# Work Risks and Control Plan (Example)

| **Site and client** | Martin Garden: Genevieve Martin  |
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| **Address** | 123 Ako Street, Palmerston North |
| **Date** | 19-23 February 2024 |
| **Team** | Chris (me), Aroha (Leading Hand), Matt (Apprentice) |
| **Notes** | Homeowner and other family members may be onsite, need to brief them on the hazards and controls |

| **Hazard\*** | **Potential harm** | **Likelihood** | **Control measures** | **Monitoring/actions** | **Responsability** |
| --- | --- | --- | --- | --- | --- |
| Hot weather | Sunburn | **Likely** as the UV index reaches Extreme on most days | * Wear full brimmed hat and sunglasses, apply sunblock regularly
 | * Observe that all team members are wearing correct clothing and applying sunblock regularly
 | * All responsible for own clothing and glasses
* Chris to ensure sunblock is supplied
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| Hot weather  | Dehydration | **Likely** as the temperature is in the high 20s and the work is highly physical | * Take water breaks every hour or more as needed
* Add electrolyte tablets to water bottles when refilling
 | * Observe that all team members are taking regular water breaks and using electrolyte tablets as needed
 | * Chris to ensure access to drinking water on site
* Chris to supply electrolyte tables
* Monitor self for signs of dehydration
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| Stringlines, pegs, and set-out profiles | Sprains, strains and broken arms from tripping | **Possible** due to a number of people being onsite | * Tape off working area and advise family to stay out
* Drop stringlines when not in use
* Mark hard-to-see pegs and profiles with fluro paint
 | * Observe that all family members are staying out of the working area
* Observe that stringlines are dropped when not in use
* Hard-to-see pegs are marked with fluro on all sides
 | * Aroha to tape off working area
* Chris to brief family
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| Hand tools | Broken bones from mallet missed swings, or standing on rakes etc. | **Possible** due to the need to use hand tools frequently  | * Store all hand tools together when not in use
* Store rakes, shovels etc. face/prongs down
* Get into the correct working position before using tools
* Use correct tool techniques
* Ensure all required PPE is worn
* Do not hold equipment for another person while it is being hammered
 | * Observe that all tools are stored correctly
* Observe that correct techniques are use
* Observe that correct PPE is worn
 | * Chris responsible for teaching Matt correct tool techniques
* All responsible for wearing correct PPE
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| Power tools (drill, drive, drop saw, tile saw, chainsaw)  | Severe cuts or amputation | **Possible** due to limited training | * Ensure that only trained workers use power tools, or untrained staff are under direct supervision
* Require that hire centre staff provide induction training to workers on the use of the hired power tools
* Ensure all safety features are working correctly before use
* Ensure all required PPE is worn
* Ensure all other people are far away when using power tools
 | * Observe that only trained workers are using power tools
* Observe that correct PPE is worn
 | * Chris to ensure that trained staff member collects tile saw
* Staff member collecting tile saw responsible for ensuring their receive training on how to use the tile saw
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| Temporary power cords for power tools | Electric shock or electrocution from severing cables or use of tools during rain | **Possible** due to multiple activities being worked on at a time | * Do not use power tools in the rain
* Ensure an RCD is used and tested before use
* Position power tools so that cords do not need to cross other working areas
* Where power cords need to cross main paths use cord ramps
* Replace corded electric chainsaw with battery saw
 | * **Action**: Chris has replaced the corded chainsaw with a battery electric chainsaw
 | * All responsible for safe operation around power cords
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| Buried power cables | Electric shock or electrocution from striking underground cables  | **Possible** due to unknown location of underground services | * Have the working are scanned for underground services before carrying out any earthworks
* Ensure all workers know the locations of underground services
* Double check location of ground spikes before hammering
* Use fibreglass handled mallet when hammering in ground spikes
 | * **Action**: Chris has already had the scan done
* Observe that spikes are positioned in correct location before hammering and that correct tools are used
 | * Chris to brief team on cable and pipe locations, as marked
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| Fine particles | Silicosis  | **Possible** due to the need to brush in pavelock sand | * Wear N95 mask or respirator with particulate filter when brushing in pavelock sand
 | * **Action**: Chris to buy masks or respirators before soft landscaping phase beings
* Observe that correct PPE is being worn
 | * Chris responsible for supplying N95 masks or respirators
* All responsible for wearing correct PPE
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| Bacteria in soil, compost, etc. | Legionnaires' Disease | **Possible** due to the need to work with bagged potting mix | * Wear N95 mask and gloves when opening and spreading bags of potting mix
 | * As above
 | * As above
 |
| Moving heavy materials | Back injury | **Possible** due to somewhat uneven ground | * Follow safe working practices for loading, moving, and unloading wheelbarrows
* Use correct lifting techniques
* Work to own level of fitness and ask for help when needed
* Wear gloves when handling pavers
* Wear safety boots
 | * Observe that safe working practices and techniques are being followed
* Observe that correct PPE is being worn
 | * Chris responsible for teaching Matt relevant safe working practices and lifting techniques
* All responsible for wearing correct PPE
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\* Remember to consider hazards from/caused by: 1. the surrounding environment, 2. the worksite, 3. the work you are going to do, 4. people.