

Site Hazard Register

Ruataniwha Library and Service Centre – Kaiapoi

HAZARDS	CONTROL METHOD/S	ACTION TAKEN	Monitoring & Review Date
POWER CABLES - Trips - Electric shock - Fire	☐ Eliminated ☒ Minimised	Cables are located away from traffic areas whenever possible. Cables running across floor to be taped to floor in meeting rooms and public spaces. All cables tag tested according to regulatory requirements.	Ongoing Monitoring Review 10/26
COMPUTER VDUs - Eyesight Health	☐ Eliminated ☒ Minimised	Equipment complies with accepted international standards. Proactive workstation set-up checks. Eye tests available for VDU users (permanent staff). Subsidised glasses if eyesight changes due to working with VDU.	Ongoing Monitoring Review 10/26
POWER CABLES - Trips - Electric shock - Fire	☐ Eliminated ☒ Minimised	Cables are located away from traffic areas whenever possible. Covers also available. Cables running across floor to be taped to floor in meeting rooms and public spaces. All cables tag tested according to regulatory requirements.	Ongoing Monitoring Review 10/26
ELECTRICAL SOCKETS - Electrocution	☐ Eliminated ☒ Minimised	Cover all wall sockets in children's area.	Ongoing Monitoring Review 10/26
COMPUTER WORKSTATIONS - Occupational Overuse Syndrome (OOS)	☐ Eliminated ☒ Minimised	Workstation set-up evaluations – new staff, location / equipment changes. Staff awareness. Adjustable desks for staff. Associated equipment is available if medical practitioner determines requirement for staff member. Early reporting and investigation of any problems. Prevention measures and training available. External help to be sought if no speedy improvement. Prevention guidelines contained in Prevent Discomfort, Pain and Injury process, and as toolbox talk.	Ongoing Monitoring Review 10/26
LIFTING AND CARRYING HEAVY OBJECTS - Sprains & strains	☐ Eliminated ☒ Minimised	Staff awareness of good lifting techniques. Guidance contained in Prevent Discomfort, Pain and Injury process, and as toolbox talk. Requirement that staff use lifting devices when they are available for relevant tasks.	Ongoing Monitoring Review 10/26

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		Manual handling training available for relevant departments.	
DRIVING - Accidents	☐ Eliminated ☒ Minimised	Drive Safely for Work process in place and available to all staff. Advanced Driver Safety training a requirement if staff drive Council vehicles frequently. Off-road driver training available for staff that drive 4WD vehicles. Safe Working in the Field manual provides safe driving principles and includes reference to use of cell phones in vehicles.	Ongoing Monitoring Review 10/26
EMERGENCY RESPONSE	☐ Eliminated ☒ Minimised	Emergency evacuation procedures, internal signage, trial evacuations and fire safety training are in place. Escape routes well marked and remain clear and meet Fire Service and Building Act requirements. Sprinklers, emergency lighting to required regulatory standard. Emergency Management Plan in place for all emergency types. See TRIM 170208011706.	Ongoing Monitoring Review 10/26
EVENTS REQUIRING EMERGENCY CARE	☐ Eliminated ☒ Minimised	Majority of staff have completed emergency care course (basic first aid) with planned refreshers. Relevant staff have full First Aid certificates with refresher courses to maintain.	Ongoing Monitoring Review 10/26
CUSTOMER BEHAVIOUR - Under the influence of drugs or alcohol, abusive/violent	☐ Eliminated ☒ Minimised	Key supervisor and customer service staff have had training in personal safety and conflict de-escalation. All staff to address behaviour as per emergency procedures. If required, police can be contacted and the customer trespassed.	Ongoing Monitoring Review 10/26
BOOKCASES/ SHELIVING - Crush injuries	☐ Eliminated ☒ Minimised	Bookcases > 1.6 m attached to wall Shelving secure as per building fit out requirements. Earthquake hazard assessment completed in 2018 by structural engineer.	Ongoing Monitoring Review 10/26
FREE STANDING METAL SHELIVING	☐ Eliminated ☒ Minimised	Low height shelving units. Correct assembly of units. Permission required from Library Management before altering or erecting shelving.	Ongoing Monitoring Review 10/26
CRATES/BOXES - Trips BOOK TROLLEYS	☐ Eliminated ☒ Minimised	Empty crates stacked out of walkways. At least two high for visibility. Ensure trolleys are parked out of walkways and pushed from ends.	Ongoing Monitoring Review 10/26

HAZARDS	CONTROL METHOD/S	ACTION TAKEN	Monitoring & Review Date
- Trips and falls			
STAIRS - Slips, trips and falls - Hitting head under stairs*	☐ Eliminated ☒ Minimised	Stairs are fitted with handrails and non-slip surfaces where practicable. Stairways are well lit and always kept clear of obstructions. Any spills, damage, or trip hazards are reported and addressed promptly. Staff and visitors are encouraged to use handrails when ascending and descending stairs. Emergency evacuation procedures include safe use of stairways (e.g. EVAC Chair training for designated staff). All loads to be taken upstairs/ down by lift. *Architects working on design solution - staff awareness of risk of bumping head.	Ongoing Monitoring Review 10/26
LIFTS - Entrapment - Mechanical Failure - Power Outage - Slips, trips and falls entering or exiting lift - Emergency Evacuation requirements	☐ Eliminated ☒ Minimised	Clear instructions visible for after-hours use. Lifts are maintained and serviced by approved contractors in accordance with regulatory requirements. Emergency communication systems and alarm functions are tested as part of scheduled maintenance. Lift inspection certificates are displayed where required. Clear instructions are provided for emergency situations and lift malfunctions. Faults are reported immediately and lifts removed from service when necessary. Staff are advised not to use lifts during fire alarms or emergency evacuations unless specifically authorised.	Ongoing Monitoring Review 10/26
PILLARS IN BUILDING - Impact injuries	☐ Eliminated ☒ Minimised	Awareness these exist (all staff) Made more visible with the addition of notices and posters.	Ongoing Monitoring Review 10/26
BEAMS / RAILINGS POSSIBLE TO BE CLIMBED ON - Falls from height	☐ Eliminated ☒ Minimised	Architects working on solution. Staff awareness of public in the vicinity, particularly children.	Ongoing Monitoring Review 10/26
ICE ON CONCRETE RAMP (WINTER) - Slips and falls	☐ Eliminated ☒ Minimised	Grit applied during winter to improve grip.	Ongoing Monitoring Review 10/26
KITCHEN EQUIPMENT - Burns/scalds - Cuts	☐ Eliminated ☒ Minimised	Staff awareness of equipment risks, including: - Boiling water from zip - Hot oven/element - Sharp utensils	Ongoing Monitoring Review 10/26

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MOBILITY SCOOTERS - Collision injuries	☐ Eliminated ☒ Minimised	Communicate to all customers that enter on mobility scooters to travel at walking speed and be mindful of other users.	Ongoing Monitoring Review 10/26
SITE SECURITY	☐ Eliminated ☒ Minimised	Site Security reviews have been conducted. Action plans are in place to ensure site security is at optimum levels for building use.	Ongoing Monitoring Review 10/26
HOUSEKEEPING - Slips, trips and falls - Blocked egress pathways in emergency	☐ Eliminated ☒ Minimised	All staff are to ensure that their work areas are free from clutter and obstacles. Any excess files or working materials to be stored appropriately or off-site. Minimise any objects stored on high shelving (overhead).	Ongoing Monitoring Review 10/26
HAZARDOUS SUBSTANCES	☐ Eliminated ☒ Minimised	Hazardous Substances Inventory managed by Community Facilities Coordinator. Safety Data Sheet stored with inventory.	Ongoing Monitoring Review 10/26
ASBESTOS	☐ Eliminated ☒ Minimised	Asbestos Survey completed and all maintenance and building work done on site is managed by Property Team in accordance with QD HS Policy 006 Asbestos Management Policy, and Identify, Assess and Manage Asbestos Risks process.	Ongoing Monitoring Review 10/26
OTHER MINOR HAZARDS	☐ Eliminated ☒ Minimised	Workplace walkarounds (hazard identification) completed on a quarterly basis and all hazards are reported and managed through 'log a hazard' process.	Ongoing Monitoring Review 10/26

- Copy of Site Hazard Register is to be kept onsite.