# 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

\* Remember to consider hazards from/caused by: 1. the surrounding environment, 2. the worksite, 3. the work you are going to do, 4. people.