


SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

Equipment Location:	Hired From All Master Hire Stores	Equipment:	Concrete Saw - Quickcut	Approved By:	Steven Jose
		Manufacturer Details	Various	Signature: 	

Hazard	Action Required Yes/No	Risk Level (Refer to risk matrix)	Hierarchy of Control	Hazard and Risk Treatment (Complete Hazard Report Form)	Risk Level after Risk Treatment (Refer to risk matrix)
--------	------------------------	-----------------------------------	----------------------	---	--

Entanglement					
Can anyone's hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant, or materials in motion?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Do not lean or reach into engine or blade area with motor running</i> <i>Do not do any servicing or maintenance with motor running</i> <i>Secure/remove all loose material before operating</i> <i>Ensure you wear PPE whilst using this equipment</i>	LOW

Crushing					
Can anyone be crushed due to: <ul style="list-style-type: none"> ▪ Material falling off the plant? ▪ Uncontrolled or unexpected movement of the plant or its load? ▪ Lack of capacity for the plant to be slowed, stopped or immobilized? ▪ The plant tipping or rolling over? ▪ Parts of the plant collapsing? ▪ Coming in contact with moving parts of the plant during testing, inspection, use, maintenance, cleaning or repair? ▪ Being thrown off or under the plant? ▪ Being trapped between the plant and materials or fixed structures? • Other factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Use props to provide support to cut openings in walls or suspended floors</i> <i>There is a risk of Kickbacks and Pulling when using this machine; ensure firm control at all times</i> <i>Inspect cutting wheel frequently - replace immediately if there is evidence of cracking, warping or other damage</i> <i>Wear appropriate PPE whilst operating this equipment</i>	MEDIUM

Plant and Equipment Risk Assessment

<p>Cutting, Stabbing and Puncturing</p> <p>Can anyone be cut, stabbed or punctured due to?</p> <ul style="list-style-type: none"> ▪ Coming in contact with sharp or flying objects? ▪ Coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair of the plant? ▪ Plant, parts of the plant or work pieces disintegrating? ▪ Work pieces being ejected? ▪ The mobility of the plant? ▪ Uncontrolled or unexpected movement of the plant? ▪ Other factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ACUTE	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Do not lean or reach into engine or blade area with motor running</i></p> <p><i>Do not do any servicing or maintenance with motor running</i></p> <p><i>Ensure all safety guards and fixtures are in place</i></p> <p><i>Ensure machine is switched off before adjustments are made</i></p> <p><i>Only use correct size and rated RPM blades (diamond or abrasive)</i></p> <p><i>Never use circular saw blades, carbide, rescue or wood cutting attachments</i></p> <p><i>Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)</i></p>	MEDIUM
<p>Shearing</p> <p>Can anyone's body parts be:</p> <ul style="list-style-type: none"> ▪ Sheared between two or more parts of the plant, or between a part of the plant and a work piece or structure? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Only use correct size and rated RPM blades (diamond or abrasive)</i></p> <p><i>Check blade is correctly fitted and secure before starting engine</i></p> <p><i>Do not lean or reach into engine or blade area with motor running</i></p> <p><i>Do not do any servicing or maintenance with motor running</i></p> <p><i>Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)</i></p>	MEDIUM
<p>Friction</p>					

Plant and Equipment Risk Assessment

<p>Can anyone be burnt, gain abrasions etc. due to:</p> <ul style="list-style-type: none"> ▪ Contact with moving parts or surfaces of the plant, or material handled by the plant? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Do not do any servicing or maintenance with motor running</i> <i>Allow motor and other components to cool before servicing</i> <i>Avoid touching hot parts of the machine, especially the surface of the muffler</i></p>	LOW
Striking					
<p>Can anyone be struck by moving objects due to:</p> <ul style="list-style-type: none"> ▪ Uncontrolled or unexpected movement of the plant or material handled by the plant? ▪ Plant, parts of the plant or work pieces disintegrating? ▪ Work pieces being ejected? ▪ Mobility of the plant? ▪ Other factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ACUTE	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Use props to provide support to cut openings in walls or suspended floors</i> <i>There is a risk of Kickbacks and Pulling when using this machine</i> <i>Inspect cutting wheel frequently - replace immediately if there is evidence of cracking, warping or other damage</i> <i>Wear appropriate PPE whilst operating this equipment</i></p>	HIGH
High Pressure Fluid					
<p>Can anyone come into contact with?</p> <ul style="list-style-type: none"> ▪ Fluids under high pressure in normal use, in the instance of plant failure? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Do not operate in areas with concealed high pressure piping (fluid or air) or other obstructions</i> <i>Have power disconnected before commencing cuts</i> <i>Keep water and sludge away from electric cables</i> <i>Wear appropriate PPE whilst operating this equipment</i></p>	LOW
Electrical					

Plant and Equipment Risk Assessment

<p>Can anyone be injured by electrical shock or burnt due to:</p> <ul style="list-style-type: none"> ▪ The plant contacting live electrical conductors? ▪ Plant working close to electrical conductors? ▪ Overload of electrical circuits? ▪ Damaged or poorly maintenance electrical leads or cables? ▪ Damaged electrical switches? ▪ Water near electrical equipment? ▪ Lack of isolation procedures? ▪ Other factors 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ACUTE	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Do not operate in areas with overhead/underground wiring or other obstructions</i> <i>Have power disconnected before loading or unloading</i> <i>Keep water and sludge away from electric cables</i> <i>Wear appropriate PPE whilst operating this equipment</i></p>	HIGH
Explosion					
<p>Can anyone be injured by fuels such as gases, vapors, liquids, dusts or other substances being ignited triggered by the operation of the plant or by materials handled by the plant?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Fuel filling must be carried out in well ventilated space, away from ignition source/s</i> <i>Engine must be switched off and cooled before fuel filling</i> <i>Avoid contact with hot surfaces such as muffler</i> <i>Keep clear of naked flames and fire</i> <i>Do NOT smoke whilst operating this machine</i> <i>Do not use Gasoline near machine while operating or cooling down</i> <i>Never refuel the machine while the engine is still hot as the fuel may spill over and increase the risk of fire</i> <i>Ensure appropriate PPE is worn whilst operating this machinery</i></p>	MEDIUM
Slipping, tripping and Falling					
<p>Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to:</p> <ul style="list-style-type: none"> ▪ Uneven or slippery work surfaces? ▪ Poor housekeeping, such as shavings in the vicinity of the plant, spillage not cleaned up? ▪ Obstacles being placed in the vicinity of the plant? ▪ Other factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Wear appropriate footwear</i> <i>Ensure work area is kept clean and tidy at all times</i></p>	LOW

High Temperature					
Can anyone: <ul style="list-style-type: none"> ▪ Come into contact with objects at high temperature? ▪ Come into contact with hot fluids? ▪ Be injured by fire? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Do not lean or reach into engine area with motor running</i> <i>Do not do any servicing or maintenance with motor running</i> <i>Allow motor and other components to cool before servicing</i> <i>Wear appropriate PPE whilst operating this equipment</i>	LOW
Temperature and Thermal Comfort					
Can anyone suffer ill-health due to: <ul style="list-style-type: none"> ▪ Exposure to high or low temperatures? ▪ Failure of air conditioning equipment? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LOW	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Be aware of body responses to adverse/extreme weather conditions</i>	LOW
Suffocation					
Can anyone be suffocated due to: <ul style="list-style-type: none"> ▪ Lack of oxygen, or atmospheric contamination? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Ensure proper ventilation when working in trenches, hollows or other confined locations as there is a risk of serious or fatal injury from breathing toxic fumes</i>	LOW
Ergonomics					
Can anyone be injured due to: <ul style="list-style-type: none"> ▪ Poorly designed seating? ▪ Repetitive body movements? ▪ Constrained body posture or the need for excessive effort? ▪ Design deficiency causing physical or personal stress? ▪ Inadequate or poorly placed lighting? ▪ Lack of consideration given to human error or human behavior? ▪ Mismatch of the plant with human traits and natural limitations? ▪ Other factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Take regular breaks/rests</i> <i>Exercise/stretch regularly</i> <i>Do not operate beyond your personal capabilities</i> <i>Use suitably designed and secured loading/unloading procedures including crane, hoist, ramps etc.</i> <i>Observe and use proper manual handling techniques</i>	LOW
Transportation					

Plant and Equipment Risk Assessment

<p>Can anyone be injured by this equipment falling or driven off vehicle or trailer while loading, unloading or transportation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Ensure engine and fuel is switched off</i> <i>Ensure equipment, attachments and sundry items are securely tied down</i> <i>Apply/use chocks if necessary</i> <i>Ensure liquids are prevented from spillage</i> <i>Maintain vehicle and/or equipment in good working order - report any malfunction or damage to Master Hire immediately and stop using equipment where it is reasonable to foresee further risk to persons or damage to equipment</i> <i>Carry the machine only by the top handle and face the cutting wheel towards the rear with the hot muffler facing away from the body</i> <i>Never transport the machine with the cutting wheel fitted - it may break in vehicles: Properly secure your machine to prevent turnover, damage and fuel spillage</i> <i>Wear the appropriate PPE whilst operating this equipment</i></p>	LOW
Operational					
<p>Can anyone be injured by this equipment</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGH	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Ensure equipment is on stable ground and clear of obstructions</i> <i>Ensure adequate ventilation</i> <i>Ensure safety gears and switches are engaged/disengaged appropriately before starting/operating</i> <i>Ensure all guards and fixtures are in place</i> <i>Never work on a ladder or on any other unsteady support.</i> <i>Do not work above shoulder height and</i></p>	MEDIUM

				<p><i>never operate the machine with one hand</i></p> <p><i>Ensure machine is switched off before making any adjustments</i></p> <p><i>Move at least 3 meters away from the place at which the machine was refueled</i></p> <p><i>Check that the deflector is secure – If any damages take back and report to Master Hire and stop using immediately</i></p> <p><i>Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)</i></p>
--	--	--	--	--

Other Hazards				
<p>Can anyone be injured or suffer ill-health from exposure to:</p> <ul style="list-style-type: none"> Chemicals? Toxic gases or vapors? Fumes? Dust? Noise? Vibration? Radiation? Other Factors? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LOW	<input checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Operate in well-ventilated areas only</i></p> <p><i>Check for overhead/underground utilities (gas, water, electrical) before operation</i></p> <p><i>Ensure equipment is appropriately labeled and meet the relevant State Legislative requirements</i></p> <p><i>Dust, fumes and smoke may be produced while cutting</i></p> <p><i>Always wear a dust mask if dust is generated.</i></p> <p><i>If fumes or smoke are anticipated (e. g., when cutting composite materials), wear respiratory protection.</i></p> <p><i>Prolonged use of the power tool may result in vibration-induced circulation problems in the hands - white finger disease</i></p> <p><i>Maintain vehicle and/or equipment in good working order - report any malfunction or damage to Master Hire immediately and stop using equipment where it is reasonable to foresee further risk to persons or damage to equipment</i></p>

Further Comments: A Specific Risk Assessment on site must be undertaken prior to plant operation?

	This equipment must only be driven/operated by competent persons and holders of the appropriate license	
	If you have a pacemaker: The ignition system of your machine produces an electromagnetic field of very low intensity.	
	An effect on individual pacemaker types cannot be excluded entirely. STIHL recommends that you consult your doctor and the manufacturer of your pacemaker in order to avoid health hazards.	
Checklist:	<input checked="" type="checkbox"/> <i>Manufacturers' manuals referenced</i> <input checked="" type="checkbox"/> <i>Copy kept in Master Hires' Risk Management File</i>	<input type="checkbox"/> <i>Copy given to SRT for final review</i> <input checked="" type="checkbox"/> <i>Appropriate Risk Assessment considered for "Other Hazards"</i>

Hazard / Risk Matrix

Reference: Workplace Health and Safety Queensland - Risk Assessment - Supplement 2
Risk Management Code of Practice 2013

Step 1 Determine Likelihood – What is the possibility of the event happening?

	Criteria	Description
Almost certain	Expected in most circumstances.	Event is a common problem
Likely	Will probably occur in most circumstances.	Event is known to have occurred at this site or it has happened
Possible	Might occur at some time	Event could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Event is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Event is practically impossible.

Step 2 Determine Consequence - What will be the result if it happens?

Classification	Example detail description
Insignificant	No injuries
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

Step 3 Determine the risk score

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score against the job sequence steps

(Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	ACT NOW – Urgent – do something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently.
2 M: Medium	Follow management instructions.
1 L: Low	OK for now. Record and review if any equipment/ people/ materials/ work processes or procedures change.