

## RISK & HAZARD IDENTIFICATION METHODS

### Two easy steps:

<b>Identify</b>	A	Discover all the hazards you have
<b>Assess</b>	B	Decide how significant each one is



Hazard

## A – Identify

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### When looking for hazards you should consider:

- how suitable the things you use are for the task, and how well they are located
- how people use equipment, materials and toys
- how people and children might be affected by noise, fumes, lighting etc
- how people and children might be hurt by equipment and toys
- how people might be hurt by chemicals and other materials used in the centre.

Check your existing records. You can often tell a great deal about unnoticed hazards by looking carefully at your existing records such as:

- Maintenance records
- workers compensation records,
- first aid records,
- reports on incidents and near misses, and reports by employees or supervisors.

### Plan how to find everything

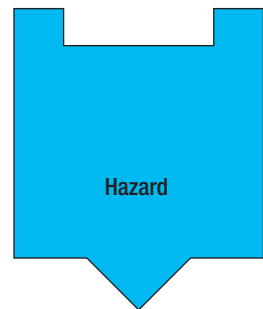
You will need to divide up your workplace to make sure you don't miss anything.



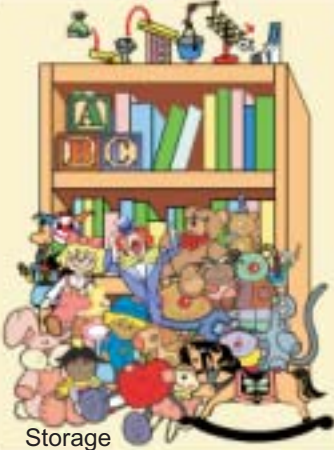








You could look at:

- different tasks - nappy changing, craft and art, outdoor activities, sand pit, indoor play, sleeping etc
- different locations - offices, babies room, toddlers room, pre school room, outdoor play area etc
- different roles - director, room leader, teacher in charge, cook, assistants, secretaries etc
- different production processes - receiving children, day activities, meal times, home time etc.

# HAZARD IDENTIFICATION PROMPTS

Use these prompts to identify hazards in your centre.

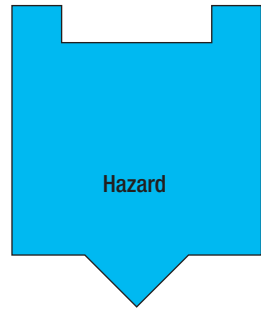


<p>When identifying potential hazards think of yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0-2yr old</li> <li><input type="checkbox"/> 2-3yr old</li> <li><input type="checkbox"/> 3-5yr old</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Parent</li> <li><input type="checkbox"/> Visitor</li> </ul>	 <p>Paths and Spaces to Move</p>	 <p>Incorrect Lifting of Heavy Object</p>
 <p>Storage</p>	 <p>Heights</p>	 <p>Food &amp; Water</p>
 <p>Buildings</p>	 <p>Electrical</p>	 <p>Chemicals</p>
 <p>Past Injuries and Near Misses</p>	 <p>Clothing for Staff and Children</p>	 <p>OHS issues at the centre for NEW FAMILIES</p>

# HAZARD IDENTIFICATION PROMPTS

List hazards identified by the prompts in your centre.

<p>When identifying potential hazards think of yourself as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0-2yr old</li> <li><input type="checkbox"/> 2-3yr old</li> <li><input type="checkbox"/> 3-5yr old</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Parent</li> <li><input type="checkbox"/> Visitor</li> </ul>	<p>Paths and Spaces to Move</p>	<p>Incorrect Lifting of Heavy Object</p>
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## DECIDE HOW IMPORTANT EACH HAZARD IS.

# B – Assess

**What the law says** - *All employers must identify hazards, assess risks and eliminate or control risks to health and safety at work. If you have found a hazard you must judge how dangerous it is. Ask yourself how seriously someone could be affected and how likely this is to happen. This is called risk assessment.*

**WHY?** - You may have discovered many hazards. You can't fix them all at once for reasons of cost, if nothing else. You will need to plan and prioritise your actions so that over time you can gradually make your workplace safer. In other words, you need to assess the risks that the hazards present to people's health and safety, and fix the greatest risks first.

### **Prioritising helps you to plan.**

Deal with the worst hazards first. Delay in dealing with these is a threat to people and your business. Of course, if you can cheaply and easily fix a low-priority hazard you might as well do it now! You don't have to wait until all the big complex problems are fixed before you deal with the simple ones.

### **About judging severity and likelihood**

You may decide that the same hazard could lead to several different possible outcomes.

Assessing risks that is, judging how likely it is that something will happen is like predicting the future. You can only make your best guess. This assessment requires you to judge how likely each possible outcome is, and record the highest priority you come up with.

**HOW?** - Use the table on the follow page to determine consequences and probability (likelihood) of it happening. This will give you a priority number, with 1 being a high priority to eliminate or control. Get together and discuss all the hazards you discovered, including any you already knew about and already have a solution for. Record the information in the appropriate square.



	++ very likely could happen any time	+ likely could happen sometime	- unlikely could happen but very rarely	-- very unlikely could happen, but probably never will
☹ Kill or cause permanent disability	1	1	2	3
!!! Long term illness or serious injury	1	2	3	4
!! Medical attention and several days off work	2	3	4	5
! First aid needed	3	4	5	6

**Use the priority table**

Now you can use the table to help you numerically prioritise each hazard based on its risk.

The numbers show how important it is to do something:

1 - it is extremely important to do something about this hazard as soon as possible

6 - this hazard may not need your immediate attention.

