



# Hazard ID & Risk Management

HR1D Database ref: \_\_\_\_\_

Form HR8B

Note: Use the [HR8C EZHR Risk Management Tool](#) to guide completion of this form. Over-write the example text below, drag and reposition the ticks, and print or save as a PDF.

Date hazard identified

26/07/2022

Describe the hazard

Leaning back heavily in office chair

Describe the risk (potential for harm)

Harm caused by falling backwards or off the chair if the chair tips over backwards or the back of the chair breaks / detaches and gives way

Inherent Risk (the risk before controls)

Likelihood of exposure: ☒ Impossible ☐ Rare ☐ Unlikely ☒ Likely ☐ CertainDegree of harm: ☐ No harm ☒ Insignificant ☐ Minor ☐ Moderate ☐ Major ☐ Significant

Inherent Risk Rating

☐ No risk ☒ Low (3) ☐ Minor () ☐ Moderate () ☐ High () ☐ Critical ()

Control measures

- Do not lean back heavily while sitting in an office chair as the chair is designed to support the lower lumbar region NOT to take a person's full weight.
- Be mindful of using correct posture when seated in an office chair.
- Correct posture means:
  - Keep your feet flat on the floor when seated and keep your knees in line (or slightly lower) with your hips.
  - Sit up straight and keep your hips far back in the chair so that the back of your bottom is pushed against the back of the chair.

Residual Risk (the risk after controls)

Likelihood of exposure: ☒ Impossible ☐ Rare ☐ Unlikely ☐ Likely ☐ CertainDegree of harm: ☒ No harm ☐ Insignificant ☐ Minor ☐ Moderate ☐ Major ☐ Significant

Residual Risk Rating

☒ No risk ☐ Low () ☐ Minor () ☐ Moderate () ☐ High () ☐ Critical ()

Sign-off

Name

Henry Koia HR Manager

Signature

Date

26/7/2022

Send a copy of the completed form to your HR Manager

Office use only: ☐ Checked for irregularities ☐ HR8D Hazards & Risks Register updated ☐ Workers informed of controls