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)

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| **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 | Rare  At start and end of Safer Plates session | Possible injury  Trigger previous injury | Situation Awareness  Use four people  Be careful of fingers when attending.  Use appropriate lifting techniques without strain to back, neck, shoulders | Low |

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| **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 Awareness  Tie 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 careful  Wear appropriate clothing – Waterproof over trousers, cover head, rain coat, shoes.  Protect customers from problem by warning  Report 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 harm  Potential fatality | Situation Awareness  Protect customers from problem  Report 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 regularly  Wear protective gear – hat  Keep 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/warned  Report 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 harm  Potential fatality | Situation awareness  Wear High vis clothing  Watch traffic at all times in car park and on roads | Moderate |
| **7**  Respiratory irritants  Exposure to vehicle fumes, construction work noise in car park | All Safer Plates event sites – ie Countdown car park or other selected premises | Rare | Possible sickness  Potential 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 confrontational  Be calm  If 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 minutes  Don’t take job without making the customer aware of a time duration and has given the OK for any delays | Minimal |
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| **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 harm  Potential fatality | Situation awareness  Check if vehicle working on is occupied – inform drive of Patroller whereabouts  Ensure that the driver has put the vehicle in “safe mode” with brakes/gear before changing screws  Check 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, kneeling  Possible sprain/strain triggers | All Safer Plates event sites – ie Countdown car park or other selected premises | Often | Serious harm  Trigger previous  injury | Slow body movement  Wear protective gear – knee pads, thick/long trousers  Take breaks – Sit, stretch  Discontinue 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 tools  Do not use pressure/excessive force when drilling  Do not use side to side movement when drilling  Prior to use, inspect that too is not faulty and if damaged, do not use it  Maintain a firm grip and control when using the drill and screwdrivers  Adjust the drilling speed as appropriate | Moderate |
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| **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 injury  Mental trauma | Situation Awareness in canopy  Keep tool boxes/equipment in a safe place  Be 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 canopy  Situation awareness when the tools are carried  Be careful when tools are placed near the vehicles | Low |
| **14** |  |  |  |  |  |