

PLANT/EQUIPMENT RISK ASSESSMENT TOOL

Plant/Equipment Risk Assessment Tool														
Use this checklist to identify hazards associated with the operation of plant/equipment. Where two or more pieces of plant are exactly the same one risk assessment can apply for both pieces of plant/equipment. Whilst completing this checklist, record any action items on the “Risk Assessment Summary Sheet” (Refer to Form # 9).														
Access relevant reference documents for plant/equipment, e.g. operator manuals, Australian Standards, Codes of Practice to assist with the risk assessment as required.				Company Report #										
Name of person(s) undertaking assessment														
Date of assessment				Plant/equipment assessed										
N/A		NOT APPLICABLE												
NO		NO HAZARD EVIDENT												
YES		HAZARD IDENTIFIED (Corrective action must be implemented where current controls are not sufficient)												
Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?				Response		Current control measures (Add others in place)		Are current controls suitable		Corrective actions required (Transfer findings to summary sheet)				
				Yes	No	N/A		Yes	No		N/A			
A. ENTANGLEMENT														
1. Can anyone's hair, clothing, gloves, jewellery, cleaning brushes, rags or other material become entangled in moving parts of plant or materials in motion?										Guarding				
										Isolation systems				
										Braking systems				
										Barriers/Fencing				

GTP – Plant/Equipment Risk Assessment

PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
B. CRUSHING (Can anyone be crushed due to)								
1. Material falling off the plant?				Barriers/Fencing				
				Other				
2. Uncontrolled or unexpected movement of the plant or its load?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
3. Lack of capacity of the plant to be slowed, stopped or immobilized?				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
4. Plant tipping or rolling over?				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
5. Parts of the plant collapsing?				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
6. Coming in contact with moving parts of the plant during testing, inspection, operation, maintenance?				Isolation systems				
				Guarding				
				Braking systems				
				Barriers/Fencing				
				Other				

GTP – Plant/Equipment Risk Assessment

PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
7. Being thrown off or under the plant?				Isolation systems				
				Guarding				
				Braking Systems				
				Barriers/Fencing				
				Other				
9. Other factors not mentioned?				Isolation systems				
				Guarding				
				Braking Systems				
				Barriers/Fencing				
				Other				
C. CUTTING, STABBING, PUNCTURING (Can anyone be cut, stabbed or punctured due to)								
1. Coming into contact with sharp or flying objects?				Isolation systems				
				Guarding				
				Braking Systems				
				Barriers/Fencing				
				Other				
2. Coming in contact with moving parts of plant during testing, inspection, operation, maintenance, cleaning or repair?				Isolation systems				
				Guarding				
				Braking Systems				
				Barriers/Fencing				
				Other				

GTP – Plant/Equipment Risk Assessment

PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
C. CUTTING, STABBING, PUNCTURING (Can anyone be cut, stabbed or punctured due to)								
3. Parts of the plant or work pieces disintegrating?				Isolation systems				
				Guarding				
				Braking Systems				
				Barriers/Fencing				
				Other				
4. Work pieces being ejected				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
5. Mobility of the plant				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
6. Uncontrolled or unexpected movement of plant?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
7. Other factors not mentioned?								

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PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
D. SHEARING (Can anyone be cut, stabbed or punctured due to)								
1. Can anyone's body parts be sheared between two parts of the plant, or between a part of the plant and a work piece or structure?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
E. FRICTION (Can anyone be burnt due to)								
1. Contact with moving parts or surfaces of the plant, or materials handled by the plant?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
F. STRIKING (Can anyone be struck by moving objects due to)								
1. Uncontrolled or unexpected movement of the plant or material handled by the plant?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
2. The plant, parts of the plant or work pieces disintegrating?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				

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PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
F. STRIKING (Can anyone be struck by moving objects due to)								
3. Work pieces being ejected?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
4. Mobility of the plant?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				
5. Other factors not mentioned?								
G. HIGH PRESSURE/FUIDS/GASES								
1. Can anyone come into contact with fluids/gases under high pressure due to plant failure or misuse of the plant?				Guarding				
				Isolation systems				
				Barriers/Fencing				
				Other				
H. ELECTRICAL (Can anyone be injured by electric shock or burnt due to)								
1. The plant contacting live electrical conductors?				Guarding				
				Isolation systems				
				Braking systems				
				Barriers/Fencing				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
H. ELECTRICAL (Can anyone be injured by electric shock or burnt due to)								
2. The plant working in close proximity to electrical conductors?				Guarding				
				Isolation systems				
				Barriers/Fencing				
				Other				
3. Overload of electrical circuits?				Guarding				
				Isolation systems				
				Barriers/Fencing				
				RCD Systems				
4. Damaged or poorly maintained electrical leads, appliances and cables?				Other				
				Guarding				
				Isolation systems				
				Barriers/Fencing				
5. Damaged electrical switches?				RCD Systems				
				Other				
				Guarding				
				Isolation systems				
6. Water near electrical equipment?				Barriers/Fencing				
				RCD Systems				
				Other				
				Guarding				
7. Lack of isolation procedures?				Isolation systems				
				Barriers/Fencing				
				RCD Systems				
				Other				
8. Other factors not mentioned?								

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	Yes	No	N/A		Yes	No	N/A	
I. SLIPS, TRIPS AND FALLS (Can anyone using the plant or in the vicinity of the plant, slip, trip or fall due to)								
1. Uneven or slippery work surface?				Water				
				Dirt				
				Rubbish				
				Flooring				
				Other				
2. Poor housekeeping, (eg. Spillage not cleaned up, build up of waste, etc)?				Water				
				Dirt				
				Rubbish				
				Flooring				
				Other				
3. Obstacles being placed in the vicinity of plant?				Rubbish				
				Product				
				Equipment				
				Other				
4. Other factors not mentioned?								
5. Lack of proper work platform?				Guarding				
				Barriers/Fencing				
				Fall arrest systems				
				Swing Gates				
				Other				
6. Lack of proper stairs or ladders?				Hand Rails				
				Swing Gates				
				Ladder Cages				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
I. SLIPS, TRIPS AND FALLS (Can anyone fall from heights due to)								
7. Lack of guardrails or other suitable edge protection?				Fall Arrest Systems				
				Harnesses				
				Other				
8. Unprotected holes, penetrations or gaps?				Fall Arrest Systems				
				Drain Covers				
				Guard rails				
				Kick Boards				
				Other				
9. Poor floor or walking surface, such as lack of a slip resistance surface?				Ridge Capping to stairs				
				Non slip matting				
				Grid Mesh				
				Non slip surfaces				
				Other				
J. ERGONOMICS (Can anyone be injured due to)								
1. Poor design in seating?				5 Wheel base chairs				
				Ergonomic seats				
				Other				
2. Constrained body posture or the need for excessive effort?				Rotation of Work tasks				
				Lifting Devices				
				Other				
3. Design deficiency causing mental or psychological stress?				Automatic process				
				Ability to slow line down				
				Suitable working space				
				Other				
4. Inadequate or poorly placed lighting?				Natural Light				
				White Light				
				Spotlights				
				Portable lighting				

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	Yes	No	N/A		Yes	No	N/A	
J. ERGONOMICS (Can anyone be injured due to)								
5. Lack of consideration given to human error or human behaviour?				Training				
				Assessment of Skills				
				Performance Reviews				
				Other				
6. Mismatch of the plant with human traits and natural limitations?				Assessment of Skills				
				Physical Capacity				
				Psychological Capacity				
				Other				
7. Other factors not mentioned (Please detail)								
K. SUFFOCATION								
1. Can anyone be suffocated due to lack of oxygen or atmospheric contamination?				Confined Spaces Risk Assessment				
				Air Monitoring				
				Physical Fitness				
				Standby Persons				
				Other				
L. HIGH TEMPERATURE								
1. Can anyone come into contact with objects at high temperature?				Pipe Lagging				
				Guarding				
				Fencing / Barriers				
				PPE				
				Isolation				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
L. HIGH TEMPERATURE								
2. Can anyone be injured by fire?				Fire Doors				
				Exits				
				Fencing / Barriers				
				PPE				
				Guarding				
				Other				
3. Can anyone suffer ill-health due to exposure to high or low temperatures?				PPE				
				Guarding				
				Fencing/Barriers				
				Exhaust Systems				
				Cooling Systems				
				Other				
M. EXPLOSION (Can anyone be injured by explosion of)								
1. Gases?				Fencing/Barriers				
				PPE				
				Release Valves				
				Exhaust Systems				
				Other				
2. Vapours?				Fencing/Barriers				
				PPE				
				Release Valves				
				Exhaust Systems				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
M. EXPLOSION (Can anyone be injured by explosion of)								
3. Liquids?				Fencing/Barriers				
				PPE				
				Release Valves				
				Exhaust Systems				
				Other				
4. Dusts?				PPE				
				Release Valves				
				Exhaust Systems				
				Ventilation/ Extraction Systems				
				Other				
5. Other substances, triggered by the plant or be material handled by the plant?				PPE				
				Release Valves				
				Exhaust Systems				
				Ventilation/ Extraction Systems				
				Other				
N. OTHER HAZARDS (Can anyone be injured or suffer ill-health from exposure to)								
1. Chemicals / hazardous substances?				PPE				
				Release Valves				
				Respirators				
				Extraction Systems				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
N. OTHER HAZARDS (Can anyone be injured or suffer ill-health from exposure to)								
2. Toxic gases or vapours?				PPE				
				Release Valves				
				Respirators				
				Extraction Systems				
				Other				
3. Fumes?				PPE				
				Release Valves				
				Respirators				
				Extraction Systems				
				Other				
4. Dust?				PPE				
				Release Valves				
				Respirators				
				Extraction Systems				
				Other				
5. Noise?				PPE				
				Release Valves				
				Damping				
				Enclosed Machines				
				Other				
6. Vibration?				Anti Vibration Matting				
				Anti Vibration Gloves				
				Rotation of work tasks				
				Other				
7. Radiation?				PPE				
				Barriers				
				Isolation				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
N. OTHER HAZARDS (Can anyone be injured or suffer ill-health from exposure to)								
8. Lasers?				PPE				
				Isolation				
				Other				
9. Other factors not mentioned (Please detail)?								
O. STABILITY/CONDITION OF PLANT/EQUIPMENT								
1. Is the piece of plant old/new?				Maintenance Records				
				Risk Assessment				
				Operators Manual				
				Other				
2. Is there a service & maintenance history?				Maintenance Records				
				Risk Assessment				
				Operators Manual				
				Maintenance Checks				
				Other				
3. Is the plant used constantly or rarely?				Maintenance Records				
				Other				
4. Is the plant suitable for its intended use?								
5. If not suitable for intended purpose, what hazards arise from the unintended use?								
6. How suitable are the materials used to make the plant?								
7. How suitable are the accessories for the plant?								

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	Yes	No	N/A		Yes	No	N/A	
O. STABILITY/CONDITION OF PLANT/EQUIPMENT								
8. Is the plant well supported, is it stable, might it roll over or move?				Maintenance records				
				Maintenance checks				
				Other				
P. LOCATION AND ENVIRONMENT OF PLANT/EQUIPMENT								
1. Does the location of the plant affect safety of the area?								
2. Does the location of the plant affect safety of employees?								
3. Does the location of the plant affect the safety and or maintenance of the working environment?				Noise Control				
				Vibration Control				
				Effective Lighting				
				Other				
4. Does the location of the plant affect other people in the vicinity?				Emergency Preparedness				
				Noise Control				
				Vibration Control				
				Dust Control				
				Other				
Q. SYSTEMS OF WORK								
1. Do the systems of work present a concern?				Risk Assessment				
				SOP				
				Training & Assessment Tools				
				Other				
2. Could systems of work create any hazards?				JSA				
				SOP				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
Q. SYSTEMS OF WORK								
3. Are there sufficient arrangements for access and egress to the plant during operation; for maintenance, and in an emergency?				Emergency Preparedness Plan				
				Clear Walkways				
				Effective Lighting				
				Other				
4. Does the safety of the plant depend on the competence of the operator?				SOP				
				Training & Assessment Tool				
				Other				
5. What current control measures are in place?				Risk Assessment				
				JSA				
				SOP				
				Buddy System				
				Training & Assessment Tool				
				Other				
6. Are the control measures in place effective?				Risk Assessment				
				JSA				
				SOP				
				Buddy System				
				Training & Assessment Tool				
				Other				
R. EMERGENCY STOPS								
1. Are there emergency stop buttons located at work stations/operator areas?								

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	Yes	No	N/A		Yes	No	N/A	
R. EMERGENCY STOPS								
2. Is the emergency stop a red mushroom latch in type button and easy for the operator to reach?								
3. Are there emergency stop lanyards located at work stations/operator areas?								
4. Are emergency stop lanyards located coloured red and easy for the operator to reach?								
5. Is the emergency stop device labelled as such?								
6. Is the emergency stop device accessible during normal operations?								
7. Is the emergency stop used as the only means of isolation?				Electrical isolators and control panels				
				Other				
8. Is the emergency stop a lockable type?								
9. Does the emergency stop work as is required and is this checked on a regular basis?				Maintenance checks for e-stops				
S. STOP/START BUTTONS								
1. Is there a start button?								
2. Is the start button labelled?								
3. Is the start button accessible under normal operations?								
4. Is there a stop button?								
4. Is the stop button labelled?								
6. Is the stop button accessible under normal operations?								

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	Yes	No	N/A		Yes	No	N/A	
T. ISOLATORS (Electrical)								
1. Is there an isolator?				SOP				
				Training & Assessment Tools				
				Other				
2. Is the isolator lockable?								
3. Is the isolator accessible for normal operations?								
4. Is the isolator appropriately labelled?								
5. Does the isolator cease operations of machinery as intended?				Maintenance checks				
				Other				
T. ISOLATORS (Mechanical, Pneumatic, other)								
6. Are there means of isolating the mechanical processes?				Isolation Points				
				Lockout Devices				
				Dump Valves				
				Bleed Valves				
				Other				
7. Do mechanical valves have either direction of operation to indicate open or closed state?								
8. Are dump valves available for pneumatic lines?				Isolation points				
				Isolation/lockout devices				
				Dump valves				
				Bleed valves				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
T. ISOLATORS (Mechanical, Pneumatic, other)								
9. Where vent valves are fitted are they directed away from walkways/access areas?				Isolation points				
				Isolation/lockout devices				
				Dump valves				
				Bleed valves				
				Barriers/Fencing				
				Other				
10. Do bleed valves installed in hydraulic systems bleed back into the main tank via dedicated return lines?				Isolation points				
				Isolation/lockout devices				
				Dump valves				
				Bleed valves				
				Barriers/fencing				
				Other				
11. Are control devices mounted in locations that can be easily accessed and operated with out risk to personnel?				Isolation points				
				Dump valves				
				Bleed valves				
				Isolation/lockout devices				
				Other				
12. Are control devices labelled or marked to indicate their purpose?				Isolation points				
				Isolation/lockout devices				
				Dump valves				
				Bleed valves				
				Other				

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	Yes	No	N/A		Yes	No	N/A	
T. ISOLATORS (Mechanical, Pneumatic, other)								
13. Is there a wind down system in place for moving parts of saw milling machinery?				Isolation points				
				Isolation/lockout devices				
				Interlocks				
				Display of wind down times				
				Other				
14. What is the wind down time and can employees access moving parts during this process?				Wind down times tested				
				Interlocks				
				Other				
U. GUARDING (Is guarding designed to)								
1. Prevent access to pinch points/rotating parts by fingers/hands?								
2. Removable for cleaning purposes?								
3. Meet specifications of guarding standards (AS 4024.1)?								
4. Does framework of guarding prevent access for general & maintenance activities?								
5. Does position of guarding prevent access for general & maintenance activities?								

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	Yes	No	N/A		Yes	No	N/A	
U. GUARDING (Is guarding designed to)								
6. Are braking systems designed to stop machinery as quickly as possible?								
7. Are foot controls shrouded (where required)?								
V. MAINTENANCE ACCESS (after Isolation)								
1. Are grease points accessible for maintenance personnel?								
2. Is there an automatic lubrication system available?								
3. Are chains & sprockets accessible for ease of maintenance?								
4. Can access be obtained to service air lines & hydraulic systems?								
5. Is information regarding machinery available on maintenance system?				Maintenance System				
				Maintenance Manuals				
				Other				
W. HOUSEKEEPING (after Isolation)								
1. Is access to machinery for general cleaning restricted?								
2. Does cleaning pose possible manual handling issues?				Manual Handling Training				
3. Can the area be engineered to prevent fall of sawdust / chip in order to minimise cleaning?								

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	Yes	No	N/A		Yes	No	N/A	
W. HOUSEKEEPING (after Isolation)								
4. Is other equipment required for cleaning purposes and can this equipment be easily accessed?				Ladders				
				Lifting Devices				
				Extraction Pumps				
				Air Hoses				
				Brooms/Shovels				
				Wheel Barrows				
				Other				
X. LIGHTING								
1. Is lighting adequate for the working area?								
2. What is the form of the light source?				Natural				
				Artificial				
				Spotlights				
				Other				
3. Is local lighting available for maintenance purposes?				Natural				
				Artificial				
				Spotlights				
				Other				
4. Does lighting produce a strobe effect?								
5. Does the lighting cause shadows or glare to operators?								
6. Does lighting generate excess heat at or near the machine or the operator?								

GTP – Plant/Equipment Risk Assessment

PLANT/EQUIPMENT RISK ASSESSMENT TOOL (continued)

Is it foreseeable that there is a risk to health and safety of employees arising from use of this equipment NOT taking into account current control measures?	Response			Current control measures (Add others in place)	Are current controls suitable			Corrective actions required (Transfer findings to summary sheet)
	Yes	No	N/A		Yes	No	N/A	
Y. GENERAL								
1. If products can jam to block machine operations (i.e. hydraulic arms/lifts etc) is stored energy taken into account prior to un-jamming?				Bleed/Dump Valves				
				Isolation				
				Emergency Stops				
				Other				
2. Is there ability to lock or secure lifting arms in place in order to clear tangles?				Bleed/Dump Valves				
				Isolation				
				Other				
3. What processes are in place if there were failure of lifting equipment such as hoists, hoist chains & connections, lifting attachments for support frames etc?				Risk Assessments				
				External Assistance				
				Other				
4. What processes are in place if there were failure of lifting equipment such as hoists, hoist chains and connections, lifting attachments for support frames etc?				Risk Assessments				
				External Assistance				
				Other				
5. Is lifting equipment load rated?				Ladders load rated				
				Cranes compliance checked				
				Daily log books				
				Other				
6. Are operators far enough away or protected should raised loads fall?				Guarding/Barriers				
				Fences/Bunting				
				Emergency Stops				
				JSA				
				Risk Assessment				
				Other				



GTP – Plant/Equipment Risk Assessment

Transfer findings from Risk Assessments to this summary sheet. (This sheet can be used for any risk assessment undertaken)

Form # 7 RISK ASSESSMENT SUMMARY SHEET									
Verification (Tick appropriate box)			Yes	No	Verification (Tick appropriate box)			Yes	No
Operator Competency Required					Operator Manual Available				
Licenced Operator required					Maintenance Records held & current				
Area of assessment				Name of Plant/Equipment/Task assessed					
Names of personnel undertaking assessment							Report #		
							Date of assessment		
Item #	Possible Consequences	Likelihood	Conseq	Risk Matrix	Corrective Actions				



GTP – Plant/Equipment Risk Assessment

RISK ASSESSMENT SUMMARY SHEET (continued)

Item #	Comments / Possible Consequences	Likelihood	Conseq	Risk Matrix	Corrective Actions

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