

**Aerial Capital Group NZ Limited
Health and Safety Risk Assessment**

HAZARD	RISK	INITIAL RISK RATING	POTENTIALHARM	RISKCONTROLS	RESIDUAL RISK RATING	DATE REVIEWED/ COMMENTS
Air borne contaminants (e.g., flu, virus, stomach bug)	Exposure to disease via air borne diseases, absence from work, lack of concentration	HIGH	Cough, flu, virus, absence from work	<ul style="list-style-type: none"> Avoid coming to work when sick. Follow all sick leave policies. Attend the doctor or medical professional to increase recovery time. Washing facilities will be running water, liquid soap and a way to dry hands such as paper towels. Where possible seek vaccinations. Attend the doctor or medical professional to increase recovery time. 	LOW	
Alcohol	Psychological risks, impairment that can reduce concentration, fatigue, reduce judgement, absences from work	CRITICAL	Mental health concerns, serious injury, addiction	<ul style="list-style-type: none"> Alcohol is strictly prohibited in the workplace. Shareholder operators and Owner operators will not report to work with alcohol in their system. Shareholder operators and Owner operators will be educated in the influence of alcohol. Drug and Alcohol Policy will be followed at all times. Work events involving alcohol must be approved by the Manager. Non-alcoholic refreshments and food will be available at a work event. Shareholder operators and Owner operators will not work after any work event if they're still affected by alcohol. Shareholder operators and Owner operators will report concerns to the Manager as soon as possible. 	HIGH	
Being overtaken	Cracked windscreen, passing car losing control from speed	LOW	Cracked windscreen	<ul style="list-style-type: none"> Stone can flick up and crack windscreen, if this happens and it is limiting drivers vision, pull over and report to dispatcher If being passed, take care as to your new following distance Stay aware of all traffic on the road 	LOW	
Binder	Catching fingers in small, sharp components.	HIGH	lacerations, abrasions	<ul style="list-style-type: none"> Ensure the binder is securely on the bench. Keep fingers clear of any small and moving parts. Binder guarding is in place at all times. 	LOW	
Bright oncoming lights	Blinded, blurred vision	CRITICAL	Vehicle accident, Serious Injury, Death	<ul style="list-style-type: none"> Slow down or stop Try to keep your eyes on the left hand side of the road, so your not looking directly at the light Drive at the speed that you can see the road at least 2 seconds ahead In areas without street lighting, use full beams as appropriate to increase your range of visibility Turn high beams off as soon as you see on coming traffic 	HIGH	
Bullying	Psychological risks, lack of concentration, fatigue, reduced judgment, absence from work, high staff turn over	CRITICAL	Mental health, fatigue, headaches, violence, suicide	<ul style="list-style-type: none"> Bullying is strictly prohibited. Shareholder operators and Owner operators must follow the Bullying and Harassment Policy at all times. Shareholder operators and Owner operators will be educated in identifying signs of bullying. Any concerns will be reported to the Managing Director immediately. We will refer to WorkSafe NZ publication 'Preventing and Responding to Workplace Bullying' 	HIGH	
Continued Hydroplaning	Collision, loss of control, spins	CRITICAL	Death, serious injury, property damage	<ul style="list-style-type: none"> If you start to hydroplane: <ul style="list-style-type: none"> Do not panic Do not slam on the breaks Ease your foot off the accelerator 	HIGH	
Cyclists	Distractions and other hazards on the road resulting in a collision, accident or crash, striking the cyclist	HIGH	Serious injury	<ul style="list-style-type: none"> Slow down when passing a cyclist. Pass with care – be aware of your extra length and width if towing a trailer. Do not take it for granted that the cyclists have seen you. 	LOW	

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Dehydration	Lack of concentration, psychological, fatigue, blurred vision, fainting	HIGH	Crush injuries, death, headaches, low blood pressure, rapid heart rate, blurred vision	<ul style="list-style-type: none"> We will educate our Shareholder operators and Owner operators in maintaining healthy lifestyle including hydration. Regularly drink fluids at a rate of 0.5 litres per hour and up to 1 litre per hour in hot conditions. Drink before you feel thirsty. Avoid soft drinks and cordials that have more than 8% carbohydrate content. Drink high carbohydrate drinks after work to replace energy levels. Drink plenty of water at night to recharge the body. Drink a couple of glasses of water before work. We will refer to Work Safe NZ publication, 'Healthy Work –guide to Managing Stress and Fatigue in the Workplace.' 	LOW	
Drawers	Jamming fingers, falls, trips, crushing	HIGH	Falling injuries, lacerations, bruising	<ul style="list-style-type: none"> File cabinet and desk drawers are known to "bite" fingers, avoid being bitten by using the handles. Open only one drawer at a time to avoid cabinet becoming overbalanced and falling. Keep drawers closed when not in use so people do not bump into them or trip over them. Large furniture is secured to walls where possible. Don't overload drawers. 	LOW	
Driver distraction	Crash, collision, road accident, entrapment, explosion	CRITICAL	Crush injuries and death.	<ul style="list-style-type: none"> ALL mobile communication devices are prohibited at any time whilst driving work vehicles. Focus on the task at hand – driving. Drivers to adjust car stereos, mirrors, seats etc. before setting off or pull over safely in order to do so. Do not eat while driving. Stop any conversations where full concentration is required. Take regular breaks. 	HIGH	
Driving	Crash, collision, road accident	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> Ensure safe driving practices and road laws are adhered to at all times. Avoid fatigue. Regular training to occur including defensive driving. Adherence to the Driving Policy at all times. 	HIGH	
Driving in poor weather	Crash, collision, road accident, Entrapment, Explosion	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> An assessment is carried out prior to departure to assess driving conditions and whether it is safe to drive. Reduce speed to account for slower stopping distances in bad weather. If driving conditions are unsafe, pull over to a safe spot and call dispatch for further instructions. Drivers will be trained in a range of conditions. 	HIGH	
Drugs	Psychological risks, impairment that can reduce concentration, fatigue, reduce judgement, absences from work	CRITICAL	Mental health concerns, serious injury, addiction	<ul style="list-style-type: none"> Illicit drugs are strictly prohibited. Shareholder operators and Owner operators must not report to work under the influence of drugs. Shareholder operators and Owner operators will be educated in the influence of drugs. Drug and Alcohol Policy will be followed at all times. Shareholder operators and Owner operators will report concerns to the Managing Director as soon as possible. Prescription medications that have the potential to create a risk will be reported to the Managing Director. Shareholder operators and Owner operators will report concerns to the Managing Director as soon as possible. Prescription medications that have the potential to create a risk will be reported to the Managing Director. 	HIGH	

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Electrical equipment or leads	Short circuiting electric wire, overload power source, fire	CRITICAL	Burns, electrocution, death	<ul style="list-style-type: none"> Use electrical appliance close to power source. Use surge protectors and adaptors. Do not overload one socket. If plugs, adaptors or sockets look damaged turn off immediately and get them replaced. 	HIGH	
Extension cords	Slips, trips, falls, short circuit	CRITICAL	Burns, Electrocutation, slips, trips & falls	<ul style="list-style-type: none"> Run cords along a wall where possible. Clamp electrical cords securely to the floor or wall. Extension cords are tagged in line with AS/NZ 3760 2011. 	HIGH	
Fatigue	Psychological risks, lack of concentration resulting in increased errors, fatigue, reduced judgment	CRITICAL	Mental health, decreased health, headaches, fatigue	<ul style="list-style-type: none"> Shareholder operators and Owner operators will be trained in fatigue identification and management. Tasks that are unachievable will be avoided. Rosters will ensure adequate sleep opportunities are provided for drivers. Shareholder operators and Owner operators will report their own levels of fatigue. If fatigue is identified, the worker is not permitted to drive or operate plant, or perform any other high risk activity. Meter get locked out if vehicle is running past the rostered hours All drivers will comply with Log books Where fatigue is identified light duties will be assigned where possible. Ensure you eat and drink sufficient quantity and quality throughout the day. We will refer to WorkSafe NZ publication, 'Healthy Work –guide to Managing Stress and Fatigue in the Workplace.' 	HIGH	
Fire Extinguishers	Misuse of a fire extinguisher, using the wrong extinguisher, contact with the contents, using expired extinguishers	HIGH	Chemical burns, burns, poisoning, electric shock	<ul style="list-style-type: none"> The correct extinguishers will be available for the type of fire that is likely to occur. Drivers are trained in their use. Regularly check extinguishers for expiry and refills. 	LOW	
Fitness for work	Mentally unable to perform the task, repeated and increased mistakes	CRITICAL	Mental health, decreased health, headaches	<ul style="list-style-type: none"> We offer a supportive environment to raise any issues in confidence. Workers are trained to recognise the signs of not being fit for work themselves and in others. Workers can recognise when something compromises their ability to work safely. We support treatment and rehabilitation and our Return to Work Policy applies to mental illness as well as physical. 	HIGH	
Friday and Saturday night traffic	Intoxicated people	CRITICAL	Accident, serious injury, death	<ul style="list-style-type: none"> Use the bypasses when possible Be prepared to stop when passing through towns especially around areas where night clubs and bars are 	HIGH	
Guillotine	Catching a body part in the guillotine, Guillotine falling from the workspace	HIGH	Amputation, lacerations	<ul style="list-style-type: none"> Guillotine must have appropriate guarding. Ensure the guillotine is securely placed on the work bench. Do not DIY fix any damaged components. 	LOW	
Harassment	Psychological risks, lack of concentration, fatigue, reduced judgment, absence from work, high staff turn over	CRITICAL	Mental health, fatigue, headaches, violence, suicide	<ul style="list-style-type: none"> Harassment in all forms is strictly prohibited. Shareholder operators and Owner operators must follow the Bullying and Harassment Policy at all times. Shareholder operators and Owner operators will be educated in identifying signs of harassment. Any concerns will be reported to the Manager immediately. We will refer to WorkSafe NZ publication "Preventing and Responding to Workplace Bullying" 	HIGH	
Heaters	Leaving material leaning on the heater causing a fire, burns by contact with a hot heater, electrical fires, tipping	HIGH	Burns, fire, suffocation	<ul style="list-style-type: none"> Do not place objects on or around the heater. Ensure heaters are regularly checked, certified and tagged. Check that heaters are off at the end of the day. 	LOW	

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Heavy Objects/Manual Handling or repetitive movements	Lifting beyond your capability, lifting awkward loads	CRITICAL	Back pain, discomfort, ligament pain	<ul style="list-style-type: none"> • Shareholder operators and Owner operators are trained in correct techniques for manual handling jobs such as lifting equipment. • Bend knees when lifting. • Keep back as straight as possible and lift with your legs. • Reverse procedure for lowering load. • Look at ways to reduce how many heavy items you lift. • Keep fingers clear. • Receive or source assistance for any bulky or heavy lifts or as necessary. Ask for another staff member to help lift heavy objects. • Plan regular breaks. • Keep the load in front of you and close to your body. • We believe an acceptable weight for one person is [e.g. 20kg], unless special circumstances exist. • Use handles of luggage when lifting • Ensure staff wellbeing by keeping fit and healthy. • If possible use a trolley to get luggage out to the vehicle. 	HIGH	
Heavy traffic	Falling off road, collision, rollover, explosion, entrapment, entanglement	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> • Take alternative HPMC approved routes where heavy traffic is likely. • Check mirrors regularly. • Avoid driving in rush hour traffic if possible. • Follow all road rules including speed and following distances. 	HIGH	
Hostile or aggressive clients/customers	Violence, verbal abuse, threatening behaviour, absence from work, reduced judgment	CRITICAL	Stress, anxiety, injury and fatigue.	<ul style="list-style-type: none"> • Shareholder operators and Owner operators will report all aggressive or hostile communications to the Manager. • Shareholder operators and Owner operators will be trained in appropriate de- escalation processed. • Remove yourself from the situation. • Panic buttons in cars • Call 111 if appropriate. • Call someone over. 	HIGH	
Hydroplaning	Collision, loss of control, spins	CRITICAL	Death, serious injury, property damage	<ul style="list-style-type: none"> • An assessment is carried out prior to departure to assess driving conditions and whether it is safe to drive. • Tyre tread is assessed as part of the pre-op check, and driving conditions are taken into account when making the assessment of whether it is safe to drive. • Tyres are replaced as necessary. • Adhere to speed limits at all times and reduce your speed in wet conditions. • Poor road conditions (e.g., slippery areas) are reported back to the team as well as near misses or hydroplaning incidents. These are discussed during team meetings and if necessary alternative routes are used in the future. • Avoid settling into the outer lanes of the road where excess water tends to accumulate. • Try to drive in the tracks of vehicles ahead of you. • Keep a close eye of traffic ahead of you for clues of possible hazards up ahead. • In wet conditions, avoid the use of cruise control. 	HIGH	

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Ice/Black Ice	Collision, loss of control, slower stopping distances, spins	CRITICAL	Death, serious injury, property damage	<ul style="list-style-type: none"> • An assessment is carried out prior to departure to assess driving conditions and whether it is safe to drive. If conditions are not safe, do not drive. • Drive during daylight hours where possible. • Tyre tread is assessed as part of the pre-op check, and driving conditions are taken into account when making the assessment of whether it is safe to drive. • Tyres are replaced as necessary. • Adhere to speed limits at all times and reduce your speed where there is the potential for ice. • Poor road conditions (e.g., slippery areas) are reported back to the team as well as near misses. These are discussed during team meetings and if necessary alternative routes are used and planned for the future. • Keep a close eye of traffic ahead of you for clues of possible hazards up ahead. • Maintain appropriate travelling distances from vehicles in front of you e.g., 4 second rule in poor conditions. • If you start to slide or hit ice: <ul style="list-style-type: none"> – Do not panic – Do not slam on the breaks – Try and keep the steering wheel straight – If you feel the back of your car sliding left or right, make a gentle turn of the wheel in the same direction – Use the minimum amount of braking possible 	HIGH	
Laminator	Catching fingers in small, sharp components, contact with hot components	HIGH	Burns, lacerations	<ul style="list-style-type: none"> • Ensure the laminator is securely on the bench. • Turn the laminator off when not in use. • Keep fingers clear when inserting laminating materials. • Wait a few seconds before touching laminated sleeve due to excessive heat. 	LOW	
Large office furniture	Crush by falling or collapsing furniture	HIGH	Concussion, bruising, crushed body parts	<ul style="list-style-type: none"> • Ensure the furniture is fit for purpose. • Earthquake proof all large items. • Position large furniture out of main walkways. • When moving large furniture we will ensure all manually handling controls are applied including using mechanical aid where necessary. 	LOW	
Mobile coverage	Inability to contact help in an emergency, long distance from emergency services, stranded	CRITICAL	Serious injury	<ul style="list-style-type: none"> • If working in areas of poor or no reception, a locator beacon with GPS capability will be carried at all times. • Carry a first aid kit when working alone. • Trips are all monitored through Smartmove and areas of no coverage are known. • Shareholder operators and Owner operators maintain awareness of their location at all times. • Check in procedures will be used via Smartmove. 	HIGH	
Night driving	Visibility while driving	HIGH	Vehicle accident, Serious Injury, Death	<ul style="list-style-type: none"> • Make sure your windscreen and lights are clean • Never wear dark glasses when driving at night • Watch for pedestrians and cyclists- they are harder to see at night • If fatigue is an issue STOP immediately and report to dispatch. • Don't blind other oncoming vehicles with your headlights- dip them when vehicles are coming towards you or when you are following another vehicle 	LOW	
OOS/RSI/ Musculoskeletal Disorders	Repetitive movements, excessive sedentary tasks	HIGH	Ergonomic injuries, discomfort, aches, ligament damage	<ul style="list-style-type: none"> • Avoid repetitive awkward movements. • Take regular breaks. • Regularly health monitoring should be used to check for any negative affects from work activities with the workers permission. • Shareholder operators and Owner operators will use correct posture and techniques to carry out tasks. 	LOW	

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Out of control vehicle	Accident with oncoming car	HIGH	Serious injury, death	<ul style="list-style-type: none"> Full concentration is required at all times when driving If you see an oncoming vehicle towards you that is out of control, prepare to stop 	HIGH	
Oversized machinery	Can turn off unexpectedly, large to overtake	HIGH	Collison, accident	<ul style="list-style-type: none"> Slow down and leave a larger following space when following oversized machinery Only pass when you are 100% sure the road is clear ahead of you Be are that oversize equipment may not indicate before turning as hazard lights can be going continuously 	LOW	
Overtaking wide vehicles	Collision with oncoming traffic	CRITICAL	Vehicle damages, serious accident	<ul style="list-style-type: none"> Ensure the oncoming road is clear and you can see well ahead Overtake with caution Where possible use passing lanes. 	HIGH	
Photocopier	Environmental effect such as radiation exposure, jamming body parts	LOW	Falling injuries, bruising	<ul style="list-style-type: none"> Use the photocopier as instructed. Do not overload the photocopier. Gently removed jammed paper. Photocopiers are adequately ventilated. 	LOW	
Poor visibility, driving in the dark, fog, heavy run etc.	Falling off the road, collision, entrapment	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> Use headlights when ever necessary. Windscreen must be clear at all times. Windscreen fluid will be topped up regularly. Drive to the conditions, when they change, reduce your speed. We will comply with correct following distances to avoid dust or flying objects obstructing vision. 	HIGH	
Poor lighting or visibility	Slips, trips, fall, straining eyes	HIGH	Eye strain, headaches, slip, trip, fall injuries	<ul style="list-style-type: none"> Work in a well lit area. Lighting and fixtures will be kept clean. Flickering lights replaced as soon as possible. 	LOW	
Poor visibility, driving in the dark, fog, heavy run etc.	Falling off the road, Collision, Entrapment	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> An assessment is carried out prior to departure to assess driving conditions and whether it is safe to drive. Use headlights when ever necessary. Windscreen must be clear at all times. Windscreen fluid will be topped up regularly. Drive to the conditions, when they change, reduce your speed. We will comply with correct following distances to avoid dust or flying objects obstructing vision. 	HIGH	
Pot Holes	Uneven surface	CRITICAL	Injury, Sprains to the body, potential for vehicle accident	<ul style="list-style-type: none"> Drive slowly If concerned about the condition of the surface. 	HIGH	
Protruding objects within the office, such awkwardly placed desks	Bumping into the protruding objects, slips, trips, falls	HIGH	Bruising, lacerations, strains	<ul style="list-style-type: none"> Ensure objects such as keys in filing cabinets are removed when not in use. Work areas need to be kept clear, e.g., no boxes left in walkways, deliveries stored immediately. Furniture is arranged in a logical fashion. Fire exits are kept clear at all times. 	LOW	
Public holidays and school holidays	Increase of vehicles on the road and pedestrians In town	CRITICAL	Serious injury, death, vehicle accident	<ul style="list-style-type: none"> Always drive to the conditions, when they change, reduce your speed Avoid passing traffic where possible Expect more traffic in town and on the roads. Full concentration is required at all times when driving Be prepared for delays and keep the dispatcher informed 	HIGH	
Railway Crossing	Collision with the train or other cars in the area, speeding to get across resulting in an accident	CRITICAL	Death, serious injury	<ul style="list-style-type: none"> All vehicles must approach the railway lines with caution. Always stop before crossing track. Never stop on the track. Do not cross tracks if bells, barrier arms or lights are operating. 	HIGH	

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Refuelling a vehicle	Explosions, contact with fuel and the worker, ingestion	CRITICAL	Burns, serious injury	<ul style="list-style-type: none"> Follow all pump rules including no flammable items, no cell phone use, turn off the engine etc. Do not overfill. In the event of a spillage, stop pumping fuel immediately and report the incident to the attendee. If fuel comes in contact with the skin report the incident immediately to the attendee. Always check the fuel level when you get into the vehicle. 	LOW	
Road surface	Vehicle handling, visibility issues if chips hit the windscreen, loss of control	CRITICAL	Vehicle accident, serious injury, death	<ul style="list-style-type: none"> Be aware of shiny bitumen and worn down parts of the road especially when its raining after a warm spell of weather Drive to the conditions and 10km below the speed limit on corners Adhere to any road signs and speeds Report all concerning pieces of road to the dispatcher so it can be passed onto the appropriate person for repair Ashphalt has reduced skid resistance when it is wet. When driving on asphalt which is wet, slow down and take extra care Chip seal- Worm chip seal has reduced skid resistance so be alert for smooth patches Chip seal- slow down on newly;aid chip seal as there may be patches of loose chip which may increase your risk of skidding Chip seal- loose chips can be thrown up when vehicles drive over them and could chip, crack your windscreen Unsealed surfaces- has very low skid resistance, lose stones may also be thrown up by vehicles, dust clouds will appear on dry days, because of this you need to drive very carefully on gravel roads and adjust your speed to suit the conditions Be careful when pulling over to the side of the road. Check the ground is stable and not going to give way. 	HIGH	
Roundabouts	Accident/ vehicle collisions	HIGH	Injury, death	<ul style="list-style-type: none"> As you approach the roundabout be looking right, not the left for vehicles entering the roundabout. As you exit the roundabout, be sure to check over your left shoulder in your blind spot to check there are no motorcyclists or cyclists to your left Report and concerns of the roundabout to the dispatcher 	LOW	
School buses	Distractions and other hazards on the road resulting in a collision, accident or crash, child running out	CRITICAL	Serious injury	<ul style="list-style-type: none"> Do not go faster than 20 km/h to pass a stationary school bus. Look out for children before and after bus. Do not take it for granted that the children have seen you. 	HIGH	
Seating vibrations	Ergonomic injuries, fatigued	HIGH	Vibrational injury, fatigue	<ul style="list-style-type: none"> Drivers should adjust seat to a comfortable position for each driver taking into consideration height and weight of the driver. Drivers should adjust mirrors before leaving to avoid strain while driving. Controls should be within the main visual view and within reach. 	LOW	
Shelving	Falling objects, Collapse	CRITICAL	Lacerations, head injury, crush injuries	<ul style="list-style-type: none"> The shelving is made of non-combustible and water retaining materials. Water is diverted from goods. Heavy cartons or items are stored on the lowest shelving. Shelving is secured in the event of an earthquake. Do not overload shelving. 	HIGH	
Shredder	Cutting fingers, getting fingers caught in the machine, overheating	HIGH	Lacerations, burn	<ul style="list-style-type: none"> Ensure guard is appropriately fitted. Ensure shredder is secure on the surface. Keep hands and fingers clear. Do not overheat or overload the shredder. Do not lean objects near or on the shredder. 	LOW	

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Smoking	Inhalation by the smoker and other person, fire as a result of a discarded cigarette	HIGH	Smoke inhalation, serious harm, burn	<ul style="list-style-type: none"> We will maintain a smoke-free workplace as defined in the Smoke Free Environment Act 1990. We will comply with the Smoke-free Environments Act 1990. The inside of any building and vehicle are smoke free. Smoking is not permitted in, or within 5 meters of any taxi No drivers, while on duty, are permitted to smoke inside the pickup area at the Queenstown airport. 	HIGH	
Storage Rooms	Slip, trip, falls, unable to enter or exit safely, trapped	HIGH	Lacerations, head injury, crush injuries	<ul style="list-style-type: none"> Ensure that the doors are able to be opened from both sides. The shelving is made of non-combustible and water retaining materials. Heavy cartons or items are stored on the lowest shelving. Shelving is secured in the event of an earthquake. Do not overload shelving. Restraints are installed to prevent objects falling from open shelves. Ensure there is a clear space on the ground in the storage room. 	LOW	
Stress	Psychological risks, lack of concentration, fatigue, reduced judgment, absence from work, less productive	HIGH	Mental health, decreased health, headaches, fatigue	<ul style="list-style-type: none"> Shareholder operators and Owner operators are encouraged to report stress to your Manager. Ensure that you eat and drink a sufficient amount throughout the day. Take rest breaks. Talk to staff. Keep an open dialogue. Managers will consider stress of a task during task and work load allocation. Workload is discussed at regular worker meetings. Shifts are limited to a safe number of hours. Shareholder operators and Owner operators will be removed from dangerous jobs if they are not feeling 100 percent. 	HIGH	
Tourist on the road	Vehicle collision, unfamiliarity with road rules leading to unpredictable driving	CRITICAL	Accident, serious injury, death	<ul style="list-style-type: none"> Always remain professional when driving on roads Drive to the conditions at all times Report any unsafe driving you see to *555 Safe following distances at all times 	HIGH	
Turning right	Accident	HIGH	Serious injury, death	<ul style="list-style-type: none"> Stay in the middle of the road until it is clear to turn onto road of supplier site Do not indicate to pull over to the left to let traffic behind you pass Ensure adequate notice is given to all traffic behind 	LOW	
Tyres	Lack of grip, slower breaking speeds, collision, loss of control	CRITICAL	Serious injury	<ul style="list-style-type: none"> Tyres are assessed in daily vehicle check before every use. Tyres should always meet the standard required by NZTA and COF. 	HIGH	
Unfamiliar vehicle	Not trained to operate the vehicle, driver not orientated to their workspace correctly	CRITICAL	Vehicle accident, injury, death	<ul style="list-style-type: none"> Never drive any vehicle unless you have the appropriate licence and trained to do so. Ensure you have completed all the pre-start checks before starting the vehicle and are orientated to your surroundings. Be extra cautious when driving an unfamiliar truck as it will handle and respond differently. If uncomfortable of the handling of the vehicle, contact your dispatcher immediately. 	HIGH	
Vehicle Accident / Incident	Risk of further incident from being on/around the road/moving traffic, trapped in the vehicle	CRITICAL	Serious injuries, death	<ul style="list-style-type: none"> Personal safety is the main priority; get a safe distance from the accident scene. Warn oncoming traffic of any obstacles. Enlist the help of the public. Notify the police and any other emergency services required. Notify management as soon as scene is secure. Help any injured or trapped people if safe to do so. Stay at the scene. Ensure the check-in policy is being followed. 	HIGH	

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Vehicle spray	Reduced visibility	LOW	Vehicle accident, serious injury	<ul style="list-style-type: none"> • Be aware of approaching vehicles, especially other larger trucks as these can spray water on your windscreen as they pass • Apply windscreen wipers to clear the windows • Ensure that the windscreen wiper rubbers are in good conditions and clear the residue of the windscreen appropriately. 	LOW	
Vehicles	Crash, collision, road accident, entrapment, explosion	CRITICAL	Crush injuries, death	<ul style="list-style-type: none"> • Pre-start vehicle checks must occur before each use. • Vehicle checks, WOF & licenced drivers. • Traffic management plans developed for site work. • No mobile phone use while driving. • Ensure that any loads are secured. • Ensure vehicle is equipped with a fire extinguisher and a first aid kit and that these are secured inside the vehicle. • Maintenance and service will be kept up to date. • Ensure regular driver training and competence checks. • Follow all driving policies and instructions from the Managing Director. 	HIGH	
Violence while driving	Violent and aggressive drivers could lead to physical harm, distraction	CRITICAL	Crush injuries, Death	<ul style="list-style-type: none"> • Be courteous on the roads. • Contact dispatch if you become concerned about another driver. • If a vehicle behind is driving aggressively, pull over and let them pass. • Do not enter into any heated discussions with other drivers or road users. • If approached aggressively, remain in the vehicle and do not engage in conversation. • Pull over and call *555. • Call the police for assistance where appropriate. 	HIGH	
Violence while driving	Violent and aggressive drivers could lead to physical harm, distraction	CRITICAL	Crush injuries, Death	<ul style="list-style-type: none"> • Be courteous on the roads. • Contact the Regional Freight Manager if you become concerned about another driver. • If a vehicle behind is driving aggressively, pull over and let them pass. • Do not enter into any heated discussions with other drivers or road users. • If approached aggressively, remain in the vehicle and do not engage in conversation. • Pull over and call *555. • Call the police for assistance where appropriate. 	HIGH	
Work stations	Prolonged sedentary position, awkward position or posture, strained positions	CRITICAL	Ergonomic injuries, discomfort, aches, ligament damage	<ul style="list-style-type: none"> • All work stations will be set up ergonomically by a qualified practitioner – this includes seating and desks. • workers will take regular breaks from their work stations. • Work stations should be fully adjustable, including adjustable chair height and computer height. 	HIGH	
Working alone	Injury while isolated and no assistance, lack of communication, violence, assault, distance away from help	HIGH	Stranded, injured, death	<ul style="list-style-type: none"> • Regular check-ins throughout the day appropriate to the task and duration away using Smart Move. • Lock doors if no one else is around. • Workers will have sufficient first aid training. • A first aid kit will be present at all times when working alone. 	HIGH	