


SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

Equipment Location:	Hired From All Master Hire Stores	Equipment:	Jack Hammers/Hammer Drills – All sizes - Electric		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	HIGH	<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	Follow manufacturers' instructions Obey all warning decals Do not lean or reach into work area with motor running Do not do any servicing or maintenance with motor running Wear appropriate PPE whilst operating this machine	MEDIUM
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 type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> PPE	Follow manufacturers' instructions Obey all warning decals Ensure both the machine and the operator are stable Do not operate the machine unless all protective guards are in place Keep hands and feet clear of rotating and moving parts (moils) as they will cause injury if contacted Ensure that the motor operation switch is in the off position and lead is disconnected before removing moils or making adjustments	MEDIUM

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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 lean or reach into work area with motor running</i></p> <p><i>Do not do any servicing or maintenance with motor running</i></p> <p><i>Ensure all guards and fixtures are in place</i></p> <p><i>Ensure machine is switched off before changing moils</i></p> <p><i>Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)</i></p>	MEDIUM
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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		
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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 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 work area with motor running</i></p> <p><i>Do not do any servicing or maintenance with motor running or connected to power</i></p> <p><i>Allow motor and other components to completely stop & cool before servicing</i></p>	LOW
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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	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 checked="" type="checkbox"/> PPE	<p><i>Follow manufacturers' instructions</i></p> <p><i>Obey all warning decals</i></p> <p><i>Ensure appropriate PPE is worn when operating this machine</i></p>	LOW
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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 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 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>Protective devices should only be removed when the device is turned off, disconnected from the mains and at a standstill. Covers in particular should only be removed and refitted by authorised personnel</i> <i>Ensure that the material to be broken up does not contain any "live" electrical cables, gas or water services</i> <i>Always wear the appropriate PPE when operating this machine</i> <i>Ensure electrical cabling is kept away from strike area, water, and moisture</i>	HIGH
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</i> <i>Obey all warning decals</i> <i>Remove all combustible and flammable material from work vicinity</i> <i>Ensure good, constant air flow</i>	LOW
Slipping, Tripping and Falling					
Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to: <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	<i>Follow manufacturers' instructions</i> <i>Obey all warning decals</i> <i>Wear appropriate footwear</i> <i>Keep work area clean and clear of obstructions and debris</i> <i>Display warning signs if pedestrian needs to share area and have spotter</i>	LOW

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High Temperature

Can anyone:

- Come into contact with objects at high temperature?
- Come into contact with hot fluids?
- Be injured by fire?

☐ Yes
☒ No

☐ Elimination
☐ Substitution
☒ Isolation
☐ Engineering
☒ Administration
☒ PPE

Temperature and Thermal Comfort

Can anyone suffer ill-health due to:

- Exposure to high or low temperatures?
- Failure of air conditioning equipment?

☐ Yes
☒ No

☐ Elimination
☐ Substitution
☐ Isolation
☐ Engineering
☐ Administration
☐ PPE

Suffocation

Can anyone be suffocated due to:

- Lack of oxygen, or atmospheric contamination?

☒ Yes
☐ No

MEDIUM

☒ Elimination
☐ Substitution
☐ Isolation
☐ Engineering
☒ Administration
☐ PPE

*Follow manufacturers' instructions
Obey all warning decals
Ensure adequate ventilation in sealed-off areas.
Position and operate in well ventilated areas only
Use dust extraction devices if required*

LOW

Ergonomics

Can anyone be injured due to:

- 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?

☒ Yes
☐ No

LOW

☒ Elimination
☐ Substitution
☐ Isolation
☒ Engineering
☒ Administration
☐ PPE

*Follow manufacturers' instructions
Obey all warning decals
Take regular breaks/rests
Exercise/stretch regularly
Do not operate beyond your personal capabilities
Observe and use proper manual handling techniques*

LOW

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Transportation

Can anyone be injured by this equipment falling or driven off vehicle or trailer while loading, unloading or transportation?

☒ Yes
☐ No

MEDIUM

☐ Elimination
☐ Substitution
☐ Isolation
☒ Engineering
☒ Administration
☒ PPE

*Follow manufacturers' instructions
Obey all warning decals
Ensure equipment, attachments and sundry items are securely tied down
Always wear the appropriate PPE when operating/handling this machine*

LOW

Operational

Can anyone be injured by this equipment

☒ Yes
☐ No

MEDIUM

☐ Elimination
☐ Substitution
☐ Isolation
☒ Engineering
☒ Administration
☒ PPE

*Follow manufacturers' instructions
Obey all warning decals
Ensure equipment is on stable ground and clear of obstructions
Ensure firm, stable footing of operator
Ensure adequate ventilation
Ensure all safety guards and fixtures are in place
Ensure power and switch switched off before making any adjusts
Ensure hold-to-run controls provided for machine are working properly
Ensure handles and other adjustable parts are set right for the operator
Ensure appropriate PPEs are used (e.g. protection for eyes, hearing and footwear)*

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>Check for utilities (gas, water, electrical) in the drill zone BEFORE operation</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> <i>Always wear the appropriate PPE whilst operating this machine – this includes safety hat, safety gloves, shoes, hearing and respiratory protection</i>	LOW
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				
Checklist:	<input checked="" type="checkbox"/> Manufacturers' manuals referenced <input checked="" type="checkbox"/> Copy kept in Master Hires' Risk Management File				

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.