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# Forward Care Home Health

**MASTERCOPY**

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Significant Hazard Register  
& Staff Induction Tool  
July 2010

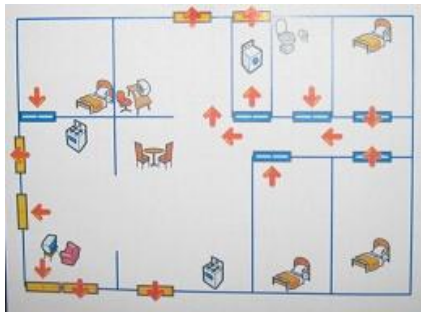
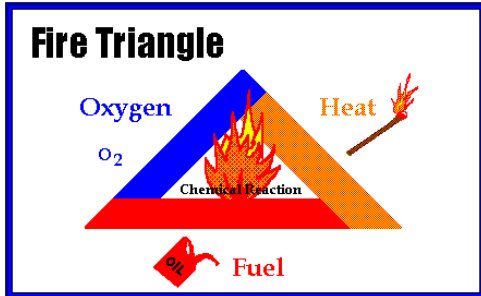
## Significant Hazard Register &amp; Safe Work Practices

**INDEX**

Page 1	Fire Danger / Smoking rules & danger / Emergency evacuation	
Pages 2 - 4	Moving & Handling & up off the floor	<b>! Danger to staff &amp; clients</b>
Pages 5 - 7	Preventing & containing spread of infection	<b>! Danger to everyone</b>
Page 8	Managing Blood Spill Safely	<b>! Danger to staff</b>
Page 9	Preventing Needle Stick Injury	
Pages 10 & 11	Critical Points in Food Preparation	<b>! Danger to clients</b>
Page 12	Hazards in the Kitchen / Preventing Fires & burns	
Page 13	No Chemicals / Hazards for Cleaners / Environmental Cleaning	
Page 14	Hazardous Waste management / Rubbish Collections	
Page 15	Danger medication Error	<b>! Danger to clients</b>
Page 16	Managing Challenging Behaviour & Intruder Danger	
Page 17	Electrical Danger	
Page 18	Sunshine & Ergonomic Danger	
Page 19	Avoiding Hazards transporting clients in Vehicles	
Page 20	Avoiding Dog Bite	<b>! Danger to staff</b>
Page 21	Signing Sheet	

## Significant Hazard Register and Safe Work Practices

## FIRE EVACUATION PLANNING



- ✓ Plan an escape route
- ✓ Look at how disabled people will:
  - PREVENT FIRES
  - CALL FOR HELP
  - GET OUT
  - EQUIPMENT NEEDED
  - PEOPLE NEEDED
- ✓ Practice getting out
- ✓ Keep exits clear
- ✓ Look at ability to put fires out
- ✓ Where Fire Engines are far away:
  - MORE FIRE EXTINGUISHERS
  - PROMOTE FIRE BLANKET
  - GREATER CARE & AWARENESS

**FIRE HAZARD:**

- Smoke inhalation
- Heat & burns



Extinguishers need to suit fires caused by:

- appliances
- switches
- power tools
- fat or oil
- petrol
- kerosene

For all classes of Fire

Training: Fire Warden  
- refresher training

**FIRE PLAN:****Warning Systems:**

- ✓ Fire alarms encouraged in clients Homes, especially in the kitchen [no flat batteries]
- ✓ Emergency numbers known- 111
- ✓ Ways of escape decided \_\_\_\_\_
- ✓ **Fire Department Posters distributed**
  - exits
  - escape routes
  - support worker responsibility understood

**Staff participation:**

- ✓ ALL Support Workers know their responsibilities:
  1. Reporting hazards in client Homes
  2. Recognising unsafe practices
  3. Calling for help & reporting
  4. Understanding about escape routes
  5. Knowing fire drills
  6. Reporting to the Fire Service
  7. Basic First Aid for burns

**Office:**



- ✓ Fire Wardens nominated & trained.
  1. Regular evacuation drills
  2. Fire extinguishers & hoses
  3. Disability register [if hiring disabled workers]

- ✗ **SMOKING IN CLIENT HOMES OR IN CARS**
- ✗ **BEWARE FAT FIRES IN KITCHEN**
- ✗ **BEWARE DRIERS IN LAUNDRY**

Significant Hazard Register and Safe Work Practices

**MOVING & HANDLING HAZARDS**



HAZARDS	SAFE OPERATING PROCEDURE
<p><b>Staff with muscles strain</b></p> <p><b>Staff in pain</b></p> <p><b>Clients with skin tears</b></p> <p><b>Clients with pulled shoulders</b></p> <p><b>Clients falling</b></p> <p><b>Clients with injuries</b></p> <p><b>Clients with bruises or broken bones</b></p>	<p><b>TAKE GOOD CARE OF YOUR OWN BACK</b></p> <ol style="list-style-type: none"> <li>1. Assess the Risk</li> <li>2. Avoid the lift if possible [use vehicle / equipment]</li> <li>3. Divide the lift</li> <li>4. Plan the lift</li> <li>5. Back straight</li> <li>6. Bend knees</li> <li>7. Load close to body</li> <li>8. Good posture</li> <li>9. Be fit</li> </ol>
<p><b>RISK INCREASES WHEN:</b></p> <ul style="list-style-type: none"> <li>✗ Too heavy</li> <li>✗ Awkward / bulky / resistant</li> <li>✗ Lifting &amp; twisting</li> <li>✗ Lifting repetitively</li> <li>✗ Reaching out</li> <li>✗ Above your head</li> <li>✗ No hand grips</li> <li>✗ Slippery or uneven surfaces</li> <li>✗ Needing help</li> <li>✗ Poor posture</li> </ul>	<p><b>NEVER LIFT ANYTHING TOO HEAVY OR AWKWARD</b></p> <p><b>REPORT ANY PROBLEMS</b></p> <p>If clients are hard to move – TELL A TEAM LEADER</p> <p>Report BACK PAIN or strain AT ONCE</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>FILL IN AN INCIDENT FORM</b></p>
<p><b>References:</b></p> <p><b>NZ Patient Handling Guidelines:</b></p> <ul style="list-style-type: none"> <li>- pictures of Lifting Techniques</li> <li>- Pictures of unsafe lifting</li> </ul> <p><b>ACC's Lighten UP &amp; Reduce the Risk</b></p> <p><b>Code of Practice Manual Handling</b></p>	<p><b>NEVER LIFT A CLIENT</b></p> <p>If clients are hard to move  TELL a coordinator</p> <ul style="list-style-type: none"> <li>✗ Do not try and manage difficult people alone</li> <li>✗ Do not rush</li> <li>✗ Do not hook clients under the arms to lift them up</li> <li>✗ Do not lift people up from the floor</li> </ul>

# Significant Hazard Register and Safe Work Practices

## More about Moving & Handling Hazards



Hoists may only be used by FCHH trained staff. Two are people needed for hoist lifts.



Beds & appropriate mattresses sourced according to client need / & to minimise staff injury.



### PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Sensible clothing – ease of movement  
 Shoes at work need to protect toes  
 Flat heels. No platforms.

### Resource Equipment Available if Required

**HAZARD:**  
 Client falling out of hoist

- ✗ Client falling out
- ✗ Not secured well
- ✗ Hitting head on floor

Assess every client & make a Falls Prevention Plan if their risk of falling is high!

#### Rules:

- ✓ Monitor clients closely
- ✓ Assist only as necessary
- ✓ Encourage exercise & independence
- ✓ Actively support continence
- ✓ Beware slippery floors
- ✓ Do not leave frail people unattended
- ✓ If required to move & handle heavy people plan to work in pairs.

### Equipment:

#### Sliding Boards

**Padded Waste Belts [with handles] for clients**

**Hoists: Needed in some homes.**

**NB: Only trained staff use hoists**

#### Training:

- Placing the canvas under the client
- Special care / needs of client
- SECURELY attaching the buckles
- The controls
- Manoeuvre
- When to use
- Hoist DANGERS

This equipment must only be used with the utmost care, by trained staff. Always seek help [ask] if you are unsure.

To minimise lifting hazards please encourage clients to use aids provided.

Encourage mobility rather than lifting to save time:

- Walking frames
- Hand grips
- Walking sticks
- Shower seats

# Significant Hazard Register and Safe Work Practices

## Slips Trips & Falls

- ➡ **Minimising Slips Trips & Falls / Injury**
- ➡ **No worn carpets / frayed rugs to trip on**
- ➡ Non slip surfaces on stairs / Flat paved areas
- ➡ Ramp for wheelchair access / Hand rails
- ➡ Lift to avoid stairs
- ➡ Walkways & exits clear
- ➡ Avoid clutter
- ➡ Put things away
- ➡ Always dry floors off after washing
- ➡ Vacuum cleaner cords must be put away immediately after use
- ➡ Store heaviest things at lowest level
- ➡ Beware clients in long skirts
  - when getting up from chairs standing on hem
  - going up stairs standing on hem
- ➡ Beware long socks or ill fitting shoes or slippers
- ➡ Minimise risk with **GOOD LIGHTING** at night



Beware uneven surfaces,  
Report slippery icy or wet surfaces  
Minimise slime build up in winter

**Cannot get up = Call the office or 111**  
**NO LIFTING UP OFF THE FLOOR**

**Safety:** NO LIFTING PLEASE!  
Don't cause more injuries!  
Don't haul people up under the arms  
Don't wrench their shoulder and your back!



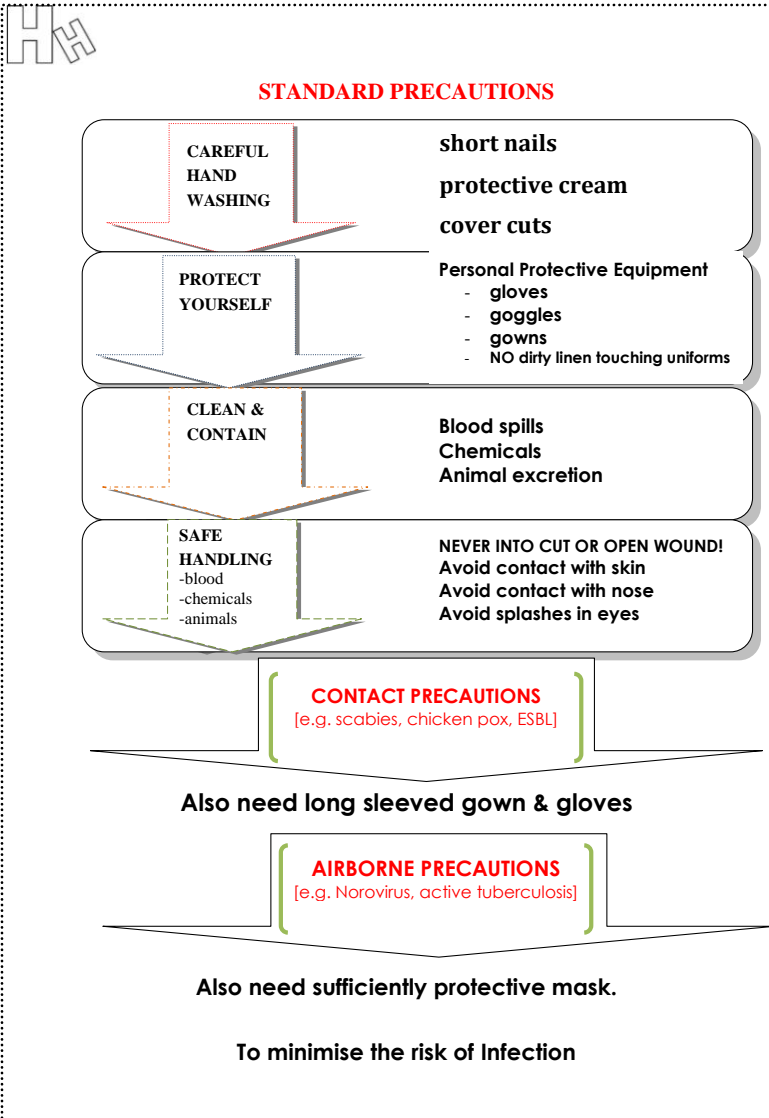
Beware stairs  
- Good signage  
-- Handrails  
- Gate if needed

**Assess:** If not hurt then help resident up!

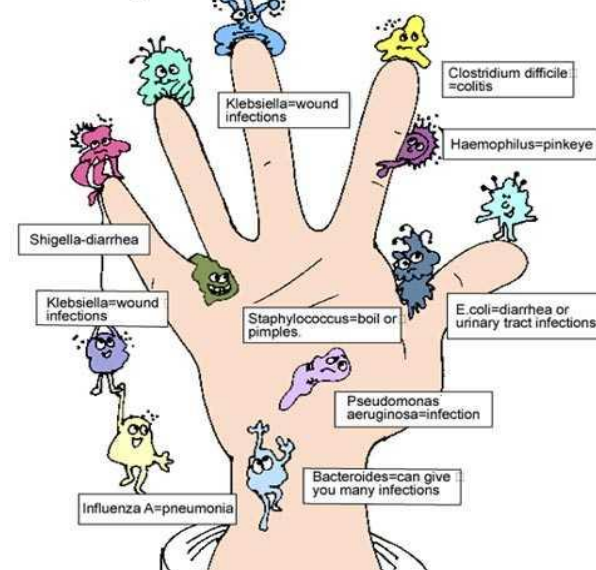
	<p>Roll over naturally, turning the head in the direction of the roll</p>
<p>Roll onto hands and knees. Use chair to help up</p>	
	<p>Slowly Bend knees carefully Best without bystanders usually</p>

**Able to get up = support client to rise using a chair**

# Significant Hazard Register and Safe Work Practices Preventing & Containing Spread of Infection



## What germs are on our hands ??



## WASH YOUR HANDS WELL

### Prevent & Contain Infection

- WASH YOUR HANDS between client contact or tasks [Please use hand gel supplied].
- Sort finger nails
- No rings with stones
- Cover any cuts
- Wear gloves to protect against bodily fluids / infections

## Significant Hazard Register and Safe Work Practices Preventing & Containing Spread of Infection

Easy clean surfaces are best: use household cleaners



### Contact Precautions:

Whatever you touch may 'contaminate' YOU

[Examples: scabies, purulent wounds]

**If you get 'bugs' on you then they can be spread to others.**

[Old & frail people more likely to be affected]

Stop the Spread:

1. Wash hands or use gel
2. Use gloves
3. Use a gown

If a client needs Contact Precautions this will be in their SDP!

WASH YOUR HANDS WELL

### Prevent & Contain Infection

- WASH YOUR HANDS between client contact or tasks  
[Please use hand gel supplied].
- Sort finger nails
- No rings with stones
- Cover any cuts
- Wear gloves to protect against bodily fluids / infections

### Airborne Precautions:

Whatever you breathe in may 'infect' YOU

[Examples: cold, flu, H1N1, Norovirus]

**Stop the Spread:**

- Don't come to work if you have flu
- If a client has flu you may choose to use a gown and mask

### REPORT Norovirus

- If a client has more than 3 episodes of diarrhoea or vomiting in 24 hours **TELL a supervisor**
- Do not see any more clients until after you have reported

NB: Norovirus needs:

- N95 Mask [the Norovirus is so tiny]
- Long sleeved gowns
- Gloves

## Significant Hazard Register & Safe Work Practices Preventing & Containing Spread of Infection

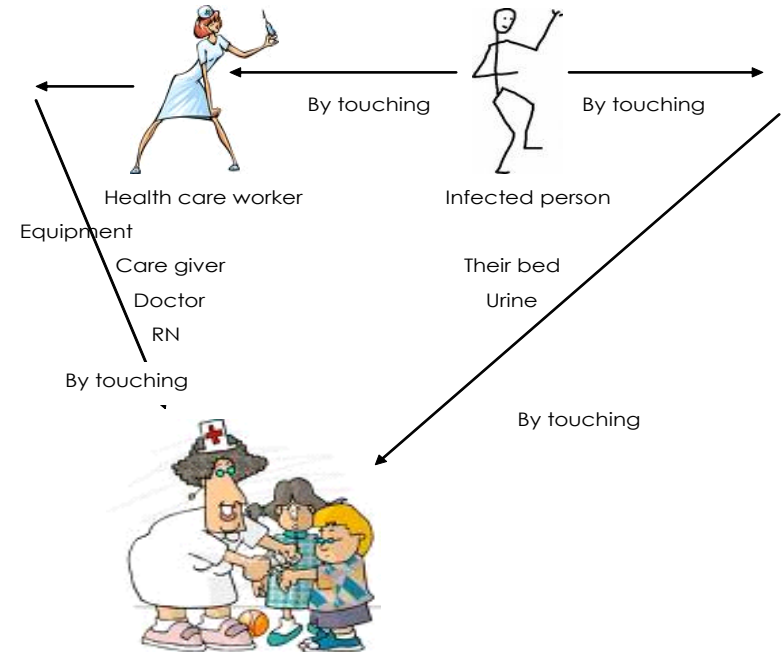
### WHO ARE WE PROTECTING?

- Susceptible people
- Old and frail people
- People already sick or failing
- Fit & healthy staff [much less likely to be affected]

### RULES ABOUT WEARING GLOVES

- ✘ Wear gloves when handling blood or bodily fluids
- ✘ Wear gloves when you are told someone is “infectious”
- ✘ Wearing gloves from one place to another **ONLY** protects YOU!
- ✘ Wearing gloves from one place to another **CONTAMINATES** the Home
- ✘ Gloves are **NOT** needed when you prepare food
- ✘ **NEVER** wear gloves from ROOM to ROOM

### Vancomycin Resistant Enterococci [VRE] Contain the Spread From the bowel of the infected person **ON THEIR HANDS** **ONTO ANYTHING THEY TOUCH**



Break the Cycle!

#### WASH YOUR HANDS

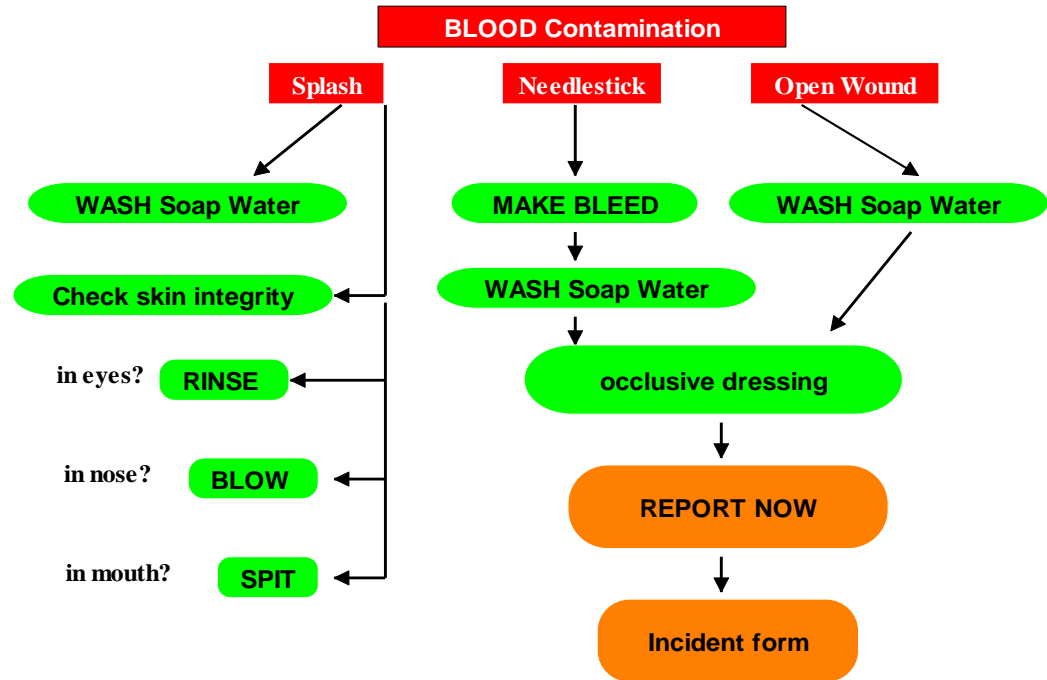
- Don't contaminate your uniform – wear gown or apron
- Dispose of wound dressings & urine soaked items in double plastic bags
- Clean everything thoroughly with hot soapy water & detergent
- Use ajax & bleach in water on frequently touched surfaces
- Help Clients with personal cares

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**  
Gloves, gowns, hand sanitiser available from office.

Significant Hazard Register and Safe Work Practices

Waste & Hazardous Substances

<b>BLOOD SPILL</b>	
<b>1. ASSESS THE RISK</b>	<b>RISK</b> - amount - source - spread
<b>2. PROTECT YOURSELF</b>	Choose PPE Personal Protective Equipment: - gloves - goggles - gown - apron - gumboots
<b>3. MOP UP</b>	Use paper towel Dispose into plastic bag
<b>4. WASH</b>	Use detergent and warm water
<b>5. DRY</b>	Use paper towel Ensure area is completely dry
<b>6. DISPOSE</b>	Place all paper towels & gloves in plastic bag
<b>Spills on carpet</b>	Mop with paper towels Clean with detergent Shampoo with industrial cleaner ASAP



**Hazard Blood Contamination [Hep B & C / HIV]**

- Only if it gets in your body
- Cover cuts
- Wear gloves for blood spills & wound care & infectious people
- Report Needle Stick Injury at once  
[Tests will be needed within 24 hours to keep you safe]

## Significant Hazard Register & Safe Work Practices

### Preventing Needle Stick Injury



#### Rules about Sharps Containers:

- Have small ones available
- Take the container to the user
- Visiting health professionals do this too
- Replace when 3 / 4 full
- Chemist may organise replacement
- Collection agencies will replace.
- Replace before they get full
- Not to go into house hold rubbish.
- Report to team leader if needles and sharps containers are a risk.

#### HAZARDS:

##### BLOOD

- HIV
- Hepatitis B
- Other blood borne diseases



#### Guideline to minimise Risk:

- Take container to where the needle is used
- ✗ DO NOT transport needle from where you used it to the sharps container.
- Clients must dispose of needle / sharp DIRECTLY into sharps container
- ✗ Do not push hands down into containers
- ✗ Do NOT carry containers against the body
- Only use containers supplied NOT other interim containers
- Container is replaced when  $\frac{3}{4}$  full
- Contractor removes old container and replaces with empty one.

#### PERSONAL PROTECTIVE EQUIPMENT GUIDE:

Gloves are worn for taking BM's

Gloves are worn when giving insulin injections

## Significant Hazard Register and Safe Work Practices

### Critical Points in Food Preparation



#### FOOD HAZARDS

##### GASTRO ENTERITIS

→ Vomiting

→ Lots of diarrhea

→ VERY sick clients

→ Highly contagious

→ STARTS IN KITCHEN

Food trolley:  
**-Transports food DIRECTLY**  
**- Not a food storage depot**

#### Minimising the Risk

##### Critical Point Number 1 – Personal Hygiene

- ☑ Washes hands well
- ☑ Hair tied up
- ☑ Hands clean and nails short
- ☑ No rings with stones
- ☑ Cuts covered [use a glove if necessary]
- ☑ Nice clean clothes
- ☑ Aprons on: washed daily
- ☑ No smoking in food areas.
- ☑ Cuts must be covered. Gloves may be used as well.
- ☑ If sick in any way & you're OUT please
- ☑ Hands of nose and face
- ☑ Get out rather than sneezing in kitchen

##### Critical Point Number 2 – Contamination during preparation

- ✓ Good hand washing area with clean dry paper towel.
- ✓ Clean benches . Beware build up of fatty residues.
- ✓ Protective equipment is supplied and worn.
- ✓ Trained staff aware of dangers.
- ✓ Wash food handling equipment between raw and cooked foods.
- ✓ Separate chopping boards for cooked and raw foods
- ✓ Easy to tell apart
- ✓ Stored separately

## Significant Hazard Register and Safe Work Practices

**Critical Points in Food Preparation****FOOD HAZARDS****Bacteria & virus's grow**

- **In warm food**
- **Food left out**
- **Poorly reheated**
- **Food left too long**
- **Blood drips in thawing**

**Freezer Rules:**

- minus 18 degrees
- working properly
- good seal on lid
- Once thawed food NEVER refrozen unless cooked first.
- Stock rotated
- Foods labelled and dated

**Refrigerator Rules:**

- REPORT if hotter than 5 degrees
- No drips. Fridge not icing up.
- Good seals around doors

**Reheating Rules:**

- Cold food must reach 70 degrees for 2 minutes
- Throw out uneaten reheated food.

**Minimising the Risk****Critical Point Number 2 – Contamination during preparation continued**

- ✓ BEWARE cross infection– i.e. keeping cooked food away from raw food, soiled hands, soiled work surfaces, soiled equipment, clothing and utensils.
- ✓ Testing food with a clean spoon only.
- ✓ Pests, insects and vermin are controlled [eradicated from] the food preparation and storage areas.
- ✓ Cleaning materials are provided and stored away from foodstuffs.
- ✓ No animals in the kitchen and storage areas.

**Critical Point Number 3 – Cooking**

- ☑ Thaw frozen meat well on BOTTOM SHELF
- ☑ No drips on food below
- ☑ Poultry and pork cooked at 70 degrees [minimum] at their centre

**Critical Point Number 4 – Cool Storage****Refrigerator:**

- ✓ Working well and keeping food cold.
- ✓ Cooked & raw food separated.
- ✓ Only cook as much as is needed
- ✓ Left over food is covered and labelled in fridge.
- ✓ Thrown out after 24 hours.
- ✓ Liquids have lids.
- ✓ Food cooled as quickly as possible [smaller portions / into cooler place]
- ✓ Cooled within 90 minutes
- ✓ No hot food directly into refrigerator [warms other food].

**Storage Rules:**

- ☑ Containerise as much as possible.
- ☑ Rotate stock. Store on shelves not on the floor.

## Significant Hazard Register and Safe Work Practices

**Hazards in the Kitchen & Dining Room**

Caution boiling water from urns or jugs – isolate from confused clients & from children.

**BEWARE HOT WATER BURNS**  
Tap water too hot – tell a supervisor

Safe water temperatures  
- Avoid painful burns

**HAZARD**

**Flammable & Hot**

**Hot Fat**

**Unattended Cooking**

**Gas**

**GUIDELINE TO MINIMISE RISK:**

- ✘ Do not leave hot surfaces unattended
- Turn off power to appliances prior to cleaning.
- Keep clients and visitors out of kitchen
- Know where fire safety equipment is located
- Shut Kitchen door if no staff member in kitchen
- Use oven cloths provided
- Beware boiling water
- Beware steam
- Set gas at minimum rate needed
- Turn off after use

Cool burns with water for 10 minutes

**Guideline to Minimize Risk:**

- Warn others prior to moving hot equipment from one area to another
- Turn handles of pots and pans away from stove edge
- Keep oven door closed when in use
- Lift lids away from self allowing steam to escape
- Allow appliances to cool prior to cleaning
- Do not render fat in oven
- Do not leave oil or fat unattended while cooking
- Do not open dishwasher door until cycle is completed
- Only use dishwasher according to procedure
- Dishwasher door kept closed when not in use

**Personal Protective Equipment:**

Staff must have hair tied back with none straggling out where it might fall into food.

## Significant Hazard Register and Safe Work Practices

### Hazardous Substances: Chemicals / Hazards for Cleaners

**Chemicals swallowed:**  
**Hazardous Chemicals Centre Ph (03)**  
**4747000**



### Rules Cleaning:

- Food preparation should be first
- Client care next [if possible]
- Cleaning should be LAST  
Kitchen, then lounge, then bedroom,  
Bathrooms then laundry then toilet.
- Toilets & floors are LAST
- Change water frequently
- Use plenty of detergent
- Do not tip dirty water into  
hand basins or showers
- Tip into tubs or outside drainage  
or down toilets
- Wash mops well & allow to dry



### HOUSEKEEPING MINIMISING HAZARDS

**Dirty Toilets &  
bathrooms**  
[Use gloves]

**Infectious  
rooms**  
[Use gloves]

**Bodily Fluids**  
[Use gloves]

**Splash in eye!**



**Use tap water  
or saline**

### NB: ONLY HOUSE HOLD CLEANERS ARE USED

- ✓ Store out of reach of children [visitors children]
- ✓ Use the LEAST corrosive cleaners possible PLUS bleach
- ✓ We only use House Hold Cleaners [no methalated spirits]
  - Use only as directed on label or MSD sheet
  - No label or hand written label = DON'T USE
  - Use as directed
  - When labelling consider strength / type / purpose
  - Labels must be clear & accessible and free from damage.
  - Wash off splashes as soon as they occur
- ✗ Do not put any cleaners into unlabelled containers
- ✗ Do NOT make up 'special brews'
- ✓ Store Safely in Cupboard and out of reach of children
- ✓ Report any garden chemicals stored in the house – sprays or chemicals need to be stored safely and away from food.
- ✓ Preferably locked away.

### Personal Protective Equipment Guide:

- Clean rooms without gloves
- Wash hands well in between
- Only use gloves if it is DIRTY
- Use gloves to protect against bodily fluids

## Significant Hazard Register and Safe Work Practices

## Waste &amp; Hazardous Substances

## Personal Protective Equipment

➔ Use gloves & apron



## Rules about Hazardous Waste:

- ➔ Sharps & broken glass dedicated containers removed separately
- ➔ Dressings & pads are placed in double plastic bags then in bins.
- ✗ Don't push full bins down with hands [beware cuts / needle stick]
- ✗ Do not over fill [as pictured above]
- ➔ Wash hands thoroughly
- ➔ Rubbish is collected regularly each week.
- ➔ Bins to hold rubbish with good lids

**Soiled Disposable Waste:**

This includes bloodstained waste and soiled wound dressings, disposable pads, or human waste. This should be:

- ❑ Placed in two plastic bags – one inside the other.
- ❑ Secured at the top – tie in a knot.
- ❑ Container used is strong wheelie bin on wheels with lid.
- ❑ This is collected no less than weekly

**Soiled or blood stained linen:**

Place in a covered bucket / plastic lined linen bag for transfer to the laundry.

Soak in strong 'napisan' or other bleach. Bleach is effective against infectious micro-organisms. Use correct amount as directed.

This linen is laundered separately from other linen.

Drying the linen in a clothes drier for 10 minutes on high also achieves disinfection.

**Wet linen:**

This is collected in covered buckets, or plastic lined linen bags for transfer to the laundry for processing.

**Sharps:** [disposable syringes, needles, glass ampoules and other sharp objects].

These are placed in special sharps containers immediately after use. When containers are three quarters full arrange for collection by Medical Waste Disposal Contractor or take to chemist for disposal and replace containers at the same time.

**Special Cultural Considerations for Biological Waste**

There is no particular different way of disposing of infectious waste or dressings from Maori or other cultures. No waste is incinerated on site.

## Significant Hazard Register and Safe Work Practices

### Hazard of Medication Error



#### Report problems with medications IMMEDIATELY:

- ✗ Danger pills not in correct container
- ✗ Danger pills mixed together
- ✗ Danger pills together in other containers
  
- ✗ Danger too sleepy
- ✗ Danger dizzy [maybe blood pressure too low]
- ✗ Danger feeling sick



Support Workers ONLY remind clients to take their medication



- ✓ Medications are blister packed
- ✓ Pharmacy supplies medications

#### Overdose Insulin = Serious situation

##### Call for Help

- Low BM [blood sugar]
- Cannot rouse
- Floppy or flaccid
- Slow pulse / low BP
- Very slow breathing
  
- Excited & nervous after insulin
- BM under two & not well

#### Insulin

- Stored safely in fridge
- Given by client
- Given by family
- Staff aware of danger of OVERDOSE
- Trained how to respond
- Know where to turn for help
- Diabetic risk highlighted in Support Plan

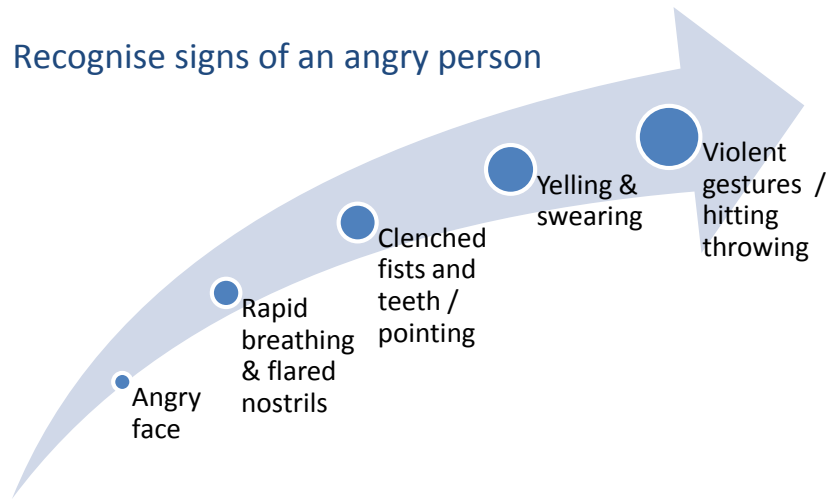
#### Controlled Drugs

- ✓ These are strong medications like Morphine / M-eslon / Sevredol
- ✓ Support Workers do NOT give these
- ✓ Clients may be on strong medications
- ✓ These medications should be kept secure
- ✓ Report to Team Leaders if clients start these STRONGER medications.

## Significant Register and Safe Work Practices

### Minimising Harm from Challenging Behaviour: from client / intruder or anyone else with STAFF TRAINING

#### Recognise signs of an angry person



#### Hazard or Risk:

- ⚡ Harm from hitting or throwing things
- ⚡ People falling or pushed over and hurting themselves
- ⚡ Cuts [with blood] & broken bones
- ⚡ Others upset & scared
- ⚡ Hurt feelings

#### Prevention:

- ♥ Soft voice & ask first
- ♥ Help people FEEL GOOD ABOUT THEMSELVES
- ♥ Understanding of needs & kindness
- ♥ Know **early warning signs** & ways to manage / **prevent unhappiness**
- ♥ Something to look forward to for everyone
- ♥ Call on someone trained to help

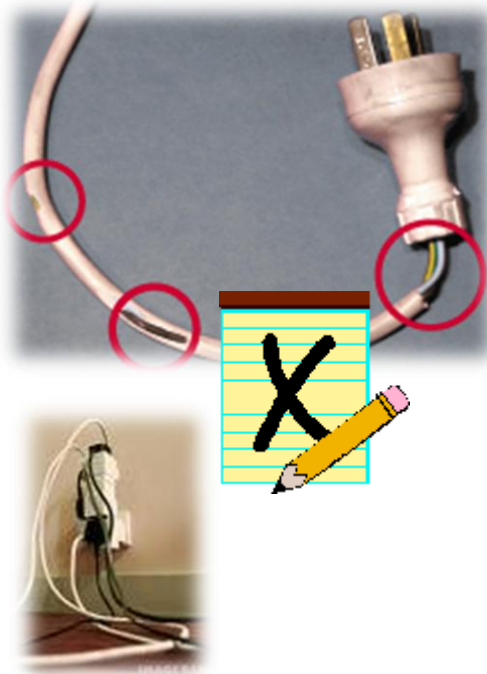
**INTRUDER DANGER:**  
Know how to lock up well



- ✓ Instructions re keys on Service Delivery Plan
- ✓ Report to Team Leader if client is drunk / smell or see drugs

## Significant Hazard Register and Safe Work Practices

## Electrical Hazards

**HAZARDS****ELECTRICAL**

- ✗ **Danger electric shock!!**
- ✗ **Danger fire / explosion**
- ✗ **Danger igniting from spark**

**SAFE WORK PROCEDURE:**

- ✗ No broken plugs & switches
- Position electrical cables to avoid damage
- ✓ **Fire fighting equipment**

**REMEMBER:**

- ✗ **BEWARE frayed cords**
- ✗ **BEWARE exposed wiring**
- ✗ **BEWARE poor contact**
- ✓ **Take faulty appliances out of use**
- ✓ **Label as faulty**
- ✓ **Report to a Team Leader**
- ✓ **Check extra electrical goods carefully, especially if they are borrowed or second hand.**

**Key Points to Minimise Risk:**

- ✓ Cords protected from traffic flow
- ✓ Cords coiled neatly when not in use.
- ✗ Don't run over cords
- ✗ Don't leave long cords in areas of traffic flow
- ✗ Don't tie knots in leads
- ✓ Cords coiled neatly when not in use.
- ✓ Operate electrical equipment with dry hands
- ✓ Correct dial settings before activating washing machine
- ✓ Check lint filter prior to loading drier

**RULES ABOUT ELECTRIC EQUIPMENT:**

- **Use according to manufacturers instructions**
- **Don't OVERLOAD**
- **Report Immediately if faulty**
- **Don't use if worn, frayed, can see wires**

# Significant Hazard Register and Safe Work Practices

## ENVIRONMENT



### SUNSHINE

#### HAZARDS

#### BURNS

Burns HURT!

Deadly MELANOMA

SKIN CANCERS in later life

Beware: over exposure to ears, nose, backs hands

#### SAFE OPERATING PROCEDURE

- ✓ Plan on avoiding heat of the day if possible
- ✓ Enjoy shade if possible
- ✓ Always wear a hat
- ✗ DON'T LET CLIENTS OR YOUR CHILDREN BURN
- ✗ SUNSHINE EXPOSURE TIME IS A METER
- ✓ HEALTH MONITORING [regular checks]

#### PERSON PROTECTIVE EQUIPMENT REQUIRED

Hats, sunglasses, clothing best  
Sunscreen to a lesser degree



### ERGONOMIC INJURY

Office Based

#### HAZARDS

Ergonomic - Muscular Injury

#### SAFE OPERATING PROCEDURE

- ✓ Correctly set up work station
- ✓ Good posture
- ✓ Macro & mini breaks while working at the computer
- ✓ Avoid repetition
- ✓ Stretches
- ✓ Beware glare

### ERGONOMIC INJURY

Client Homes

- ✓ Keep as fit & flexible as possible
- ✓ Avoid overweight
- ✓ Stretching exercises [use ACC diagrams] before work
- ✓ REMEMBER TRAINING: L I T E principals [Load, Individual, Task, Environment]
- ✓ Plan each lift [may it as easy as possible]
- If someone is too awkward for you, tell a supervisor.



## Significant Hazard Register &amp; Safe Work Practices

## VEHICLE USE

## Staff taking clients in their own vehicles



## VEHICLE RULES:

- Absolutely No Smoking in Vehicles
- Only journeys agreed in the Service delivery Plan
- No extra passengers
- None of your own family during client time
- Only travel to & from destination on SDP [time as per roster]

## HAZARDS

## Motor Vehicle Accident

## APPLY COMMON SENSE

## Responsibility

## Driver skill

## Vehicles

## Carrying passengers

## DANGER SPEED!

## DANGER DISTRACTION!

## NEVER OVERLOAD

## SAFE OPERATING PROCEDURE

## TELL SOMEONE WHERE YOU ARE GOING &amp; WHEN YOU WILL RETURN

- Vehicles MUST have Current WOF
- Vehicles MUST have current REGO
- Only use mechanically sound vehicles
- Vehicles capable of taking passengers comfortably
- ALL PEOPLE TRANSPORTED WEAR SAFETY BELT
- One client transported at a time.
- Keys secure when not in use.
- Care when reversing / blind corners / around children
- Not to transport loads & large goods [like furniture]
- Only get on or off stationary vehicles
- Only employees WITH CURRENT DRIVER LICENSE
- Medically fit / not intoxicated

Stop car & call office if concerned about a client

In emergency call 111

- ✗ No cell phones to be answered or used while driving
- ✗ Don't overload
- ✗ Don't go too fast [keep to speed limits]
- ✗ Stop vehicles if passengers display challenging behaviours
- ✗ Stop vehicle if passengers unwell to assess & manage

## PERSON PROTECTIVE EQUIPMENT REQUIRED

Safety belt for each person in vehicle

## Significant Hazard Register & Safe Work Practices

### DOGS THAT MAY BITE



#### RULES ABOUT DOGS:

Do not trust dogs until you are told or shown that they are friendly. Dogs may want to get close to sniff you to assess who you are.

You are NOT expected to work with dogs around.

You may request that dogs be tied up or put in another room when you visit.

BEWARE if the dog was not there last time

BEWARE of dogs jumping up on you

If necessary sound horn until dog is tied up or ring / txt ahead to Tie dog up or put dog away.



#### Hazard to staff: DOGS THAT BITE.

Biting dogs – BEWARE OF CUTE DOGS [sometimes they bite too!]

- ✗ Do NOT pat dogs during work
- ✗ Never kick at a dog
- ✗ BEWARE “guarding” a property or person
- ✗ Barking & growling are warning signs
- ✗ Do not approach if you do not feel safe

#### Danger Dog ATTACK

- ✗ STAND STILL
- ✗ Don't stare at the dog
- ✗ It may lose interest
- ✗ It may retreat from yelling
- ✗ Ring / CALL for help
- ✗ Dogs will sense fear



#### If the WORST happens

- ✗ If knocked to ground stay down [curl up]
- ✗ Getting up can result in further attack

#### AVOID CATS & BIRDS

- ✗ No need to stroke or touch cats
- ✗ Both can ‘contaminate’ YOU
- ✗ Cats may scratch
- ✗ Birds in cages may bite
- ✗ All can have unwelcome excrement
- ✗ Look where you walk.

# Significant Hazard Register Signing Sheet for Staff / Volunteers & Contractors

I have read this Hazard Register & understand what could hurt me badly & how NOT TO GET HURT  
 Anything I was not sure about I have asked and received good explanation. Please PRINT your name under signature

Sign:	Sign:	Sign:	Sign:	Sign:
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