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| --- | --- |
| Plant and Equipment Risk Assessment Template (Example)  **WHS-PRO-TEM-002b** |  |
| *Electronic copies of this checklist are current. All other copies are uncontrolled and currency can only be assured at the time of printing* | |

This template is designed to be used prior to purchasing a piece of equipment. To assist in completing this template the WHS Unit have provided an sample completed Plant and Equipment Risk Assessment Template which can be found at this link.

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| --- | --- | --- | --- | --- | --- |
| **Name of Item:** | Angle Grinder | | | | |
| **Manufacturer / Make / Model:** | Makita, GA5041C | | | | |
| **Supplier:** | Toolmart | | | | |
| **Division:** | DTES | | | | |
| **Proposed use:** | Field work tool – general maintenance (e.g. fencing) | | | | |
| **Assessment Team:** | John Doe | **Signature:** | x | **Date:** | Xx/xx/xxxx |
| **Assessment Team:** | Jane Doe | **Signature:** | x | **Date:** | Xx/xx/xxxx |
| **Assessment Team:** | George Doe | **Signature:** | x | **Date:** | Xx/xx/xxxx |

1. **Design and manufacture:**

Is the plant designed and manufactured in accordance with a relevant standard (e.g. Australian Standard) / competent person ?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Yes | N/A | Standard name / number: | EN60745 |
|  |
|  |  |  | Competent person: |  |

1. **Registration / certification:**

Is the plant registered / certified, if required?

List of plant requiring registration in accordance with the WHS Regulations Part 2 Schedule 5 [*https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sch.5*](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sch.5 )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Yes | N/A | Details: |  |

1. **Modifications:**

Has the plant been modified in any way?  Yes  No (if no, go to question 4)

|  |  |
| --- | --- |
| * List Modifications: |  |
| * Qualifications of person modifying item of plant? |  |
| * Certification number / engineering report for modifications: | Yes Number / Date of report: |
| * Do these modifications add WHS risks? |  |

1. **Second hand plant:**

Is the plant second hand?  Yes  No (if no, go to question 5)

|  |  |
| --- | --- |
| * Is a written notice outlining the condition of the plant, any faults identified available (from supplier)? |  |
| * Have faults been repaired / made safe? |  |
| * Has plant safety been assessed by a competent person? Who is the competent person |  |

1. **Documentation:**

|  |  |
| --- | --- |
| Design safety documentation |  |
| Manufacturers installation, operation and maintenance manual | [Instruction manual](https://www.makita.com.au/media/documents/manuals/GA5041C01_manual.pdf)  (click – hyperlinked) |
| Approved plans / calculations |  |
| Safety data sheets |  |
| Certifications |  |

1. **Licensing / Qualification / Competency Requirements:**

|  |  |
| --- | --- |
| Installation | N/A |
| Operating | SWP – assessed internally against the Angle Grinder SWP |
| Maintenance / Servicing | Inspect equipment before use by operator (no qualifications required), no maintenance required |
| Repair | Depending on the repair, Makita authorised service centre will be used. |

1. **Identify the hazards and control: Detail the controls for each applicable risk:**

| Hazards | Yes | No | Controls |
| --- | --- | --- | --- |
| Can anyone be crushed due to:   * material falling off the plant? * uncontrolled or unexpected movement of the plant? * lack of capacity for the plant to be slowed, stopped or immobilised? * the plant tipping or rolling over? * parts of the plant collapsing? * coming into contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair? * being thrown off or under plant? * being trapped between the plant and materials or fixed structures? * other factors not mentioned |  | ** |  |
| Can anyone be stabbed or punctured due to:   * coming in contact with sharp or flying objects? * coming in contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair? * the 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 not mentioned? | ** |  | *Follow manufacturers instructions and SWP* |
| 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? |  | ** |  |
| Can anyone be struck by moving objects due to:   * uncontrolled or unexpected movement of the plant or material handled by the plant? * the plant, parts of the plant or work pieces disintegrating? * work pieces being ejected? * mobility of the plant? * other factors not mentioned? | ** |  | *Only use Makita recommended guards, never operate without a guard in place.* |
| Can anyone come into contact with fluids under high pressure, due to plant failure or misuse of the plant? |  | ** |  |
| Can anyone be injured by electrical shock or burnt due to:   * the plant contacting live electrical conductors? * the plant working in close proximity to electrical conductors? * overload of electrical circuits? * damaged or poorly maintained electrical leads and cables? * damaged electrical switches? * water near electrical equipment? * lack of isolation procedures? * other factors not mentioned? |  | ** | *Battery operated* |
| Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances, triggered by the operation of the plant or by material handled by the plant? |  | ** |  |
| Can anyone be injured due to:   * poorly designed seating? * poorly designed operator controls? * high forces? * repetitive movements? * awkward body posture or the need for excessive effort? * vibration? * other factors not mentioned? |  | ** |  |
| Can anyone be injured due to unexpected start-up, unexpected over-run/over-speed (or similar malfunction) from:   * failure/disorder of the control system(e.g. a hydraulic system)? * restoration of energy supply after an interruption? * external influences on electrical equipment? * other environmental factors (gravity, wind, etc.)? * errors in the software? * errors made by the operator? |  | ** |  |
| Can anyone be injured due to:   * noise (*greater than 85dB, interferes with communication*)? * inadequate or poorly placed lighting? * entry into any confined spaces of the plant? * failure to select plant that is suitable for its intended use? * contact with hot or cold parts of plant? * exposure to hazardous chemicals, radiation or other emissions released by the plant? * exposure to biological substances? * lack of operator competency? * other factors not mentioned? | ** |  | *Hearing protection to be worn. Hearing protection purchased and stored with the tool.* |

1. **Servicing / Maintenance requirements (including calibration):**

|  |  |
| --- | --- |
| Added to maintenance schedule (as per manufacturers recommendations) | N/A |
| Modifications to manufacturers recommendations for servicing / maintenance | N/A |
| Issues: | Nil |

1. **JCU Inspection requirements specific to this item of plant:**

Are there any inspections requirements for this plant (separate to maintenance inspections identified above)?  Yes  No

|  |  |
| --- | --- |
|  | Operator conducts inspection of the equipment prior to each use. If faults / damage is found, it will be sent to the service agent for repair. |
|  |  |

1. **Safe work procedure (SWP):**

Is a safe work procedure / safe operating procedure required?  Yes  No

|  |  |
| --- | --- |
| Person responsible for developing SWP? | Joe Blogs |
| Completion date: | 21/10/2019 |

**Consultation:**

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| --- |
| *Advised team of the new piece of equipment and SWP at the September staff meeting.* |
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