



The
PumpHouse
Theatre

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Risk Rating Table

Seriousness

Likelihood

Negligible
no injuries

Minor/Moderate
first aid and/or medical treatment

High
extensive injuries

Catastrophic
fatalities

Very likely

High	Extreme	Extreme	Extreme
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Likely

Moderate	High	Extreme	Extreme
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Possible

Low	High	Extreme	Extreme
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Unlikely

Low	Moderate	High	Extreme
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Very unlikely (rare)

Low	Moderate	High	High
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Extreme = immediate action

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STANDARD OPERATING PROCEEDURES

General	Slips and fall from height. Falling objects. Bruising. Sprains and strains. Fractures. Head injury. Spinal injury.	Administrative	<ul style="list-style-type: none"> All hirers are informed of the venue's Working at Heights Best Practice Guidelines during their venue induction. These must be followed whenever working at the Pumphouse site. They are included in the folder provided to hirers AND attached to the wall both in the G.B. Auditorium's technical booth and on its overhead walkway. Also available on the Pumphouse Web site. And @ https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/#lf-doc-26362 <ul style="list-style-type: none"> All Pumphouse gear available for hirer's use when working at height is inspected on a regular basis, as Scheduled. Visibility; WORKING LIGHTS for Auditorium stage area are above the rig. Switch for these is located near door @ SL. Whenever applicable, ensure an exclusion zone is observed. Zone to be at least TWO METRES from the footprint each exposed side of the scaffold or ladder being used. Access to this space to be restricted or limited to critical personnel only. There are orange traffic cones available in the Amphitheatre (offstage) storeroom which can be used. <p><u>Always start with a safe approach.</u> Planning safe working at height means:</p> <ul style="list-style-type: none"> identifying the hazards assessing the hazards controlling the hazards monitoring your approach Document your approach. 	High		
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Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Pumphouse Theatre provides a Aluminium Mini-Mobile Scaffold System	Major, Moderate or Minor injuries. Equipment failure. Slips and fall from height. Falling objects.		Operations	<ul style="list-style-type: none"> Mini-Mobile Scaffold System, in general this should be used for all stage(s) and front of stage (floor level). As stated above. Worksafe's, Working at Heights in NZ section 6.6 must always be followed. Refer also to and follow the EASY Access Co. "Operational Safety and Assembly Instructions for Aluminium Mini-Mobile Scaffold System" document. <p>A copy of this is attached to the underside of the platform of this scaffold AND included in hirers folder</p> <p>https://cdn.shopify.com/s/files/1/0217/2780/5504/files/SCAFFOLD_SYSTEMS.pdf?874</p> <p>(also z drive folder 'Venue Induction_2018_PDF')</p> <ul style="list-style-type: none"> Whenever Working at Height is undertaken. Ensure an exclusion of at least TWO METRES from the footprint of each exposed side of the scaffold or ladder being used is designated and observed. Access to this zone to be restricted or limited to critical personnel only (note, there are orange traffic cones available in the Amphitheatre (offstage) storeroom which can be used). Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL. 	Moderate		This is a Pumphouse Standard Operating Procedure

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Mini-Mobile Scaffold (inspection)	Must be in good condition and structurally sound.			<ul style="list-style-type: none"> Scheduled for bi-monthly inspection. 	Moderate	6/3/20	April 2020
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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Ladders	Slips and fall from height. Falling objects. Bruising. Sprains and strains. Fractures. Head injury. Spinal injury.	Operations Extreme		<ul style="list-style-type: none"> • As stated, Worksafe’s Working at Heights in NZ, section 6.11 must always be followed. <p>In summary Mobile Scaffold should be used wherever possible. As an alternative, ladders or stepladders should only be used for low-risk and short-duration tasks.</p> <p>Always inspect ladders before use they should be in good condition and structurally sound. Clearly labelled and compliant with AS/NZS 1892.1.1996</p> <ul style="list-style-type: none"> • DO NOT exceed the highest safe working load stated on the ladder i.e. the person plus anything they are taking up. • DO NOT overreach. Keep line of belt buckle (navel) inside the stiles with both feet on the same rung throughout the task. • DO NOT keep tools or other items resting on the steps or hanging from the rungs (use tool belt). • DO NOT climb beyond the third step from the top of ladder. • Ensure ladder feet are placed on a secure base, clear of debris and wet surfaces • Always maintain three points of contact with a ladder. • Face the steps of the ladder towards the work activity. <ul style="list-style-type: none"> • All practicable steps must be taken to prevent a leaning ladder from slipping or falling. 	Moderate		This is a Pumphouse Standard Operating Procedure

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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Falling objects	Head injury. Other impact injuries. Crushing.	High	Operations	<ul style="list-style-type: none"> • Ensure the exclusion zone is designated and observed. Zone to be at least TWO METRES from each exposed side of the footprint of the scaffold or ladder being used. • Access to this zone to be restricted or limited to critical personnel only. • There are orange traffic cones available in the Amphitheatre (offstage) storeroom which can be used. • Those who are actively involved in the work (e.g. using hauling lines or holding ladders) <u>must</u> wear hard hats. • There are 3 hard hats available stored in the overhead walkway cupboards (Inspected as scheduled). • If there are insufficient hard hats to outfit everyone who needs to be in the work area. This work should be stopped until work either it is re designed or additional hard hats are obtained. • Prior to ascending, all tools should be secured with lanyards to prevent them falling on those below. • Pockets should be empty. • Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL. 	Moderate		This is a Pumphouse Standard Operating Procedure
Other persons around those working at height	Head injury. Other impact injuries. Crushing.	High	Operations	<ul style="list-style-type: none"> • No other persons should enter designated exclusion Zones when anyone is working at heights. 	Moderate		This is a Pumphouse Standard Operating Procedure

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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
PPE-Hard Hats	Falling objects. Hitting Head with rig, lights and/or other objects.	High	Operations	<ul style="list-style-type: none"> • PumpHouse has 3 hard hats available stored in the overhead walkway cupboards. • These should be checked by user before use and used only if there is no apparent damage. <p>Inspected monthly, as Scheduled Replace if damaged or exceed the manufacture's expiry date.</p> <p>Purchase date of these, unknown. Suggest replacement of these and recording date purchased in this register. Thereby life cycles and next expiry dates can be monitored.</p> <p>Also, check life cycle duration</p>	Moderate	6/3/20	April 2020
					Maintenance log, outstanding		

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Equipment

Electrical cables/leads	Trips. Bruising. Sprains and strains. Fractures. Fire. Burns. Electrocution.	High	Operations	<ul style="list-style-type: none"> All electrical equipment shall be well maintained in good condition. All Cables/Leads are tested and tagged on a regular scheduled basis. These should not be twisted, crushed or kinked. Check regularly for overheating, loose connections, fraying or other damage. Worn or frayed electrical cables should not be used. Keep electric cables away from sharp corners or doors that can pinch and damage them. Before replacing lamps, the light must be properly isolated All outlets should be considered live unless proved dead Extension cables shall be laid along edges of room and over doorways where possible. Where it is necessary across a walkway or doorway, they shall be covered by safety matting or taped Do not exceed 100 metres in length Do not plug one extension lead into another 	Moderate		This is a Pumphouse Standard Operating Procedure
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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Electrical cables/leads (inspection)	<ul style="list-style-type: none"> All electrical equipment shall be well maintained in good condition. Tested and Tagged 			<p>Inspected per monthly Schedule.</p> <p>Annually Tested and Tagged.</p>	Moderate	6/3/20	April 2020
Electrical appliances (general)	Electrocution. Burns. Fire.	High	Operations	<p>Inspected bi-monthly, as Scheduled.</p> <p>And Annually for Test and Tagging.</p> <p>For electrical inspections also see: - PH Cable // PH Device // PH IT // PH Outlets Inventory documents. These can all be found z drive in folder on Z: drive \fileserver\pumphouse\1_Venue Operations\Health_and_Safety\Inventory Microwave oven in office, test & tag needed.</p>	moderate	6/3/20	April 2020
Stage Lights	Electrocution. Fire. Falling from Rig.	High	Operations	<ul style="list-style-type: none"> All lights (rigged above stage) must be safely secured via light's clamp attachment system and include the use of safety wires/chains. For the raising of any heavy lighting objects. Methodologies such as slings and ropes should be used. This must be carried out only by a suitably qualified person and this equipment must be checked before use. Test & Tagging covered later in this document (by area). 	Moderate	6/3/20	April 2020

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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Control Desks (Light/Sound)	Electrocution. Fire.	High	Operations	<ul style="list-style-type: none"> Inspected monthly, as Scheduled. Annual scheduled Test and Tagging. 	Moderate	6/3/20	April 2020
Sound Equipment	Electrocution. Fire. Falling from Rig.	High	Operations	<ul style="list-style-type: none"> All sound equipment (rigged above stage) are be safely secured and include use of safety wires/chains Inspected monthly, as Scheduled. Annual scheduled Test and Tagging. 	Moderate	6/3/20	April 2020
Handheld, Corded and Body Mic's	Electrocution. Fire.	High	Operations	<ul style="list-style-type: none"> Clean and disinfectant wipe between each user. Remove batteries when not in use and stored. Annual scheduled Test and Tagging. 	Low	6/3/20	April 2020

The Stand Operating Procedures detailed above, apply to all PumpHouse Areas.

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PumpHouse by Area
Auditorium

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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Lighting Rig	Falling lights or objects. Major, Moderate or Minor injuries. Head injuries.	Extreme	Operations	<p>All Standard Operating Procedures (SOP's) detailed on pages 7 – 16 above apply. These include but not limited to, Working at Height General, Mobile Scaffold, Ladders and Falling Objects.</p> <ul style="list-style-type: none"> • All lights must be safely secured via their clamp mechanism and include the use of safety wires/chains. • Use tool belts or secure tools being used in some way (e.g. lanyards). • For raising heavy objects. Methodologies such as slings and ropes should be used. This must be carried out by suitably experienced /trained persons only. • This equipment must be checked before use. • Observe Maximum Loadings: Maximum single point load of 2kN (or approx. 200kg) Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) • When working at height, ensure exclusion zone underneath is designated and observed. • Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL. • Lighting bar located above row D. Access is generally by the use of an extension ladder. This must be footed or otherwise restrained from slipping. Before undertaking this operation worker(s) are reminded to plan and implement measures (i.e. safety task analysis) to eliminate or minimize any possible hazards arising. <p>Recommendation, to consider installation of a lift & lower mechanism. maintenance log #264 4/12/19</p>	Moderate	6/3/20	April 2020


Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Lighting Rig (Inspection)				<ul style="list-style-type: none"> All lights must be safely secured via their clamp mechanism and include the use of safety wires/chains. Observe Maximum Loadings: Maximum single point load of 2kN (or approx. 200kg) Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) Stage Lights scheduled for Annual Test and Tagging. Note: due again, April and May 2020 Recent testing & tagging still to be updated on relevant inventory documents. 	Moderate	6/3/20	April 2020
Overheating Lights				<ul style="list-style-type: none"> Stage lights must be rigged so that they cannot heat and therefore causing smoke, ignition, damage or otherwise deteriorate items or materials including the flame retardant of the curtains. Inspected bi-monthly, as Scheduled. 	moderate	6/3/20	
Drooping cables	Trips. Entanglement. Bruising. Sprains and strains. Fractures.	High	Operations	<ul style="list-style-type: none"> Cables to be no longer than the length required Excess cable must be stored appropriately and secured. Inspected monthly, as Scheduled. 	Low	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Rig Dropping	Falling objects. Bruising. Sprains and strains. Fractures. Head injury.	Extreme	Operations	<ul style="list-style-type: none"> • Lighting, chain and cable weights must be calculated and reviewed before any changes made • Observe Maximum Loadings Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) • For raising any heavy objects. Methodologies such as slings and ropes should be used. This must be carried out by a suitably experienced /trained persons only and this equipment checked before use. 	Moderate	6/3/20	April 2020
Catwalk	Falls Falling objects Moderate, Serious Injuries Spinal, Head Injuries		Operations	<ul style="list-style-type: none"> • As stated above, Working at Heights Best Practice Guidelines must be followed when on site. • Ensure an exclusion zone below is determined and observed. • Those who are actively involved in the work below (e.g. using hauling lines or holding ladders) must wear hard hats. • Do not climb out beyond the catwalk hand rails. • Do not overreach. Arms only to go beyond the catwalk hand rails. <p>Attaching tools to tethered lanyards recommended.</p>	moderate		This is a Pumphouse Standard Operating Procedure


Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Access to Catwalk	Fixed Ladder, stepping off point non-compliant		Administrative	<ul style="list-style-type: none"> Stepping-off point must Extend at least one metre or three rungs above that point Therefore, non-compliant Maintenance log #242 4/12/19 	HIGH	6/3/20	April 2020
Beams protruding into catwalk	Creating a trip hazard at height and in the dark Trip. Bruising. Sprains and strains.	High	Administrative	<ul style="list-style-type: none"> Illumination strips have been secured to the beams, increasing visibility. Signs have been installed warning people of the trip hazard. Ensure cables on the catwalk are tidy 	Moderate	6/3/20	April 2020
Low doorway to control room	Bruising. Laceration. Head injury.	Moderate	Administrative	<ul style="list-style-type: none"> A warning sign has been installed notifying people of the hazard. 	Low	6/3/20	April 2020
Seating does not interlock	The front rows seating (AA to C) seating at floor level. Obstruction of exit paths if knocked, Pushed, tripped over during evacuation.	High	Administrative	<ul style="list-style-type: none"> A written confirmation received from Dennis Monastra, Senior Advisor Compliance Solutions, stating that the loose seating in the auditorium did not have to be interlocking as the overall capacity was below 250. Staff responsible for safety of an audience is made aware of this hazard via its inclusion in this register, and mitigation via an emergency evacuation plan. 	Low	6/3/20	April 2020


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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Auditorium Heaters	Fire hazard. Burn Injuries. Heaters mounted at ceiling height within peoples reach.			<ul style="list-style-type: none"> As an interim measure, any heaters that are within reach or near lights have been isolated so they cannot be used. 	Low	6/3/20	April 2020
Balconies Railing	Items if placed on top rail knocked		Administrative	<ul style="list-style-type: none"> Items if placed on top rail knocked / falling when people on stairs "No glasses on edge" signs have been introduced. Redesign and replace railing currently planned to be undertaken by Auckland Council. 	Moderate	6/3/20	April 2020
Steps down adjacent to rows AA to C on SR side.		High	Administrative	<ul style="list-style-type: none"> Add handrails, should be at each of these (4) rows. Redesign and alter or replace. Include in safety briefing and manuals Logged for maintenance #243 4/12/19 	Moderate	6/3/20	April 2020
Stairs row F and above each side.	Smooth surfaces and no edge marking Slips and Falls Moderate, Major Injuries.	High	Administrative	<ul style="list-style-type: none"> Apply approved non slip coating. Install (front edge) approved markings. maintenance log #2444/12/19 	Moderate	6/3/20	April 2020
Steps to tech booth and to rows L-N	Potentially dangerous configuration. Limited head height. Slips and Falls Minor, Moderate, Major Injuries.	High	Administrative	<ul style="list-style-type: none"> Redesign alter or replace Logged for maintenance 4/12/19 	Moderate	6/3/20	April 2020


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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Step @ SL to Auditorium level adjacent to Emergency Exit	Stage edge, black painted limiting it's visibility. Slips and Falls Minor, Moderate, Major Injuries.	High	Administrative	<ul style="list-style-type: none"> • Add high visibility edge (Hi-Viz yellow tape). • Include in safety briefing and manuals • maintenance log #246 4/12/19 	Moderate	6/3/20	April 2020
Backstage							
Electrical appliances in front of main switchboard	Slips and falls Electrocution. Fire.	High		<ul style="list-style-type: none"> • Electrical appliances such as heaters, dryers, or fans are not to be placed or operated in front of the main switchboard located on the Mezzanine over the Coal Bunker Studio. Inspected monthly, as Scheduled.	Low	6/3/20	April 2020
Hot Water Zip	Burns.	High		<ul style="list-style-type: none"> • Tap is out of reach of children. • Zip automatically turns off after reaching boiling point. • Included in our electrical test and tag process. 	Moderate	6/3/20	April 2020

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Stair at hallway to Coal Bunker level	Non-Compliant step heights and size Possible Falls Moderate, Serious Injuries	High		<ul style="list-style-type: none"> Step heights 260 & 240mm Redesign and modify or replace maintenance log#247 4/12/19 	moderate	6/3/20	April 2020
Seating rostra, Coal Bunker	Rostra (when not against a wall) back edge not protected from people falling of seat legs going over edge. Possible Falls Moderate, Serious Injuries Head Injury	High		<ul style="list-style-type: none"> Redesign and modify maintenance log #248 4/12/19 	HIGH	6/3/20	April 2020
Ceiling fan (near photocopier)	Fan.	High		<ul style="list-style-type: none"> Now serviced and repaired January 2020. 	Eliminated	6/3/20	April 2020

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Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Steps, Kitchen to stair landing	Non-Compliant step heights and size Possible Falls Moderate, Serious Injuries	High		<ul style="list-style-type: none"> Step heights 250 & 260mm Redesign and modify maintenance log #250 4/12/19 Include in safety briefings 	HIGH	6/3/20	April 2020
Shower Area	Water Leak and resulting floor damage			<ul style="list-style-type: none"> Area has been isolated by cones and warning tape. Repairs currently a work in process. 	Low	6/3/20	April 2020

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Stages Auditorium and Amphitheatre

On Stage, use of blocks, raised staging, dim lighting, set construction	In performance Low lighting. Unprotected edges @ changes of height. Set Construction. Eye strain. Fall from (edge) height. Moderate, Serious Injuries. Head, Spinal injuries.	High	opera tions	<ul style="list-style-type: none"> White tape applied to the edges of raised staging platforms and stairs Very low blue light may be used to aid visibility When installing any items of set these must be well and safely made and supported. Maximum Loadings Stage: Maximum evenly distributed load of 5 kPa (or approx. 500kg/m²) Maximum single point load of 2kN (or approx. 200kg) Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) Any significant structures (e.g. elevated platform) must comply with NZ Building Code regulation. 	Moderate	6/3/20	April 2020
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Amphitheatre

Working at Height	Falls from height. Falling objects. Moderate to Major Injuries. Fractures. Head injury.			<ul style="list-style-type: none"> All Standard Operating Procedures (detailed pages 7-16 above) must be followed. Amphitheatre specific controls are shown below. 	As below		
Ladder in storeroom SR	Ladder on inspection, not up to standard. Falls Moderate or Major injuries.			<ul style="list-style-type: none"> <li style="background-color: yellow;">Ladder to be isolated or removed Maintenance log #262 4/12 	HIGH	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Lighting Rig	Falling lights or objects. Major, Moderate or Minor injuries. Head injuries.	Extreme	Operations	<ul style="list-style-type: none"> All Standard Operating Procedures (detailed pages 7-16 above) must be followed. Amphitheatre Lighting Rig access. Mini Mobile Scaffold to be used. Ladder use should be limited to low-risk and short-duration tasks only. Lighting bar on front wall top of Tec Booth. Access is through hatch from inside booth. 	Moderate	6/3/20	Standard Operating Procedure
Electrics and storeroom SR	Very untidy causing awkward (dangerous) materials handling issues. Inadequate, ad-hoc cable/ leads connection point.			<ul style="list-style-type: none"> This area has been cleared. Re-view electrical connection system with James Logged for maintenance 4/12/19 Fire Extinguisher missing. maintenance log #279 24/2/20 Inspected monthly, as Scheduled. And Annually for Test and Tagging. 	Moderate	6/3/20	April 2020
Temporary fencing atop storeroom				<p>Fence partly replaced (by Shoreside) since.</p> <p>Further signage or barrier to remaining area recommended.</p>	Moderate	6/3/20	April 2020
Emergency procedures & evacuation plan	Blocked exits. Untrained staff. Panic. Trapped patrons.	Extreme	Administrative	<ul style="list-style-type: none"> Generally, all controls detailed as follows for Emergencies above, apply. Exit signs now installed 	Low		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Seating and steps	No Handrails. Slip. Fall. Bruising. Sprains and strains. Fractures. Head injury. Spinal injury.	Extreme	Administrative	<ul style="list-style-type: none"> Handrails (suggest self-supported, centred) required for each flight of stairs. <p>maintenance log #259 4/12/19</p>	HIGH	6/3/20	April 2020
Outdoors							
Water leaking from ceiling in Wet Room	Slip. Bruising. Sprains and strains. Fractures. Electrocution.	Extreme	Engineering	<ul style="list-style-type: none"> A long-term plan is to fix the leak and/or relocate the three-phase power to an enlarged cupboard in the accessible toilet. Auckland Council have completed some of the planned maintenance which has reduced the amount of water both leaking into and accumulating in the room. But this is still a work in process. 	Moderate	6/3/20	April 2020
Wet floor in accessible customer toilet	Tiles not laid correctly, lack of drainage. Slip. Bruising. Sprains and strains. Fractures.	High	Operations	<ul style="list-style-type: none"> Staff is instructed to mop up the water as promptly as possible and to put out "Warning Wet Floor" signage. 	Moderate	6/3/20	April 2020
Animals in the park	Aggressive Birds.	Moderate	Administrative	<ul style="list-style-type: none"> A "Do not feed the geese" sign was installed by the Council. 	Moderate		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Emergency Exits. Barn and Stairway Doors to outside deck	Keeping these areas clear and object free. Enabling door operation and egress.			<ul style="list-style-type: none"> Painted markings to keep area clear now planned (work in progress) Ushers control of auditorium stairways and walkway being keep clear during performance. 	Moderate	6/3/20	April 2020
Cars parked in front of foyer emergency exit	Blocked emergency exit.	Extreme	Administrative	<ul style="list-style-type: none"> All hirers are informed during their venue induction to not park in front of the doors. New (Meg's sign) now in progress 	moderate	6/3/20	April 2020
Low clearance under historic water pipe	Bruising. Head injury.	Moderate	Engineering	<ul style="list-style-type: none"> With approval from Council. Striped danger tape has been taped to the underside of the pipe. Recently replaced An Auckland Council Senior Built Heritage Specialist has recommended to Council that the ramp be rebuilt with greater clearance. Further taping needed where pipes join above walkway through to male and female toilets are. 	Moderate	6/3/20	April 2020
Damage to deck planking	Fall through deck. Trip. Bruising. Sprains and strains. Fractures.	High	Administrative	<ul style="list-style-type: none"> The more significantly damaged planks have now been replaced. Work is being organised to repair the rest of the damaged planks. Step Edge strip (near office) repaired by council. 	Moderate	3/2/20	April 2020
Slippery courtyard and decking bricked	Slips. Bruising. Sprains and strains. Fractures.	High	Administrative	<ul style="list-style-type: none"> Every 12 months, Wet and Forget or a similar product is applied to remove the moss and lichen. Review on scheduled basis. 	HIGH	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Uneven bricked courtyard	Trip. Bruising. Sprains and strains. Fracture.	High	Administrative	<ul style="list-style-type: none"> A "caution, uneven surface" sign is on display in the courtyard. Review on scheduled basis. <p style="background-color: yellow;">New TRIP Hazard identified. Damaged grid over small drain near front corner of French Café.</p>	Low	6/3/20	April 2020
Set construction outside the office	Lack of concentration and hearing loss from noise.	Low	Administrative	<ul style="list-style-type: none"> We require and ask that all construction and maintenance tasks take place around the other side of the building by the chimney when possible. 	Low		Standard Operating Procedure
French Cafe				<ul style="list-style-type: none"> H&S Generally under the control of Auckland Council & Café Proprietor 			
Areas in general							
Stairs (general)	Slip. Fall. Bruising. Sprains and strains. Fractures. Head injury. Spinal injury.	Extreme	Administrative	<ul style="list-style-type: none"> All surfaces on our stairs <u>should be</u> non-slip. Edging has been installed on all decking steps; handrails are provided as well as adequate lighting. Nearby handrails and pillars eliminate the need to use non-fixed objects (e.g. moveable chairs) as upper body support while traversing stairs and steps. All stairs are kept clear and checked daily. Step lights in the Genevieve Becroft Auditorium and SL stair light are kept on at all times. Review on scheduled basis. 	Moderate See comment above	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Uneven platforms, floors & floor edges	Trips. Bruising. Bleeding. Sprains and strains. Fractures.	Moderate	Administrative	<ul style="list-style-type: none"> • Joints between same-level flooring shall be flush to prevent trip hazards • Edges of level flooring to be marked as necessary. • Review on scheduled basis. 	Low	6/3/20	April 2020
Ripped or damaged carpet	Trip. Bruising. Sprains and strains. Fractures.	Moderate	Administrative	<ul style="list-style-type: none"> • Review on scheduled basis. 	Low	6/3/20	April 2020
Door lip to box office	Hindering wheelchair access. Trip. Bruising. Sprains and strains. Fractures.	High	Engineering	<ul style="list-style-type: none"> • A metal ramp has been installed to help reduce the height. 	Low	6/3/20	April 2020
Shelving above head height	Falling objects. Bruising. Head injury. Crushing.	High	Administrative	<ul style="list-style-type: none"> • Only very light objects are stored on shelving units which are above head height. 	Moderate	6/3/20	April 2020
Staff Wellbeing and Environment							
Employees				<p>An employee is responsible for their own health and safety and must also ensure that their actions or inactions do not harm other people. In effect, employees have a responsibility to follow the safe work procedures that have been put in place by their employer.</p> <p>If you witness any breaches of Health and Safety situations, remember Doing Nothing is Not an Option</p>			This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Working after hours	Assault.	Extreme	Administrative	<ul style="list-style-type: none"> When working late, avoid working alone If unavoidable, ensure all outside doors are locked Use well-lit areas to access car/bus Try to walk in pairs/groups Duty Mgrs., Ushers, Stage Mgrs. Are usually last to leave after shows when it's late and dark and there on their own. As such maybe potentially vulnerable targets for predators 	Moderate		
Bathroom facilities	Discomfort.	Low	Administrative	<ul style="list-style-type: none"> Ensure access to bathrooms for personnel onsite and patrons (e.g. Unlock patron bathrooms). These are available both backstage and outside behind café. Patron Toilets cleaned every day by an outside contractor. 	Low	6/3/20	April 2020
Temperature	Dehydration. Overheating.	Low	Administrative	<ul style="list-style-type: none"> Drinking water is provided (from filter in kitchen). Heating and cooling are provided in all work areas Instalment of Air-conditioning by Auckland Council pending. 	Low	6/3/20	April 2020
Fatigue	Injury due to lack of concentration.	High	Administrative	<ul style="list-style-type: none"> Ensure appropriate meal breaks and rest period are taken to ensure individual performance is not adversely affected Design rosters safely with adequate regular breaks of at least one hour within any five-hour work period This is also covered in our staff employment contracts. 	Low		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Use of Vehicles	Motor vehicle accident causing serious harm or death. Crushing and pinching. Entanglement.	Extreme	Administrative	<ul style="list-style-type: none"> Use in accordance with manufacturer's instructions Staff must have current licenses and/or endorsements to operate vehicles Beware of opening doors and boots and ensure you are clear before closing Ensure all loads are properly fastened and cannot move in the event of an emergency stop 	Low		This is a Pumphouse Standard Operating Procedure
Manual Handling	Furniture, lighting fixtures, speakers etc.	High	Operations	<ul style="list-style-type: none"> Use trollies or manual handling aids are available, stored in Green Room. Reduce or split load sizes to manageable weights Where possible, use two person or team lifting Bend and rotate your knees and not your back 	High		Check these and replace if required
Under stage storage of trestle tables and ladders etc.	Handling difficulties.			<ul style="list-style-type: none"> Racking system as an improvement suggested. Log for maintenance 	Moderate	3/2/20	April 2020
Glass top pedestal table	Heavy & difficult for handling on stairs.			<ul style="list-style-type: none"> Now designated as Coal Bunker Tech table. Not to be moved. 	Eliminated	3/2/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
<p>Stress and Mental Health</p>				<p>Firstly we will endeavour to eliminate the risk. Where this is not possible, we need to consider how to minimise the risk. Here are some example control measures to consider:</p> <p>Set achievable demands for workers in relation to agreed hours of work.</p> <p>Match worker’s skills and abilities to job demands;</p> <p>Support workers to have a level of control over their pace of work;</p> <p>Develop multi-disciplinary teams to share ideas and perspectives on ways to address situations.</p> <p>Involve workers in decisions that may impact their health and safety, and have processes to enable workers to raise issues and concerns they might have.</p> <p>Ensure managers and supervisors have the capability and knowledge to identify, understand and support workers who may be feeling stressed</p> <p>Provide workers with access to independent counselling services</p> <p>Have agreed policies and procedures to prevent or resolve unacceptable behaviour.</p> <p>Engage and consult with workers before implementing change processes, and ensure they genuinely have the ability to influence the decisions you make.</p> <p>You need to select the most effective controls that are proportionate to the risk, and appropriate to your work situation.</p> <p>Employee Assistance Program is available to all staff</p>	<p>moderate</p>		<p>This is a Pumphouse Standard Operating Procedure</p>

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Harassment and Bullying				<p>We are committed to effectively avoid and/or deal with such behaviour should this occur.</p> <p>Creating a safe environment and Dealing with Harassment and Bullying is an extensive subject.</p> <p>As such Worksafe 'Preventing and Responding to Bullying at Work' (copy available, H&S network file should be used for guidance. Available online on Worksafe NZ site.</p>			This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Sun protection (working outdoors)				<p>Some practical suggestions for minimising these risks include:</p> <ul style="list-style-type: none"> • identify hazards associated with working in heat and UVR exposure • plan ahead and ensure all practicable measures for preventing overexposure are implemented • Alter work schedules so that work is done outside of peak UV times. • Encourage hydration, cool drinking water available from kitchen. • ensure all workers are aware of heat stress symptoms so they can monitor themselves and their workmates • move work indoors if possible • create cool down areas • take regular breaks or rotate with others where possible to reduce their exposure • The PumpHouse Theatre provide SPF 30 or higher broad-spectrum sunscreen protections. Check stock bi-monthly per schedule. • Employees are expected to wear suitable sun protective clothing (such as collared tops, long sleeved shirts and long trousers) and sun protective hats, water resistant and close fitting sunglasses • encourage workers to keep an eye on each other 	moderate	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Staff Environment Office

Extension leads on the floor	Trip. Bruising. Sprains and strains. Fractures.	High	Administrative	<ul style="list-style-type: none"> In the Office, some cables to be secured down by a Velcro runner, and the remaining cables be bound together and secured down to the carpet. Inspected monthly Scheduled. Cords & muti boxes between desks for PC's could do with some attention. 	Moderate	6/3/20	April 2020
Office ergonomics	Soft tissue damage. Muscle strain. Eye strain. Repetitive strain. Injury.	High	Administrative	<ul style="list-style-type: none"> Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz Take regular breaks Change work patterns to eliminate muscle strain 	Moderate		Standard Operating Procedure
Office Drawers & Filing Cabinet	Bruising. Jamming fingers.	Moderate	Administrative	<ul style="list-style-type: none"> Ensure all drawers are closed after use Close all drawers carefully and slowly Open only one drawer at a time 	Low		Standard Operating Procedure
Photocopier, Fax, Printers	Burns from clearing jammed paper. Bright light causing eye injury.	Moderate	Administrative	<ul style="list-style-type: none"> Follow instructions for clearing jams Ensure copier lid is closed when using copier 	Low		This is a Pumphouse Standard Operating Procedure
Printers - Toners	Poisoning from toner.	High	Administrative	<ul style="list-style-type: none"> Ensure follow instructions for changing toners Dispose of old toner correctly, wash hands 	Moderate		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Money Onsite	Armed hold-up.	High	Administrative	<ul style="list-style-type: none"> Little to no cash held onsite Banking done at irregular times and carried in a non-conspicuous bag In the event of a hold up, staff are not to resist demands, but do as requested 	Moderate		This is a Pumphouse Standard Operating Procedure
Step, office door	Non-Compliant step heights and size Possible Falls Moderate, Serious Injuries	High		<ul style="list-style-type: none"> Step height 260mm Redesign and modify Logged for maintenance 4/12/19 	HIGH	6/3/20	April 2020
Biological Hazards							
Unhygienic work areas	Infection. Allergic reaction. Transmitted diseases.	High	Administrative	<ul style="list-style-type: none"> All facilities, including dressing rooms, backstage, stage, wings and all other areas should be kept in a clean and hygienic condition Tea towels, towels and mats are laundered and replaced weekly by an outside contractor. Maintain stock of boxes of latex gloves on site. Inspected bi-monthly, as Scheduled. <p>New hand soap un Kitchen required. (nb check but none available in stock)</p>	Low	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Chemical Hazards

Storage of combustible materials	Inadequate or inappropriate storage Environmental damage. Accidental ingestion. Fire.	Moderate	Operations	<ul style="list-style-type: none"> Ensure substances are labelled and stored correctly Keep stored combustible materials away from exits, fire equipment and Amphitheatre store (i.e. gas connection point) in a locked metal storage facility Inspected monthly Scheduled. 	Moderate i.e. currently dubious, a review needed.	6/3/20	April 2020
Cleaning chemicals	Inhalation. Eye injury. Skin irritation. Poisoning.	High	Operations	<ul style="list-style-type: none"> All chemicals are stored in appropriate containers and are clearly labelled. All chemicals are kept in allocated cupboards or shelves away from general access. Appropriate Personal Protective Equipment (PPE) is supplied. First aid kits are available in 5 locations (Foyer Cupboard, Disabled Toilet, Green Room, Office, and Dressing Room & Kitchen) of this venue. Further medical support is recommended if circumstances warrant it. Inventory and SDS available Inspected monthly, as Scheduled. 	Moderate	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Construction and maintenance work

Construction & maintenance work (general)	Noise Dust Working at Height Power Tools Falling objects		Administrative	<ul style="list-style-type: none"> In general, any significant and major works should be contracted only to bona fide tradespeople who have their own compliant H&S systems in place. 			This is a Pumphouse Standard Operating Procedure
Painting - use of hazardous substances	Slipping on wet paint. Bruising. Sprains and strains. Skin irritation. Eye injury. Inhalation of fumes. Poisoning. Fire.	High	Operations	<ul style="list-style-type: none"> Spray painting, mask to be used at all times. If inside theatre, extraction fan must be on full whenever required. An inventory and SDS for any hazardous substances must be onsite Signage should be in place to warn of wet paint Oily rags, paint rags, oily waste or similar materials subject to spontaneous combustion should be kept in approved oily waste cans and emptied daily 	Moderate		This is a Pumphouse Standard Operating Procedure
Cutting equipment	Lacerations.	High	Operations	<ul style="list-style-type: none"> Put cutting equipment away when not in use. Users of cutting equipment must follow these guidelines: Cut in a direction away from themselves, make use of any safety guards available, be sober and of sound mind, and concentrate on the task at hand. 	Moderate		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Hiring, leasing or borrowing plant	Untrained users.	High	Operations	<ul style="list-style-type: none"> Ensure you receive training in its use, installation and any maintenance that needs to be undertaken during the period of use Check this item. Ensure it is in good condition and compliant with the relative NZ safety standard. 	Moderate		This is a Pumphouse Standard Operating Procedure
Asbestos containing material	<p>Asbestos containing materials underneath eaves on the exterior chimney side of the Green Room.</p> <p>Long-term respiratory problems. Short-term adverse health effects for some.</p>	Low	Administrative	<ul style="list-style-type: none"> Warning label put on the brown painted asbestos-fibre cement sheeting If this material isn't damaged or disturbed, asbestos release is prevented by the paint To be managed and monitored by Auckland Council every 3 years Inspected monthly, as Scheduled. 	Low	6/3/20	April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Emergences

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
<p>Emergency procedures & evacuation plan</p>	<p>Blocked exits. Untrained staff. Panic. Trapped patrons.</p>	<p>Extreme</p>	<p>Administrative</p>	<ul style="list-style-type: none"> • All hirers are informed of the venue "Health & Safety Brief" which includes Evacuation procedure, Emergency Exits (identified and described), Fire, Fire Extinguishers, Earthquake, Accidents & Medical And First Aid Kits, available in 5 locations (Foyer Cupboard, Accessible Toilet (cleaners cupboard), Green Room, Office, Dressing Room & Kitchen). For a contents see; <u>First Aid Kits New @ Z:\1_Venue Operations\Health_and_Safety</u> • These instructions must be followed when on site. • They are included in the folder provided to hirers, included in our operational manuals AND displayed on venue walls • Evacuation, all workers are trained on the scheme and all staff is drilled on this every 3-months. In addition <ul style="list-style-type: none"> • Clearly visible, illuminated Exit Signs are operating at all exits. • Ensure emergency exits are kept clear of any obstructions at all times • Exits are not be lockable (from inside) • Fire and Building Warden duties are documented on file and prints displayed in the venue. 	<p>Moderate</p>		<p>This is a Pumphouse Standard Operating Procedure</p>

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Medical Emergency	Untreated injuries.	Extreme	Administrative and Operations	<ul style="list-style-type: none"> • Health & Safety procedures published and made available as detailed above * • First aid kits are available in 5 locations (Foyer Cupboard, Disabled Toilet, Green Room, Office, Dressing Room & Kitchen). • Box of latex gloves should be available with each kit. First Aid Kits are • Further medical support is recommended if circumstances warrant. • Adequate numbers of first aiders must be available – the ratio must be determined by factoring in the number of people working on site the level of risk involved in the work. • Duty Managers and some other staff are first aid trained and hold current certificates. 	High		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Fire	Lack of visibility. Smoke Inhalation. Burns.	Extreme	Administrative and Operations	<ul style="list-style-type: none"> • Propriety Fire alarm system is installed. This is monitored by council. • Health & Safety procedures published and made available as detailed above * • All heat and smoke sensors checked monthly by Armitage. • Facility equipped with emergency lighting in event of power cut off • Stage lights rigged so that they will not heat materials that may ignite, smoke or deteriorate flame retarding materials. • A fire and building wardens are appointed for each performance. • No unprotected open flame is to be used for any purpose (construction or performance) in the PumpHouse theatre. • In some instances, subject to consultation and agreement with Pumphouse Management. Some exceptions for use of a PROTECTED flame use may be considered. For such consideration the hirer must include in their submission a Comprehensive and Specific safety plan. And their commitment that it would be adhered if approved. 	Moderate		This is a Pumphouse Standard Operating Procedure
Stage Curtains Fire Retardant				<ul style="list-style-type: none"> • A fire-retardant product is being applied this is currently still a work in progress. • Has this been completed? 	HIGH		April 2020

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Earthquake	Falling objects. Bruising. Lacerations. Fractures. Crushing.	Extreme	Administrative and Operations	<ul style="list-style-type: none"> Health & Safety procedures published and made available as detailed above * Also observe "duck, cover and hold" principle. Staff undertake earthquake drills. 	High		This is a Pumphouse Standard Operating Procedure
Gas Leak	Gas service (café). Gas Inhalation. Fire.	Extreme	Administrative and Operations	<ul style="list-style-type: none"> When gas leak first detected: Evacuate all non-essential people from cafe premises, ventilate cafe immediately, and turn off mains at gas meter behind Stage Right tower in Amphitheatre. Contact Auckland Council (09 301 0101) & Vector Gas Emergency (0800 764 764) and notify them of the critical issue that needs fixing. If a fire starts: All in cafe are to immediately evacuate to the grassy area in front of the cafe. Call the Fire Service on 111. No one is to re-enter the cafe until the Fire Service declare it safe. First aid kits are in five locations around the premises, any burns should be cooled, and an ambulance should be called on 111 if necessary. 	Moderate		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Power Cut	Lack of visibility. Trip. Fall. Confusion. Collision. Bruising. Lacerations. Fractures.	High	Administrative and Operations	<ul style="list-style-type: none"> • Facility is equipped with an emergency (battery operated) back up lighting system (monitored by the Council) in event of power cut off. • There is a torch pinned to the Mezzanine notice board, and in the top drawers of the box office and Venue Operations desks. • Two torches are provided for ushers to use. • A torch is attached to each first aid kit. • Using the first aid kits and/or calling an ambulance is recommended as required to deal with any resulting injuries. Vector's Power Emergency number is 0508 VECTOR (0508 832 867). 	Low		This is a Pumphouse Standard Operating Procedure
Unruly members of public	Vandalism. Violence.	High	Administrative and Operations	<ul style="list-style-type: none"> • Entry to the venue restricted to the front doors so that visitors are monitored from entrance. • Unruly public members causing disturbance are encouraged to leave the venue and staff are to call the Police if feel unsafe or unruliness increases. • A silent panic alarm is available with buttons located under the box office desk and on a lanyard kept in the upstairs office. • This connects with Shore Control (i.e. company that also monitors our security alarm). They contact security co who despatch an officer. They also alert Business Manager (James Bell) he can review real time venue video monitors (from home) and also attend if appropriate. 	Moderate		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
Theft	Loss of equipment. Violence. Emotional distress.	High	Administrative and Operations	<ul style="list-style-type: none"> • Secure removable items which are not either currently in use or being observed by staff or other designated parties. • Restrict people from accessing parts of the property they have no reasonable purpose for being in. • Activate alarm and lock doors when areas are not in use. • Assigned staff will respond promptly to notifications from Sure Control alarm system monitoring. • Do not confront a thief or would-be thief directly if there is any reasonable concern about violence. • Report theft and other crime to the police, supplying them with any camera footage and other details/evidence available. • Advise hirers and visitors that they will need to take reasonable steps to secure their possessions e.g. not leaving items unattended, keeping the dressing room locked when not in use, restricting access to backstage areas. 	Low		This is a Pumphouse Standard Operating Procedure

Hazard/Risk Register, 2020_03_13

Hazard	Risk.	Risk Score (native)	Type of control	Hazard Controls	Risk Score (with Controls)	Review Date	Next Review Date
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Other Items Arising	Determine current Incident/Accident reporting procedure.			Possible disconnect between online reporting documentation and Excel spreadsheet in Venue Operations/Health & Safety folder.			
	Verify content of Hirer Documentation			E.g. work safe guidelines, mobile scaffold instructions			
	Disinfectant wipes			for change table			
	Hirer obligations. Hirers, introducing additional hazards			Requirement their provision of own hazard register and safety plans OR acceptance to include a pumphouse duty manager.			
	Advise Shore Control of guard change						
	Document our Infectious Disease Control			Auckland Regional Health and City Council Recommendations			
	See also highlighted items within register						

The above hazards are by no means an exhaustive list and we suggest that you should always ensure you are using the latest guidelines and safety instructions by visiting the Worksafe website at <http://www.business.govt.nz/worksafe>

Hazard Register Sign Off

Risk Register review and updated completed by

Sign: _____ Position: _____

Approved
Signed _____ Pumphouse Business Manager