheaply and easily, or purchased from machinery manufacturers. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| How do you instruct your staff to operate machinery safely? | E, I or M |  | * Ensure only trained and competent operators use machinery. * Before machinery is used have operators attend training courses run by the machinery manufacturers or hire companies.   Closely supervise new staff being trained to operate machinery and explain:   * The hazards associated with the machinery * The correct and safe methods of operation * Limitations and capabilities of the machinery * Pre-operation checks and how to recognise faults * Reporting of faults to supervisor * The correct use and adjustment of guards * How to stop the machinery in the event of an emergency. * Regularly check that operators are using machinery correctly, including the correct use of safety devices such as guarding. |  |  |
| Machine guarding can be a major hazard protection for operators. How do you ensure that guarding on your machinery is effective? | E, I or M |  | * Guards can be used to provide secure fencing for machinery. These guards should be designed so that operators cannot reach over, around or through them and come in contact with prime movers, transmissions and other dangerous parts of machinery. * Maintain and inspect equipment regularly to ensure guarding is used, correctly fitted and undamaged. * Fixed guards should not be fitted with butterfly nuts or similar fittings that can be removed by hand - use a fitting that requires the use of a tool to remove. * Where practical, install interlocked guarding that disables the power source when guards are opened/removed. * Use lockable guards and gates that rely on a senior/responsible staff member in possession of the key. This person is responsible for ensuring that the gate is not opened until the machine is switched off, isolated and all motion of the machine has stopped. * Isolation, hold cards and lockout devices can also be used to ensure that the machine is not accidentally restarted. * Where guards are adjustable, ensure staff using the equipment are trained in their safe use. * Where physical guards are impractical, consider: * Trip guards or photoelectric safety devices that cause machinery to stop immediately when triggered * Two-handed operator controls that ensure that operator's hands cannot be in vicinity of dangerous moving parts while the machine is being operated. |  |  |
| How do you ensure that maintenance, repairs and cleaning activities on machinery are completed safely? | E, I or M |  | * Follow the manufacturer's or supplier's recommended maintenance schedule. * Inspect equipment regularly to identify ongoing repairs outside the normal maintenance schedule. * All maintenance and repairs must be carried out by a competent person.   Before maintaining, repairing or cleaning machinery, you should:   * Isolate machinery from its power source, and * Attach 'hold cards' (also known as danger, restricted use or warning tags) to power controls warning that machinery should not be operated, and * Use lock-out devices to physically lock-out power circuit/control circuit switches. * Formulate and discuss procedures for maintenance, repair and cleaning activities with staff and ensure procedures are strictly adhered to.   For more information refer to the [Safe use of machinery publications](http://www.dol.govt.nz/safe-use-machinery/publications.asp). |  |  |
| **Office Environment**  While technology and the modern office environment have led to increased skills and efficiencies, it has sometimes also led to health problems. Often, this is due to the inefficient use of equipment or labour. | | | | | |
| Question | Eliminate, Isolate or Minimise? | Action taken to manage hazard | Hints | Last review | Next review |
| What can you do to ensure that your office environment is safe and healthy? | E, I or M |  | * Depending on the nature of the task, equipment and furniture, each worker must have enough space to carry out their work safely. * Good housekeeping practices include filing cabinet and desk drawers kept closed, arranging cables to prevent tripping hazards, keep floors tidy and corridor paths clear of obstacles. * Ambient air temperature, humidity, air movement and radiant heat sources all contribute to thermal comfort. A comfortable temperature range is 17-22°C. Moderate humidity (45-75%), air movement (0.01 to 0.02 meters/sec) and 'pure' air (about 10 litres per person per second) is also recommended. * Equipment, fittings and even people emit a variety of pollutants into the office environment. Natural or mechanical ventilation is required to remove these pollutants. Where air conditioning is installed, expert advice may be required. The New Zealand Standard for Indoor Air Quality (NZS4303:1990) and any applicable local codes, should be followed. * Noise that is irritating or distracting can contribute to stress. Noise can be reduced in the first instance through office design to isolate workers from noise, e.g. printers and other noisy equipment in a separate room. If this is not practical, alternatives are installing padding under machines, enclosing noisy machinery with acoustic hoods, carpeting floors, installing sound-absorbing partitions or acoustic ceiling tiles. * Different levels of illumination may be required depending on the nature of the work being performed, the polarity of Visual Display Units' (VDU) monitors and the general surroundings. Reflection and glare are thetwo most common problems for VDU users. This can be managed by re-positioning of workstations, lighting or fitting glare filters to monitors. |  |  |
| What information and training do you provide for your staff about potential hazards in the office and the methods of minimising the likelihood that these hazards could be a source of harm? | E, I or M |  | * Providing information on the hazards staff potentially could be exposed to. This includes Occupational Overuse Syndrome (OOS), visual and ocular discomfort, stress, skin problems, photogenic epilepsy and health issues related to electromagnetic fields * Maintenance and adjustment of computer equipment and furniture * Body skills posture, relaxation, working techniques, micro-pauses, taking breaks, exercises * Work organisation, scheduling work pressures to avoid peak pressures and repeated urgent deadlines * Software training to promote efficiency and avoid frustration * Training in fundamental keyboard skills. |  |  |
| What monitoring do you provide for your staff to ensure they reduce the risk of developing Occupational Overuse Syndrome (OOS)? | E, I or M |  | * Early detection through self-reporting aches and pains before becoming severe or chronic * Periodic interviews by an occupational health professional * Periodic questionnaire surveys * Monitoring for visual or ocular discomfort.   For more information refer to the [Approved Code of Practice for the Use of Visual Display Units in the Place of Work](http://www.osh.dol.govt.nz/order/catalogue/220.shtml) and the [Pocket Ergonomist](http://www.osh.govt.nz/order/catalogue/269.shtml) series. |  |  |
| **Add additional hazards you have identified here** | | | | | |
| Hazard | Eliminate, Isolate or Minimise? | Action taken to manage hazard | | Last review | Next review |
|  | E, I or M |  | |  |  |
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