

C R A G G Y R A N G E
 ——— VINEYARDS LTD ———

HAZARD REGISTER AND RISK MANAGEMENT - LOCATION: GIANTS

Reviewed by: **Simon Radburnd, Sara Eddington**
Andrew Saxon

Review Date: **November 2016**

Next Review: **May 2017**

| Hazards Identified | Harm that could occur | Eliminate? Minimise? | Controls - Actions to Reduce Risk |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chemical poisoning | <ul style="list-style-type: none"> Potential for serious long term respiratory/digestive damage through inhalation, cuts & abrasions or absorption of chemicals. Skin irritations. | Minimise | <ul style="list-style-type: none"> All persons handling & applying chemicals must have Growsafe accreditation Refer to SOP on general/specific chemical handling which outlines safe chemical handling procedures MSDS on file for all chemicals used on vineyard All persons must use specified PPE when handling and applying chemicals Observe signage displaying hazards Biological monitoring as required |
| Gases | <ul style="list-style-type: none"> Dizziness, asphyxiation - potentially resulting in coma or death Burns from cold temperature and ice forming on bottles | Minimise | <ul style="list-style-type: none"> Refer to SOP's on gas handling which outlines safe handling procedures Meters to measure gas concentration before entering confined spaces use CO2 / O2. Observe signage displaying hazards All persons must use specified PPE when handling gases or entering a low oxygen environment |
| Hot Water | <ul style="list-style-type: none"> Potential for serious burns | Minimise | <ul style="list-style-type: none"> Refer to SOP's on use of Karcher and Moog Site Induction and specific job training to discuss hot water hazards All persons must use PPE as specified in relevant SOP Ensure hands away from hot water dispenser in kitchens. |
| Ice on tanks | <ul style="list-style-type: none"> Cold burns Injury from falling ice. | Minimise | <ul style="list-style-type: none"> Refer to SOP's on tank racking and transfers where Ice is present on cooling bands Site Induction and on the job training to discuss Ice hazards |
| Portable electric welder | <ul style="list-style-type: none"> Burns to skin, hair and organs causing physical burn injuries and possibly death. | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the portable welder All persons must use PPE as specified in SOP |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| Colour key: | Chemicals\products | Vehicles | Equipment | General | Vineyards | Environment |
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| Hand held grinder | <ul style="list-style-type: none"> Cuts, abrasions and general tissue or muscle damage. | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the hand held grinder All persons must use PPE as specified in SOP |
| Hand held electric drill | <ul style="list-style-type: none"> Cuts, abrasions and general tissue or muscle damage. | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the hand held electric drill All persons must use PPE as specified in SOP |
| Hand push mowers | <ul style="list-style-type: none"> Deep tissue or muscle damage or potentially amputation. | Minimise | <ul style="list-style-type: none"> Refer to SOP on hand push mower which details safe operating procedures applicable to the mower Mower will be operated in accordance with manufacturers recommendations All persons must use PPE as specified in SOP |
| High pressure water blaster | <ul style="list-style-type: none"> Physical damage to skin or eyes from high pressure water. | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the water blaster Use PPE specified in SOP |
| Use of chainsaw | <ul style="list-style-type: none"> Long term noise induced hearing loss. Strains/sprains. Burns to skin, tissue and muscles from muffler or fuel igniting. | Minimise | <ul style="list-style-type: none"> All persons operating chainsaw must complete an approved chainsaw operator course and operate chainsaw in accordance with manufacturer's recommendations. Refer to SOP which outlines the safe operating procedures applicable to the chainsaw Use PPE as specified in SOP |
| Use of weed eaters | <ul style="list-style-type: none"> Cuts and abrasive injuries caused by revolving blade or cord. | Minimise | <ul style="list-style-type: none"> Refer to SOP outlining safe operating procedures Weed eaters must be operated in accordance with manufacturers recommendations Use PPE as specified in SOP |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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CRAGGY RANGE

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| Hand held garden tools | <ul style="list-style-type: none"> Musculoskeletal disorders Fatigue Strains/Sprains Risk of cuts, scratches, grazes | Minimise | <ul style="list-style-type: none"> Refer to manufacturer recommendations for use, storage, cleaning and maintenance and PPE of tools. Ensure regular breaks are taken to relief muscles when repetitive tasks are being completed. |
| Use of computer/display screens | <ul style="list-style-type: none"> Back/neck injuries Eye strain Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> Ensure that computer is set up to suit the individual user. Take regular breaks Training, evaluation and ongoing monitoring Stretching of body so range of movement continues throughout day. Change in work processes so not stationery for full day. |
| Work organisation | <ul style="list-style-type: none"> Musculoskeletal disorders Fatigue Strains/Sprains | Minimise | <ul style="list-style-type: none"> Ensure that there is sufficient space to complete tasks Suitable seating (as appropriate) Organise work to vary tasks Take regular breaks. |
| Smoke and/or heat from fireplace and fire | <ul style="list-style-type: none"> Risk of burns or scalding. Smoke inhalation | Minimise | <ul style="list-style-type: none"> Induction Training Use of fire guards Refer to SOP outlining safe work practices |
| Hot oil / fat splatters from pans | <ul style="list-style-type: none"> Burns to hands, body & face | Minimise | <ul style="list-style-type: none"> PPE, chefs jackets with long sleeves when working on pans or mains section and correct covered foot wear. Refer to SOP for safe use in operation. |
| Broken glass or crockery | <ul style="list-style-type: none"> Risk of cuts, scratches, grazes | Minimise | <ul style="list-style-type: none"> Clean up any broken glass/crockery immediately. Use dust pan and brush not hands. Wrap broken glass/crockery in newspaper before placing in rubbish. SOP relating to broken glass to be trained and followed. |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| Cooking equipment, e.g. stove tops/ovens/bbq/roisserie | <ul style="list-style-type: none"> Risk of burns/scolds Fat spitting Fat fire | Minimise | <ul style="list-style-type: none"> Induction Training All persons must use PPE Ensure all equipment is cooled before cleaning Refer to relevant SOP's for safe use of equipment and PPE |
| Knives, blades & sharp objects / meat slicer & mandolin | <ul style="list-style-type: none"> Lacerations, cuts | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the hand held grinder All persons must use PPE as specified in SOP Ensure correct storage of utensils when not in use. |
| Use of coffee machine | <ul style="list-style-type: none"> Risk of injury to hands/fingers. Electric shock | Minimise | <ul style="list-style-type: none"> Only trained staff allowed to use machine Refer to SOP which outlines the safe operating procedures applicable to the hand held grinder All persons must use PPE as specified in SOP Use in accordance with manufacturers guidelines. Always switch off machinery before cleaning. |
| Hot water zip | <ul style="list-style-type: none"> Risk of burns/scolds | Minimise | <ul style="list-style-type: none"> Ensure crockery held close to nozzle to minimise risk of hot water splash. |
| Clothing, footwear & hair | <ul style="list-style-type: none"> Risk of entanglement causing cuts abrasions, muscle damage crush injuries or broken bones. | Minimise | <ul style="list-style-type: none"> Appropriate PPE to be worn as specified in SOP's Refer to specific SOP's which outline hazards associated with moving parts that may cause entanglement |
| Guillotine / Binding Machine | <ul style="list-style-type: none"> Lacerations, cuts Risk of injury to hands/fingers. | Minimise | <ul style="list-style-type: none"> Ensure correct storage of utensils/machines when not in use. Ensure fingers and hands are kept away from blades when carrying |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| Laminator | <ul style="list-style-type: none"> Risk of burns/scolds | Minimise | <ul style="list-style-type: none"> Ensure all equipment is cooled before moving |
| Working at Heights | <ul style="list-style-type: none"> Risk of strains, sprains or fractures or fatality | Minimise | <ul style="list-style-type: none"> Refer to SOP's for appropriate use of ladders and working at heights Appropriate PPE safety harnesses to be used ..\..\Reference Material\Best Practice Guidelines for Working at Height DOL 2012.pdf ..\..\Reference Material\Prevent Falls While Working at Heights March 2012.pdf Ladders to be inspected regularly for damage or faults Notify WorkSafe as required when working at heights. Use of scaffolding and/or cherry pickers as required. |
| Machinery | <ul style="list-style-type: none"> Risk of entanglement causing cuts abrasions, muscle damage, crush injuries or broken bones. | Minimise | <ul style="list-style-type: none"> Refer to SOP's which outline safe operating procedures for using all machinery items in the winery |
| Tractor | <ul style="list-style-type: none"> Potential for serious physical injury due to vehicles rolling or colliding. | Minimise | <ul style="list-style-type: none"> All persons operating tractors must be trained in their safe use by completing a formal induction on the tractor by a senior staff member Refer to SOP on specific tractor which details safe operating procedures applicable to the tractor Tractors will be operated in accordance with manufacturers recommendations |
| Golf Cart | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating Golf Cart's must be trained in their safe use by completing a formal induction on the ATV by a senior staff member Refer to SOP on Golf Cart which outlines the safe operating procedures applicable to the Golf Cart |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| | | | <ul style="list-style-type: none"> Golf Cart's must be operated in accordance with manufacturers recommendations |
| Tractor mounted bird netting machine | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating tractor and netting machine must be trained in its safe use by completing a formal induction on the tractor & net machine a senior staff member Refer to SOP on tractor mounted net machine which details safe operating procedures applicable to the machine Tractor & net machine will be operated in accordance with manufacturers recommendations |
| Tractor mounted mowers | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating mower must be trained in its safe use by completing a formal induction with a senior staff member Refer to SOP which details safe operating procedures. Tractor & mower will be operated in accordance with manufacturers recommendations |
| Use of heavy roller | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating tractor and roller must be trained in its safe use by completing a formal induction with a senior staff member Refer to SOP which details safe operating procedures Tractor & roller will be operated in accordance with manufacturers recommendation |
| Tractor mounted mulcher | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating tractor and mulcher must be trained in its safe use by completing a formal induction on the tractor & mulcher by a senior staff member Refer to SOP on tractor & mulcher which details safe operating procedures applicable to the mulcher |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| | | | <ul style="list-style-type: none"> Tractor & mulcher will be operated in accordance with manufacturers recommendations |
| Tractor mounted sprayers | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating tractor and sprayers must be trained in their safe use by completing a formal induction on the tractor & sprayer by a senior staff member Refer to SOP on tractor & sprayer which details safe operating procedures applicable to the sprayer. Tractor & sprayer will be operated in accordance with manufacturers recommendations |
| Use of towed sprayers | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating sprayer must be trained in its safe use by completing a formal induction by a senior staff member Refer to SOP on sprayer which details safe operating procedures applicable to the sprayer Sprayer will be operated in accordance with manufacturers recommendations |
| Tractor mounted forklift | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating forklift must have a current forklift operators' licence and be trained in its safe use by completing a formal induction with a senior staff member Refer to SOP on tractor mounted forklift which details safe operating procedures Tractor & forklift will be operated in accordance with manufacturers recommendations |

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| | Use of forklift | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating forklift must have a current Forklift Operators' Certificate and be trained in their safe use by completing a formal induction by a senior staff member Refer to SOP on forklift which details safe operating procedures Forklift will be operated in accordance with manufacturers recommendations |
| | Tractor mounted Fertiliser spreader | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating spreader must be trained in its safe use by completing a formal induction by a senior staff member Refer to SOP on tractor & spreader which details safe operating procedures Tractor & spreader will be operated in accordance with manufacturers recommendations |
| | Tractor mounted cultivators | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> All persons operating cultivators must be trained in their safe use by completing a formal induction by a senior staff member Refer to SOP on tractor & cultivators which details safe operating procedures. Tractor & cultivators will be operated in accordance with manufacturers recommendations |
| | Use of trailers - general | <ul style="list-style-type: none"> Potential for serious possibly fatal injuries | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to the trailer |
| | Tractor Mounted Trimmer | <ul style="list-style-type: none"> Musculoskeletal disorders Fatigue Eye damage from flying debris Risk of cuts, laceration | Minimise | <ul style="list-style-type: none"> All persons operating Trimmer must be trained in their safe use. Refer to SOP on Tractor Mounted Trimmer which details safe operating procedures applicable to the tractor Tractor Mounted Trimmer will be operated in accordance with manufacturers recommendations "Machinery in Operation" signs to be displayed. |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| | | | <ul style="list-style-type: none"> Refer to SOP on specific tractor which details safe operating procedures applicable to the tractor |
| Self Propelled Mower | <ul style="list-style-type: none"> Musculoskeletal disorders Fatigue Cuts/lacerations | Minimise | <ul style="list-style-type: none"> All persons operating Self Propelled Mower must be trained in their safe use. Refer to SOP on Self Propelled Mower which details safe operating procedures applicable to the tractor Self Propelled Mower will be operated in accordance with manufacturers recommendations |
| Vehicles | <ul style="list-style-type: none"> Strains, sprains, cuts/abrasions, broken bones possible serious or fatal injuries. Risk of collision | Minimise | <ul style="list-style-type: none"> All vehicles must adhere to the site speed limit at site. All vehicles will be operated according to manufacturers' recommendations No one to operate a company vehicle without a valid drivers license Induction Training |
| Irrigation R & M | <ul style="list-style-type: none"> Potential for back/neck injuries Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines safe work procedures for completing Irrigation R & M Refer to SOP outlining safe work practices outdoors |
| General trellis R & M | <ul style="list-style-type: none"> Potential for back/neck injuries Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines safe work procedures for completing trellis R & M Refer to SOP outlining safe work practices outdoors |
| Pruning | <ul style="list-style-type: none"> Potential for back/neck injuries Repetitive Strain Injury Cuts from pruning secateurs | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines safe work procedures for pruning Refer to SOP outlining safe work practices outdoors Use PPE specified in SOP |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| Shoot thinning | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for shoot thinning • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Wire lifting & tucking | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for wire lifting and tucking • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Manual leaf plucking | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for hand leaf plucking • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Crop and colour thinning | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury • Cuts from snips | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for crop and colour thinning • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Vine de-budding | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for de-budding • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Hand picking | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury • Cuts from snips | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for hand picking • Refer to SOP outlining safe work practices outdoors • Use PPE specified in SOP |
| Hand planting | <ul style="list-style-type: none"> • Potential for back/neck injuries • Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> • Refer to SOP which outlines safe work procedures for hand planting and safe work practices • Use PPE specified in SOP |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| Bird net clipping | <ul style="list-style-type: none"> Potential for back/neck injuries Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines safe work procedures for net clipping Refer to SOP outlining safe work practices outdoors Use PPE specified in SOP |
| Technical data collection | <ul style="list-style-type: none"> Potential for back/neck injuries Eye strain Repetitive Strain Injury | Minimise | <ul style="list-style-type: none"> Refer to SOP relating to the specific data collection task which outlines safe work procedures Refer to SOP outlining safe work practices outdoors |
| Lake | <ul style="list-style-type: none"> Water in the lungs or drowning Hypothermia | Minimise | <ul style="list-style-type: none"> Induction Training Buoyancy aids sited at rear of kitchen and staff car park Guest reminder to stay away from lakeside. Ongoing monitoring of guest and children Access and use of boat in case of rescue |
| Flammable goods | <ul style="list-style-type: none"> Serious burns or fatal injuries | Eliminate | <ul style="list-style-type: none"> Refer to SOP detailing safe work practices in workshop |
| General fatigue | <ul style="list-style-type: none"> General injuries such as back or muscle strain, cuts and abrasions. | Minimise | <ul style="list-style-type: none"> Ensure regular breaks are taken to reduce fatigue. Lunch and morning tea/afternoon tea breaks must be taken. |
| Electrical devices/equipment, cables and overhead power lines | <ul style="list-style-type: none"> Risk of serious, possibly fatal shocks or burns from a faulty electrical installation or appliances. | Minimise | <ul style="list-style-type: none"> Use of SOP's Electrical system installed by competent person and protected against water ingress where necessary Electrical installation regularly inspected by qualified person. Workers visually check all leads and plugs of hand-held appliances before use. Contractors with high machinery and helicopters to be informed of overhead power lines marked on farm map. All electrical devices to be tested and tagged |

S:\Share\Health & Safety\4.Site H&S Folders\Giants Admin\Hazard Register Giants Site

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| | | | <ul style="list-style-type: none"> Refer to Maintenance Register to ensure equipment is adequately serviced and safe for use |
| | External environment <ul style="list-style-type: none"> Risk of fatigue, sun stroke, dehydration, hypothermia Risk of lightning strike or stuck by hail Body parts caught in doors/windows/equipment moving in wind Debris in eyes and scratches to body parts or contusion by being hit by debris. | Minimise | <ul style="list-style-type: none"> Induction Training Sun screen provided Appropriate clothing to be worn for weather conditions Staff training (immediately move out of VY blocks during thunder storms). Ensure doors, windows and equipment appropriately secured to minimize risk of being struck. Refer to SOP outlining safe work practices outdoors |
| | Internal environment <ul style="list-style-type: none"> Eye strain and/or headaches Ill health/fatigue Sore neck, shoulders, back Respiratory illness | Minimise | <ul style="list-style-type: none"> Use blinds & desk lamps for appropriate lighting Allow for good ventilation Ensure breaks are taken regularly Doors and windows to be opened where practicable Regular stretching of body to loosen muscles. |
| | Confined Spaces <ul style="list-style-type: none"> Lack of oxygen causing potential to suffocate. Bumps and bruises | Minimise | <ul style="list-style-type: none"> Refer to SOP's regarding safe operating practices with cleaning of tanks and presses Ensure fans are used and observe two person protocols where there may be any risk of a low oxygen environment If there is any doubt about the safety of atmosphere in confined spaces use CO2 / O2 Meters to measure gas concentration Where the job required involves work in confined spaces this will be covered in the Site Induction and on the job training |

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| Colour key: | Chemicals\products | Vehicles | Equipment | General | Vineyards | Environment |
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C R A G G Y R A N G E
 ——— VINEYARDS LTD ———

HAZARD REGISTER AND RISK MANAGEMENT - LOCATION: GIANTS

Reviewed by: **Simon Radburnd, Sara Eddington
 Andrew Saxon**

Review Date: **November 2016**

Next Review: **May 2017**

| Hazards Identified | Harm that could occur | Eliminate? Minimise? | Controls - Actions to Reduce Risk |
|-----------------------------|-----------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Noise | <ul style="list-style-type: none"> Potential for long-term hearing loss. | Minimise | <ul style="list-style-type: none"> Refer to SOP's relating to the safe operating use of the Karcher, moog and Wilden Air pump Appropriate PPE equipment to be used in high noise environments and during extended periods Noise Monitoring |
| Slip, Trips & Falls | <ul style="list-style-type: none"> Risk of strains, sprains, cuts or fractures | Minimise | <ul style="list-style-type: none"> Induction Training Good housekeeping to ensure that work areas are kept tidy, goods are suitably stored and walkways free of boxes, files, bags etc. Equipment is maintained to prevent leaks Good lighting Appropriate floor coverings used & maintained No trailing cables or obstructions in walkways Handrails are fitted to raised walkways and stairways Signage/Verbal Communication PPE Refer to SOP for cleaning up of spills Sophia is not to be used as a through-fare by employees No heels are to be worn on Sophia internal staircase If Bride or wedding party wishes to use Sophia staircase a disclaimer must be signed When there are functions in Sophia, chains are to be put across bottom of staircase to restrict access. |
| Use of balconies & walkways | <ul style="list-style-type: none"> Falls from heights | Minimise | <ul style="list-style-type: none"> No unauthorized personnel allowed on the balconies or the walkway into Sophia. Use handrails when moving across area of height |

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| Colour key: | | Chemicals\products | | Vehicles | | Equipment | | General | | Vineyards | | Environment |
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C R A G G Y R A N G E
 ——— VINEYARDS LTD ———

HAZARD REGISTER AND RISK MANAGEMENT - LOCATION: GIANTS

| Reviewed by: Simon Radburnd, Sara Eddington Andrew Saxon | Review Date: November 2016 | Next Review: May 2017 | |
|---------------------------------------------------------------------|-----------------------------------|------------------------------|-----------------------------------|
| Hazards Identified | Harm that could occur | Eliminate? Minimise? | Controls - Actions to Reduce Risk |

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| Manual Handling | <ul style="list-style-type: none"> injuries such as strain and sprain on tendon Injuries Sustained through slips and falls | Minimise | <ul style="list-style-type: none"> Code of Practice for Manual Handling Induction Training Ensure correct lifting techniques are used |
| Food Contamination | <ul style="list-style-type: none"> Risk of food poisoning | Minimise | <ul style="list-style-type: none"> Employee Handbook Induction Personal Hygiene Hand Washing SOP Food Handling & Storage |
| Floor Lights on Terrace | <ul style="list-style-type: none"> Risk of burns and scolds | Minimise | <ul style="list-style-type: none"> Induction Training Do not stand on lights. No bare feet permitted - guests in restaurant. |
| General workshop duties | <ul style="list-style-type: none"> Musculoskeletal problems e.g. back pain from handling heavy and/or awkward objects. | Minimise | <ul style="list-style-type: none"> Refer to SOP which outlines the safe operating procedures applicable to performing general workshop duties |
| Stacking | <ul style="list-style-type: none"> Risk of strains, sprains or fractures or possible death Crush injuries | Minimise | <ul style="list-style-type: none"> Refer to SOP on appropriate operation of forklifts. Only employees with a current approved Forklift Operators Certificate stack pallets or barrels |
| Use of Shredder | <ul style="list-style-type: none"> Strangulation Cuts | Minimise | <ul style="list-style-type: none"> Ensure no loose clothing is worn when using shredder to avoid getting caught. Ensure long hair is tied back or away from entry point to shredder. If there is a document jam, turn off the shredder when trying to remove paperwork. Only attempt to shred between 5-7 sheets of paper at one time to avoid the shredder from jamming. |

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HAZARD REGISTER AND RISK MANAGEMENT - LOCATION: GIANTS

Reviewed by: Simon Radburnd, Sara Eddington
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Review Date: November 2016

Next Review: May 2017

| Hazards Identified | Harm that could occur | Eliminate? Minimise? | Controls - Actions to Reduce Risk |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rubbish fires | <ul style="list-style-type: none"> Burns, serious burns, scolds, smoke inhalation, respiratory problems, fatal injuries | Minimise | <ul style="list-style-type: none"> Refer correct SOP Check the weather forecast and ensure wind speed and direction are favourable Use only an approved fire starting method and accelerant. Have a water hose or fire extinguisher at close hand all during the burn Ensure the fire is in a safe condition during nightfall |
| Bullying, Harassment and Discrimination | <ul style="list-style-type: none"> Physical and mental impact including increased stress levels, decreased emotional well-being, reduced coping strategies and lower work performance. | Minimise | <ul style="list-style-type: none"> H&S Induction Bullying, Harassment and Prevention Policy and Guidelines Code of Conduct Performance reviews |
| Working Alone | <ul style="list-style-type: none"> Physical injuries from work task being completed. Attack from intruder on site. | Minimise | <ul style="list-style-type: none"> Refer to Company Policy on Working Alone. Refer to SOP for working alone at Giants site. Refer to specific SOP's for confirmation of tasks not permitted to be completed on own. Ensure Security Company and/or Manager aware of presence on site. Where practicable, ensure doors are locked to prevent persons from entering buildings without correct access. Ensure all money is locked away in a safe and no cash handling procedures are completed when alone. |

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