



**Animal bite/sting non-laboratory**

ID 8427	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of illness due to animal bites/stings		

**Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Animal	Live insect/spider	Sting/bite	Potential for illness
Animal	Live animal	Animal handling/husbandry	Animal Bite/Scratch
Animal	Live animal	Zoonosis	Potential for illness

**Risks Identified**

Risk	Risk/Score
Personal Illness - (risk of injury/illness due to animal handling or bite/sting from animal or insect in the workplace)	- Medium

**Residual Risk Rating 5.00**

Type	Control	Control Name	Status	Description
New	Administrative Controls	Training	Completed	Education and training on handling of animals to prevent bites. Training for those in the field/gardening to avoid animal bites/stings
New	Administrative Controls	Emergency Planning - Potential emergencies	Completed	Training and awareness of procedures post bite/sting - first aid, epi pens and contacting medical assistance.
New	Elimination	Pest Control	Completed	Pest control programme in place to prevent exposure to pests at work, such as white tail spider.

**Ergonomics**

ID 8428	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of injury, pain and discomfort due to working positions and ergonomic set ups at work. intense key board work on an inadequate workstation Reaching/lifting/moving loads in awkward spaces or angles.		

**Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Ergonomic	Work setup	Inappropriate workstation setup	Pain and discomfort
Ergonomic	Work processes	Intense visual work	Eye strain
Ergonomic	Work processes	Awkward posture	pain and discomfort
Ergonomic	Work processes	Repetitive movements	Sprains/strains
Ergonomic	Work processes	Sustained/static body postures	Sprains/strains

### **Risks Identified**

Risk	Risk/Score
Personal Injury - (common injury type reported - sprains and strains)	- Very High

### **Residual Risk Rating 6.00**

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Internal Policies and Guidelines	Completed	Guidelines for the use of computers. Ergonomic assessments of workstations available from OHN, including working from home. Provision of correct equipment. Early reporting and pain and discomfort guidelines
New	Administrative Controls	Training	Completed	Training and education on the safe use of plant and equipment for ideal ergonomic set up (e.g. workstation set up, use of tools in the lab, etc.)
New	Engineering Controls	Building design	Completed	Design to optimal ergonomic standards including the moving of items, work flow to prevent injury (auto doors, space for use of trolley, etc.)
New	Engineering Controls	Plant and Equipment risk assessment tool	Completed	Risk assessment including ergonomics prior to purchasing plant and equipment

### **Fatigue and shift work**

ID	8429	Alert Number	CRITICAL RISK	Next Review	15/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	13/06/2021	Status	Completed
Description	Risk of injury and illness due to fatigue and shift work				

### **Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Ergonomic	Work processes	Awkward posture	pain and discomfort
Ergonomic	Work setup	Inappropriate workstation setup	Pain and discomfort
Physical	Work practices	Lone or afterhour work	Potential for injury
Psychosocial	Individual factors	Health status	Potential for illness
Physical	Work practices	Shift Work	Potential for injury
Psychosocial	Work load	Too much work	Stress level/burnout

### **Risks Identified**

Risk	Risk/Score
Personal Injury - (risk of injury due to fatigue, hours of work, poor workstation set up resulting in pain and discomfort/injury)	- Medium

## Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Guideline document	Completed	Stress and Mental fatigue guideline
New	Administrative Controls	Limit hours of work	Completed	Ensure work hours are manageable for individual circumstances
New	Administrative Controls	Sufficient staffing levels to do task	Completed	Sufficient cover for absences. Workload model applied and staff trained and competent to complete task.
New	Administrative Controls	Shiftwork roster	Completed	Shift work roster developed with staff, roster permits sufficient downtime for worker health.
New	Administrative Controls	Awareness of available assistance if required	Completed	Advise staff of where help is available from i.e. EAP line managers and OCC health team
New	Administrative Controls	Training	Completed	People are trained sufficiently for the job. Training available on managing shift work, recognising stress and burnout and where to get help from.

## Manual Handling

ID 8430	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of sprain/strain and pain and discomfort due to manual handling tasks		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Manual handling	Awkward loads	Potential for injuries
Physical	Manual handling	Heavy loads	Potential for injuries
Physical	Manual handling	Unstable loads	Potential for injuries

## Risks Identified

Risk	Risk/Score
Personal Injury - (risk of injury (sprain/strain) due to manual handling tasks)	- High

## Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Training	Completed	training on specific handling of materials and activities as related to the job. use of correct equipment to eliminate need to lift/handle purchase in small quantities were possible to reduce loads.
Modified	Engineering Controls	Purchasing	Completed	Use of equipment to reduce manual handling such as trolleys, lifting devices, etc. purchase of items in smaller quantities or with weight restriction to ease handling requirements. Consider weight limits when buying.
New	Administrative Controls	Risk Assessment	Completed	Manual handling risk assessment tool is available

## non-ionizing radiation

ID 8431  
 GPS Longitude  
 Category Activity/Task  
 Site  
 Description Exposure to non-ionizing radiation/sun during normal work outside

Alert Number CRITICAL RISK  
 GPS Latitude  
 Reported By Andrea McMillan  
 Date 13/06/2021

Next Review 15/02/2024  
 Location  
 Significant Risks Yes  
 Status Completed

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Work processes	Inadequate operating procedures	Potential for injury
Environment	External	Weather	Sunburn
Environment	External	Weather	Sunstroke

### Risks Identified

Risk	Risk/Score
Personal illness - (risk of sunburn and skin damage due to sunlight. Risk of dehydration)	- Medium

### Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
Modified	Personal Protective Equipment	PPE worn	Completed	Protective clothing and sunscreen used to prevent sun exposure
New	Administrative Controls	Training	Completed	Training and education on the risks of sunburn and sun exposure, monitoring skin and dehydration prevention
New	Elimination	UV Index	Completed	Ensure workers are aware of the UV index rating during work hours. Outside work limited to low UV index periods during the day.

### Occupational exposures

ID 8478  
 GPS Longitude  
 Category Activity/Task  
 Site  
 Description Exposure to dusts, chemicals, noise in the workplace impacting health

Alert Number CRITICAL RISK  
 GPS Latitude  
 Reported By Andrea McMillan  
 Date 15/06/2021

Next Review 15/02/2024  
 Location  
 Significant Risks Yes  
 Status Completed

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Environment	Internal	Noise	Hearing loss
Environment	External	Dust	Personal illness
Biological	Clinical/body fluids exposure	Pathogens	Potential infections
Chemical	Hazardous Chemicals	Body contact/exposure	Potential illness
Animal	Live animal	Potential allergen exposure	Potential for illness
Biological	General	Black Mould	Potential illness

### Risks Identified

Risk	Risk/Score
Personal Illness - (Risk of harm to health due to exposure to dusts, chemicals, noise, etc.)	High

## Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Health monitoring	Completed	health monitoring for exposures as per Occupational Health monitoring protocols - hearing, lung function, biological indices,
New	Administrative Controls	Internal Policies and Guidelines	Completed	Occ health vaccination policy and related guidelines (health monitoring, vaccination schedule, occupational health referrals, occupational health assessments)
New	Engineering Controls	Ventilation and environmental controls	Completed	Use of engineering to minimize risk of exposure such as local extraction, downdraft ventilation, HEPA filters, use of specialist cabinets. Safety in design procedures.
New	Substitution	Risk assessment for alternative substance	Completed	Risk assessment to identify substitution with a less harmful substance where possible.
New	Isolation	Building design	Completed	Isolation of areas where harmful substances are in use to prevent exposure to other workers (e.g. acid room).
New	Personal Protective Equipment	Use of PPE	Completed	Use of appropriate PPE where risk of exposure, including respirators, gloves, hearing defenders, clothing.
New	Administrative Controls	early reporting	Completed	Early reporting of signs and symptoms to occupational health
New	Administrative Controls	Training	Completed	Education and awareness of staff with potential exposures on health risks and health monitoring, early reporting.
New	Administrative Controls	Occupational health risk assessment	Completed	Occupational health risk assessment for risk substances or work activities to identify required controls (e.g. use of high risk substances)
New	Administrative Controls	Laboratory Animal Allergen control	Completed	Manage exposure times to potential allergens (work hours and methods).
New	Administrative Controls	Internal Policies and Guidelines	Completed	Policy in place for the management of animal allergens
New	Administrative Controls	Health monitoring	Completed	RAST Blood testing for those handling animals to monitor allergen exposure levels
New	Engineering Controls	Building design	Completed	Building design to remove allergens from the work environment - including use of individual ventilated cages.

## pathogens and infectious substances

ID 8479	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Substance	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 15/06/2021	Status Completed
Description Potential exposure to pathogens and infectious substances - through laboratory related research work and communicable diseases, such as pandemic.		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Biological	Airborne	Microorganism	Potential infections
Biological	Airborne	Pathogens	Potential infections
Biological	Clinical/body fluids exposure	Pathogens	Potential infections
Biological	Water born disease	Microorganism	Potential illness
Biological	Laboratory exposure	Pathogens	Potential infection
Biological	Vector borne disease	Handling known pathogens in research	Infection/illness

## Risks Identified

Personal Illness - (Risk of illness due to exposure to pathogens - research work, communicable diseases, blood and body fluid exposure (including first aid provision))	- High
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## Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Training	Completed	Education and awareness of potential illnesses/pathogens and early reporting requirements. Contractors working in areas to have completed laboratory training and lab specific training. Sector manager and approved users training as per 2243:3
Modified	Engineering Controls	Building design	Completed	Building ventilation systems meets requirements for fresh air to limit communicable diseases. Specialist ventilation when known pathogens are in use. Laboratory PC 1, 2 and 3 built to AS/NZ laboratory related standards
New	Administrative Controls	Physical containment facilities	Completed	For listed pathogen groups in AS/NZS 2243.3 applicable physical containment rules apply - PC1, PC2 and PC3. Standard operating procedures apply.
New	Administrative Controls	Vaccinations	Completed	Vaccinations where available to prevent/protect staff. Vaccination policy and Occ health guidelines.
New	Engineering Controls	Use of specialist fume cupboards/equipment	Completed	Use of biological safety cabinets for pathogens
New	Administrative Controls	Risk Assessment prior to commencing work	Completed	IBSC approval required to ensure correct standards are being met. Monitored by MPI audits and internal auditing schedule.

## Zoonosis

ID 8480	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 15/06/2021	Status Completed
Description Risk of zoonosis from animal work (leptospirosis, rat bite fever, Orf, TB, etc.)		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Animal	Live animal	Zoonosis	Potential for illness
Animal	Live animal	Animal handling/husbandry	Potential for illness

## Risks Identified

Risk	Risk/Score
Personal Illness - (risk of zoonosis from animal handling/exposure)	- Medium

## Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Health monitoring	Completed	Health monitoring of individuals handling animals - TB, Orf, Lepto, etc.
New	Elimination	Health monitoring of animals	Completed	ensure health status of animal before work (e.g. lepto status of sheep, TB status)
New	Personal Protective Equipment	Use of PPE	Completed	Wear appropriate equipment - gloves, masks to prevent infection
New	Administrative Controls	Vaccinations	Completed	Vaccination where available to prevent disease

New	Administrative Controls	Training	Completed	Education, monitoring, communication for staff on potential zoonosis and prevention, early reporting.
New	Administrative Controls	Risk Assessment	Completed	Risk assessment prior to work commencing to consider potential zoonosis (e.g. animal use protocol)

## Extreme temperatures

ID 8506	Alert Number Critical Risk	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Environmental	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 15/02/2023	Status Completed
Description Extreme Temperatures -80 to +35 degrees celcius		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Environment	Internal	Thermal Issues	Overheating
Physical	Building related	Excessive heat in buildings	Potential for illness/discomfort
Psychosocial	Stress due to uncomfortable working conditions	Excessive heat in buildings	Stress levels
Environment	External	Cold	Hypothermia
Environment	External	Heat	Hyperthermia
Physical	Thermal extremes	Burns	Frostbite
Physical	Thermal extremes	Burns	Death

## Risks Identified

Risk	Risk/Score
	- Medium

## Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Internal Policy and/or Guidelines	Completed	Risk assessment including PPE requirements and controlled entry procedures, emergency responses (e.g. -80 freezers, cold rooms.
Modified	Administrative Controls	Adjust work environment	Completed	Weather appropriate clothing, footwear.
New	Administrative Controls	Working in extreme environments e.g. antarctica	Completed	Fieldtrip plan following Antarctic NZ requirements which includes medical assessments . Specialist equipment

## Reviews

Date	Person	Findings	Actions	Status
06/12/2017	Bonney, Karen June	Added link to Thermal Policy in files		Completed
16/04/2020	Karen Bonney			Completed
15/02/2023	Andrea McMillan	Updated controls		Completed