

HAZARD		ACTION		REVIEW Frequency
Potential Harm	Eliminate, Minimise	Action Proposed	Training Needs	Date of Last Review
Risk to personal safety (e.g claimant interviews, delivery of court documents, re-possession)	Various injuries	M	<ul style="list-style-type: none"> * Maintain a calm & rational disposition if aggressive behaviour (verbal/physical) is experienced during a site visit * Withdraw immediately from the work site if a risk to personal safety is identified & report details to client * Assess potential for dog/bites. Enter property only when safe to do so * Withdraw and seek immediate medical assistance if necessary * Always alert to needles/syringes when entering/search premises * Assess potential in commercial premises to chemical contamination * Power off site safe to enter 	Annual
Vehicles	Collision - various injuries	M	<ul style="list-style-type: none"> * Registered vehicles with current WOF * All road rules to be adhered to * Licensed driver - no driving if experiencing the effects of extreme fatigue or substance abuse * Regular breaks during long distance driving * Hands free mobile phone use only * Being prepared for all weather conditions particularly in remote areas e.g. flooding/trees down/power lines down * Road works/hazards 	Annual
Working alone		M	<ul style="list-style-type: none"> ■ Establish a system to communicate destination, estimated departure/arrival time to co-worker, family member or other ■ Maintain & carry a charged mobile phone, including facilities for re-charging 	Annual

Engaging and working with Contractors	Incidents and injuries involving contractors	M	<ul style="list-style-type: none"> ▪ Review all Site Safety Management Plans or procedures to ensure management of hazards has been communicated between all parties ▪ Selection criteria to include consideration of training/competency, equipment and past safety performance ▪ Ensure contractors are inducted to perform client/work specific tasks ▪ Apply systems for communication of hazards /controls between different PCBU's working in the same site location ▪ Monitor the performance of preferred contractors to ensure they maintain health and safety standards. 	<ul style="list-style-type: none"> ▪ Contractor management awareness 	Annual
HAZARD	Potential Harm	<i>ACTION</i> Eliminate, Minimise	Action Proposed	Training Needs	<i>REVIEW</i> Frequency Date of Last Review
Assessment of a roadside vehicle accident scene - moving vehicles	Various injuries	M	<ul style="list-style-type: none"> ▪ Park vehicle safely off the roadside - depending on factors such as visibility /traffic volumes, hazard lights may be indicated ▪ PPE - Wear Hi Visibility vest with reflector strips to increase personal visibility ▪ Maintain 360° awareness of the site at all times and check for unexpected vehicle movement near the roadside 		Annual

<p>Assessment of a fire scene - falling debris, unstable/slippery floor surfaces, trip hazards, asbestos exposure, respiratory hazards</p>	<p>Fractures, head injuries, respiratory harm, lacerations</p>	<p>E,M</p>	<ul style="list-style-type: none"> * Where possible eliminate the risk - liaise with a Fire Service specialist to gain relevant scene information and avoid entry * If entry is required, complete a risk assessment first to identify potential hazards and required measures to ensure personal safety * Observe for unstable/slippery flooring, loose/falling debris, respiratory hazards, notifications for asbestos & P Labs (specialist training & PPE required) * If concerned about safety DO NOT ENTER the site * Co-ordinate site assessment with trained fire personnel where possible * PPE - Wear Hi Visibility vest, safety boots, hard hat (if potential for falling debris) safety glasses, cartridge respirator may be required for smoke/airborne hazards 	<ul style="list-style-type: none"> ■ Arson investigation training ■ Respirator - fit testing and correct use/storage 	<p>Annual</p> <p>15/2/2016</p>