



SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

Equipment Location:	Hired From All Master Hire Stores	Equipment:	Leaf Blower - Petrol	Approved By:	Steven Jose
					Signature:
			Manufacturer Details	Various	

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 checked="" type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input checked="" 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>Do not reach into engine area with motor running</i> <i>Do not do any servicing or maintenance with motor running</i> <i>Ensure all loose materials and clothing are securely tied back and removed before operating 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		

Plant and Equipment Risk Assessment

Cutting, Stabbing and Puncturing					
<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	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></p> <p><i>Obey all warning decals</i></p> <p><i>Do not do any servicing or maintenance with motor running</i></p> <p><i>Ensure all mechanical devices are properly installed to manufacturer's recommendations.</i></p> <p><i>Ensure all guards, fixtures and warning labels are in place. Additional hazard warning labels/symbols should be fitted on guards, near the hazard points.</i></p> <p><i>Ensure all guards are in place and attachments are securely tightened</i></p> <p><i>Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)</i></p>	LOW
Shearing					
<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		
Friction					
<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 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>Allow motor and other components to cool before servicing</i></p> <p><i>Keep hands and body away from exhaust silencer to prevent heat injury while the engine is hot.</i></p> <p><i>Hot parts that require access should be guarded and wear appropriate PPE</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? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<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	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Prior to commencing work inspect work area and remove debris, sticks, and inspect area prior to commencing work</i></p>	LOW

SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

<ul style="list-style-type: none"> ▪ Mobility of the plant? ▪ Other factors? 				<i>for hazards to reduce the risk of personal injury Wear appropriate PPE whilst operating this equipment</i>	
High Pressure Fluid					
Can anyone come into contact with? <ul style="list-style-type: none"> ▪ Fluids under high pressure in normal use, in the instance of plant failure? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		
Electrical					
Can anyone be injured by electrical shock or burnt due to: <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 factor 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		
Explosion					
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?	<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 type="checkbox"/> PPE	<i>Follow manufacturers' instructions Obey all warning decals Fuel filling must be carried out in well ventilated space, away from ignition source/s Engine must be switched off and cooled before fuel filling Remove fuel caps slowly to release any built up pressure Always securely tighten fuel cap on equipment and fuel containers Avoid contact with hot surfaces such as exhaust system Always clean up spillages and move away at least 3 metres before starting engine</i>	LOW
Slipping, tripping and Falling					

SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

<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>Maintain a clear work area to avoid injury</i></p>	LOW
High Temperature					
<p>Can anyone:</p> <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 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>Allow motor and other components to cool before servicing</i> <i>Keep hands and body away from exhaust silencer to prevent heat injury while the engine is hot</i> <i>Wear appropriate PPE</i></p>	LOW
Temperature and Thermal Comfort					
<p>Can anyone suffer ill-health due to:</p> <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	MEDIUM	<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>Take regular breaks/rests</i> <i>Maintain normal hydration levels</i> <i>Exercise/stretch regularly</i> <i>Schedule work with climatic conditions in mind e.g. early morning or late afternoon during hot temperature days</i> <i>Do not operate beyond your personal capabilities</i> <i>Wear appropriate PPE (e.g. clothing, sun protection, footwear)</i></p>	LOW
Suffocation					
<p>Can anyone be suffocated due to:</p> <ul style="list-style-type: none"> ▪ Lack of oxygen, or atmospheric contamination? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MEDIUM	<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>Position in well ventilated place</i> <i>Be aware that this equipment can leak toxic gases and fumes; operate in well-ventilated areas only</i> <i>Wear appropriate PPE</i></p>	LOW
Ergonomics					

SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

<p>Can anyone be injured due to:</p> <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	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Take regular breaks/rests</i></p> <p><i>Exercise/stretch regularly</i></p> <p><i>Do not operate beyond your personal capabilities</i></p> <p><i>Observe and use proper manual handling techniques</i></p>	LOW
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Transportation					
<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	LOW	<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></p> <p><i>Obey all warning decals</i></p> <p><i>Ensure engine and fuel is switched off</i></p> <p><i>Ensure equipment, attachments and sundry items are securely tied down</i></p> <p><i>Ensure liquids are prevented from spillage</i></p> <p><i>Maintain 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> <p><i>Ensure equipment is switched off before transportation</i></p>	LOW

Operational

Plant and Equipment Risk Assessment

<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 checked="" 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>Ensure equipment is used on stable ground and clear of obstructions</i></p> <p><i>Ensure adequate ventilation</i></p> <p><i>Ensure gears, levers, switches etc. are engaged/disengaged appropriately before starting/operating</i></p> <p><i>Ensure all guards and fixtures are in place</i></p> <p><i>Ensure appropriate PPEs are used ((e.g. protection for eyes (fully enclosed safety goggles are recommended, hearing, respiratory) and footwear))</i></p> <p><i>Stop engine when attempting to make any adjustments or to clear materials</i></p> <p><i>Keep hands and body away from exhaust silencer to prevent heat injury while the engine is hot.</i></p> <p><i>Shut down immediately if the unit starts to shake or vibrate due to damaged or loose parts.</i></p> <p><i>Always use the handles while operating the equipment. Never leave the equipment unattended while engine is running.</i></p> <p><i>Keep body warm and limit number of hours of operation to minimize risk of RSI</i></p> <p><i>Do not blow dirt/dust into enclosed spaces i.e. through open doors/windows etc.</i></p> <p><i>Do not operate in the vicinity of smoke detectors as fumes will activate alarm</i></p> <p><i>Other persons to be at least 15m from operator</i></p> <p><i>Do not point or aim blower at people or animals</i></p>	LOW
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Other Hazards Can anyone be injured or suffer ill-health from exposure to: <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	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Operate in well-ventilated areas only</i> <i>Always use the handles while operating the equipment. Never leave the equipment unattended while engine is running.</i> <i>Keep body warm and limit number of hours of operation to minimize risk of RSI</i> <i>Do not blow dirt/dust into enclosed spaces i.e. through open doors/windows etc.</i> <i>Do not operate in the vicinity of smoke detectors as fumes will activate alarm</i> <i>Ensure equipment is appropriately labeled and meet the relevant State Legislative requirements</i> <i>Maintain 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>	LOW
Further Comments:	A Specific Risk Assessment on site must be undertaken prior to plant operation? This equipment must only be operated by competent persons 				
Checklist:	<input checked="" type="checkbox"/> <i>Manufacturers' manuals referenced</i> <input checked="" type="checkbox"/> <i>Copy kept in Master Hires' Risk Management File</i>				

Hazard / Risk Matrix

Reference: Workplace Health and Safety Queensland - Risk Assessment - Supplement 2
Risk Management Code of Practice 2007

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.



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