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| **Risk Rating Table** | | | | |
|  | **Seriousness** | | | |
| **Likelihood** | Negligible  (no injuries) | Minor/Moderate  (first aid/medical) | High  (extensive injuries) | Catastrophic  (fatalities) |
| Very likely | High | Extreme | Extreme | Extreme |
| Likely | Moderate | High | Extreme | Extreme |
| Possible | Low | High | Extreme | Extreme |
| Unlikely | Low | Moderate | High | Extreme |
| Very Unlikely (rare) | Low | Moderate | High | High |

**Type of Controls**

E Eliminate

SUB Substitute

ISO Isolate

PC Prevent Contact

EC Engineering Controls

AC Administrative Controls

PPE Personal Protective Equipment

| **Covid-19 Hazard/Risk Register – Level 2** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Inherent Risk Score** | **Type of Control** | **Hazard Controls** | **Residual Risk Score (with controls)** | **Review Date** | **Review Date** |
| Customers onsite | Transmission of infection from customers |  |  | Ensure social distancing between customers.  Separate premises and equipment to social distancing.  Regulate bookings and monitor access to the site to ensure no overcrowding, waiting for equipment or maximum 50 people (indoors) or 100 people (outdoors) is exceeded  Mark out queue spacing if required.  Ensure each customer group works with minimal number of staff to ensure accurate contact tracing.  Contactless payment must be made where possible.  Inform customers of distancing requirements in shared spaces (lifts and stairwells).  Ensure masks are available and worn by customers (except when eating or drinking). |  |  |  |
| Lack of signage | Unsupervised access to site  Unclear instructions for workers and customers |  |  | Ensure one clear entry and exit point for the site.  Clearly display signage outlining the Covid-19 prevention controls including correct hygiene and hand washing techniques.  Ensure QR code is displayed prominently and that all customers scan in. |  |  |  |
| Shared equipment by customers | Transmission of infection by sharing equipment |  |  | Equipment must be disinfected between use.  Ensure all customers are aware of the protocols and monitor onsite.  Wear gloves. |  |  |  |
| Shared equipment by workers | Transmission of infection by sharing equipment |  |  | Avoid sharing equipment where possible – this may mean some tasks must be undertaken by one specified person.  If equipment is to be shared, it must be disinfected between use.  Store equipment with good airflow and light.  Wear gloves. |  |  |  |
| Shared use of spaces | Transmission of infection by close contact with others and shared facilities |  |  | Stagger breaks to ensure adequate space for social-distancing in the lunchroom.  Workers to bring a drink bottle and lunch to work (as well as their own utensils).  Shared utensils, crockery and cups should not be used unless a dishwasher is available to clean them.  All food/drink waste must be immediately disposed of or taken home at the end of the day by the worker. |  |  |  |
| Smoking/Vaping onsite | Transmission of infection by contaminated cigarette butts and inadequate personal hygiene  Second-hand inhalation  Cancer  Fire |  |  | Smoking or vaping must be contained to designated smoking areas onsite, or offsite.  Smokers must dispose of butts in a bin.  Smokers must wash hands before and after smoking. |  |  |  |
| Transporting passengers | Transmission from unhygienic vehicle or contact with passengers |  |  | Ensure the vehicle interior and all touch points (including baggage areas) are disinfected between use.  Adhere to distancing protocols if possible.  If distancing is not possible, ensure appropriate barriers are in place and PPE worn, including masks.  Ensure contact tracing and travel information is clearly recorded in the drivers manifest and reservation system.  Restrict travel to 2 hours or ensure regular breaks.  Have personal cleaning facilities available in the vehicle and a separate storage area for PPE. |  |  |  |
| Unclean worksite | Transmission of infection by contact with surfaces |  |  | Ensure an appropriate standard of cleanliness is maintained throughout the premises and that the premises are maintained in good physical repair and condition.  Ensure that a suitable cleaning schedule is in place and followed including routine cleaning of all frequently touched surfaces in the workplace.  Ensure gloves and masks are worn.  Accommodation - Ensure heightened housekeeping protocols between guests including wiping down walls and front/back of doors.  **Refer to the Covid-19 Cleaning Checklist** |  |  |  |
| Unhygienic work practices and workers | Transmission of infection by inadequate hygiene practices |  |  | Ensure an appropriate standard of hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition.  Ensure there are disposable masks and gloves available to all workers – and that masks are worn at all times by customer facing staff.  Ensure there are suitable and sufficient tissues, hand washing facilities, sanitizer and no-touch bins where appropriate.  Educate all workers on cough and sneeze etiquette and correct hand washing technique.  All personnel must wash their hands upon entering and leaving the site.  Clothing must be removed promptly when returning home and washed thoroughly.  All workers to wash body, hair and clothes daily. |  |  |  |
| Uninformed workers and customers | Transmission of infection due to lack of induction and education |  |  | Hold toolbox meeting prior to reopening at Level 2 to re-induct and train all workers on the prevention and control of infection, including new work protocols.  Include Covid-19 safety protocols in booking confirmation process. Ensure customers know the risks and controls that are in place. Ensure customers cancel and do not board transport or enter site if they are feeling unwell or showing symptoms of Covid-19. |  |  |  |
| Untraceable contact | Non-compliance with requirement to contact trace |  |  | Ensure all Workers and customers scan the QR code or sign in and out when entering or exiting all sites.  **Refer to C19 Contact Trace Register**  Encourage all Workers to turn on Bluetooth in the Covid app. |  |  |  |
| Unwell workers | Transmission of infection |  |  | Unwell workers must instruct management by phone as soon as possible.  **Actively encourage workers to stay home and ring Healthline at the first signs of illness and not to return until they are free of symptoms for at least 24hrs.**  In the event that a worker tests positive for Covid-19, the site must be shut down, all workers with possible contact must be notified immediately by phone, and all workers remain home during investigation.  Ministry of Health must be notified and contact tracing begins.  Full sanitising of the site must be done before reopening. |  |  |  |
| Working with others | Transmission of infection by close contact with others |  |  | Ensure workers who are able to work from home do.  Ensure only minimal staff are onsite at one time.  Stagger start times, break times and finish times in minimise contact.  Ensure workers remain socially distanced.  Separate workspaces with physical barriers if possible.  Where possible, apply a one-way system in high traffic areas such as corridors and stairwells.  Avoid physical contact including handshakes.  Open windows to increase ventilation. |  |  |  |
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| **The above hazards are examples and by no means an exhaustive list. We suggest that you always ensure you are using the latest guidelines and safety instructions. www.covid19.govt.nz** | | | | | | | |