

Hazlett Ltd Risk Register - Coalgate

RISK ANALYSIS MATRIX

Each hazard to be assessed before implementing any controls

Step 1 Ask yourself: **What is the likelihood of the hazard occurring? Choose either A, B or C in the green column**

Ask yourself: **If the hazard did occur what would be the consequence? Choose either A, B or C in the yellow column**

Likelihood x Consequence provides the Risk Rating

	Risk Analysis Matrix		
	Consequence		
Likelihood	A - Notifiable Injury or Illness or Death Score = 3	B - Significant Injury Score = 2	C - Minor Injury / No harm Score = 1
A - Likely to happen Score = 3	High (9)	High (6)	Medium (3)
B - Might happen Score = 2	High (6)	Medium (4)	Low (2)
C - Unlikely to happen Score = 1	Medium (3)	Low (2)	Low (1)
Likelihood x Consequence provides the Risk Rating: Multiply the number attached to the Likelihood by the number attached to the Consequence H = High Risk (6 & 9) M = Medium Risk (3 & 4) L = Low Risk (1 & 2)			

Step 2 Implement your risk controls and repeat the risk ranking in Step 1 but take the control measures into consideration to obtain your residual risk.

The risk rank **should be lower** after you put your controls in place.

The risk controls should minimise the risk as far as is reasonably practicable

Hazlett Ltd Risk Register - Coalgate

No	Date in Risk Register	Hazard Description	Risk Ranking before control measures	Risk Control(s)	Eliminate Minimise	Risk Ranking after control measures	Action by	Monitor Frequency
1	18.11.22	Working Alone	4	Anyone working alone in the yard is to carry a charged mobile phone in the event that they require help.	M	3	HLT	Monthly
2	18.11.22	Lack of Training	6	Ensure safety induction training is given to all staff. Ensure staff are fully trained for their job and are supervised while training takes place.	M	2	HLT	Monthly
3	18.11.22	Noise and Eye Damage	4	Wear hearing protection and safety glasses when necessary. Ensure protective equipment is worn correctly and well-fitted.	M	2	HLT	Monthly
4	18.11.22	Manual Handling and Lifting	4	Ensure correct procedures are followed. Get help or use lifting equipment where necessary. Wear safety footwear as required.	M	2	HLT	Monthly
5	18.11.22	Slips, Trips and Falls	2	Housekeeping issue. Don't leave things lying around. Clean up after yourself.	M	1	HLT	Monthly
6	18.11.22	Alcohol and Drug Use	4	Alcohol and drug use is STRICTLY FORBIDDEN while conducting work activities. Persons under the 'influence' at work are a danger to themselves and to their work mates. No drugs in the workplace.	M	2	HLT	Monthly
7	18.11.22	Stress and Fatigue	4	If stress or fatigue becomes an issue, workers to report it at the onset. Manager / Supervisor to monitor workers for signs of stress and fatigue and initiate discussions with workers if there is any concern.	M	2	HLT	Monthly
8	30.09.24	Bullying	4	Bullying is not tolerated, and workers are encouraged to report any instances. HLT will investigate all reported instances of bullying and provide support where necessary to anyone being bullied.	M	2	HLT	Monthly
9	18.11.22	Medical Conditions and Allergies	6	Advise management of any allergies (e.g. bee stings) or medical conditions and keep medicine close at hand. Workers to alert management to new prescription medicines they may be affected by during work hours.	M	3	HLT	Monthly
10	18.11.22	Operating during a Pandemic	6	Stay up to date and follow all government guidelines and requirements. Ensure there is an adequate supply of PPE in place and sanitising products available. Practice social distancing where possible. Symptomatic workers may be required to stay away.	M	3	HLT	Monthly

Hazlett Ltd Risk Register - Coalgate

No	Date in Risk Register	Hazard Description	Risk Ranking before control measures	Risk Control(s)	Eliminate Minimise	Risk Ranking after control measures	Action by	Monitor Frequency
11	18.11.22	Worker Health and Hygiene	6	Monitor the health of workers, particularly in a pandemic situation. Workers must report any symptoms of ill health to the Safety Officer. Practice a high standard of personal hygiene. Wear appropriate PPE and ensure it is fitted correctly. Use washing and sanitising facilities regularly or when required. Ensure cuts and abrasions are cleaned as soon as possible to prevent infection.	M	3	HLT	Monthly
12	18.11.22	Dehydration	3	Workers to bring sufficient drinking water to the workplace. Ensure it is drunk regularly throughout the day.	M	1	HLT	Monthly
13	18.11.22	Sun Exposure	6	Sun screen is available - use it to avoid excessive exposure to the sun. Sun screen to be worn each time you leave for extended periods out in the sun. Wear appropriate clothing for the weather e.g. hat, sunglasses, long sleeves. Reconsider work activities in extreme heat.	M	1	HLT	Monthly
14	18.11.22	Dust	3	Wear a mask or respirator as conditions require and ensure they are fitted/worn correctly. Use water suppression to control dust where possible.	M	1	HLT	Monthly
15	18.11.22	Wind and Weather	3	Know the weather forecast before setting out and adjust work activities if faced with bad weather. During high winds, secure loose items and assess conditions before conducting any work at heights or other outdoor high risk activities.	M	2	HLT	Monthly
16	18.11.22	Working at Heights	4	Assess all work at height before work commences and ensure that appropriate fall prevention measures are put in place if required. Consider all other options before you decide on a ladder. If a ladder is to be used make sure it is secure and set at angle of 1 unit out to 4 units up. Take into account wind and weather conditions. Be aware of overhead hazards before ascending.	M	1	HLT	Monthly
17	18.11.22	Cat Walk	4	Conduct a visual inspection on safety rails and steps/ladders before using. Regular checks to be done on structure and access ways. Report any safety concerns immediately.	M	2	HLT	Monthly

Hazlett Ltd Risk Register - Coalgate

No	Date in Risk Register	Hazard Description	Risk Ranking before control measures	Risk Control(s)	Eliminate Minimise	Risk Ranking after control measures	Action by	Monitor Frequency
18	18.11.22	Repetitive Strain Injury (RSI)	3	Report any signs at the onset. Don't try and work through it. Take regular short rest breaks and try to diversify work tasks.	M	1	HLT	Monthly
19	18.11.22	Vehicle Movement	6	Don't assume the operator knows you are there. Establish eye contact with the operator when possible. Never approach a moving vehicle from the rear. Keep a safe distance from all moving vehicles and machinery.	M	3	HLT	Monthly
20	18.11.22	Loading / Unloading Stock	6	Experienced workers only to assist in loading / unloading stock. Use the facilities provided.	M	3	HLT	Monthly
21	18.11.22	Stock	6	Stock to be contained in appropriate areas. Be aware of changes in animal temperament. Ensure all persons on site are aware of the location of stock and their movement. Be aware of the potential for being crushed or kicked when working in stock yards or races.	M	4	HLT	Monthly
22	18.11.22	Leptospirosis	4	Ensure vaccinations are kept up to date and practise good personal hygiene at all times. Be aware of the potential to easily catch leptospirosis from infected animals / environments. Report cases to WorkSafe NZ and wear appropriate PPE around suspected cases. Ensure pests are controlled. Seek medical attention if personnel suspect they are infected. Be aware that infected persons may not show symptoms.	M	2	HLT	Monthly
23	18.11.22	Stock Movement and Handling	6	Trained and competent workers only to handle, move and lift stock. Ensure all personnel are aware of stock movement. Flighty animals must always have a calmer animal with them and both should be isolated. Use danger tape on the gate. Never handle cattle alone - always have a second person in support. If anyone is on their own, please request the presence of the yard manager who lives close by (Phil Shaw 027 248 9632).	M	4	HLT	Monthly

Hazlett Ltd Risk Register - Coalgate

No	Date in Risk Register	Hazard Description	Risk Ranking before control measures	Risk Control(s)	Eliminate Minimise	Risk Ranking after control measures	Action by	Monitor Frequency
24	18.11.22	Stock Yards	6	Identify areas that prohibit / restrict public access and ensure appropriate signage is in place. Before each sale (in both sheep and cattle) the Auctioneer is to communicate relevant Health and Safety matters to the gallery.	M	2	HLT	Monthly
25	18.11.22	Operating Gates	6	Trained workers only. Use two hands to operate to prevent the gate pushing onto the operator. Keep gate between person and cattle at 90 degrees.	M	4	HLT	Monthly
26	18.11.22	Drafting in Alley Way	6	Trained workers only. Keep mob small and work cattle quietly into pens. Use a sturdy, solid stock. One person to work no more than two gates.	M	4	HLT	Monthly
27	8.11.24	Cattle Drafting Race	6	Workers are to remain on the catwalk part of the cattle drafting race on the outside of the forcing pen. With regards to the pen prior to the forcing pen, workers should be in the alleyway outside the pen (next to the boundary fence).	M	4	HLT	Monthly
28	18.11.22	Cattle Crush	6	Trained workers only to operate. Walk through the design. Technique is to use the Te Pari scissor action to secure the animal and release the animal. Always have someone in front and behind, and do not rush the animal. Do not attempt to tag uncontrollable animals.	M	4	HLT	Monthly
29	18.11.22	Electricity	6	Ensure plugs and leads are in good condition - check for wear and tear. Ensure all leads and appliances have a current tag. All hand held appliances used where normally damp, outdoors or in building construction must use a safety cable or an RCD.	M	3	HLT	Monthly
30	18.11.22	Tools and Equipment	4	Includes power / hand tools. Do not use any tools or equipment you are not authorised to. Report any faulty equipment. Ensure guarding is in place, Isolate before attempting repairs or maintenance. If unsure ask.	M	2	HLT	Monthly
31	18.11.22	Cell Phone Use	6	Cell phone use is not permitted while working with stock as this may provide a distraction and result in serious injury.	M	2	HLT	Monthly
32	18.11.22	Members of the Public / Unauthorised Visitors	4	Ensure their safety and take care when they are present. Ensure barriers are in place and signage is clearly visible where appropriate. Should an unauthorised person come near the work zone, stop all work immediately.	M	2	HLT	Monthly