

## Hazard and Risk Identification and Management Procedures

These procedures outline what Education New Zealand Manapou ki te Ao (ENZ) managers and staff need to know about the identification and reporting of hazards and risks that could cause injury or illness.

These procedures are supported by the:

- [Hazard and Incident Register](#) – linked from Ipu home page (right sidebar)
- [Hazard and Risk Identification and Management Policy](#) – outlines the expectations, roles and responsibilities of all ENZ managers and staff
- [Be Safe Be Well](#) on Ipu – provides related policies, procedures, forms and resources
- Ngā Manapou (our values) – that guide all our interactions with others.

### What are the steps to hazard and risk management?

#### Identify

It is important that all staff can recognise a hazard and take appropriate action. There can be several types of hazards:

Type of hazards	Examples
Physical environment	noise, lighting, temperature, ventilation, people
Mechanical	moving parts / objects, electricity
Biological	chemicals, bacteria, virus, fungal
Ergonomic	posture, repetitive movement, body strain
Psychological	stress and fatigue, shift work, drugs / alcohol, personal stressors

Wherever possible, plan ahead to identify potential hazards and risks before completing activities.

#### Assess

- Once identified, assess hazards and make sure there is no immediate risk to safety.
- When assessing a hazard think about:
  - a) Who might be exposed to the hazard?
  - b) What are the potential consequences of exposure to the hazards?
  - c) How likely are the consequences?

The following is a table to assist you in assessing risk:

		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		VERY UNLIKELY TO HAPPEN	UNLIKELY TO HAPPEN	POSSIBLY COULD HAPPEN	LIKELY TO HAPPEN	VERY LIKELY TO HAPPEN
CONSIDER THE SEVERITY OF INJURY/ILLNESS	CATASTROPHIC (e.g. fatal)	Moderate	Moderate	High	Critical	Critical
	MAJOR (e.g. permanent disability)	Low	Moderate	Moderate	High	Critical
	MODERATE (e.g. hospitalisation/ short or long term disability)	Low	Moderate	Moderate	Moderate	High
	MINOR (e.g. first aid)	Very low	Low	Moderate	Moderate	Moderate
	SUPERFICIAL (e.g. no treatment required)	Very low	Very low	Low	Low	Moderate

- If a risk is deemed to be critical, contact your manager and the People and Capability (P&C) team to discuss.
- Our existing critical risks include natural disasters, infectious diseases, travel, hosting and events and psychosocial harm.

## Act

- Once you have made an assessment, and it is safe to act, take appropriate action to eliminate or minimise risk.
- The table below provides guidance on control measures to eliminate or minimise risk. Wherever practicable, significant hazards must be eliminated.

Control measures				
		Action	What is this?	Example
<div> <div>Most effective</div> <div>Least effective</div> </div>	Eliminate	Eliminate	Removing the source of harm (e.g., equipment, substances, or work processes)	Change equipment Use different consumables Alternative work methods
		Substitute	Substitute (wholly or partly) the hazard with something that has lesser risk	Buy quiet equipment
	Minimise	Isolate / prevent contact	Isolate the hazard to prevent any person encountering it	Safety barriers around the hazard Rest breaks
		Physical control measures	Use physical control measures	Ergonomic equipment Signpost hazards
		Administrative control measures	Use safe methods of work, processes or procedures designed to minimise risk	Emergency plans and evacuation procedures Training on how to minimise exposure to the hazard
		Personal protective equipment (PPE)	Use safety equipment to protect against harm. PPE acts by reducing exposure to, or contact with the hazard	PPE is the least effective type of control and should not be the first and only control measure

## Report

- Any hazard, regardless of risk must be recorded in the [Hazard & Incident Register](#) found on Ipu. Please speak to your manager, safety and wellbeing representative, or the P&C team if you need assistance.
- The P&C team receive a notification when a new hazard or risk is added.

## Investigate and improve

- Hazards and risks will be regularly reviewed to ensure adequate controls or mitigations are in place to reduce the likelihood of injury or illness.
- Where required, the People and Capability team will facilitate more detailed investigations relating to hazards and risk.
- We use the [Bowtie Method](#) to analyse and review critical risks which allows us to evaluate specific controls and identify any potential weaknesses or gaps.
- In addition, a hazard identification inspection and review take place six monthly in each office and includes a thorough inspection of premises and processes.

## What is the approach for purchasing and maintenance of equipment?

- As part of ENZ's systematic approach to hazard identification, all new or altered equipment introduced or installed at ENZ will be assessed in terms of:
  - a) **Hazard identification** – where hazards are identified these will be included in the Hazards Register and controlled in accordance with this policy.
  - b) **Safe use** – all equipment must have safe ergonomic principles applied prior to use.
  - c) **Preventative maintenance** – once installed, equipment should be maintained and serviced in line with manufacturer's requirements and checked for damage, faults, failures, repairs and leaks. Where these exist, these should be isolated to minimise or eliminate the risk to employees and remedied as soon as practicable.

Your People and Capability team can assist with any aspect of this procedure.