

Hazard Identification List

A hazard is a source of danger that could result in an accident if undue care is not exercised. This Hazard Identification List is a crucial tool for maintaining a safe environment in our church. By identifying potential hazards, we can take proactive steps to eliminate or control them, thereby preventing accidents and injuries to our staff, volunteers, and congregation members.

Importance of Completing This List

1. **Safety:** Identifying hazards is the first step in ensuring the safety of everyone who uses our church facilities.
2. **Legal Compliance:** It helps us meet our obligations under Occupational Health & Safety legislation.
3. **Risk Management:** By addressing hazards, we can reduce the risk of accidents and potential liability.
4. **Stewardship:** Proper hazard management demonstrates good stewardship of our church resources.

Tips for Completing the Hazard Identification List

1. **Walk-through Inspection:** Conduct a thorough walk-through of all church premises, including buildings, grounds, and equipment.
2. **Fresh Perspective:** Involve someone who is not familiar with the property, as a fresh pair of eyes will often see things that have been overlooked by people familiar with the site.
3. **Consult Others:** Involve other people who know the site well, including staff and regular volunteers.
4. **Consider All Hazard Types:** Look for physical, chemical, biological, ergonomic, and psychosocial hazards.
5. **Think Broadly:** Consider hazards in church grounds, including risks from trees, open drains, creeks, or waterways.

6. Use the Hierarchy of Controls: When identifying control measures, consider the hierarchy: Elimination, Substitution, Engineering Controls, Administrative Controls, and Personal Protective Equipment.
7. Be Specific: When describing hazards and control measures, be as specific as possible to ensure clear understanding and effective action.
8. Prioritise: Assign a priority level to each hazard based on its potential risk and the likelihood of occurrence.
9. Assign Responsibility: Clearly indicate who is responsible for implementing each control measure.
10. Set Deadlines: Establish realistic completion dates for addressing each hazard.
11. Regular Review: This list should be reviewed and updated regularly, at least annually or when significant changes occur in the church's operations or environment.

Hazard Identification Questions

When identifying hazards, ask yourself and others these questions. If the answer is yes to any one, then a hazard exists and requires assessing and controls put in place before starting work or activity:

1. Can you be struck or contacted by anything while doing this step of the task or activity so as to cause injury?
2. Can you strike against anything or make injurious contact with anything?
3. Can you be caught in or between anything?
4. Can you strain or overexert yourself?
5. Can you slip or trip or fall on anything or in any way?
6. Can you be exposed to any injurious conditions such as gas, heat, electricity etc.?
7. Can you injure another person?
8. Can any damage to equipment occur?
9. Can any pollution to the environment occur?

Remember, the goal is to create a comprehensive list that will help us maintain a safe environment for all who use our church facilities. Your diligence in completing this list contributes significantly to our overall safety management efforts.

Instructions for Completing Each Column

Column	Instructions
Priority	Assign a priority level to each hazard based on the potential risk and the likelihood of occurrence. Use High, Medium, or Low to indicate the urgency of addressing the hazard.
Hazard	Describe the specific hazard identified. Be as detailed as possible to ensure clear understanding. For example, "Loose electrical wiring in the main hall."
Control Measure	List the actions to be taken to eliminate or control the hazard. When deciding what control measures to put in place, be sure to consider the resource titled "Hierarchy of Controls."
Person Responsible	Identify the individual or team responsible for implementing the control measure. Ensure that the responsibility is clearly assigned.
Completion Date	Set a realistic deadline for completing the control measure. If the hazard is ongoing, consider scheduling regular reviews to ensure continued safety.

Campus Name: _____

Priority	Hazard	Control Measure	Person Responsible	Completion Date

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