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 |