Plant and Equipment Risk Management Form

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| 1. Hazard Management Details – General |
| **Plant/Equipment Item: Metal Milling Machine**  | **Make/Model No.:**  | **Serial No.:**  |
| **School / Work Location:**  | **Region:**  |
| **Name of Person(s) Conducting Activity:** | **Date Conducted:**       |
| Metal Milling Machine   http://image.made-in-china.com/2f0j00JBjTHQEaqtle/Drilling-and-Milling-Machine-XZ6350Z-.jpg | **Description of Use:**A metal milling machine is a specialised piece of plant equipment used to machine metal.  | **Summary of Key Risks:** **(refer to appropriate subsections)*** Entanglement
* Impact and cutting
* Electricity
* Ergonomics
* Noise
* Condition
* Slips/trips/falls
* Other (gases and dust)
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| 2. Documentation |
| **Relevant Legislation/Standards** | **Y / N** | **Comments** |
| **Is plant required to be registered?** | Y [ ]  N[x]   |  |
| **Is a user license required?** | Y [ ]  N[x]   |  |
| **Key Reference material**  |  | AS 4024.3101 Safety of machinery - Materials cutting - Milling machines (including boring machines) - Safety requirementsAS/NZS 3760 In service safety inspection and testing of electrical equipmentAS 4024.1 Safety of machinery  |
| **Plant Documentation** | **Y / N** | **Comments** |
| **Are operator’s manuals accessible?** | Y [x]  N[ ]   |  |
| **Is this a restricted use item?** | Y [x]  N[ ]   |  |
| **Does this item require safe use documents/test?** | Y [x]  N[ ]   |  |

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| 3. Hazard Identification |  |
| **Hazards Inspected** | **Risk Assessment** | **Description of Risk** | **Control Measures** |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **ENTANGLEMENT**Can anyone’s hair, clothing, gloves, cleaning brushes, tools, rags or other materials become entangled with moving parts of the plant or materials? | Y [x]  N[ ]  | Moderate | Possible | Medium | Long hair, loose clothing, rags, cleaning brushes and jewellery could become entangled in the moving parts of the equipment. | Ensure hair, loose clothing, rags and jewellery is kept clear of moving parts when in use.* Overalls can be used to restrict loose clothing.
* Hair ties/hair nets must be used to secure long hair.

Ensure inappropriate jewellery and accessories (e.g. bracelets) are not worn when operating equipment. |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **IMPACT AND CUTTING**Can anyone be crushed/cut/struck etc. due to: |  |  |  |  | The exposed moving parts present a risk to an operator’s hands and body parts.Injuries could also be sustained as a result of the machining bit breaking or the incorrect and /or misaligned installation of the drill bit.The chuck key left in the chuck can leave the machine and could result in injury.Injuries could be sustained as a result of the milling machine being poorly maintained, installed or damaged.The item being fabricated can throw off hot, sharp pieces of metal swarf and could result in injury.Failure to assign the correct speed for the machining process could result a risk of injury to the user.Injuries could also be sustained as a result making adjustments to the machine (e.g. angle of blade) whilst shutting down or in operation.Failure to switch off and isolate the power of the machine prior to changing bit, and or cleaning, adjusting, maintaining or repairing the machine could result in injury.Failure to switch off machine before removing waste material (e.g. metal splinters or swarf build up) from the bench could result in injury. | Ensure operator’s hands and body parts are kept clear of moving drill bit during operation and maintenance.Ensure appropriate guarding is installed and in good working order prior to operation (e.g. chuck guard and isolation interlock device). Ensure work piece is securely clamped tight prior to drilling.  Ensure the correct bit is used and in good condition.Remove the chuck key before starting the machineEnsure the equipment is appropriately installed and regularly serviced.Ensure operator has been trained in safe work practices and appropriate PPE (e.g. eye, foot hearing and clothing protection) is worn during operation. Ensure appropriate speed for machining process is selected for the task. Before making adjustments and measurements (e.g. angle and pressure to blade) switch off and bring the machine to a complete standstill.Turn off machine at power point before changing the bit. Never leave the machine running unattended. Switch off machine before removing waste material (e.g. swarf build up) from the bench. |
| * Material falling off the plant?
 | Y [ ]  N[x]  |  |  |  |
| * Uncontrolled/unexpected movement of plant/load?
 | Y [ ]  N[x]  |  |  |  |
| * Lack of capacity to slow, stop or immobilise plant?
 | Y [ ]  N[x]  |  |  |  |
| * The plant tipping or rolling over?
 | Y [ ]  N[x]  |  |  |  |
| * Parts of the plant disintegrating or collapsing?
 | Y [ ]  N[x]  |  |  |  |
| * Contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair?
 | Y [x]  N[ ]  | Moderate | Possible | Medium |
| * Being thrown off or under the plant?
 | Y [ ]  N[x]  |  |  |  |
| * Contact with sharp or flying objects? (e.g. work pieces being ejected)
 | Y [x]  N[ ]  | Moderate | Possible | Medium |
| * The mobility of the plant?
 | Y [ ]  N[x]  |  |  |  |
| * Inappropriate parts and accessories being used?
 | Y [ ]  N[x]  |  |  |  |
| * Other
 | Y [ ]  N[x]  |  |  |  |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **SHEARING**Can anyone’s body parts be sheared between two parts of plant, or between a part of the plant and a work piece or structure? | Y [ ]  N[x]  |  |  |  |  |  |
| **PRESSURISED CONTENT**Can anyone come into contact with fluids or gases under high pressure, due to plant failure or misuse of the plant? | Y [ ]  N[x]  |  |  |  |  |  |
| **ELECTRICITY**Can anyone be injured or burnt due to: |  |  |  |  | Damaged or frayed electrical cords pose an electrical hazard.Electrical leads that have not been tested and tagged as specified in AS 3760 could pose an electrical hazard. | Operator to check for damaged electrical cords prior to use. Ensure equipment is serviced on a regular basis, tested and tagged in accordance to AS 3760 and isolation procedures (i.e. lock out tags) are in place.Identify ON/OFF switch and emergency stop button. |
| * Live electrical conductors? (e.g.exposed wires)
 | Y [ ]  N[x]  |  |  |  |
| * Working in close proximity to electrical conductors?
 | Y [ ]  N[x]  |  |  |  |
| * Access to electricity?
 | Y [ ]  N[x]  |  |  |  |
| * Damaged or poorly maintained electrical leads, cables or switches?
 | Y [x]  N[ ]  | Major | Unlikely | High  |
| * Water near electrical equipment?
 | Y [ ]  N[x]  |  |  |  |
| * Lack of isolation procedures?
 | Y [ ]  N[x]  |  |  |  |
| * Other
 | Y [ ]  N[x]  |  |  |  |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
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| **ERGONOMICS**Can anyone be injured due to: |  |  |  |  | Poor design of workspace around plant and equipment can lead to impact injuries for the user.  | Ensure plant and equipment is easily accessible by being installed a safe distance away from:* Other items of plant and equipment
* Stock / materials
* Rubbish
 |
| * Poorly designed workstation?
 | Y [ ]  N[x]  |  |  |  |
| * Repetitive body movement?
 | Y [ ]  N[x]  |  |  |  |
| * Constrained body posture or the need for excessive effort?
 | Y [ ]  N[x]  |  |  |  |
| * Design deficiency causing psychological stress?
 | Y [ ]  N[x]  |  |  |  |
| * Inadequate or poorly placed lighting?
 | Y [ ]  N[x]  |  |  |  |
| * Does the plant impact on the surrounding workplace and create potential hazards? (Consider potential impact on the design and layout of the workplace)
 | Y [x]  N[ ]  | Moderate | Likely | High |
| * Is the location of the plant inappropriate? (Consider potential effects due to environmental conditions and terrain)
 | Y [ ]  N[x]  |  |  |  |
| * Other
 | Y [ ]  N[x]  |  |  |  |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **RADIATION**Can anyone using the plant, or in the vicinity of the plant suffer injury or illness due to exposure to radiation in the form of any of the following:* infra-red radiation
* ultra violet light
* microwaves
 | Y [ ]  N[x]  |  |  |  |  |  |
| **NOISE**Can anyone using the plant, or in the vicinity of the plant, suffer injury due to exposure to noise? | Y [x]  N[ ]  | Moderate | Unlikely | Medium  | Machine is capable of emitting a noise in excess of 85 dB (A). | Ensure appropriate PPE (e.g. approved hearing protection) is worn whilst operating the metal milling machine. |
| **VIBRATION**Can anyone be injured or suffer ill-health from exposure to vibration? | Y [ ]  N[x]  |  |  |  |  |  |
| **FRICTION**Can anyone be burnt due to contact with moving parts, materials or surfaces of the plant? | Y [ ]  N[x]  |  |  |  |  |  |
| **SUFFOCATION**Can anyone be suffocated due to lack of oxygen, or atmospheric contamination?  | Y [ ]  N[x]  |  |  |  |  |  |
| **CONDITION**Is a hazard likely due to the age and condition of the plant? (*Consider how hard the machine has been worked, and whether it is used constantly or rarely).* | Y [ ]  N[x]  |  |  |  | Injuries could be sustained as a result of the milling machine being poorly maintained, damaged or incorrectly installed/setup. | Where a drill bit is damaged or incorrectly fitted, guarding is absent or the milling machine is poorly maintained, damaged or incorrectly installed/setup, ensure appropriate isolation procedures (e.g. lock out tags) are in place when machines require service. |
| Can anyone be injured as a result of the plant not serviced appropriately and/or maintained in line with manufacturer’s recommendations? | Y [x]  N[ ]  |  |  |  |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **SLIPS/TRIPS/FALLS**Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to: |  |  |  |  | Inappropriate placement of objects (e.g. spare materials, electric cords, bags etc.) in the immediate vicinity of the plant equipment may result in a trip hazard.Inappropriate placement of objects (e.g. spare materials, bags etc.) in the immediate vicinity of the plant equipment may result in a trip hazard. | Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of a slip, trip or fall.  |
| * Uneven, slippery or steep work surfaces?
 | Y [ ]  N[x]  |  |  |  |
| * Poor housekeeping, e.g. spillage in the vicinity?
 | Y [x]  N[ ]  | Minor | Possible | Medium |
| * Obstacles being placed in the vicinity of the plant?
 | Y [x]  N[ ]  | Minor | Possible | Medium |
| * Inappropriate or poorly maintained floor or walking surfaces (i.e. lack of a slip-resistant surface, unprotected holes, penetrations or gaps?)
 | Y [ ]  N[x]  |  |  |  |
| If operating or maintaining plant at height can anyone slip, trip or fall due to: |  |  |  |  |
| * Use of work platforms, stairs or ladders?
 | Y [ ]  N[x]  |  |  |  |
| * Lack of guardrails or other suitable edge protection?
 | Y [ ]  N[x]  |  |  |  |
| * Other
 | Y [ ]  N[x]  |  |  |  |

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| Hazards Inspected | Risk Assessment | Description of Risk | Control Measures |
|  | **Cons** | **Like** | **Risk****Level** |  |  |
| **FIRE AND EXPLOSION**Can anyone be injured by fire? | Y [ ]  N[x]  |  |  |  |  |  |
| * Can anyone be injured by explosion of gases, vapours, liquids, dusts, or other substances?
 | Y [ ]  N[x]  |  |  |  |
| **TEMPERATURE/MOISTURE**Can anyone come into contact with objects athigh or low temperatures? | Y [ ]  N[x]  |  |  |  |  |  |
| * Can anyone suffer ill-health due to exposure to high or low temperatures?
 | Y [ ]  N[x]  |  |  |  |
| * Can anyone be injured or suffer ill-health due to exposure to moisture?
 | Y [ ]  N[x]  |  |  |  |
| **OTHER**Can anyone be injured or suffer ill-health from exposure to: |  |  |  |  | Gases and metal dust generated from the work process may be hazardous to health. | Ensure the local exhaust/ventilation system is switched on and in good working order. Ensure appropriate control measures are implemented (e.g. PPE and good housekeeping practices etc.). |
| * Chemicals?
 | Y [ ]  N[x]  |  |  |  |
| * Toxic gases or vapours?
 | Y [ ]  N[x]  |  |  |  |
| * Fumes/Dusts?
 | Y [x]  N[ ]  |  |  |  |
| * Other? (please specify)
 | Y [ ]  N[x]  |  |  |  |
| **4. Risk Assessment Signoff** |
| Authorised By:       | Signature: | Date:       |

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| Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

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| Descriptor | Level | Definition |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

3. Risk level - Calculate the level of risk by finding the intersection between the likelihood and the consequences

|  |  |
| --- | --- |
| Likelihood | Consequence |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

  | Likelihood - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

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| Descriptor | Level | Definition |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within the Department over an extended period of time |
| **Possible** | **3** | May occur several times across the Department or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularlyIt is anticipated for each repetition of the activity of event |

4. Risk Level/Rating and Actions

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| Descriptor | Definition |
| **Extreme:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. |
| **High:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. |
| **Medium:** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days. |
| **Low** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time. |

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