



Hazard and Risk Management (HARM) Register



Solid Waste

Risk	Hazard	IRA	Control methods	RRA	Training required	Review Date
	<p>Manual Handling - There are a number of tasks that require workers to handle, lift and move loads. Examples of loads include animals, overfilled boxes, library books, office equipment including meeting room furniture and computers</p>	15	<p>E: Eliminate - Where possible mechanical manual handling aids (plant and/or equipment) should be used to eliminate the need to manually handle a load.</p> <p>M: Administrative - Where required ProMapp processes should detail controls for manual handling hazards associated with completing a task.</p> <p>M: Administrative - Pre-employment health monitoring is undertaken where there is a high likelihood that a worker may be exposed to manual handling. Job Hazard Cards have been documented detailing the pre-employment health monitoring requirements for each role.</p> <p>M: Administrative - The Risk Assessment of a manual handling task shall be completed by a competent person in accordance with the Approved Code of Practice for Manual Handling.</p> <p>M: Administrative - A risk assessment shall be undertaken prior to any changes being made or new equipment being brought into the workplace to identify any potential manual handling hazards.</p> <p>Minimise - Training shall be provided to all workers who may be required to undertake manual handling. To ensure they are aware of the hazard and the controls to prevent injury.</p> <p>Minimise - Where required and possible "Team Lifts" or a "Two Person" lift should be utilised to reduce the risk of injury.</p> <p>Minimise - LIBRARIES - Where installed at Libraries ensure that Book Returns Boxes are cleared regularly to avoid overflow and reduce load.</p>	6		20-11-2019



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		<p>Minimise - LIBRARIES - When shelving books ensure correct lifting and handling techniques are applied and take frequent breaks.</p> <p>Minimise - LIBRARIES - When transporting books around the libraries consider where practicable the use of manual handling aids e.g. trolleys. If carrying books manually avoid heavy loads.</p>		
Slip and/or fall in Office Environment	12	<p>E: Eliminate - Cleaning up any spills immediately</p> <p>M: Isolate - Signage is installed indicating any wet areas, for example during cleaning activities</p> <p>M: Isolate - Non slip mats are used in kitchen and breakout areas</p> <p>Minimise - When moving around areas especially areas covered in lino or tiles use an appropriate speed for the conditions</p>	6	<ul style="list-style-type: none"> • Zero Harm - Induction
Trip and/or fall in Office or Library Environment	12	<p>E: Eliminate - Ensure items are not placed on the floor in pedestrian traffic areas throughout the office.</p> <p>M: Isolate - Ensure all cords and cables are secured safely</p> <p>M: Isolate - LIBRARIES - Advise customers around the wifi stations and couches to make area safe by lifting or removing any device cables.</p> <p>M: Administrative - Regular visual inspections of the workplace to identify and manage any potential trip hazards.</p> <p>M: Administrative - Ensure chairs are pushed in when leaving a workstation.</p> <p>Minimise - When moving around ensure you remain focused on watching where you are going</p>	6	20-11-2019



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	Using Visual Display Units (VDUs) in Office Environment	<p>15</p> <p>M: Administrative - A risk assessment shall be undertaken prior to any changes being made or new equipment being brought into the workplace to identify any potential ergonomic hazards.</p> <p>M: Administrative - Training shall be provided to all workers who are required to use a Visual Display Unit. To ensure they are aware of the hazard and the controls to prevent injury for example taking regular breaks, practicing micro pauses and stretches.</p> <p>M: Administrative - All workers are informed of the requirement to report pain or discomfort to their People Leader and complete a Worker Discomfort or Pain Self-Report Form</p> <p>M: Administrative - Pre-employment health monitoring is undertaken where there is high Visual Display Unit use. Job Hazard Cards have been documented detailing the pre-employment health monitoring requirements for each role.</p> <p>Minimise - Where required specific ergonomic equipment shall be purchased and provided to workers for example copy holders, foot stools etc</p> <p>Minimise - A Work Station Assessment is undertaken by a competent person (Occupational Health Nurse) for all new workers to ensure the correct Visual Display Unit setup.</p>	<p>6</p>	<ul style="list-style-type: none"> • Zero Harm - Induction • Zero Harm - Workstation Assessment 	20-11-2019
On Road Driving - Light Vehicles	On Road Driving - Light Vehicles	<p>20</p> <p>-</p> <p>M: Engineer - The organisation shall ensure that where items are required to be transported in light vehicles that a means of restraining items or physically separating them from vehicle occupants is in place.</p> <p>M: Administrative - A process is in place for a weekly documented vehicle check to ensure</p>	<p>10</p>	<ul style="list-style-type: none"> • Zero Harm - Induction 	20-11-2020



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that the vehicle is in good working order and fit for purpose.

M: Administrative - The organisation shall ensure that it has in place a process for the establishment of a preventative maintenance regime for all Council owned or leased light vehicles based on the manufacturers or suppliers recommendations.

M: Administrative - A process is in place for a visual pre start check to be undertaken by the driver to ensure it is in good working order and fit for purpose.

M: Administrative - The organisation shall ensure that it has in place a preventative maintenance regime for all light vehicles to ensure they are legally compliant to operate on road, fit for purpose and in good working condition.

M: Administrative - Personal health monitoring e.g. blood pressure and cholesterol checks are available for all workers.

M: Administrative - The organisation shall ensure that a process is in place to educate workers on fatigue and how to manage fatigue.

M: Administrative - Vision testing is available for all workers who are required to drive as a core function of their role

M: Administrative - The organisation shall ensure that a process is in place to assess and monitor overtime to ensure light vehicle operators' fitness to safely carry out their assigned duties.

M: Administrative - The organisation shall ensure that it meets the requirements of the Waikato District Council Safe Use Of Council Vehicles Policy in relation to mobile communication devices.

M: Administrative - The organisation shall have in place a policy and/or procedures



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detailing any legal and best practice requirements regarding the safe operation of an on road light vehicle.

M: Administrative - The organisation shall ensure a process is in place to ensure that all workers and contractors hold and maintain the correct licences as required by NZ Legislation to operate a Council owned, leased or rented light vehicle.

M: Administrative - The organisation shall ensure a process is in place to check the validation period and status of all licence holders operating a Council owned, leased or rented light vehicle.

M: Administrative - The organisation shall ensure that all Council owned or leased vehicles are fitted with a means of monitoring between the vehicle and its base of operations, for example GPS.

M: Administrative - The organisation shall ensure that where required physical maps and/or GPS units are available to prevent staff getting lost.

M: Administrative - The organisation shall ensure that vehicle events involving any Council owned, leased or rented vehicle or private vehicle, while being used on Council business shall be reported to the local authorities in accordance with the requirements of the insurance

M: Administrative - All events which have or may have resulted in harm to our workers, contractors and members of the public must be managed in such a manner that complies with the Council's Event Management Standard and also meet the business expectations around duty of care

M: Administrative - All events which have or may have resulted in harm to our workers,



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contractors and members of the public must be reported and investigated as per the Council's Event Management Standard.

M: Administrative - The organisation shall ensure that a suitably charged fire extinguisher is located in all Council owned or leased light vehicles and there is a process for ensuring the fire extinguisher is maintained.

M: Administrative - The organisation has in place a process by which the organisation manages the wider impact of business continuity events, incidents or crises until it is under control and contained.

M: Administrative - The organisation shall ensure Emergency Response procedures are in place detailing the response and action required to manage all likely potential events related to this risk. The emergency response procedures should provide a structure that identifies w

M: Administrative - The organisation shall ensure that a process is in place to annually test and review emergency response procedures for all likely potential events and to identify any areas for improvement.

M: Administrative - The organisation shall ensure a process is in place to regularly check assigned emergency equipment for each Council owned or leased vehicle.

M: Administrative - The organisation shall ensure a process is in place to identify roles/individual personnel who may require extra training to operate a light vehicle over and above NZ Legislation. Extra training may include but not be limited to defensive driver training

M: Administrative - The organisation shall ensure it has in place a process that all workers as identified in the training needs



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analysis received the required training associated with operating a light vehicle.

M: Administrative - The organisation shall ensure it has in place an effective induction process specific to On Road Light Vehicles to ensure all workers are aware of the requirements of the WDC Safe use of Council Vehicles Policy and also risks and controls associated with

M: Administrative - The organisation shall ensure that Council owned, leased or rented vehicles are operated in accordance with the manufacturers recommendations, and/or with the instructions of the leasing or renting organisation (including limitations to carrying capacity

M: Administrative - The organisation shall ensure that all Council owned, leased or rented light vehicles are roadworthy and fitted with seatbelts. The preferred choice of vehicles must be those that achieve a minimum ANCAP rating of 4 or greater.

M: Administrative - The organisation shall ensure that it has in place a process to determine if travelling on road should be conducted during an abnormal situation or conditions. Such situations or conditions could include but not be limited to, weather conditions, natural

M: Administrative - The organisation shall ensure that all Council owned or leased light vehicles are fitted with an emergency distress function to raise the alarm in the event of a vehicle accident (e.g. rollover)

M: Administrative - The organisation shall ensure that a suitably stocked first aid kit to address any minor injuries that could occur are located in all Council owned or leased light vehicles and there is a process for ensuring the



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			<p>contents of the kits are maintained.</p> <p>M: PPE Controls - The organisation shall ensure that sufficient, fit for purpose personal protective eyewear is available for drivers e.g. polarised safety sunglasses for high risk drivers and safety sunglasses are available for adhoc vehicle users.</p> <p>M: PPE Controls - The organisation shall ensure that where a vehicle is being used as a tool of trade, the vehicle shall be fitted with a first aid kit, fire extinguisher, high visibility vest and safety triangle</p>		
Solid Waste and Resource Recovery	<p>The collection of domestic waste is a service provided by Council to residents of the Waikato District. It involves a person or persons collecting and/or transporting by motor vehicle, domestic waste and recyclable material of all descriptions. Council contracts out the provision of this service to the following contractors;</p> <ul style="list-style-type: none"> • Smart Environmental Services Ltd • Metrowaste Ltd • Xtreme Zero Waste Ltd <p>There are a number of critical health and safety risks associated with the collection of domestic waste and the operation of material recovery facilities, resource recovery parks and refuse transfer stations.</p>	25	<p>M: Administrative - The documented health and safety risk assessment identifies any relevant regulatory, codes of practice and/or industry guidelines to manage health and safety risks.</p> <p>M: Administrative - A documented health and safety risk assessment is completed for each contracted service.</p> <p>M: Administrative - Contract Manager health and safety training has been provided to the Contract Manager responsible for managing the Solid Waste and Resource Recovery contract.</p> <p>M: Administrative - The organisation has clearly identified and allocated responsibility to an individual the role of Contract Manager.</p> <p>M: Administrative - All contractors engaged to deliver solid waste and resource recovery services are pre-qualified.</p> <p>M: Administrative - A process is in place for reviewing and approving a contract specific health and safety plan for each solid waste and resource recovery contract.</p> <p>M: Administrative - Clearly documented expectations are in place for each solid waste and resource recovery contract regarding regulatory reporting requirements including responsibilities and timeframes.</p>	15	20-11-2020



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	<p>Examples of these risks include but are not limited to;</p> <ul style="list-style-type: none"> • Moving and operating vehicles • On Road Driving (traffic and other road users) • Hazardous substances and biological waste • Plant and machinery • Slips, trips and falls from vehicles or terrain • Working at height • Workplace violence • Manual handling 		<p>M: Administrative - A process is in place to monitor the contract for its duration to ensure all health and safety duties and requirements are being met.</p> <p>M: Administrative - A documented process is in place for each specific contracted work activity that details how the Council and other PCBUs who share overlapping duties will consult, cooperate and coordinate their activities for the duration of the contract.</p> <p>M: Administrative - A process is in place to support the exchange of key health and safety information between Council and the contractor including but not limited to health and safety requirements, contract specific health and safety risks, requirements for contract or site</p> <p>M: Administrative - A pre-qualification process is in place that outlines the minimum health and safety standards that must be met by Council contractors.</p> <p>M: Administrative - Clearly documented health and safety expectations are in place for all solid waste and resource recovery contracts.</p>		
<p>Workplace Violence and Aggression</p>	<p>Workplace violence and aggression is defined as violent acts, including physical assaults and threat of assaults, directed toward persons at work or on duty. Workplace violence ranges from offensive or threatening language to homicide.</p>	<p>20</p>	<p>M: Engineer - Factors with the potential to impact the risk of violence are considered during the design phase of all new facilities. These shall include but are not limited to separating workers from the public, controlling access and providing a safe retreat.</p> <p>M: Administrative - Personnel facilitating risk assessments are suitably trained and competent and the risk assessments included a physical observation and worker consultation.</p> <p>M: Administrative - Organisation to verify that is has in place documented procedures for the management and security of desirable assets</p> <p>M: Administrative - A process is in place to manage all workplace violence documentation</p>	<p>15</p>	<p>20-11-2020</p>



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including but not limited to: risk assessments, training records etc. to ensure they are retained and available for workers

M: Administrative - A worker induction process is in place to ensure all workers are aware of the risk of workplace violence and the controls to manage this risk.

M: Administrative - A process is in place to ensure a documented risk assessment is completed as per the Change Control Procedure to ensure the risk of workplace violence is considered before any new additions or modifications to the workplace, equipment, processes, service

M: Administrative - A documented Change Control Procedure is in place to clearly articulate and inform all parties of any new additions or modifications to the workplace, equipment or changes to existing procedures.

M: Administrative - Documented procedures are in place for tasks that may expose workers to the risk of workplace violence and detail the actions to be taken to protect workers and others from violence

M: Administrative - Processes are in place to monitor lone workers who are working in the community or away from the workplace.

M: Administrative - Documented procedures are in place for managing the risk of working alone

M: Administrative - A risk assessment is completed when workers are required to work alone and considers the hazard of workplace violence where applicable.

M: Administrative - Pre-employment procedures are in place that outline the minimum suitability standards that must be met by candidates

M: Administrative - There is a process



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whereby managers/leaders interact with workers daily as a means to assessing exposure to workplace violence and how individuals are coping

M: Administrative - Effective processes are in place to inform workers and others of managements commitment to zero-tolerance of workplace violence

M: Administrative - A policy statement or similar is in place detailing management's commitment to zero-tolerance of workplace violence

M: Administrative - A process in place for conducting risk assessments for contracted work and the process includes consideration of workplace violence as a potential risk

M: Administrative - A process is in place to manage the outcomes of any harm to workers, contractors or visitors in such a manner that complies with the WDC Event Management Standard and also meet the businesses expectations around duty of care.

M: Administrative - Documented procedures are place to initiate and provide early psychological and welfare support for any worker involved in a serious or traumatic event

M: Administrative - Rehabilitation processes are in place for workers who are affected by workplace violence and are unable to continue in their present role

M: Administrative - A process is in place to provide training and refreshers for identified first aiders; to notify workers, contractors and visitors who the identified first aiders are; and to ensure suitably stocked and maintained first aid kits to address any minor injuri

M: Administrative - A process is in place to annually test and review Emergency Response Plans for all likely potential events.



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M: Administrative - A designated individual is responsible for the implementation and maintenance of the Emergency Response Plans

M: Administrative - Emergency Response Plans are in place detailing the response and actions required to manage all likely potential events.

M: Administrative - A process is in place to ensure that all workers as identified in the training needs analysis received the required customer experience training

M: Administrative - A process is in place to identify the customer experience skills and competencies required for each roles/individual personnel to deliver on the customer experience

M: Administrative - A process is in place to regularly check assigned security equipment

M: Administrative - Organisation to verify that it has in place a register of all security equipment (for example panic and duress alarms)

M: Administrative - Documented organisational risk assessments are completed as required by the ZHSMS 3.2 Workplace Violence Management Standard for facilities and workgroups.

M: Administrative - A process is in place to capture and implement any corrective actions arising from the workplace violence risk assessment

M: Administrative - A process is in place to undertake a risk assessment when workers are required to work with high risk clients or in high crime areas/situations

M: Administrative - Documented procedures are in place for recording and alerting workers of potential "high risk" customers or properties

M: Administrative - A register or alert system



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is in place to identify premises or property where customers have been identified as "high risk"

M: Administrative - A register or alert system is in place to record the details of persons who's access to Council services has been restricted for example those who have been issued a Trespass Notice

M: Administrative - Documented procedures are in place to access and review alerts before undertaking work with high risk clients or in high crime areas/situations

M: Administrative - A process is in place to ensure that all workers as identified in the training needs analysis received the required training to manage the risk of workplace violence

M: Administrative - A process is in place to identify roles/individual personnel who may or are at risk of workplace violence

M: Administrative - Documented procedures are in place for the opening and closing of facilities including the provision of security services where required

M: Administrative - Documented procedures are in place for all emergency alarm systems (for example panic or duress alarms) detailing how to use them

M: Administrative - A screening process is in place as part of recruitment to check individual job candidates for their role suitability for example Police Checks

M: Administrative - For high risk roles a daily check process is in place to ensure there are sufficient competent workers available to complete planned work safely

M: Administrative - Planning processes are in place to allow for adjustments in staffing levels to manage situations or periods of additional



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risk

M: Administrative - Trigger points for stopping work activity due to inadequate staffing levels or other extraordinary factors are established and communicated to all workers

M: Administrative - A process is in place for monitoring and managing contracted work

M: Administrative - Where relevant the risk of workplace violence is formally communicated to the contractor and controls for managing the risk are discussed and agreed by the organisation and the contractor before contracted work is commenced

M: Administrative - A contractor management process in place that covers all contracted works

M: Administrative - An Event Reporting Procedure is in place and it is also compliant with legislative requirements.

M: Administrative - A process is in place to review emergency events to ascertain how the emergency response plan operated, was it effective, did the plan operate as intended and what if any amendments are required

M: Administrative - The minimum training for roles is identified in the Emergency Response Plan, when this should be completed (e.g. changes to responsibilities, procedures, legal requirements and technology take place), re-training requirements.

M: Administrative - The Emergency Response Plan details authority levels, responsibilities and reporting relationships for control and liaison between all parties involved during an emergency.

M: Administrative - The Emergency Response Plan has a structure that identifies workers / managers, individually or teams, who are



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		<p>responsible for co-ordinating the response plan and who are responsible for specific duties during an emergency.</p> <p>M: Administrative - Processes are in place to enable Manager/Leaders to have an understanding of what impacts exist with an individual's personal circumstances that may impede work performance and support accordingly</p> <p>M: Administrative - An Employee Assistance Program is in place and available to all workers</p> <p>M: Administrative - A policy statement or similar is in place detailing management's commitment to zero-tolerance of workplace bullying and harassment</p> <p>M: Administrative - There is a documented Code of Conduct and a process is in place to ensure all workers are aware of its content</p> <p>M: PPE Controls - Sufficient, fit for purpose personal protective equipment is available for workers as identified in the risk assessment process</p>		
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