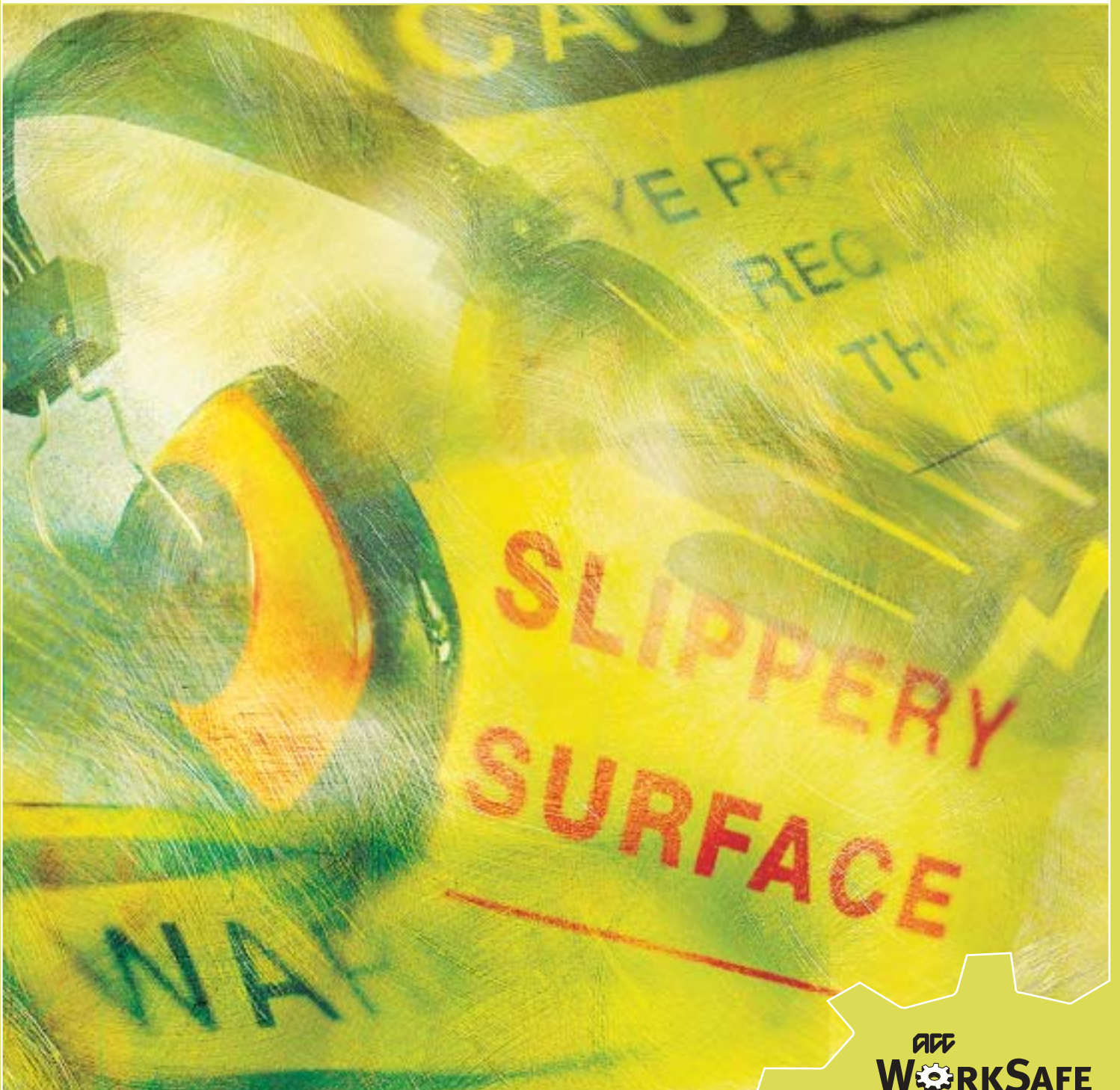




How to Manage Hazards



FOR SMALL BUSINESS



If you are thinking about improving the health and safety of your workplace, hazard management is a good place to start.

Why should you do this thing called hazard management?

- This is the step that will make the biggest difference to your staff's health and safety.
- It is the most basic step and it's not hard.
- You don't have to do it by yourself – you achieve better results by actively involving your staff.
- The law says you have to.

How well are you doing with hazard management?

To see how well you are going with hazard management, ask yourself, health and safety representatives, and your staff the following questions.

	YES	NO	N/A
Do you have a record of workplace hazards and how you are dealing with them?			
Are health and safety representatives and staff actively involved in hazard management on an ongoing basis?			
Have you and your staff identified hazards relating to: <ul style="list-style-type: none"> → Plant – eg, machinery is guarded, regularly maintained. → People – eg, lifting, carrying, pulling or pushing loads. → Locations/environment – eg, housekeeping, ventilation and extraction systems. → Chemicals – eg, storage, labelling. → Tasks – eg, working alone, driving or away from base. 			
Have you and your staff decided which hazards are significant (see the next page for a definition), and which are of a lesser concern?			
Have you and your staff worked out how you will deal with hazards and taken action?			
Do you check regularly to see that you have dealt with hazards effectively?			
Do you and your staff identify hazards and adapt processes as new things, equipment or people are brought into the workplace?			
Do you monitor the workplace and staff for exposure to: <ul style="list-style-type: none"> → Noise. → Exposure and contact with chemicals, lead and asbestos. → Blood-borne and other body fluid diseases and infections. 			
Do you tell contractors and visitors about relevant hazards and how they can keep safe?			
Do you find out from contractors what hazards they bring into your workplace and how to keep your staff and visitors safe?			
Do you make sure that contractors have the right knowledge and skills to do the job safely?			

If you could not answer YES to all these questions, note down on the next page the action you and your staff need to take.

HAZARDS

Hazard

a) means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and

(b) includes-

(i) a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and

(ii) without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

What do you need to improve?

	WHO	WHEN

IS THIS HAZARD SIGNIFICANT?

The HSE Act defines **significant hazard** and **serious harm** as follows

Significant hazard

“Significant hazard” means a hazard that is an actual or potential cause or source of –

- (a) Serious harm; or
- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Serious harm

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression

sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.

2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

[Until an Order in Council (expected by May 2003) is made, the above types of harm are “serious harm” for the purposes of the HSE Act: (It is understood the Order in Council will change the definition of Serious Harm to include death and harm of a kind described by the Governor General by Order in Council).]

HOW TO MANAGE HAZARDS

The law says you must have a systematic approach for dealing with hazards.

There are three parts to this:

1. Identify all the hazards in your workplace.
2. Identify the significant hazards. Then work out which ones need immediate attention and which are of a lesser concern.
3. Take action to deal with the hazards – remove them or at least reduce their impact.

When these things have been done you will need to:

1. Review the situation regularly.
2. Adapt processes as new things/equipment and people are brought into the workplace.

1. Identify hazards

Make a list of all the hazards in your workplace. (See our example hazard record on the next page.)

Some of these will be really obvious physical things such as a piece of potentially dangerous equipment, stockpiles of chemicals or over-stacked high shelves. But you will need to look further and also consider the hazards that can't necessarily be seen, hazards that can result from work processes and tasks that:

- Are repetitive – eg, strains from constant lifting of loads.
- Build up gradually – eg, fatigue from shift work or long hours.
- Involve working off-site.

Also think about hazards which come about from having untrained, new or part-time staff or volunteers, newly installed equipment, and changing tasks or processes for staff.

**UPDATE THIS
LIST REGULARLY**

**THINK BEYOND
THE OBVIOUS**

2. Rate the significance of hazards

Note the hazards that can cause serious harm and deal with these ones first.

You will now need to decide which hazards you will deal with first. To do this think about:

- Are they what the law would call “significant”?
- What injuries have people had already?
- Have there been “near misses”?
- How likely is it that this could happen?
- How serious could the illness or injury be?

Also consider hazards that staff want to be addressed immediately, and those that will result in good cost/benefit and can be addressed quickly and easily.

**INVOLVE YOUR
STAFF, THEY
MIGHT HAVE A
BETTER IDEA OF
WHAT HAZARDS
ARE FROM THEIR
DAY-TO-DAY
ACTIVITIES**

3. Deal with the hazards

WHY SHOULD YOU DO ANYTHING?

This is how you will protect yourself and your staff from getting hurt at work. It simply is safe work practice. And the law says you have to – or you could face big fines.

SO, HOW DO YOU GO ABOUT DOING THIS?

You and your staff need to develop a suitable system or action relevant to each specific hazard. The law says you can do this by considering these actions in the following order.

a. Get rid of the hazard altogether (eliminate)

- eg, → Replace hazardous chemicals with non-hazardous materials.
- Install another lower shelf to take overload stock.
 - Replace or remove dangerous machinery.
 - Redesign the workstation so that staff don't need to reach over moving equipment.

If that's not possible:

b. Isolate the hazard

- eg, → Use guards to cover moving parts of machinery.
- Keep cleaning fluids, solvents and chemicals stored safely.

If that's not possible.

c. Reduce the likelihood of any harm (minimise)

- eg, → Use personal protective equipment such as earmuffs.
- Train staff in safe work procedures.

In six months' time, have a look at it all again to see that you and your staff are involved and taking preventative action. Is your plan effective?

WHAT DOES A HAZARD RECORD LOOK LIKE?

On the next page is an example for a small business showing how you can record this information for each of the three parts. There is also a template for you to photocopy and record your workplace hazards.

INFORMATION ON MANAGING SPECIFIC HAZARDS, BEST PRACTICE AND CODES OF PRACTICE ARE AVAILABLE FROM WWW.ACC.CO.NZ AND WWW.OSH.DOL.GOV.T.NZ

QUESTIONS TO ASK WHEN BUYING EQUIPMENT, TOOLS ETC

- | | |
|---|---|
| → What safety information has been obtained regarding the item? | → What strategies need to be implemented to ensure safety during installation, transport, handling and storage? |
| → What hazards are associated with the item? | |
| → What health and safety risks will the item introduce? | → What changes need to be made to work procedures and training? |

Example hazard record for a small business

HAZARD		SIGNIFICANT?	ACTION		REVIEW	
Hazard and harm	Where or what task	Significant Yes/No	Does the action eliminate, isolate or minimise the risk?	Action	How often action is monitored	Date of last review
<p>Noise levels of machinery and equipment – risk of hearing loss</p> <p>HAZARDS ASSOCIATED WITH PROLONGED EXPOSURE HAVE BEEN IDENTIFIED</p>	Working with and near noisy machinery and equipment	Yes Contact OSH if hearing loss occurs	Minimise	<ol style="list-style-type: none"> For staff who work with or around noisy machinery and equipment: <ul style="list-style-type: none"> Provide and maintain Grade 4 earmuffs. Ensure staff wear earmuffs as required. Regularly maintain equipment and machinery. Separate noisy activities from quieter ones. Roster staff to minimise exposure to noise (by rotating noisy and quiet tasks). Monitor staff hearing. 	<p>Quarterly</p> <p>Quarterly Annually</p> <p>Quarterly Annually</p>	<p>31/3/02 30/6/02 25/1/02 31/3/03</p> <p>LISTS OF HAZARDS IS REVIEWED AND UPDATED REGULARLY</p>
<p>Slips, trips and falls – risk of bruising, laceration, broken bones</p> <p>HAZARDS ASSOCIATED WITH PROCESSES AND TASKS HAVE BEEN IDENTIFIED</p>	All work areas – but particularly kitchen	Yes Contact OSH if crushing, broken bone, other serious injury or fatality occurs	Minimise	<ol style="list-style-type: none"> Install non-slip surfaces in the kitchen. Install handrails on stairways and the raised walkway. Provide steps or ladders in the storeroom. Maintain ladders and platforms. Train staff in safe work practices including to: <ul style="list-style-type: none"> Use ladders and platforms where necessary. Clean up spills immediately. Keep work area tidy and uncluttered. Wear non-slip footwear. 	<p>By March 03 By March 03 By March 03 Annually At induction, then annually</p>	<p>31/3/02 25/1/02 31/3/03</p>
<p>Manual handling – risk of muscle strain and back pain</p> <p>THE EMPLOYER AND STAFF HAVE WORKED TOGETHER TO IDENTIFY HAZARDS AND FIND WORKABLE SOLUTIONS</p>	All tasks that require moving and lifting heavy loads – particularly in the storeroom	Yes Contact OSH if person is hospitalised for 48 hours, within 7 days of harm occurring	Minimise	<ol style="list-style-type: none"> Talk to suppliers about reducing the weight of incoming goods. Train staff in reducing the load including: <ul style="list-style-type: none"> Use trolleys and pallet jacks to move heavy loads. Store heavy items down low. Organise work tasks so that loads are lifted between mid-thigh and shoulder height. Use ladders rather than reaching above shoulders. Keep loads close to the body. Use team lifting for heavy loads. 	<p>By March 03</p> <p>At induction, then annually</p>	<p>31/3/02 30/6/02 25/1/02 31/3/03</p>

Completed by: Angela Bates (Manager), Manu Saloa (Cook), Ritchie Fergusson (Kitchen Hand), Sally Smith (Administrator)

HAZARD RECORDED FOR

DATE

HAZARD		SIGNIFICANT?	ACTION			REVIEW
Hazard and harm	Where or what task	Significant Yes/No	Does the action eliminate, isolate or minimise the risk?	Action	How often action is monitored	Date of last review



→ Further resources for small business

ACC WorkSafe series for small business

- Improving workplace safety and health
- **How to manage hazards**
- Training and supervision
- Emergencies and incident investigation

visit → www.acc.co.nz/injury-prevention

or call → 0800 THINKSAFE (0800 844 657)

