



HAZARD IDENTIFICATION CHECK LIST

There are a number of risks and hazards that Neighbourhood Support personnel may encounter while carrying out their work. The following check list is designed to help you think about possible situations and hazards that you need to identify and manage. It is not a complete list and you may think of others specific to your own circumstances.

Workplace Hazards

Emergency and evacuation procedures	Tripping hazards, e.g. power cables and cords
Unsecured items that may fall in an earthquake	Eye strain from poor lighting
Electrical items (e.g. overloaded power outlets)	Slip hazards (e.g. wet floors)
Damaged or old equipment	Noise
Building features (e.g. stairs, entry and exit points, non-compliance with building codes)	Repetitive strain injury
Falling hazards (e.g. ladders)	Poor heating or ventilation
Verbal or physical abuse from the public	Infectious illnesses (e.g. flu)
High workload	Lifting hazards

Working Off-Site

Public Events

Electrical safety	Fire or burn hazards
Safe entries and exits	Crowd intensity and pinch points
Emergency evacuation procedures	Tripping, slipping or falling hazards
Accessibility for elderly or disabled persons	Hazards to children (e.g. choking, falling, level of supervision)
Roads and traffic	Car parking or vehicles on site
Security (e.g. for cash handling)	Hazards associated with the location (e.g. open water, playground)
Poor lighting, heating or ventilation	Food safety
Hazardous substances (e.g. gas bottles, cleaning products)	Weather conditions
Noise levels	Access to clean toilet facilities
Building compliance	

Vehicle Safety

Unfit or unwarranted vehicles	Tyre safety (e.g. tread, inflation levels)
Driver safety (e.g. appropriate licenses)	Passenger safety
Trailer safety	

Working in the community

	Personal safety when door knocking or visiting homes		Personal safety when working at night
	Putting up street signs		Weather conditions
	Verbal or physical abuse or intimidation		