


Equipment Location:	Hired From All Master Hire Stores	Equipment:	Tile Saw & Stand	Approved By:	Ben Pooley
		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)
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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>Ensure firm control at all times</i> <i>Ensure area around tilesaw is clear of obstructions</i> <i>Ensure stand is set up correctly and on firm, even, stable ground</i> <i>Do not operate saw in the transport position</i> <i>Do not use bench to store heavy materials</i> <i>Wear appropriate PPE whilst operating this equipment</i>	MEDIUM

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	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 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, cutting arm, transport wheels and other fixtures are in secure during transportation</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)</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
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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 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)</i></p> <p><i>Check blade is correctly fitted and secure before starting</i></p> <p><i>Do not lean or reach into 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

Friction

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 stop and/or cool before servicing</i> <i>Avoid touching hot parts of the machine</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 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 all safety guards, cutting arm, transport wheels and other fixtures are in secure during transportation</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>Keep water and sludge away from electric cables, sockets and plugs</i> <i>Ensure electrical system is protected by ELCB/RCD unit</i> <i>Wear appropriate PPE whilst operating this equipment</i></p>	LOW

Plant and Equipment Risk Assessment

Electrical					
<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></p> <p><i>Obey all warning decals</i></p> <p><i>Have power disconnected before loading or unloading</i></p> <p><i>Keep water and sludge away from electric motor, cables, sockets, and plugs</i></p> <p><i>Ensure switch and other electrical components are in good order i.e. not missing or damaged</i></p> <p><i>Ensure electrical system is protected by ELCB/RCD unit</i></p> <p><i>Do not use under-rated or overlength-extension cable</i></p> <p><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 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		
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></p> <p><i>Obey all warning decals</i></p> <p><i>Wear appropriate footwear</i></p> <p><i>Ensure work area is kept clean and tidy at all times</i></p> <p><i>Ensure sharp objects e.g. tile off cuts are placed in container for disposal</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 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		

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	Follow manufacturers' instructions Obey all warning decals Be aware of body responses to adverse/ extreme weather conditions (heat/cold)	LOW
Suffocation					
Can anyone be suffocated due to: <ul style="list-style-type: none"> ▪ Lack of oxygen, or atmospheric contamination? 	<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		
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 type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	Follow manufacturers' instructions Obey all warning decals Take regular breaks/rests Exercise/stretch regularly Do not operate beyond your personal capabilities Use suitably designed and secured loading/unloading procedures including crane, hoist, ramps etc. Observe and use proper manual handling techniques	LOW
Transportation					
Can anyone be injured by this equipment falling or driven off vehicle or trailer while loading, unloading or transportation?	<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	Follow manufacturers' instructions Obey all warning decals Ensure equipment, attachments and sundry items are securely tied down 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 Properly secure machine to prevent turnover and/or damage Wear the appropriate PPE whilst handling this equipment	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></p> <p><i>Obey all warning decals</i></p> <p><i>Ensure equipment is on stable ground and clear of obstructions</i></p> <p><i>Ensure adequate ventilation</i></p> <p><i>Ensure safety gears and switches are engaged/disengaged appropriately before starting/operating</i></p> <p><i>Ensure all guards and fixtures are in place</i></p> <p><i>Ensure machine is switched off before making any adjustments</i></p> <p><i>Check the machine before use – 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>	MEDIUM
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>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 - always wear a dust mask if dust is generated.</i></p> <p><i>Take regular breaks as 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>	LOW



SAFETY MANAGEMENT SYSTEM

Plant and Equipment Risk Assessment

Further Comments:	A Specific Risk Assessment on site must been 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"/> <i>Manufacturers' manuals referenced</i>	<input type="checkbox"/> <i>Copy given to SRT for final review</i>
	<input checked="" type="checkbox"/> <i>Copy kept in Master Hires' Risk Management File</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.