Part 1

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| Hazard report number | 101 | Area of work | Office |
| Date | 30 September 2019 | Specific hazard location | Main office front of building |
| Reported by | Elain Bennett | Contact phone number | (02) 9368 5401 |
| Contact email | ebennett@hotmail.com |

Hazard description:

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| Workspace will be very noisy due to the upcoming building renovations. This has the potential to cause distractions and make it difficult for staff to work. |

Risk assessment:

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| Risk likelihood legend | Grade | | Level of likelihood |
| A | | Expected (will occur regularly) |
| B | | Probable (will occur at some stage) |
| C | | Possible (could occur) |
| D | | Improbable (could occur but unlikely) |
| E | | Rare (may occur but in limited situations) |
| Risk impact/ consequence legend | Grade | Level of impact | |
| 1 | Insignificant | |
| 2 | Minor | |
| 3 | Moderate | |
| 4 | Major | |
| 5 | Catastrophic | |

Risk categorisation matrix

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| --- | --- | --- | --- | --- | --- |
| Level of likelihood | Level of impact | | | | |
| 1 (Insignificant) | 2 (Minor) | 3 (Moderate) | 4 (Major) | 5 (Catastrophic) |
| A (Expected) | Medium | Medium | High | Extreme | Extreme |
| B (Probable) | Medium | Medium | Medium | High | Extreme |
| C (Possible) | Low | Medium | Medium | High | High |
| D (Improbable) | Low | Low | Medium | Medium | High |
| E (Rare) | Low | Low | Low | High | Medium |

Suggested controls: (apply the hierarchy of control: elimination, substitution, isolation, engineering, administration, personal protective equipment)

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| It is not possible to eliminate the construction noise.  There is no substitution for the equipment, many of the workers will be external and use their own equipment. An alternative would be to relocate office workers away from the noise to another office or put up temporary walls.  Workers could also be provided with protective hearing equipment such as headphones or earphones. |

Immediate actions taken

Having completed Part 1, forward the original to the health and safety representative (HSR) for the area, who will forward this on to the relevant manager.

Part 2

Action required: (remember to apply the hierarchy of control)

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| Recommended control(s): | |  | |
| Engineering Controls | | Relocate office workers to another office during the renovation of the building. | |
| Administration Controls | | Inform workers of relocation through meetings and the appropriate documentation including emails. Follow up and evaluate the solution. | |
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| Job request raised: Yes  No  Job no. (insert as appropriate) | | | 202 |
| Person responsible | Chang Lin, Business operations Manager | | |
| Controls to be completed by: | Chang Lin, Business operations Manager | | |
| Approved by organisational unit head/officer | (name) (signature) (date)  Sean Bamford Sean Bamford 2/10/2019 | | |
| Completion verified by health and safety representative (HSR) | (name) (signature) (date)  Dmitri Lavrov Dmitri Lavrov 15/10/2019 | | |