

## Hazard and Risk Identification and Control Procedure

### Objective

Craggy Range is committed to fulfill its obligations under the Health and Safety at Work Act 2015 with regards to the identification and management of risks and hazards and as such will ensure that it:

- Effective methods in place to systematically identify new and existing risks and hazards;
- Regularly assess risks and hazards;
- Takes reasonably practicable steps to:
  - ❖ Eliminate hazards and risks; or
  - ❖ Minimise hazards and risks.
- Monitors employees exposure to hazards/risks and obtains consent to monitor employees health where necessary;
- Where appropriate, pre-employment health checks to ensure that the potential for work injury or work related illness through exposure to hazards or risk is minimized.
- Provide information to workers about workplace hazards;
- Trains and supervises workers so that they can manage hazards safely;
- Provides workers with reasonable opportunities to be involved in, and consulted on workplace health and safety processes.
- Ensure work areas where workers and/or visitors are exposed to risks or hazards that these are communicated along with the respective controls in place to minimise their exposure to the associated risks and hazards.

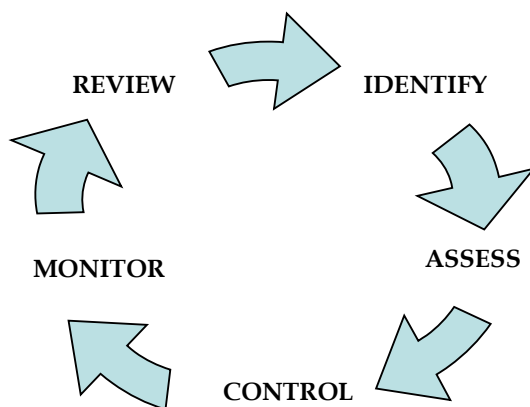
The identification, assessment, monitoring, management and reporting of hazards is the responsibility of every worker.

### Purpose

The Hazard and Risk Identification and Control Procedure advises of the approach to hazard and risk management which is the process by which Craggy Range identifies, assesses, controls, monitors and reviews hazards and risks.

### Process

The hazard/risk management cycle is as follows:



#### Identify Hazards/Risks

- Using hazard identification tools such as JSA's, area inspection, expert advice and accident analysis.

#### Assess Hazards/Risks

- How could harm occur?
- How likely is it to happen?
- Risk matrix

#### Control Hazards/Risks

- How can harm be prevent
- Eliminate/minimise

#### Monitor

- Are the controls working?
- Use of audits, accident reports

#### Review Controls

- After a notifiable event
- At least annually

## **Notifiable Event**

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

## **Definition of a Notifiable Death**

A person has been killed as a result of work.

## **Definition of a Notifiable Injury**

- Amputation;
- Serious head injury;
- Serious eye injury;
- Serious burn;
- Spinal injury;
- Loss of bodily functions;
- Serious lacerations;
- Skin separation;
- Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment;
- An injury that requires (or would usually require) the person to receive medical treatment within 48 hours of exposure to a substance.

For detailed information on each of the above injury types, please refer to the WorkSafe website under Notifiable Events: <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

## **Definition of a Notifiable Illness**

A person has been made unwell as a result of work.

## **Definition of a Notifiable Incident**

People's health and safety are seriously threatened or endangered as a result of a work situation.

For detailed information on the interpretation of a Notifiable Incident, please refer to the WorkSafe website under Notifiable Events: <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>

## **Specialist Advice and Guidance**

When appropriate Craggy Range undertakes to seek the advice and guidance of external organisations and/or specialists e.g.

- WorkSafe
- ACC
- Specialist Health and Safety Advisors
- HSNO
- Fire Service

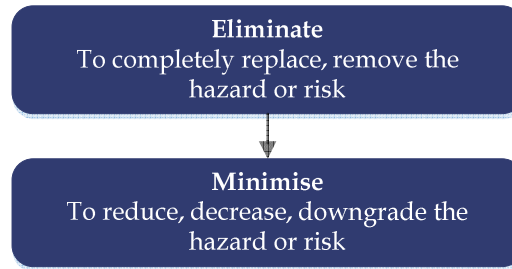
## **Review**

Hazards will be reviewed at least annually or:

- After a notifiable event or near miss.
- To take into account changes in relevant legislation and/or regulatory changes.
- Following changes in working practices, machinery, environment, organisational structure or key personnel.

### Hierarchy of Control Structure

Where there are hazards/risks, control strategies must be implemented to either eliminate the risk so far as is reasonably practicable or minimise risks so far as is reasonably practicable.:



Where hazards can only be minimised the Company will ensure that:

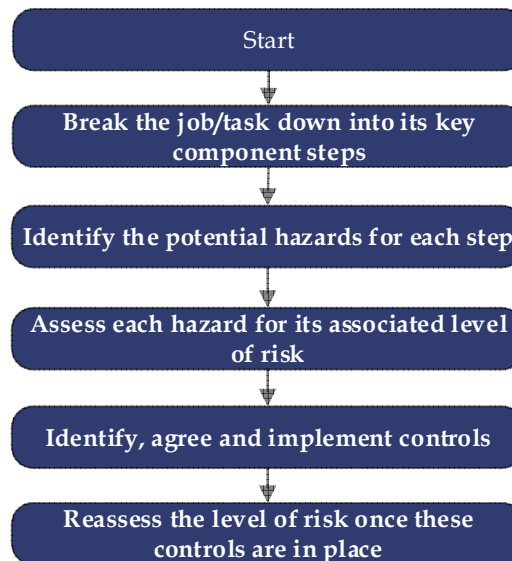
- Protective clothing and equipment (PPE) is available and used by all worker's at all necessary times.
- Good work practices are used and maintained.
- Appropriate training and/or supervision is provided.
- Where appropriate and with the employees consent, health monitoring is undertaken.
- Any new hazards/risks are identified and incorporated into Registers and workers are informed.
- Any new machinery, equipment, plant, tasks, chemicals are assessed before use and controls and good working practices are established.
- All hazard and risk controls are regularly assessed.
- All workers are aware of emergency and evacuation procedures.

All hazards and risks are entered into a site register (appendix \*) which will be displayed on the Health and Safety Notice Board at each location with copies available on the Health and Safety Folder, in the shared drive.

### Safety Analysis

To identify hazards within the workplace Job Safety Analysis sheets can be used (see appendix\*) together with a Risk Matrix (appendix\*).

### Completing a Job Safety Analysis



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## Job Safety Analysis Form

<b>Job Safety Analysis No:</b>	Job Title:		Date:	Page:    of
	Person(s) doing the job or task:	Analysis by:	JSA facilitated by:	
	Location / Plant:	Department:	Approved by:	
<b>Summary of Assessed Hazards:</b>		<input type="checkbox"/> Confined space entry <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Exposure to hazardous material <input type="checkbox"/> Hot work	<input type="checkbox"/> Human factors <input type="checkbox"/> Lone working <input type="checkbox"/> Manual handling <input type="checkbox"/> Slips, trips and falls.	<input type="checkbox"/> Use of tools <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working with plant

Basic Job Steps (Logical & sequential steps)	Potential Hazards/Risks Refer hazard and checklist	Level of Risk Score	Controls Eliminate, Minimise. (SOP's, PPE)	Re-Assessment of Risk Score

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## 5x5 Risk Matrix

Likelihood (Chances the harm could occur)		Consequences (Potential Outcome)				
		Insignificant (First Aid)	Minor (Medical Treatment)	Moderate (Lost time injury)	Major (serious harm)	Catastrophic (Fatality)
		1	2	3	4	5
Very rare	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Likely	4	4	8	12	16	20
Almost certain	5	5	10	15	20	25
1-3: Low Risk Manage for continuous improvement and implement controls as appropriate.		4-12: Moderate Hazard/risk controls required.			15-25: Unacceptable Risk Immediate senior manager attention required. Stop task until risk is reduced.	

### Consequence Table

Level	Descriptor	Description of Harm
1	Insignificant	First Aid Treatment
2	Minor	Medical Treatment
3	Moderate	Restricted work injury or lost time injury
4	Major	Notifiable: Could or does meet the definition of a Notifiable Injury, Illness or Incident
5	Catastrophic	Death

### Likelihood Table

Level	Descriptor	Description of Harm
1	Rare	May occur only in exceptional circumstances.
2	Unlikely	It is possible that it may occur at some time (but not likely).
3	Possible	Could occur at some point.
4	Likely	Will probably occur at some point
5	Almost Certain	Is expected to occur in most circumstances.

## Brief notes on different types of Hazards

### ❖ Chemical Hazards

Chemicals can affect the skin by contact or they affect the body either through the digestive system or via the lungs if air is contaminated with chemicals, vapour, mist or dust. There can be an acute effect, i.e. the person is affected immediately, or there can be a chronic effect, i.e. the person is affected in the medium to long term due to the accumulation of chemical or substances in or on the body.

### ❖ Noise Hazards

Excessive noise can disrupt concentration, interfere with communication, and result in loss of hearing. High impact noises are particularly damaging. Noise can also mask out signals, affecting communication.

### • Radiation Hazards

Ionising radiation is in such equipment as radioactive gauging devices or the radioactive trace element used in analytical chemistry. Non-ionising radiation covers infrared radiation (heat-producing processes), lasers, ultraviolet radiation (welding, sunlight), and microwaves (high-frequency welders, freeze drying).

### ❖ Electrical Hazards

This covers the risk of injury from all forms of electrical energy.

### ❖ Lighting Hazards

Inadequate lighting levels are a potential safety hazard. A common problem area is the reaction time needed for the eyes to adjust from a brightly lit to a darker environment – such as forklift driver coming indoors from bright sunlight.

### ❖ Vibration Hazards

This includes whole-body vibration – e.g. truck drivers, people standing on vibrating platforms, and operators of mobile equipment – and also segmental vibration effects from such equipment as hand tools, chainsaws, and pneumatic hammers.

### ❖ Temperature Hazards

Extremes of cold or heat can cause problems due to individual fatigue or reduced capacity to work.

### ❖ Biological Hazards

These include insects, bacteria, fungi, plants, worms, animals and viruses. For example, poultry workers exposed to bird feathers and droppings to which they are allergic can contract a medical condition. Hepatitis and the AIDS virus are other biological hazards.

### ❖ Ergonomic Hazards

This covers risk of injury from manual handling procedures, incorrectly designed work stations, audio and visual alarms, and colour coding control mechanisms.

### ❖ Physical Hazards

This includes a wide range of risks of injury – as diverse as being caught in or by machinery, buried in trenches or hurt by collapsing machinery. This category also includes the hazards from working in confined spaces, being hit by flying objects, caught in explosions, falling from heights and tripping on obstacles.

### ❖ Miscellaneous Hazards

This includes stress, fatigue, the effects of shift work, and even assaults from other people.

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## HAZARD REGISTER AND RISK MANAGEMENT - LOCATION:

<b>Reviewed by:</b>	<b>Review Date:</b>	<b>Next Review:</b>	
Hazards Identified	Harm that could occur	Eliminate? Minimise?	Controls - Actions to Reduce Risk

Colour key:		Chemicals\products		Vehicles		Equipment		General		Vineyards		Environment
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