

## Hazard Register – 177 High Street (Common Areas)

Hazard Identification			Control Methods	Monitoring	
Hazard (Potential Harm)	Risk Level before Controls	Significant Y/N	Controls (References)	Risk Level after Controls	Frequency of Monitoring
<b>Slips</b>	Possible	Y	<ul style="list-style-type: none"> <li>• Wipe your feet on the carpet just inside the main entrance when entering the building. If the soles of your shoes are wet when you walk on the polished concrete you may slip and fall.</li> <li>• Take care when floors are wet</li> <li>• Ensure spills are mopped up</li> <li>• Use the 'wet floor' signs when required. The signs are located by the photocopier on Level 1 &amp; Level 2</li> <li>• Use the bathroom floor mat provided when using the shower and ensure the bathroom floor is left dry when finished</li> </ul>	Unlikely	Daily
<b>Trips</b>	Possible	Y	<ul style="list-style-type: none"> <li>• Ensure walkways are kept clear</li> <li>• Take care entering shower – there is a small step up</li> <li>• Take care when approaching the stairway on the ground floor–metal handrail protrudes in front of the first step (refer photo 1)</li> <li>• There is a metal pole under the stairs, be careful not to walk in to it or trip on it (refer photo 2)</li> </ul>	Unlikely	Daily

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<b>Bumps/Bruises/Cuts</b>	Possible	N	<ul style="list-style-type: none"> <li>• Bathroom doors open inwards – be careful as someone could be on the other side of the door when you open it - open gently</li> <li>• Disable toilet doors open outwards - be careful as someone could be on the other side of the door when you open it - open gently</li> <li>• The meeting room doors on the 1<sup>st</sup> floor open inwards - be careful as someone could be on the other side of the door when you open it - open gently.</li> <li>• The black fire control box located on the right hand side of the main entrance door is low enough to head your head on – be careful. (Refer photos 3 &amp; 4)</li> <li>• There are sharp edges on the kitchen cupboard corners. It is recommended you use the middle section of the cupboard handles when opening and closing the kitchen cupboards</li> <li>• There are sharp edges on the metal posts that hold the glass on the stairway balustrade – be careful (Refer photo 5)</li> <li>• The balustrade protrudes on the left hand side near the fire doors to the entrance of level 1 (Refer photo 6)</li> </ul>	Unlikely	Daily

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<b>Bumps/Bruises/Cuts</b>	Possible	Y	<ul style="list-style-type: none"> <li>Take care when using the bike racks, as you don't want to injure yourself.</li> <li>When using the rubbish room be aware of the bike racks, as you don't want to walk into one or knock your head.</li> </ul>	Unlikely	Daily
<b>Falls</b>	Possible	Y	<ul style="list-style-type: none"> <li>Wipe your feet on the carpet just inside the main entrance when entering the building. If the soles of your shoes are wet when you walk on the polished concrete you may slip and fall.</li> <li>Use the handrail when using the stairs</li> <li>Ensure lights are on when using the stairs</li> <li>Do not climb or lean over the balustrade rail</li> <li>Do not stand on stools or chairs – use the step ladder which is located on level 1 beside the photocopier</li> </ul>	Unlikely	Daily

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<b>Burns/Scalds</b>	Possible	Y	<ul style="list-style-type: none"> <li>• Take care when using the instant hot water in kitchens</li> <li>• Take care when opening the dish drawer as hot steam may scald</li> <li>• Take care when removing food from microwaves</li> </ul>	Unlikely	Daily
<b>Fire</b>	Possible	Y	<ul style="list-style-type: none"> <li>• Ensure toasters are not covered with any items e.g. towels etc</li> <li>• Ensure any personal appliances are unplugged after use</li> <li>• If you notice a fire <u>before</u> the fire evacuation alarm has sounded please use one of the fire alarm activation panels which are located to the left of the lift doors. Exit the building immediately and call 111.</li> </ul>	Unlikely	Daily

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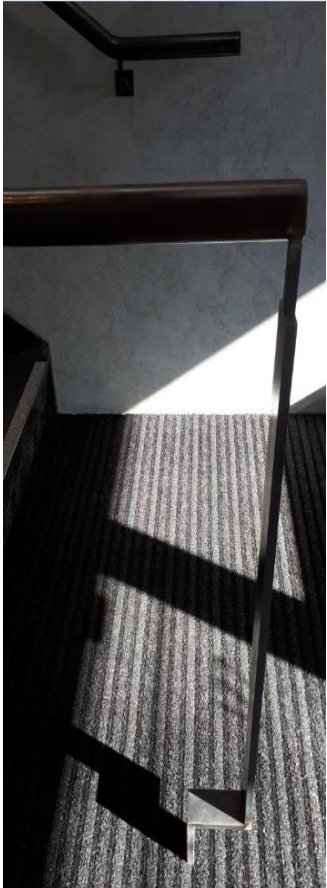
Hazard Identification			Control Methods		Monitoring
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<b>Lift</b>	Possible	Y	<ul style="list-style-type: none"> <li>• Do not use the lift in the event of a fire or earthquake</li> <li>• Adhere to the lift weight capacity of 800 kg</li> </ul>	Unlikely	Daily

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## Hazard Photos

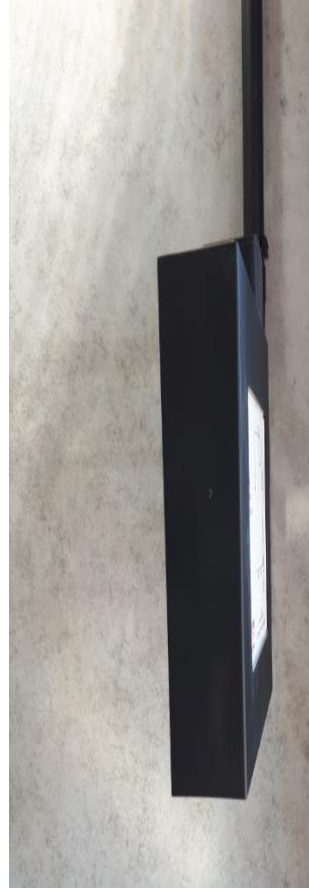
**Photo 1 – Ground Floor  
Hand Rail Protrudes**



**Photo 2 – Ground Floor  
Metal Pole Under Stairs**



**Photo 3 – Entrance Foyer  
Black Fire Control Box**



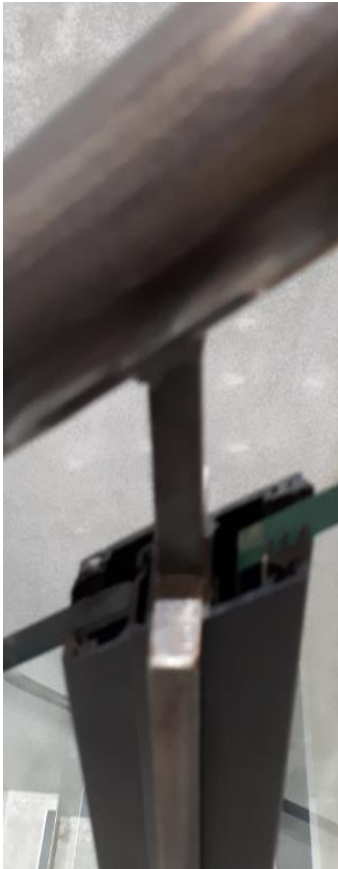
**Photo 4 – Entrance Foyer  
Black Alarm Box**



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## Hazard Photos

**Photo 5 – Stairway Balustrade  
Sharp Edges**



**Photo 6 – Level 1  
Stairway Balustrade Protrudes**

