Hazard/Risk Register

Below is a list of known hazards and risk associated with working as an employee or contractor at (your company). This list is comprehensive but is able to be updated if new hazards/risks become relevant.

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| Identified Risk/Hazard | Possible Cause  | Safety measures/Checklist  |
| Fire | 1. Various – electrical, appliances, cables, kitchen, TCM techniques, candles
 | [ ]  Exits clearly marked [ ]  Exits free of obstruction[ ]  Fire alarms installed and checked regularly[ ]  Aware of assembly area[ ]  Clinicians responsible for ensuring clients exit the building [ ]  In case of fire, fire wardens check all persons are accounted for [ ]  Emergency procedures in place and are practiced  |
| Natural Disaster  | 1. Earthquake
2. Tsunami/flood
3. Tornado
 | [ ] Exits clearly marked[ ] Exits clear of obstruction  |
| Blackouts/darkness  | Power cuts | [ ] Use of phone lights or torch |
| Electrocution | Faulty wiring/appliances | [ ] Reporting of any electrical concerns to practice manager for prompt resolution[ ] Ring 111 in the case of serious electrocution[ ] Power switched off at mains[ ] Ensure no one touches a live wire or appliance  |
| Working in the evening/after hours or working alone  | Risk of assault/incident  | [ ]  Mobile phone nearby at all times[ ] Advise spouse/family member when to be expected home[ ] Lock front door in the evening when only one practitioner working [ ] Do not re-book a concerning patient in the evening  |
| Wet floors | Gym floors, bathrooms and kitchen | [ ] Signs to alert staff and clients [ ] Message on Dashboard for any excessively wet floors |
| Clients/Public behavior  | Unpredictable behavior which may be influenced by mental health, anger or be drug induced.  | [ ]  High risk clients seen when other parties are on premise[ ] Ensure emergency contacts are obtained for at-risk clients[ ] Communicate any concerns with other parties on premise and report concerning incidents to practice manager. [ ] Stay calm[ ] Use de-escalating language[ ] Call police or emergency contacts [ ] Communicate with client the expectations of behavior during sessions[ ] Encourage an appropriate support person be present  |
| Suicidal Clients  | Depression/Anger/Drugs/Alcohol | [ ] If concerns regarding client safety have been identified, contact the local mental health team |
| Managing self  | Personal well being, avoiding burnout, taking time off when unwell.Patients sharing graphic or concerning details which may create ongoing concern | [ ] Recognize warning signs[ ] Process in place to reschedule clients when appropriate[ ]  Scheduled breaks and holidays[ ] Confidentially discuss concerning patients with an appropriate professional[ ] Self – care plan |
| Personal belongings safety | Theft | [ ] Use provided lockers for valuables[ ] Ensure alarm is set if you are last to leave the premise |
| Sensitive information | 1. Informed consent or authority to release information not obtained appropriately
2. Privacy breach
3. Process not followed
 | [ ]  Ensure staff are away of and abide by Privacy procedures and policy[ ] Social media is not used to comment on work-related matters[ ] Not accepting social links/invites from clients[ ] Not discussing client with anyone outside the company unless in a confidential, professional capacity and with prior consent of the client[ ] All client correspondence outside of the clinic should be through the clinics patient management system and therefore recorded[ ] Appropriate IT security is in place to protect sensitive data  |