



SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

Equipment Location:	Hired From All Master Hire Stores	Equipment:	Vehicle - Utility		Assessed 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 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 Do not lean or reach into engine area with motor running Do not do any servicing or maintenance with motor running</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 type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	<i>Follow manufacturers' instructions for vehicle Ensure travel path of moving vehicle (forward or reversing) is free of all personnel or obstructions Use spotter in restricted areas Ensure all loads are placed and secured on tray of vehicle within legal parameters (height, width, length & weight) Ensure load restraints are in good order</i>	MEDIUM
Cutting, Stabbing and Puncturing						
Can anyone be cut, stabbed or punctured due to: <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 		<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 Do not lean or reach into engine area with motor running Do not do any servicing or</i>	LOW

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repair of the plant? <ul style="list-style-type: none"> ▪ 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? 				<i>maintenance with motor running</i> <i>Ensure all loads (equipment, tools and materials) are securely restrained before moving vehicle</i>	
Shearing					
Can anyone's body parts be: <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 type="checkbox"/> PPE	<i>Follow manufacturers' instructions</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>	MEDIUM
Friction					
Can anyone be burnt, gain abrasions etc. due to: <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	LOW	<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>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>	LOW
Striking					
Can anyone be struck by moving objects due to: <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 checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	<i>Follow manufacturers' instructions for vehicle</i> <i>Ensure travel path of moving vehicle (forward or reversing) is free of all personnel or obstructions</i> <i>Use spotter in restricted areas</i> <i>Ensure all loads are placed and secured on tray of vehicle within legal parameters (height, width, length & weight)</i> <i>Ensure others do not come between vehicle and load at any time</i> <i>Ensure exclusion zone in and around vehicle while loaded using mechanical aids (e.g. skid steer loader, excavator)</i>	HIGH

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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	LOW	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		LOW
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	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 type="checkbox"/> PPE	<i>Follow manufacturers' instructions</i> <i>Do not operate in areas with overhead wiring or other obstructions</i>	HIGH
Explosion					
Gases, vapors, liquids, dusts or other substances triggered by the operation of the plant or by materials handled by the plant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LOW	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE		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>Wear appropriate footwear</i> <i>Use steps provided when getting in/on vehicle</i> <i>Always observe 'three points of contact' if need to get on/in vehicle</i> <i>Maintain cleanliness of vehicle (inside and out)</i>	LOW
High Temperature					
Can anyone: <ul style="list-style-type: none"> ▪ Come into contact with objects at high temperature? ▪ 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	<i>Follow manufacturers' instructions</i> <i>Do not lean or reach into engine area with motor running</i>	LOW

			<input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	<i>Do not do any servicing or maintenance with motor running Allow motor and other components to cool before servicing</i>	
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	MEDIUM	<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 Do not leave persons or animals unattended in vehicle</i>	LOW
Suffocation					
<ul style="list-style-type: none"> ▪ Can anyone be suffocated due to: ▪ 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 type="checkbox"/> PPE	<i>Follow manufacturers' instructions Do not leave persons or animals unattended in vehicle Operate in well-ventilated areas only Keep windows up with air-conditioning on in dusty environs</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	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 type="checkbox"/> PPE	<i>Follow manufacturers' instructions Take regular breaks/rests Exercise/stretch regularly</i>	LOW

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>Operate in well-ventilated areas only</i></p> <p><i>Keep windows up with air-conditioning on in dusty environs</i></p> <p><i>Ensure dash camera and reverse camera are fully operational</i></p> <p><i>Observe all road/site traffic management rules</i></p> <p><i>Maintain vehicle 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>	LOW	
Further Comments:	<p>A Specific Risk Assessment on site must be undertaken prior to plant operation.</p> <p>This equipment must only be driven/operated by competent persons and holders of the appropriate license</p>					
Checklist:	<input checked="" type="checkbox"/> Various 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.