CPNZ SAFER PLATES

HAZARDS SUMMARY REGISTER

***Must do Safety Practices During ‘Safer Plates’ Patrol On-Site:***

* All Patrollers and representatives of other organisations MUST wear High Vis jackets and covered shoes. If a new Patroller/visitor, then attend to the vehicle with an experienced Patroller until confident enough to carry out by oneself
* Event leader must ensure that First Aid kit, cones, clear signage of “event in progress”, hand wash, sunscreen and water bottles are available on-site
* Event leader MUST BRIEF all participation Patrollers/visitors on Health & Safety hazards and rules. Discuss any potential dangers of the specific site prior to start
* Event leader or an appointed experienced, regular Patroller MUST demonstrate to the participants, the SAFE USE of hand tools (eg Drills, screwdrivers, other tools etc – how to use correctly, when it is faulty and needs to be set aside for repairs, screwdriver handles should not be slippery and wiped, use of correct head fittings, not to damage the vehicle attending to)

|  |  |  |
| --- | --- | --- |
| **AREA/ACTIVITY: SAFER PLATES** | **HAZARD TYPE** | **PERSONAL** |
| **HAZARD** **DESCRIPTION** | **LOCATION OF** **HAZARD** | **WHEN, HOW, WHY,****HOW OFTEN** | **CONSEQUENCES** | **CONTROLS** | **RISK** |
| **1A**Injury from manual handling of canopy whilst setting up and dismantling.When carrying signs | All Safer Plates event sites – ie Countdown car park or other selected premises | RareAt start and end of Safer Plates session | Possible injuryTrigger previous injury | Situation AwarenessUse four peopleBe careful of fingers when attending.Use appropriate lifting techniques without strain to back, neck, shoulders | Low |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD** **DESCRIPTION** | **LOCATION OF** **HAZARD** | **WHEN, HOW, WHY,****HOW OFTEN** | **CONSEQUENCES** | **CONTROLS** | **RISK** |
| **1B**Canopy/Signs getting blown away, collapsing during varying weather conditions/natural disaster (ie Heavy rain, wind, earthquake) | All Safer Plates event sites – ie Countdown car park or other selected premises | Often – Rare | Possible injury | Situation AwarenessTie the canopy to another hard structure eg Trolley metal base, use weights, pegs. Take cover in another safe place. Abort operation if weather conditions worsen | Moderate |
| **2**Injury through slippery surfaces and fallen trees, tree branches during heavy wind, rain, earthquake | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Possible injury | Situation Awareness – Be carefulWear appropriate clothing – Waterproof over trousers, cover head, rain coat, shoes.Protect customers from problem by warningReport issue to Local Council, Countdown, Site Management | Minimal |
| **3**Injury from loose power lines, other structures (lamp poles) Higher risk during heavy rain, wind, earthquake | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Serious harmPotential fatality | Situation Awareness Protect customers from problemReport to Vector/Site Management | Minimal |
| **4**Sunburn, excess heat during summer, dehydration, skin rash, dizziness | All Safer Plates event sites – ie Countdown car park or other selected premises | Medium Risk | Possible sickness Trigger/worsen any other health issues | Have bottles water on site and remind each other to drink regularlyWear protective gear – hatKeep sunscreen available Must take breaks in shade | Moderate |
| **HAZARD** **DESCRIPTION** | **LOCATION OF** **HAZARD** | **WHEN, HOW, WHY, HOW OFTEN** | **CONSEQUENCES** | **CONTROLS** | **RISK** |
| **5**Injury, slips, on uneven car parks, foot path, road, uncovered holes, kerbs, cuts from broken glass, sharp or torn metal, other objects | All Safer Plates event sites – ie Countdown car park or other selected premises | Low | Possible serious harm | Situation Awareness Keep passers-bay informed/warnedReport problems to Local Council/Countdown/Site Management  | Low |
| **6**Passing vehicles on the event site, roadways, reversing vehicles (car, bicycle and other heavy/small vehicle) | All Safer Plates event sites – ie Countdown car park or other selected premises | Often – Whilst walking and attending to vehicles on site | Serious harmPotential fatality | Situation awareness Wear High vis clothing Watch traffic at all times in car park and on roads | Moderate |
| **7**Respiratory irritantsExposure to vehicle fumes, construction work noise in car park | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Possible sicknessPotential serious injury | Leave | Minimal |
| **8**Exposure to violence, assault, verbal abuse, person confrontation, contact with drivers and passengers | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Possible injury | Don’t be confrontationalBe calmIf customer seems to be in a hurry, explain that although most of the time the job takes less than two-three minutes, sometimes it may take 20-30 minutesDon’t take job without making the customer aware of a time duration and has given the OK for any delays | Minimal |
| **HAZARD** **DESCRIPTION** | **LOCATION OF** **HAZARD** | **WHEN, HOW, WHY,****HOW OFTEN** | **CONSEQUENCES** | **CONTROLS** | **RISK** |
| **9**Injury from the parked vehicle whilst working and changing plate screws | All Safer Plates event sites – ie Countdown car park or other selected premises | Low - Rare | Serious harmPotential fatality | Situation awarenessCheck if vehicle working on is occupied – inform drive of Patroller whereaboutsEnsure that the driver has put the vehicle in “safe mode” with brakes/gear before changing screwsCheck that any other passenger who is not aware/spoken to will not start the vehicle by accident or miscommunication (adult, kids, pets) | Moderate |
| **10**Sore back, knees from bending, squatting, kneelingPossible sprain/strain triggers | All Safer Plates event sites – ie Countdown car park or other selected premises | Often | Serious harmTrigger previousinjury | Slow body movementWear protective gear – knee pads, thick/long trousersTake breaks – Sit, stretchDiscontinue if pain occurs/consistent | Moderate |
| **11**Injury from the use of tools (drills, screwdrivers, any other) | All Safer Plates event sites – ie Countdown car park or other selected premises | Often | Potential medium harm | Ensure that user is trained in the safe use of hand toolsDo not use pressure/excessive force when drillingDo not use side to side movement when drillingPrior to use, inspect that too is not faulty and if damaged, do not use itMaintain a firm grip and control when using the drill and screwdriversAdjust the drilling speed as appropriate | Moderate |
| **HAZARD** **DESCRIPTION** | **LOCATION OF** **HAZARD** | **WHEN, HOW, WHY,****HOW OFTEN** | **CONSEQUENCES** | **CONTROLS** | **RISK** |
| **12**Cash/Tool box theft with possible assault to the patroller at the registration table. Patroller carrying money pouch | All Safer Plates event sites – ie Countdown car park or other selected premises | Low - Rare | Potential physical injuryMental trauma | Situation Awareness in canopyKeep tool boxes/equipment in a safe placeBe careful on flashing cashing when carrying in pouch and walking about | Low |
| **13**Injury from falls/trips over tool boxes/hand tools in the canopy or near attending vehicle | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Potential injury | Avoid clutter and keep tool boxes, hand tools in a safe place/corner of the canopySituation awareness when the tools are carriedBe careful when tools are placed near the vehicles | Low |
| **14** |  |  |  |  |  |