

Hazard Register

AOEC Kitchen, Pantry, Dishwashing Area - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Electrical Equipment & Appliances Ovens, Toaster, Fridges, Freezer, Urn, Kettles, Zip, Dishwasher, Fan, Fly Zapper	<ul style="list-style-type: none"> • Burns and Scalds • Electrocutation • Fire 	20	<ul style="list-style-type: none"> → No children in Kitchen without Adult supervision → Make wardens and group leaders familiar with fire fighting equipment → Don't overload PowerPoints → Use only tagged appliances/equipment 	5
Power Outlets, Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not use multi-boards/do not overload power points 	5
Hot Water from Taps, Kettles, Urn & Zip	<ul style="list-style-type: none"> • Burns, Scalds 	15	<ul style="list-style-type: none"> → No children in Kitchen without Adult supervision → Caution Boiling Water 	6
Storage (high) Chiller, Pantry, Shelves	<ul style="list-style-type: none"> • Falls 	5	<ul style="list-style-type: none"> → Light items on top shelves → Use step ladder safely 	2
Wet Floors & Surfaces	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet 	4
Extension cords	<ul style="list-style-type: none"> • Trips and Falls, • Fire/Burns, • Electric shock 	6	<ul style="list-style-type: none"> → Do not use extension cords in kitchen area → Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape 	2
Food Scraps	<ul style="list-style-type: none"> • Attract pests 	2	<ul style="list-style-type: none"> → Place in black pig buckets with lids, secure lids. → Txt for pick up when 2 buckets are full or at end of stay 	1

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score
Rubbish & Recycling	<ul style="list-style-type: none"> • Attract pests 	2	<ul style="list-style-type: none"> → Rinse items before placing in recycling bins → No Food Scraps into rubbish bins → Place rubbish in bins provided, secure lids → Store full rubbish bags in boiler room until departure 	2
Kitchen used as thorough fare	<ul style="list-style-type: none"> • Slips, Trips and Falls • Burns, Scalds 	6	<ul style="list-style-type: none"> → Do not use kitchen as thorough fare 	2
Overcrowding, Rowdy Behaviour	<ul style="list-style-type: none"> • Slips, Trips and Falls • Burns, Scalds 	4	<ul style="list-style-type: none"> → Limit amount of people in kitchen and dish washing area 	2
Food Hygiene	<ul style="list-style-type: none"> • Food Poisoning • Contamination 	6	<ul style="list-style-type: none"> → Wash Hands, → Cover Food & Refrigerate Food → Keep kitchen surfaces & floors clean 	1

AOEC Dining Hall - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
			Safety Station	
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Fire Place	<ul style="list-style-type: none"> • Burns - from touching hot surface, fire and handling hot ashes • Fire - items to close to fire place • Unsafe Equipment 	9	<ul style="list-style-type: none"> → Do not dry wet items within fire guard area → Do not place anything around the fire place within the fire guard → Only store firewood in cubicles provided → Make wardens and group leaders familiar with fire fighting equipment → Caution when handling ashes - use metal bucket provided 	3
Power Outlets, Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not use multi-boards/do not overload power points 	5
Moving Furniture, Stacking/Unstacking of Tables & Benches	<ul style="list-style-type: none"> • Back strain/injury • Items falling on feet • Trips and Falls 	6	<ul style="list-style-type: none"> → Use two people to lift/carry furniture and to fold down tables → Use safe lifting technique, bend at knees 	2
Pin boards/White boards	<ul style="list-style-type: none"> • Stepping on Drawing Pins fallen on ground • blocked accessibility • accessibility of top of boards 	2	<ul style="list-style-type: none"> → Falls → Secure drawing pins safely → Children not to play with drawing pins 	1
Wet Surface	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet 	2
Extension cords	<ul style="list-style-type: none"> • Slips, Trips and Falls, • Fire/Burns, • Electric shock 	6	<ul style="list-style-type: none"> → Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape 	2
Clutter on floor	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room 	1
Blocked Fire Exits	<ul style="list-style-type: none"> • not able to exit building in emergency 	16	<ul style="list-style-type: none"> → No furniture or equipment in front of doors → Check fire exists daily and especially before bedtime → use alternate closest exit (see blue exit direction signs) 	5

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
Rowdy Behaviour	<ul style="list-style-type: none"> Slips, Trips and Falls 	8	<ul style="list-style-type: none"> → No Running inside → Apply Common Sense, Curtesy & Consideration 	4

AOEC Dorms & Bunk Rooms Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
			Safety Station	
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Bunk Beds	<ul style="list-style-type: none"> • Falls 	16	<ul style="list-style-type: none"> → Safety Briefing by AOEC Staff on arrival → Ensure children under 6 and sleep walkers are not on top bunks → Safety Briefing at arrival and at bedtime → No playing in dorms and on bunks 	9
Concrete Floor	<ul style="list-style-type: none"> • Slips, Trips and Falls 	9	<ul style="list-style-type: none"> → No running or rowdy behaviour 	3
Power Outlets, Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not use multi-boards/do not overload power points → Make wardens and group leaders familiar with fire fighting equipment 	3
Extension cords	<ul style="list-style-type: none"> • Slips, Trips and Falls, • Fire/Burns, • Electric shock 	6	<ul style="list-style-type: none"> → Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Matts or tape 	2
Wet Surface	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet 	2
Clutter on floor	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room 	1
Blocked Fire Exits	<ul style="list-style-type: none"> • not able to exit building in emergency 	16	<ul style="list-style-type: none"> → No furniture or equipment in front of doors → Check fire exists daily and especially before bedtime → use alternate closest exit (see blue exit direction signs) 	5
Rowdy Behaviour	<ul style="list-style-type: none"> • Slips, Trips and Falls 	8	<ul style="list-style-type: none"> → No Running inside → Apply Common Sense, Curtesy & Consideration 	4
Food in Dorms	<ul style="list-style-type: none"> • Attract Pests 	4	<ul style="list-style-type: none"> → No food whatsoever in Dorms 	1

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
Lack of Air Circulation in Main Building Dorms	<ul style="list-style-type: none"> • Condensation and Mould Build up 	16	→ Advise lodge users to open windows and doors for air circulations and remove condensation off windows on a daily basis	2

AOEC Ablution Block, Showers & Toilets - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Open Window when Showering (Main Block Shower) 	5
Wet Surface	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet 	2
Clutter on floor	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room 	1
Hot Water	<ul style="list-style-type: none"> • Scalds & burns 	9	<ul style="list-style-type: none"> → Briefing on Marshal Burner use by AOEC Staff on arrival → Ensure marshal burner is not too hot 	6
Rowdy Behaviour	<ul style="list-style-type: none"> • Slips, Trips and Falls 	8	<ul style="list-style-type: none"> → No Running inside → Apply Common Sense, Curtesy & Consideration 	4
Sanitary Items	<ul style="list-style-type: none"> • Spreading of Germs • Blocking Drains & Septic Tanks 	9	<ul style="list-style-type: none"> → Brief Students on correct disposal of Sanitary items → Use Disposal Bags provided and place in Rubbish Bin → Burn Sanitary Products in Marshal Burner 	3
Hygiene	<ul style="list-style-type: none"> • Spreading of Germs 	16	<ul style="list-style-type: none"> → Wash Hands for 20 seconds after toilet use → Clean & Disinfect Toilets, Basins, Showers and Floors Regularly 	4

AOEC Boiler Room & Marshall Burner - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
			Safety Station	
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Marshal Burner	<ul style="list-style-type: none"> • Fire • Burns & Scalds • Splinters 	12	<ul style="list-style-type: none"> → Briefing on use by AOEC Staff on arrival → Appoint 2 people only to operate → Follow Instructions → Ask AOEC Staff for help if unsure → Use gloves provided → Caution when handling ashes - use metal bucket provided 	4
Hot Water	<ul style="list-style-type: none"> • Scalds & burns 	9	<ul style="list-style-type: none"> → Briefing on Marshal Burner use by AOEC Staff on arrival → Ensure marshal burner is not too hot → Ensure marshal burner is not over stoked 	6
Power Outlets, Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not use multi-boards/do not overload power points 	5
Washing Machine & Dryer	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not overfill washer or dryer → Clear lint from dryer after every use 	8
Firewood	<ul style="list-style-type: none"> • Fire Risk • Splinters 	12	<ul style="list-style-type: none"> → Wear gloves, handle with care → Do not overstock firewood supply in boiler room (only fill up the provided boxes - no more) → No Smoking in boiler room → No Smoking, fire lighting or hot ashes in woodshed 	2
Cardboard in Boiler Room	<ul style="list-style-type: none"> • Fire Risk 	12	<ul style="list-style-type: none"> → Do not store an oversupply of cardboard boxes in boiler room - store in woodshed and burn all cardboard at the end of stay (Do not leave any cardboard behind) 	2

Hazard Identified	Potential Harm	Risk Level (Pre Control)		Risk Level (Post Control)
		Score	Control Measures	Score
Extension cords	<ul style="list-style-type: none"> • Slips, Trips and Falls, • Fire/Burns, • Electric shock 	6	<ul style="list-style-type: none"> → Be sure to keep extension cords out of high traffic areas → If using extension cords run them overhead not on ground → Cover Extension cords with Matts or tape 	2
Axes	<ul style="list-style-type: none"> • Injury 	16	<ul style="list-style-type: none"> → Wear Covered shoes if chopping wood → Store Axes in Boiler Room when finished 	6
Ladder	<ul style="list-style-type: none"> • Falls 	16	<ul style="list-style-type: none"> → Follow Safe Ladder use Guidelines 	6
Clutter	<ul style="list-style-type: none"> • Slips, Trips and Falls • Burns 	6	<ul style="list-style-type: none"> → Keep floor clear → No furniture or equipment in front of doors → Store Resources out of way on tables or in resource room 	1
Cleaning Equipment	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Store in designated area 	1
Uneven Surface at back door	<ul style="list-style-type: none"> • Slips, Trips and Falls 	2	<ul style="list-style-type: none"> → Take Care 	1

AOEC Activity Centre - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score
			Safety Station	
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Power Outlets, Light Switches & Lights	<ul style="list-style-type: none"> • Electrocutation • Fire 	16	<ul style="list-style-type: none"> → Do not use multi-boards/do not overload power points → Make wardens and group leaders familiar with fire fighting equipment 	3
Climbing Wall	<ul style="list-style-type: none"> • Fall 	20	<ul style="list-style-type: none"> → Children must be supervised when using the activity centre → Climbing Wall Use only with Qualified AOEC instructor → Do not go behind barrier or cover → Lock door (front & back) when centre is not used 	4
Wet Floors & Surfaces	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Keep mop handy to dry wet floors → Wipe feet before coming inside → Put up wet floor sign when floors are wet → Don't run when floors are wet 	2
Concrete Floor	<ul style="list-style-type: none"> • Slips, Trips and Falls 	12	<ul style="list-style-type: none"> → Brief students → Take Care - Be Aware 	6
Extension cords	<ul style="list-style-type: none"> • Trips and Falls, • Fire/Burns, • Electric shock 	6	<ul style="list-style-type: none"> → Be sure to keep extension cords out of high traffic areas → Cover Extension cords with Mats or tape 	2
Moving Table Tennis Table & Stage Blocks	<ul style="list-style-type: none"> • Back strain/injury • Items falling on feet • Trips and Falls 	9	<ul style="list-style-type: none"> → Use two people to lift items and to fold down table → Use safe lifting technique, bend at knees 	3

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score

AOEC Lodge Grounds and Bush - Hazard Register

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score
Fires	<ul style="list-style-type: none"> • Death • Burns • Smoke Inhalation • Falling trees & Debris 	25	<ul style="list-style-type: none"> → Emergency Briefing by AOEC Staff on arrival → Make yourself familiar with the Evacuation Plan & Emergency Action Booklet → Appoint and brief Wardens → Make wardens and group leaders familiar with fire fighting equipment → Inform everyone in group about emergency plan → Fire Drill practice 	10
Challenge Course	<ul style="list-style-type: none"> • Slips, Trips and Falls • Injury 	25	<ul style="list-style-type: none"> → Children must be supervised → Covered Shoes must be worn → Read Safety Signs at each section before proceeding → Do not use under the influence of alcohol 	15
Pipehenge	<ul style="list-style-type: none"> • Slips, Trips and Falls • Injury 	16	<ul style="list-style-type: none"> → 30cm Playground Chip underneath 	
Bush/Forest	<ul style="list-style-type: none"> • Slips, Trips and Falls • Injury • Getting lost • Environmental impact 	16	<ul style="list-style-type: none"> → Stay on Orange Triangle tracks only → Do not enter the bush surrounding lodge grounds unless on orange triangle tracks → Do not go beyond Forest Codon → Brief Students of No-Go-Zones → Become familiar and practice with the Outdoor Safety Code → Leave no Trace 	6
Wasps & Bees	<ul style="list-style-type: none"> • Stings • Allergic reaction 	12	<ul style="list-style-type: none"> → First Aid Kit with Epi Pen, Antihistamine & No Sting → Report any sightings of wasps to AOEC staff 	6
Tyre Swing at Clearing	<ul style="list-style-type: none"> • Slips, Trips and Falls 	12	<ul style="list-style-type: none"> → Children must be supervised → Covered Shoes must be worn → One person at a time → Avoid Swinging into the tree - swing in straight line → Keep clear of swing area not to be knocked → Report damage/hazard observation to AOEC staff 	3
Brick Walls	<ul style="list-style-type: none"> • Slips, Trips and Falls 	6	<ul style="list-style-type: none"> → Do not move bricks → Do not balance on brick wall 	3
Water Tanks	<ul style="list-style-type: none"> • Falls 	12	<ul style="list-style-type: none"> → Brief Students of No-Go-Zones 	4
Power Box/ Transformer	<ul style="list-style-type: none"> • Electrocution 	10	<ul style="list-style-type: none"> → Brief Students of No-Go-Zones 	4

Hazard Identified	Potential Harm	Risk Level (Pre Control)	Control Measures	Risk Level (Post Control)
		Score		Score
Play Area/Field	<ul style="list-style-type: none"> • Slips, Trips and Falls • Wasps & Bee Stings 	3	→ Report wasps on/near filed to AOEC staff	2
Offal Hole	<ul style="list-style-type: none"> • Falls 	8	→ Brief Students of No-Go-Zones	3
Wet Floors & Surfaces	<ul style="list-style-type: none"> • Slips, Trips and Falls 	3	→ Take Care when wet	3
Uneven Surfaces	<ul style="list-style-type: none"> • Trips, Falls & Stubbed Toes 	12	<ul style="list-style-type: none"> → Covered shoes are recommended. → Take Care 	4
Extension cords	<ul style="list-style-type: none"> • Trips and Falls, • Fire/Burns, • Electric shock 	16	<ul style="list-style-type: none"> → Cover cords with matts or tape → Use only outdoor certified cords 	10
Moving Table Tennis Table & Tables and Heavy Equipment	<ul style="list-style-type: none"> • Back strain/injury • Items falling on feet • Trips and Falls 	9	<ul style="list-style-type: none"> → Use two people to lift items and to fold down table → Use safe lifting technique, bend at knees 	3
BBQ	<ul style="list-style-type: none"> • Fire • Burns 	3	→ Take Care	1
Team Building Arena	<ul style="list-style-type: none"> • Slips, Trips and Falls 	12	<ul style="list-style-type: none"> → Do not use Challenge Wall without supervision → Covered Shoes must be worn → Read Instructions and Sign off Safety Guidelines 	6
Driveway & Gate	<ul style="list-style-type: none"> • Cars Colliding 	9	<ul style="list-style-type: none"> → Observe Speed Limits. → Watch for pedestrians → Wait for Gate to open completely before exiting/entering 	3
Other Outdoor Activities	<ul style="list-style-type: none"> • Slips, Trips and Falls • Lost 	9	<ul style="list-style-type: none"> → Adhere to the outdoor safety code at all times → Be Prepared for all situations → Be aware of the Weather Forecast 	3
Walking Tracks	<ul style="list-style-type: none"> • Wasps & Bee Stings 		<ul style="list-style-type: none"> → leave a note on safety station in kitchen of where you are going and when expected back → wear covered shoes & dress for the conditions → Carry a First Aid Kit and Emergency Supplies → Be aware of the distance back to the lodge incase of an emergency → Personal Locator Beacon 	
River	<ul style="list-style-type: none"> • Slips, Trips and Falls • Wasps & Bee Stings • Drowning 	9	<ul style="list-style-type: none"> → leave a note on safety station in kitchen of where you are going and when expected back → wear covered shoes & dress for the conditions → Carry a First Aid Kit and Emergency Supplies → Be aware of the distance back to the lodge incase of an emergency → Personal Locator Beacon 	3
Rowdy Behaviour	<ul style="list-style-type: none"> • Slips, Trips and Falls 	8	→ Apply Common Sense, Curtesy & Consideration	4