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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 – Protection Framework (Vaccination Certificates not used)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  | Face coverings mandatory on flights and encouraged indoors.  Public facilities, retail, and workplaces open.  Gatherings restricted to 100 people onsite (based on 1m distancing).  Hospitality and events restricted to 100 people onsite (based on 1m distancing, seated, and separated).  Close contact businesses must ensure workers wear face coverings and customers distanced 1m apart.  Face coverings mandatory on flights, public transport, taxis, retail, public venues and encouraged elsewhere.  Public facilities and retail open with capacity limits based on 1m distancing.  Gatherings restricted to 50 people onsite (based on 1m distancing).  Hospitality – **no customers allowed onsite,** **contactless only**.  Events and close contact businesses – **no customers allowed onsite,** **not able to operate**. |  |  |  |
| Customers onsite cont. | Transmission of infection from customers |  |  | Face coverings mandatory on flights, public transport, taxis, retail, public venues and recommended whenever leaving the house.  Public facilities restricted to 100 people onsite (based on 1m distancing).  Retail open with capacity limits based on 1m distancing.  Gatherings restricted to 10 people onsite.  Hospitality – **no customers allowed onsite,** **contactless only**.  Events and close contact businesses – **no customers allowed onsite,** **not able to operate**.  **If able to operate with customers onsite:**  Advise customers not to travel if they are unwell or experiencing any COVID-19 symptoms.  Provide clear communications for customers on what they should do if they become unwell during their visit.  Ensure masks are available onsite for customers and workers.  Separate premises and equipment to allow for distancing.  Regulate bookings and monitor access to the site to ensure no overcrowding or waiting for equipment.  Mark out queue spacing if required.  Inform customers of distancing requirements in shared spaces (lifts and stairwells).  Ensure each customer group works with minimal number of staff to ensure accurate contact tracing.  Plan for maintaining distancing in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless distancing can be maintained, and maximum numbers are not exceeded.  **If able to operate contactless:**  Customers must not enter building.  Work with customers via phone or online ordering systems.  Contactless payment must be made.  Offer contactless products and services only (click and collect and contactless delivery) – work from home where possible.  Customers must wear a mask during contactless pick up. |  |  |  |
| Inadequate ventilation | Increased rate of transmission |  |  | Keep doors and windows open, if possible (including driving with windows down if carrying passengers).  Run ventilation systems longer and/or at a higher speed.  Increase the frequency of filter changes.  Ensure existing ventilation systems are serviced.  Air rooms as frequently as possible to help improve ventilation. |  |  |  |
| 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 with instructions on record keeping/scanning, correct hand washing techniques, use of face coverings, and social distancing.  Ensure QR code is displayed prominently and that all customers scan in.  Place QR code posters in several locations inside main entrances to not create an obstacle and enable physical distancing is met by reducing people congregating. |  |  |  |
| Overseas visitors (non-New Zealand citizens) | Transmission of infection from customers |  |  | As per Government requirements - All non-New Zealand citizens aged 17 and over travelling into the country must be fully vaccinated at least 14 days prior to arrival and provide a negative COVID-19 test 72hr prior to their flight into the country. |  |  |  |
| 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.  Ensure disposable gloves are available onsite. |  |  |  |
| 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.  Ensure disposable gloves are available onsite. |  |  |  |
| Shared use of spaces | Transmission of infection by close contact with others and shared facilities |  |  | Gatherings restricted to 100 people onsite (based on 1m distancing).  Hospitality and events restricted to 100 people onsite (based on 1m distancing, seated, and separated).  Close contact businesses must ensure workers wear face coverings and customers distanced 1m apart.  Public facilities and retail open with capacity limits based on 1m distancing.  Gatherings restricted to 50 people onsite (based on 1m distancing).  Hospitality – **contactless only**.  Events and close contact businesses – **not able to operate**.  Public facilities restricted to 100 people onsite (based on 1m distancing).  Retail open with capacity limits based on 1m distancing.  Gatherings restricted to 10 people onsite.  Hospitality – **contactless only**.  Events and close contact businesses – **not able to operate**.  Working from home is encouraged.  Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact, including break rooms.  Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers.  Inform customers and workers of distancing requirements in shared spaces (lifts and stairwells). |  |  |  |
| 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 |  |  | Face coverings mandatory on flights and encouraged indoors.  Face coverings mandatory on flights, public transport, taxis, retail, public venues and encouraged elsewhere.  Face coverings mandatory on flights, public transport, taxis, retail, public venues and recommended whenever leaving the house.  Ensure the vehicle interior and all touch points (including baggage areas) are cleaned regularly.  Adhere to distancing protocols if possible.  Ensure contact tracing and QR code is available within the vehicle.  Ensure adequate ventilation.  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 undertake more frequent cleaning of common areas, such as kitchens and bathrooms and high contact areas, such as door handles, tables, handrails and devices.  Ensure that any cleaning contractors are regularly cleaning the common areas and high contact areas, and that they are cleaning surfaces with a suitable cleaner and/or disinfectant and following the manufacturer’s instructions for use.  Rubbish bins are lined to make it easy to empty bins and reduce the cleaner’s exposure to rubbish.  Reinforce the expectation of workers cleaning workstations and workspaces before and after use.  Ensure gloves and masks are worn. |  |  |  |
| Unhygienic work practices and workers | Transmission of infection by inadequate hygiene practices |  |  | Face coverings mandatory on flights and encouraged indoors.  Face coverings mandatory on flights, public transport, taxis, retail, public venues and encouraged elsewhere.  Face coverings mandatory on flights, public transport, taxis, retail, public venues and recommended whenever leaving the house.  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.  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 transitioning into the Protection Framework, and at each level 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 |  |  | Record keeping/scanning required.  Record keeping/scanning required.  Record keeping/scanning required.  Ensure all workers and customers scan the QR code or sign in and out when entering or exiting all sites.  Encourage all Workers to turn on Bluetooth in the COVID-19 app. |  |  |  |
| Unwell workers | Transmission of infection |  |  | Unwell workers must instruct management by phone as soon as possible.  Actively encourage Workers to self-monitor for COVID-19 symptoms and if symptoms develop, get a test, and stay at home until they receive a negative test result AND until 24 hours after symptoms resolve.  In the event that a worker tests positive for COVID-19, we will follow all MoH directions. |  |  |  |
| Working with others | Transmission of infection by close contact with others |  |  | Gatherings restricted to 100 people onsite (based on 1m distancing).  Hospitality and events restricted to 100 people onsite (based on 1m distancing, seated, and separated).  Close contact businesses must ensure workers wear face coverings and customers distanced 1m apart.  Public facilities and retail open with capacity limits based on 1m distancing.  Gatherings restricted to 50 people onsite (based on 1m distancing).  Hospitality – **contactless only**.  Events and close contact businesses – **not able to operate**.  Public facilities restricted to 100 people onsite (based on 1m distancing).  Retail open with capacity limits based on 1m distancing.  Gatherings restricted to 10 people onsite.  Hospitality – **contactless only**.  Events and close contact businesses – **not able to operate**.  Working from home is encouraged.  Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact, including break rooms.  Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers.  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** | | | | | | | |