

**POTENTIAL HAZARD IDENTIFICATION BY WORK ANALYSIS**

**IDENTIFY TASKS CARRIED OUT**

**SERIOUS POTENTIAL HAZARDS TO GUIDES AND CLIENTS**

	TASK	HAZARD	REMEDY
	Driving	Vehicle accident	Drive safely, obey the road code Move over when safe to do so to let vehicles pass Moving towards seatbelts for all clients in vans
	Cycling	Knocked off bike	Keep left, ride single file when road conditions demand Remain on the seal Van drives behind cyclists Sign on van Caution - cyclists Recommend and supply bright clothing
OCCUPATION TASK		HAZARD	REMEDY
Guide	Shopping	Back strain	Give guides ACC booklet on avoiding back strain
	Packing van	Back strain	Give guides ACC booklet on avoiding back strain
	Loading trailer	Door falling on head	Post '97 trailers have side opening doors or soft-sided doors Ensure support is secure If very windy, second person to hold door
	Unload luggage and carry to rooms	Objects falling on foot Back strain	Don't wear open footwear Give guides ACC booklet on avoiding back strain
	Store bikes	Back strain	Give guides ACC booklet on avoiding back strain
	Repairing & adjusting bikes	Clients try to help and cause an injury	Guides to politely request that clients watch or only help when specifically requested
	DRIVING (WITH TRAILER)		
	Driving	Eyestrain Tiredness	Wear sunglasses Obey LTSA driving regulations Stop and rest when tired
	Slow speed	Colliding with cyclist Hit by other motorists	Pass when safe with good visibility Turn on hazard lights Frequently check rear view mirror Pull over and let other traffic pass
	Driving on gravel	Lose control	Slow down Pass cyclists on gravel with care (with the exception of road works, cyclists only cycle on sealed roads)
	Backing trailer	Hit pedestrian Hit traffic Hit obstacle	Use assistance from other person Use mirrors Use assistance from other person
	Driving with trailer	Jack knife Trailer rolling	Training Slow down on corners and in high winds Training
	Uncoupling and pushing trailer	Back strain	Don't move loaded trailer by hand Two people to push unladen tandem axle trailer
	Trailer swaying while driving	Lose control	Slow down in winds, in gravel, on corners Carry ballast when driving unladen trailer in high winds

	Park by roadside	Hit by other motorists	Park in visible spot well off road Use hazard lights when pasked on roadside Wear bright safety vest
Office workers	Getting into-out of van Operating VDU	Low head-room Eye strain OOS	Guides to warn clients Frequent breaks to do other work Frequent breaks to do other work
Clients	Sitting at desk all day Cycling on the open road	Back strain Lose control	Ergonomic furniture Give instruction on Day 1 on safe cycling Guides to encourage cyclists to ride within their limits Guides and maps to warn of unusual hazards
	Stopping on the road	Hit by other motorists	Guides to advise clients to stop well off the road Do not mount/dismount on corners
	Cycling downhill	Lose control	Guides to demonstrate use of brakes before tour Guides and maps to warn of steep descents
	Eating picnic lunches	Food could go off	Guides to keep food chilled and covered most of the time Place in refrigerator on reaching hotel each day Refreeze slicker pads Discard half used packets of perishable foods, open a fresh packet each day Obey use-by dates
	Forced off the road by truck bus, car or campervan	Bruises, sprains, broken bones	Lobby for cycle lanes esp. on West Coast, and for consideration from other road users Supply bright road jerseys, encourage clients to wear bright clothes Sag wagon to drive close behind clients, showing hazard lights, on busy roads
	Following too close	Clip back wheel, fall Brake too quickly, fall	Guides to advise a safe cycling distance at introductory talk Guides to stop clients when they see them travelling too close and encourage safer cycling, ie give warning to following cyclist when stopped
	Too much front brake	Danger of flying over h'bars	Guides to advise clients to use mainly back brake and instruct clients in controlled braking
	Foot caught in toe strap Cycle over railway lines Ride on the right/look to the Getting lost	Fall and injure leg Fall Hit by car	Guides to advise clients to leave toe straps untightened Guides to advise clients to cross at 90 deg. or walk over railway lines Intro talk - stress ride on the left/look right for approaching traffic Clients are supplied with daily maps, with the phone number of the hotel and the guide's cellphone number Especially with inexperienced groups, guides drive past all clients and check on everybody at least 4-6 times/day
	Shoelace caught in chain Walks	Fall off Getting lost Fall or cut	Note in Trip Notes to remind clients to tie shoelaces with double knot Group to stay together with guide Guide to carry small first aid kit and cellphone